



# STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

## Agenda for the Students' Council Meeting of the Students' Association of MacEwan University September 18, 2024 at 6:00pm in the Council Chamber

---

### 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 (absent)  
Aleace Moom, Vice President Student Life  
Maade Okai, Councillor  
Nhi Phan, Councillor  
Nathan Poon, Councillor  
vacant, Vice President External

Inder Singh, Councillor (absent)  
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  
Caitlin Yambao, Admin Support

---

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 SEPTEMBER 18, 2024**

#### 2.2 MOTION

**TO APPROVE THE MINUTES OF AUGUST 21, 2024**

### 3. Presentations

#### 3.1. MNP – 2023/2024 Audit

VPGF -

**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 August 14, 28, and September 4, 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. Committees Policy**

***MOTION TO APPROVE THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

***VPGF/***

Favour:

Oppose:

**7.2. Governance Transition Policy**

***MOTION TO APPROVE THE GOVERNANCE TRANSITION POLICY ON THE RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

***VPGF/***

Favour:

Oppose:

**7.3. 2023-2024 Councillor of the Year Vote**

VPSL –

**7.4.**

**8. Consultation**

**9. Evaluation**

**9.1.**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

Next Meeting Date: October 16, 2024

Meeting adjourned at pm



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

---

**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 (absent)  
Aleace Moom, Vice President Student Life  
Maade Okai, Councillor  
Nhi Phan, Councillor  
Nathan Poon, Councillor  
Alric Reid, Vice President External

Inder Singh, Councillor (absent)  
Alem Tesfay, Councillor  
Joehn Torres, Councillor  
Chioma Uzor, Councillor (absent)  
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

---

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 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**

**BEKA/TORRES**

**CARRIED**

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

**TORRES/OKAI**

**CARRIED**

### **3. Presentations**

#### **3.1. Tuition and Fees Consultation Process**

\*Presentation from Parvin Sedighi, External and Stakeholder Relations Manager

\*Uzor enters at 6:10pm.

### **4. For Information**

#### **4.1. Reports**

##### **4.1.1. President**

As presented.

##### **4.1.2. Vice President Academic**

##### **4.1.3. Vice President External**

As presented.

##### **4.1.4. Vice President Governance & Finance**

As presented.

##### **4.1.5. Vice President Student Life**

Councillor of the Year nominations coming up; Fall Fest signup sheet will be sent out soon.

#### **4.2. Executive Committee Minutes**

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

### **5. Question Period**

#### **5.1. Written Questions**

Zidan - To VPA: I am really looking forward to working with everyone in GFC. I wonder if there is any update on the automated bill for the person textbooks since last meeting?

VPA – Thank you for this question, Councillor Zidan. I, too, look forward to working with everyone in GFC.

There have been a few updates regarding automatic textbook billing since our last meeting. As we know, the Bookstore is piloting an opt-in model for automatic textbook billing. Students have to 'opt-in' to for charges to be made on their account. However, the nature of this 'opt-in' pilot is slightly misleading. For instance, students are provided with online educational materials (textbooks) on their first day of class. Then, have until September 17 to 'opt-in' and continue to have access to these materials.

In essence, the 'opt-in' pilot functions as 'opt-to-continue.' Without opting-in to the automatic textbook billing model, students will lose access to the materials (textbook) provided at the start of the semester and will be required to source a textbook through a 3<sup>rd</sup> party (or the Bookstore, if available).

Interestingly, Pearson is the only publisher that the Bookstore is working with for automatic textbook billing. Other publishers were not willing to proceed with an opt-in model.

Unfortunately, most materials provided through automatic textbook billing are on a rental basis. Short term savings may be realized for students; however, these savings lose potency if a textbook is used across multiple classes, or if a student wishes to reference their textbook post-graduation.

As the term progresses, I encourage any student taking part in an automatic textbook billing class to reach out and provide feedback regarding their experience. Student consultation is essential to provide meaningful support amidst the ongoing affordability crisis.

Zidan - To VPA: congrats to councillor Torres! My question to you VPA is if you could provide more information about Allard Chair Working Group?

VPA – Absolutely, Councillor Zidan. The Allard Chair Working Group works to find and select the next [Allard Chair in Business](#). This working group identifies outstanding entrepreneurs in Edmonton who could serve as the next Allard Chair.

Zidan - To VPGF: what expectations were clarified during Tuition/MNF Meetings and outcomes of those future meetings?

VPGF – During the first meeting, we reiterated the agreed upon process we worked on together that follows the Tuition & Fees Framework. The first meeting resolidified those timelines, clarified expectations, and both SAMU and MacEwan requested information and deliverables. Regarding outcomes, prior to meeting two, MacEwan will provide SAMU with the projected 4-year increase of Tuition and MNIFs, as well as the revenue of MNIFs vs the cost of the specific goods and service. Also, during this meeting, SAMU will provide a written submission stating where in-year savings should be allocated.

For meeting three, MacEwan will presents their proposed domestic and international tuition increase(s) as well as any increases to MNIFs with the corresponding updated 4-year and revenue vs. The cost and goods and service that they sent. Then SAMU will be provided with a month to compose their written response.

Lastly, for the final meeting, MacEwan responds to SAMU's submission, and then the final domestic and international tuition and MNIF numbers are shared with the 4-year projections and the revenue of the MNIFs vs the cost of the specific goods and services.

Zidan – To VPSL: HAPPY BELATED BIRTHDAY, and I hope enjoyed your special day! Regarding MHW, the previous executive has reported a low students turn out for winter 2024. Is there any different approaches will be taking to improve that?

VPSL – Thank you so much councillor Zidan! I really appreciate it. Regarding Mental Health Week the low student engagement was flagged as an opportunity for improvement this year and the committee is still working through what those improvements would look like. MHW last year was close to midterms and this year we are hoping to mitigate that by changing the week earlier into the winter semester. I will keep council updated throughout the year on changes and updates that happen.

## 5.2. Oral Questions

Topics include: SAMU office space project; student tech fee.

## 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/TORRES**

Favour: Poon, Yusuf, Pres, Uzor, Kamenwa, Okai, Torres, Tesfay, Phan, Vpe, Beka, huhtala, Vpsl, Vpgf

**CARRIED**

**8. Consultation**

**9. Evaluation**

**9.1. Evaluation Form**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

***UZOR***

***CARRIED***

Next Meeting Date: September 18, 2024

Meeting adjourned at 6:51pm.



## Students' Council Report

### President

September 18<sup>th</sup>, 2024

Council,

Please see the report on my work as President during August 22<sup>nd</sup> to September 12<sup>th</sup>.

### Executive Summary

- External Advocacy Advisor (EAA) Hiring
- Block Party
- Fall Fest
- Council of Alberta University Students (CAUS)

### Student Voice

*The Student Voice is amplified by SAMU.*

#### EAA Hiring

*2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.*

SAMU has been steadily increasing its advocacy capacity to deliver significant improvements to the Student Experience. The hiring of the new EAA will reduce the load on other support staff and allow increased focus on specific support staff and Executive portfolios. As the name suggests, the EAA will be directly supporting the VPE and President portfolios.

#### Block Party

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

The VPGF and I were invited as SAMU representatives. Along side MacEwan's President and VP University Relations, the VPGF and I walked through the Block Party





with Minister Boissonnault, MLA Shepherd, and Councillor Stevenson. The event was also attended by representatives from Norquest administration and Students' Association.

### Fall Fest

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

SAMU's Fall Fest was attended by Edmonton's Mayor. Many students were happy to engage with the Mayor, which increases awareness of SAMU's governance and advocacy.

### CAUS

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

CAUS held an election for a new Chair. The University of Alberta Students' Union (UASU) President was the only candidate. UASU's President is the current Chair of CAUS.

### **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

September 18, 2024

The once-silent halls of MacEwan speak with the footsteps of students. Energy reverberates within the SAMU building, generated by the power of good vibes—amplified by the talented operations staff at SAMU.

Plenty has happened since we last gathered. Numerous events, meetings, and projects fill the days. This report details a high-level snapshot of work conducted within my portfolio.

Enjoy!

### **Executive Summary**

- Library whiteboard student surveys
- Deferred exam fee update
- Terminating the BSc Engineering Transfer program

### **Student Voice**

*The Student Voice is amplified by SAMU.*

#### Library Whiteboard Surveys



*Strategic Point[s] 2.4, 3.1*

As of August 26<sup>th</sup>, the MacEwan Library and I have worked to develop informal surveys for students to answer via tallies on a whiteboard. The questions focus on textbook affordability, open educational resources, and the overall student experience at MacEwan University.

## **Student Supports**

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

### Deferred Exam Fee Update

*Strategic Point 3.1*

The Office of Student Affairs has provided an update regarding the Deferred Exam Fee (DEF). The DEF is now \$50/exam (to a maximum of \$150 per semester). Additionally, the criteria for waiving the DEF includes: religious observance, student conduct situations (on a case-by-case basis), Access and Disability Resources registered students whose accommodation plan includes a fee waiver, or on a case-by-case basis.

### BSc Engineering Transfer Program Termination

*Strategic Point 3.2*

On September 4, 2024, I met with the Director of Programs and Curricular Planning and Associate Dean, External from the Faculty of Arts and Science to discuss terminating the BSc Engineering Transfer program within MacEwan University. This termination has no bearing on MacEwan students as there are currently no students within the BSc Engineering Transfer program.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

## **Closing Remarks**

As always, thank you for taking the time to review this report. The value of your informed engagement cannot be understated.

If you have any high-level questions related to the strategy of the items presented above, feel free to send in written questions or contact me via [savpacademic@macewan.ca](mailto:savpacademic@macewan.ca).

I look forward to seeing y'all on campus.

Sincerely,

Darcy



## **Students' Council Report**

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

**September 18<sup>th</sup>, 2024**

Greetings Council!

I hope the start of the semester is going great for you all. I know I am excited about all the new semester festivities and Fall weather.

Below you can find my report from August 16<sup>th</sup> – September 12<sup>th</sup>.

#### **Executive Summary**

- Students' Council Operations Committee (SCOC)
- Governance Committee
- Tuition/MNIF Meeting #2
- 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.*

2.4 Foster positive relationships with MacEwan University to better serve students



## Tuition/MNIF Meeting #2

The President and I had our second Tuition/MNIF meeting, and prior to this meeting, MacEwan was to send us their 4-year projections for Tuition/MNIFs, as well as the comparison of the MNIF revenue to the cost of the specific good and service, which are required as per the Tuition and Fees Regulation part of the Post-Secondary Learning Act. In addition, SAMU provided a written submission to MacEwan administration of where in-year savings should be allocated. Overall, we have two more meetings left in this consultation before it goes to the Board before the end of the year.

## **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.*

*4.1 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.*

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



### Students' Council Operations Committee (SCOC)

SCOC met to discuss the Chief Return Officer (CRO) and Chair honorarium amounts. The committee decided to increase the CRO honorarium amount by CPI until a cap of \$2000 is reached. For this year, the CRO honorarium will stay the same; however, the CPI increases will be factored in for the next fiscal year during budget preparations. SCOC also decided to increase the Chair honorarium amount per meeting from \$125/meeting to \$150/ meeting with an annual increase by CPI until a cap of \$175/meeting is reached.

### Governance Committee

The committee met to discuss a few policies: Committees, Governance Transition, Attendance; and the Bylaws. The committee decided to recommend to Council for approval the Committees and Governance Transition policies, which you can find in the submission form for more information. Further operational support is needed before we can create an attendance policy due to the limitations of cameras and microphones currently in the Council Chambers. In addition, the committee needs more time to consider changes to the Bylaws.

### Finance Committee

The committee met to review the Q4 financials and changes to the SAMU Fees Policy, as well as discussed potential investment avenues for SAMU because the interest rate in our account is decreasing. Also, there are changes proposed in the SAMU Fees Policy related to SAMU Affiliates, which are students who are not in a credit program at MacEwan, as well as considering a potential freeze of the SAMU fee for the next fiscal year.

### **Closing Remarks**

Vice President Governance & Finance Report to Students' Council

September 18<sup>th</sup>, 2024

Page **3** of **4**



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

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,**

A handwritten signature in black ink that reads 'J. La Torre' in a cursive, flowing script.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2024/2025

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





**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
August 14, 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  
Parvin Sedighi, External and Stakeholder Relations  
Manager

**Resource Officials:**

Darryl Kostash, General Manager

- 1. Call to Order: 3:17pm
- 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:

**VPA/VPSL  
CARRIED**

- 4. Approval of Minutes for: August 7, 2024

**VPSL/VPA  
CARRIED**

| TOPIC |                 | DISCUSSION | ACTION/MOTION   |
|-------|-----------------|------------|---|
| 1.    | Budget Overages | VPGF -     | <b>MOTION<br/>TO APPROVE THE 2023-2024 BUDGET OVERAGES, AS PRESENTED<br/>VPA/VPSL CARRIED</b> |
| 2.    | Student Groups  | VPSL -     | <b>MOTION<br/>TO APPROVE THE MACEWAN IMPROV CLUB<br/>VPSL/VPA</b>                             |

|     |   |  |  |
|-----|---|--|--|
|     |   |  | <b>CARRIED</b>   |
| 3.  | Appointment to Faculty of Nursing Council | VPA -  | <b>MOTION</b><br><b>TO APPOINT SEHZPREET KAUR PADDA TO THE FACULTY OF NURSING COUNCIL FOR A TERM ENDING JUNE 30, 2025</b><br><b>VPA/VPSL CARRIED</b> |
| 4.  | Operationalizing MacEwan Committees       | IAA – Written document provided for EC to review. This is the first year we'll be doing this so some tweaks may be required once we go through this initial process. |  |
| 5.  | EC Norms – TOIL                           | PRES -   | Action:<br>Add to next Advo Campfire   |
| 6.  | Project Updates (Standing Item)           | EC Workplan 2024-2025  |  |
| 7.  | Advo Wins                                 | Advo Wins  |  |
| 8.  | VP Academic's Report                      |  |  |
| 9.  | VP External's Report                      | tabled   |  |
| 10. | VP Governance & Finance Report            | tabled   |  |
| 11. | VP Student Life's Report                  | Office of Human Rights meeting update.<br>Careers & Experience meeting update.   |  |
| 12. | President's Report                        | ESA meetings update.   | <b>MOTION</b><br><b>TO GO IN CAMERA</b><br><b>VPSL/VPA CARRIED</b><br><b>MOTION</b><br><b>TO GO OUT OF CAMERA</b><br><b>VPA/VPSL CARRIED</b>         |
| 13. | GM Report                                 | HR updates.<br>Furniture upgrades.<br>ConEd update.<br>Gallivan update.  |  |
| 14. | Recognition                               |  |  |

5. Adjournment  
Time: 4:23pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
August 28, 2024 @ 2:00pm**

**Voting Members:**

- Gabriel Ambutong, President
- Darcy Hoogers, VP Academic (absent)
- Alric Reid, VP External (absent)
- 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
- Parvin Sedighi, External and Stakeholder Relations Manager

**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:

**VPGF/VPSL  
CARRIED**

4. Approval of Minutes for: August 14, 2024

**VPGF/VPSL  
CARRIED**

| TOPIC |                            | DISCUSSION | ACTION/MOTION   |
|-------|----------------------------|------------|---|
| 1.    | Inclusive Access Marketing | Tabled     |   |
| 2.    | Maintenance Fund Request   |            | <b>MOTION</b><br><br><b>TO APPROVE AN EXPENSE OF UP TO \$5900.00 FROM THE MAINTENANCE FUND FOR PROJECT 9-24.25-ROLLING WHITEBOARDS FOR ELECTIONS/PROMO</b><br><br><b>VPGF/VPSL CARRIED</b><br><br><b>MOTION</b> |

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p><b>TO APPROVE AN EXPENSE OF UP TO \$1675.00 FROM THE MAINTENANCE FUND FOR PROJECT 10-24.25- STAFF MEMBER DESK/OFFICE SIGNS</b></p> <p><b>VPGF/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE AN EXPENSE OF UP TO \$3000.00 FROM THE MAINTENANCE FUND FOR PROJECT 11-24.25- NEEDED &amp; BACK UP MONITORS</b></p> <p><b>VPSL/VPGF CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE AN EXPENSE OF UP TO \$6000.00 FROM THE MAINTENANCE FUND FOR PROJECT 12-24.25- DATA CABLE INSTALL PANTRY/SUPPORT/HUB/308</b></p> <p><b>VPGF/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE AN EXPENSE OF UP TO \$3000.00 FROM THE MAINTENANCE FUND FOR PROJECT 13-24.25- MONITOR ARMS FOR DESKS</b></p> <p><b>VPSL/VPGF CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE AN EXPENSE OF UP TO \$50000.00 FROM THE MAINTENANCE FUND FOR PROJECT 14-24.25-</b></p> |
|--|--|--|---|

|     |                                      |  |   |
|-----|--------------------------------------|--|---|
|     |                                      |  | <b>VIDEO CONFERENCING<br/>UPGRADE 5 MEETING<br/>ROOMS</b> |
|     |                                      |  | <b>VPGF/VPSL<br/>CARRIED</b>                              |
|     |                                      |  | <b>MOTION</b>   |
|     |                                      |  | <b>TO APPROVE THE CREATE<br/>FOR KIDS STUDENT GROUP</b>   |
|     |                                      |  | <b>VPSL/VPGF<br/>CARRIED</b>                              |
| 3.  | Student Groups                       |  |   |
| 4.  | Encampment<br>Statement Ask          | Tabled   |   |
| 5.  | Library Tech<br>Fee                  | VPGF – like to hear feedback from the execs here today.<br>Briefing note was provided.   |   |
| 6.  | Project Updates<br>(Standing Item)   | EC Workplan 2024-2025  | Action:<br>Move to Advo Campfire.                         |
| 7.  | Advo Wins                            | Advo Wins  |   |
| 8.  | VP Academic's<br>Report              | tabled   |   |
| 9.  | VP External's<br>Report              | tabled   |   |
| 10. | VP Governance<br>& Finance<br>Report | Vpa & I met with Interim & Associate Dean of Library.<br>Tuition/MNIF update.<br>GovCom & SCOC met last week – updates provided. |   |
| 11. | VP Student<br>Life's Report          | Met with MacEwan Student Life Manager – updates provided.  |   |
|     |                                      |  | <b>MOTION</b>   |
|     |                                      |  | <b>TO GO IN CAMERA</b>                                    |
|     |                                      |  | <b>VPSL/VPGF<br/>CARRIED</b>                              |
|     |                                      |  | <b>MOTION</b>   |
|     |                                      |  | <b>TO GO OUT OF CAMERA</b>                                |
| 12. | President's<br>Report                | COSA update.<br>Alumni Advisory Council – met with the Chair.  | <b>VPGF/VPSL<br/>CARRIED</b>                              |
| 13. | GM Report                            | HR updates.  |   |
| 14. | Recognition                          |  |   |

5. Adjournment  
Time: 2:36pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
September 4, 2024 @ 3:00pm**

**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  
Parvin Sedighi, External and Stakeholder Relations  
Manager

**Resource Officials:**

Darryl Kostash, General Manager

1. Call to Order: 2:30pm
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:

**VPA/VPSL  
CARRIED**

4. Approval of Minutes for: August 28, 2024

**VPSL/VPGF  
CARRIED**

| TOPIC |                            | DISCUSSION   | ACTION/MOTION |
|-------|----------------------------|--|---------------|
| 1.    | Inclusive Access Marketing | VPA – briefing note provided. Drafting a statement letter about our position against this. Need to discuss how much we want operations to go through us re. our advocacy priorities.<br>GM – could put parameters on who advertises with us but may limit us in future.  |               |
| 2.    | Encampment Statement Ask   | PRES – based on an EC priority – 3 asks to MacEwan. Should we continue pursuing these at this time. We have already done advocacy towards it.<br>VPGF – what can we do if we pivoted in some way?<br>VPA – curious if our capacity would be better spent on vacant EC role.<br>VPA – MacEwan has been clear that they're not going to engage with students, not sure we can get a positive response at this point. |               |

|    |                  |  |   |
|----|------------------|--|---|
|    |                  | VPGF – mark as complete. Feels like we’ve hit a wall and can’t get farther.<br>VPSL – second VPGF.   |   |
| 3. | Library Tech Fee | VPGF – briefing note provide on how they’d like to use the tech fee. Looking for feedback.<br>VPA – not in support of digital wall – too expensive. In favour of podcasting kits & tech booths.  |   |
| 4. | Student Groups   | VPSL -   | <b>MOTION</b><br><br><b>TO APPROVE THE ELOHIM BIBLE CLUB</b><br><br><b>VPSL/VPA CARRIED</b><br><br><b>MOTION</b><br><br><b>TO APPROVE THE ACUPUNCTURE STUDENT GROUP</b><br><br><b>VPSL/VPGF CARRIED</b>   |
| 5. | Exec Projects    | VPSL – after speaking with RM thought this would be a good idea to top up KW pantry with snacks.<br>Gm – have we thought long term about this?<br>VPA – is this going on indefinitely?<br>EA – to help relationship we should ask if this is needed? Or is there something else we could do of more benefit.<br>Pres – good way to support KW, even if we continue this in future years.<br><br>VPSL – this would cover the cost of fuel for CNSA to travel to Ponaka when we go down. | <b>MOTION</b><br><br><b>TO APPROVE AN EXPENSE OF UP TO \$2450.00 FROM G/L 524500 FOR THE KW FOOD DONATION</b><br><br><b>VPSL/VPGF CARRIED</b><br><br><b>MOTION</b><br><br><b>TO APPROVE AN EXPENSE OF UP TO \$148.40 FROM G/L 524500 FOR CNSA TO TRAVEL TO PONOKA WITH EXECUTIVE COMMITTEE</b><br><br><b>VPSL/VPA CARRIED</b> |
| 6. | Grants Procedure | VPSL -   | <b>MOTION</b><br><br><b>TO APPROVE THE GRANTS PROCEDURE ON THE RECOMMENDATION OF THE GRANTS AND AWARDS SUB-COMMITTEE</b><br><br><b>VPSL/VPA CARRIED</b>   |

|     |                                |   |  |
|-----|--------------------------------|---|--|
|     |                                |   | <b>MOTION</b>  |
|     |                                |   | <b>TO APPOINT HALLEIGH<br/>MERCIER TO THE ANIMAL<br/>ETHICS RESEARCH BOARD<br/>FOR A TERM ENDING JUNE<br/>30, 2025</b> |
| 7.  | Student Appointment            | VPA -   | <b>VPA/VPSL<br/>CARRIED</b>  |
| 8.  | Outstanding Action Items       |   |  |
| 9.  | Advo Wins                      |   |  |
| 10. | VP Governance & Finance Report | Board event attendance update.  |  |
| 11. | VP Student Life's Report       | Orientations went well.   |  |
| 12. | VP Academic's Report           | Update re. deferred exam fees – will follow up next week for more info.<br>Library survey up – student feedback being provided.   |  |
| 13. | President's Report             | Minister Boissonnault announcement Tuesday.<br>Ministers reception.<br>Block Party.<br>Mayor coming to Fall Fest.<br>CAUS update. |  |
| 14. | GM Report                      | NSO went well.<br>Building update.<br>VPE update.<br>The griff update.  |  |
| 15. | Recognition                    |   |  |

5. Adjournment  
Time: 3:25pm





**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> | Committees 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 Committees Policy on the recommendation of the Governance Committee   |
| <b>Background Information</b>         | <p>The Governance Committee met and discussed the Committees Policy. The changes recommended are to provide an honourarium, instead of a gift card, to student members of committees, and to reduce the number of councillors sitting on the Governance Committee by two. The two seats removed from the Governance Committee were added to the Students' Council Operations Committee.</p> <p>The reduction on the Governance Committee is being recommended because we found that 7 people on the committee was too large, especially with respect to coordinating meeting schedule.</p> <p>The addition of two seats to the Students' Council Operations Committee was done to get more voices on the committee because we felt that three members was too few. The addition will ensure a better opportunity for deliberations &amp; debate.</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   |

|                   |     |
|-------------------|-----|
| 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                          |
|--|--------------------------|-------------------------------------|-------------------------------------|
| <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"/> |

## Committees

### Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

### Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

### Expectations

#### Students' Council Committee Types

- 1 There are three types of committees that operate under the authority of Students' Council:
  - 1.1 Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;
  - 1.2 Sub-committees, which are committees created by and reporting to Standing Committees; and
  - 1.3 Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.
- 2 Standing Committees may establish Sub-committees in order to carry out specific tasks.
- 3 Students' Council and Executive Committee may establish Ad-hoc Committees as needed.
- 4 The following committees are Standing Committees of Students' Council:
  - 4.1 Executive Committee



**4.2** Governance Committee

**4.3** Audit Committee

**4.4** Finance Committee

**4.5** Strategy and Engagement Committee

**4.6** Students' Council Operations Committee

**4.7** Governance Investigations and Reinstatement Committee

**6** The following committees are Sub-committees of the Executive Committee:

**6.1** Grants and Awards Sub-committee

**6.2** Procedure Sub-committee

#### **Committee Responsibilities**

**7** All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

**7.1** Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

**8** TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, and TORs for Executive Committee Sub-committees are set in "Appendix C" of this policy.

**9** Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

**10** All Standing Committees create annual work plans.

**10.1** These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

**10.2** Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

**11** All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

**12** All Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

#### **Committee Operations**

**13** Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.

**14** A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

**15** Quorum for all official committee meetings is a simple majority of all voting members

**16** All committee members and resource officials sign a non-disclosure agreement.

**17** Committee members who miss two consecutive meetings are automatically removed from the committee.

#### **Committee Chairs**

**18** Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

**19** The Chair of a committee serves as the committee spokesperson.

**20** Chairs of committees:

**20.1** oversee the construction of their committee's agenda;

**20.2** ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

**20.3** ensure that adequate minutes are taken at committee meetings;

**20.4** ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

**20.5** conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

**20.6** submit their committee's workplan(s) and report(s) to the body it reports to.

#### **Committee Support**

**21** The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

**21.1** A member of the Governance Office will serve as the recording secretary for each committee

**22** The Governance Office retains, files, and organizes all committee documents.

#### **Committee Members**

##### **Appointments**

**23** Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.



**23.1** Committee appointments are facilitated through secret ballot vote followed by an official motion.

**23.2** Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

**24** Executives, SAMU staff, and student-at-large members are appointed to committees by Executive Committee.

#### **Terms**

**25** Elected representatives serve until their elected terms of office are concluded.

**26** SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

**27** Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

#### **Recognition of Committee Members**

**28** ~~Recognition in the form of an honourarium~~ for student-at-large members is provided within 30 days of the end of their term.

**Deleted:** Recognition, in the form of a gift card,

**28.1** Committee recognition is awarded at a rate of \$15 per meeting attended.

**28.2** Committee recognition is limited to a value of \$120 per committee per year.

**28.3** Committee recognition at a value of \$50 is provided to students-at-large on the Governance Investigations and Reinstatement Committee if the committee does not meet ~~at least four times~~ during their term.

**29** Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

**30** Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

**30.1** Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

**31** Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.



## Appendix A: Terms of Reference

Policy

### Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

- 1.1 Committee Mandate, which states the purpose of the committee;
- 1.2 Roles of the Committee, which lists the roles, expectations, and powers of the committee;
- 1.3 Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;
- 1.4 Committee Operations, which lists who chairs the committee and any requirements specific to the committee.



## Appendix B: Standing Committees

### Executive Committee

#### Mandate

1. 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.

#### Roles of Committee

2. Executive Committee oversees the strategic operations of SAMU.
3. Executive Committee ensures the implementation of Students' Council's strategies, motions, and other items of Council business.
4. Executive Committee oversees, manages, supervises, and evaluates the General Manager.
5. Executive Committee consults with the General Manager on SAMU's organizational structure.
6. Executive Committee reports on SAMU projects, programs, and services.
7. Executive Committee oversees, manages and sets the rate of the student Health and Dental plan.
  - 7.1. Executive Committee consults with the Finance Committee regarding the cost to students of the Health and Dental plan.
8. Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.
9. Executive Committee appoints SAMU members to internal or external committees and councils.
  - 9.1. Executive Committee may not appoint members to Students' Council or to the Executive Committee.
10. Executive Committee appoints SAMU Staff to SAMU Committees.
11. Executive Committee provides guidance, leadership, and direction for SAMU.

#### Composition

12. The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President ~~Governance~~ and Finance, and the Vice President Student Life.
13. The resource officials of Executive Committee are the General Manager and the Governance Advisor.

Deleted: Operations

13.1. ~~Other members of the Governance and Advocacy Support Team may be called, as~~ additional resources to the Committee.

13.2. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

**Committee Operations**

14. The President serves as Chair of Executive Committee.

15. Meetings of Executive Committee should be held at least on a biweekly basis.

16. Additional meetings may be called by any Executive member of the committee.

**Commented [AH1]:** Darryl, thoughts.

**Deleted:** The Advocacy Coordinator and Executive

**Deleted:** Coordinator

**Deleted:** re

## Governance Committee

### Mandate

1. The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policy and assists in governance process development.

### Roles of Committee

2. The Governance Committee ensures the proper and timely review of SAMU Bylaws and Policy.
  - 2.1. The Governance Committee utilizes the policy review regulations set in the Governing Documents Policy.
3. The Governance Committee may recommend amendments to a current bylaws or policies.
4. The Governance Committee may create new policies.
5. The Governance Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.
6. The Governance Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.
7. The Governance Committee may be consulted regarding process development for Students' Council and the Executive Committee.

### Composition

8. The voting members of Governance Committee are the Vice President ~~two~~ **Governance** and Finance, ~~two~~ Councillors, and two students-at-large.
9. The resource official of Governance Committee is the Governance Advisor.
  - 9.1. The Governance Committee may call on the Chair of Students' Council to provide feedback or advice to the committee.
10. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Deleted: Operations

Deleted: four

### Committee Operations

10. The Vice President Operations and Finance serves as Chair of Governance Committee.
11. Meetings of the Governance Committee are held at least quarterly.
12. The Committee Chair may call additional meetings as required.

**Audit Committee****Mandate**

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

**Authority**

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

**Roles of Committee**

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

**Standing Orders**

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

**Composition**

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



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

**Committee Operations**

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

## Finance Committee

### Mandate

1. Finance Committee assists Students' Council in fulfilling its financial oversight responsibilities through budgetary deliberations, reviewing SAMU fees and monitoring the financial well-being of the organization.

### Roles of Committee

2. Finance Committee reviews and recommends the annual SAMU Operating budget to Students' Council for approval.
3. Finance Committee monitors, evaluates, advises, and makes recommendations on policies and practices related to internal financial controls.
4. Finance Committee provides recommendations regarding new or current SAMU fees.
5. Finance Committee monitors and recommends changes to the SAMU Membership Fee.
6. Finance Committee reviews the quarterly financial statements of the organization, reviewing any allocation adjustments over a 5% variance.
7. Finance Committee monitors the financial well-being of SAMU.

### Composition

8. The voting members of Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors and two students-at-large.
  - 8.1. Preference will be given to students-at-large with financial experience.
9. The resource officials of Finance Committee are the General Manager and a full-time staff member of the Finance Department
10. Any Member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### Committee Operations

11. The Vice President Operations and Finance serves as Chair of Finance Committee
12. Meetings of the Finance Committee are held at least quarterly.
13. The Committee Chair may call additional meetings as required.

## **Strategy and Engagement Committee**

### **Mandate**

1. The Strategy and Engagement Committee (SEC) strives to maximize student engagement with Students' Council, provides leadership development opportunities to members of Students' Council and acts as a consultation body for strategic priorities.

### **Roles of Committee**

2. SEC develops a plan for Student Council to engage with SAMU members.
3. SEC creates opportunities for members of Students' Council to develop leadership skills by:
  - 3.1. researching and implementing professional development opportunities for members of council; and
  - 3.2. developing team building opportunities for Students' Council.
4. Strategy and Engagement Committee may be consulted by Executives on advocacy priorities relating to their portfolios to ensure alignment with Strategic Plan, topics may include but is not limited to:
  - 4.1. External organization advocacy priorities;
  - 4.2. Sexual Violence Prevention advocacy;
  - 4.3. Mental health advocacy;
  - 4.4. Equity, Diversity and Inclusion advocacy; and
  - 4.5. Academic advocacy.
5. Strategy and Engagement Committee may also be consulted about other strategic matters relating to SAMU.

### **Composition**

6. the voting members of Strategy and Engagement Committee are the Vice President Student Life, one Executive, three Councillors, and two Students-At-Large.
7. The resource officials of Strategy and Engagement Committee are the Advocacy Coordinator and the Executive Coordinator.
8. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**Committee Operations**

- 9. The Vice President Student Life serves as chair of Strategy and Engagement Committee.
- 10. Meetings of Strategy and Engagement Committee are held at least quarterly.
- 11. The Committee Chair may call additional meetings as required.

Policy



### Students' Council Operations Committee

#### Mandate

1. Students' Council Operations Committee advises and reviews Students' Council, interviews and vets candidates for appointments made by Students' Council, and annually reviews the remuneration and compensation provided to Councillors, Executives, and other Students' Council appointments performing governance roles at SAMU.

#### Roles of Committee

2. Students' Council Operations Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.
  - 2.1. Students' Council Operations Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.
  - 2.2. Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.
    - 2.2.1. Requests must be made in writing to the Chair of Students' Council Operations Committee within 10 business days of the disputed decision.
    - 2.2.2. Students' Council Operations Committee will have 30 days to respond in writing to Students' Council with its decision.
3. Students' Council Operations Committee reports on the effectiveness and progress of Students' Council.

#### Students' Council Appointments

4. The committee reviews all applications for appointments made by Students' Council and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.
5. The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.
6. The committee interviews all appropriate candidates for positions appointed by Students' Council.
7. The committee provides candidates with further information regarding the position upon request.
8. The committee provides written recommendations on all vacancies.

8.1. ▲

Deleted: .

Formatted: Font: (Default) Franklin Gothic Book, 11 pt

Formatted

9. The committee communicates to all candidates regarding the outcome of Students' Council appointments.

#### Governance Appointments

10. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chair of Students' Council
11. Students' Council Operations Committee reviews the performance of the Chair of Students' Council.
12. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chief Returning Officer of SAMU.

#### Governance Remuneration

13. Students' Council Operations Committee decides on the remuneration and compensation of Councillors and Executives,
14. Students' Council Operations Committee seeks relevant internal and external data related to remuneration and compensation, including:
- 14.1. the current and future financial capacity of SAMU to support new levels of remuneration;
  - 14.2. remuneration and compensation offered at other comparable Alberta-based students' associations/unions;
  - 14.3. the effectiveness of the current level of remuneration in securing representatives; and
  - 14.4. the fairness of remuneration based on factors such as workload, time commitment, etc.
15. Students' Council Operations Committee reviews Executive wages as per Remuneration of Elected Representatives.

#### Composition

16. The voting members of Students' Council Operations Committee are the Vice President Operations and Finance and ~~four~~ Councillors.
- 16.1. Regarding Executive Remuneration another Executive may replace the Vice President ~~Governance~~ and Finance as a voting member if the Vice President ~~Governance~~ and Finance plans to run in the upcoming Executive election.
- 16.1.1. The Executive who may become a voting member in place of the Vice President ~~Governance~~ and Finance must be an individual not running in the upcoming Executive election.
17. The resource official of Students' Council Operations Committee is the Governance Advisor.

Deleted: two

Deleted: Operations

Deleted: Operations

Deleted: Operations



17.1. A full-time staff member of the Finance Department serves as an additional resource to the committee during remuneration discussions.

**Committee Operations**

18. The committee appointment deliberations and recommendations are confidential.

19. Meetings of Students' Council Operations Committee are held at least twice per quarter.

20. The Committee Chair may call additional meetings as required.

**Deleted:** Strategy and Engagement

## **Governance Investigations and Reinstatement Committee**

### **Mandate**

1. The Governance Investigations and Reinstatement Committee (GIRC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results and is responsible for interviewing and vetting candidates for reinstatement to Students' Council.

### **Roles of Committee**

#### **Formal Complaints Against Elected Representatives**

2. A meeting of the GIRC is initiated by the decision of the Chair of GIRC or through the initiation of the Formal Resolution Process as per the Elected Representatives Code of Conduct Complaint Procedure.
3. GIRC will meet to review a complaint and may call upon any committee resources or parties involved to provide further information.
4. GIRC will provide a recommendation on any action to be taken based on the Elected Representatives Disciplinary Action Policy.
5. The Chair compiles the committee's recommendation(s) in a written report to Students' Council to be provided in-camera.
6. Reports will be made public, via official motion, at the discretion of Students' Council.
  - 6.1. Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

#### **Election Appeals**

7. Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
  - 7.1. The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
8. GIRC will review all supporting documents pertaining to the appeal.
9. GIRC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
10. GIRC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.

**10.1.** If longer than fourteen days is necessary, the Chair must inform Students' Council and provide a timeline for completion.

**11.** GIRC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.

**11.1.** In event the successful candidate is disqualified the runner up will be declared the winner.

**12.** If GIRC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

#### **Reinstatements**

**13.** GIRC reviews all applications for reinstatements made by Students' Council, and ensures candidates considered for reinstatement meet the criteria for positions laid out in SAMU's bylaws and policies.

**14.** GIRC may develop additional criteria that enables them to make a recommendation on reinstatement.

**15.** GIRC reviews any evidence provided and may interview applicants when deemed necessary.

**16.** GIRC provides written recommendations to Students' Council on all applications for reinstatement.

#### **Composition**

**17.** Voting members of the committee are five Students-at-large.

**17.1.** Voting Members must act impartially.

**17.2.** Members are appointed by the Chair upon the recommendation of the Governance Office.

**18.** An individual with a legal background from the community at large will serve as a non-voting resource member of the committee.

#### **Committee Operations**

**19.** The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

**20.** A Governance Office representative serves as the recording secretary for the committee.

**21.** In the case of a Formal Complaint against an Elected Representative, the third-party mediator, or a Human Resources consultant may serve as a resource to the committee.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

Policy

**22.** Meetings of the committee are held when an appeal or reinstatement application has been submitted, or when a formal complaint requires.

**22.1.** Additional meetings may also be held at the call of the Chair.

**23.** The deliberations and minutes are confidential and archived by the Governance Office.

**24.** Quorum for the committee is a simple majority of voting members.

**25.** In the case of elections appeals, decisions of GIRC are final and binding on SAMU.

## **Appendix C: Sub-Committee**

### **Grants and Awards Sub-Committee**

#### **Mandate**

1. Grants and Awards Sub-committee (GAASC) selects recipients for SAMU awards, recommends the processes for creating and granting awards and reviews grant applications.

#### **Roles of Committee**

##### **Awards**

2. GAASC reviews all nomination applications for SAMU awards and honours.
3. GAASC recommends alteration to the Awards procedure to Executive Committee for approval.
4. GAASC selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.
5. GAASC ensures that the selection process for award recipients is fair, unbiased, and transparent.
6. GAASC recommends types of awards to be established or terminated at SAMU.

##### **Grants**

7. GAASC reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.
8. GAASC may approve grant applications.
9. GAASC monitors budgeted amounts for grants.
10. GAASC recommends alterations to the Grants procedure to the Executive Committee for approval.

##### **Composition**

11. The voting members of GAASC are the Vice President Student Life and 4 full time staff members.
  - 11.1. No more than two SAMU Directors may serve on Grants and Awards Sub-committee at a time.
  - 11.2. Members of the Student Groups Department are not allowed to serve on this committee.



**Committee Operations**

- 12. Meetings of GAASC are held at least once a month.
- 13. The Committee Chair may call additional meetings as required.
- 14. GAASC submits reports to Executive Committee quarterly.

Policy



### **Procedure Sub-Committee**

#### **Mandate**

1. The Procedure Sub-Committee reviews the procedures of SAMU and provides feedback and recommendations for approval, amendment, or repeal of procedures to the Executive Committee. Procedure Sub-Committee also provides oversight on Directives within the General Manager's purview.

#### **Roles of Committee**

2. Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:
  - 2.1. appropriate and current content;
  - 2.2. alignment of procedures with the SAMU bylaws, policies, and the strategic plan;
  - 2.3. use of best practices and general accountability standards;
  - 2.4. recommendations for repeal of procedures if applicable;
  - 2.5. format and organization of procedures;
  - 2.6. clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and
  - 2.7. other areas assigned by the Executive Committee.
3. Procedure Sub-committee may recommend amendments to current procedures to the Executive Committee for approval.
4. Procedure Sub-Committee may create new procedures.
5. Procedure Sub-committee has oversight over directives put forward by the General Manager.

#### **Composition**

6. The voting members of the Procedure sub-committee are the Vice President Operations and Finance, the President, the General Manager, a Director, and the Governance Advisor.
7. Any Executive or Director is allowed to attend a committee meeting in a non-voting capacity.

#### **Committee Operations**

8. The Vice President Operations and Finance serves as chair of the Procedure Sub-Committee.
9. Meetings of Procedure Sub-Committee are held at least quarterly.



Policy

10. Additional Meetings may be called by either the Committee Chair or the General Manager after consultation with the Committee Chair.

## Fact Sheet

### Approvals:

First Approval – October 29, 2014

Last Approval – March 15, 2023

**Date of Last Review** – March 15, 2023

### Related Documents and Forms:

#### Source and Updates:

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

May 20, 2020: *Committees* approved by Students' Council motion 2020-05-20-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include: updates to sub-committee composition, identifying that councillors are appointed to committees/sub-committees by official motion, and delegating the responsibility for all non-Students' Council member appointments to Executive Committee.

October 21, 2020: *Committees* approved by Students' Council motion 2020-10-21-7.1 on the recommendation of the Bylaws and Policy Committee. Changes to the Governance Investigations Committee TOR – identified that Students' Council can make reports public by passing a motion and that access to these reports will be provided once a written request is submitted to the Governance Office by SAMU members or staff.

April 21, 2021: *Committees* approved by Students' Council motion 2021-04-21-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include the addition of the Students' Council Reinstatement Committee and the Student Voice on Violence Elimination Sub-Committee.

September 15, 2021: *Committees* approved by Students' Council motion 2021-09-15-7.2 on the recommendation of the Bylaws and Policy Committee. Re. Appointment Advisory Committee – addition of a diversity consideration when making appointment recommendations.

February 16, 2022: *Committees* approved by Students' Council motion 2022-02-16-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include: recognition provide via gift card at a rate of \$15 per meeting, to a maximum of \$120 per committee per year; SVOVE TOR – membership reduced to 5 people total, and removal of naming specific MacEwan staff as resources but instead requiring the resource person to have specific background experience.

October 19, 2022: *Committees* – Governance Investigation Committee TOR approved by Students' Council motion 2022-10-19-7.4 on the recommendation of the Bylaws and Policy Committee. Updates include identifying how a GIC meeting is initiated and the review process when a formal complaint against and elected representative is received, changing 'lawyer' to 'individual with a legal background', and updating the potential resource members of the committee to include a mediator or HR consultant.

March 15, 2023: *Committees* approved by Students' Council motion 2023-03-15-7.4 on the recommendation of the Bylaws and Policy Committee. Major updates include creating the Governance Committee (source material drawn from the Bylaws and Policy Committee TOR), Finance Committee (source material drawn from the Budget and Finance Committee TOR), Strategy and Engagement Committee (source material drawn from the Leadership and Review Committee/Student Voice on Violence Elimination Sub-Committee TORs), Students' Council Operations Committee (source material drawn from the Appointments Advisory Committee/Leadership and Review Committee/Governance Remuneration Advisory Committee TORs), and Governance Investigations and Reinstatement Committee (source material drawn from the Governance investigations Committee/Students' Council Reinstatement Committee TORs), Grants and Awards Sub-Committee (source material drawn from the Awards Sub-Committee/Grant Allocation Sub-Committee TORs), Procedure Sub-Committee (source material drawn from the Procedure Sub-Committee TOR). Minor updates to the Executive Committee and Audit Committee TORs.



**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

|                     |   |
|---------------------|---|
| <b>Meeting Date</b> | <b>Submitted By</b>                                       |
| September 18, 2024  | Joseph A. La Torre, Vice President Governance and Finance |

|                         |  |  |
|-------------------------|--|--|
| <b>Agenda Title</b>     | <b>Item</b>                                | <b>Governance Transition Policy</b>        |
| <b>Action Requested</b> | <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Consultation Item |

**AGENDA ITEM DETAILS**

|                                       |  |
|---------------------------------------|--|
| <b>Motion Title</b>                   | To Approve the Governance Transition Policy on the recommendation of the Governance Committee  |
| <b>Background Information</b>         | <p>Recently, a gap was identified within this policy as there was no defined reporting structure for incoming or outgoing executives. Afetr discussion with the committee and support staff we've recommended that they will officially 'report' to the General Manager during the incoming/outgoing time period. This falls in line with them being considered employees during these times as they are compensated with an hourly wage.</p> <p>Additionally, the outgoing execs will only be able to work for the two weeks after their elected term end while aiding in transition. The committee reviewed how much time outgoing executives claimed in previous years and noted there wasn't a consistent stand of hours claimed.</p> <p>Lastly, an addition requiring mutual agreement between the outgoing executive and the General Manager was added - this ensures that if there was ever a time that an executive wasn't in a place to assist with transition they could be dismissed from that requirement.</p> |
| <b>Alternative Considerations</b>     | n/a  |
| <b>Risk Management Considerations</b> | <b>Low</b>   |

|                     |   |
|---------------------|---|
| Strategic Alignment | <input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i> |
| 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                          |
|--|--------------------------|-------------------------------------|-------------------------------------|
| <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"/> |

## Governance Transition

### Rationale

New Councilor orientations and Executive transition periods facilitate the transfer of knowledge and empower the incoming Councilors and Executives to act effectively in their roles.

Effective transitions are needed to provide consistency from year to year and to preserve the continuity of advocacy initiatives, strategic goals, and projects.

Governance training provides Councilors and Executives with skills and understanding of scope and function essential to effective leadership.

### Definitions

An **Incoming Executive** is an individual elected in the most recent executive election participating in a transition period prior to taking office.

An **Outgoing Executive** is a former executive participating in a transition period following the end date of their term of office.

### Expectations

#### Orientation and Training

- 1** Within one week of the close of elections or appointments, Councilors and Executives are provided with governance resources including: SAMU Bylaws, Policies, and Procedures, the minutes of the Students' Council meetings of the previous year, and a copy of *Robert's Rules of Order, Newly Revised*.
- 2** Mandatory training sessions are organized by the Executive Committee, in cooperation with the Governance Office.
- 3** The mandatory fall training session takes place within three weeks of the close of fall elections.
  - 3.1** Dates for the mandatory fall training session are communicated during the nomination period for winter elections.
- 4** The mandatory winter training session takes place within three weeks of the start of the Executive term.
  - 4.1** Dates for the mandatory fall and winter training session are communicated during the nomination period for winter elections.
- 5** Mandatory training sessions are no more than 20 hours over a two-week period and include the following:





5.1 the roles and responsibilities of students' association boards

5.2 legal responsibilities and liabilities of Students' Council

5.3 meeting procedures and Robert's Rules of Order

5.4 SAMU and MacEwan University relations

5.5 Students' Council goals and SAMU's strategic plan

5.6 leadership and team building

5.7 recitation of the Students' Council Oath.

6 Councilors are remunerated for mandatory training sessions based on one Students' Council meeting.

7 Executive Committee is responsible for the orientation and training of Councilors and Executives who are appointed outside of regular election schedules.

Executive Transition

8 The transition for an Executive consists of two periods.

8.1 For an Incoming Executive the transition period commences the day election results are declared official and ends on April 30.

8.2 For an Outgoing Executive, upon mutual agreement between the General Manager and the Outgoing Executive, the transition period begins May 1 and ends by May 15.

8.3 Incoming Executives are compensated for up to 100 work hours and Outgoing Executives are compensated for up to 70 work hours during their transition period.

9 Incoming Executives and Outgoing Executives do not possess signing authority, have no voting rights on Executive Committee, and do not represent SAMU in any official capacity.

10 Incoming Executives are responsible for fulfilling the following duties during their transition periods:

10.1 job-shadowing the Executive with the same portfolio as the one to which the Incoming Executive was elected;

10.2 working up to 35 hours a week alongside the Executive during the transition period;

11 Outgoing Executives are responsible for fulfilling the following duties during their transition periods:

11.1 answering the job-relevant questions of the Executive with the same portfolio as the one formerly held by the Outgoing Executive;

Deleted: y

Deleted: 30

Deleted: 100



**11.2** providing information on relevant Executive Committee projects, initiatives, discussions, and internal or external committees.

**11.3** working up to 35 hours a week alongside the Executive during the transition period.

**12** In the event that there is no Outgoing Executive, or the Outgoing Executive is away from office during the transition period the duty to transition falls on the Executive Committee,

**12.1** The Executive Committee shall create a transition plan for the Incoming Executive,

**12.2** This plan will be communicated to the Incoming Executive within 14 days of the transition period commencing.

**13** During transition periods the Incoming Executives and Outgoing Executives:

**13.1** ~~will be considered part-time employees reporting to the General Manager and receive the hourly wage equivalent of the current Executive salary;~~

**13.2** receive no benefits associated with Executive positions.

**14** Executives are not permitted to use vacation days during the first or last two weeks of their term.

Deleted:

**Fact Sheet****Approvals:**

First Approval – August 20, 2014  
Last Approval – February 16, 2022

**Date of Last Review** – February 16, 2022

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

August 20, 2014: *Governance Transition* approved by Students' Council motion 2014-08-02-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 32 – Councilor Transition and Policy 44 – Executive Transition*.

September 16, 2015: *Governance Transition* approved by Students' Council motion 2015-09-16-6.2 on the recommendation of the Bylaws and Policy Committee. Transition hours adjusted to facilitate a better transition for the incoming executives.

May 18, 2016: *Governance Transition* approved by Students' Council motion 2016-05-18-6.4 on the recommendation of the Bylaws and Policy Committee. Recitation of the council oath included in the requirements for the mandatory training session.

July 20, 2016: *Governance Transition* approved by Students Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath terminology standardized across all policies.

November 15, 2017: *Governance Transition* approved by Students' Council motion 2017-11-15-7.13 on the recommendation of the Bylaws and Policy Committee. 5.1 updated from "public boards" to "students' association boards", 8.2 transition period extended to May 30 from May 15, and 13.1 added to policy.

January 17, 2018: *Governance Transition* approved by Students' Council motion 2018-01-17-7.1 on the recommendation of the Bylaws and Policy Committee. Update includes addition of gender neutral pronouns in place of 'he/she', etc.

February 16, 2022: *Governance Transition* approved by Students' Council motion 2022-02-16-7.3 on the recommendation of the Bylaws and Policy Committee. Changes include identifying that the transition responsibility falls to current Executive Committee as a whole for an incoming executive when an executive position is vacant, or an outgoing executive is away, during the transition period.



**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

|                     |  |
|---------------------|--|
| <b>Meeting Date</b> | <b>Submitted By</b>                      |
| September 18, 2024  | Aleace Moom, Vice-President Student Life |

|                         |                                 |  |
|-------------------------|---------------------------------|--|
| <b>Agenda Title</b>     | <b>Item</b>                     | <b>2023-2024 Councillor of the Year Vote</b> |
| <b>Action Requested</b> | <input type="checkbox"/> Motion | <input type="checkbox"/> Consultation Item   |

**AGENDA ITEM DETAILS**

|                                       |  |
|---------------------------------------|--|
| <b>Motion Title</b>                   |  |
| <b>Background Information</b>         | <p>Each year we recognize a councillor as the Councillor of the Year. A call for nominations went out via email on August 26, 2024 with a deadline of September 10, 2024 to submit.</p> <p>The following councillors were nominated: Delaney Huhtala, Layal Zidan.</p> <p>Attached you'll find the reasons that each councillor was nominated as well as a copy of the Councillor of the Year Award Terms of Reference. Please review all the documents so you are prepared to vote at this Students' Council meeting.</p> <p>We will present the award to the winner at the October 16, 2024 Students' Council meeting.</p> |
| <b>Alternative Considerations</b>     |  |
| <b>Risk Management Considerations</b> |  |
| <b>Strategic Alignment</b>            | <input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>  |
| <b>Implications</b>                   |  |

|                   |   |
|-------------------|---|
| Related Documents | Councillor of the Year Award Terms of Reference |
| Follow Up Action  |   |
| Review History    |   |

## 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 checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4.3 Diversify revenue streams to reduce reliance on student fees.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.                                   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |



## 2023-2024 Councillor of the Year Nominees

---

### Delaney Huhtala

- I believe that this councillor has done amazing work this semester in the council. They have has valuable questions to help our designs be more informed. They are on committees that can be very strenuous in nature. They are dedicated to the students and to making MacEwan a better place.
  - This is the first term of councillor Huhtala, but she is doing ann amazing job. When it comes to written and oral questions, meetings with executives, and SCOC work, she is giving her best. I am glad that she is part of this family and I hope she continues to be one for next year.
  - Frequently asks questions, both written and oral. Super friendly and helpful. They are also active in committees
- 

### Loyal Zidan

- Although all councillors have impressed me and gone above and beyond expectation. Zidan continues to set a high standard for all council members showcasing the high caliber of MacEwan as a whole.
  - Loyal is loyal, dedicated, and kind. She consistently puts the needs of students before her own, and constantly lifts up those who are around her. She has no fear standing up for what she believes in, and is a strong voice for the students and her fellow SC members. She also encourages her fellow students to participate in Students' Council, whether it be through running for a position, or participating in various committees. For as long as I have known her, Loyal has been fully committed to her role as a Councillor, and demonstrates incredible values as an individual outside of her work on SC.
  - Councillor Zidan is a very involved and active member of student council. she always brings insightful questions to the table and is very attentive. Councillor Zidan sits on different macewan committees such as GFC and is active in being a SAMU student
- 

### Joehn Torres

- They are always engaged in meetings and encouraging new students to get involved with Students' Council. Not to mention, he asks great questions during Council meetings and is well spoken.



### **Sonia Yusuf**

- Yusuf has always showed an enthusiastic view at both the students Council meeting and the committee meeting. She is a great example of an engaged and caring student representative!
  - Best councilor
- 

### **Nathan Poon**

- hard work - even while traveling
- 

### **Alem Tesfay**

- Tesfay demonstrated his constant effort in building a great generation of student councillors. Throughout many years on SC, he supported the new councilors and engaged in many activities beyond the scope of SC.
- 

### **Nhi Phan**

- Asks really good questions; Super friendly; Helps students call into the meetings





## **Councillor of the Year Terms of Reference**

### **Award Description**

This award is presented to an outstanding Councillor, a person who has dedicated their time and energy to support student advocacy efforts, ensure good governance, engage with and consult students and other members of Students' Council, and demonstrate a commitment to the long-term success of SAMU.

One award is available each year. Presentation of the award occurs at the last Students' Council meeting of the elected year and the recipient will be acknowledged at SAMU's annual recognition event.

The successful nominee receives \$250 and a certificate of achievement.

### **Eligibility**

Nominees must be current Councillors.

### **Criteria**

Nominees show board-level engagement.

Nominees sit on one or more of the SAMU Standing Committees and/or Sub-Committees or MacEwan University committees.

Nominees consult with students.

Nominees demonstrate involvement in SAMU beyond Students' Council meetings.

Nominees consult with other members of Students' Council.

Nominees assist Councillors who are new to their roles.

### **Nomination and Selection**

Any Students' Councillor may nominate a Councillor. Nomination forms and the award description are provided to all Students' Councillors. Councillors may not nominate themselves.

Completed nomination forms are submitted to the Governance Advisor.

The final selection decision is made by Students' Council. Students' Councillors determine the recipient by a secret ballot vote, using a rank order system, conducted on the day of the regular September Students' Council meeting. Completed nominations are included in the agenda material for this meeting.

The Governance Advisor communicates the successful Councillor to the Grants and Awards Sub-Committee.