

# Saitsa Executive Council Meeting Minutes

Wednesday, August 19<sup>th</sup>, 2020  
11:30a.m.  
Microsoft Teams



	<b>Agenda Item</b>	<b>Accountability</b>	<b>Time</b>
1.0	<b>Call to Order</b> <i>J. Bhatti called the meeting to order at 11:36a.m.</i>	J. Bhatti	2 Min
2.0	<b>Approval of Agenda</b>	J. Bhatti	2 Min

### Amendments:

- The addition of 8.3 SAIT Smoke Free Campus
- The addition of 8.4 Website Live Chat Feature

### Motion

It was moved by R. Morstad to approve the amended agenda

**Motion carried**

3.0	<b>Adoption of Minutes</b>	J. Bhatti	2 Min
3.1	<i>Regular Meeting of the Executive Council from August 12<sup>th</sup>, 2020</i>		

### Motion

It was moved by L. Hunter to approve the meeting minutes from August 12<sup>th</sup>, 2020

**Motion carried**

***J. Bhatti abstained due to not being present at that meeting***

## 4.0 Business Items

## 5.0 Individual Reports (maximum of 2 minutes each)

5.1	<b>President</b> Report as submitted.	R. Morstad	2 Min
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J. Bhatti inquired what position we landed on for the Health and Dental changes; the changes decided on was to increase counseling coverage and to add a list of coverages because utilization rates are low. J. Leippi asked how the escape room was, R. Morstad said it was good but is not sure how Saitsa is going to implement it as a Saitsa event – maybe this could be provided as a resource for students.

5.2	<b>VP Academic</b> Report as submitted.	J. Bhatti	2 Min
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J. Bhatti highlighted that she had a meeting with Zuzana Ritzer. SAIT is making the Ethics-110 course mandatory for all international students. This course addresses cultural differences as well as increasing knowledge of academic integrity in Canada. J. Bhatti asked Zuzana if there is an evaluation part of the course; there will be an evaluation part. Jasmin also asked if Zuzana knew anything about potential changes made to the Ethics-110 course, Lenore is making changes to make the course more comprehensive. J. Bhatti's meeting with John Partington went well, he likes her goal of decreasing academic misconduct with international students.

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He sent J. Bhatti a few documents to read over, suggested J. Bhatti to write up a one-page proposal regarding her goal. John Partington said that this kind of improvement takes 7-10 years to be in effect. J. Bhatti and her teammates have completed the student voice survey presentation to present at the Saitsa Town Hall.

- 5.3 VP External** L. Hunter 2 Min  
Report as submitted.

L. Hunter got elected as the CSA Vice Chair. L. Hunter is working on developing a UPass working group. L. Hunter and the CSA Chair talked about an annual plan. L. Hunter has been working on a lot of presentations; L. Hunter made 2 presentations for the CSA, he also assisted on developing the student survey presentation, and is making a presentation for team building on Thursday. L. Hunter attended a working group session with Mallory, the session went well. L. Hunter is involved with podcasting development.

- 5.4 VP Student Life** J. Leippi 2 Min  
Report as submitted.

- 5.5 Executive Director** M. Stromme 2 Min  
Report as submitted.

## Motion

It was moved by L. Hunter to go in camera with staff at 11:57a.m.

**Motion carried**

## Motion

It was moved by J. Bhatti to move out of camera at 12:02p.m.

**Motion carried**

## 6.0 Action Items (maximum of 2 minutes each)

## 7.0 Unfinished Business

## 8.0 Discussion and Information Items

- 8.1 Election Promotions** R. Valencerina 5 Min

R. Valencerina spoke with Ilene yesterday, she presented questions regarding how to improve our outreach to students with the Saitsa elections. R. Valencerina asked if we can do a notification on the SAIT D2L service? The EC informed R. Valencerina that we've been trying to do that type of notification for 4 years; the Banner 9 project has made that notification for us an issue. This is an idea to bring up at the next Joint Exec meeting. A good idea as well would be to have the instructors show a Saitsa Elections informational poster before their class commences. The Executive Council are going to talk about elections during their classroom talks.

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**8.2 Notes from A. Walgren** A. Walgren 2 Min  
A. Walgren noted to the EC that the brainstorming goals session was tomorrow, as well as the EC team building session. She also noted that more activities are on the horizon.

**8.3 SAIT Smoke Free Campus** R. Morstad 2 Min  
On August 31<sup>st</sup> SAIT will become a smoke free campus. From data collected previously, staff and students want a campus where smoking is regulated but not smoke free. M. Thususka asked how this will affect the Gateway, SAIT said that smoking is ok in the smoking pit on the Gateway patio. NAIT has been smoke free for 3 years. The Saitsa EC need to bring this up at the Joint Exec meeting. M. Stromme is going to email the chair of the Smoking Committee to get more information.

**Action Item:**

A. Walgren to add the SAIT Smoke Free Campus onto next week's agenda.

**8.4 Website Live Chat Feature** R. Morstad 2 Min  
R. Morstad brought the idea to the committee of piloting a live chat feature on the Saitsa website. For the pilot it will be Health and Dental concerns only, this will be easier for Irene to address questions and concerns regarding the Health and Dental program. Naitisa has a live chat feature on their website, they get average 5 questions per day. M. Stromme says to see how Health and Dental goes before making a general Saitsa inquiry chat bot. He also states to think about the logistics of a live chat feature; creating a schedule, having people take shifts, filtering the inquiries, etc. L. Hunter is not interested in having a live feed for angry political inquiries, there needs to structure to this live chat feature. M. Stromme asks to see if all four EC want to pilot this initiative – the EC do not have the time to participate in that launch. R. Morstad wants us to connect with Naitisa to see how they run their chat. A. Walgren suggests a soft launch (10:00a.m.-2:00p.m., Mon-Fri). M. Stromme will contact Naitisa to see how they operate their live chat feature on their website. M. Stromme is going to talk to Saitsa staff to see how we can make this happen. While we are testing this feature with the Health and Dental program, we will be prepping for the soft launch of the general inquiry chat bot with hours from 10:00a.m.-2:00p.m. from Monday through Friday. M. Thususka suggests emailing Irene to see what time frame students are emailing inquiries.

*R. Valencerina left the meeting at 12:33p.m.*

**Action item:**

A. Walgren to add this item to agenda in two weeks Website Live Chat.

**9.0 Questions/Adjournment** J. Bhatti 2 Min  
*J. Bhatti adjourned the meeting at 12:49p.m.*