

Saitsa Executive Council Meeting Minutes

Wednesday, March 25th, 2020

11:30a.m.

Microsoft Teams



Attendees:

Ryan Morstad	Saitsa President
Tanya Pittis	Saitsa Vice President Academic
Garrett Koehler	Saitsa Vice President External
Marc Stromme	Executive Director
Marc Thususka	Director, Business and Development
Rachel Paris	Manager, Governance and Advocacy
Angela Walgren	Coordinator, Administration

1.0 Call to Order R. Morstad 2 Min
R. Morstad called the meeting to order at 11:34am

2.0 Approval of Agenda R. Morstad 2 Min

Amendments:

- The addition of discussion item 8.6 Video Game Tournament
- The addition of discussion item 8.7 Joint Executive Meeting

Approved by general consent

3.0 Adoption of Minutes R. Morstad 2 Min
3.1 *Regular Meeting of the Executive Meeting from March 19th, 2019*

Motion

It was moved by G. Koehler to table the approval of the March 19th meeting minutes until the next Executive Council meeting

Motion carried

4.0 Business Items
4.1 Capital Asset Request Computers M. Thususka 2 Min

Saitsa is looking to purchase six additional computers; four of the computers are for the Executive Council, the remaining two will be for Governance Administration Coordinator and Assistant Manager, Events & Programming. Laptops have an average lifespan of 3-5 years. M. Thususka is recommending going through Microserve (who is the preferred provider from SAIT). Microserve will be able to service laptops on site at SAIT if they encounter any technical issues. Six new computers with docking stations through Microserve will cost \$8,827.12 These computers are very similar to the rest of the staff computers we currently have.

Motion

It was moved by R. Morstad to approve the capital asset request with the provider Microserve up to \$9,000.00

Motion carried

Saitsa Executive Council Meeting Minutes

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5.0 Individual Reports (maximum of 2 minutes each)

5.1 President

R. Morstad

2 Min

Report as submitted.

We had students move out of the SAIT residence buildings this past weekend. We need to make sure students are supported during these times and that they are properly informed. Residence needs to know who is staying due to health and safety.

The Saitsa Awards Night is moving to a digital platform. R. Morstad is collaborating with Natasha and Husson to create the format of this evening.

R. Morstad has been answering student inquiries on the Saitsa app. R. Morstad released a video addressing the student body regarding the Covid-19 circumstances students are under.

5.2 VP Academic

T. Pittis

2 Min

Report as submitted.

T. Pittis has been dealing with academic misconduct concerns from students. The BOD has recently received student feedback and have forwarded this feedback to the EC. This feedback is regarding the online platform of their classes. The Ombudsperson Proposal follow up meetings are going to be scheduled on Microsoft Teams. T. Pittis is working on academic process forms. T. Pittis is working on the Mobile Kiosk branding. Valedictorian interviews with Brad Donaldson are going well.

5.3 VP External

G. Koehler

2 Min

Report not submitted. *G. Koehler gave a verbal report.*

ASEC is gaining a new member to the association; Lethbridge College Students Association. This is a massive win for the Alberta student movement. ASEC is hoping to create an eviction freeze for the next three months.

CASA wants to do a release with Ontario student group regarding rent freezes.

The International Centre are expressing that international students cannot go home because the borders are closed/a lot of the international students do not want to go.

ASEC moving federal has been paused due to the current pandemic.

The Accounting department needs G. Koehler to submit his receipts.

Saitsa Executive Council Meeting Minutes

Wednesday, March 25th, 2020

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5.4 Executive Director

M. Stromme

2 Min

Report as submitted.

The SAIT Health Centre is still open on campus. They have not gotten a lot of foot traffic; they may close soon due to that.

SAIT submitted a letter to the office of the Canadian Prime Minister to see what SAIT can assist with regarding the SAIT 3D printer.

M. Stromme had a meeting of the provinces Student Associations Executive Directors:

- Other schools are having trouble with their student health and dental plans.
- With the schools across the province having to close, there have been a lot of layoffs.
- Some of the Student Associations are looking into getting rid of their schools' welcome notebook. The Executive Council Committee discussed the pros and cons of the notebook. Sponsorship dollars may be lower this year due to the current pandemic.

Action Item: Angela to add Survival Guide as discussion item for next meeting

6.0 Action Items (maximum of 2 minutes each)

7.0 Unfinished Business

8.0 Discussion and Information Items

8.1 Tasks List/Timelines

EC

2 Min

R. Paris explained that in the Saitsa Managers meeting they talked about task lists/sharing ideas and expectations. For everyone to get an idea for what everyone will be working on moving forward.

8.2 Sharing Idea (Upgrading Skills)

EC

2 Min

On slack you'll see new channels to keep staff engaged. This is also for professional development (PD). Conferences will most likely be cancelled due to the Covid-19 outbreak. Sharing PD and ideas will help the EC and staff still gain new skills during this difficult time. During your down time online PD would be excellent.

8.3 Expectations for Working Hours

EC

2 Min

If you're working outside of a standard day, you need to communicate that to your team. People need to know when they can get a hold of you. Everyone is still getting paid, so the expectation is even though you're at home your workload is still consistent.

Saitsa Executive Council Meeting Minutes

Wednesday, March 25th, 2020

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8.4 Communication Expectations EC 2 Min

Managers all agreed that standard rules all still apply during this period of working from home. Emails should be responded to within 24/48 hours.

- Ryan hours: 10:00a.m.-5:00p.m. with no lunch.
- Tanya hours 9:30a.m.-5:30p.m.
- Garrett hours: 11:00a.m.-10:00p.m. (scattered)

EC need to be communicating what they're working on.

8.5 Course Deficiency Academic Process Form T. Pittis 2 Min

Looking for feedback. If no feedback the form is good to go!

R. Morstad suggests using an example of a date that's already hard for people, like after finals.

If this is a standard form on website, use the title Vice President Academic instead of the name of the person in that position.

8.6 Video Game R. Morstad 2 Min

The EC want to make sure student engagement is still alive through virtual engagement. R. Morstad reached out to Athletics and Recreation to see if they would like to put on a virtual game's day for students. The Trojans are soon launching E-sports. R. Morstad will be reaching out to Natasha regarding this potential event. R. Morstad will also investigate getting prizes from local businesses. Once a plan is set for this event, M. Thususka will reach out to ATB regarding sponsorship.

8.7 Joint Exec M. Stromme 2 Min

The committee discussed questions/topics to bring up at the SAIT/Saitsa Joint Executive Meeting.

9.0 Questions/Adjournment R. Morstad 2 Min

R. Morstad adjourned the meeting at 1:01p.m.