

Saitsa Executive Council Meeting Minutes

Wednesday, May 20th, 2020
11:30a.m.
Microsoft Teams



| | Agenda Item | Accountability | Time |
|-----|--|-----------------------|-------------|
| 1.0 | Call to Order <i>R. Morstad called the meeting to order at 11:38a.m.</i> | R. Morstad | 2 Min |
| 2.0 | Approval of Agenda | R. Morstad | 2 Min |

Amendments:

- 6.1 be amended to state Learn how to Write Reports
- To delete items 6.2, 6.3, and 6.4

Motion

It was moved by J. Bhatti to approve the amended agenda

Motion carried

| | | | |
|-----|---|------------|-------|
| 3.0 | Adoption of Minutes | R. Morstad | 2 Min |
| 3.1 | <i>Regular Meeting of the Executive Council from May 6th, 2020</i> | | |

J. Bhatti, J. Leippi, and L. Hunter were not present at the Executive meeting of May 20th (they were onboarding into their new roles) therefore they cannot vote to approve the minutes.

Motion

It was moved by R. Morstad to approve the Wednesday, May 6th, 2020 meeting minutes

Motion carried

1/0/3

| | | | |
|-----|--|------------|-------|
| 4.0 | EC Meeting Terms of Reference Review/Adjustment | R. Morstad | 2 Min |
|-----|--|------------|-------|

R. Morstad reviewed the Executive Council Meeting Terms of Reference with the newly elected Executive Council members. These are guidelines and rules which the executive council must follow during these executive council meetings. R. Morstad went through the roles of each committee member, the responsibilities of the Executive Council committee, the frequency of the meetings (the date and time of the executive council meetings are weekly on Wednesdays from 11:30a.m. – 1:00p.m), the procedure of EC meetings, how quorum works, and email motions.

J. Leippi suggested moving the meeting start time to 10:30a.m. or 11:00a.m. due to personal reasons.

R. Morstad instructs the Executive Council to read the EC TORs for approval for next weeks meeting.

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5.0 Business Items

5.1 EC Headset Allowance and Discussion R. Morstad 2 Min

Covid-19 has forced the SAIT campus to close, forcing the Saitsa staff (including the Executive Council) to work from home. For the past couple of months, the Executive Council have had trouble hearing and communicating through online meetings due to not having proper headsets. The Executive Council would like a new headset each so they can work properly from home.

Motion

It was moved by J. Leippi to approve the allowance of \$80.00 for an Executive Council headset purchase for each Executive Council member

Motion carried

6.0 Individual Reports (maximum of 2 minutes each)

6.1 How to Write a Report with R. Morstad R. Morstad 2 Min

Tuesday next week R. Morstad is going to teach the Executive Council members how to write an EC report. R. Morstad went over the rules of writing an EC report. He went over a past report he wrote (meeting date, report covers, hours in office, SAIT business, external business, Saitsa business, and things worth noting). These reports explain what the Saitsa Executive Council does. R. Morstad advises the EC to not repeat in your verbal overview what is already in your written report because it is repetitive for A. Walgren to repeat what is already written.

~~6.2 VP Academic J. Bhatti 2 Min~~

~~6.3 VP External L. Hunter 2 Min~~

~~6.4 VP Student Life J. Leippi 2 Min~~

6.5 Executive Director M. Stromme 2 Min
Report as submitted.

Motion

It was moved by R. Morstad to move in-camera with staff at 12:30p.m.

Motion carried

Motion

It was moved by J. Bhatti to move out of camera 12:37p.m.

Motion carried

7.0 Action Items (maximum of 2 minutes each)

8.0 Unfinished Business

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9.0 Discussion and Information Items

9.1 ASEC Conference & Registration

R. Paris

5 Min

R. Paris explains that the ASEC Leadership Conference is a conference that all four EC members attend. Most schools in Alberta send their Executive Council to this conference. This conference teaches the Executive Council on Government relations. This is also a great opportunity for the EC to meet their counterparts from other schools. This year the conference is online due to Covid-19. Each EC member should register to attend this conference, this conference is cost free for attendees this year. If anyone needs help with registration, please connect with R. Morstad. R. Paris put the link to register in the EC meeting chat.

9.2 Joint Executive Meeting Agenda Items

M. Stromme

2 Min

Before the Saitsa EC and the SAIT EC have a Joint Executive Meeting, the Saitsa EC discuss what items they would like to add to the agenda. One of the SAIT Executive Assistant's emails R. Morstad to add agenda items. The first Joint Executive meeting is next week.

J. Bhatti got an email from a student who has a concern with the convocation going online. Other schools are rescheduling and offering to also reschedule graduation pictures. J. Bhatti would like to add the agenda item of Spring 2020 Convocation (Graduation Photos and Online Convocation).

L. Hunter inquired regarding the UPass and the gym fee. The gym fee has been cancelled for the spring semester. SAIT and Saitsa is working on the UPass logistics.

R. Morstad stated that he has received some student concerns regarding online delivery of programming. On Tuesday, May 26th the SAIT Board of Governors is having a meeting to decide whether the Fall semester will be delivered online or not. The topics of quality of online delivery, standardization, tuition costs and expectations of online delivery need to be discussed.

Another item that was requested to be added onto the agenda is a Saitsa HQ update.

9.3 EC Evaluation

M. Stromme

2 Min

M. Stromme left meeting at 12:50p.m. to take a phone call.

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M. Stromme returned at 12:55p.m.

M. Stromme gave the Executive Council a heads up regarding the upcoming Executive Council evaluation which takes place halfway through term (end of September). This is an opportunity to evaluate your job performance and to take constructive feedback from the Saitsa team.

10.0 Questions/Adjournment

R. Morstad

2 Min

Motion

It was moved by L. Hunter to adjourn the meeting at 1:02p.m.

Motion carried