

Saitsa Executive Council Meeting Minutes

Wednesday, September 23rd and Friday, September 25th, 2020
Wednesday @ 12:00p.m. and Friday @ 3:00p.m.
Microsoft Teams



Attendance:

Ryan Morstad	President
Jasmin Bhatti	Vice President Academic
Liam Hunter	Vice President External
Jessi Leippi	Vice President Student Life
Marc Stromme	Executive Director
Marc Thususka	Director, Business and Development
Rachel Paris	Manager, Governance and Advocacy
Angela Walgren	Coordinator, Administration

Guests:

Alyson Murray	Manager, Staff Experience
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	Agenda Item	Accountability	Time
1.0	Call to Order <i>R. Morstad called the meeting to order at 12:05p.m.</i>	R. Morstad	2 Min
	<i>The meeting recessed by L. Hunter on Wednesday September 23rd at 2:40p.m.</i>		
	<i>The meeting was reopened by R. Morstad on Friday, September 25th at 3:06p.m. to discuss the discussion and information items remaining except for the in-camera session, that was complete on the 23rd.</i>		
2.0	Approval of Agenda <i>Approved by general consent</i>	R. Morstad	2 Min
3.0	Adoption of Minutes 3.1 <i>Regular Meeting of the Executive Council from September 16th, 2020</i> <i>Approved by general consent</i>	R. Morstad	2 Min
4.0	Individual Reports (maximum of 2 minutes each) 4.1 President Report as submitted.	R. Morstad	2 Min

R. Morstad highlighted that the CSA September Meeting Roundtable was productive. The Saitsa/SAIT Joint Executive meeting went well. The Marketing and Communications (MarCom) Policies and Procedures update meeting was successful, the Manager of MarCom and the Executive Council agreed upon the changes being proposed later in this meeting. R. Morstad attended the Saitsa Park Social, it was good to see everyone in person. R. Morstad had a student engagement meeting with Moe and Brenda G. The meeting to discuss de-stress fest kits went great, the team is super excited.

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L. Hunter asked if they found any information on Vice President Externals being allowed to attend the Financial Liability meetings; R. Morstad followed up with ASEC and they said they are allowed to, but the last roundtable discussion is on Friday. If more meetings of this nature are scheduled in the future R. Morstad will include L. Hunter.

- 4.2 VP Academic** J. Bhatti 2 Min
Report as submitted.

J. Bhatti also attended the student engagement meeting with Brenda G, and Moe – they reached out to J. Bhatti expressing they would like a part two of that meeting. J. Leippi said she would like to be a part of these meetings. On SAIT campus if students don't wear a mask, the student will initially be warned and if they are not compliant, they will be asked to leave campus and may face a non-academic misconduct. The Executive Council suggests that once the rules for wearing a mask on campus are public knowledge, they should make students aware through our student bulletin. J. Bhatti has been invited to 13 classroom talks and she will be showcasing the Saitsa video.

L. Hunter asked about invitations he is receiving for classroom talks – is he being assigned to these classroom talks or is he just on the mailing list? J. Bhatti says if L. Hunter is needed for classroom talks, she will notify him. J. Bhatti advises that if he receives emails regarding classroom talks to forward the emails to her.

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

The CSA September meeting went well, they are scheduling a meeting with the Honourable Mayor Nenshi. The CSA happily accepted a new member, Stacey Hutchings (Vice President External) from Athabasca reached out to L. Hunter to join the CSA. The CSA is going in the direction of being formalized and they are growing. The Canada Alliance of Student Associations E-Plenary is going well, all of the proposed workplans were passed. A delegate from SAMRU was elected as the Director of ASEC's EDI. The CCPAG workplan was approved, the goal is to generate an ask to present to the BOD. The following day L. Hunter attended a CCPAG meeting where they passed said ask for presentation to the BOD. L. Hunter is almost done this goal for his Saitsa workplan. The podcast development team went through every single episode proposed.

R. Paris noted we need to update the Advocacy Hot Topic page on the Saitsa website. R. Morstad will talk to Husson regarding advertising the Advocacy Hot Topic webpage.

M. Stromme brought up concerns regarding L. Hunter's volume of his report. R. Paris mentioned that her and R. Valencerina developed a minute taking plan where he takes vague minutes but then has a separate document with said detailed notes.

- 4.4 VP Student Life** J. Leippi 2 Min
Report *not* submitted. She did make a report but did not submit it because she was packing and forgot her laptop. R. Morstad advises J. Leippi to submit her report ASAP.

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J. Leippi had lunch with Glenn Sheppard and Katie Hope, they gave J. Leippi tips about her goals with the community garden and the solar panels. Katie introduced J. Leippi to Georg, an Academic Chair of the Hospitality and Tourism Management program. Georg was in charge of the garden that was outside of the 4Nines. J. Leippi met with the Sustainability Committee and she completed more work on her garden goal. J. Leippi had a quick chat with Dr. Ross during that meeting as well.

R. Morstad asks everyone to hold questions for J. Leippi report when it's submitted.

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

M. Stromme told the EC that Avnish needs to go over the Governance changes with the EC, Avnish proposed a meeting for October 16th and asks if the EC if they're available. R. Morstad is available in the morning. J. Leippi and J. Bhatti are off on that Friday due to reduced hours. M. Stromme asked if they can flex their time to attend. L. Hunter has class in the morning. R. Morstad asks if the meeting can be scheduled from 2:00pm-4:00pm, M. Stromme will get back to them with the time of the meeting.

5.0 Business Items

- 5.1 Demolition of the wall between NN117 + NN118** M. Stromme 2 Min
M. Stromme presented a capital asset request for the wall between the room NN117 and NN118 to be ripped down. The quote presented for the wall is \$6,000.00. The second quote included removing the carpet which costed \$13,000.00; the cost is high because of potential asbestos.

R. Morstad asked if it's smart to make changes to a room where we do not have a lease to. The committee discussed the pros and cons to both proposed costs.

M. Thususka says if they find asbestos during the construction while doing the wall, they will be interrupted for 4-6 weeks.

R. Paris asked if they remove the wall, is the room going to be left with exposed wall and floor? M. Stromme said no the quote includes fixing the floor underneath and the wall. R. Paris asked about painting the wall of NN117. M. Stromme said we could paint the wall ourselves.

Motion

It was moved by R. Morstad to approve the Capital Asset Request for the NN117+NN118 wall removal up to a maximum of \$6,500.00 (not including replacing the carpet).

Motion carried

- 5.2 MarCom Procedure Updates** R. Morstad 5 Min
The Marketing and Communications procedures are outdated. The Executive Council and Husson worked to clean up document so our policies and procedures are up to date. Sections 11.12 and 11.13 have not been updated, they will be revised at a later date.

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Motion

It was moved by R. Morstad to approve the proposed changes to the MarCom procedures

Motion carried

6.0 Action Items (maximum of 2 minutes each)

- 6.1 A. Walgren to develop a Student Complaint / Concern Tracker with the help of J. Bhatti. – *Complete.*

7.0 Unfinished Business

8.0 Discussion and Information Items

The Discussion and Information items were discussed on Friday, September 25th. All Executive Council members were present for this part 2 except for Rachel Paris.

- 8.1 **EC Tuition** R. Morstad 2 Min
The Executive Council committee discussed when the EC are being compensated for their schooling. In our Bylaws it does not state that they are covered, and this is not in their contracts for onboarding with Saitsa. The committee discussed if new fees should be covered or not. The Executive Council did state that when the EC positions are advertised it does state that Saitsa will cover one of their courses, this is incentive for students to run for these positions. M. Stromme recommended postponing this until next week when R. Paris is here.

Motion

It was moved by R. Morstad to table this discussion item until next week's EC meeting

Motion carried

- 8.2 **Board Presentation Request** R. Morstad 2 Min
M. Stromme and R. Morstad talked about this item earlier this week. A few Saitsa Directors requested a presentation on Saitsa's plan to address student apathy and students not knowing who the students' association is and what Saitsa is doing to raise awareness. M. Stromme will update the BOD on our plan of action to address these concerns.

J. Bhatti asked if classroom/orientation talks were a tactic to tackle this issue, R. Morstad said classroom/orientation talks are a tactic for this issue.

- 8.3 **Saitsa Ombud's Office Implementation Plan** J. Bhatti 2 Min
The Executive Council forgot to mention this to the team during Monday's huddle; Roy Daykin would like a Saitsa staff member to be a part of the Ombud's Office Implementation Plan group due to the continuity piece. M. Stromme will be sitting on the committee with J. Bhatti.

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Action item: J. Bhatti to notify Roy Daykin that M. Stromme would like to sit on the Ombudsperson committee.

- 8.4 Pride Crosswalk Removal** R. Morstad 2 Min
The Pride crosswalk was an initiative from the SAIT GISC committee to promote equality and diversity on campus. The paint for the crosswalk was donated from a local company. The pride crosswalk was vandalized by a vehicle. SAIT has decided instead of fixing the crosswalk they are going to remove it and add a pride wayfinding station. The GISC committee voted to remove the crosswalk

The Executive Council have decided they are not in favour of removing the crosswalk and would like SAIT to continue maintaining the crosswalk. The Executive Council are going to reach out to Colleen (also a member of GSIC) and ask why the committee voted that way; once they find out the historical context the EC will contact Husson to develop a statement to address this issue and present this to Heather Magotiaux and Roy Daykin. If the institute continues to go forward with the removal, Saitsa will be going forward with a press release.

J. Bhatti wanted it to be made official that J. Leippi will be handling the administrative portion of the Grant Program. Classroom talks will be in J. Bhatti's portfolio and the Grant Program will be in J. Leippi's portfolio. The committee agreed to these changes.

- 9.0 In-Camera Session: EC, ED, and Staff Experience Manager** M. Stromme 5 Min

Motion

It was moved R. Morstad to move in camera with the EC, ED, Manager of Staff Experience at 12:54p.m.

Motion carried

Motion

It was moved L. Hunter to move out of camera at 2:14p.m.

Motion carried

Liam mentioned that, due to the Post-secondary learning act, enacting bylaw 15.4 will not be necessary for the following request, and that a motion will not be required. The post-secondary learning act mandates that governing students, are able to access to necessary information

1. The Executive Council state that the Executive Director is required to provide upon request information such as salaries/compensation packages/personnel files.
2. The Executive Council is directing the Manager of Governance and Advocacy to begin developing new policies or change of policy to clarify the right for the Elected Student leaders to access information. The policies need to include a recommendation to not access this power unless necessary.

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3. The Executive Council is setting up a meeting with the Manager of Staff Experience to begin the development of an HR procedure to outline the method by which the Executive Council will request said information. This procedure will require some type of form to outline the reasoning and timing behind the information requested; then this form will be approved by the EC. The intent of this form is so in the future, EC members/ staff will understand the purpose of the information requested. This meeting will be called in the coming weeks.
4. The Executive Council would like to communicate this change to all staff. The Executive Council will be drafting a letter and providing it to staff members. The Executive Council will also set up a meeting with the Manager of Staff Experience to review the drafted letter.

M. Stromme states that the lawyers recommended to make a motion for these changes.

L. Hunter responded that the bylaw these recommendations cited is not relevant due to the authority granted by the PSLA. As it stands, 15.4 is not relevant in this case. M. Stromme asks what number of the bylaw indicates this authority, L. Hunter stated that the sections are 6.5C and 11.4.

J. Leippi left the meeting at 2:15pm

A. Murray mentioned when staff are onboarded into Saitsa they read the policies and procedures, not the bylaws. The Executive Council would like to host a Q&A or provide an anonymous form once the communication is sent out to all staff. M. Stromme asks if the EC have considered potential consequences from this action. The Executive Council have agreed that they are aware of the potential effects and are dealing with this with care. M. Stromme informed the Executive Council that they are changing the workplace culture and advised them to consider staff who have been with Saitsa for 10+ years or staff who have recently joined the team. M. Stromme also stated that the staff are going to ask for the reasoning behind this, he advised the Executive Council to be prepared to address that question.

J. Bhatti left the meeting at 2:33pm

10.0 Questions/Adjournment

R. Morstad

2 Min

L. Hunter adjourned this meeting on Friday, September 25th at 3:39p.m.