

**Call to Order:** 9:01am

**Attendance:** Alyshia Kelbert, Jonn Olson, Alycia Canada, Faith Manulak, Ariel Cummer

### **Land Acknowledgement**

Assiniboine Community College campuses and the offices of the ACCSA are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Metis.

## **1.0 Consent Agenda**

- 1.1 Approval of Agenda**
- 1.2 Approval of Minutes of Previous SAC Meetings**
  - a. 2023.06.14**
- 1.3 Approval of Attendance of Previous Meetings**
  - a. 2023.06.14**

1.3.a.1 Alyshia Kelbert, Jonn Olson, Alycia Canada, Faith Manulak, Ariel Cummer

MOTION: Be it resolved that the consent agenda be adopted as presented. Moved by Cummer, seconded by Motion Canada. Carried.

## **2.0 Old Business**

- 2.1 Time Management Training**
  - 2.1.1 October dates for SAC Meetings: 4<sup>th</sup> and 18<sup>th</sup>
  - 2.1.2 Kelbert will give both dates to the learning commons.
- 2.2 January Social Date**
  - 2.2.1 January 11<sup>th</sup>, 2023
  - 2.2.2 Contact has been signed and sent back.
- 2.3 Home Opener Dates / Plans**
  - 2.3.1 Canada emailed facilities about using the North side of the gym as we don't feel there is room on the south side. Waiting for a response.
- 2.4 Safety Policy**
  - 2.4.1 Cummer emailed Mark, they have a brief folder that we can access, or they can set up training for our team on what the college does.
    - 2.4.1.1 Canada said just to get folder.
    - 2.4.1.2 Kelbert told Cummer to make sure she gets permission to use in our own policy.
- 2.5 Business Cards**
  - 2.5.1 Kelbert has sent Woods a media request to make sure this is done when she returns.
  - 2.5.2 Has requested new Program Coordinator Business Cards and new ED Business Cards.

## **2.6 HR and Overall Budgets**

### **2.6.1 Approval of amended HR Budget (in camera)**

Motion: Be it resolved that the HR Budget is approved; with the total of \$302,536.03 as amended from the previous approval. Motioned by Canada. Seconded by Cummer. Motion is carried.

### **2.6.2 Approval of overall Organizational Budget**

Motion: Be it resolved that we approved the overall organizational budget. Motioned by Cummer. Seconded by Manulak. All those in favour, motion is carried.

## **3.0 New Business**

### **3.1 Bombers Game, October 21<sup>st</sup>**

- 3.1.1 Tickets for game are \$25.00.
- 3.1.2 Cost of bus is: \$1,859.75. \$500 of that would be returned if the bus is clean at the end of the event. Bus would then cost: \$1,359.75.
- 3.1.3 Original idea was to have students just pay for the ticket and SAC pay for the bus. Kelbert made a budget if we were to charge students/guests for both ticket and bus. Cummer and Canada agree to charging for the bus.
- 3.1.4 Council has voted to not host this event this year due to cost.

## **4.0 Upcoming Dates, Reminders, & Deadlines**

- 4.1 Alyshia Away June 30 – July 7, 2023**
- 4.2 Office Closed Monday, July 3, 2023 (in lieu of Canada Day)**
- 4.3 New Executive Director starts July 4, 2023**

## **5.0 Open Forum**

### **5.1 Approval of Event purchases for the next year**

- 5.1.1 Kelbert would like to get as much of the items ordered so that we can take what we can with us to Dauphin in September to avoid shipping cost.**
- 5.1.2 Campaign and Actions Committee**
  - 5.1.2.1 Purple Ribbons for National Addiction Awareness Week
    - Pins: 200 would cost \$60.61
    - Ribbons: 200 would cost \$33.29

Council agrees on the Purple Pins x 2 to be ordered after July 1, 2023.

### **5.1.3 Engagement Committee**

#### **5.1.3.1 Self Care Bags**

- Self Care Journal for Self Care Bags. Cost is \$16.55 from ETSY.
- Cross Word books for the Self Care Bags. Cost for 192 is \$163.20
- ~~Pencil Crayons for the Self Care Bags. Cost for 144 is \$201.60~~
- Oatmeal for the Self Care Bags. Cost for 104 is \$56.16



- Tea for the Self Care Bags. Cost for 160 is \$44.80
- Total Cost would be: \$336.87

5.1.3.2 Tote Bag » Non-Woven for the self care bags with the SA Logo: 150 would cost \$424.50

5.1.3.3 Pink Bracelets for Pink Shirt Day: 500 would cost: \$201.00.

5.1.3.4 If we ordered Bracelets and Bags together it would cost: \$547.66 due to a 15% discount that is applied.

**5.1.3.5 Total cost for journals, crosswords, oatmeal, tea, bags and pink bracelets would be: \$884.53**

Motion: Be it resolved that the SAC approves \$900 for journals, crosswords, oatmeal, tea, bags and pink bracelets for the self-care bags and pink shirt day. Motioned by Cummer. Seconded by Cummer. All those in favour, motion is carried.

## **5.2 Kelbert asked for future SAC meetings, would she be attending to take notes?**

**5.2.1** Council says yes.

## **5.3 Canada is looking for name bars and office name plates.**

## **5.4 Health and Dental College System Updates**

**5.4.1** Monica Griff from Finance has reached out to the SA about updates that need to be made to their system so that they can properly charge students for their health and dental plans, based on when they start their programs.

**5.4.2** The following has been requested to be done by OA Solutions  
Add a billing for a SP/SU combined term  
Change the dates of the restriction for the terms as follows:

FA – Sept 1 - Aug 31

WI – Jan 1 – Dec 31

SP – May 1 – Apr 30

**5.4.3** Change the number of registered credits required for each term  
Kelbert did confirm with the department as to why it was the SA's responsibility to pay for the system updates. Monica stated the following: Health & Dental that ACC collects on the SA's behalf and therefore, the cost of collection is the responsibility of the SA. We in-kind the staff to follow-up on students when they don't pay, reconciliation, uploads to the provider site, and troubleshooting.

**5.4.4** The cost for these updates would be: estimates it to take approximately 1.5 days @ \$150/hr = \$1,800.

MOTION: Be it resolved that the SAC allocates \$2,000 to pay OA Solutions for the ACC Finance System Updates that need to be made for the Health and Dental Program. Moved by Manulak. Seconded by Motion Canada. Carried.

**6.0 Adjournment: 10:12am.**



Be it resolved that the meeting be adjourned at 10:12am. Motioned by Manulak.  
Seconded by Canada. Motion carried.

After these minutes are approved in the following SAC Meeting:

**Meeting minutes to be signed by Executive signing authorities:**

Name	Title	Signature

**Date:**