



University of Alberta Students' Union
**COUNCIL ADMINISTRATION
COMMITTEE**

August 4, 2015

6.00pm

SUB 0-48

AGENDA (CAC 2015-07)

2015-07/1 INTRODUCTION

2015-07/1a Call to Order

2015-07/1b Approval of Agenda

2015-07/1c Approval of Minutes

2015-07/1d Chair's Business

2015-07/2 OLD BUSINESS

2015-07/2a Radio Show

2015-07/2b Week of Welcome

2015-07/3 NEW BUSINESS

2015-07/3a Town Halls

2015-07/4 DISCUSSION

2015-07/4c Students' Council Survey.

Please see CAC 15-06.01

2015-07/5 CONFIRMATION OF NEXT MEETING DATE

2015-07/5a Tuesday August 18th, 2015 @ 6.00pm in SUB 0-48.

2015-07/6 ADJOURNMENT

Students' Council Surveys: Beginning of Term
2015-2016

- 1) What do you feel are some key accomplishments of Council last year?
- 2) What do you hope to accomplish on Students' Council this year?
- 3) What do you think is the biggest challenge in getting it done?
- 4) What do you expect to learn from Students' Council this year?
- 5) What kinds of professional development sessions for Councillors would you be interested in?
- 6) Do you have any constructive criticism for the speaker?
- 7) Do you feel comfortable speaking on council? Why or Why not?
- 8) Do you plan on staying in contact with your Faculty Association throughout the year?
 - i. Yes
 - ii. No
- 9) If yes, how will you accomplish staying in contact with your Faculty Association?
 - i. Attending Faculty Association meetings
 - ii. Reading Faculty Association emails
 - iii. Attending Faculty Association events
 - iv. Meeting with Faculty Association executives
 - v. I have no plans to be in contact with my Faculty Association
 - vi. Other
- 10) How much do you know about your Faculty Association on a scale of 1 to 10?
- 11) Have you met or been in contact with your Faculty Association?
 - i. Yes
 - ii. No
- 12) How much do you know about the Students' Union on a scale of 1 to 10?
- 13) What can be done better to prepare you for Students' Council meetings?
 - i. Detailed information briefs
 - ii. Meetings with other councillors outside of Students' Council
 - iii. Ongoing discussion outside of Students' Council
 - iv. Not applicable
 - v. Other
- 14) What is your biggest barrier to attending Students' Council meetings?
 - i. Lack of time
 - ii. Parking
 - iii. Late meetings
 - iv. Location of meetings

- v. Not applicable
- vi. Other

15) What is your biggest barrier to participating in Students' Council meetings?

- i. Knowing Robert's Rules of Order
- ii. Not knowing enough to make an informed decision
- iii. Intimidated by other members' knowledge
- iv. Issues discussed having little effect on constituents
- v. Running out of speaking turns
- vi. I participate fully in Council meetings
- vii. Other

16) Do you feel prepared to represent your faculty's interests at Students' Council meetings?

- i. Yes
- ii. No



UNIVERSITY OF ALBERTA

STUDENTS' UNION

University of Alberta Students' Union
**COUNCIL ADMINISTRATION
COMMITTEE**

Tuesday July 21, 2015

6:00 pm

SUB 0-48

ATTENDANCE

NAME	PROXY	PRESENT
Bo Zhang		N
Jared Burton		Y
Victoria Dejong		Y
Donald Ademaj		Y
Justis Allard		N
Kevin Wang		N
Vivian Kwan		Y
Cody Bondarchuk		Y
Levi Flaman		Y
Brandon Christensen		N
Ben Angus		N
Fahim Rahman		Y
Dylan Hanwell		Y

MINUTES (CAC 2015-06)

2015-06/1

INTRODUCTION

2015-06/1a

Call to Order

Meeting called to order at 18:02.

2015-06/1b

Approval of Agenda

BONDARCHUK amended the agenda to move item 3b "Town Halls" to 4d, and added item 4e "Radio Show".

FLAMAN/KWAN move to approve the agenda as amended.

7/0/0
CARRIED

2015-06/1c

Approval of Minutes

DEJONG amended the correct next meeting date.

DEJONG/FLAMAN move to approve the minutes as amended.

5/0/2
CARRIED

2015-06/1d

Chair's Business

2015-06/2

OLD BUSINESS

2015-06/3

NEW BUSINESS

2015-06/4

DISCUSSION

2015-06/4a

Council Street Team at WoW

KWAN had a meeting last week and suggested having street team at different location during WoW to have one-on-one discussion with

constituents. She would like to listen to the committee's opinion.

FLAMAN asked what would happen to some of the faculties that do not have a specific area on campus and suggested bigger faculties to split up while smaller faculties can combine together. KWAN agreed and suggested some content of discussion.

ADEMAJ suggested mixing up the councilors as there will be a lot of 1st year students. HANWELL agreed and he also reminded the committee that by-election is coming up so it is a good time to promote.

DEJONG and RAHAMAN supported the idea of engaging students at WoW as many of the councilors stressed to engage with students in their platform. BONDARCHUK agreed and suggested making it a requirement for councilors to participate.

ADEMAJ asked about the sign up process. KWAN answered that it is still in preliminary stage but it will be discussed later.

KWAN will bring the feedback to Execs and discuss. She will also check up on WoW for timeline. As for the content, it is up to the Council for decision.

2015-06/4b

Councilor Birthday Cards

KWAN talked with Marketing and Communication officers and came up with this idea of appreciation. She worked out the timeline and is waiting for the design of the birthday card. She asked for opinion from the committee.

ADEMAJ asked about the progress of SU's new logo design. KWAN informed the committee that KHINDA will discuss it with Council and solicit its feedback next Council meeting.

The committee supported this idea.

2015-06/4c

Students' Council Survey

BONDARCHUK explained that this survey will be given to councilors.

HANWELL thought it is a good idea to review Council's goals and put them into perspective. RAHMAN agreed and spotted an error.

BONDARCHUK liked this idea and suggested translating it into Google form.

FLAMAN suggested adding a textbox for any comments. He also asked if the survey will be anonymous. And RAHMAN added that questions about faculty association might be problematic as they might reveal councilor's identity if there is only a small number of councilors.

The committee agreed to have this completed in Summer.

2015-06/4d

Town Halls

ADEMAJ pointed out that a lot of councilors think that student engagement is their priority and some suggested having town hall with constituents. The purpose is to let students know they have representatives.

He suggested having the town hall once a year in September as it is a great time when students do not need to worry about their study and have more free time. He planned to use leftover from CAC fund for refreshment to attract students to attend. With faculties of larger student population, he planned to have individual town hall with these faculties. As for smaller faculties, he planned to combine them into one town hall. He asked for the opinion from the committee.

HANWELL thinks it is a good idea and agreed to ADEMAJ's suggestion of how to organize the town hall. But he concerned that not many students will show up. ADEMAJ do not worry about the attendance of these town halls as the point is to engage students with an interest in governance.

KWAN asked about the date of the town halls. ADEMAJ suggested that the first two weeks would be ideal as students are more engaged with the university.

BONDARCHUK likes the idea and stated that there will be funding available for organizing these town halls. And he asked about the budget. ADEMAJ estimated having 5 town halls in September.

BONDARCHUK suggested pizza as cheaper option for refreshment.

FLAMAN agreed to the time, and suggested having one town hall first to see the turnout. KWAN concerned the turnout might be low as it will compete with all student groups which usually have their meeting in the first week of September.

BONDARCHUK suggested having the town hall together with Faculty Associations. ADEMAJ agreed. BONDARCHUK asked RAHMAN about this probability. RAHMAN answered that LSA will definitely have town hall, while other FAs will most likely to have their Annual General Meetings. He suggested communicating with the FAs to take some time in AGM for town halls. ADEMAJ agreed to this suggestion. BONDARCHUK also agreed and suggested co-hosting the event for smaller budget.

ADEMAJ will talk to FAs about the budget and venue of town halls. BONDARCHUK suggested bringing it to different committee to discuss first.

ADEMAJ also asked for opinion on merging several smaller faculties with similar needs into one big town hall. KWAN concerned that some of the faculties still do not have representatives, so students could not ask them questions. FLAMAN pointed out that the town halls should include unrepresented students.

BONDARCHUK recommended ADEMAJ drawing up something to lay out the details and bring it back to CAC for further discussion.

2015-06/4e

Radio Show

FLAMAN mentioned that CJSR had an idea for students to call in during the show. They can also have weekly guest. The purpose is to get students interested.

HANWELL stated that if CJSR is interested he can join in the discussion. He revealed that he is planning a video podcast of all of the Execs.

BONDARCHUK concerned about the cost of airtime as it can be expensive. FLAMAN can look into it, but he did not think cost will be associated. KWAN suggested comparing the cost of past production to figure out the estimate cost of this show.

ADMAJ asked about the content of podcast. HANWELL answered that it will be about the strategy of reaching out to students and commented that it is a lot of work in creating the content, so it is not likely to be a 40-minute podcast. He also pointed out that CJSR might be looking for more commitment, and the airtime might not be very good as well.

FLAMAN will look into it and come back to the committee with more background.

2015-06/5 CONFIRMATION OF NEXT MEETING DATE

2015-06/5a Tuesday August 4th, 2015 @ 6:00pm in SUB 0-48

2015-06/6 ADJOURNMENT

2015-06/6a DEJONG /ADEMAJ move to adjourn.

7/0/0
CARRIED

Meeting adjourned at 18:46.

SUMMARY OF MOTIONS

MOTION	VOTES
FLAMAN/KWAN move to approve the agenda as amended.	7/0/0 - CARRIED
DEJONG/FLAMAN move to approve the minutes as amended.	5/0/2 - CARRIED
DEJONG /ADEMAJ move to adjourn.	7/0/0 - CARRIED