



University of Alberta Students' Union

**COUNCIL
ADMINISTRATION
COMMITTEE**

**Tuesday November 22, 2016
5:00 pm
Council Chamber, University Hall**

ATTENDANCE

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Alex Kwan		Y
Kyle Monda		Y
Nathan Sunday		Y
Brandon Christensen		Y
Emil Yim		Y
Fahim Rahman		Y
Robyn Paches		0.5
Levi Flaman		0.5

MINUTES (CAC 2016-12)

2016-12/1 INTRODUCTION

2016-12/1a Call to Order

Meeting called to order at 5:01 pm.

2016-12/1b

Approval of Agenda

KWAN/YIM move to approve the agenda for November 22, 2016 as tabled.

*Vote 6/0/0
CARRIED*

2016-12/1c

Approval of Minutes

Approval of the minutes was deferred to the December 06 meeting.

2016-12/1d

Chair's Business

Councillor Surveys

LARSEN:

I spoke to Discover Governance (DG), and they're willing to pick this up for the future. I'll sit down with them over the next few weeks, and discuss the questions according to the mandated responsibilities. The Council Administration Committee (CAC) will report and present on behalf of DG, or we can have DG come in and do it. I'd like to know which direction CAC wants to go in. First, we can strike surveys in general, and not worry about it. Second, we can have the CAC chair be responsible for presenting the findings of DG, or asking DG to come in and present on their own. I don't think they'll mind presenting as they're the ones making the findings.

RAHMAN:

Usually, DG doesn't do presentations. They submit a report which gets added to the Council's order papers. However, it's Council's decision.

LARSEN:

Shall we strike it then?

CHRISTENSEN:

So, will they just report on the results instead to presenting?

LARSEN:

Yes.

LARSEN/YIM move to strike "Councillor Surveys" from the Council Administration Committee's Standing Orders.

Vote 7/0/0

CARRIED

Councillor Jackets

LARSEN:

Our receptionist is happy to hold on to the sizes, and our new councillors will go through there. She's also happy to coordinate with staff regarding the orders. We are hoping to get Councillor Yim sized up today as he won't be back for a while. If there are any mistakes or reorders, you'll have to email me. I'll reiterate that in my oral report at Council.

Council Photos

LARSEN:

DG said that the time for individual photos has passed. Apparently the logistics of getting it done now are too difficult, and it's too expensive. That's what I was told. DG will arrange for the group photo at the end of the year.

CHRISTENSEN:

The small perks have started to disappear. I appreciate the little things, and I'm sure other people do so too. If it cannot be done this year, so be it. But, it should be better organized in the future.

MONDA:

Can we provide our own photos to the website as well?

LARSEN:

There are separate discussions on this. Some people are concerned because there are no photos of councillors online. Also, getting professional photos taken was a perk. Regarding your question, it can be done.

CHRISTENSEN:

Some of the other remaining perks may disappear in the future.

LARSEN:

I think it's a responsibility of the chair to get this organized. I wouldn't blame DG.

CHRISTENSEN:

I wouldn't either. I know you just started yourself.

LARSEN:

We can try and make sure it gets done for next year. We can also make sure that there are specific funds for it. Regarding putting our photos online, I'll continue to ask people about it. In any case it's likely to be buried, and people will probably not see our faces on the front page of the website. I'll continue to advocate for revamping our website so that our photos can be on the front page.

MONDA:

I have a suggestion for something when we do revamp our website. In our library's website, a staff member of the week is displayed on the front page. There's a small blurb about them along with a photo.

RAHMAN:

We'll start working on this in January. However, nothing will be ready till Summer 2017.

LARSEN:

Regarding posting your own photos online, we can have a Wikipedia style page about you within the website. I can follow up on this.

MONDA:

Even before running, we provide photos.

CHRISTENSEN:

There's a page within the website which lists all the councillors. The idea was to have pictures and a blurb.

2016-12/2

OLD BUSINESS

2016-12/2a

Teleconference Town Halls

MONDA:

I had another discussion with IST today. There's a small bump in the road. To start an event with the University license, you have to either be a staff member or a grad student. The person in charge told me that he's looking into whether one of us can be given appropriate eclass permission to start a session. He's currently not entirely sure about the legality issues. So, we'll have to wait till we hear back from him. He further said that having a soft launch as we decided was good. We need to pick a room depending on how many people need to be there. We can borrow a webcam and a microphone from IST. It's highly recommended that there be a built in computer within that room. If the license doesn't apply to us, there are various paid options based on subscriptions that we can look into.

LARSEN:

As we're planning to do the soft launch on December 06, we probably wouldn't be able to get the funds out before that. So, we definitely need to know whether we need to pay or not. As soon as you hear about the permissions, CAC can create an event, and start advertising. The soft launch can probably occur within the CAC meeting beforehand.

MONDA:

Can we pick a room?

LARSEN:

What's the best room you can think of? Can we work from this room?

MONDA:

We can book an ECHA seminar room. This room would be fine if we already have it booked.

LARSEN:

I like the idea. Let's book a room irrespective of whether we get the permissions regarding the license or not.

SUNDAY:

I think 5:00 o'clock is too late.

KAWN:

4:00-5:00 would be good.

MONDA:

We can do it at 4:00 pm and have CAC at 5:00 pm. Ideally, we want one person watching from a phone, and another watching from a desktop.

LARSEN:

Great, I'll book a room at 4:00 pm at ECHA.

MONDA:

If it goes well for a town hall, we can have our open forum through this method for people who aren't physically here.

LARSEN:

We'll do a very well-advertised town hall in January, and we'll try other things after that.

MONDA:

Do you know if the Students' Union (SU) has license for teleconferencing services?

RAHMAN:

I don't know if we do.

2016-12/2b

Teleconference Town Halls

LARSEN:

Councillor Farooq isn't here. In the previous meeting, we decided to table this. He is OK with writing up the actual mandate for CAC regarding office hours. I'll let him do that, and we can discuss about whatever he comes up with. In my point of view, I'd like to limit the bookable space within the Council office. That space is one of the nicest perks for councillors within the North Campus. I'm OK with CAC trying to advertise the space, and putting up notices. We'll discuss those when Councillor Farooq comes with an actual mandate for CAC Standing Orders.

RAHMAN:

While office hours are excellent for transparency, being a councillor is a volunteer position. We hold office hours because it's our full-time job.

LARSEN:

In the last meeting, we were mostly against the idea of forcing councillors to sign up for office hours.

CHRISTENSEN:

I think it's a cool idea. However, I'm not sure how the utilization will be.

2016-12/2c

Standing Committee Reviews

LARSEN:

I failed one of the things I was supposed to do as I ran out of time over the weekend. I'll try and get it done by Friday. If the permanent members here are willing, they can get started as I don't think the mandates have changed. I also don't really expect anything to be completed before December.

We got replies from almost everybody for the questions that CAC posted. The questions are from CAC at large. I have been posting them on behalf of the members as chair. Most of the replies were directed at me personally. I would ask that those replies go to Council and CAC members.

CHRISTENSEN:

Usually a person asks a question. When it's a committee, the chair of that committee asks the question. That's my understanding.

LARSEN:

I can do it as chair, but in the future, I'll forward the replies to the rest of Council. I'd appreciate if the responses are to the chair of CAC, and not to me personally.

2016-12/3

NEW BUSINESS

2016-12/4

DISCUSSION

2016-12/5

ADJOURNMENT

2016-12/5a

Next Meeting: December 06, 2016 at 5:00 pm.

MONDA/YIM move to adjourn the meeting.

Vote 9/0/0

CARRIED

2016-12/5b

Meeting adjourned at 5:31 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>KWAN/YIM move to approve the agenda for November 22, 2016 as tabled.</i>	<i>Vote 6/0/0 CARRIED</i>
<i>LARSEN/YIM move to strike "Councillor Surveys" from the Council Administration Committee's Standing Orders.</i>	<i>Vote 7/0/0 CARRIED</i>
<i>MONDA/YIM move to adjourn the meeting.</i>	<i>Vote 9/0/0 CARRIED</i>