



University of Alberta Students' Union

**COUNCIL
ADMINISTRATION
COMMITTEE**

**Tuesday December 06, 2016
5:00 pm**

ATTENDANCE

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Kyle Monda		Y
Fahim Rahman		Y
Frederique Ndatirwa		Y
Levi Flaman		Y
Brandon Christensen		Y
Nathan Sunday		Y
Emil Yim		0.5

MINUTES (CAC 2016-13)

2016-13/1 INTRODUCTION

2016-13/1a Call to Order

Meeting called to order at 5:00 pm.

2016-13/1b Approval of Agenda

CHRISTENSEN/NDATIRWA moves to approve the agenda for December 06, 2016 as tabled.

*Vote 7/0/0
CARRIED*

2016-13/1c Approval of Minutes

NDATIRWA/CHRISTENSEN moves to approve the minutes as tabled.

*Vote 7/0/0
CARRIED*

2016-13/1d Chair's Business

Attendance

Attendance was taken by LARSEN.

Committee Treaty 6 Recognition

LARSEN:

Right now, we don't add the Treaty 6 recognition to the top of our agendas. There was hope we should be doing that. Is there any conversation on this? If not, we'll go ahead with this. It's just one change within the Council Standing Orders. We have to say that this acknowledgement should be at the beginning of all committee order papers, similar to how it is right now for Council. I'll write up a motion, and bring it to you guys in January.

Committee Chairs Meeting and the Turnover Meeting

LARSEN:

At the committee chair meeting, we discussed things that affected all the chairs and all the respective committees. Going forward, it was suggested that the Council Administration Committee (CAC) chair should facilitate such a meeting every semester. It seems to make sense. I'll type up a motion for this in January. It's the same for the turnover

meeting.

2016-13/2

OLD BUSINESS

2016-13/2a

Teleconference Town Halls

MONDA:

A few of you joined in for the demonstration we had. I managed to get access to the campus wide license of Adobe Connect. We'll be able to use it for free going forward. There's a variety of things you can do with it. Ideally, we'd be able to add this to our regular Council meetings, primarily for open forums. Microphone or webcam access can be given. It's really flexible. We get more control than something such as facebook live. If it goes well, we can think about other ways we can use it too, such as for town halls. If we plan to use it regularly, we should think about purchasing a webcam if the Students' Union (SU) doesn't have one already. There might not always be one available to rent out at IST. We need to make sure that the microphones are wired to the computers at Council Chambers.

FLAMAN:

They are already connected.

MONDA:

Great. We only need to worry about video then. Are there any comments?

LARSEN:

It's good that we have control over this. In addition, this is a great solution for people who can't physically be at the meeting. I was amazed at how simple it was.

FLAMAN:

For the Open Forum, I believe that it's for SU members, even though it's not said explicitly. How does a platform like this distinguish SU members.

MONDA:

It can be set up so that only people with a CCID can log in. Non-SU members may also have a CCID. But, at the end of the day, the probability of that happening is miniscule.

LARSEN:

The possibility of logging in through the CCID is enough for me. It'll stop random people logging in. In addition, we have to share the link with people who we want to have logged in.

FLAMAN:

Is it a static link or a dynamic one?

MONDA:

You can set it up as a static link. You don't need specific software on the user side. Theoretically, it should work when you go to the URL. If you want to use it from your phone, you need to download the app. If you don't have the app, and still click on the link on a mobile device, it'll prompt you to download it.

LARSEN:

It's a great idea. Hopefully, we can have this for our first meeting in January.

MONDA:

Would we need to amend Standing Orders in any way? Theoretically, one could sponsor a live stream every meeting.

LARSEN:

Let's have it like this till we get it established.

MONDA:

Would we need Standing Orders in any way for students-at-large to ask questions through this techniques? As of now, I don't think there're any provisions for that.

LARSEN:

As Councillor Flaman said, it depends on the interpretation. As I read it, you are granted the same privilege as long as you are an SU member. We should have a conversation on who we want asking question during Open Forum.

2016-13/2b

Standing Committee Reviews

LARSEN:

Did all the permanent members get a chance to go over their standing committee? I already got an email from Councillor Ndatirwa. Thank you.

FLAMAN:

I did get a chance to go through the Bylaw Committee, but I don't mind holding off.

LARSEN:

It would be great if you can send the reports over the next month . Is there anything glaring which you want to point out right now?

NDATIRWA:

I didn't find any agendas or other documents for the Nominating Committee on the SU website.

SUNDAY:

I'm not sure if this is a thing or not, but I'd suggest that they be gender neutral.

LARSEN:

I don't think that there's anything serious. Audit Committee should update their mandate as there's one item missing from their mandate within Bylaw. However, it's only a simple change, and the weren't in contradiction. I'll submit an oral report.

NDATIRWA:

Is it mandatory for chairs to submit oral reports?

LARSEN:

No. The only things mandated within the CAC review are the mandated items.

2016-13/3

NEW BUSINESS

2016-13/3a

CAC DIE Board Rulings Review

RAHMAN:

I think there should be more time given for this. That's my recommendation.

FLAMAN:

It's one of our mandates.

LARSEN:

So, it should be somewhere in our Standing Orders as well.

FLAMAN:

Most of these happen during election time. However, there's turnover, and you get a bunch of new people soon after. They aren't going to know what's going on within a couple of meetings.

CHRISTENSEN:

There's not enough time during that time as our last meeting is during the end of March.

LARSEN:

We'll have to go through the Bylaw Committee to change this anyway. So, let's put it on our next Bylaw Committee agenda. To be clear, why do we need to change this? Is it because we want an additional layer of oversight? Do we literally have to just look at them?

CHRISTENSEN:

We can then identify the problems, and make recommendations on changes.

LARSEN:

Doesn't it make more sense for the Bylaw Committee to do that?

FLAMAN:

As you said before, it's good to have more oversight.

LARSEN:

CAC can't change DIE (Discipline, Interpretation, and Enforcement) Board rulings no matter what we do. It probably makes more sense for the Bylaw Committee to look at this as they can make first principles and get the process started. That way, it will also go to Council. Is there any discussion? This change will have to go through Council anyway, so we can discuss it there too.

To all the standing members, please email your review, and I'll compile them and have them submitted for our next meeting.

NDATIRWA:

Are you going over the reviews?

LARSEN:

I'll double check. But, I won't go over everything.

2016-13/4

DISCUSSION

LARSEN:

Is everybody OK with having CAC meetings at 5:00 pm before Council?

FLAMAN:

Not really. I hate having only 50-60 minutes. If certain issues need more discussion, we need sufficient time.

LARSEN:

Council Tuesdays work because as everybody is a member of CAC, it's easy for councillors to turn up. I'm always supportive of hosting more meetings if needed. We'll always have Council Tuesdays on the schedule, and have extra meetings if required.

2016-13/5 **ADJOURNMENT**

2016-13/5a **Next Meeting:** January 10, 2017 at 5:00 pm.

2016-13/5b ***CHRISTENSEN/YIM move to adjourn the meeting.***

*Vote 7/0/0
CARRIED*

Meeting adjourned at 5:32 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>CHRISTENSEN/NDATIRWA move to approve the agenda for December 06, 2016 as tabled.</i>	7/0/0 - CARRIED
<i>NDATIRWA/CHRISTENSEN move to approve the minutes as tabled.</i>	7/0/0 - CARRIED
<i>CHRISTENSEN/YIM move to adjourn the meeting.</i>	8/0/0 - CARRIED