



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

Tuesday, November 14, 2017

5:00PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

AGENDA (CAC 2017-15)

- 2017-15/1 INTRODUCTION**
- 2017-15/1a Call to Order**
- 2017-15/1b Approval of Agenda**
- 2017-15/1c Approval of Minutes**
- 2017-15/1d Chair's Business**
- 2017-15/2 OLD BUSINESS**
- 2017-15/3 NEW BUSINESS**
- 2017-15/3a **CHRISTENSEN MOVES** to cancel the February 13, 2018 meeting of Students' Council.**
- 2017-15/4 DISCUSSION**
- 2017-15/4a Students' Council Office Poster**
- 2017-15/4b Students' Council Facebook Page Policy**

See CAC 2017-15.02
- 2017-15/5 CONFIRMATION OF NEXT MEETING DATE**
- 2017-15/5a **Next Meeting:** Tuesday, November 28, 2017 at 5:00PM.**
- 2017-15/6 ADJOURNMENT**



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, October 17, 2017

5:00PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

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ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Nathan Sunday (Chair)		Y	
Delane Howie		Y	
Navneet Gidda		N	
Nicole Jones		Y	
Genna Dipinto		Y	
Brandon Christensen		Y	
James Thibaudeau		Y	
Robyn Patches		Y	
Reed Larson		Y	
Kara Farris		Y	
Connor Palindat		Y	

MINUTES (CAC 2017-14)

2017-14/1 INTRODUCTION

2017-14/1a Call to Order

SUNDAY: Called the meeting to order at 5:00.

2017-14/1b Approval of Agenda

SUNDAY:

THIBAUDEAU: Requested a discussion item concerning his investigation into Students' Council class talks be added to the agenda.

JONES, PACHES: moved to approve the agenda amended.
10/0/0

2017-14/1c Approval of Minutes

PALINDAT, HOWIE: moved to approve the minutes.

9/0/1

Larson abstains.

2017-14/1d Chair's Business

SUNDAY: Noted he had spoken with Discover Governance; meeting agendas should be released the Friday before meetings in future.

2017-14/2 OLD BUSINESS

2017-14/3 NEW BUSINESS

2017-14/3a CHRISTENSEN, SUNDAY moved to cancel the October 31, 2017 meeting of Students' Council and Council Administration Committee.

SUNDAY: Expressed that to cancel October 31st would increase the amount of business for the subsequent the Augustana meeting which could prevent members from taking a tour of the Augustana Campus.

PACHES: Noted that a limited amount of business is expected for October 31st. Responded that cancelling October 31st meeting would not necessarily overextend the time allotted for the November 7th Augustana meeting.

HOWIE: Indicated the reduced likelihood of presentations at Students' Council Augustana meetings.

CHRISTENSEN: Observed that meetings in October-November have traditionally been held at the Campus St. Jean.

PACHES: Suggested councillors attend the October 31st Students' Union Halloween Programming. Noted cancelling the October 31st meeting would create more space in councillor schedules.

HOWIE: Inquired into if the Council Administration Committee meeting would also be held at Augustana for November 7th.

SUNDAY: Responded that the meeting would likely be re-scheduled for another day of the week. Declared to send out an email to Students' Council in order to reschedule CAC's original October 31st meeting.

10/0/0 - CARRIED.

2017-14/3b SUNDAY, HOWIE moved to amend the Council Administration Committee Standing Orders as present.

SUNDAY: Opened that he introduced these changes to (1) clarify the responsibilities of CAC through centralising its relevant procedure in the Standing Orders rather than in multiple bylaw documents, (2) mandate the councillor apparel be ordered prior to the Week of Welcome, and (3) define the scheduling for the Augustana and Campus St. Jean meetings.

PACHES: Suggested the addition of a August 31st deadline as the date before which the meetings at Augustana and Campus St. Jean must be scheduled.

HOWIE: Requested that Section 6.2a (prescribing a two hour rule for submitting a proxy or written communication of a given meeting) be removed.

CHRISTIANSEN: Noted the two hour rule is not enforceable under current regulation, councillors may submit their proxies and communications up until the very start of the meeting.

HOWIE: Suggested Section 6.2a be amended to request councillors to submit proxies and communications prior to the start of the meeting in order to bring the policy into line with the existing regulations. Suggested the acquisition of council apparel have a set date of August 31st as well.

SUNDAY, HOWIE: moved to approve the standing orders as amended.

10/0/0 -CARRIED.

See CAC 2017-14.02.

2017-14/4 **DISCUSSION**

2017-14/4a CAC 2017/18 Budget.

PALINDAT: Opened that there still exists \$460.70 in non-allocated funds. Noted there exists allotments for Campus Cup, Antifreeze, council apparel, mentorship coffees, business cards, TAWOW, and more apparel for newly elected members. Noted he assumed responsibilities for the budget from Councillor Gidda.

SUNDAY: Inquired into whether the committee decided to include all in a second round of jacket orders.

THIBAudeau: Communicated CAC only motioned to reimburse councillors for the existing stock of jackets, not to offers jackets to all in a second round of orders.

CHRISTIANSEN: Suggested a one-week notice be established for members to request a jacket. Noted councillors may try-on jackets from the existing stock rather than ordering additional sample jackets.

PALINDAT: Suggested that the budget allotment for the Students' Council Campus Cup team be removed as it does not have direct influence on students. Established that fifteen additional jackets are required to equip all members which puts the budget over by \$181. Proposed that, to balance the budget, CAC for business cards or coffee be reduced.

SUNDAY: Reiterated Councillor Flaman's suggestion to have the cost of business cards split between the council budget and a fee charged to interest councillors at the cost of \$6 for each party.

PALINDAT: Suggested that the Students' Council executive card template be used for all members as a measure of recognition. Emphasized the importance of personal information on the card.

PACHES: Declared to investigate business cards in greater depth. Requested support from a member of CAC.

PALINDAT: Declared support to Vice-President Paches in developing the cards. Noted splitting the cost of business cards at \$6 for thirty persons balances the budget at \$4000 in total.

SUNDAY: Declared to send an email to members of council requesting if they wanted cards and what information they wish to be represented (the name, phone number, and email).

PALINDAT, LARSON: moved to approve the Council Administration Committee budget. .
11/0/0 - CARRIED

2017-14/5 Class Talks

THIBAudeau: Updated the committee on his class talks initiative. Noted he sent an email requesting members of council undertake class talks and received three replies. Interpreted that Students' Council does not have a strong interest in class talks presently. Urged councillors collaborate with their faculty associations for presentations in future.

CONFIRMATION OF NEXT MEETING DATE

2017-14/6 **Next Meeting:** Tuesday, October 31, 2017 at 5:00PM (cancelled). Next meeting to be determined.

2017-14/7 **ADJOURNMENT**
Meeting adjourned at 5:32PM.

SUMMARY OF MOTIONS

MOTION	VOTES
JONES, PACHES: moved to approve the agenda amended.	10/0/0 - CARRIED
PALINDAT, HOWIE: moved to approve the minutes.	9/0/1 - CARRIED Larson abstains.
CHRISTENSEN, SUNDAY moved to cancel the October 31, 2017 meeting of Students' Council and Council Administration Committee.	10/0/0 - CARRIED.
SUNDAY, HOWIE moved to amend the Council Administration Committee Standing Orders as present.	10/0/0 -CARRIED.
SUNDAY, HOWIE: moved to approve the standing orders as amended. 10/0/0 -CARRIED.	10/0/0 -CARRIED.
PALINDAT, LARSON: moved to approve the Council Administration Committee budget.	11/0/0 - CARRIED

Students' Council Facebook Page Policy

Contents

1. Administration
2. Goals
3. Posting

1 Administration

1. The Students' Council Facebook page shall be administered by both a primary and secondary administrator(s):
 - a. Discover governance shall act as the primary administrator for the Students' Council Facebook page.
 - b. A Councillor, approved by the Council Administration Committee, shall act as the secondary administrator(s) of the Students' Council Facebook page.
2. Comments made to posts on the the Students' Council Facebook page will not require primary consent to post.
 - a. In the event that a comment is in contravention to the rules set out in this policy, an administrator shall remove said post and notify the individual that their comment has been removed.
3. The primary administrator shall manage the change-over of the secondary administrator(s) at the beginning of each new Council year.

2 Goals

1. The purpose of the Students' Council Facebook page is to increase undergraduate student awareness of Students' Council.
2. The Students' Council Facebook page was created to fulfill a recommendation by the Students' Council Engagement Task Force (SCET), which stated:

It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

3. Facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
 - a.
 - b.

3 Posting

1. Posting to the Students' Council Facebook page can be made through the secondary administrator(s). The process for posting on the Students' Council Facebook page is as follows:
 - a. Should a Councillor wish to post something on the Students' Council Facebook page, said Councillor should send a draft post to the secondary administrator(s), either through e-mail, facebook, or in person.
 - b. Once received, the secondary administrator will check to ensure that said post does not breach the rules set out in this policy.
 - c. If the secondary administrator(s) approves of the post, the Councillor will have permission to post on the Students' Council Facebook Page.
 - d. If denied by the secondary administrator(s), the administrators will work with the Councillor to ensure that said Councillors post will align with the rules set at in this policy.
2. Posts made on the Students' Council Facebook page must adhere to the following guidelines:
 - a. Must not violate terms of service or other rules set out by Facebook;
 - b. Must use proper, grammatically correct capitalization and may not include all capitals (except for acronyms);
 - c. Must not include excessive character symbols, punctuation, and trademark designs;
 - d. Must not include superfluous descriptions or unnecessary qualifiers;
 - e. not violate someone's rights;
 - f. not include the promoting of non-Students' Union related products and services;
 - g. not include misleading, fraudulent, and/or deceptive claims or content; and
 - h. any content which goes against the stated purpose of the University of Alberta Students' Union strategic plan and legislation.
3. Posts to the Students' Council Facebook page can include, but not necessarily excluded to, the following:

- a. governance-related events and content;
 - b. Information about Councillor activities;
 - c. constituent outreach and/or consultation;
4. Posts to the Students' Council Facebook page must not contain:
- a. personal attacks or vulgar, abusive, offensive, oppressive, threatening, or harassing images and/or language;
 - b. comments, language, or sentiments that encourage, stimulate, or perpetuate discrimination based on race, creed, age, religion, Aboriginality, gender identity, sexual orientation, marital status, national origin, socio-economic status, and/or physical and mental disability;
 - c. material that infringes on individual intellectual property rights;
 - d. information that infringes on an individual or collective's reasonable expectation of privacy, as set out in the Freedom of Information and Protection of Privacy Act (FOIP);
 - e. spam, solicitations, or advertisements not pertaining to the University of Alberta;