



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

**Tuesday, February 27, 2018
5:00PM
Council Chambers, University Hall**

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.

ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Connor Palindat (Chair)		Y	
Nathan Sunday		Y	
Delane Howie		N	Y
Nicole Jones		Y	
Genna DiPinto	Kara Farris	Y	
Brandon Christensen		Y	
Robert Bilak		Y	

MINUTES (CAC 2017-21)

2017-21/1 INTRODUCTION

2017-21/1a Call to Order
PALINDAT: Called the meeting to order for 5:02pm.

2017-21/1b Approval of Agenda
JONES/CHRISTENSEN: Moved to approve the agenda as amended.
5/0/0

2017-21/1c Approval of Minutes
CHRISTENSEN/BILAK: Moved to approve the minutes from *CAC-2017-19-M*.

5/0/0

2017-21/1d **Chair's Business**

2017-21/2 **OLD BUSINESS**

2017-21/3 **NEW BUSINESS**

2017-21/3a Catering Options and Allergy Accommodations

PALINDAT: Noted that Councillor DiPinto's allergic reaction to catering has identified an area of necessary reform. Suggested the placement of placards detailing allergens next to food items and the recording of allergy information.

SUNDAY: Observed that Discover Governance received and transmitted a list of councillors' allergens to the caterers but cannot guarantee compliance.

CHRISTENSEN: Suggested that alternative meals be optional for councillors whose allergies vendors cannot accommodate.

PLAINDAT: Noted that any measures for allergy accommodation would take effect in the following year due to purchasing practices. Determined to send the Committee's recommendations to Discover Governance.

CHRISTENSEN: Proposed that the cost and menu for the Students' Council catered meetings be posted for councillors to view.

SUNDAY: Noted that foodstuffs which pose a severe and imminent risk to councillors not be served.

PLAINDAT: Considered a partnership with the Office of Sustainability to use reusable plates for catering.

CHRISTENSEN: Responded that plates have to be received prior and returned after a meeting to another building. Expanded that plates must be returned clean and councillors have not been, in the past, favourable to cleaning dishes. Emphasised the sub-par quality of the catered wraps. Urged the Committee to ban catered wraps.

2017-21/3b Discover Governance

PLAINDAT: Expressed that problems have arisen in relation to the timeliness of release and clerical errors within Students' Council agendas.

SUNDAY: Considered that the position of Council administrative assistant be expanded from part-time to full-time.

CHRISTENSEN: Responded that the position worked as part-time for the past two years without issue. Noted that the position was once full-time with a dedicated staff person. Identified that the restructuring supposedly intended to remove the administrator from executive influence.

PLAINDAT: Noted that the rationale for a part-time position is to permit for student employment.

SUNDAY: Expressed concern over a possible increased workload for Discover Governance being created from the new Bill #5 committee classification scheme.

CHRISTENSEN: Proposed that the Committee (a) send a formal communication to Discover Governance and (b) recommend resources be allocated to expand the number of hours in the part-time position or create a full-time position.

PLAINDAT: Identified that old information persists on the Students' Council website concerning its governance. Noted that the website must be updated on an ongoing basis.

FARRIS: Observed that Students' Council presentations and other digital materials are only available from 2014 on the website.

CHRISTENSEN: Stressed the importance of an online digital archive for accountability and good governance.

PLAINDAT: Noted that the display of outdated website materials, ex. biographies of individuals no longer involved within the organisation, bring Students' Council into disrepute. Determined to create a shared Google Document in which draft the Committee's communication, for sending to Discover Governance on Friday.

2017-210/4 **DISCUSSION**

2017-21/5 **CONFIRMATION OF NEXT MEETING DATE**

2017-21/5a **Next Meeting:** Tuesday, March 13, 2018 @ 5:00PM in Council Chambers.

2017-21/6 **ADJOURNMENT**
Meeting adjourned for 5:22pm.

SUMMARY OF MOTIONS

MOTION	VOTES
JONES/CHRISTENSEN: Moved to approve the agenda as amended.	5/0/0 - CARRIED
CHRISTENSEN/BILAK: Moved to approve the minutes from <i>CAC-2017-19-M</i> .	5/0/0 - CARRIED