



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, May 29, 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.

AGENDA (CAC 2018-02)

2018-02/1 INTRODUCTION

2018-02/1a Call to Order

2018-02/1b Approval of Agenda

2018-02/1c Approval of Minutes

2018-02/1d Chair's Business

2018-02/2 OLD BUSINESS

2018-02/3 NEW BUSINESS

2018-02/3a Jacket Design and Cost Approvals

2018-02/4 DISCUSSION

2018-02/4a CAC Suggestions from Discover Governance

See CAC-2018-02.02 and CAC-2018-02.03.

2018-02/4b Major Projects

2018-02/5 CONFIRMATION OF NEXT MEETING DATE

2018-02/5a Next Meeting: Tuesday June 12, 2018 @ 5:00PM in Council Chambers.

2018-02/6 ADJOURNMENT



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, May 15, 2018
5:00PM
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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)
Connor Palindat (Chair)		Y	
Kara Farris		Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin		Y	
Robert Bilak		Y	
James Thibaudeau		Y	
Shuaa Rizvi		Y	

MINUTES (CAC 2018-01)

2018-01/1 INTRODUCTION

2018-01/1a Call to Order

PALINDAT: Called the meeting to order at 5:05PM.

2018-01/1b Approval of Agenda

KIM/THIBAUDEAU MOVED to approve the agenda.

8/o/o - CARRIED

2018-01/1c Approval of Minutes

FARRIS/KIM MOVED to approve the *CAC-2018-00-M* minutes.

8/0/0 - CARRIED

2018-01/1d Chair's Business

PALINDAT: Notified the Committee that he may require a representative for the GovWeek bi-weekly advisory meetings he cannot attend.

2018-01/2 OLD BUSINESS

2018-01/3 NEW BUSINESS

2018-01/3a Council Administration Committee Budget

PALINDAT: Established that the Committee will allocate \$2000, excluding jacket related expenses, this meeting.

KIM: Expressed concern over the quality and contemporaneity of the pink Students' Council pamphlet.

FLAMAN: Suggested that pamphlets be distributed at the orientation for international students.

BOURGEOIS: Suggested that pamphlets be distributed at GovWeek.

PALINDAT: Considered that the purchase of GovWeek pamphlets could likely be purchased with GovWeek funds.

FARRIS: Stressed that, in addition to pamphlets, councillors be physically present at engagement activities such as Clubs Fair. Noted that the table was only manned by a councillor for 50% of the Fair. Suggested expanding the array of engagement materials.

PALINDAT: Noted that first-year attendance is expected to increase at Clubs Fair since it became an official Orientation programme component.

BOURGEOIS: Opposed using a trifold poster at Clubs Fair. Proposed using a television displaying a slideshow, a branded table skirt, pamphlets, and dedicated stationed councillors.

KIM: Advised that two councillors remain at the Students' Council table for the duration of the Fair.

PALINDAT: Allocated funds for (1) the cost of a reusable general Students' Council banner for \$120, (2) a poster board for \$10, and (3) pamphlets for \$150.

FLAMAN: Inquired into the event to which councillors utilised their business

cards.

PALINDAT: Responded that six councillors used business cards in the last term. Considered that the underutilisation of business cards was due to limited marketing and a late mid-term opening for orders. Identified the cost at \$12 per 100 cards. Noted that business cards cost \$384 for all councillors.

KIM: Suggested allocating funds for professional development.

PALINDAT: Responded that spending on professional development only benefits councillors, not constituent students. Cited TAWOW as an example of an event at which Students' Council can engage students.

KIM: Suggested attending Campus events such as the Alberta Student Leadership Summit.

BOURGEOIS: Suggested purchasing visual identity merchandise (swag) to be distributed while tabling.

FLAMAN: Enumerated past proposed engagement expenditures: coffee lunches with constituents, councillor name tags, branded merchandise, Clubs Fair, TAWOW, faculty association town halls, Campus Cup, Antifreeze, and Pride Week.

THIBAudeau: Supported attending TAWOW. Cited an increased Indigenous student record of attendance in the past year subsequent to TAWOW engagement. Noted the possibility of a reduced registration fee in future.

FLAMAN: Noted that the TAWOW registration fee was \$350 in the past term.

BOURGEOIS: Suggested taking councillor headshots in order to promote Students' Council awareness and councillor recognition.

FLAMAN: Responded that he intended headshots to be taken in April but SUBphoto requested they occur in May to accommodate the demand for graduation photos.

BOURGEOIS: Suggested that Students' Council rent a photo booth in order to take the headshots immediately.

PALINDAT: Responded that SUBprint is free and, therefore, preferable. Allocated funds \$100 for headshots. Established that \$750 remain to be allocated.

THIBAudeau: Suggested that Students' Council host a meet and greet event in the Students' Union Building.

KIM: Suggested making funds available for faculty association meetings and town halls to improve the relationship between associations and Students' Council.

FLAMAN: Noted that the original intention behind working with faculty associations was to piggyback off their events.

BILAK: Considered that the best method of supporting faculty associations is to provide promotional material for their events.

PALINDAT: Noted that the remaining budget of the last term was spent on capital investments (a camera and recorder). Proposed an allocation for social media advertisements with the launch of the Students' Council Facebook and Instagram.

BOURGEOIS: Opposed the practice of paying to boost social media posts citing inefficiency. Advanced the sharing of social media posts as individuals as more effective.

FLAMAN: Noted that Students' Council has had more success in organic word of mouth outreach than social media boosting.

PALINDAT: Responded that there are only 32 councillors maximum who could share Students' Council events. Suggested the need for both social media boosting and organic sharing. Allocated \$600 to merchandise for events. Allocated \$166 for emergency expenditure.

PALINDAT/FARRIS MOVED to approve the Council Administration Committee budget.

8/0/0 - CARRIED

2018-01/4 **DISCUSSION**

2018-01/4a Information Collection

PALINDAT: Requested Flaman send the information collection form on May 16th. Advised that the form contain questions on the name and size of the jackets. Noted that the designs will be considered at the next CAC meeting.

FLAMAN: Noted that the jackets cost 40%-50% less than retail price.

PALINDAT: Suggested buying sweaters or cardigans for better promoting Council in their versatility as, unlike jackets, they are worn indoors as well as outdoors.

2018-01/4b Update on Gateway Interviews

BILAK: Established that the Gateway does not intend to do one-on-one interviews with councillors. Noted that the Gateway, rather, wishes to investigate the collective aspirations of Council.

PALINDAT: Expressed that the Committee hopes to see the names of councillors

and their facilities a focus of the article.

BOURGEOIS: Determined to follow-up with the Gateway Advisory Board.

2018-01/4c Update on Jackets

2018-01/4d Allocation of Major Projects

PALINDAT: Identified the re-launch of the Students' Council Mentorship Programme, the operation of the Facebook and Twitter pages, and the hosting of mixer events as new special projects.

FARRIS: Determined to work on relaunching the Students' Council Mentorship Programme.

PALINDAT: Requested that Committee members develop (1) proposals for increasing councillor engagement and (2) means of student engagement to be discussed at the next meeting.

2018-01/5 **CONFIRMATION OF NEXT MEETING DATE**

2018-01/5a **Next Meeting:** Tuesday, May 29, 2018 @ 5:00PM in Council Chambers.

2018-01/6 **ADJOURNMENT**

PALINDAT: Adjourned the meeting at 5:42PM.

SUMMARY OF MOTIONS

MOTION	VOTES
KIM/THIBAudeau MOVED to approve the agenda.	8/0/0 - CARRIED
FARRIS/KIM MOVED to approve the <i>CAC-2018-00-M</i> minutes.	8/0/0 - CARRIED
PALINDAT/FARRIS MOVED to approve the Council Administration Committee budget.	8/0/0 - CARRIED



Connor Hasteypa <hasteypa@ualberta.ca>

Suggestions for CAC

Rebecca Taylor <rebecca.taylor@su.ualberta.ca>
To: Connor Hasteypa <hasteypa@ualberta.ca>

Wed, May 16, 2018 at 1:19 PM

Hello Connor,

I have a few suggestions for improving Council engagement for CAC to consider this year, and you can take them to CAC if you think they'll be useful.

1. Last year in STRIDE we did a bingo competition where they worked on a bingo card of different tasks or assignments, and there was a small prize for the person who completed it the fastest. I've attached a version that Council could use to hopefully motivate some of them to be more involved. This suggestion came from Srosh last year, and I promised I would transition it to the next Council.

2. I think it might be useful to have mailing lists for proxies. We can advertise it next to the Council Mentorship Program, and ask those who sign up for the mentorship program if they also want to sign up to be a proxy. That way, if a Councillor is having a hard time finding a proxy they will have a mailing list of interested students, and it can help train some students to get involved next year.

3. Last year, after talking with Srosh, I came up with some ideas to improve the way we administer the Council Mentorship Program. My idea involves having a signup Google form (currently they just e-mail me), having a short online module on SU governance (that would be optional), having an exit survey asking about their experience, and providing a Daily Grind voucher for coffees or snacks for their introduction session prior to the Council meeting.

If you think any of these might be useful, take them to CAC for discussion. I'm happy to get any of them up and running this summer if CAC wants to see it happen.

Cheers,

--

Rebecca Taylor
Discover Governance Manager | DIE Board Registrar
University of Alberta Students' Union

SUB 6-24 | 780-492-6675
governance@su.ualberta.ca

 **Councillor Bingo (1).pdf**
30K

Go for coffee with a fellow Councillor	Attend at least one Executive office hour	Take some time for yourself - self-care is vital!	Attend a meeting of your Faculty Association	Go for coffee with a fellow Councillor
Attend a University town hall or event	Attend a meeting of the Aboriginal Student's Council	Ask a question during Question Period of Students' Council	Do a class talk to promote Students' Council or inform students about an important motion	Mentor someone through the Councillor Mentorship Program
Participate in the debate of a motion of Students' Council	Bring a motion to Students' Council or a committee	Be a Student Councillor!	Ask a peer what is their biggest concern as a student	Complete a survey for your Faculty Association or the SU
Ask any Representative Association about their biggest concerns or issues	Attend a Students' Union event	Attend a Council Committee Meeting	Volunteer for your Faculty Association	Read through the Councillor Handbook
Go for coffee with a fellow Councillor	Visit the Students' Council archives in SUB 6-24	Submit a report on your goal progress to Students' Council	Read a Students' Union Bylaw or Political Policy	Go for coffee with a fellow Councillor

Coffee can mean whatever you want! Go for coffee, tea, beer, dinner, a study date, bowling, whatever you want!

A student from your faculty needs to request to participate in the Councillor Mentorship Program before you'll get an opportunity to mentor someone, but if no one from your faculty is asking you can always find someone you think would be interested and get them to sign up to attend a meeting with you!

Go for coffee with a fellow Councillor	Attend at least one Executive office hour	Take some time for yourself - self-care is vital!	Attend an event of your Faculty Association	Go for coffee with a fellow Councillor
Attend a University town hall or event	Attend a meeting of the Aboriginal Student's Council	Ask a question during Question Period of Students' Council	Write a social media post to promote Council or inform students about an important motion	Mentor someone through the Councillor Mentorship Program
Raise a point during a meeting of Students' Council	Bring a motion to Students' Council or a committee	Be a Student Councillor!	Ask a peer what is their biggest concern as a student	Complete a survey for your Faculty Association or the SU
Ask any Representative Association about their biggest concerns or issues	Attend a Students' Union event	Attend a Council Committee Meeting	Wear your Council jacket at a Bears or Pandas game	Read through the Councillor Handbook
Go for coffee with a fellow Councillor	Fill out the Councillor bio and goals form	Submit a report on your goal progress to Students' Council	Read a Students' Union Bylaw or Political Policy	Go for coffee with a fellow Councillor

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Go for coffee with a fellow Councillor	Attend at least one Executive office hour	Take some time for yourself - self-care is vital!	Attend a meeting of your Faculty Association	Go for coffee with a fellow Councillor
Attend a GFC meeting	Attend a meeting of the Aboriginal Student's Council	Ask a question during Question Period of Students' Council	Do a class talk to promote Students' Council or inform students about an important motion	Mentor someone through the Councillor Mentorship Program
Participate in the debate of a motion of Students' Council	Bring a motion to Students' Council or a committee	Be a Student Councillor!	Survey students in your faculty on issues, concerns, or an important Council motion	Complete a survey for your Faculty Association or the SU
Ask any Representative Association about their biggest concerns or issues	Attend a Students' Union event	Attend a Council Committee Meeting	Volunteer at an event of your Faculty Association or the Students' Union	Read through the Councillor Handbook
Go for coffee with a fellow Councillor	Visit the Students' Council archives in SUB 6-24	Submit a report on your goal progress to Students' Council	Read a Students' Union Bylaw or Political Policy	Go for coffee with a fellow Councillor

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