



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, July 10, 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 2018-05)

2018-05/1 INTRODUCTION

2018-05/1a Call to Order

2018-05/1b Approval of Agenda

2018-05/1c Approval of Minutes

2018-05/1d Chair's Business

2018-05/2 OLD BUSINESS

2018-05/2a PALINDAT MOVES to allow a presentation by the Vice-President Student Life.

2018-05/3 NEW BUSINESS

2018-05/3a THIBADEAU MOVES to update Council Administration Committee Standing Orders as attached.

See CAC-2018-05.02.

2018-05/3b PALINDAT MOVES to nominate one standing member of the Council Administration Committee as the primary administrator and overseer of Students' Council social media.

2018-05/4 DISCUSSION

2018-05/4a Update on Jacket Orders

2018-05/4b Update on Meeting of Committee Chairs

2018-05/4c Update on Facebook Ads

2018-05/4d Creation of Social Meeting Subcommittee

2018-05/5 CONFIRMATION OF NEXT MEETING DATE

2018-05/5a **Next Meeting: Tuesday, July 24, 2018 @ 5:00PM in Council Chambers.**

2018-05/6 ADJOURNMENT



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, June 26, 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.

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ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Connor Palindat (Chair)		Y	
Kara Farris	James Thibaudeau	Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin		Y	
Reed Larsen		Y	
Andre Bourgeois		Y	
Joel Agarwal		Y	
Luke Statt		Y	

MINUTES (CAC 2018-04)

2018-04/1 INTRODUCTION

2018-04/1a Call to Order

PALINDAT: Called the meeting to order at 5:01 PM.

2018-04/1b Approval of Agenda

THIBAudeau/LIN MOVED to approve the agenda.
 5/0/0 - CARRIED

2018-04/1c Approval of Minutes

LIN/THIBAUDEAU MOVED to approve the minutes of *CAC-2018-03-M*.
5/0/0 - CARRIED

2018-04/1d Chair's Business

PALINDAT: Determined to send email updates to members before and after meetings in order to confirm members' attendance and outline preparatory information.

2018-04/2 OLD BUSINESS

2018-04/3 NEW BUSINESS

2018-04/3a Standing Orders Amendments: Clubs Fair Volunteering and Councillor-FA Communication

PALINDAT: Suggested mandating councillors to both serve one shift at Clubs Fair and communicate with their faculty associations.

FLAMAN: Considered that mandatory requirements historically did not achieve implementation as councillors are volunteers. Expressed concern over the force and effect of mandatory requirements when the Committee cannot apply punishments for their violation.

PALINDAT: Argued that voluntary positions include member expectations and responsibilities. Suggested a public attendance tracking system, such as that which exists as the Council roll call, to induce councillors' attendance.

FLAMAN: Advised implementing attendance and communication requirements in the following year. Expressed concern at amending the councillors' obligations subsequent to their election.

LARSEN: Suggested amending Standing Orders §5 to include expectations for Clubs Fair participation, faculty association communication, GovCamp attendance, and office hours.

THIBAUDEAU: Noted that not all faculty associations actively communicate with councillors. Recognised that councillors may be exempted from Clubs Fair participation in extenuating circumstances.

THIBAUDEAU: Determined to draft the proposed Standing Order amendment for consideration at *CAC-2018-05*.

LARSEN: Noted that the Committee cannot utilise the Council roll-call mechanism to enforce Clubs Fair attendance. Supported amending §5 and adding the expectations into Council election packages.

2018-04/4 **DISCUSSION**

2018-04/4a Establishment of Social Media Ad-Hoc Committee

PALINDAT: Noted that he has not yet received administrator status on the Students' Council Facebook. Emphasised the need for sustained online Council promotion during the Week of Welcome. Considered establishing an Ad-Hoc Committee for social media. Supported the posting framework in which all members draft posts which require review before publishing.

LARSEN: Suggested that the Committee select primary volunteers from Council to develop content.

KIM: Considered that a formalised Ad-Hoc Committee, to which councillors are appointed, ensures accountability from the membership.

LARSEN: Suggested amending the Standing Orders to include responsibilities for social media operations.

PALINDAT: Supported the creation of a group wherein the CAC chair and secondary administrator oversee a team of volunteering members. Determined to draft a Standing Order amendment for consideration at *CAC-2018-05*.

2018-04/4b Councillor Engagement and Attendance Issues

PALINDAT: Noted that he sends recurring emails notifying faculty associations of poor councillor attendance after three absences.

LARSEN: Suggested calculating the number of remaining meetings to determine which councillors are to be removed.

PALINDAT: Identified that councillors cannot be removed until the end of the term and, even if they could, positions are not likely to be filled in Summer.

FLAMAN: Recalled that updated Standing Orders removed §19.2 as it acted as an enforcement mechanism prior to the implementation of roll-call attendance. Recognised the impotence of faculty associations to compel councillor attendance.

LARSEN: Noted that he cannot find the motion to which Flaman refers.

PALINDAT: Supported the emailing practice.

THIBAudeau: Supported the emailing practice.

KIM: Supported the emailing practice.

FLAMAN: Inquired into whether faculty associations bear ultimate accountability

for councillor attendance.

PALINDAT: Responded that councillors are alone responsible for their attendance. Noted that his emails to faculty associations are only informational.

LARSEN: Noted that, contrary to Flaman, on January 23rd CAC passed Standing Orders that include §19.2.

FLAMAN: Responded that §19.2 was removed in Standing Order Edits 01-18-18.

2018-04/4c SUB Elected Representatives Board

PALINDAT: Established that the Board incorrectly identifies the Speaker and Chief Returning Officer. Noted that he sent an email requesting the change. Noted that the CRO hiring period is changing in order to have the outgoing chair of CAC sign the contract in April.

THIBAudeau: Suggested that, in future, a draft of the Board be presented to Council for review and approval prior to printing.

2018-04/4d Facebook Ads

THIBAudeau: Identified that he had not yet investigated the algorithms for Facebook advertisements. Determined to investigate the issue further.

2018-04/4e Open House

KIM: Inquired into Students' Council Open House involvement.

LARSEN: Established that councillors can attend the Students' Council booth with Executive Committee.

PALINDAT: Advised that Larsen send notice of Open House inviting councillors to join Executive Committee. Expressed concern over promoting Council at Open House where students are not yet part of the University.

BOURGEOIS: Expressed concern over the organisation of the 2017 Open House Students' Union booth. Determined to investigate improvements.

2018-04/4f Translation Operational Committee

LARSEN: Supported hiring students to complete sections of the bylaw and policy translations on contract-basis. Identified this option as substantially less expensive than professional services. Noted that Flaman appealed the Sunday v Students' Council (Speaker) decision.

FLAMAN: Noted that the Students' Council is now paying the penalty for allowing

the translation process to languish.

THIBAudeau: Inquired into the timeline for a \$9291 professional translation.

LARSEN: Responded that the translations could likely be complete within a few weeks. Determined to investigate hiring students with Executive Committee.

2018-04/4g DIE Board Ruling

LARSEN: Established that he and the Speaker presented at Sunday v Students' Council (Speaker). Identified that the DIE ruling mandated (1) bylaws and policies of June 4th be immediately translated by September 4th and (2) a committee act in the long-term to immediately translate bylaws and policies after Council approval. Added that a translation audit will occur each year to ensure accuracy.

FLAMAN: Recognised that the funds exist for immediate translation if required.

BOURGEOIS: Identified the highest cost for translation as \$9291 with schedules and \$8759 without. Noted that his presentation was not included on the agenda.

PALINDAT: Determined to include Bourgeois' presentation at *CAC-2018-04*.

SPEAKER: Noted that he will be in Japan for the July 24th Students' Council meeting. Recognised Palindat as the acting chair for the meeting.

PALINDAT: Suggested inviting Saadiq Sumar, a former speaker, back to chair the meeting.

LARSEN: Offered to chair the Students' Council in absence of Palindat.

2018-04/5 **CONFIRMATION OF NEXT MEETING DATE**

2018-04/5a **Next Meeting:** Tuesday, July 10, 2018 @ 5:00PM in Council Chambers.

2018-04/6 **ADJOURNMENT**

PALINDAT: Adjourned the meeting at 5:43pm.

SUMMARY OF MOTIONS

MOTION	VOTES
THIBAUDEAU/LIN MOVED to approve the agenda.	5/0/0 - CARRIED
LIN/THIBAUDEAU MOVED to approve the minutes of <i>CAC-2018-03-M</i> .	5/0/0 - CARRIED

5 Member Responsibilities and Duties

1. The Council Administration Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee.
2. Members are required to attend all meetings of the CAC.
 - a. Failure to attend or send an appropriate proxy to 50% of meetings in a trimester will result in immediate removal from CAC.
3. Shall be considered present should a proxy be appointed and attends as per Bylaw 100.
4. Members are expected to attempt to make contact with their respective Faculty Associations by June 30th.
5. Members are expected to commit, at minimum, one hour to the promotion of Student Council awareness during Week of Welcome. Members can fulfill this commitment through:
 - a. Volunteering at the Student Council table during Club's fair
 - b. Volunteering at a Student's Council table at orientation events (info-mart, TAWOW etc...) that Students' Council participates in
 - c. Participating in Faculty Association welcome events within your role as a Student's Union councillor.
 - d. Other events to fulfill this commitment can be negotiated with the Chair of the Council Administration Committee.