



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, August 14, 2018
5:00PM
SUB 0-55

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 2018-07)

2018-07/1 INTRODUCTION

2018-07/1a Call to Order

2018-07/1b Approval of Agenda

2018-07/1c Approval of Minutes

2018-07/1d Chair's Business

2018-07/2 OLD BUSINESS

2018-07/3 NEW BUSINESS

2018-07/4 DISCUSSION

2018-07/4a Council Involvement at WOW/NSO

See CAC-2018-07.02.

2018-07/5 CONFIRMATION OF NEXT MEETING DATE

2018-07/5a Next Meeting: Tuesday, August 21, 2018 @ 5:00PM in Council Chambers.

2018-07/6 ADJOURNMENT



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, July 31, 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	
Kara Farris	James Thibaudeau	Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin	Reed Larsen	Y	
Reed Larsen		Y	
Andre Bourgeois		Y	
Nathan Sunday		Y	
Breanna Palmer		Y	

MINUTES (CAC 2018-06)

2018-06/1 INTRODUCTION

2018-06/1a Call to Order

PALINDAT: Called the meeting to order at 5:00pm.

2018-06/1b Approval of Agenda

PALMER/KIM MOVED to approve the agenda.

9/0/0 - CARRIED

2018-06/1c Approval of Minutes
BILAK/FLAMAN MOVED to approve the minutes of *CAC-2018-06-M*
9/0/0 - CARRIED

2018-06/1d Chair's Business

2018-06/1e Update on Meeting of Chairs

PALINDAT: Commended the productivity of the chair's meeting.

KIM: Supported the creation of a training and transitional bylaw to assist incoming Committee chairs.

2018-06/2 OLD BUSINESS

2018-06/2a PALINDAT/BILAK MOVED to allow a presentation by the Vice-President Student Life.
10/1/0 - CARRIED

Presentation Title: Week of Welcome/Students' Council

Presenter:

- Andre Bourgeois, Vice-President (Student Life) - University of Alberta Students' Union

Abstract:

This presentation concerns Students' Council and its role is communicated to students at Week of Welcome and New Student Orientation.

BOURGEOIS: Established that students learn about Students' Union services and opportunities in a one-hour presentation during Week of Welcome. Noted that the presentation identifies department and residence associations as the first points of contact.

KIM: Indicated that the purpose of Bourgeois' presentation was to provide ideas as to the manner in which Students' Council can advertise itself during the Week of Welcome.

BOURGEOIS: Responded that Kim's comment did not reflect his understanding. Suggested inviting councillors to Faculty Association barbeques.

THIBAudeau: Suggested adding contact and website information for Council to the presentation slides.

FLAMAN/THIBAudeau MOVED to table the presentation *2018-06/2a* indefinitely.
9/0/0 - CARRIED

2018-06/3 **NEW BUSINESS**

2018-06/3a **PALINDAT/THIBAUDEAU MOVED** to make a formal recommendation to the Executive Committee to increase the involvement of Students' Council in regards to Week of Welcome Orientation and other new student orientation activities.

THIBAUDEAU: Inquired into the planned extent of Students' Union involvement in Week of Welcome.

PALINDAT: Responded that the Committee discussed greeting new students, including information in the President's Address, and presenting in Uni101. Encouraged the Committee to offer additional ideas.

BILAK: Suggested including Council information in faculty association events.

PALINDAT: Considered that it would be easier to work with the Week of Welcome organisers than a set of faculty associations.

KIM: Suggested sending councillors to attend faculty association luncheons. Noted that the Students' Union could provide assistance in faculty association events. Expressed concern over incorporating Council into the now nearly-developed Week of Welcome plans.

SUNDAY: Advanced that, however developed the plans, the Committee failed to be consulted originally and its requests for collaboration should now be granted.

LARSEN: Suggested developing a range of opportunities for Council engagement in order to accommodate councillors' different schedules and levels of involvement.

SUNDAY: Requested that Palindat note the absence of Bourgeois on the fourth occasion of his presentation.

FLAMAN: Expressed concern over the motion not referencing other orientation initiatives such as BaseCamp and TAWOW. Proposed amending the motion to end "and other new student orientation activities".

PALINDAT: Received Flaman's amendment as friendly.

LARSEN: Considered that councillors could volunteer themselves to the Week of Welcome.

PALINDAT: Established that the Committee seeks opportunities for Council engagement as a whole, rather than individual involvement.

LARSEN: Proposed that the Committee provide Council with a list of opportunities for Week of Welcome engagement.

PALMER: Suggested hosting a Students' Union party alike to the Beer Gardens.

PALINDAT: Clarified that the Beer Gardens are managed by the Students' Union.

THIBAUDEAU: Considered that, in years past, mixer/party events did not succeed in driving engagement.

PALINDAT: Discouraged hosting a separate event. Supported integrating Students' Council promotion into the existing Week of Welcome format.

FLAMAN: Identified a principal use of the purchased jackets to be Council promotion.

LARSEN: Emphasised that only Council, not committees, may mandate Executive action.

PALINDAT: Determined not to bring forward the motion to Council.

10/0/1 - CARRIED

2018-06/3b Week of Welcome Handbill Content and Design

PALINDAT: Established that there is a budget and an intent to purchase handbills for the Week of Welcome booth.

LARSEN: Determined to work with the marketing and communications team to develop and print the handbills.

PALMER: Requested panda bears appear on the handbill.

LARSEN: Responded that the handbills are only to have Students' Union and Council marketing.

KIM: Inquired into who will arrange Council involvement in the Week of Welcome.

PALINDAT: Determined to send a notice and sign-up to Council in an email. Noted that he will emphasise the one-hour expectation in his communication.

LARSEN: Determined to double-check the cost of Council engagement in Week of Welcome as per Palindat's request.

2018-06/3c Week of Welcome Booth Materials (Banners, Table Decorations)

PALINDAT: Determined to order a general Students' Council pull-up banner. Inquired into the availability of Council flags.

BOURGEOIS: Responded that there are Students' Union flags but none that fit at Clubs Fair.

LARSEN: Requested that he receive a list of budgeted items before making any purchases.

PALINDAT: Determined to send Larsen a list of budgeted materials to be purchased.

SUNDAY: Inquired into whether Aboriginal Relations and Reconciliation Committee can include a poster for its Town Hall Event in the Students' Council Week of Welcome booth.

PALINDAT: Responded in the affirmative.

LARSEN: Suggested having a hype-team by and for Students' Council at Week of Welcome.

KIM: Determined to work with Bourgeois to draft the banner designs. Determined to send an online proof of the designs to the Committee.

2018-06/4 **DISCUSSION**

2018-06/4a 2018-2019 TAWOW Welcoming Event Participation

SUNDAY: Inquired into whether CAC can fund Students' Council representation at the TAWOW event.

FLAMAN: Considered that there could be a joint Students' Council and Union table.

PALINDAT: Confirmed that there is \$350 allocated for TAWOW, \$50 of which is for handbills. Noted that there is \$240 allocated for two banners, \$10 for a poster board, and \$150 for handbills. Advised Sunday to liaise with Discover Governance to arrange for the TAWOW payment.

PALMER: Inquired into the timeline for jacket delivery.

FLAMAN: Responded that August 17 is the proposed delivery date. Anticipated that the jackets will be delivered before the Week of Welcome.

PALMER/BILAK MOVED to reconsider the motion tabling *2018-06/2a*.
11/1/0 - CARRIED

See CAC-2018-06.02.

2018-06/5 CONFIRMATION OF NEXT MEETING DATE

2018-06/5a Next Meeting: Tuesday, August 21, 2018 @ 5:00PM in Council Chambers.

2018-06/6 ADJOURNMENT

PALINDAT: Adjourned the meeting at 5:43.

SUMMARY OF MOTIONS

MOTION	VOTES
PALMER/KIM MOVED to approve the agenda.	9/0/0 - CARRIED
BILAK/FLAMAN MOVED to approve the minutes of <i>CAC-2018-06-M</i>	9/0/0 - CARRIED
PALINDAT/BILAK MOVED to allow a presentation by the Vice-President Student Life.	10/1/0 - CARRIED
FLAMAN/THIBAudeau MOVED to table the presentation <i>2018-06/2a</i> indefinitely.	9/0/0 - CARRIED
PALINDAT/THIBAudeau MOVED to make a formal recommendation to the Executive Committee to increase the involvement of Students' Council in regards to Week of Welcome Orientation and other new student orientation activities.	10/0/1 - CARRIED
PALMER/BILAK MOVED to reconsider the motion tabling <i>2018-06/2a</i> .	11/1/0 - CARRIED



Connor Hasteypa Palindat <hasteypa@ualberta.ca>

Council Involvement at WOW // NSO

4 messages

Andre Bourgeois <andre.bourgeois@su.ualberta.ca>

Fri, Aug 3, 2018 at 10:44 AM

To: Levi Flaman <levi.flaman@su.ualberta.ca>, slin@ualberta.ca, Connor Hasteypa Palindat <hasteypa@ualberta.ca>, Kara Farris <kfarris@ualberta.ca>, jeonghui@ualberta.ca
Cc: Executive <exec@su.ualberta.ca>

Hello CAC members,

Following the last CAC meeting, the executive received a request to inquire about involvement in Week of Welcome, Residence Move-In, and other associated events.

This email expands on each of the 5 options identified by CAC, as well as provides additional options/suggestions for Students' Council involvement at WOW // NSO.

Initial Options Proposed by CAC

Involvement in Presentations

Students' council is mentioned in the one hour UAlberta 101 presentation that all students at NSO receive. I have attached the slide that is presented to students at NSO. Currently, there is no mechanism for student councillors to participate in the presentations offered at New Student Orientation. In the future, there may be an opportunity for student councillors to coordinate with their faculty associations to present material to new students.

Q: "Are new students informed of how to get in touch with their councillors? For example, pointing out that the SU website has contact info for councillors"

A: Though the website link to the councillors contact page is not included on the Students' Council slide in the presentation (students are reminded to shut off/put away their cell phones), new students are reminded multiple times throughout NSO about the SU website. In addition, all new students visit clubs fair and have the opportunity to meet members of council and receive direct information/handbills.

Residence Move-in Events

Students' Council is currently invited to attend Eastern Ascent. We have a table reserved, and I will be sending out a sign-up sheet to members of council when we have more details. Councillors are also invited to attend Residence move-in day as "floater" volunteers. I have reached out to the people responsible for organizing Basecamp and Move-in as to whether or not there is space for a table for Students' Council, or room for us to communicate with students, hand out SWAG, or any other involvement.

Here is the link to apply to register for Residence Move-in:

<https://goo.gl/forms/Xl4CgYH9tWlIXK9F2>

Note: if you are applying to volunteer with Residence Move-in, please indicate that you are a member of Students' Council. The volunteer coordinator will give priority to council for "Floater" shifts where you will get to interact with a greater number of new students.

Faculty Association BBQs

Faculty Association BBQ will NOT be taking place at NSO this year. Instead, there is a one hour slot dedicated to "Faculty Association Time", where new students meet members of their faculty associations. The content and structure of the hour is largely dependent on what the faculty association desires. Some groups will be doing short presentations. Others will be doing activities, etc. Not every faculty association has committed to participation in Faculty Association Time. Students councillors are highly encouraged to reach out to their Faculty Association to inquire about attending Faculty Association Time.

Participation in Presidents' Address

All members of Students' Council are invited and encouraged to attend Presidents' Address. Because Presidents' Address is an extremely regimented event, there is currently no room to include any additional programming to focus on Students' Council.

"Hype Squad" Events

The SU negotiates certain permissions for sponsors at WOW, NSO, and beyond. We do not currently allow solicitation outside of the designated sponsor tents, and we expect Students' Council to be held to a similar standard with regards to solicitation. Councillors are encouraged to roam around campus in their council jackets, participate in welcome activities near WOW Village, and meet as many new students as possible!

Other Opportunities for SU Involvement

Tabling in WOW Village

The Students' Union has reserved a 40 foot space for Clubs Fair this year. Because CAC has identified that we are interested in rebranding Students' Council's messaging and aligning more closely with the Students' Union, there is an opportunity for Students' Council to partner with this set up, as well as to volunteer at the SU booth.

If CAC is interested in proceeding this way rather than having our table physically separated from the general SU table, I can chat with Daria from the marketing department as to providing branded materials that align more broadly with the Students' Union i.e: **not pink** (handbills, pop-up banners, etc).

Students' Council Pancake Breakfast

Council is invited to select one day during Week of Welcome to come serve pancakes and meet students as a 'meet the councillor' styled pancake breakfast. Councillors would be encouraged to wear their Students' Council jackets for greater visibility.

Welcome Workshops

The WOW team will be hosting several Welcome Workshops that will serve as an extension of the programming offered at WOW 2018. The WOW team is going to investigate and coordinate with Leadership and Recognition to determine if there is an opportunity to include councillors in a welcome workshop.

WOW Events

All councillors are invited and highly recommended to wear their council jackets, post on social media, and attend WOW events such as Hypnotist Wayne Lee and Block Party. Welcome events are some of the best ways to connect with students at the beginning of the year.

Involvement at the Faculty Level

Faculty Events

Councillors are encouraged to extend their community involvement beyond the scope of the Students' Union. One way to do this is to reach out at the faculty level and find out what their faculty does in terms of welcome events and get involved with those.

Other

Council Fee at Clubs Fair

There is currently no intent to assess a registration fee to Students' Council at Fall Clubs Fair 2018.

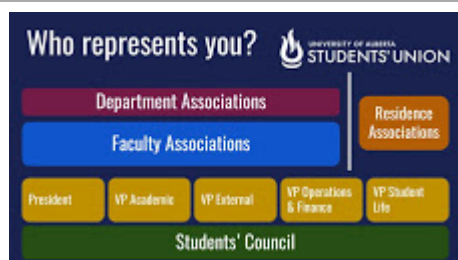
We can discuss these options at the next CAC to determine which of the options councillors are interested in pursuing.

Cheers,

--

Andre Bourgeois

Vice President Student Life | University of Alberta Students' Union
2-900 Students' Union Building | Edmonton, AB | T6G 2J7
andre.bourgeois@su.ualberta.ca | 780.492.4241



UAlberta 101 - base (1).jpg
60K

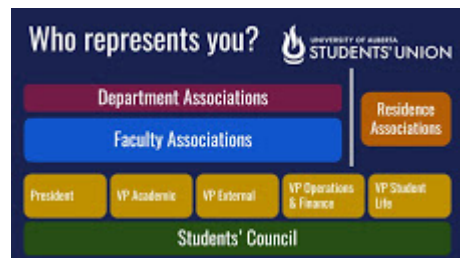
Connor Haste Palindat <hastepa@ualberta.ca>
To: James Thibaudeau <jthibaud@ualberta.ca>

Fri, Aug 3, 2018 at 11:48 AM

Connor Palindat
Alberta School of Business, Strategic Management & Organization

Program Manager | NextStep
VP Finance | Interdisciplinary Consulting Association
Business Councilor | UASU Students' Council
Phone: 780-729-5563

[Quoted text hidden]



UAlberta 101 - base (1).jpg
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Connor Haste Palindat <hastepa@ualberta.ca>
To: Andre Bourgeois <andre.bourgeois@su.ualberta.ca>

Fri, Aug 3, 2018 at 11:51 AM

Andre,

Thanks for your response to the recommended. Does the meeting of CAC on August 21st give enough time for things to be implemented?

If not, I am happy to have a meeting earlier.

Let me know what you think. In the meantime I've asked CAC and Jimmy as Kara's proxy to reply all to the email with feedback and I'll provide mine at the end.

If you have any concerns please let me know.

Best,

Connor

Connor Palindat
Alberta School of Business, Strategic Management & Organization

Program Manager | NextStep
VP Finance | Interdisciplinary Consulting Association
Business Councilor | UASU Students' Council
Phone: 780-729-5563

[Quoted text hidden]

Andre Bourgeois <andre.bourgeois@su.ualberta.ca>
To: Connor Haste Palindat <hastepa@ualberta.ca>

Fri, Aug 3, 2018 at 11:55 AM

Hey Connor,

Good point, the meeting on the 21st does not leave enough time. Could we meet the week of the 13th before the executive leave for SUDS?

8/9/2018

University of Alberta Mail - Council Involvement at WOW // NSO

I will be away next week, but if y'all would like to meet next week I'm sure President Larsen would be happy to attend an extra CAC meeting.

Cheers,

[Quoted text hidden]