



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

**Tuesday, October 16, 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)
Levi Flaman (chair)		Y	
Kara Farris		Y	
Michelle Kim		Y	Y
Steven Lin		Y	
Janet Yao		N	
Reed Larsen		Y	
Nathan Sunday		Y	
Emma Ripka		Y	

MINUTES (CAC 2018-09)

2018-09/1 INTRODUCTION

2018-09/1a Call to Order

FLAMAN: Called the meeting to order at 5:03pm.

2018-09/1b Approval of Agenda

FLAMAN/RIPKA MOVED to add items 2018-09/4d and 2018-09/4e concerning Executive Compensation Committee and Finance Committee Standing Orders §14 and §16, respectively.

7/0/0 - CARRIED

LARSEN/RIPKA MOVED to add item *2018-09/4f* concerning the Nomination Process and approve the agenda as amended.

7/0/0 - CARRIED

2018-09/1c Approval of Minutes

LARSEN/FLAMAN MOVED to approve the minutes of *CAC-2018-08-M*

3/0/3 - CARRIED

2018-09/1d Chair's Business

FLAMAN: Determined to investigate whether the last amendment to Council Standing Orders discontinued the printing of paper Council order papers.

Invited the Committee to reflect upon the spring and summer work of the Committee and determine future goals.

RIPKA: Suggested that Council, in keeping with sustainable practices, use reusable dinnerware at its meetings

FLAMAN: Clarified that Sustain SU requires its sustainable dinnerware to be cleaned and transported by Council. Noted that, in past, councillors did not wish to support cleaning the dishes after the conclusion of a long evening meeting. Noted that Council may be able to pay for cleaning.

SUNDAY: Inquired into the timeline for the return of borrowed Sustain SU dinnerware.

BHATNAGAR: Responded that the dishes must be returned clean within the next day. Identified that Sustain SU provides a kitchen in which to clean the dinnerware.

SUNDAY: Volunteered to clean the reusable dinnerware on an ongoing basis.

FLAMAN: Considered that other councillors may join Sunday in future.

LIN: Suggested that the Committee begin planning its Week of Welcome engagement earlier.

FLAMAN: Identified May or early June to begin planning engagement in future. Noted that the Chief Returning Officer is to attend a Committee meeting to provide a debrief on the recent by-elections and report on the upcoming elections.

2018-09/2 OLD BUSINESS

2018-09/3 NEW BUSINESS

2018-09/3a **LARSEN/BHATNAGAR MOVES** to amend Students' Council Standing Orders 18.2 to read "Students' Council shall automatically adjourn at 9:00 p.m. with final attendance taken."

LARSEN: Proposed reducing the duration of Council meetings to three hours from four. Recognised that Council's productivity diminishes as the meeting increases in duration. Supported more frequent, shorter, and more productive meetings than longer, less productive meetings.

SUNDAY: Noted that reducing the duration of the meeting will accommodate those who parent and increase the ease with which they can attend Council.

FARRIS: Expressed concern over the variance in the duration of Council meetings. Supported the motion.

FLAMAN: Noted that Council limited the duration of its meetings only in the last year. Suggested increasing the pace of the meetings as opposed to reducing their duration. Proposing holding Council nominations prior to the meeting, including a consented-item portion of the agenda, and promoting the use of written questions. Expressed concern insofar as a limited meeting durations will cause the Speaker to rush proceedings.

FARRIS: Inquired into whether Council may still extend its meeting runtime.

FLAMAN: Responded that Council remains able to suspend Standing Orders to extend its meeting runtime.

SUNDAY: Considered that Council meetings could start an hour earlier as opposed to becoming an hour shorter.

FLAMAN: Advised that this change should only enter into force in the next year as councillors planned their schedules around meetings at 6:00.

BHATNAGAR: Considered that labs and classes overlap with the Council meetings. Emphasised that the duration and timing of meetings must respect councillors' schedules .

LARSEN: Expressed that the Committee can both increase the effectiveness of meetings and reduce their duration.

6/1/0 - CARRIED

2018-09/4 **DISCUSSION**

2018-09/4a Council Resolution Procedure

LARSEN: Anticipated mid-November for the development of a peer-to-peer

resolution process facilitated by staff or a third party.

SUNDAY: Noted that ARRC Standing Orders include a procedure for dispute resolution. Emphasised the principles of safety and openness in dispute resolution.

LARSEN: Determined to work collaboratively with Sunday and the Departments of Research and Human Resources in developing the dispute resolution procedure.

2018-09/4b Cancel Council meeting before Campus St.Jean/ Augustana council meetings.

THIBAudeau: Noted that the last two Augustana meetings had comparatively short agendas. Suggested that short agendas result in decreased attendance as councillors do not find it worthwhile to commute for short meetings. Proposed cancelling the Council meetings prior to those which occur at Augustana and Faculté Saint-Jean in order to provide for fuller agenda. Considered including items specifically relevant to local students, hosting social events, and determining presenters. Requested the Committee offer further suggestions.

LARSEN: Expressed concern over the cost of meeting at other Campuses in relation to the value Council and faculty associations derive from the experience. Recommended consulting the Association des Universitaires de la Faculté Saint-Jean and Augustana Students' Association. Suggested that including a social event portion of the meeting would increase turnout.

BHATNAGAR: Suggested holding Council meetings conjointly with the aforementioned faculty associations. Proposed that Council add agenda items relevant to the other campuses for the purposes of their meetings out of Chambers.

FLAMAN: Proposed reviving State of the Association Presentations, association-led tours, and ordering catering from the Augustana cafeteria. Recognised the need to increase turnout.

KIM: Suggested that increasing the amount of business on order papers out of Chamber will result in few persons attending and, therefore, few councillors deciding on issues. Suggested hosting meetings away from North Campus earlier in the term.

FLAMAN: Noted that, this year, the Augustana meeting moved from Winter to Fall. Suggested consulting the faculty associations in order to determine the time that best accommodates their schedules.

SUNDAY: Identified the travel time for meetings outside of North Campus as prohibitive. Proposed hosting a Town Hall or meet and greet to increase turnout at these meetings.

BHATNAGAR: Emphasised that councillors should communicate their availability when the schedule is set at the beginning of the term. Determined to develop marketing materials. Proposed reviewing the effectiveness of these solutions after the upcoming Saint-Jean meeting.

FLAMAN: Summarised the view of the Committee in that it will not seek to cancel the meetings occurring before those at Augustana or Campus Saint-Jean.

2018-09/4c GovWeek 2019

BHATNAGAR: Requested that the Committee consider if and how Council may participate in the upcoming GovWeek. Determined to include the item on the next agenda. Noted that members may email her suggestions in the meanwhile.

2018-09/4d Executive Compensation Committee

RIPKA: Established that the Council of Chairs agreed to strike a committee for the review and regulation of executive compensation. Considered that this committee could exist within Audit Committee, Finance Committee, or as a new entity. Clarified that, in past, the general manager reviewed compensation. Expressed concern at the affordability of serving as an executive. Noted that the Committee would investigate and compare executive compensation and benefits on an annual basis in the context of Alberta and Canada.

FLAMAN: Communicated that the Council of Chairs preferred attaching the responsibility for compensation review to Council Administration Committee for full participation. Noted that the current executives could be disqualified from reviewing compensation.

RIPKA: Expressed concern that it is future, and not present, executives who should be disqualified from reviewing compensation. Suggested preventing councillors who plan to run for executive positions from reviewing compensation. Proposed that one executive serve on the Committee to provide insight.

FLAMAN: Suggested that the General Manager serve on the Committee.

BHATNAGAR: Suggested that the President, who does not generally run for re-election, serve on the Committee.

FLAMAN: Identified that, while it is a rare occurrence in Canada, the President may run for re-election.

SUNDAY: Proposed that councillors reviewing compensation sign an agreement which disqualifies them from running for executive positions at a later date.

FLAMAN: Proposed effecting a restriction through the election bylaw.

LARSEN: Expressed concern at creating a restriction. Supported finding a creative solution. Identified that there are three Canadian universities who structure their executive compensation review committees with third parties such as student at large appointments and receive testimony from executives, councillors, and senior staff.

FLAMAN: Requested a written outline comparing options for further consideration.

2018-09/4e §14 and §16 of Finance Committee Standing Orders

RIPKA: Established that Finance Standing Orders only allow for its members to receive an appointment to the Student Group Granting and SU Awards Adjudication Committees. Noted that, in past, the Committee found difficulty in filling these positions. Noted that participation in these Committees does not require special knowledge. Suggested housing the appointment provisions in the CAC Standing Orders.

BHATNAGAR: Recognised that nominations will take longer if all councillors are eligible for appointment.

KIM: Expressed concern that councillors will underestimate the level of focused, short-term commitment required for service on these Committees.

RIPKA: Noted that she would ensure the commitment required for these Committees is explicitly communicated to those applying.

FLAMAN: Confirmed that members of the Committees cannot apply for the awards they adjudicate.

RIPKA: Determined to investigate amending the Finance Standing Orders, pending the transference of §14 and §16 to CAC, such that they no longer prevent any member of Finance from serving on these Committees.

2018-09/4f Nomination Process

2018-09/5 **CONFIRMATION OF NEXT MEETING DATE**

2018-09/5a **Next Meeting:** Tuesday, October 30, 2018 @ 5:00PM in Council Chambers.

2018-09/6 **ADJOURNMENT**

FLAMAN: Adjourned the meeting at 5:57pm.

SUMMARY OF MOTIONS

MOTION	VOTES
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<p>FLAMAN/RIPKA MOVED to add items <i>2018-09/4d</i> and <i>2018-09/4e</i> concerning Executive Compensation Committee and Finance Committee Standing Orders §14 and §16, respectively.</p>	<p>7/0/0 - CARRIED</p>
<p>LARSEN/RIPKA MOVED to add item <i>2018-09/4f</i> concerning the Nomination Process and approve the agenda as amended.</p>	<p>7/0/0 - CARRIED</p>
<p>LARSEN/FLAMAN MOVED to approve the minutes of <i>CAC-2018-08-M</i></p>	<p>3/0/3 - CARRIED</p>