



COUNCIL ADMINISTRATION COMMITTEE NAME MINUTES

2012 - 2013 # meeting 5

Date: July 24, 2012 Time: 5:00 pm

In Attendance:

Smith, Mills, Nguyen, Carson, Chelen, Monfries

Excused Absence:

Smith

Others in Attendance:

None

1. CALL TO ORDER:

The meeting was called to order by Carson at 5:00 pm.

2. APPROVAL OF AGENDA

Carson amended agenda to include approval of agenda; Old business, Discussion of whether or not another meeting should be held and motion lead by Vice President Academic.

Smith moved that the July 24, 2012 agenda be approved as amended. Seconded by Nguyen.

Vote on Motion 6 In Favor / 0 Not In Favor / 0 Abstain
CARRIED.

3. APPROVAL OF MINUTES

Carson tabled minutes.

Carson moved that the July 10, 2012 minutes be approved as tabled. The motion was seconded by Nguyen.

Vote on Motion 6 In Favor / 0 Not In Favor / 0 Abstain
CARRIED.

4. ANNOUNCEMENTS

None

5. REVIEW OF ACTION ITEMS

1. Mills to get a quote for how much the folders may cost (around 500-700 of them) and to see how many folders there is already and how many more are needed

2. Mills to finalize the location of the table for Clubs Fair

3. Mills to book SU's participation in the Butterdome for the first two days and 2 day in Quad

6. OLD BUSINESS

1. Council Mentorship Program

-How do we want this program to run during the school year? Should interested students fill out a questionnaire on the SU website and then CAC matches them up with a councilor?

-People get a lot of things thrown at them during Clubs fair and they may be less inclined to fill out a questionnaire.

-but a questionnaire would be beneficial because people interested can get matched with a councilor that has similar interests

-therefore, the event should be a meet and greet because it would be informal and more like hanging out and then there could be a questionnaire at the end or whatever the student is more comfortable with

-meet the councilor night could also be a way to build informal relationships with other student representatives (similar to what ISSS has put together)

-an audience/target could be towards those with FA backgrounds because it's less intimidating

-Date?-aiming for third or fourth week of September (so after first week of university but before the by elections because could use this event to promote and recruit); either September 12 (but may have difficulty getting the Fas to come out) vs. September 19

-Location?-suggestions: Butterdome, Dinwoodie Lounge, Basement in SUB, Deweys; but some locations costs money and funds should be spent on food and recruiting people; so suggestion is to ask Amanda for alternatives

-How many people?-hoping to have 20 students per faculty (at least; excluding the Fas)

-How many days?-There are 5 days in total and the first 2 are in the butterdome and one more day in Quad

-Mills and Jessica will work together to make sure all student governance members are together and at a specific location

2. Council Outreach Funds (Tabled)

i. Individual Projects- \$385 total which will need to be divided by semester and by number of councilors. Councilors are able to combine their monies to put on large events. Councilors can start applying for their funds after the by-election has occurred.

ii. Council Led-\$165 total which can be used for the Council Mentorship Program (Advertising), Clubs Fair, and any other Council Led projects

-CAC has access to outreach funds

-Costs?-see above; from Mills' discussion with SU Finance Manager where there is a possibility of using some of Council's initiative budget which means that the cost of the clubs fair may not be taken out of the dollars shown above

-possibility of having different student groups come out and join for

\$20/association, where the money will go towards food

3. Tabling at Clubs Fair

i. Promo Materials

-Two pocket folders vs. Flyer handouts (price, usage, and benefit to students)

-Content for the materials (see last year's materials attached)

-Have everything printed and ready to go by Aug 24 at the very latest

-Have found SU folders that are not used and could be used for Clubs Fair give-away but are still searching for the rest of the stock and may need to order some more

-what is the ideal amount? How many students are expected to approach the table? -maybe have 500-700 folders and 700+ pamphlets/leaflets/inserts to place in the folders

-in the first two days it is estimated that there may be 3000 students that come out

-the goal this year is to be fierce and go after student involvement in the SU so even if they don't go to the SU table, SU representatives will walk to them

-need to get a quote for the folders

ii. Staffing the table

-Doodle poll to fill all the time slots (sent out Aug 21)

-Make up talking points for councilors to refer to

9. NEW BUSINESS

Chelen moved that Students' Council convenes the Faculty Association Task Force with terms of reference as attached.

The motion was seconded by Monfries.

-The purpose of the Student faculty associations (Fas) is to be the center of engagement for the University and Students' Union governance.

-They also provide faculty specific opportunities for student engagement

-The goal of the Task Force is to provide a setting for frank and challenging discussions related to management and support of Fas and draft tangible, actionable recommendations.

-Scope: to publish a report before November 30, 2012 that will include recommendations on what will help the Fas flourish, issues/risks, solutions, resource implications, who would provide the resources, allocation of responsibilities, and conversations with other bodies (details/specifics will be found in the Faculty Association Task Force Terms of Reference)

*Vote on Motion 6 In Favor / 0 Not In Favor / 0 Abstain
CARRIED.*

10. DISCUSSION AND INFORMATION

1. Holding another meeting next Tuesday July 31st to finish CMP and Clubs Fair stuff

ITEMS

Not favorable

2. Discussion on the following motion, to be lead by Dustin Chelen, VP: Academic

-to promote diversity of faculty perspectives, it is not a standing committee with the Student Council members with the exception of the Students' Union audit Committee, the Chair

-the SU VP Academic will serve as the Chair, Dean of Students will serve as Vice Chair; 1 representative from the SU Audit Committee; 2 representatives from the Student Faculty Associations and/or campus associations; 2 faculty liaisons for student faculty associations and/or campus associations or delegate

-Questions?

-Is the Student Council in charge of the Task Force?-Yes, VP Academic will report to Council every 3 weeks in a report

-What are the goals of the Task Force?-for advocacy and improved understanding of the Fas and University; it is a response to the Fas and how they may be having difficulty with issues and trying to fix them; the solution is for them to be involved in discussions

-What does the Council of Faculty Associations do? (it's role)-The SU is like the federal governance and the COFA is like the collective of all the premiers and is part of the SU and a way of collaborating, practicing and advising

-It must go through the SU because it is beyond the scope of COFA because it is not just changing at the faculty level but needs to include the university and the Fas to solve the problems

-How does that involve CAC/ SU?-VP Academic does not want the report to be a surprise; wants to have feedback and contribute to an overall understanding of where issues and solutions are coming from

11. REPORTS

None

12. CLOSED SESSION

NIL

13. NEXT MEETING

August 7, 2012 and 5:00 pm.

14. ADJOURNMENT

*Carson moved that the meeting be adjourned.
The motion was seconded by Smith.*

*Vote on Motion 6 In Favor / 0 Not In Favor / 0 Abstain
CARRIED.*

Meeting adjourned at 5:46.