



Council Administration Committee MINUTES

2013 - 2014 # 5

Date: June 18, 2013

Time: 5:10 pm

In Attendance:

Erin Borden (Chair)

Dylan Hanwell (Proxy)

Craig Turner

Brent Kelly

Excused Absence:

Others in Attendance:

1. CALL TO ORDER:

The meeting was called to order by *BORDEN* at 5:10 pm.

2. APPROVAL OF AGENDA

BORDEN moved that the *June 18* agenda be approved as *tabled*.
Seconded by *KELLY*.

Vote on Motion 3 / 0 / 0
CARRIED.

3. APPROVAL OF MINUTES

BORDEN amended minutes to add "*during in-camera session*" after "*videoconferencing*" in the sentence "*TURNER* still feels uncomfortable using Skype as a means of videoconferencing." in p.2.

BORDEN moved that the *May 21* minutes be approved as *amended*.
The motion was seconded by *KELLY*.

Vote on Motion 3 / 0 / 0
CARRIED.

4. ANNOUNCEMENTS

5. REVIEW OF ACTION ITEMS

6. OLD BUSINESS

Council Meeting Space

TURNER investigated about council meeting space. Law classrooms are not accessible. Business classrooms are available in Fall but are rented out over the Summer. On the auditorium floor of ETLC, there are 2 small classrooms behind the auditorium. They are 50-seater and are smart classrooms. Most importantly they have power plugin on the desk. The seating is not curved but is tiered. TURNER thinks they work better than the current space. TURNER plans to change the booking to ETLC classrooms for the summer and if no one is complaining then he will change the booking for the fall as well.

Council Retreat

CHELEN and ORYDZUK put together the retreat survey and compile the result. There are several things that can do better. First, about accommodation, TURNER recommends looking for next year's retreat site and booking the site before Christmas. Second, about the length of the programme, TURNER considers shortening, moving or omitting some of the sessions as many expressed that Saturday was a long day. And it is better for people to have social time. Third, people reflect that they like the idea of the joint Council-FA retreat. It helps to improve relationship. TURNER recommends to do it again for next year's retreat. Last, about the scheduling of the session, people reflected that the time of the sessions conflict with each other. For example, FA strategic planning and Council strategic planning happened at the same time, so that people could not go to both sessions. It is better to schedule the most important session that involved both sides at different time.

KELLY comments that the no-alcohol rule makes the retreat more professional. BORDEN agrees that people can have good time without alcohol. TURNER is disappointed on how the non-alcohol rule came in place as it should be a formal decision rather than a restriction imposed by the site, but he does not disagree with KELLY.

TURNER will formalize the report to Council, which will include his thoughts on the retreat and his recommendation.

9. NEW BUSINESS

10. DISCUSSION AND INFORMATION ITEMS

Suggested Guidelines for Council Videoconferencing

The committee discusses TURNER's Suggested Guidelines for Council Videoconferencing. Particularly about whether or not videoconferencing should be allowed in in-camera session.

BORDEN does not have a particular stance but she thinks even if Skype is encrypted, she does not feel comfortable as no one monitors the other side of the computer. Even though people have taken their oaths, they did not uphold them.

KELLY agrees it is hard to track who is recording the meeting as computer is

a recording device itself. But if people want to do it, they can do it by bring their computers to the Council, not just by Skype. He also points out that the Board of Governors allow teleconferencing. Therefore the members have to trust the other members.

HANWELL does not want to allow videoconferencing in in-camera session. But based on principal there is no argument for it. BORDEN agrees and thinks that there is more argument for videoconferencing being allowed. The only argument against it is that people do not know what is happening behind the computer.

BORDEN moved that *remote participation will be permitted during any in-camera session.*

Vote on Motion 3 / 0 / 0
CARRIED.

The committee will discuss putting the guideline into the standing order in the next meeting.

11. REPORTS

12. CLOSED SESSION

13. NEXT MEETING *July 2, 5 p.m. @Lower Level Meeting Room*

14. ADJOURNMENT *BORDEN* moved that the meeting be adjourned.
The motion was seconded by *KELLY*.

Vote on Motion 3 / 0 / 0
CARRIED.

Meeting adjourned at 5:37 pm.