



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

**Tuesday, October 3, 2017**

**5:00PM**

**SUB 6-06**

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 2017-13)**

**2017-13/1     INTRODUCTION**

**2017-13/1a    Call to Order**

**2017-13/1b    Approval of Agenda**

**2017-13/1c    Approval of Minutes**

**Due to an internal confusion, the minutes will need to be sent out later this w for approval.**

**2017-13/1d    Chair's Business**

**2017-13/2     OLD BUSINESS**

**2017-13/3     NEW BUSINESS**

**2017-13/4     DISCUSSION**

**2017-13/4a    CAC 2017/18 Budget**

**2017-13/4b    Students' Council Facebook Page**

**2017-13/4c    Students' Council Office Hours (UPDATE).**

**See CAC-2017.13.02.**

**2017-13/4d    Class Talks - SU Student Services**

**2017-13/4e    Councillor Jacket Reimbursement to Councillors**

**2017-13/4f    Meeting Schedule (i.e. Scheduling Meetings at *Campus St. Jean* and *Augustana Campus*)**

**2017-13/5     CONFIRMATION OF NEXT MEETING DATE**

**2017-13/5a    Next Meeting: Tuesday, October 17, 2017 at 5:00PM.**

**2017-13/6    ADJOURNMENT**

# Office Hour Report for CAC

Councillor Jones  
October 3rd, 2017

## Overview:

It's in my opinion that councillors need to be engaging with their constituents more and a possible avenue for this is would be office hours. The concept of office hours isn't new and is already implemented by groups like ISSS for their directors and councillors. Since the last council meeting I managed to reach out to as many people that I could and I got quite a few responses.

## Considerations when choosing a location:

### Comfort

A recurring theme I heard from people is that this needs to a place that is comfy. For some people this meant a place that wasn't noisy, for some people they didn't want a stuffy room. For some it was a matter of where they physically were sitting with couches being a popular choice. What came up most often was the notion that that office hours should be in a more public open place.

### Accessibility

Another consideration I found while talking to people is that accessibility needs to be a concern. Some people don't do well with noise, and mobility concerns were also brought up, whether in regards to the types of chairs one sits in, wheelchair access and more..

### Faculty specific considerations

In hindsight, I realize that a lot of the students I talked to were science students. One consideration is the fact any optimal location will be different for everyone depending on their faculty. Not everyone goes to SUB. A lot of science constituents I talked to suggested places in CCIS. I do believe this is a very specific because of their faculty. From my experience as a science student, I have seen that not many science students will go to SUB even for an ISSS SAGM (semi annual general meeting) when held in SUB as opposed to CCIS.

Recently I talked with Crystal Liu , the president of ISSS (who informally brought this idea to ISSS council) and they're interested in talking about the possibility of having individual science councillors additionally being in the office during office hours with the caveat that everyone meets first ahead of time.

### Current considerations for the Students' Council room

Upon further consultation I don't think the Students' Council room is a good choice for office hours. Sometimes it is cold, it's very stoic, doesn't feel approachable and thus in it's current state, doesn't seem like a good idea. However, I think this office could still be utilized for more private 1 on 1's . For instance if someone doesn't feel comfortable speaking about something in a more public setting or gets anxious in crowds.

### **Moving forward**

1. The Council Room should be more welcoming
  - a. If CAC approves it, a possibility would be having council contact information on a poster attached to the walls.
  - b. Eventually it would also be nice to have a poster or link to office hour schedules.
  - c. We should make it more welcoming to all students. My original idea was to have a safer space sticker. To this end I have spoken with Rebecca Blakey from ISMSS and we decided a better solution would be to get a poster about gender and sexuality (free of charge) and a rainbow sticker (not free) for the room. I can elaborate more on this if need be.
2. Business cards
  - a. I believe that these are important to focus on further as they would aid with the office hour effort.
3. Office hour recommendations
  - a. Take accessibility in mind. This includes how approachable the location, how noisy it is, whether it's accessible to people of different mobility etc. More points can and should be elaborated on.
  - b. If possible, work with your Faculty Association. I believe this could really foster SU- FA relations as currently not every councillor is involved with their FA.
  - c. A suggestion I heard was that a sign would help identify councillors when they are holding office hours in public.
  - d. This effort would be a great situation for councillor jackets.