



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

**Thursday, November 22, 2016  
5:00 PM  
Council Chamber, University Hall**

**AGENDA (CAC 2016-12)**

- |                   |  |
|-------------------|--|
| <b>2016-12/1</b>  | <b><u>INTRODUCTION</u></b>   |
| <b>2016-12/1a</b> | <b>Call to Order</b>   |
| <b>2016-12/1b</b> | <b>Approval of Agenda</b>  |
| <b>2016-12/1c</b> | <b>Approval of Minutes</b>   |
| <b>2016-12/1d</b> | <b>Chair's Business</b>  |
| <b>2016-12/1d</b> | Council Surveys  |
| <b>2016-12/1d</b> | Council Jackets  |
| <b>2016-12/1d</b> | Council Photos   |
| <b>2016-12/2</b>  | <b><u>OLD BUSINESS</u></b>   |
| <b>2016-12/2a</b> | Teleconference Town Hall   |
| <b>2016-12/2b</b> | Office Hours   |
| <b>2016-12/2c</b> | Standing Committee Reviews   |
| <b>2016-12/3</b>  | <b><u>NEW BUSINESS</u></b>   |
| <b>2016-12/4</b>  | <b><u>DISCUSSION</u></b>   |
| <b>2016-12/5</b>  | <b><u>ADJOURNMENT</u></b>  |
| <b>2016-12/5a</b> | <b>Next Meeting:</b> December 6, 2016 @ 5:00 PM in Council Chambers,<br>University Hall. |



University of Alberta Students' Union

**COUNCIL  
ADMINISTRATION  
COMMITTEE**

**Thursday November 17, 2016**

**5:00 pm**

**SUB 6-06**

**ATTENDANCE**

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Umer Farooq		Y
Kyle Monda		Y
Nathan Sunday		Y
Frederique Ndatirwa		Y
Emil Yim		Y

**MINUTES (CAC 2016-11)**

**2016-11/1            INTRODUCTION**

**2016-11/1a            Call to Order**

Meeting called to order at 5:05 pm.

**2016-11/1b            Approval of Agenda**

LARSEN:

Councillor Flaman couldn't be here today. But, he has sent his comments online. We want to add them to the minutes retroactively.

*Larsen added "Councillor Office Hours" to the Discussion, and "Chair's Agenda" to the Chair's Business as a Special Order.*

**MONDA/NDATIRWA move to approve the agenda for November 17, 2016 as amended.**

*Vote 6/0/0*

*CARRIED*

**2016-11/1c**

**Approval of Minutes**

***LARSEN/NDATIRWA move to approve the minutes for November 01 as tabled.***

*Vote 4/0/2*

*CARRIED*

**2016-11/1d**

**Chair's Business**

***Attendance***

Attendance was taken by LARSEN.

***Chair's Agenda***

LARSEN:

I'm curious to know what everybody expects from me as the Chair. The last meeting was fairly rushed, and I directed the conversation throughout most of the meeting. I won't do that in the future. I'm curious to know what others think.

MONDA:

I think it's important for things to be on the agenda. As a non-permanent member of the Council Administration Committee

(CAC), I do read the agenda before deciding to go to a meeting.

LARSEN:

For sure. There will always be the deadline. Today was an exception as it was on short notice.

MONDA:

Special ordering things are fine for now as CAC has undergone a bit of chaos. However, as the year goes on, being a bit stricter on the agenda will be welcome.

FAROOQ:

As I haven't attended the past couple of meetings, I can't make an accurate judgement. In general, discussions on how to make Council better is the way to go. Trying to bring about change internally is better than creating a task force for example.

NDATIRWA:

Keeping everyone in the loop as to what's going on is important. Although we haven't done anything very significant after you became chair, when things do get busy, it's important that everybody knows what's going on.

SUNDAY:

This is my first time being in a committee. So, I can't really compare this committee to others.

FAROOQ:

You should find ways to empower people. As a Councillor you can really make any motion you want to. CAC should teach that people can make the change. That's one of the systemic problems that we've had.

YIM:

It's good to know what's going on and what is expected in order to prepare for a meeting.

LARSEN:

I envision CAC to have action items. In a lot of committees, discussions would happen without any action items at the end. So, when we do conduct these discussions, I will bring forth motions for a closure. The idea should be brought to Council, to another committee, or to the next meeting instead of just sitting there. I do expect people to vote on what they think is a good idea. I'm a

consensus driven guy, and if you do vote against something, I will need your consent to move forward with an idea. I like to recognize speaking terms so that we do not speak over somebody else. I'm guilty of that too, and please point it out whenever I do so. We'll only discuss things that are on the agenda. If I do that myself, please notify me. Also, I won't bring things up in Council before discussing it here.

**2016-11/2**                    **OLD BUSINESS**

**2016-11/3**                    **NEW BUSINESS**

**2016-11/4**                    **DISCUSSION**

**2016-11/4a**                    **Telephone Town Halls**

MONDA:

I apologise for not submitting any background information about this. There has been a lot of talk about how we can reach students at large. Even though we have introduced Open Forum, its participation has been pretty low. So, this was an idea that came to me. I participated in 2 telephone town halls with different municipal government organizations. I believe this is a good outreach method. A telephone town hall is your classic town hall setup moved online. I was researching on the technology solutions available to try this out on our own. As a trial, we can pick a hot topic which is popular in social media such as the Students' Union's (SU's) Tuition Policy. I reached out to IST to find out the best technology for this. Their recommendation is a software called Adobe Connect. As the University has a license for it, we would be able to use it free of charge. IST is also able to do in-person set-ups for free as long as it's within business hours. A fee is only involved if we want a technician after business hours. There are many features within this software. I believe this may be a very successful method with fewer barriers to engage students at large.

FAROOQ:

I believe it's a good way to move forward to connect with people as

long as we market it properly.

NDATIRWA:

Did you say that it was cheap?

MONDA:

The University itself owns the license. Also, IST can also set it up for free during office hours. A fee is involved only when a technician is needed after office hours.

NDATIRWA:

How much will that be?

MONDA:

It depends. I don't have a quote. I also don't think it will be necessary.

NDATIRWA:

I really like the idea. In terms of speaking terms, would we have to have the Speaker there? Would we have to pay for his services?

MONDA:

We don't need to have the actual Speaker there.

LARSEN:

If we were to integrate this with a Council meeting, we need the Speaker. If CAC was to arrange a town hall, we can do it ourselves. Also, Discover Governance (DG) would be able to help us.

MONDA:

I wasn't thinking of adding it to Council meeting. I was thinking that it can be a separate event. However, theoretically we can do every Council meeting on Adobe Connect.

NDATIRWA:

Maybe the different faculties can employ this technique too.

MONDA:

You can do a hybrid event where an in-person town hall is also available on Adobe Connect.

LARSEN:

The first town hall should be a singular event with whoever is in attendance trying it out. We don't know how well it would be

picked up. It should be a longer time frame than 2 weeks. It'd be good to conduct facebook and physical advertising. I'd prefer to do it within the lunch hour.

MONDA:

IST said they could give a demo if we wanted one. I can arrange a demo for the next CAC meeting if you are interested. Adobe also does a demo every day. The room we broadcast from needs to have certain specifications.

LARSEN:

We can get any room for free as long as we book far enough in advance.

YIM:

Seems pretty good.

LARSEN:

Let's put a time frame. We should do it immediately following the finals or the first week of January.

FAROOQ:

January is the best bet.

MONDA:

We can do a test run in December, and conduct the big event in January.

LARSEN:

If we can get the technology work, we can move forward with getting people online.

NDATIRWA:

If Council is OK, we can use this for the last Council meeting, and ask friends to call and test it out. If the soft launch doesn't work out, people will take it as a failure, and would be on board with the January event.

MONDA:

If people try to tune in and face difficulties, they may not come back.

LARSEN:

Also, I don't think we should do our first one for a Council meeting.

FAROOQ:

We can try it out on the day of the Council meeting.

LARSEN:

That's a good idea. I believe our last Council meeting is on December 06. Let's try it out on that day. We should call it a demo. If the technology works out, we can plan the event in January. Councillor Monda, can you head this project?

MONDA:

I'll follow up with IST, and make sure they're available on those days.

FAROOQ:

We should look into the marketing aspect for the January event.

LARSEN:

It should be OK as it doesn't cost any money. I'll make a recommendation to Council from CAC on the 22<sup>nd</sup> for everybody to tune in.

### **Council Discount Cards**

**2016-11/4b**

LARSEN:

I got the update today. They are in, and will be distributed on the 22<sup>nd</sup> at Council.

FAROOQ:

Is there any valid reason why they're 6 months late?

LARSEN:

You should contact the Vice-president Finance about your query.

FAROOQ:

I remember asking him, but he didn't give a very adequate response. I don't see why we should lose out on 6 months for the 10% discount.

LARSEN:

We can do a recommendation such that these are available as soon



as possible next year.

FAROOQ:

They have been available after the first 2 weeks. It has never taken so long.

LARSEN:

Should we formulate a question as CAC, or should we pursue this individually? We can also make a motion now.

***LARSEN/YIM move that CAC recommends to Council that an explanation be given regarding the delay in the discount cards.***

*Vote 6/0/0*

*CARRIED*

LARSEN:

As an action item, I will craft the question, and forward it to all the permanent members of CAC before forwarding it.

**2016-11/4c**

### **Committee Chair Written Reports**

LARSEN:

This has been submitted by Councillor Christensen. According to Bylaw 100, chairs must submit a written report to Council about the motions passed within the committee for those motions to take effect. Right now, the motions of certain committees are out of order because a written report hasn't been given. We can rectify this under Standing Committee Reviews. Going forward, unless we change Bylaw, the Chairs have to submit written reports for motions to take effect. Realistically, there are several things which happen automatically. Bylaw and Standing Orders come into effect immediately without a Chair's report. Policy is a grey area. I believe the original intent was as a carryover for chair positions. In the future, I believe it's important that chairs should provide turnover materials. This is a practice that's consistently not fulfilled. Are there any comments? I would look favourable on a motion from CAC which recommends chairs to submit these motions.

***LARSEN/FAROOQ move that Council Administration Committee recommends chairs of standing committees to submit written reports after each motion within the committee meeting.***

Vote 6/0/0  
CARRIED

2016-11/4d

### **Attendance Policy**

LARSEN:

This was brought up by Councillor Christensen. He asks whether committees should implement attendance rules across the board or whether the decision will be made at the committee level on a committee by committee basis. We should talk about this after standing committee reviews because everybody would have read about the standing committees they have been assigned. I agree with Councillor Christensen in that we should universalize it. There is also a miscommunication here. We as CAC can't change the Standing Orders of other committees. We can only recommend. We should have a universal standard to recommend each committee.

FAROOQ:

When reviewing standing committees, I'm sure we'll be talking with the chairs. As such, we can get their recommendations. In my mind, committee attendance hasn't been a problem this year at least for the ones I have been a part of. It can obviously be better.

LARSEN:

I believe there wasn't an occasion where a committee couldn't meet due to lack of quorum. In my mind, it's important to mandate the structure of committees. Anybody can remove members from committees with a simple majority.

FAROOQ:

I'm not sure about that.

LARSEN:

CAC can. I don't think it has been exercised. I believe Councillor Christensen is talking about hard removal where you are automatically removed if you don't make the attendance requirement.

***LARSEN/FAROOQ move that Council Administration Committee recommends standing committees to update Standing Orders to reflect attendance policy passed by Students' Council.***

*Vote 6/0/0*  
*CARRIED*

LARSEN:

We can also ask the chairs whether they have updated the Standing Orders. If they haven't, this is a nice reminder. I will add this to my report to Council, and I will email all the chairs.

**2016-11/4e**

### **Standing Committee Reviews**

LARSEN:

This is a mandated item for CAC, and we have to do 4 every year. We have technically missed 2 deadlines, and I hope to finish this by our next deadline. Afterwards, I will recommend that we don't do 4, and only do 2 every year. I have created a working folder for this. The first things on the review guide have to be included as they are mandated items. The others are information items. The mandated items are as follows. Have they met? Yes. Have they set a meeting schedule for the first trimester? In our case, we'll go for the Winter trimester. Have they adopted Standing Orders? Quite likely yes. Have they set goals and started on their legislative agenda? This is the larger piece. The information items are as follows. The first is a review against Bylaw 100. This is more to do with their Standing Orders. If their Standing Orders contradict with their mandated items under Bylaw 100, it has to be fixed immediately. The next one is motions passed. We will have the chairs sign off that all their motions are up to date. The chair report is part of that as well.

MONDA:

The Policy Committee's Standing Orders on the website and Google Drive are not the latest versions. Can we make sure that all the Standing Orders posted on the SU website and Google Drive are the latest versions?

LARSEN:

Is everyone OK with adding another item under the information items for checking whether the displayed Standing Orders are the most current. I can do it with the help of Discover Governance.

NDATIRWA:

What is the deadline?

LARSEN:

I think it's just December. I have to check. I hope to get this in by December 06.

YIM:

Are we going to each committee?

LARSEN:

You don't have to physically be there. Realistically, just pull up copies of Bylaw 100 and their Standing Orders, and list down any inconsistencies. With this, a member of CAC would become familiar with the Standing Orders of a particular committee. As an action item, have a look over by the 22<sup>nd</sup> of November. We will have the hard deadline of December 06 to submit everything. So, please submit the individual reports to me by December 03.

**2016-11/4f**

### **Councillor Surveys**

LARSEN:

This is another mandated item of CAC, and Discover Governance has been unimpressed by the abilities of CAC chairs over the past few years to accomplish this. From my knowledge, it was last done in 2014. The recommendation from Discover Governance is that we strike this from our Standing Orders, and work with them to standardize a question and report that Discover Governance would administer twice a year under their mandate. The turnover of CAC chairs has been very detrimental. According to Discover Governance, while the CAC chairs will initially get hyped up over council surveys, it would either not happen or will not be very useful even if it does happen. Is everyone comfortable with Discover Governance picking up this task?

MONDA:

It seems better.

LARSEN:

We won't do any motions. I'll talk with Discover Governance, and will put this on as another item once we come to a conclusion.

**2016-11/4g**

### **Council Photos**

LARSEN:

I don't know what to say about this. DO people want photos?

FAROOQ:

We have always done them.

MONDA:

The only photo of us online is the one taken during GovWeek. It barely has any of us on it.

NDATIRWA:

If we get our pictures by next semester, we can promote Council for the elections, and advertise for the town hall.

LARSEN:

We need to get a Council-wide photo as well.

FAROOQ:

We should get it done during the break, and have it up by January. People will know Council exists. I also recommend that it not be put in a shady corner.

LARSEN:

I'm thinking of what can be done. I'll write an email to Discover Governance, and see what they think. After finalizing everything, I'll email Council about a date.

NDATIRWA:

The last day of Council for this semester would be a good.

LASREN: For members from Augustana, on-Council days will be good.

**2016-11/4h**

### **Councillor Office Hours**

FAROOQ:

This is something we should do to make better use of the office we have up here. This is one of the perks that Council has. We can use it for any productive matter than literally having friends over all the time. We can use it so that Council has a more physical presence in the view of students. Council also complains that we are not visible enough, and that we don't get enough outreach. So, I was thinking of adopting the way Faculty Associations reach out to students, by having an office. There's always somebody present there, and they have divided the office hours among themselves. This is something that we should be doing as councillors. We don't really have too

much to do apart from coming to meetings every 2 weeks. We don't have to be there from 9.00-5.00. We can take a few hours say 2.00-5.00, and divide that time among the councillors. With over 30 people, there should not be a problem doing this. We can let the students know about this through our facebook page. Students can come in and talk with councillors or get to know them. We can also have a coffee machine in the office. We can also put the SU flame and office hours on the window. It was talked about before, but the money got taken away.

MONDA:

If we do have office hours, I don't think that the Council office is the best place. Ours is out of the way. We should have it in one of the main floors of the Students' Union Building. It doesn't necessarily have to be an office. It can be a table too. I don't think buying a coffee machine for ourselves is the best idea. I would be opposed to that idea.

LARSEN:

It's a slightly different conversation than just office hours. I do see the value of having office hours as it does legitimize our positions. We can arrange to have office hours either daily or once a week. I do agree that the room is out of the way. My dream is to acquisition a space downstairs on a main level for council offices.

MONDA:

All the Executives have been doing office hours. Before we do our own, we should audit the engagement within their own office hours. That would give a baseline on how many people will be interested if we do our own hours.

NDATIRWA:

Keeping it on this floor would also grant the students access to Discover Governance. If we advertise it properly, students will come here. It's not a big deal. Regarding the coffee machine, it would not be just for the councillors. We can think about it if the office becomes popular with students, but not at the very offset.

LARSEN:

As far as buying coffee for the machine, we can talk about it.

YIM:

I will have to leave shortly. While office hours are nice, I don't know what I will do with them.

FAROOQ:

We can have the office hours at Augustana once a while.

LARSEN:

Councillor, Yim, is it OK if we continue without you? Thank you for your attendance.

SUNDAY:

Having 1 hour every day is a bit excessive. I also believe that councillors should go out themselves to be more engaged with the students. You shouldn't expect other people to come to you.

FAROOQ:

I think having office hours is a really good way for councillors to be engaged. Also, it's not a big ask. You can bring your books to study. Also, while it's good to go out and engage, it's good to also have a physical office where people can come in. We should also ask the Executives how their own office hours are going. In addition, the Executives aren't very visible themselves as their individual offices are towards the back of the SU office. So, our office is a bit better in that sense regarding accessibility. If students have a question, they will come to you. We should be doing this in the long term as a habit. There's no real monetary cost to this either. If somebody says no, they don't really want to do any work.

LARSEN:

One way to do this is, if councillors want certain office hours it will always be open during those hours. Conversely, councillors can post their individual hours during which he/she will be present. However, I don't want this to be a bookable room.

MONDA:

Would it just be any councillor, or the one from your faculty? While any councillor can give inputs about Council, and other general information, somebody out of your faculty may not be very helpful for specific queries.

FAROOQ:

When I was a member of ISSS, we basically had a table from 9.00-4.00. I don't think we should have those times here at the start. We can do from 2.00-5.00. Each councillor can sign up for certain hours during the week.

LARSEN:

I like councillors taking their own initiative to post office hours as long as it's understood that the room is not bookable. The emphasis would be on the individual as we will not be mandating office hours.

FAROOQ:

You will be publically accountable for not showing up.

LARSEN:

Yes. I'm happy with this system as opposed to us pushing down office hours on councillors.

SUNDAY:

I'm a bit hesitant to have posted office hours as councillors may become complacent.

MONDA:

I think it would be great if people have their own office hours. However, it should not necessarily be directed by CAC. As the office is already available, there's nothing stopping people from having office hours now. We should not invest in decorations during the trial period. It'd be good to keep this low key at the start.

LARSEN:

My recommendation on decorations and posting hours on the window is to have a board with suction cups. There's no barrier for any councillor to say they will be there during certain times. It'd be great if we can advertise it for them online. We can also write those hours within their bio, or we can give money to those councillors to advertise themselves.

FAROOQ:

I understand that some councillors might be lazy. Some councillors don't engage with anybody. So, a councillor becoming complacent is not a valid argument. Although there's nothing stopping it now, there's nobody actually doing office hours right now either. So, there should be an institutional mandate on this.

MONDA:

As for image and advertising, it would be better to do something on the main floor than up here.

FAROOQ:



So, do you have any idea on the space we should use on the main floor?

LARSEN:

If we want a big visible space downstairs, we should talk about town halls

MONDA:

If we were to have a schedule or to make something nice, it'd be better to have it downstairs. I'm not talking about having a room downstairs, although that would be nice. I was only referring to the poster or the schedule.

LARSEN:

I agree. My apology for misunderstanding you.

FAROOQ:

Yes, certainly. We can combine this with the Council photo too.

LARSEN:

There are 2 options here. First, we can have a mandated action item. Second, it can be councillor specific where they post times when they are available individually. We will find ways to advertise them. I'm personally in favour of the second option. In either case, how would we as CAC make sure it happens? If it's a mandated item, we would have to change either Bylaw or Standing Orders. Councillor Farooq, you can look at this, and make your recommendations about the changes as a motion. If we were to force office hours on councillors, that would be something outside of CAC. I recommend doing that as a presentation to Council if you want to pursue that avenue.

FAROOQ:

First, I'll get feedback from councillors. It mostly boils down to the logistics. If CAC is facilitating it, I can bring it to CAC. If we are forcing councillors, I can bring it to the Bylaw Committee, and it will come into effect next year.

LARSEN:

As a committee, we can provide support, and help with advertising. For now, we can either post individual hours if councillors are interested or post faculty hours if a whole faculty got together. We can have an item about this on the next agenda. That will allow Councillor Farooq to get feedback. We can have another brief look

at it, and then take a vote.

MONDA:

For councillors that are hosting office hours, there should be some sort of a tracking form that they fill out. That'll help us to get an idea as to what sort of services students need help with the most, and to evaluate the effectiveness of office hours.

FAROOQ:

That's a good point.

LARSEN:

SO, I will look favourably with wording to change the Standing Orders after any input you might come up with from councillors.

FAROOQ:

DO you think we should have the discussion at Council?

LARSEN:

The discussion will be long if it was done at Council. We can do it here at CAC, and invite councillors if they're interested or concerned. You can let councillors know that we will have a discussion here.

For the new members of Council, I will try to have sizing for the jackets by the next meeting on November 22 or the December meeting. I apologize for the delay. It's \$10 for councillors.

SUNDAY:

If I am to get a jacket, I prefer paying the full cost.

**2016-11/5**

**ADJOURNMENT**

**2016-11/5a**

**Next Meeting:** November 22, 2016 at 5:00 pm.

***FAROOQ/SUNDAY move to adjourn the meeting.***

*Vote 5/0/0*

*CARRIED*

**2016-11/5b**

Meeting adjourned at 6:42 pm.

### SUMMARY OF MOTIONS

<b>MOTION</b>	<b>VOTES</b>
<b><i>MONDA/NDATIRWA move to approve the agenda for November 17, 2016 as amended.</i></b>	<i>Vote 6/0/0 CARRIED</i>
<b><i>LARSEN/NDATIRWA move to approve the minutes for November 01 as tabled.</i></b>	<i>Vote 4/0/2 CARRIED</i>
<b><i>LARSEN/YIM move that CAC recommends to Council that an explanation be given regarding the delay in the discount cards.</i></b>	<i>Vote 6/0/0 CARRIED</i>
<b><i>LARSEN/FAROOQ move that Council Administration Committee recommends chairs of standing committees to submit written reports after each motion within the committee meeting.</i></b>	<i>Vote 6/0/0 CARRIED</i>
<b><i>LARSEN/FAROOQ move that Council Administration Committee recommends standing committees to update Standing Orders to reflect attendance policy passed by Students' Council.</i></b>	<i>Vote 6/0/0 CARRIED</i>
<b><i>FAROOQ/SUNDAY move to adjourn the meeting.</i></b>	<i>Vote 5/0/0 CARRIED</i>