



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Agenda

Dec 7, 2016 at 3:00pm

HA314

**1. Call to order: 3:57pm.**

**2. Roll Call:**

**Present:** Natasha Miller – VP Student Life; Brandon Vollweiler– VP Finance; Laura Hebert – VP Internal; Madeline Ludlage – VP Marketing; Dr. Barbara van Ingen – Dean of Students; Lin Zhang - CSA Executive Director; Kelsea Gillespie – President.

**3. Approval of Agenda:**

**3.0. Approval of Agenda for Dec 7, 2016**

- Discussion: Add 6.0. Special Presentation – Dan Mirau from CUE's Library; 6.4. ASEC Second Delegate; 6.5. Vice President Academic Hiring Committee and 7.3. ASEC Update. Change 6.1. to Library/CSA Partnership.
- **Motion:** To approve the amended agenda for Dec 7, 2016.
- **MSC.**

**4. Approval of Minutes:**

**4.0. Approval of Minutes from November 30, 2016**

- Discussion: Minutes have not been read by all executives.

**5. Unfinished Business:**

**5.0. Ugly Sweater/Thunderwear Friday**

- Discussion: Gift card as prizes cannot presented very well. VP Student Life recommends to get something that can display better next time. Ugly Sweater had only 8 participants, less than expected. Students may not pay enough attention to this event. President suggests to do a Promo Day for Ugly Sweater next time.

### **5.1. Student Led Activity (Syrian Festival)**

- **Discussion:** Students are encouraged to apply for CSA Student Led Event and can ask CSA for up to \$1000 in the budget. The original Syrian Festival application has no funding request in the proposal other than \$100 honorarium to photographer. So CSA initially approved the event. The International department at CUE misunderstood and misinterprets it to students that CSA will approve and give \$1000 to any application. If the Syrian students had submitted their budget at the beginning, CSA executives would have scrutinized and prepared for this event.
- **Motion:** To approve the Syrian students for the cost of foods on Syrian Festival, total of \$693.22, even though it was not included in initial application.
- **MSC.**

## **6. New Business:**

### **6.0. Special Presentation - Dan from CUE's Library**

- Presentation debrief: President Kelsea Gillespie has been working with Dan Mirau, Director of CUE's Library, consistently throughout the year on several initiatives to improve the library for students. The library is exploring several partnerships with the CSA, including:

1. Extended library study space hours by employing two student monitors for study space to work from 9pm-midnight Monday to Thursday; 5-9pm on Friday; and 6-9pm on weekends. In this fiscal year (from now until March 31, 2017) the amount paying to the contract students would be approximately \$4,600. In the next fiscal year the library would spend approximately \$10,560 on these student positions. But student position requires to work until midnight so there is a safety concern. Dan thinks it will be beneficial if the student can have reliable vehicle.
  2. Purchase individual study pods to provide a place for students to get some serious work done, or focus on all that reading they need to do. Dan has provide us with quotes on the chair (Brody units) and the cost is around \$4,000 each. Students like these chairs according to their feedback.
  3. Further enhance the second and third floor study areas with new furniture to replace some if not all of the boxy carrels. Current plan is to compress the physical collections towards the middle and third floor. Dan is still waiting on the functional planning report that CUE commissioned from RMC, and would like some ideas of how to get feedback from CSA when the time comes for consultation with students.
- Feedback from CSA
    1. The employment positions will potentially appeal to international students and dorm students on

campus looking to make money. CSA will be happy to support on-campus student employment and creating more learning time/space for students.

2. Recommendation to consider the study pods in NAIT's library. CSA has \$10, 000 budget line towards donation of all furniture around campus. More furniture and library study space are needed.
3. The library needs to ensure that the CSA will be able to provide feedback and negotiate when the design plan comes back and partnership with CSA to make the final decision on purchasing furniture and floor design.

#### **6.1. Library/CSA Partnership**

- **Discussion:** President Gillespie has seen one of the initial designs for the library upstairs and it seems a much better use of space. CSA has \$10, 000 to donate to CUE's furniture every year. Putting the fund towards adding new library study space and student job will benefit many students in their efforts to succeed. CSA can allocate the \$10,000 to library and have written agreement that library will consult with CSA on the furniture option and space design. CSA will be happy to partnership with library and work on the mutual idea of building a Library Culture at CUE.
- **Motion:** To allocate CSA's entire furniture donation to library and formulate an agreement with library in regards to these fund to work along side them.
- **MSC.**

#### **6.2. Equipment Purchases**

- **Discussion:** President suggest GC member and VP Finance's office chairs are broken and need to buy 2 office chair and 1TB external hard drive. IT Department has informed us all our computers are obsolete and overhauling all of them will cost around \$7000. VP Finance are putting these together and include it in the budget.

### **6.3. CSA Christmas Card**

- **Discussion:** CSA EC winter group photo will be taken tomorrow at Schwerrman Hall. VP Marketing will order about 100 Christmas cards. Once the Christmas cards arrive, all executives will sign and send them out.

### **6.4. ASEC Second Delegate**

- **Motion:** To approve VP Internal as the secondary ASEC CSA representative.
- **MSC.**

### **6.5. Vice President Academic Hiring Committee**

- Discussion: The incumbent Concordia VP Academic will become President next year. Concordia will start to hire a new VP Academic in January next year.
- **Motion:** To approve VP Finance as the student representative on the CUE VP Academic Hiring Committee.

## **7. Information:**

### **7.0. Year End Financial Update**

- Discussion: Lots of materials bought in the past were reusable and saved us lots of money this year. Overall expenses are relatively under budget.

### **7.1. Next Meeting Time**

- Next semester Wednesday 4-6pm.

## 7.2. ASEC Update

- **Discussion:** President Gillespie got transitioned to ASEC Chair on Friday, consisting of signing banking paperwork and taking over keys and password. It was also the last day of former ASEC Executive Director, who is now the Director of Communication for Wild Rose Party.

## 8. Round Table:

- Barb:
  - Tomorrow from 4-6pm some CUE staff are volunteering to assemble the Christmas Hampers. Received 29 applications, and proud to be handing out 27 hampers, and 24 with children. Each hamper will consist of gift card and some Christmas stuff. Students can pick them up on Monday.
  - Winter Orientation is January 10th from 10am-3pm. Considering to have Mannequin Challenge for the ice breaker game. Also President Gillespie recommends CSA can launch a social media contest for Thunderwear Friday.
  - Currently working with Pride Club on Concordia's first Pride Day in Tegler from 10am-2pm on March 15<sup>th</sup>. CSA will have a booth. Wear/decorate plain white T-shirt from 10-12pm. There will be a Pride Parade on campus at 12pm with flags and banners. Has send invitation to Prime Minister Justin Trudeau and MP Randy Boissonnault. Will invite Mayor Don Iverson. Not available to join the meeting with Joel next week. May be hiring a Director of Student Life position next year and it can take on some of student experience role.

- Kelsea: Xinxin from International Centre has asked CSA to allocate some budgets on International Café, for about \$150 a month. Has replied her that the decision will be made in February and will need more details on the event proposal for CSA General Council to pass this additional budget.

**9. Adjournment: 5:07pm.**