Date: August 26th 2014  Time: 5.35 pm

In Attendance:

BO ZHANG (Chair, Proxy for MARINA BANISTER)
ROGER CROUTZE
KATHRYN ORYDZUK
BRITTANY BRYCE

Excused Absence: 

Others in Attendance: 

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by ZHANG at 5.35 pm.

2. APPROVAL OF AGENDA

ORYDZUK moved to amend the agenda to add the item “Academic Policy Planning and Review Task Force”.
The motion was seconded by ZHANG.
Vote 4/0/0
CARRIED

BRYCE moved to approve the agenda for August 26, 2014 as amended.
The motion was seconded by ORYDZUK.
Vote 4/0/0
CARRIED

3. APPROVAL OF MINUTES

ORYDZUK moved to approve the minutes for July 15, 2014 as tabled.
The motion was seconded by BRYCE.
Vote 3/0/1 (Abstention by ZHANG)
CARRIED
5. **HEALTH AND DENTAL APPLICATIONS**

(1) Selection of Students

ZHANG: There are 3 positions, and there are 3 candidates. Councillor Banister asked us to have a discussion about all 3 of them to check whether they are qualified.

*The selected applicants are: Sean Boisson, Karen Shin, and Janelle Schroder.*

(2) Discussion on the Process

ZHANG: Councillor Banister wanted us to have a discussion on the process.

ORYDZUK: We are setting precedence on how the committee would operate going forward. I think she wanted us to decide whether the process we used was good or not.

ZHANG: So, are there any concerns or comments on the process we followed?

BRYCE: From an HR background, it’s easier to evaluate applicants if there’s a more detailed job description.

CROUTZE: I agree with that. Some people voiced concern about the lack of detail in the job description.

ZHANG: What would happen if a committee thinks that our process is not stringent enough? What happened before the Nominating Committee was established?

ORYDZUK: The Executives nominated people who they thought were good. So, this is quite an improvement! There’s no precedent to this, but if there was a complaint about our process, we would hear the complaint and discuss ways we can fix it. We would probably bring in some external expertise too.

ZHANG: Would the committee inform us about the process, or do we set it ourselves?

ORYDZUK: We set it up ourselves.

ZHANG: Is there a process where we talk with the committees?

ORYDZUK: The Nominating Committee’s chair doesn’t make the job description. The Chair of a committee informs us about their need for students, and we write the job description. That committee’s chair would give more details, and would be more specific about the job description if they had a preference.
6. INFORMATION TECHNOLOGY ADVISORY COMMITTEE

(1) Advertisement on Jobkin

ZHANG: The advertisement is on Jobkin.
CROUTZE: Isn’t it past the deadline now? There should be more details in the description.
ORYDZUK: Yes. I’ll add more details.
BRYCE: You can also have a discussion with the chair to get a better idea on what is required.
ZHANG: Other than Jobkin, how else do you advertise?
ORYDZUK: There was a discussion on putting it on the Volunteer Ualberta facebook page.
CROUTZE: Councillor Banister also shared advertisements on her personal facebook page so that people would share them.
ZHANG: We want to benefit the student community from this right. It would be difficult to pull in a lot of applicants if you don’t target specific groups for each advertisement. That way, people who apply would have expertise.
ORYDZUK: That’s a good idea.
I’ll rewrite the job description to make it more detailed and pass it to you guys. After that, I will post it on Jobkin and the volunteer page. I will reach out to the relevant student groups from Computer Engineering and Computing Science.
BRYCE: We can send the advertisements via faculty specific email lists.
ORYDZUK: That’s a really good idea too.
CROUTZE: It’s good as long as we have the advertisement on Jobkin. Otherwise it’s a bit biased.
ORYDZUK: Yes. We would be sending the Jobkin link. Also, it’s difficult to get people during the summer.
ZHANG: Do you know the deadline?
ORYDZUK: I’ll have to look into it.

7. ACADEMIC POLICY PLANNING AND REVIEW TASK FORCE

ORYDZUK: This is a brand new one. The job description may need to be more detailed. They will go through the University’s policies and will simplify them to make them less wordy. I think the description needs some bullet points listing the required skills.
BRYCE: It also doesn’t specify the meeting times.
CROUTZE: It’s good to list how many students you need.
BRYCE: Can we make it a standard on all the job descriptions?
ORYDZUK: Yes. We can change the outline.
ZHANG: You can also post the time commitment in hours per week. What’s in the current work hours right now may be misleading. Also, the paragraph seems to provide less description than the one for the Information Technology Advisory Committee.
ORYDZUK: This is good feedback. I’ll change it and bring to the next
8. Fall Meeting Schedule

ZHANG: I think it’s good to do this as soon as possible as September is the main recruiting period.
ORYDZUK: Off-Council Tuesdays are usually good. But, usually only about 4 people turn up. I can send out a doodle poll.
ZHANG: That would be good.

The Committee decided to finalize the Fall meeting schedule once the doodle poll is filled up.

9. Closed Session

CROUTZE moved to go in-camera at 5.39 pm.
The motion was seconded by ORYDZUK.
Vote 4/0/0
CARRIED

ORYDZUK moved to go out-of-camera at 5.48 pm.
The motion was seconded by ZHANG.
Vote 4/0/0
CARRIED

10. Next Meeting

Not decided.

11. Adjournment

ORYDZUK moved to adjourn the meeting.
The motion was seconded by CROUTZE.
Vote 4/0/0
CARRIED

The meeting was adjourned at 6.08 pm.