Date of Meeting: February 2nd 2016
Location of Meeting: Abdul Ladha Science Student Centre, Room 104

ATTENDANCE
Lily Takeuchi - VP Administration
Pooja Bhatti - AVP Administration
Alice Gu - Member at Large
Paul McDade - Member at Large
Daniel Lam - Councillor & AMS Rep
Nick Pang - Member at Large
Jinny Byun - Councillor

REGRETS
Mohammed Shaaban - Member at Large

AGENDA

1. Updates
Form circulating around for the SSAAD-recognize the great work that Science students have done → March 11th
Council meeting: approving changes that have been made → email will be sent off

2. Executive Duties and Powers Review
VP Administration:
→ thinking of adding two building manager and getting rid of the assistant; probably bring this up the week after reading break
  -new rules were introduced
  -huge gap in the work being done by assistant and building manager, because the position descriptions entail different things
  -Need to discuss because of financial reasons; they need to get paid the same hourly rate, but different bonus rates
    -May need to eliminate the bonuses altogether
No longer purchase office equipment and supplies → usually done by assistant building/building manager

We don't have a structured way to present changes to code
- There is not a process in which we get it approved to council
- Last year; reports on changes to bylaws; she was bringing in the changes to council, however there wasn't enough discussion prior to that, so there was a lot of argument in council (makes better sense to have 'argument' in CAPC)
- Need to get a better structure → CAPC to Executive Committee to Council
- Won't apply to small changes
- Maybe encompass a presentation to council? Would this apply to word changes as well?
- Bylaw 7. 1. i: written notification of the amendment shall be given to the VP Administration for discussion in Code and Policy Committee at least two weeks prior to its approval in council.
- ii.: come back to this after reading break (first meeting back)

Clubs:
- h. 2: not worth putting in code when the deadlines are → strike the point as it is no longer relevant to VP Administration’s role; move the point to Club Commissioner’s role
- Inform clubs of deadlines for documents including the annual transition report and grant applications
- Club forums: open meetings with clubs and members of SUS, and resolve any issues; this year, meeting with each club individually happened instead (so club forums may not be helpful, and many do not come out)
- k. be responsible for the organization of one-on-one meetings with the Science club representatives, held once (1) per term, together with the Clubs Commissioners *** revisit wording → review on February 23rd

VP Finance:
- CAPC recommends VP Finance should be responsible for working on the budget over the summer and then presenting within the first month of council meetings
- g. → review
- h. → submit and present end of term reports to council of all the accounts of the society
→ VP Communications:
  - d. Actively promote, through the SUS media outlets, vacant positions on SUS Council and SUS Committees to the members of the Society
  - e. ...SUS and affiliated events
→ VP Academic:
  - Lobby the Faculty of Science and/or relevant departments when appropriate as reflective of student feedback
  - Liaise with the AMS and Associate Deans of Science to promote student feedback on courses, professors, teaching assistants and other academic issues
  - Chair the Academic Committee (b)
→ VP Student Life
  - a. Be responsible for the appointment of the Science First Year Orientations Committee Chair(s) and oversee the Committee
  - b. Be responsible or the appointment of the annual Science Week Committee Chair and oversee the Science Week Committee ***follow up

**DISCUSSION**

**MEETING ADJOURNMENT:**

**NEXT WEEK:**

Elimination of assistant building manager, addition of another building manager
  - Need to review what the finances would be like (end of year bonus is different) and how many hours (this is more of a discussion with BMC)

After reading break:
  - go over senator

Pooja Bhatti  
AVP Administration

Lily Takeuchi  
VP Administration