



Science Undergraduate Society

EXECUTIVE COMMITTEE MEETING MINUTES

The Science Undergraduate Society of UBC c/o Science Student Information Centre, Room A150 - 6221 University Boulevard, Chem/Phys Bldg., UBC, Vancouver, BC V6T 1Z1. Telephone: 604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

Date of Meeting: Tuesday January 13, 2015

Location: Abdul Ladha meeting room

ATTENDANCE

President – Carmen Wong
VP External – Mohammed Shaaban
VP Internal – Nick Hsieh
VP Academic – Madeline St. Onge
VP Administration – Carmen Leung
VP Finance – Jesse Grist
VP Communications – Jason Yen
VP Student Life – Nina Zhang

REGRETS

CALL TO ORDER: 12:35pm

1) Round Table

2) Executive Updates

Carmen W.

- Ad Hoc Committee: hopefully an even number of executives, councillors and general students sitting on the Committee; Meet once or twice a week to review the Strategic Plan
- LSC is booked for careers night on March 12th
- From Dr. Harrison: Andreaa's suggestion of putting telescope on top of Abdul Ladha is not feasible due to safety issues and won't know if the building can withstand the pressure of a telescope.

Jason Yen

- Melissa had emailed webmasters about updating the SUS webpage, online booking will be up and running soon after web server is fixed
- UBC IT has not replied to the problems that we are dealing with our web server
- Exec hoodies will be in order this week
- Science hoodies will be delivered for Science Week

Nick

Sock War

- In effect since Monday
- Please be active and involved
- All councillors, BMan, ABman, and AVPs are all participating in the game



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SUS puppy groups

-Plan check-ins this week and check in with councillors next week

Office Protocol with Melissa

-Protocol includes weekly tasks for councillors to accomplish, storage inventory, updating the calendar, decorating and cleaning up the office

- After a task is accomplished, councillors are encouraged to take a picture and points will be rewarded

Discussion

Maddy: Keep in mind that only some people have access to storage. If someone has access to storage, he is responsible for cleaning it up. Some people do not use it and should not be using it.

Carmen W.: Be mindful that cleaning up after themselves during office hours is councillors' responsibility.

Event in May by General officers

-Met with Kali to discuss about the event

-it is something similar to what UBC currently has in place: Destination UBC

Discussion

Shaaban: I know AUS helps out with Destination UBC, it is possible that you can ask them for advice. Al would also be a helpful resource, as he is the coordinator for Destination UBC.

Jesse

-Finance committee had passed 6 grants; quick process because they do not have to be passed through council

Discussion:

Jesse: Committee was reviewing club grants for Canadian Liver Foundation, but it seems like the grant that we are giving out is a form of monetary donation to the charity. In the future, a suggestion is to integrate it as a grant and can be an indirect way of reaching out to charity. Is it feasible to make an application for charitable organizations, like charity donation on our part?

Nick: I know Heart and Stroke Foundation uses grant directly for a grant.

Maddy: It might be a good idea to meet up with presidents of those clubs and see what they think.

Carmen W.: Some clubs are not solely to fundraise, but also to raise awareness and put up research nights.

Shaaban

-same updates as Carmen W. for careers month

Maddy

-EUS VP academic, Mark has inquired about SUS relationship with Vantage College, as the EUS will start to connect with them next year.



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Discussion

Maddy: Do we want to have a seat reserved on council for students at Vantage College?

Carmen W.: Is there any fees coming from them to us?

Maddy: Not completely sure, but can find out from Dr. Harrison about the fees.

Carmen W.: It would be great to integrate students who have graduated from Vantage College to the general science student population. In terms of communication, SUS has probably been quite isolated for them. For incoming execs, I suggest them to connect with Vantage students directly and talk to them to act as peer support, and let them know that we are here to help as student government.

Exam database

-Met up with Dr. Cavers to discuss the issue; 4 majors have agreed to put forth their exams so far: Physics, Biology, Chemistry, Math

Degree navigator

-In last stage in the development of the navigator

-Focus groups will be developed this term to hear on students' thoughts

-Still waiting on some departmental approval

Nina

Science Grad

-Will get in contact with Arun regarding digital signage outside Abdul Ladha

Sports Committee

-In process of evaluating the goal of the Committee and if it should be a separate Committee by itself. Currently, because the wellness section that was previously in the Committee was taken out, I feel that it is not doing enough and the co-chairs do not have enough responsibilities. They are now in charge of signing students up for rec events and planning sports events for Science Week.

Suggestions

Nick: It is possible to initiate small sports events, like mini tournaments.

Maddy: They can also help promote Faculty Cup.

Science Week

-Jan 19-23; Attend as many events as possible, participate and encourage your friends to, have fun!

Discussion

-Too many events have been set up for Science Week. Students are probably confused and would have been better if only one main event is created. However, the many events should not be cancelled now, as it would create even more confusion, just keep in mind for future years.

- In debate of cancelling council meeting due to Science Week, and will then have 2 council meetings in a row. Maddy will take lead on tallying the number of council and academic meetings in total and will inform councillors with final decision.



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Carmen L.

- Melissa and Aly have been invited to CAPC Committee meeting to provide feedback on position description of assistant building manager
- Meeting with Melissa on building upgrades
- Updating office hours with more people finalizing their schedules and filling the availability doodle out

3) 1:1 Peer Evaluation Debrief- Carmen W.

- item moved to next week, after Kali has checked in with everyone

Discussion

Nick: 1:1 peer evaluation would also be helpful to be done end of August/ early September

Jesse: I would not have done much then for my portfolio

4) Summer hiring plan-Carmen W.

In the past couple of years, execs had been responsible for sending out callouts and setting up interviews for the positions to be hired for the new year. They would also invite incoming execs to be at interviews, to provide insight on who would be a good fit for the positions, and have them learn about appropriate questions to ask. Execs are in charge of putting together job descriptions, as it is part of the transition.

Meeting adjourned at 1:42pm

-----*Carmen Leung*-----

Carmen Leung
VP Administration