The Interdepartmental Science Students' Society

Executive Meeting
Minutes
5:15 p.m.
February 1, 2012
CCIS 1-033

Attendance
Executives: Siwei Chen, Dustin Chelen, Cian Hackett, Brett MacGillivary, Jessica Nguyen (5:19 PM), Stephen Chin (5:20 PM)
Other: Jen Weekes

Chairperson: Siwei Chen
Minutes: Jen Weekes (for Brittany Matenchuk)

1. Call to order
Meeting called to order at 5:16 PM.

2. Approval of minutes
Motion to approve the minutes of the last Executive meeting of January 25, 2011 as written. Dustin/Cian. Carried 4/0/0.

Motion to amend the minutes to include the word "representation," after "research," under section 2.i of New Business. Dustin/Brett. Carried 4/0.0.

3. Approval of agenda
Motion to approve the agenda below, as written. Dustin/Cian. Carried 4/0/0.

4. Old Business
1.

5. New Business
1. Website Discussion, Stephen
   a. Stephen: The website takes up a lot of time and we're trying to make it more user friendly. We need to keep in mind how much work maintaining a website requires.
   b. Brett: Agree. It is a lot of work. Since it's a volunteer position, we have no real expectations.
   c. Dustin: IAm is great. Braeden has done a great job on this. Overseeing exec should maybe set restrictions on work.
   d. Cian: Website work is something that we will need for awhile. It's a problem that we can't find the people with the time to work on the websites.
   e. Stephen: Why aren't we paying someone to develop a website?

  f. Siwei: The website is necessary to get information out to students. We need to find ways to help whoever is in charge of the website. All positions in a volunteer organization are unpaid.

  g. Cian: The ISSSER is paid for fair elections. It's our organizational philosophy to not pay anyone. If we need that much web help we need more people.

  h. Siwei: We could have more than one director for it.

  i. Cian: Make sure execs are aware of how much time web development takes.

  j. Siwei: Council needs to be aware of this as well.

2. ISSS Internal Posting Discussion, Stephen

  a. Stephen: Everyone posts monthly?

  b. Dustin: I don't post on it. It's not a priority for me. I think it's incredibly valuable. It will be better in the future once exec portfolios are more defined and the work load levels off.

  c. Brett: I don't see personal value in it. Personal check ins are more valuable. But it does have value.

  d. Siwei: It's good to let people know that you're busy so everyone is aware of this. So efficient.

  e. Cian: Participation might not be uniform among everyone or from year to year.

  f. Siwei: It will take time. More people need to use it and just continue using it.

3. Executive Job Descriptions Discussion, Cian

  a. *Cian: Hopefully everyone will have read them before this meeting, and can share any remaining comments. I'd like to agree to approve them for public distribution to potential candidates and for posting on the website.*

  b. Cian will compile them and make them public.

4. 2012-2013 Directors

  a. Motion to approve the 2012-2013 Director recruitment timeline, transition and positions. Cian/Dustin. Carried 4/0/0.

    i. See attached document.

5. Faculty Relations Guidelines. Dustin

  a. See attached document.

  b. Cian: Will this add extra work to the VPA portfolio?

  c. Dustin: Unknown. We can appoint a director if necessary.

  d. Stephen: Communications with Development Office?

  e. Dustin: Falls under the guidelines.

  f. Cian: Similar guidelines for contact with SU?

  g. Dustin: Not an immediate need, but easy to do.

  h. Siwei: In person contact?

  i. Dustin: Execs just need to inform VPA. Directors/Councillors/volunteers can't have spontaneous meetings.

6. <mark>Motion</mark> to approve no more than $15.00 towards the purchase of jelly beans for a PRT Outreach event, Siwei/Cian. Motion defeated 3/2/1.
   a. The Public Relations Team has been looking for more ways to interact with students. As part of out this we would like to do a "jelly bean guess" to attract students and then we will be presenting them with information or questions of the ISSS's choosing. During the week of February 6th we are hoping to go out for at least 5 hours and either have a table in PCL lounge or actually walking around, wearing ISSS capes. For each hour we would hope to reach a minimum of 30 students. For a minimum of 150 for the week.
   b. We are looking to fill one jar of candy (3.5L) with 4 tubs of jelly beans which are $3.28 per 907g.
   c. 3.28x4= 13.12 + 0.66 (gst)= $13.78
   d. Anyone from the ISSS is allowed to submit either specific questions that they would like answered by students or just something broad that would help with finding out what students want. We are also looking for information to tell them while they are filling out the form. So if this gets approved please send me your ideas.
   e. Cian: How do we coordinate this between ACT and PRT?
   f. Dustin: ACT is to get feedback, PRT is informing students.

6. Attachments
   1. See attached.

7. Good and Welfare
Comments and criticisms of the meeting for the good and welfare of the organization.

8. Next Meeting
The next meeting of the Executive will be at 5:15p.m., February 8, 2012 in CCIS 1-033.
The chairperson of the next meeting will be Brett MacGillivary
Minutes will be taken by Anthony Wu.

8. Adjournment
<mark>Motion</mark> to adjourn the meeting at 5:46. Dustin/Cian. Carried 6/0/0.

Faculty Relations Guidelines

Introduction

As the undergraduate association representing students in the Faculty of Science, occasionally our activities require us to contact administrators or professors. In principle, these interactions should be respectful of the time and workloads of these individuals. Therefore, in order to better manage our communications with staff members of the University of Alberta, the following guidelines must be adhered to by all ISSS Executives, Councillors, Directors and Volunteers.

Purview

All contact with a University employee, including administrator, professor, graduate student, non academic staff member, or unit head must follow these guidelines.

Authority

The Vice President Academic or designate has the authority to approve or deny any requests for contact from a Councillor, Director or Volunteer.

Responsibility

Every Executive of the ISSS has the responsibility to notify the VPA of contact with a staff member. Every Councillor, Director, or Volunteer must request permission from the VPA to contact a staff member.

The Vice President Academic is responsible for maintaining a Google Calendar which tracks contact with staff, and is viewable only to Executives.

Executives

Notification of contact, including the individual, the date, and the topic should happen beforehand, whenever possible. The VPA has the right to provide the Executive with feedback that could increase the chances of a positive interaction.

All Other ISSS Representatives

All Councillors, Directors, and Volunteers must provide the VPA with the name and title of the person they wish to contact, the date they wish to contact them by, the method of contact, and the topic of contact. If the contact includes a request of any kind, that request must be provided to the VPA.

Within 3 days of receipt of request, the VPA will evaluate the contact request according to the following principles:

1. Relevance to the job description of the individual.
2. Necessity to improve an ongoing or potential service or program of the ISSS, as determined in consultation with the overseeing Executive.
3. Minimization of the time or resources requested.
4. Professionalism of the contact.
5. Low frequency of contact with the individual.

Based on the VPA's evaluation, he/she can approve the request, deny the request, or modify the request in the following ways:

1. Redirect the contact to a different individual.
2. Adjust the timing of the contact.
3. Adjust the content of the contact, in consultation with the overseeing Executive.
4. Change the contactor to a higher-ranking member of the ISSS.
5. Amalgamate the content into a second contact with the same individual.

2012-2013 Directors

Recruitment timeline:

March 16	Application opens
March 30	Applications due (elections finish March 23)
April 1	Shortlist created
April 6, 7, 8 and 9	Interviews
April 14	Alternate interview date
April 15	Directors selected and appointed

Transition timeline:

March 23 – April 15	Meetings between Directors and incoming Executives
April 15	Transition documents completed
April 15 – May 15	Encourage one-on-one transition of Directors
May 1 – May 31	Transition of incoming Directors by incoming Executives
May 1 – May 31	General Director training and ISSS transition

Director Positions:

President
1. Director of Executive Administration
2. Director of Internal Relations

VP Academic
3. Director of Career Development
4. Director of Professional Development
5. Director of Mini Study Groups
6. Director of Academic Programs
7. Director of Research
8. Director of Student Consultation
9. Director of Student Representation

VP Administration and Finance
10. Director of Finance
11. Director of External Relations
12. Director of Web Design
13. Director of Administration

VP Community
14. Director of Marketing Design
15. Director of Marketing Campaigns

16. Directors of Volunteers (2)
17. Director of the COSSA
18. Director of the Newsletter
19. Director of Student Stories

VP Programming
20. Director of Programming
21. Director of Science Week
22. Director of Athletics

VP Services
23. Director of Mentorship Programs
24. Director of Student Resources
25. Director of Science Tours
26. Director of Lockers
27. Director of Used Book Sales
28. Director of Handbooks

Application Requirements:
1. Personal Information
2. Position Choices
3. Interview Availability
4. Letter of Intent
    a. Expectation to cover all positions applied for (maximum one page, plus an additional half page for each additional position)
5. Resume