

**Present:**

**President Nathaniel (Nate) Saad, VP Internal Eric Enescu, VP Academic Rayan Tibiche-Dahmoune, VP Finance Gabriel (Gabe) Imbeau, VP External Davy Iconzi Irakoze, VP Communications Christina-Maria Maalouf, Student Advisor Bill Mahon, Secretary Barb Hill.**

SUJAC President Nathaniel Saad accepts the chair for the first SUJAC Executive meeting of 2019-2020.

**1- APPROVAL OF AGENDA 01**

Rayan T-D. moves, Christina-Maria M. seconds. Agenda 01 is approved.

**2- APPROVAL OF SUJAC EXECUTIVE JOINT MEETING MINUTES 29-2018-2019—May 14**

Davy I. moves, Christina-Maria M. seconds. Minutes 29 are approved.

**3- EXECUTIVE REPORTS/COMMITTEES (Incl. Academic Council)**

Bill explains that this section is an opportunity for the Executives to summarize what has been happening in the past week, i.e., something not on the Agenda.

**3.1 PRESIDENT:** Nate reports:

- Three students came in earlier and want to start a Club. Nate took their info to give to Eric.
- SUJAC was represented at Orientation with a lot of positive feedback about SUJAC and people signing up for Congress and for Clubs.

**3.2 VP INTERNAL:** Eric reports:

- SART (Sexual Assault Response Team) is on the Agenda
- 2 Club Leader Meetings coming up tomorrow and Wednesday: Budgets and the Club Manual will be given out.

**3.3 VP ACADEMIC:** Rayan has nothing to report yet.

**3.4 VP FINANCE:** Gabe has nothing to report yet.

**3.5 VP EXTERNAL:** Davy has nothing to report yet..

**3.6 VP COMMUNICATION:** Christina-Maria reports:

- Added Snapchat & Instagram codes  
Bill started most of the Social Media on campus and explains the issue for Instagram. Discussion ensues, raising some points and suggestions:
  - SUJAC has 600 Followers on Instagram
  - Passwords to be shared among Execs--and what goes on SUJAC Instagram is first approved by Christina-Maria
  - Guidelines were established
  - Execs can forward photos to Christina-Maria
  - Add new section to SUJAC allying with Bandersnatch photographers (set up meeting)
  - Campaign for more Followers
- Chemistry Professor wants reps for the Science Committee. Barb is preparing the Committee List 2019-2020 and it will be pass around to Execs then Congress. Christina-Maria wants to invite Chem. Prof. Roberta Silverova to Congress to explain the 'R Score and Rayan suggests explaining it to the students on a video.

**4- CONGRESS**

VP Internal Eric covers Congress:

**4.1 Nominations Close—Monday, Sept. 9, 4:00 pm**

**4.2 SUJAC Execs Regular Meeting—Tuesday, Sept. 3, 5:30 pm (P-101)**

Execs approve of regular SUJAC Exec meetings on Tuesdays (starting Sept. 3 at 5:30 pm). Historically, Congress votes to meet Mondays. Execs approve buying a Gavel with the SUJAC Logo.

**4.3 Meeting-01—Monday, Sept. 9, 5:30 pm (H-238)**

As VP Internal, Eric will act as Congress Chairperson at the first two meetings of the semester. (It is mandated in the SUJAC Constitution that all the SUJAC Execs attend the first and last Congress meetings of the year and Executives attend Elections as well.)

#### **4.3.1 Ice-Breaker**

A few Ice-Breaker suggestions are made (e.g., same Bingo Ice-Breaker as last year) and Execs agree to do the 'Character Matches' (with 25 characters, celebrities, cartoons, etc.). Ask one question and find your match.

#### **4.3.2 Orientation (Agenda 01)**

Barb clarifies that the first Congress Agenda is a Congress Orientation meeting.

#### **4.3.3 'Congress For Dummies'**

Execs will look over the 'Congress For Dummies' package and notify Barb of any changes. Eric will run the second Congress meeting with the election of the Congress Chairperson and the Secretary. It is important to find an effective Chairperson.

#### **4.4 Academic Council Reps**

Bill explains that student reps are needed for this second highest governing Board of John Abbott (consists of Admin., Faculty, and Student reps) that meets every 2nd Friday afternoon from 1:00-3:30 (H-355), starting Friday, September 6. Three (3) Regular and three (3) Replacement reps are needed. Nate will let Barb know if he is available to be a rep. Tabled for Congress.

#### **4.5 Board of Governors—1 Pre-U & 1 Technology Rep**

Bill explains that there are two (2) student seats on Board of Governors--1 Pre-U and 1 Technology. The Board meets once per month on **Tuesday, from 7:00-9:00 pm**. The Board is the highest body in the College and it is an opportunity for students to see how the College is governed. Historically, after Execs discuss, the SUJAC President has taken the first option for the Pre-U seat. This will be an interesting year with a Strategic Plan meeting on Saturday, Sept. 7.

##### **(7.1.1) Board of Governors + Board Executive--Pre-University Rep**

**Nate** agrees to take the seat of Pre-U Rep on the Board and the Board Executive.

Bill will notify the Board and request they send Nate the dates of the meetings:

***Tuesdays, starting Sept. 24, 7:00-9:00 pm.***

***Executive meets the week before at 5:30 pm.***

**Technology Rep:** Since none of the Executives are in a Technology Program, the seat is tabled for Congress or, if not, a school-wide vote.

#### **5- SUJAC UPDATE—Bandersnatch Column—Friday, Sept. 6 (Nate)**

Executives usually take turns writing the SUJAC Update every second Friday, in order of: President, VP Internal, VP Academic, VP Finance, VP External and VP Communications. It is due maximum by Monday. After writing the Update, then e-mail it to Barb at [sujac@johnabbott.qc.ca](mailto:sujac@johnabbott.qc.ca) (edits, adds any missing info) and then e-mails it to Bandersnatch. Christina-Maria asks to see it after Barb has edited it.

The President Nate starts the rotation and suggested topics are:

- Welcome to New and Returning Students
- Brace Yourselves for the JAC50 in 2020
- Short Blurb on what SUJAC does for Students (Location P-101)
- List Executives names, positions and brief summary of each role
- Social Media codes
- Previous SUJAC Executive donated \$50,000 towards a special SUJAC space in the Library
- Mention date of SUJAC-Club Day--Wed., Sept. 25, 10-2:30 (*The Agora*)
- RibFest Friday-Sunday, Sept. 20, 21 (11am-10 pm) and 22 (11am-7pm)
- Signed by the Executive Team 2019-2020

#### **6- SUJAC ORIENTATION:**

##### **6.1 Confidentiality**

Bill explains the importance of Executives being able to feel comfortable to discuss matters at Executive meetings--in confidence without fear of being "thrown under the bus". In short, the discussions are confidential while the actual decision is public. Bill asks Execs to be open-minded and to listen to each other's opinions and keep personalities out of it. Work together as a team. Even if someone disagrees with the opinions and decisions of the others, it is important to be on the same page and be respectful of each other. You will hear things in the Office that are confidential, e.g., about Teachers, Grades,

Plagiarism, etc. These types of conversations have to remain confidential. (Note: At times, Rayan may have to bring a student into the Conference Room. Students have to feel comfortable, in a safe space.)

If it is an academic complaint, direct the student to Rayan. Bill shows a situation where the way it was handled did not match with the process. Note there will be times of stress and disagreements and learn to trust each other and be supportive. Christina-Maria adds that at the end of the day, it is not own opinions that matter but what's in the best interest of the students.

**6.2 Agenda Procedure:** Barb asks Execs, and Congress members, who write topics on the white board (behind VP Communications desk) prior to the meeting, to put their names in brackets beside the topic. Congress will also have a place to add their topics.

**6.3 Meeting Procedure:** Bill relates the meeting procedure:

- Execs usually meet once per week (occasionally cancelled if nothing on the Agenda or heavy school work load the next day so Regrets are important!);
- Chairperson is on a rotation basis (order: President, VP's Internal, Academic, Finance, External, and Communications);
- Meetings are run semi-seriously (Agenda, Minutes, Move Motions, Vote, etc.);
- Davy suggests a more formal style where the Chairperson has a Gavel. Execs agree to Bill ordering a Gavel with the SUJAC Logo and it is agreed to have the Exec meeting more formal for certain meetings and to start meetings "chill" and any member can ask for a more formal meeting;
- Decisions are usually made by consensus but, if not, majority vote (4 out of 6) rules and the Chair breaks a tie. It is a team effort and important to keep a united front;
- The President is the SUJAC Spokesperson;
- Quorum is currently 4 out of 6 Execs. Anyone who cannot make a meeting should give Regrets to Barb as soon as possible and the meeting will be cancelled or an informal meeting may be held but no official decisions may be made;
- The Executive Meetings are held so that everyone can be together and have their say. Then the Execs will speak with one voice. Avoid immediate answers and the ideas/decisions on the Facebook group chat need to be brought to the table at the Executive Meeting to be recorded in the Minutes;
- Christina-Maria suggests
  - A link to one e-mail: [sujacexecs@johnabbott.qc.ca](mailto:sujacexecs@johnabbott.qc.ca) (except VP Academic);and
  - Take Exec photos as soon as possible to post; and
  - Do Exec Bios for Christina to collect.
- Exec Meetings are usually closed, however, guests will be included on the Agenda prior to the meeting, i.e., if SUJAC invites the usual special guests such as the Director General, Academic Dean, Director of Student Services, Foundation Director, etc. to come and meet the Execs and to address questions/issues. Tabled to discuss who will be invited and dates to be scheduled.

**6.4 SUJAC Philosophy & Role in The College:** Bill explains that, historically, the role of SUJAC has been in collaboration with JAC Administration, Faculty, and Staff. They look towards SUJAC in a high standard and this is something to maintain. Respect the roles and do not take advantage. The role of Execs is to represent students. Bill shares some experiences. There is a process to go through and it is not for individuals to take it upon themselves to fulfill the processes. Eric confirms that any issue that arises, do not take it personally but be objective. Bill adds that school work comes first so do things in a way not to affect your academics and plan academics accordingly.

**6.5 Office Rules/Decorum:** Barb refers to the SUJAC Office Rules (August 2019) distributed which have evolved out of necessity and have been established over the years by the Executives. SUJAC has tried different approaches--ranging from a 'free for all' to 'strictly business'--unprofessional to strictly professional--and what has evolved is SUJAC's current 'semi-professional' approach. Barb explains that it is the Executives' office and their choice if they find a better way; and these rules have evolved out of necessity to keep SUJAC's credible image. Christina adds that SUJAC is not a Club Room and it is important for people not to leave all their stuff in the SUJAC Office. Some suggestions are:

- Website: All the schedules and office hours
- Nameplates outside indicating who is in the office
- Keep noise level down

**6.6 SUJAC Image & PR (Poster/Photos, Branding, Other):** Barb explains that it took years to build up SUJAC's credible semi-professional image in the College and she is confident the SUJAC

Execs will keep up the good rapport when dealing with the different Departments. SUJAC is

promoted via posters and flyers and SUJAC branding on T-Shirts, Water Bottles, Pens, Hoodies (Bill will send the Execs a Hoodies link), Phone Card Holders, etc.

Barb asks if Execs want to redesign the SUJAC Pamphlet and the SUJAC Poster, and Execs say that the Pamphlet is not necessary—perhaps upgrade the SUJAC Bookmark instead—and they will look at the Poster. Bill notes that the Pamphlet is effective for outside use, such as, JAC Open House and Parents Night. Suggestion is to talk to friends in Graphics to do a new Poster and Flyer.

- For the College's 50<sup>th</sup> Anniversary, Gabe suggests a 'Coat of Arms' competition. The entries can be given to Christina-Maria and she can bring it to Communications Dept. Bill notes that regarding anything representing the John Abbott logo, the Communications Dept. has a strict criteria on how it is used and branded.

**6.7 Social Media (Facebook, Twitter, etc.):** Christina-Maria says she is not dealing with Twitter or Facebook--only Instagram, SnapChat, and the SUJAC Website. Discussion ensues about 'JAC Confessions' (aka 'JAC Secrets') and suggestions are:

- Execs decide as a group how to handle negative posts about SUJAC—ignore it or leverage it.
- Take a look at the posts and see the trend; it's first notice that SUJAC may be on the wrong track .

**6.8 Goals & Objectives:** Bill asks **Execs** to brainstorm if they want to do something as a team or individually? Spend ½ hour coming up with ideas of things they want to tackle and then take the top 2 or 3 goals and objectives to work on, such as, WiFi, SUJAC Branding, etc. Execs will think about this over the weekend: what they want to achieve over this term and how would you make student life better? Bill advises that JAC has bought Brittain Hall from McGill and the government is going ahead with this project and has given JAC \$1 Million to evaluate the building: tear it down and rebuild or renovate it? This might become a Student Life Building for next year's Executive to work on.

**6.9 Commerce on Campus:** Bill advises that Student Activities takes care of Commerce on Campus and negotiates rentals when approached by third party people. Different companies/ groups will try to get in touch with SUJAC to promote their product but they have to pay an access fee through Student Activities (percentage goes to Student Assistance Fund to help struggling students). Student Activities ensures that they comply with the law and College policies and that it is in the best interest of the students (legal, etc.). SUJAC's main mandate is students rights and Execs need to be aware there are a lot of people (including "scammers") who try to market a variety of products/services (by phone or coming into the Office). These people should be directed immediately to Bill Mahon (Local 5317) and Execs should **not** sign any agreements or make arrangements with solicitors but direct them to Student Activities right away. Davy adds that Execs should go through Bill regarding fundraising to protect the student body.

**6.10 Committee Representation:** Barb reports that, once the Committee list is set up, Execs will have a chance to sign up--except with certain Committees where the reps are specified from Congress, e.g., Clubs and SAC. Tabled.

**6.11 Policies (3-Ps: Purchasing, Photocopies, Printing):** To do any mass photocopies or printing, or to make a purchase for the Office, **Execs** will see Barb. Barb needs a new shredder and Bill will look into what's happening about a fridge? Rayan and Christina-Maria are keen to do something about brightening up P-101--paint the Office and shop for new posters at Imagnus Poster Sale (See Bill to arrange payment). The painting has to go through Facilities and would be done over a holiday period such as Christmas or Spring Break or Summer.

## 7- SUJAC BUSINESS

### 7.1 SUJAC Executive Board Reps

**7.1.1 Board of Governors: (See 4.5):** Executives approve Nathaniel Saad as **Pre-U Rep** on the JAC Board of Governors (**Tuesday from 7-9 pm**). Board Technology seat is tabled for Congress. If no one is available, the seat then goes to a school-wide vote.

**7.1.2 JAC Foundation—Wed, September 25, 6:00 pm (light supper):** This group meets about 4 times per year and, traditionally, the first right for the student rep goes to the SUJAC Executives.

**Rayan, Davy and Christina-Maria** are all interested. Meeting dates are: W, Sept. 25; T, Nov. 26; W, Feb. 19; and W, June 17. If anyone wants more info, see Bill. Tabled for next week to think about who is selected for this seat.

**7.2 SUJAC-Club Day—Wednesday, Sept. 25, 10 am-2:30 pm (The Agora)**

**7.2.1 Theme Ideas?:** There is usually a contest for 'The Best Booth' prize for the Club with the most creative/interactive booth and in the past they were given one/two Tim Horton's cards. One theme suggestion is 'Retro 70's' in line with celebrating JAC50, some 70 years ago. Execs will brainstorm ideas. Eric will motivate Clubs to show up. Tabled.

**7.3 Contact List—'Your Eyes Only!'**

Barb will revise this list of personal contact info for all the Execs and it is for their eyes only!

**7.4 Barb's Regular Day Off--Fridays**

Barb explains to the Executives that she has 'reduced workload' and has Fridays off and asks if the Executives are ok with her continuing this? All the Execs approve. (Barb notifies Human Resources every January of her plans re reduced workload.)

**7.5 Welcome Back BBQ—August 28**

Bill reminds everyone about the upcoming JAC Welcome Back BBQ on August 28, to be held outside (in the event of rain, it will be held inside). SUJAC will have the Wheel and people can Like or Follow SUJAC before spinning for a prize (t-shirt, water bottle, pen, bag, etc.)

**8- OTHER/NEW BUSINESS**

**8.1 Obligations**

Eric explains about the JAC student Moonsif who drowned over the summer and his Program, Arts & Science Dept., are donating \$250 towards to the Equipment Room for workout/fitness equipment, which Moonsif loved. (SUJAC has a Budget for 'Obligations' and historically donates \$50 towards the charity suggested by the family). Eric will get back with more info. Bill advises that 2 other students died as well. Tabled.

**8.2 SART (Sexual Assault Response Team): 1 Male, 1 Female**

Eric forwarded an MIO (Aug. 23) from Counsellor Antoine Beauchemin (Aug. 20) which includes a link to Policy 24 on Sexual Violence Prevention, Education and Awareness (Barb has printed a copy for the office Policies binder). A potential option to meet the requirement of the Policy for trainings for staff and students is a training Webinar for SUJAC Execs and Congress. This is mandatory for all students. Every institution is trying to figure out what to do. The Quebec Government has passed a law about this. Tabled for further discussion.

**9- NEXT MEETING—Tuesday, September 3, 5:30 pm (P-101)**

***And, if necessary, Wednesday, Sept. 4, 5:00 pm***

Execs agree that next meeting will be after Labour Day—**on Tuesday, Sept. 3, at 5:30 pm**, and if there is anything further to be discussed, it will be carried over to a follow-up meeting on **Wednesday, Sept 4, at 5:00 pm**.

**10- ADJOURNED:** Rayan moves, Davy seconds. Meeting adjourns at 6:30 pm.