



Athabasca University
Students' Union

Athabasca University Students' Union Council Meeting Minutes

(APPROVED Oct 13, 2015)

Wednesday September 09, 2015

5:30 pm MDT

By Teleconference

Meeting Called By: Shawna Wasylyshyn, President

Type of Meeting: AUSU Regular Council Meeting

Minutes: Sarah Cornett, Executive Director

Participants

Council: President Shawna Wasylyshyn, Councillor Megan Daigneault, Councillor Colleen Doucette, Councillor Philip Kirkbride, Councillor Kim Newsome, Councillor Pierre Plamondon, Councillor Brandon Simmons, Councillor Tamra Ross, Councillor Laura Zhu

Staff: Executive Director Sarah Cornett, The Voice Editor Karl Low, Office Administrator Donette Kingyens

Members: Sheldon Fougere, Madeline Hudson, Barbara Lehtiniemi, Sandra Livingston

Absent:

Call to Order: 17:32 MDT

Welcome and Oath of Office

1.0 Welcome and Oath of Office

S. Wasylyshyn

President S. Wasylyshyn welcomed the new Councillors to the table and lead them in reciting the Oath of Office. It was noted that this was a formality as a copy of the Oath of Office and Confidentiality Agreement has been signed by all incoming Council members.

Councillor Oath Document.pdf

Election of Vice President's

2.0 Election of Vacant Executive Positions

S. Wasylyshyn

President S. Wasylyshyn introduced the election process for a Vice President External and Student Affairs (VPEX) and a Vice President Finance and Administration (VPFA) which were the currently vacant positions on the AUSU Executive.

The Chair was passed to Executive Director S. Cornett to preside over the election.

2.1. Election of Vice President External and Student Affairs (VPEX)

S. Cornett

2.1.1. S. Cornett opened the floor to nominations for VPEX. Previously declared candidates C. Doucette, P. Kirkbride and L. Zhu confirmed their intention to stand. Nominations from the floor were called three times. No other nominees came forward.

2.1.2. Nominations for VPEX were closed with three candidates: C. Doucette, P. Kirkbride and L. Zhu.

2.1.3. Candidates each addressed Council for a maximum of five minutes.

2.1.4. Several questions were asked by Council members and answered by nominees.

2.1.5. S. Cornett confirmed with each Councillor that they had on-line access to their council email in order to participate in the voting using Simply Voting. Voting was conducted by secret ballot using the on-line Simply Voting system.

2.1.6. S. Cornett announced the results. It was confirmed that all nine Council members cast a ballot. C. Doucette was elected as Vice President External and Student Affairs receiving six of nine votes. C. Doucette addressed Council briefly.

2.2. Election of Vice President Finance and Administration (VPFA)

S. Cornett

- 2.2.1. S. Cornett opened the floor to nominations for VPFA. Previously declared candidates T. Ross and B. Simmons confirmed their intention to stand. Nominations from the floor were called three times. No other nominees came forward.
- 2.2.2. Nominations for VPFA were closed with two candidates: T. Ross and B. Simmons.
- 2.2.3. Candidates each addressed Council for a maximum of five minutes.
- 2.2.4. Several questions were asked by Council members and answered by nominees.
- 2.2.5. Voting was conducted by secret ballot using the on-line Simply Voting system.
- 2.2.6. S. Cornett announced the results. It was confirmed that all nine Council members cast a ballot. B. Simmons was elected as Vice President Finance and Administration receiving five of nine votes. B. Simmons addressed Council briefly.
- 2.2.7. The Chair was returned to President S. Wasylyshyn for the remainder of the meeting.

Agenda and Minutes**3.0 Approval of Agenda**

All

Motion: BIRT Council approve the agenda as presented.

M. Daigneault / P. Plamondon

Amended

During discussion of the agenda it was suggested to bundle items 6.2 through 6.8, which were the ratification of email votes by Council that had been passed unanimously, and to address item 6.1, which was the ratification of an email vote by Council that had not passed unanimously, separately. Concern was expressed that there was no evidence presented that the full procedures for the email votes outlined in the Council manual, namely the 5 day period of email discussion required between when the motion is moved (and seconded) to when vote occurs. It was therefore suggested that current Council may wish to further consider the actual content of the one vote that was not unanimous.

It was noted that a ratification of an email vote was intended to confirm that the vote was conducted and recorded properly, and not intended to reconsider the content. However, it was also noted that the current circumstances were unusual in that the makeup of Council had changed significantly and a longer than usual period of time had elapsed since the email vote had taken place.

Amendment: Replace the word “presented” with “amended”

P. Plamondon / C. Doucette

Carried 9/0

The agenda was amended to bundle items 6.2 through 6.8 as a single item and a single ratification of the seven unanimous email motions.

Motion: BIRT Council approve the agenda as amended.

M. Daigneault / P. Plamondon

Carried 9/0

4.0 Adoption of Council Meeting Minutes

All

Motion: BIRT Council approve the minutes of the June 06, 2015 council meeting as presented.

M. Daigneault / K. Newsome

Carried 7/0**P. Kirkbride and T. Ross abstaining**

2015-06-10 DRAFT Meeting Minutes.docx

Motion: BIRT Council approve the minutes of the August 27, 2015 special council meeting as presented.

T. Ross / K. Newsome

Carried 7/0**M. Daigneault and P. Kirkbride abstaining**

2015-08-27 DRAFT Special Meeting Minutes.docx

Old Business

5.0 Conflict of Interest and Bias Policy Update

S. Wasylyshyn

Motion: BIRT AUSU accept the presented updated copy of Policy 2.01 Conflict of Interest and Bias for inclusion in the policy manual.

M. Daigneault / P. Plamondon

Tabled

During the discussion, S. Wasylyshyn and T. Ross provided background about the mutual agreement for employment practise that was mentioned in the policy and is the most substantive change being proposed. It was noted that current Executive were not able to confirm with current administration of Athabasca University that they are aware of the agreement. AUSU Executive has offered to put the agreement on the next agenda with the AU representatives.

It was also noted that the agreement dates back several years, had originally been signed by a previous AU President Dominique Abrioux, had been updated and signed by Judith Hughes then Vice-President Academic, but may not have been scanned.

It was suggested that the new Athabasca University staff tuition policy would override the agreement and makes provision for awareness of conflict of interest rather than restricting candidates for employment.

There was some discussion about whether Council believes the content of the mutual agreement is valid, whether there is any concern over conflict arising from employment with AU and AUSU, and whether the conflict of interest policy itself is sufficient. It was noted that the restriction on employment is also contained in the bylaws. There was some concern expressed that certain key decision making roles at AU and AUSU may present a significant conflict of interest if one individual held both positions.

It was suggested that further discussion between the Executive and Athabasca University President and Vice-President Academic could lead to further work on the policy.

Motion: BIRT AUSU table the motion accept the presented updated copy of Policy 2.01 Conflict of Interest and Bias for inclusion in the policy manual pending further review by the Executive.

P. Plamondon / B. Simmons

Carried 9/0

Policy_2.01_Council_Governance_Conflict_of_Interest_and_Bias_v2.pdf

Action Item – Executive

Agenda Item – Council

6.0 Ratification of Previous Email Votes

S. Wasylyshyn

- 6.1. **Email Vote Ratification:** BIRT AUSU accept the presented updated copy of Policy 2.15 Executive Accountability and Compensation for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 3/1 (M. Daigneault).

P. Plamondon / K. Newsome

Carried 7/2

Policy_2.15_Council_Governance_Executive_Accountability_and_Compensation.pdf

AUSU Mail - Re_ Policy 2.15.pdf

- 6.2. **Email Vote Ratification:** BIRT AUSU accept the attached updated copy of Policy 6.01 General Financial Management for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

And further,

BIRT AUSU accept the attached updated copy of Policy 7.02 Scholarships, Awards and Bursaries Program for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

And further,

BIRT AUSU accept the attached updated copy of Policy 8.01 Finance Committee for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

And further,

BIRT AUSU accept the attached updated copy of Policy 9.01 Exemption of Distance Education Funding for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

And further,

BIRT AUSU accept the attached updated copy of Policy 9.02 Exam Invigilation Fees for inclusion into our policy manual. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

And further,

BIRT AUSU accept the attached document as the goals for the 2015/2016 fiscal year. M. Daigneault moved, K. Newsome seconded. Carried 4/0.

And further,

BIRT AUSU approve the AUSU Executive recommendation to appoint Sarah Cornett as the successful candidate for AUSU Executive Director. K. Newsome moved, S. Wasylyshyn seconded. Carried 4/0.

B. Simmons / C. Doucette

Carried 8/0

Note: Philip Kirkbride was temporarily absent from the meeting and unable to vote due to technical difficulties.

Policy_6.01_General_Financial_Management.pdf

AUSU Mail - Re_ Policy 6.01.pdf

Policy_7.02_Scholarships_Awards_and_Bursaries.pdf

AUSU Mail - Re_ Policy 7.02.pdf

Policy_8.01_TOR_Finance_Committee.pdf

AUSU Mail - Re_Policy 8.01.pdf

Policy_9.01_Deregulation_of_Tuition.pdf

AUSU Mail - Re_Policy 9.01.pdf

Policy_9.02_Exam_Invigilation_Fees.pdf

AUSU Mail - Re_Policy 9.02.pdf

AUSU Goals 2015-2016.pdf

AUSU Mail - Fwd_Goals List.pdf

AUSU Mail - Re_Executive Director.pdf

Action and Discussion Items

7.0 Election/Appointment of AUSU Standing Committee Seats S. Wasylyshyn

7.1. Finance Committee

M. Daigneault gave a brief outline of the Finance Committee's duties and time commitments. It was noted that there is no limit to the number of Councillors who may be on this committee. There was an opportunity to ask questions.

Volunteers were called for and Philip Kirkbride, Pierre Plamondon, Tamra Ross, and Laura Zhu came forward.

Motion: BIRT Council approve the following appointments to the Finance Committee: VPFA Brandon Simmons as Chair, President Shawna Wasylyshyn, Megan Daigneault, Kim Newsome, Philip Kirkbride, Pierre Plamondon, Tamra Ross, Laura Zhu, and Executive Director Sarah Cornett (non-voting).

B. Simmons / P. Kirkbride

Carried 9/0

7.2. Awards Committee

K. Newsome gave a brief outline of the Awards Committee's duties and time commitments. It was noted that one or two more Councillors may be on this committee and that if there are more than two volunteers, an election would be held. There was an opportunity to ask questions.

Volunteers were called for and Philip Kirkbride and Laura Zhu came forward.

Motion: BIRT Council approve the following appointments to the Awards Committee: Kim Newsome as Chair, President Shawna Wasylyshyn, Megan Daigneault, Philip Kirkbride, Laura Zhu, and Executive Director Sarah Cornett (non-voting).

M. Daigneault / C. Doucette

Carried 9/0

7.3. Member Engagement and Communication Committee

K. Newsome gave a brief outline of the Member Engagement and Communication Committee's duties and time commitments. She noted that the scope could be quite broad and would be driven by the VPEX and the committee itself. It was noted that up to three more Councillors may be on this committee. There was an opportunity to ask questions.

Volunteers were called for and Philip Kirkbride and Tamra Ross came forward. It was noted that the last seat could be filled if another Councillor wanted to join the committee later.

Motion: BIRT Council approve the following appointments to the Member Engagement and Communication Committee: VPEX as Chair, President Shawna Wasylyshyn, Kim Newsome, Philip Kirkbride, Tamra Ross, Executive Director Sarah Cornett (voting member) and Donette Kingyens as key resource person.

K. Newsome / P. Kirkbride

Carried 9/0

8.0 Creation of ad hoc Forensic Audit Recommendation Committee

S. Wasylyshyn

The draft terms of reference for an ad hoc Forensic Audit Recommendation Committee were discussed. It was noted that terms of reference can be amended by Council at any time.

Motion: BIRT Council approve the Terms of Reference for the ad hoc Forensic Audit Recommendation Committee as presented.

P. Kirkbride / M. Daigneault

Carried 9/0

2015-09 TOR Forensic Audit Recommendation v1.docx

It was noted that between two and four Councillors may be on this committee.

Volunteers were called for and Philip Kirkbride, Kim Newsome, Pierre Plamondon, and Brandon Simmons came forward.

Motion: BIRT Council approve the following appointments to ad hoc Forensic Audit Recommendation Committee: Philip Kirkbride, Kim Newsome, Pierre Plamondon, and Brandon Simmons.

P. Plamondon / B. Simmons

Carried 9/0

Reports

- | | | |
|-------------|--|---------------|
| 9.0 | President's Report
<i>2015-06 President Report.pdf</i>
<i>2015-07 President Report.pdf</i>
<i>2015-08 President Report.pdf</i> | S. Wasylyshyn |
| 10.0 | Vice President External and Student Affairs' Report
<i>2015-06 VPEX.pdf</i>
<i>Note: No reports for 2015-07 or 2015-08 as the VPEX role was vacant</i> | S. Wasylyshyn |
| 11.0 | Vice President Finance and Administration's Report
<i>2015-06 VPFA.pdf</i>
<i>2015-07 VPFA.pdf</i>
<i>2015-08 VPFA.pdf</i> | S. Wasylyshyn |
| 12.0 | Executive Meeting Report
<i>2015-06 Executive Meeting Report.pdf</i>
<i>2015-07 Executive Meeting Report.pdf</i>
<i>2015-08 Executive Meeting Report.pdf</i>
<i>Note: The Executive Meeting Report is circulated to Council Members only and is not a public report. Council, as primary governing body of AUSU, reviews and accepts the report but it often contains confidential information not suitable for wider circulation.</i> | S. Wasylyshyn |
| 13.0 | Finance Committee Report
<i>2015-06 Finance Committee Report.pdf</i> | S. Wasylyshyn |

2015-07 Finance Committee Report.pdf

2015-08 Finance Committee Report.pdf

- 14.0** Awards Committee Report K. Newsome
2015-06 Awards Committee Report.pdf
2015-07 Awards Committee Report.pdf
2015-08 Awards Committee Report.pdf
- 15.0** MEC Committee Report S. Wasylyshyn
2015-06 MEC Committee Report.pdf
2015-07 MEC Committee Report.pdf
2015-08 MEC Committee Report.pdf
- 16.0** Executive Director's Report S. Cornett
2015-06 Executive Director Report.pdf
2015-07 Executive Director Report.pdf
2015-08 Executive Director Report.pdf
- 17.0** Office Administrator Report D. Kingyens
2015-06 Office Administrator Report.pdf
2015-07 Office Administrator Report.pdf
2015-08 Office Administrator Report.pdf

18.0 Acceptance of Reports All

S. Wasylyshyn invited questions or comments on any of the reports circulated for acceptance at the meeting.

During the discussion it was suggested that for the next general election AUSU make a request to Athabasca University to have the election notice posted on the student portal. This would provide even better notification coverage and potentially reach those students who had unsubscribed from the AUSU email list and do not monitor its social media sites.

Action Item – Executive Director

Motion: BIRT that Council accept the reports as presented.

C. Doucette / B. Simmons

Carried 9/0

Question & Answer Period

- 19.0 Question & Answer Period** S. Wasylyshyn
- Observers were invited to participate in the question and answer period.
 There were no questions or comments.
 Observers are also invited to contact the AUSU office with any questions that arise from the meeting at ausu@ausu.org , 780.497.7000, or 1.855.497.7003.

Next Meeting and Adjournment

S. Wasylyshyn thanked all those who participated.

The next meeting of Council will be at the call of the Chair.

The meeting was adjourned at 8:23 MDT.

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AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: October 6, 2015

Current Issues



Committees:

AU Board of Governors – In June, AUSU submitted my application to sit on the AU Board of Governors. All of the paperwork has been done, but the Board is still waiting for the Minister to sign my order. I have been in communication with the Interim Board Chair, Margaret Mrazek and the University Secretary, Carol Lund. They have informed me that the Alberta Government has temporarily frozen all Ministerial board appointments. This leaves AUSU without a vote on the Board of Governors, and there are also several other appointees to the AU Board without Ministerial Orders at the moment. In the mean time, I have been invited by the Board to participate in all Board of Governors meetings and events, as a non-voting member. This is not ideal, but at the moment the best that can be done until we receive the order from the Minister. In addition, AUSU Executive has also elected Brandon Simmons to join me on the Board of Governors, and he will sit on the Finance and Property and Honorary Awards committees, while I will take a position on the Institutional Advancement and Academic Affairs committees.

Sub Committees:

BOG Institutional Advancement – No meetings this month.

BOG Academic Affairs – No meetings this month.

General Faculties Council – No Meetings this month.

Sub Committees:

Student Awards Committee: No Meetings this month.

GFC Exec: Met on September 11, to approve amendments to the membership of GFC and standing committees. Because some of the committees have changed or combined, the Representatives for some of the committees will change too. It was agreed that all organizations will re-appoint their representatives. This shouldn't affect AUSU – because we still have the same number of representatives on each committee and we just recently re-appointed them as follows:

GFC – Shawna Wasylyshyn and Colleen Doucette

GFC Exec – Shawna Wasylyshyn

GFC AEAC – Colleen Doucette

GFC ALEC – Colleen Doucette

GFC SAAC – Brandon Simmons

GFC SAC – Shawna Wasylyshyn

SRM Project – Student Advisory Group: No meetings this month.

AUSU MECC: No meetings this month. Colleen Doucette was elected as VPEX on September 9, and became the Chair of the MECC. Committee members now consist of Colleen Doucette, Kim Newsome, Tamra Ross, Philip Kirkbride, Sarah Cornett, Donette Kingyens (non-voting) and myself.

AUSU Awards: No meetings this month, and applications have been very quiet. We just launched our new online award applications, and we have been promoting the upcoming awards deadline. I'm expecting we will see a few more requests for computer and travel bursaries now that its so easy to apply online! Kim Newsome remains the Chair of the Awards Committee, and committee members now include Kim Newsome, Megan Daigneault, Philip Kirkbride, Laura Zhu, Sarah Cornett and myself.

AUSU Finance: No meetings this month. Brandon Simmons was elected on September 9, and became the Chair of the Finance Committee. The committee now consists of Brandon Simmons, Megan Daigneault, Kim Newsome, Pierre Plamondon, Tamra Ross, Laura Zhu, Philip Kirkbride, Sarah Cornett (non-voting) and myself.

AUSU Forensic Audit Recommendation Committee: At the September 9 Council meeting, I brought forward a recommendation to form an ad hoc committee (FAC). The purpose of this committee is to evaluate the members' recommendation at the 2015 AGM for the performance of a forensic audit into AUSU finances. The TOR was unanimously approved by AUSU council. Per the TOR, I do not have a seat on the committee and I feel that this degree of separation is necessary

CASA Committees:

Federal Policy Committee: Met on September 23. I was not able to attend due to other AUSU business.

Code of Conduct Committee: This committee is meeting weekly now in an effort to finalize a new Code of Conduct for presentation at the Policy and Strategy Conference in November.

AUSU Business

Changes to Council – Prior to the September 9, 2015 Council meeting an executive election was held to elect a VPEX and a VPFA for AUSU. The successful councillors were Colleen Doucette, for VPEX and Brandon Simmons, for VPFA. It has been a busy month for all 3 of us, as we get everyone up to speed, finalize year end, prepare a budget and work on all of the communications and launches of new services in September. With Sarah Cornett joining the Executive team recently, it feels great to have a full Executive group!

Mobile App – The “Athabasca University Students” App was successfully launched in the 2nd week of September. Early statistics showed a tremendous uptake and a

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high level of engagement among students, with over 1700 downloads and over 700 profiles created within the first week! Offering an opportunity for students to easily communicate with one another, as well as a platform where they may easily browse so many services available to them is a great service. We have been speaking about our App to AU Executive and Faculty and many of them have expressed their congratulations and appreciation to us and AUGSA for offering this to students. We will continue to work with Oohlala and AUGSA to ensure that the app is kept up to date and functional for students.

Advocacy –CASA’s “Get out the vote” campaign was launched in early September. In a meeting with AUGSA Executive, AUSU agreed that the two Student Unions from AU should collaborate in the GOTV campaign. The main reason is to pool energy and resources in preparing and promoting the campaign. Because we don’t have a physical campus, a lot of what the other CASA members are doing to promote GOTV isn’t possible at AU. We felt that by partnering and having ONE link for students at AU to pledge to vote, we can better promote it throughout the AU community. The URL for our GOTV campaign is: <http://ausu.getoutthevote.ca/>

Resources for promotion of the campaign at both AUSU and AUGSA were low for the first month of GOTV. We had already committed to launch several services and were onboarding a new council! It took us a few weeks to get rolling, but we launched a contest and sent out a newsletter to promote the contest on Sept 25. Within one week after launching the newsletter, we went from less than 50 pledges to over 600! My goal for total GOTV pledges is 1000 – and with the energy of an awesome new VPEX, an engaged MECC and the expertise of staff I know we can reach the goal.

CASA has their annual “Policy and Strategy” conference coming up in Halifax from November 19-22. Executive has agreed that there is tremendous value in having all 3 Executives attend the conference. When joining CASA, we made a commitment to have at least 1 or 2 Execs attend each time. Since the conference takes place very near where Colleen lives, the cost of having her attend will be quite minimal and so we unanimously agreed that it would be of great value for Brandon to attend as well. Knowing that we may have some Executive turnover in less than a year, it only makes sense for all of the Execs to be familiar with CASA and what their conferences entail. The opportunity for Team building on Executive will be beneficial to AUSU as well!

Alberta Ministry of Innovation and Advanced Education – On September 15, Brandon, Sarah, Donette and myself met with a group from the Ministry of Innovation and Advanced Education. It was a very positive meeting, and tremendously helpful. They provided a presentation on the Ministry and their branch of government, as well as gave insight into how students’ unions are legislated. They were able to offer advice as far as possible bylaw revisions and offered suggestions as far as applicable research in amending bylaws and policy.

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Mental Health – I am so pleased to announce that the Student Lifeline program offered through Ceridian is now available absolutely FREE to all AUSU members. This program offers access to free counselling, advice and health information anywhere in Canada. Visit www.lifeworks.com username is: AUSU and password is: Wellness We have been working hard all month to promote the service, and make sure that students have access to the information they need to use the service. In each meeting with AU Executive and Faculty we have asked for their support in promoting the service and have had fantastic feedback. The Faculty of Business has already published a story about it on their website and social media. We also have a commitment from AU to promote the service on their website and on the counselling services web page as well. This service may only be successful in the hands of students – we will continue to strive to make every student aware!

Website Updates – We recently launched our amazing new website at www.ausu.org! The layout of the site is similar to the previous one, which makes things familiar to our membership. The key benefits to the new site are:

- 1) The return of the course evaluations
- 2) The online award applications
- 3) The ease of updating/adding to the site, which can now all be done in house to save costly professional fees.
- 4) The site has the potential to be very interactive! We can create comment sections and allow for member engagement right on our site!

AUSU Health Plan – We did not meet regarding the health plan in September.

FHSS Strategic Plan and Research Symposium – I was thrilled to have the opportunity attend this amazing two day event with the FHSS in Edmonton. Philip Kirkbride was in attendance as well, and we spent 2 days getting to know each other and the Faculty of Humanities and Social Sciences. We gained a great understanding of their new strategic plan, and I am thrilled to report that it is entirely centred around students. We listened in on Faculty research presentations, and got to know several tutors, course co-ordinators, AUGSA Representatives and more!

AUGSA Graduate Student Conference – AUSU Executive and Staff were invited to the “meet and greet” portion of the AUGSA Graduate Student Conference on September 25. Sarah Cornett and I were able to attend on behalf of AUSU and had some valuable conversations with AUGSA staff and council, as well as the AU Board of Governors Chair and other AU Executive as well.

Meetings with Key Individuals at AU – Throughout the month of September, AUSU Executive met with Executive and Faculty from AU.

AU Faculty of Business Marketing Department – I met with them in person on Sep 18 at the new AU Faculty of Business building in Edmonton. We discussed the recent survey, its contents and the potential impact of the survey. I offered to help promote the

survey and they have offered to keep us informed of these types of initiatives in the future.

Dr. Peter McKinnon, Dr. Cindy Ives & Dr. Alain May – The entire AUSU Executive team met with this group via teleconference on Sep 21. Dr. McKinnon offered his congratulations to AUSU for overcoming the recent difficulties within our organization. He also offered some background information for Colleen, Brandon and Sarah about the Taskforce, and some of the sustainability issues at AU. He went on to explain the impact of the tuition freeze and “Bill 3” which offsets the financial impact for the University in the short term. Dr. McKinnon further explained that AU is preparing to undergo the first of many recommendations of the Task Force, which is an independent audit of the business and service components of the University. Dr. McKinnon also formally invited me to participate on the Board of Governors as the voice of students at the table. He explained that the Ministry has frozen all Board appointments and for now this is the best they can do. I asked if the same offer would be extended to Brandon Simmons, and he asked my permission to take it to the Board Chair – of course I said yes.

We then spoke to Drs. Ives and May in regards to:

- No honours list published on the AU website since July 2014.
- Higher Education Points – which offers students the ability to pay tuition with Aeroplan miles.
- How AU may help promote the Student Lifeline
- Our App
- Our GOTV Campaign
- Budget Consultations

Estelle Lo & Rocky Brown - Brandon, Sarah and myself met with Estelle and Rocky on Sep 23. We discussed the tuition freeze, Bill 3 and what it means for the budget at AU. I asked about communication from the Minister of Education and Estelle assured me that they have a very open stream of communication with the Alberta Government. We discussed the use of “Higher Education Points” – which could be a reality at AU but it will require a lot of IT work. Estelle has suggested that AUSU try to determine if this would be a popular service, if AU did put the resources into developing it. I agreed that we should try to determine how much demand exists for this, before AU spends resources on implementing it.

Donna Romyn – Brandon, Sarah and I met with Donna Romyn on Sep 23. The bulk of our conversation was surrounding opportunities to create awareness about the research that students are doing, and the available research positions within AU.

Lisa Carter – Brandon and I met with Lisa Carter on September 28 via teleconference. We discussed creating more awareness for the scholarships available for FST students, as they are typically underutilized. She pledged to assist in promoting our Student Lifeline through the Tutors and Academic Experts in the faculty.

Deborah Hurst – Brandon and I met with Deborah Hurst on September 28 via teleconference. It was a very enjoyable meeting, considering Brandon and I are both FB students and in the same program. Brandon also shared about his valuable experience in the CPA Board Governance Competition, and we discussed the importance of such opportunities for students at AU. We went on to discuss the 3 pillars of the Faculty of Business Strategic Plan, as well as the challenges presented when you

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need to try to offer more with a smaller budget. Dr. Hurst pledged support from the faculty in promoting our Student Lifeline, and they have since come through on the promise. We also discussed the vacant position on the Faculty Council, and expressed concern that the requirements were so strict that we had barely been able to fill them for the last two councils. Dr. Hurst explained that she wasn't sure who had put the restrictions in place, but all she requires is that the student representative on the Faculty of Business council is a program student in the Faculty of Business. This will allow us to fill the position and we will be able to confirm who is taking the position in October.

Meetings

- 1 – AUSU Councillor
- 1 – Sarah Cornett
- 1 – Annie Sherry – CASA Director
- 2 - AUSU Councillor
- 2 – AUSU Councillor
- 3 – AUSU Councillor
- 3 – AUSU Councillor
- 9 – AUSU Council Meeting
- 10 – AUSU Executive Meeting
- 11 – GFC Executive Meeting
- 15 – CASA Code of Conduct Committee
- 15 – Alberta Innovations and Advanced Education
- 17 – AUSU Executive Meeting
- 18 – Faculty of Business Marketing Department
- 18 – CASA Executive Director
- 21 – AU President and Executive
- 21 – AUSU Staff
- 22 – FHSS Strategic Plan Launch
- 23 – FHSS Research Symposium
- 23 – Estelle Lo
- 23 – Donna Romyn
- 24 – Website Developers
- 25 – AUSU Executive
- 25 – AUGSA Graduate Conference Meet and Greet
- 28 – Lisa Carter
- 28 – Deborah Hurst
- 29 – AUSU Staff
- 29 – CASA Code of Conduct Committee
- 29 – AUSU VPFA and Staff

Hours

Weekly Breakdown

Week ending:	Hours
September 6	40.25
September 13	39.5
September 20	40.5
September 27	50.5
October 4	37.5
5 week average	41.65

Timesheets and Compliance

I have reviewed Brandon Simmons' timesheets and found them to be within policy requirements.

I have reviewed Collen Doucette's timesheets and noted that her hours for the first few weeks were significantly below policy requirements. This is entirely understandable, due to the fact that upon being elected VPEX, she needed to give notice to her employer, and complete her last few weeks of work. It is my understanding that arrangements were made between her and staff to pro-rate her pay accordingly.

September 2015

AUSU Executive Report

Colleen Doucette, VP External & Student Affairs

Prepared: October 7, 2015



Current Issues

Committees

I have been added to the list for the following AU Committees:

- General Faculties Council (GFC)
- Academic Excellence Awards Committee (AEAC)
- Academic Learning Environment Committee (ALEC)
- Student Experience Team (SET)
- Faculty of Humanities and Social Sciences Faculty Council (FHSS)

The first meeting that I attended of any of these AU committees was held on Friday, October 2nd with the FHSS Council. In the meantime, I have been reviewing AUSU policies and bylaws, MECC history, past agendas, and minutes. I have already attending 3 Executive Council meetings, in addition to a meeting with AU President, Peter MacKinnon on Monday, September 21st.

AUSU MECC:

No Meetings this month.

Social Media

	Followers / Likes
Facebook	630 (+62) Since June 1, 2015
Twitter	565 (+63) Since June 1, 2015

I have been added as an Admin to the Facebook account and have my own AUSU_VPEX Twitter account.

September 2015

AUSU Business

Changes to Council – On September 9, 2015, I was elected as AUSU’s new VPEX. There were changes to committee structures and this will be detailed in each committee report. I was also employed full-time with the RCMP and worked 45+ hours per week in addition to the role of VPEX. Notice was given to my employer and my last day was September 29, 2015.

Meetings

September 9 – Council Meeting/Election
September 10 – Executive Meeting
September 19 – Executive Meeting
September 21 – Meeting with AU President and VP’s
September 25 – Executive Meeting

Hours

Weekly Breakdown*

Week of:	Hours:
September 7 – 13	12
September 14 – 20	14.5
September 21 – 27	14
3 week average:	13.5

* It should be noted that I was employed full-time with the RCMP upon being elected VPEX and was working 45+ hours per week in addition to the hours noted above. My resignation was given to the RCMP and my last day worked was Tuesday, September 29th.

Timesheets and Compliance

I have reviewed Shawna’s and Brandon’s timesheets and found that their weekly averages for September were in compliance with policy.

September 2015

AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: October 7, 2015



Current Issues

Overview

The past few weeks have been very busy as AUSU finishes up its fiscal year. The recent changes in council and turnover in staff have put additional stresses in regards to finalizing all year end tasks including the 2015-2016 budget. That being said our staff have been working hard to get all office tasks done and in a few short weeks we were able to get the budget put together. During this process I had the opportunity to meet with Donette and Sarah in person and see the hard work that they are putting in to keep AUSU running efficiently.

Much of my time has been spent on familiarizing myself with the company financials so that I could put together a very realistic budget. As I outlined in the budget report Sarah and I tried to really “trim the fat” administratively so that we could put more money towards member services. There is still a lot that of changes that I would like to see made so that financial information can be tracked and presented easier and over the next few months I look forward to making these changes.

Committees

I have been added to the list for the following AU Committees:

- Board of Governors (still awaiting ministerial order from government)
- Board of Governors: Finance and Property (still awaiting ministerial order)
- Board of Governors: Honorary Awards (still awaiting ministerial order)
- Student Academic Appeals Committee (SAAC)
- Student Relationship Management Project (SRM)
- Faculty of Humanities and Social Sciences Faculty Council (FHSS)
- Faculty of Science and Technology Faculty Council

September 2015

- ICT Governance Committee
- Pedagogy and Research Service Advisory Group(Pedagogy SAG)
- ERP Service Advisory Group (ERP SAG)

I was only able to attend two committee meetings and they were the Pedagogy SAG and the ERP SAG. Both of these committees deal with AU's IT and from these meetings it is apparent that AU is in need of upgrading when it comes to IT. AU is having to develop their own patches for a large part of their programs because the programs are no longer supported. Along with the extra work there are also many new features that could be offered if upgrades were done. The biggest challenge though is funding, AU relies on IT more than a regular university however just because they have a greater need for IT does not mean that the government grants take that into account. AU is trying to get the money together to beginning upgrading software and these two committees are trying to put into place IT upgrade policies to ensure that AU stays up to date going forward.

AUSU Finance Committee:

The finance committee did not meet this month as we have been focusing on getting the budget together. We will be starting regular meetings in October.

AUSU Forensic Audit Recommendation Committee (FAC):

We meet on September 17 and I was asked to serve as interim chair, once the whole committee has been formed a new chair will be selected. We reviewed the TOR for the committee as well as we discussed the best way to get two volunteer members to join the committee. We decided to put out an ad on social media and the voice that we were seeking two volunteers to join the FAC. We ran the ads from September 18 to 28 and we only had one volunteer. An email was sent out to the committee with the one volunteer's application and we discussed how to best address the fact that we only had one volunteer. It was decided that for the sake of time we would seek to amend the TOR to allow us to proceed with only one volunteer. Currently we are in the process of setting up our first meeting with all committee members so that we can start the project.

September 2015

AUSU Business

Changes to Council – On September 9, 2015, I was elected as AUSU's new VPFA and I have been set up with signing authority for all required bank account information and I am in the process of being set up as a signing authority for our investments. Now that we have a full Executive, AU committee assignments were re looked at and divided between Shawna, Colleen, and myself to ensure that we have representation on all available committees.

Meetings

September 9 – Council Meeting/Election
September 10 – Executive Meeting
September 15 – Meeting with AB Innovations and Advanced Education
September 17 – Forensic Audit Recommendation Committee
September 19 – Executive Meeting
September 21 – Meeting with AU President and VP's
September 22 – ERP Service Advisory Group
September 22 – Pedagogy and Research SAG
September 23 – Meeting with Estelle Lo AU VPFA
September 23 – Meeting with Donna Romyn, VP Research
September 24 – Meeting with Dr. Margaret Edwards, Dean of Health Disciplines
September 24 – Website Preview with web designer
September 25 – Executive Meeting
September 28 – Meeting with Dr. Lisa Carter, Dean of Science and Technology
September 28 – Meeting with Dr. Deborah Hurst, Dean of Business
September 29 – Meeting with AUSU Staff and President

As can be seen we have had a lot of meetings with various AU staff. This has been a great way to help AU become more aware of the services that we offer as well as to build relationships with AU. One of the most significant meetings was with President Peter McKinnon and the vice presidents Cindy Ives and Alain May. I wrote about this meeting in my executive blog but in this meeting we discussed at length the sustainability report. This was a great opportunity to learn about the ways that AU is trying to move forward to become more sustainable. In this meeting we also all agreed that we needed to coordinate our efforts to seek change in the way that AU is funded so that the school can continue to grow and provide better education into the future.

September 2015

Hours

Weekly Breakdown*

Week of:	Hours:
September 7 – 13	7.75
September 14 – 20	30
September 21 – 27	30
3 week average:	22.59

My average is lower as I my first week was not a full week as I was not elected until mid-week. The following two weeks I did work full time with AUSU

Timesheets and Compliance

I have reviewed Shawna's timesheets and found that her weekly averages for September were in compliance with policy.

I also reviewed Colleen Doucette's timesheets and noted that her hours were below policy requirements but this was understandable as Colleen had to give the RCMP 2 weeks' notice once she was elected as VPEX. Colleen still did her best to do as much work as she could while still putting in long hours with the RCMP.