



Athabasca University  
Students' Union

# Athabasca University Students' Union

## Council Meeting Minutes –

**Approved February 11, 2016**

**Thursday January 14, 2016**  
**4:30pm MST**

**Meeting Called By:** Shawna Wasylshyn, President

**Type of Meeting:** AUSU Regular Council Meeting

**Minutes:** Donette Kingyens, Communications and Member Services Coordinator

### Participants

**Council:** President Shawna Wasylshyn, Vice President External and Student Affairs Colleen Doucette, Vice President Finance and Administration Brandon Simmons, Councillor Megan Daigneault, Councillor Philip Kirkbride, Councillor Kim Newsome, Councillor Pierre Plamondon, Councillor Tamra Ross, Councillor Laura Zhu

**Staff:** Executive Director Sarah Cornett, Communications and Member Services Coordinator Donette Kingyens, The Voice Editor Karl Low

**Members:** Scott Jacobsen

Meeting called to order at 4:36 pm MST

### Agenda and Minutes

#### 1.0 Approval of Agenda All

**Motion:** BIRT council approve the agenda as presented.

*2016-01-14 Council Meeting Agenda rev2.pdf*

*2016-01-14 Council Background.pdf*

P. Plamondon / L. Zhu

**Carried 9/0**

#### 2.0 Adoption of Council Meeting Minutes All

**Motion:** BIRT council approve the minutes of the December 10, 2015 council meeting as presented.

*2015-12-10 Council Minutes DRAFT FINAL.pdf*

C. Doucette / L. Zhu

**Carried 9/0**

### Old Business

#### 3.0 Review of Action Items All

The status of the action and agenda items at the bottom of the most recent council minutes was reviewed briefly.

#### 4.0 Ratification of Previous Email Vote

**Email Vote Ratification:** BIRT AUSU council approve the expense of \$3474.40 to Mailchimp.com for the purchase of 2 million email credits (B. Simmons/L. Zhu; Carried 9/0).

*AUSU Mail - Re\_VOTE: Mailchimp Motion.pdf*

L. Zhu / M. Daigneault

**Carried 9/0**

### Action and Discussion Items

#### 5.0 Election Policy Revisions Executive

The following policies have been reviewed, discussed, and accepted by council at previous meetings. The versions presented here were circulated to the membership by direct email and by posting on the AUSU website home page on December 17, 2015 which is twenty-eight days prior to this meeting.

No inquiries were received from the membership about the policies.

### **3.01 Election, Referendum, and Plebiscite Management – Election Conduct**

**Motion:** BIRT AUSU adopt the presented updated copy of policy 3.01 Election, Referendum, and Plebiscite Management – Election Conduct for inclusion in the policy manual.

*Policy\_3.01\_Election\_Conduct\_DRAFT.pdf*

T. Ross / P. Plamondon

**Carried 9/0**

### **3.02 Election, Referendum, and Plebiscite Management – Election of Executive Officers**

**Motion:** BIRT AUSU adopt the presented updated copy of policy 3.02 Election, Referendum, and Plebiscite Management – Election of Executive Officers for inclusion in the policy manual.

*Policy\_3.02\_Election\_of\_Executive\_Officers\_DRAFT.pdf*

C. Doucette / L. Zhu

**Carried 9/0**

### **3.03 Election, Referendum, and Plebiscite Management – By-Elections**

**Motion:** BIRT AUSU adopt the presented updated copy of policy 3.03 Election, Referendum, and Plebiscite Management – By-Elections for inclusion in the policy manual.

*Policy\_3.03\_By-Elections\_DRAFT.pdf*

P. Kirkbride / P. Plamondon

**Carried 9/0**

### **3.05 Election, Referendum, and Plebiscite Management – Council Changeover**

**Motion:** BIRT AUSU adopt the presented updated copy of policy 3.05 Election, Referendum, and Plebiscite Management – Council Changeover for inclusion of the policy manual.

*Policy\_3.05\_Council\_Changeover\_DRAFT.pdf*

M. Daigneault / L. Zhu

**Carried 9/0**

## **6.0 Executive Honorarium**

All

### **6.01 Meeting to go In-Camera for Discussion**

**Motion:** BIRT AUSU go in-camera.

P. Plamondon / C. Doucette

**Carried 9/0**

*In Camera Tip Sheet.pdf*

The meeting moved in camera at 4:57 pm MST.

The minutes from the in-camera session will be circulated in a separate document to council members only.

### **6.02 End of In-Camera**

**Motion:** BIRT AUSU come out of the in-camera session.

P. Plamondon / P. Kirkbride

**Carried 9/0**

The meeting moved out of in-camera at 6:06 pm MST.

Council took a brief recess and resumed the meeting at 6:12 pm MST.

The non-councillors who were in attendance at the meeting were invited to rejoin the meeting.

### **6.03 Decision and Motions Resulting from In-Camera Discussion**

**Motion:** BIRT AUSU council confirm the current levels of executive honoraria to the end of the current executive term.

P. Kirkbrike / P. Plamondon

**Carried 6/3**

Councillors K. Newsome, P. Kirkbride, and T. Ross voted against.

**Motion:** Whereas council has agreed that the executive honoraria needs a full and considered review to ensure that the best interests of AUSU are served, and

Whereas a majority of council agrees that the preferred time for an amendment to executive honoraria is at the commencement of a new executive term, and

Whereas council understands that because of the current timelines it is necessary to ensure that those considering a position on the executive for the next term have assurance of what the honorarium will be,

BIRT the executive honoraria will be researched by committee with a target of March 1, 2016 for a report and recommendations to council for review, and that if a decision can not be made with full consideration of council before the beginning of the subsequent executive term, the default executive honoraria will be set at \$32,746.40 for the Vice Presidents and \$38,211.34 for the President, until the committee and council can complete the review.

M. Daigneault / T. Ross

**Carried 9/0**

It was noted that the dollar amounts listed are based on the compensation prior to the October 2014 compensation increase, and incorporate the October 2015 CPI increase.

B. Simmons left the meeting at 6.45 pm MST with permission of council.

**Motion:** BIRT that AUSU approve the terms of reference as presented for the Executive Compensation Review Committee.

P. Plamondon / C. Doucette

**Carried 9/0**

It was noted that the terms of reference were included in the meeting package, and can be amended as needed.

Council was concerned about applying the honorarium for the committee if it is a standing committee that is only active once per year, but it was agreed it would still apply as the committee will be ad hoc and be disbanded at the end of its work.

Discussions also included whether or not the president should have a voting seat. Some members felt that it was appropriate as the president could offer valuable insight into the roles of executive and should be held accountable for such decisions, but some members felt it was a conflict of interest. It was decided based on the majority preference that the president (or a different executive officer) should have a non-voting seat on the committee. It was also discussed that AUSU policy states the president would have a voting seat on all committees, but it was felt this decision did not contravene the policy since the terms of reference will specify a different situation and can override policy for a specific circumstance.

The question was also raised about why there was a maximum of five seats, but it was explained that it would be difficult for them to appoint tasks and get work done with nine members. The committee will provide information and recommendations to council and council as a whole will make any and all decisions.

The Executive Compensation Review Committee terms of reference were adjusted accordingly.

Council agreed that the committee seats needs to be filled immediately so they can start working immediately. Council also agreed that they would try to fill the seats with councillors first, and if there were any seats remaining they would put out the call for non-councillor as allowed in the terms of reference. It was discussed that there were non-councillors in attendance at the meeting that could be asked if they wish to volunteer for the committee, but it was agreed that we should ensure the opportunity was equal for all members. **Action Item - Kingyens**

AUSU councillors P. Kirkbride, P. Plamondon, T. Ross, and K. Newsome volunteered as voting members. Executive Director S. Cornett will be a non-voting ex-officio member. It was mentioned that B. Simmons, the VP Finance had shown interest in the committee and although he was not present, he would likely wish to take the non-voting seat for the executive officer.

It was suggested that we poll the membership for a volunteer for the committee on social media and our website only. It was also suggested that the committee send out a doodle poll immediately to set the date of the next meeting. **Action Item - Kingyens**

### Information Items

<b>7.0</b>	<b>Election Schedule</b> <i>2016 Election Dates rev 1.pdf</i> AUSU staff went through the new election policies to put together an election schedule listing all of the main dates (although there are a few other in-office dates not listed). It was discussed that the council changeover meeting would happen shortly after the AGM, which would help to increase the attendance at the AGM as well as allow the meeting to be run by existing council while still involving new council. It was noted that the new executive compensation would not come into effect until the changeover meeting on April 14, 2016.	Cornett
<b>8.0</b>	<b>Policy Review Schedule</b> <i>Policy Timelines rev 2016-01-06.pdf</i> Concern was raised about whether AUSU was behind on the policy review schedule, but it was confirmed that they are in fact within the timelines. Although some policies were removed from this meeting agenda to allow time for the executive compensation review discussion, they can still be handled within the listed timeline of January by adding them to the working meeting on January 21, 2016. A request was made to show the policies timelines listed by review date instead of policy number, and staff agreed that two versions can be created. It was also discussed that it would be preferable to start getting the schedule grouped, with similar policies changed at the same time. It was also pointed out that the policies are all on the website so any councillor can review them and start making edits prior to the scheduled dates.	Wasylyshyn
<b>9.0</b>	<b>Student Services Survey Results</b> <i>AU Service and Response Times Survey Results.pdf</i> AUSU has already received some feedback from AU about the survey, and they have applauded AUSU for putting this together. S. Wasylyshyn has been at several AU committees in the past few days and there was a lot of discussion about this survey. The survey was put together to ensure that AUSU could be certain about feedback they are bringing to AU about their service and response times.	Wasylyshyn

AUSU has several meeting with various AU Deans and VIP's coming up in the next few weeks, and will be discussing the survey results with them at those meetings.

AUSU received over 900 responses to the survey.

**10.0 AUSU Representation on Board of Governance Presidential Search Committee** Wasylyshyn

Based on a previous council email thread, AUSU council recognizes Shawna Wasylyshyn as the AUSU student representative of the AU Board of Governors Presidential Search Committee commencing January 2016 and running to the end of the terms of reference approximately August 2016.

AUSU received notice from the board that we cannot change the representative mid-term due to the confidential nature of this committee.

### Reports

**11.0 President's Report** S. Wasylyshyn  
*2015-12 President Report.pdf*

S. Wasylyshyn made note of the budget consultation item on her report. For background, the Post Secondary Learning Act legislates the University must consult with student on the University budget. There is a tuition freeze in Alberta which is a concern for AU as they are in a financial crunch. AU had considered raising non-academic fees, and S. Wasylyshyn spoke out very strongly against this, urging AU to find other options to raise funds. S. Wasylyshyn found out today that growth at AU is increasing, but they are receiving less revenue from course extension and supplemental exam fees than they expected, to the tune of \$300,000. The university was not able to answer if this was due to less students requesting supplemental exams and course extensions. S. Wasylyshyn also pointed out to AU that if there is a wage freeze in put in place for non-union employees, they need to be very careful about raising student fees as it would not look good to raise salaries and student fees around the same time.

**12.0 Vice President External and Student Affairs' Report** C. Doucette  
*2015-12 VP External Report.pdf*

**13.0 Vice President Finance and Administration's Report** B. Simmons  
*2015-12 VP Finance Report.pdf*

**14.0 Executive Meeting Reports** S. Wasylyshyn  
*2015-11 Executive Meeting Report.pdf*  
*2015-12 Executive Meeting Report.pdf*

**Note:** Executive meeting reports are not public documents. Any decisions made by the executive appear in a separate public report for ratification by council. The executive meeting report is circulated to council for review and acceptance in their role as the governing council of AUSU.

A question was raised about why a few of the current important initiatives of AUSU, including the bylaw review, Forensic Audit Committee, and executive compensation review, were not mentioned in any of the executive reports for the past few months other than the VP External and Executive Director mentioning they were on the Forensic Audit Committee. It was pointed out that the executive compensation review was on the December 14 report, and it was agreed the executive would make a stronger commitment to making sure the topics are covered in their meetings. **Action Item - Executive**

It was also pointed out that there is a specific Forensic Audit Committee report, but some councillors felt they were still not sure what was happening with the committee. It was explained that the committee is still working on putting together the report as there have been many other tasks going on at AUSU and all of the action items had been given to the executive director who has been busy with the finances, election policy review, and audit, among other things. The committee is only a one month behind and plan to have the report finished at their February meeting. Only one meeting has been missed by the chair of the committee who was called into work at the last minute.

It was also mentioned that the executive had not had time to discuss the bylaws at the most recent executive meetings, but will put them back on the agenda for the upcoming week. **Agenda Item - Executive**

**15.0 Finance Committee Report** B. Simmons  
*2015-12 Finance Committee Report.pdf*

**16.0 Awards Committee Report** K. Newsome  
*2015-12 Awards Committee Report.pdf*

**17.0 Member Engagement and Communication Committee Report** C. Doucette  
*2015-12 MEC Committee Report.pdf*

It was mentioned that the last MECC meeting was a great use of time and very enjoyable. It was also mentioned that Nancy Parker, the Director of Institutional Studies, recently commented on AUSU's increased engagement.

**18.0 Executive Director's Report** S. Cornett  
*2015-12 Executive Director Report.pdf*

It was mentioned that AUSU's Auditors said this year had the cleanest set of books that they have seen from AUSU so far.

**19.0 Communication and Members Services Coordinator Report** D. Kingyens  
*2015-12 Communications Coordinator Report.pdf*

It was mentioned that one of the members suggested having the calendars pre-ordered so that we have an idea of how many to order beforehand, since we received many more orders than we had calendars for this year. AUSU will have to take this year's experience into consideration when planning for the calendars for next year. **Agenda Item - MECC**

**20.0 Acceptance of Reports** All  
**Motion:** BIRT that Council accept the reports as presented  
 P. Plamondon / M. Daigneault **Carried 8/0**

**Question & Answer Period**

**21.0 Question & Answer Period** S. Wasylyshyn  
 Observers are encouraged to participate in the Question & Answer period.  
 Observers are also invited to contact the AUSU office with any questions that arise from the meeting at [ausu@ausu.org](mailto:ausu@ausu.org), 780.497.7000, or 1.855.497.7003.

A question was raised about whether the items removed from this agenda would be moved to the regular February council meeting, or the next interim meeting scheduled for next week. It was explained that the items were all topics that have already been

discussed so they would be dealt with at the interim meeting. The interim meetings are minuted and approved at the next regular monthly council meeting.

We received a request from the AU Board of Governors to have AUSU council consult with the University Secretary, the Chair of the Board of Governors, the Presidential Search Committee Consultant and the Presidential Search Committee itself sometime in January. They will provide 2 questions for AUSU to consider prior to the meeting, one of them to do with the attributes we feel are important for the next AUSU president. This will be on the January 21 interim council meeting agenda.

#### Next Meeting and Adjournment

The next meetings of Council are set for January 21, 2016 at 4:30 pm MST (interim Meeting) and February 11, 2016 at 4:30 pm MST (regular monthly meeting).

The meeting adjourned at 7:53 pm MST.

#### Summary of Action Items

Date	Status	Action Item and Responsible Party
Oct 13	In progress	<b>Policy Revisions:</b> Further work on policies to define how non-council members of committees would be managed. <b>Executive</b>
Oct 26	Complete	<b>Student Health and Dental Plan:</b> Develop and implement a communication plan as soon as possible. <b>Executive</b>
Dec 1	Complete	<b>Executive Compensation:</b> Develop draft terms of reference for executive compensation review committee and bring to council for further discussion. <b>Cornett</b>
Dec 10	Complete	<b>CRO Terms of reference:</b> Clearly outline the process of notifying candidates if their application is missing information or if there are steps they can take to become eligible in the CRO Terms of Reference. <b>Cornett / Kingyens</b>
Jan 14	Complete	<b>Executive Honorarium:</b> Committee to send out a doodle poll to schedule first meeting as soon as possible, with the goal of March 1, 2016 to finish the review and make recommendations to council <b>Kingyens</b>
Jan 14	Complete	<b>Executive Honorarium:</b> AUSU to send out a request for a volunteer for the committee on social media and the website as soon as possible <b>Kingyens</b>
Jan 14	Complete	<b>Open Forum:</b> The agenda items removed from January 14 council meeting are to be put on the agenda for the working council meeting on January 21, 2016. <b>Cornett</b>

#### Summary of Agenda Items

Date	Status	Agenda Item and Committee
Oct 13		<b>2015-2016 Budget:</b> Consider the timing of the in-person council session. <b>Council</b>
Oct 26		<b>Student Health and Dental Plan:</b> Develop a onetime health care bursary with preference for recipients given to those who participated in the AUSU Health and Dental Plan. <b>Awards Committee</b>
Jan 14	closer to end of year	<b>Communication and Members Services Coordinator Report:</b> AUSU to consider ways to handle calendar orders for 2017, possibly including <b>MECC</b>
Jan 14		<b>Executive Meeting Reports:</b> AUSU bylaw review <b>Executive</b>

# AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: January 4, 2016

## Current Issues



### Committees:

**AU Board of Governors** – On December 10, I attended a special Board of Governors meeting in person in Edmonton. The Board has begun the procedure for hiring a new AU President, and formally requested that AUSU appoint a representative for the Presidential Search Committee. I emailed Council, explaining that the representative on this committee will have to remain constant, and that the position will exceed our term as councillors and executives. I was the only councillor who expressed interest in filling the position and so I will Represent AUSU in the hiring of the new AU President. I am really looking forward to participating on this important committee.

#### Sub Committees:

**BOG Institutional Advancement** – No meetings this month.

**BOG Academic Affairs** – No meetings this month.

**General Faculties Council** – GFC met in Athabasca on December 16. I had hoped to attend in person but due to the location dialled in instead. There were no motions made during the meeting, aside from the agenda approval and conflict of interest motion. The bulk of the meeting was the presentation of various reports and limited discussion surrounding each report.

#### Sub Committees:

**Student Awards Committee:** No Meetings this month.

**GFC Exec:** GFC Exec met on December 2, I attended via teleconference. The main topic discussed at the meeting was the approval of those appointed by various stakeholder groups to sit on GFC. Changes were recently made to the participants on GFC and a re-appointment was done for some of the faculty and staff positions.

**SRM Project – Student Advisory Group:** No Meetings this month.

**AUSU MECC:** Met on December 8, lots of great conversation and ideas were shared.

**AUSU Awards:** No Meetings this month.

**AUSU Finance:** Met on December 17 and had a presentation from Orest Fialka, AUSU's financial advisor.

**AUSU Forensic Audit Recommendation Committee:** It is my understanding that this committee is completing its final recommendation. I am looking forward to further updates from this committee.



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**CASA:** Preparations have begun for CASA's Lobbycon Conference in Ottawa in February. During Lobbycon, delegates from all of CASA's 23 member institutions meet in Ottawa for 4 days of meetings with MP's from across Canada on Parliament Hill. This conference presents a very exciting opportunity for AUSU, because we represent students from every province and territory in Canada!! Each delegate will have the opportunity to meet with between 5 and 7 MPs.

This will also be the final CASA conference during our current term at AUSU, and an important opportunity. The next CASA conference will take place in May, and the CASA executive and committee positions will be elected then. Networking and building relationships is key at this point to ensure that AUSU will be able to hold as many key positions at CASA as possible.

Overall, AUSU Executive will consider the budget and benefits to determine which Executive members should attend Lobbycon.

**CASA Committees:**

**Federal Policy Committee:** No meetings this month.

**Code of Conduct Sub-Committee:** No meetings this month.

**TRC Advocacy Sub-Committee:** No meetings this month.

**Faculty Councils:**

**Faculty of Health Disciplines:** No meetings this month.

**Faculty of Business Undergraduate Program Council:** This committee met on December 8. The main discussion was to change the Faculty of Business Programs starting in September of 2016 to require COMM277 or COMM243 rather than COMM369. The change was to protect the outcomes of the credential and will only affect programs going forward for those enrolling after September of this year.

**AUSU Business**

Advocacy – We had over 900 students respond to our survey on AU Service Standards. We are currently compiling the results into a report to be circulated shortly. My hope is to utilize the data to continue the conversation surrounding the needs of students at AU and how service standards impact the success of students.

AUSU Health Plan – We have received confirmation that the option to enroll in the AUSU Health and Dental plan has been removed. Staff will begin the process of further communication with those enrolled and provide refunds as needed.

AUSU Policy and Bylaw Revisions – AUSU Executive has identified a number of contradictions and omissions in our policy and bylaw manual. We have committed to working hard over the next months to eliminate as many policy contradictions as we can. An election project was undertaken in 2014 that was never completed, and we have started the process to ensure the new policies are adopted prior to the next General Election, occurring in March of 2016. The notice of changes to election policies was sent to the membership on December 17, with more than the 21 days

December 2015

notice needed prior to the January 14 meeting on which they will be formally adopted.

We also have a lengthy legal recommendation in regards to our bylaws and Executive will soon start the process of going through the bylaws in relation to the advice we have in an effort to bring a recommendation to council.

### Meetings with Key Individuals at AU –

#### **Richard McLeod – Registrar at AU and Alain May, VP of Student and Academic Services at AU –**

Recently, I identified that AUSU didn't have a habit of meeting with the Registrar at AU. I found it strange that we didn't have a relationship with such an important area for students. A meeting was arranged and we had a fantastic discussion, surrounding service standards, student loans, registration and recording of final marks. We have agreed to meet twice per year going forward.

**Budget Consultations** – the Alberta PSLA legislates that the AU Administration must meet with the Undergraduate Student Association twice to consult about the budget. Brandon and I met with Alain May, Estelle Lo and Rocky Brown in that capacity on December 3. There is a tuition freeze for Alberta students, but I was unable to get a commitment from the group that there would not be further increases in tuition for out of province AU students. Also of concern, is the plan to increase “non-academic” fees for students. This would mean an increase in late exam fees, supplementary exam fees, transcript request fees, etc. Of course, I opposed any increase and explained the impact this would have on students. We will meet for our second consultation in January and I will ask for more details on this topic and once again recommend against it.

**AUSU Members** – I am always happy to hear directly from AUSU members, and this month provided no shortage of interaction! The inquiries this month were primarily regarding AU Service standards and undergraduate research opportunities, but I am still hearing about the availability of practicum spaces for FHD students in the LPN-BN program. I will continue to encourage students to contact me to discuss these matters, and I am thankful for the opportunities provided by the AU Students' App and Social Media to network with members of AUSU.

## Meetings

- 1 – AUSU Exec
- 1 – AUSU Working Meeting
- 2 – GFC Exec
- 3 – AU Registrar and VP Academic and Student Services
- 3 – Budget Consultations
- 7 – AUSU Exec
- 7 – Meeting with AUSU Member
- 8 – FB Undergraduate program council
- 8 – AUSU MECC
- 8 – Meeting with Ceridian Representative
- 9 – Meeting with Staff

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- 10 – Meeting with AU Advancement department as part of student focus group
- 10 – Meeting with Alain May
- 10 – Board of Governors
- 10 – Meeting with Staff at AUSU office
- 14 – AUSU Exec Meeting
- 16 – GFC
- 17 – AUSU Finance
- 22 – AUSU Exec

## Hours

### Weekly Breakdown

Week ending:	Hours
December 6	34
December 13	41.5
December 20	34
December 27	30
4 week average	34.88

### Timesheets and Compliance

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

# AUSU Executive Report

Colleen Doucette, VP External & Student Affairs

Prepared: December 30, 2015



## Current

### Committees

#### **FACULTY OF HUMANITIES & SOCIAL SCIENCES:**

The FHSS met on December 4<sup>th</sup>. A typical meeting that consisted of reviewing an extensive list of cross-listed courses and their respective enrollment numbers. Many stated legitimate reasons for maintaining them in certain instances but needed data such as administrative costs in addition to clear rationale for cross-listing courses. There was another lengthy discussion regarding what makes a Humanities course a Humanities course to which one replied that content and methodology should go together and I didn't quite capture that meaning, nor the others that were given. There are some course closures due to no content, no/low enrollment, replacement courses, or texts out of print. There was also another discussion of the development of a FHSS instruction module. The committee talked about how other universities are not as inclusive with Course Coordinators and Tutus as FHSS is. Finally, there was a call for honorary doctorate nominations.

#### **STUDENT EXPERIENCE TEAM:**

The SET met on December 11<sup>th</sup>. Refresher: The goals of the SET are to: A) Continue to foster a student service-oriented culture across the University; B) Identify and encourage opportunities for the integration, automation and self-service of student services; C) Provide staff additional supports to be informed and knowledgeable, enabling their ability to be responsive to student needs and expectations; D) Facilitate opportunities for learners to become self-directed and self-sufficient; and E) Adopt an evidence based approach that cultivates continuous improvement and quality enhancement to student services.

The meeting began with an update from each working group (Orientation WG, Service Standards WG, Basic Skills/Training WG, and Accessibility WG). Orientation WG: A discussion regarding retiring the Student Handbook on AU's website; Service Standards WG: No reports available until Feb., many concerns but reporting is taking a while,

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responses to the student surveys suggest units are meeting goals but unplanned absences and projects cause issues, will investigate a mechanism to track student complaints, discussed transfer credit evaluations and how they are at three weeks now – much better than before; Basic Skills/Training WG: discussed how some deans are looking for training, discussed some items on how to have a more consistent presence for anyone dialing in; Accessibility WG: looking for a co-chair, end of January – Accessibility statement that will guide standards going forward, Impact UDL – encourage people to attend, “Able Player” is at 99%, converting every video online to become more accessible, use keyboard navigation, text files – automatically add text to video.

- Further discussion on a more cohesive way to get SET notes together.
- There were 200 attendees on the Library’s webinar with 1200 views.
- Athabasca University will host the “Alberta Services for Students Conference” in May 2017 (last hosted 20 years ago). This will be an opportunity to showcase services offered.
- Curtis Wright – new Social Media & Communications Coordinator ([social@athabascau.ca](mailto:social@athabascau.ca)) will monitor all social media issues, provide input on how to respond, is putting a document together of standardized responses, social media guidelines have been sent to AU Exec but in preliminary stages and will share when ready.

## GENERAL FACULTIES COUNCIL:

The GFC met on December 16<sup>th</sup>. Reports were given by all members of AU executive as well as all faculties. There were no discussions above and beyond the reports given, which were the standard faculty reports. These reports included regular reporting from the faculties and course additions/deletions/changes. Reports from all AU Committees were presented, with nothing to report in addition to what I have already reported on.

## Meetings

### Richard MacLeod, Registrar

Executive met with Richard MacLeod and Alain May on December 3<sup>rd</sup>. This was an opportunity for us to meet AU’s Registrar and discuss various topics. Council can view the minutes of the meeting on the drive while searching for Richard MacLeod’s name and the minutes are written into the agenda that we followed. This was a successful meeting ending with an invitation to meet more often. There was a discussion about the honours list and how AUSU believed this to be delayed and not up to date. Richard stated it was up as of November 20<sup>th</sup> and discussed the reasons for the delay. We also talked about Moodle and Shawna felt that it took a long time

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for courses and grades to be updated from there onto Degreeworks. Alain said she was surprised at this and will investigate. We discussed service standards at length. Please review the minutes for this discussion. There were some takeaways such as investigating whether other institutions have an opportunity in sharing their health and dental plans.

### **Sarah**

I had a meeting with Sarah to review protocol for chairing the December Council Meeting.

### **Student Recruitment Strategy Meeting**

This meeting was held on December 10<sup>th</sup>. It was a student focus group discussing our thoughts and personal feelings on AU's recruitment strategy. It was a small group that consisted of myself, Shawna, and Laura, along with a few other AU employees.

### **AUSU MECC:**

Please see MECC Report for this Council Meeting.

## Meetings

- December 1 – Working Council Meeting
- December 3 – Richard MacLeod, Registrar
- December 4 – Faculty of Humanities & Social Sciences
- December 7 – Executive Meeting
- December 8 – MECC Meeting
- December 9 – Phone Meeting with Sarah
- December 10 – Student Recruitment Meeting w/AU
- December 10 – Monthly Council Meeting
- December 11 – Student Experience Team Committee Meeting
- December 14 – Executive Meeting
- December 16 – General Faculty Council Meeting
- December 22 – Executive Meeting

## Hours

### Weekly Breakdown

<b>Week of:</b>	<b>Hours:</b>
Nov 30 – Dec 6	28
Dec 7 – 13	29.75
Dec 14 – 20	29.50
Dec 21 – 27	30
<b>4 week average:</b>	<b>29.3</b>

### Weekly Breakdown

<b>Week of:</b>	<b>Hours:</b>
Nov 2 – 8	31.75
Nov 9 – 15	30.50
Nov 16 – 22	66
Nov 23 – 29	0
<b>4 week average:</b>	<b>32.06</b>

### Timesheets and Compliance

In the VPEX November report, November's "weekly hours" breakdown showed that I had an average of 39.56 hours. This was done incorrectly as, due to the excess of hours from the week prior, I used vacation time in the last week. It should have been days used as time in lieu to reflect that I was owed hours. The revised weekly breakdown for November is now shown above.

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

December 2015

# AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: January 5, 2016



## Committees

### **Finance Committee:**

See finance committee report.

### **AUSU Forensic Audit Recommendation Committee (FAC):**

In the December FAC we discussed as a group the various issues that we felt were raised by those at the AGM when the motion was made. After identifying the main issues, we discussed what potential actions could be taken and weighed them against the issues that were raised. After our discussions it was decided that in order to make a final recommendation on what needs to happen we needed to get a more detailed timeline of the events that occurred. The plan is to review this report and identify if there are any other concerns and then make our final recommendation.

### **AU Board of Governors:**

We had a brief confidential meeting of the board to discuss the coming tasks for the board of governors.

### **Enterprise Resource Planning Student Advisor Group:**



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As I have mentioned in past reports AU is restricted in regards to completing IT projects. An online university requires a lot of IT work and there are very limited resources to get everything done. That being said for the past few months this committee has been working on the refining the IT recommendation forms so that it is easier to prioritize the most important projects. We have had multiple discussions relating to how the weightings should be assigned and some draft templates have been created and are in the testing stage.

We also discussed some of the current projects that have been approved but are awaiting resources. The one that I am most excited about is the moodle calendar. Once this is implemented students will be able to view their suggested course schedule in moodle and even export it to your own electronic calendar. This suggested course schedule can be adjusted by to student to fit their needs and will hopefully be a very useful tool for students to plan out their courses.

### **National Advocacy Team:**

In our December meeting the national advocacy team discussed the specific focus of the winter advocacy campaign. It was decided in the previous meeting that the main topic would be related to Student Financial Aid and Repayment assistance. We were then supposed to research what the campaign specifically could ask for. In the meeting I brought up that one of the biggest challenges for mature students is that they either can not get access to student aid or else they can not get enough. This discussion led to us deciding on a potential name for the campaign "When Loans are not enough" The original idea for this campaign is that we are going to be pushing the government to increase the government grants by 50% to help students to be able to get the funding that they need. The next step that we are working on is what medium we want to use for this campaign.

## AUSU Business

This month I have been working with AU IT to ensure that the AUSU health plan enrollment prompt has been removed. It is bitter sweet to report that the enrollment option has officially been removed. The remaining code on the AU website is still up but students will not be able to access it to enroll anymore.

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AU has confirmed that the remainder of the code will be removed as part of a change that is already being made to the AU enrollment website. Along with this task I have been focused on updating the AUSU budget template to help make comparisons and budgeting easier.

## Meetings

December 1, 2015 – Executive Meeting  
December 1, 2015 – Working Council Meeting  
December 3, 2015 – Richard Macleod  
December 3, 2015 – AU Budget Consultation  
December 4, 2015 – FHSS Faculty Committee Meeting  
December 7, 2015 – Executive Meeting  
December 7, 2015 – Forensic Audit Committee Meeting  
December 10, 2015 – AU Finance & Property Committee Meeting  
December 10, 2015 – AU Special Board of Governors Meeting  
December 10, 2015 – General Council Meeting  
December 14, 2015 – Executive Meeting  
December 15, 2015 – ERP SAG Meeting  
December 16, 2015 – National Advocacy Team Meeting  
December 17, 2015 – Finance Committee Meeting  
December 22, 2015 – Executive Meeting

## Hours

### Weekly Breakdown\*

<b>Week of:</b>	<b>Hours:</b>
November 30 – December 6	30
December 7 – 13	30.25
December 14-20	30
December 21-27	30
<b>4 week average:</b>	<b>30</b>

### Timesheets and Compliance

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I have reviewed Shawna and Colleen's timesheets and found that their weekly averages for December were in compliance with policy.