



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Agenda

Thursday March 10, 2016

4:30pm MST

- *Please consider the key ethical principles of AUSU, which are respect for persons, respect for the organization, and respect for the common good, during this meeting of Council, and when participating in any AUSU function.*
- *Attendees are encouraged to mute their phone lines when not speaking to reduce background noise for all participants. Mute your line by pressing *6. Pressing *6 again will unmute your line.*
- *Council meetings are working sessions of Council. Observers should refrain from speaking during the working portion of the meeting but are encouraged to participate in the Question & Answer Period at the end of the meeting or to contact the AUSU office with any questions that arise. Any member may also contact any Councillor or staff member with issues that they would like to see addressed on a future Council agenda.*

Log in Protocol: AUSU uses an on-line conferencing system. Go to <https://athabasca.pgimeet.com/AUSUCouncil>, select "Enter as a guest", enter your name and email address and click "Join Meeting". In a moment the "Connect Audio" box will pop up. Under the "Call My Phone" tab, enter your phone number and extension if applicable and click "Connect Me". The system will call your telephone for the audio component of the meeting. You can also connect audio through your computer but your speaker and microphone set-up may affect sound quality for you and other participants.

If, **and only if**, you do not have computer access for the meeting, you may join the audio only portion of the meeting by calling **1-877-806-9883** and entering the participant code **206869#**.

Meeting Called By: Shawna Wasylyshyn, President

Type of Meeting: AUSU Regular Council Meeting

Minutes: Donette Kingyens, Communications and Member Services Coordinator

Expected Participants

Council: President Shawna Wasylyshyn, 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: Chair of Forensic Audit Recommendation Committee Carolin van Voorst, Scott Jacobsen

Absence:

Notice: THIS MEETING WILL BE RECORDED FOR EASE OF MINUTING AND WILL BE CONDUCTED USING ROBERT'S RULES OF ORDER WHEN NECESSARY TO ENSURE EFFICIENCY AND EFFECTIVENESS.

Agenda and Minutes

- | | | |
|------------|--|-----|
| 1.0 | Approval of Agenda | All |
| | Motion: BIRT Council approve the agenda as presented.
<i>2016-03-10 Council Agenda.pdf</i> | |
| | Note: File <i>2016-03-10 Council Backgrounder.pdf</i> is provided as background and should be referred to for this meeting. | |
| 2.0 | Adoption of Council Meeting Minutes | All |
| | Motion: BIRT Council approve the minutes of the February 11, 2016 regular council meeting.
<i>2016-02-11 Council Meeting Minutes DRAFT.pdf</i> | |

Motion: BIRT Council approve the minutes of the in-camera session of the February 11, 2016 regular council meeting.

2016-02-11 Council In-Camera Session Minutes COUNCIL ONLY DRAFT.pdf

Motion: BIRT Council approve the minutes of the March 08, 2016 interim council meeting.

2016-03-08 Council Meeting Minutes_DRAFT.pdf

Note: Approval of all council minutes, for both regular and interim council meetings, takes place at the next regular public meeting. In-camera session minutes will be circulated only to those individuals who took part in the session. It can be publically noted that there were no motions passed during the in-camera session of February 11, 2016.

Old Business

3.0 Review of Action Items

All

Note: The status of the action and agenda items at the bottom of the most recent council minutes will be reviewed briefly.

4.0 Ratification of Email Motion

S. Wasylyshyn

Email Motion: BIRT AUSU approves a transfer of \$3000 from the budget for Staff Salaries (GL 5210) to the budget for Other Staffing (GL 5318) to accommodate the contracting of TPD in hiring a new part time administrative assistant.

S. Wasylyshyn / L. Zhu

Carried 7/0

Note: M. Daigneault on vacation, T. Ross vote not received

5.0 Motion Tabled at the Previous Meeting

S. Wasylyshyn

4.01 Policy 9.05 Technology Infrastructure – Web Services for Student

Motion: BIRT AUSU adopt the updated copy of policy 9.05 *Technology Infrastructure – Web Services for Students* for inclusion in the policy manual.

C. Doucette / L. Zhu

Tabled

Policy_9.05_Technology_Infrastructure Exec Edits.docx.pdf

Action and Discussion Items

6.0 Forensic Audit Recommendation Committee Report and Recommendations

C. van Voorst
Committee
Chair

Proposed Motion: BIRT AUSU adopt the Forensic Audit Recommendation Committee report and the recommendations contained therein.

2016-02-18 FA Committee Report To Council rev1.pdf

Note: Adoption of this motion would signify council's general agreement with the report and its recommendations. Specific exceptions or clarification could be proposed with respect to the recommendations.

Proposed Motion: BIRT AUSU thank the members of the ad hoc Forensic Audit Recommendation Committee for their work and dissolve the committee.

2015-09 Forensic Audit Recommendation TOR v2.pdf

Note: This motion is appropriate if council decides not to pursue a forensic audit according to the committee terms of reference.

7.0 Executive Compensation Committee Report and Recommendations

S. Cornett
Committee
Chair

Proposed Motion: BIRT AUSU adopt the Executive Compensation Review Committee report and the recommendations contained therein.

2016-03-02 ECRC Report To Council.pdf

Note: Adoption of this motion would signify council's general agreement with the report and its recommendations. Specific exceptions or clarification could be proposed with respect to the recommendations.

Proposed Motion: BIRT AUSU adopt the updated copy of Policy 2.15 Council Governance – Executive Accountability and Compensation for inclusion in the policy manual effective at the beginning of the next council term in April 2016.

Policy_2.15_Executive_Accountability_and_Compensation_ECRC_Edits.docx

Note: The proposed amendments to Policy 2.15 Council Governance – Executive Accountability and Compensation will implement the recommendation about the honoraria amount and the regular review process in lieu of the automatic CPI increase.

Proposed Motion: BIRT AUSU instruct the member engagement and communication committee to determine how the executive compensation committee report will be made available to the membership.

Note: If council adopts the report, this motion fulfills section 8.06.21 of the committee terms of reference.

Proposed Motion: BIRT AUSU thank the members of the ad hoc Executive Compensation Review Committee for their work and dissolve the committee.

Note: This motion is appropriate if council decides to adopt the report and that no further research or clarification is needed from the committee.

8.0 Policy Revisions

Executive

8.01 Policy 2.06 Council Governance – Student Representation on AU Committees

Proposed Motion: BIRT AUSU adopt the updated copy of Policy 2.06 Council Governance – Student Representation on AU Committees for inclusion in the policy manual.

Policy_2.06_Council_Governance_Student_Reps_on_AU_Committees_Exec_Edits.docx

8.02 NEW Policy 2.07 Council Governance – Student Representation on AUSU Committees

Proposed Motion: BIRT AUSU adopt the new Policy 2.07 Council Governance – Student Representation on AUSU Committees for inclusion in the policy manual.

Policy_2.07_Council_Governance_Member_Reps_on_AUSU_Committees_Exec_Edits.docx

8.03 Policy 6.07 Financial Management – Reserves and Investments

Proposed Motion: BIRT AUSU adopt the new version of Policy 6.07 Financial Management – Reserves and Investments for inclusion in the policy manual.

Policy_6.07_Financial_Management_Reserves_and_Investments_DRAFT_NEW.docx

8.04 Position Policy 9.12 Academics – Course and Program Development and Maintenance

Proposed Motion: BIRT AUSU adopt the updated copy of Position Policy 9.12 Academics – Course and Program Development and Maintenance for inclusion in the policy manual.

Policy_9.12_Course_and_Program_Development_Exec_Edits.docx

9.0 Bylaw Amendment – First Reading

S. Wasylyshyn

Proposed Motion FIRST READING: BIRT AUSU council approve bylaw amendments to bring the process of AUSU bylaw amendment in line with the Post-Secondary Learning Act of Alberta, section 95 (1) and 95 (2), whereby creation and amendment of bylaw is the sole responsibility of council, by repealing the following portion of Article 10 Amendment:

These bylaws may be amended, in whole or in part, by a special resolution of AUSU as defined in these bylaws.

and replacing it with the following:

10.1 Amendment

These bylaws may be amended, in whole or in part, by motion of council passed by a two thirds majority on first reading at a public meeting of council, and passed by a two thirds majority on second reading at a public meeting of council to be held no sooner than 30 days and no longer than 90 days from the first reading.

10.2 Notice to Members

10.2.1 AUSU will provide the membership with 21 days’ advance notice of a meeting in which the first reading of a motion to amend the bylaws will be brought forward.

10.2.2 The notice to members will include the proposed bylaw amendments and the rationale behind the proposal.

10.2.3 The notice will include details of the member consultation opportunities prescribed by section 10.3.

10.3 Member Consultation

10.3.1 AUSU will provide a minimum of two member consultation opportunities, which may include town hall style meetings, online forums, or other as deemed appropriate by council.

10.3.2 A minimum of three AUSU Councillors, including at least one Executive Officer, must participate in each of the member consultation opportunities.

Reports

10.0	President’s Report <i>2016-02 President Report.pdf</i>	S. Wasylyshyn
11.0	Vice President External and Student Affairs’ Report <i>2016-02 VP External Report.pdf</i>	C. Doucette
12.0	Vice President Finance and Administration’s Report <i>2016-02 VP Finance Report.pdf</i>	B. Simmons
13.0	Executive Meeting Reports <i>2016-02 Executive Meeting Report.pdf</i>	S. Wasylyshyn

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.

14.0	Finance Committee Report <i>2016-02 Finance Committee Report.pdf</i>	B. Simmons
15.0	Awards Committee Report <i>2016-02 Awards Committee Report.pdf</i>	K. Newsome
16.0	Member Engagement and Communication Committee Report <i>2016-02 MEC Committee Report.pdf</i>	C. Doucette
17.0	Executive Director's Report <i>2016-02 Executive Director Report.pdf</i>	S. Cornett
18.0	Communication and Members Services Coordinator Report <i>2016-02 Communications Coordinator Report.pdf</i> <i>Newsletter Stats.xlsx</i>	D. Kingyens
19.0	Acceptance of Reports Proposed Motion: BIRT Council accept the reports as presented.	All

Question & Answer Period

20.0	Question & Answer Period Observers are encouraged to participate in the Question & Answer period. This is a regular part of this meeting and as such will be recorded, will follow Robert's Rules of Order, and will be minuted. This section of the meeting will be limited to 30 minutes in length. Each observer will be limited to one question per meeting in order to allow access to as many participants as possible. Each observer may ask one corollary question for each of their original questions. At the discretion of the Chair, and if time allows, one additional question may be asked by an observer. The Chair will direct the question to the appropriate Councillor or staff member for a response. 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.	S. Wasylyshyn
-------------	---	---------------

Next Meeting and Adjournment

The next meetings of Council are set for:

- Thursday March 16, 2016 at 4:30 pm MST – Special Meeting to Announce Election Results
- Thursday March 31, 2016 at 4:30 pm MST – Special Meeting for Executive Election (Tentative)
- Thursday April 14, 2016 at 4:30 pm MST – Changeover Meeting (Tentative)

Motion to Adjourn



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Backgrounder

**For the Meeting of:
March 10, 2016**

The purpose of this backgrounder is to provide additional detailed information and background about the items on the agenda in order to facilitate informed discussion and an efficient and effective meeting. Please review this document, in conjunction with the meeting agenda and the documents related to each item, in advance of the meeting. Please contact the AUSU President or Executive Director in advance of the meeting if you have any questions.

Agenda and Minutes

2.0 Adoption of Council Meeting Minutes

Approval of all council minutes, for both regular and interim council meetings, takes place at the next regular public meeting. In this case there was an interim meeting on March 8, 2016 as well as the regular public meeting on February 11, 2016. It may be that the minutes from March 8 are not ready, but if so both sets of minutes will be adopted.

In-camera session minutes will be circulated only to those individuals who took part in the session. It can be publically noted that there were no motions passed during the in-camera session of February 11, 2016.

If motions were passed, they would be entered into the public minutes for the record in the interests of transparency.

Old Business

3.0 Review of Action Items

Council and each committee keep an ongoing list of action items and upcoming agenda items so that nothing gets lost or forgotten in the course of busy meeting and activities.

The current list is found at the bottom of the most recent set of minutes and is reviewed at every meeting to keep up to date on the status of each item.

An item will be shown as complete on one set of minutes, for the record, and then deleted from the list.

Action items are those things that have been agreed need doing.

Agenda items are those things that need to appear on a meeting agenda for discussion before they can go further.

4.0 Ratification of Email Motion

Occasionally a decision is needed from council between meetings. This could be because of time constraints, or it could be to get through business so that the next meeting agenda is not overly long.

A process is followed that requires a specific length of time for discussion by email, agreement that councillors are ready to vote, an email vote and declaration of results, and finally, ratification at a regular council meeting so the decision is duly recorded and made public.

In this case, an amendment to the budget to allow staff to use a hiring company to find a new administrative assistant was the subject. Costs, time factors, workload, specific skill sets, and budget were all factors discussed during the email debate on the motion.

5.0 Motion Tabled at the Previous Meeting

At the previous council meeting on February 11, this motion was tabled to allow for more research and fine tuning of wording before making a decision. The discussion centered around updating the wording to be applicable to the various technology used at AU today. Discussion will continue at this meeting.

One section has been removed as redundant and a section has been added to reflect current reality at AU.

There are different opinions on whether to have examples of the specific technologies in the policy (e.g. Moodle, GreyMatter, DegreeWorks).

The terms petition and lobby have been replaced by advocate, and other wording has been tweaked.

Action and Discussion Items

6.0 Forensic Audit Recommendation Committee Report and Recommendations

The ad hoc committee created to make recommendations to council about the members' motion to have a forensic audit has submitted its report for council consideration.

It is a detailed report that covers the committee mandate, process, conclusions, reasoning, and recommendations.

According to the committee terms of reference, if council decides not to pursue a forensic audit, the committee work will be complete and the committee will be dissolved.

7.0 Executive Compensation Committee Report and Recommendations

The ad hoc committee created to make recommendations to council about executive compensation has submitted its report for council consideration.

It is a detailed report that covers the committee mandate, process, conclusions, reasoning, and recommendations. The first motion will adopt the report signifying that council is in general agreement with the report and its recommendations.

If council accepts the recommendations about the honoraria amount and the regular review process in lieu of the automatic CPI increase, the second motion will amend policy to reflect that decision.

The third motion fulfils a specific section in the committee terms of reference regarding communication with the membership.

According to the committee terms of reference, if council has no further questions for the committee, its work will be complete and the committee will be dissolved.

8.0 Policy Revisions

Policy 2.06 Council Governance – Student Representation on AU Committees

This is a minor update to an existing policy.

One suggestion made during the executive discussion was to develop a simple application form for students candidates that can also be used for policy 2.07.

NEW Policy 2.07 Council Governance – Student Representation on AUSU Committees

This is a new policy. AUSU has recently had two members from outside of council on committees. This is a good way to engage members who may not be able to make the commitment for a two-year term on council but want to get involved. It can also bring outside expertise to committees.

As noted above, it has been suggested that an application form be developed.

Policy 6.07 Financial Management – Reserves and Investments

This is a total rewrite of the AUSU policy on reserves and investments.

AUSU is in the position of having significant reserves but also having cash deficit position for a number of years.

There have also been some inconsistencies in how AUSU reserves have been described in financial statements and council motions that should be more clear in future. These issues have been discussed by the finance committee.

Comments inserted into the document by VPFA Brandon Simmons are in the circulated draft as they explain the reasoning behind key sections.

Position Policy 9.12 Academics – Course and Program Development and Maintenance

The amendments proposed to this position statement policy are minor, with one redundant section being removed and one term being strengthened. In general, the position statement remains valid.

6.0 Bylaw Amendment – First Reading

The following motion was passed unanimously at the February 11, 2016 council meeting.

Motion: BIRT AUSU council approve sending of at least 21 days' notice and scheduling at least two member consultation sessions in preparation for first reading of bylaw amendments to bring the process of AUSU bylaw amendment in line with the Post-Secondary Learning Act of Alberta, section 95 (1) and 95 (2), whereby creation and amendment of bylaw is the sole responsibility of council, by repealing the following portion of Article 10 Amendment:

These bylaws may be amended, in whole or in part, by a special resolution of AUSU as defined in these bylaws.

and replacing it with the following:

10.1 Amendment

These bylaws may be amended, in whole or in part, by motion of council passed by a two thirds majority on first reading at a public meeting of council, and passed by a two thirds majority on second reading at a public meeting of council to be held no sooner than 30 days and no longer than 90 days from the first reading.

10.2 Notice to Members

10.2.1 AUSU will provide the membership with 21 days' advance notice of a meeting in which the first reading of a motion to amend the bylaws will be brought forward.

10.2.2 The notice to members will include the proposed bylaw amendments and the rationale behind the proposal.

10.2.3 The notice will include details of the member consultation opportunities prescribed by section 10.3.

10.3 Member Consultation

10.3.1 AUSU will provide a minimum of two member consultation opportunities, which may include town hall style meetings, online forums, or other as deemed appropriate by council.

10.3.2 A minimum of three AUSU Councillors, including at least one Executive Officer, must participate in each of the member consultation opportunities.

Consultations have taken place. There was only one member outside of council who engaged in discussion, despite two newsletters sent to all members, social media posts, and website announcements promoting two teleconferences and an on-line forum.

An interim meeting of council is scheduled for March 8 for council to review and discuss that member's feedback and concerns.

If council agrees that it is ready for first reading of the motion to amend the bylaws as proposed in the previous motion, this agenda item will proceed.

A two-thirds majority and a second reading will be necessary to implement the change.