

Minutes AUSU Council Meeting

APPROVED – March 11, 2015

AUSU Council Meeting
February 11, 2015
Teleconference

Councillors Present: Jason Nixon, Corrina Green, Alexander Poulton, Bonita Arbeau, Shawna Wasylyshyn, Megan Daigneault and Christine Villeneuve
Staff Present: Karyna Hochachka and Sarah Maddock
Other Members: Barbra Lehtiniemi
Record of Minutes: Sarah Maddock
Absent:
Absent with regrets: Kim Newsome (on council-approved leave as per policy point 2.15.10)

Call to Order: 17:42 (MST)

Agenda and Minutes

1.0 Approval of Agenda

Motion: BIRT council adopt the meeting agenda as presented.

S. Wasylyshyn/M. Daigneault - Carried 6/0 -

2.0 Adoption of Council Meeting Minutes

Motion: BIRT council approve the minutes of the January 14, 2015 council meeting, as presented.

B. Arbeau/A. Poulton - Carried 6/0 -

3.0 Motion: BIRT policy point 7.02.20, point 4 – Travel Bursaries – be amended to read "Members may only receive this award once per fiscal year".

S. Wasylyshyn/A. Poulton - Carried 6/0 -

4.0 Motion: BIRT AUSU accept the presented updated copy of Policy 1.01 Creation Format Maintenance Review for inclusion in our policy manual.

M. Daigneault/S. Wasylyshyn - Carried 6/0 -

- 5.0 Motion:** BIRT AUSU accept the presented updated copy of Policy 3.01 Election Conduct for inclusion in our policy manual.
- B. Arbeau/M. Daigneault - Carried 6/0 -
- 6.0 Motion:** BIRT AUSU adopt the presented copy of Policy 3.05 Council Changeover for inclusion in our policy manual.
- 20150211.01 Friendly amendment to policy point 3.05.03 to read "Councillors to hold offices of President, Vice-President External and Student Affairs, Vice-President Finance and Administration, committee chairs and committee members".
- A. Poulton/S. Wasylyshyn - Carried 6/0 -
- 7.0 Motion:** BIRT AUSU accept the presented updated copy of Policy 9.05 Technology Infrastructure for inclusion in our policy manual.
- M. Daigneault/B. Arbeau - Carried 6/0 -
- 8.0 Motion:** BIRT AUSU accept the presented updated copy of Policy 9.07 Base Operating Funding for inclusion in our policy manual.
- S. Wasylyshyn/A. Poulton - Carried 6/0 -
- 9.0 Motion:** BIRT AUSU accept the presented updated copy of Policy 9.10 Athabasca University National Presence for inclusion in our policy manual.
- 20150211.02 18:03 MST C. Villeneuve joins the meeting.
- 20150211.03 Friendly amendment to remove the last paragraph: "BE IT FURTHER RESOLVED THAT AUSU work with Athabasca University to lobby provincial governments to change legislation and allow Athabasca University to provide additional services across the country".
- A. Poulton/B. Arbeau - Carried 7/0 -
- 10.0 Motion:** BIRT AUSU repeal policy 9.15 Awards GPA Calculation.
- M. Daigneault/S. Wasylyshyn - Carried 5/2 -
- 11.0 Motion:** BIRT AUSU accept the presented updated copy of Policy 9.21 Career Services for inclusion in our policy manual.

M. Daigneaulty/B. Arbeau

- Carried 7/0 –

- 12.0 Email Vote Ratification:** BIRT in recognition of AU's current BOG chair, Mr. Barry Walker, pending retirement, that AUSU's executive take suitable steps to recognize AUSU gratitude to Mr. Walker's 10 years of dedicated service to the AU community.
M: K. Newsome S: B. Arbeau Carried 8/0

C. Villeneuve/M. Daigneault

- Carried 7/0 -

Reports

- 13.0 President's Report**
Report Accepted.
- 14.0 Vice President External's Report**
Report Accepted.
- 15.0 Vice President Finance's Report**
Report Accepted.
- 16.0 Executive Meeting Report**
Report Accepted.
- 17.0 Finance Committee Report**
Report Accepted.
- 18.0 Awards Committee Report**
Report Accepted.
- 19.0 MEC Committee Report**
Report Accepted.
- 20.0 Office Coordinator's Report**
Report Accepted.

Reports Accepted as Presented

C. Villeneuve/M. Daigneault

- Carried 7/0 -

Meeting adjourned at 18:54 MST

S. Wasylyshyn moved.

Next meeting date and time

17:30 MST on March 11, 2015

AUSU President Report

Jason Nixon, President



Covers: February 2015
Prepared: March 5, 2014

Current Issues

AU BOG – The BOG held normal business throughout the last month, and the institutional advancement committee met this month. However most of the normal business was over shadow by the new reports that the Alberta Government was pushing to have AU look at a merger with another post-secondary institution in Alberta. It is important to note that rumor has been in the media previously and did turn out to be false. But AU president has made no secret that the financial situation at AU is not sustainable with the current business plan. The budget situation in Alberta continues to compound this situation and consequently the BOG major focus continues to be on the fiscal situation, particularly solving the sustainability issue at AU. A large amount of this work remains in camera for the time being. However AU President has public said his immediate plan to address this is to build a task force to address it. AUGSA and AUSU were allowed to pick one student to sit on the task force. AUGSA and AUSU's execs have agreed that I would be the student representative on the task force going forward.

Health Care Plan – On the technical side the health care plan operation bugs seem to be working themselves out and the process is function effectively. We are working with the health care provider to have updates and recommendations on any changes required to the plan for next year based on our current enrolment numbers. We expect a new batch of numbers in early march and should have a good picture when we receive the April numbers of how popular the program is with AUSU members.

GFC Exec –Worked mainly routine motions and governance issues, lots of graduation motions this month, which means a lot of students completed programs this month.

Election Policy Project – The policy portion of the project is 100% complete and received council approval in the February council meeting. In February we are working to finish updating all the supporting procedure and operation documents that needed to be changed to meet all the changes to the new policy. Most of this

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process is now completed and everything should be up to date 100% in early March.

The final portion of this project will be the approval of bylaw changes associated with the policy at our AGM in April.

Executive Director Hiring – We have engaged a head hunter firm to work on the hiring process of a new Executive Director for AUSU. Utilizing the results of the succession plan developed in 2014 we have been updating the ED job description as well as the Office Coordinator position. The head hunting agency we are using is posting ads and beginning the search for a new ED. We anticipate the executive will be able to interview candidates at the end of March or early April and work to having a new ED in place as soon as possible.

AUGSA and Mobile APP – With all the legal work completed on the Mobile App project we have turned our attention to working with AUGSA and the APP provider to begin to develop the APP. We are meeting regularly with both groups and the provider and developing the overall layout of the APP. It is anticipated that we will have the layout complete by June or early July allowing us the summer to finish uploading content with a launch date of September as originally planned.

Website – Meetings were held with our website contractors this month. Now the immediate IT needs have been addressed and are in control we have been able to turn our attention to fixing up old operating systems, deleting things that are costing us money that AUSU is not using and updating the website to accommodate the goals council has identified for the website, like online apps and increased student engagement. We had a very thorough review and discussion with the contractors of the vision and the needs for the site. They are preparing a report on what needs to be done to accomplish that vision as well as the cost of changes.

Annual Report – I have been working to finish up the annual report for the AGM. This was something we used to have the ED do so there have been some learning curves for me as far as graphic design and utilizing the program that we use for the report. But it is coming along and will be available for the AGM.

Orientation Manual – The MECC committee has finished reviewing the first sections of the orientation manual. I will be updating their recommended changes and we will be reviewing the next sections this month.

Executive Elections – The 2015 / 2016 AUSU Executive and committee elections will take place in early March. We had to spend some time locating a

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new voting system that we hope will function better for on the fly secret ballot votes such as the executive elections.

Meetings

- February 2 – Budget Consultation Meeting**
- February 10 – AUSU Exec Meeting**
- February 10 – Joint AUSU and AUGSA Exec Meeting**
- February 11 – Health Care Provider Meeting**
- February 11 – Faculty of Health Meeting**
- February 11 – AUSU Council Meeting**
- February 17 – Finance Committee Meeting**
- February 18 – IT Meeting**
- February 18 – Exec Meeting**
- February 18 – AU Faculty Union President Meeting**
- February 19 – GFC Exec**
- February 19 – AUGSA APP Meeting**
- February 20 – AU Board Meeting**
- February 20 – Institutional Advancement Meeting**
- February 20 – Meeting AUGSA President**

Hours

My weekly average: 35 hours

Week of:	Hours
Feb 1 – 7	35
Feb 8 - 14	37.25
Feb 15 - 21	30
Feb 22 - 28	37.75
4 Week Average	35

I have reviewed the timesheets of the other execs and found that their 4 week average for February was in compliance with policy.

AUSU Executive Report

Corrina Green, VP Finance and Administration

Prepared: March 4th, 2015

Current Issues



Policy

We have reviewed 5 policies this month. We are on track to have all the policies reviewed that are required in this term year.

Student Resource Management Project

This is a very new project with AU. I have been in consultation with the lead on this project and will have more information in the very near future. I will be looking for volunteers to sit on a committee for this project where students can be involved with the brainstorming and towards the end, user testing of the program that will be implemented.

AU Budget Committee

The Exec. Group at AU has given their final budget to the committee. Due to confidentiality, there is not much I can say in regards to this matter other than there is still much work to be done. The intention is that the budget will be finalized and sent to the Board for final approval March 26th. I intend to be at that BOG meeting in person at the end of the month as I feel it is imperative to have some face-to face time at that meeting.

Investment Funds Transfer

We have been working on getting our funds transferred from TD to our new investment manager, Adroit. Paperwork has been signed and the complete transfer should be done in the next week or so. It is exciting to see this finally come to an end after the RFP process, interviews and selecting a new investment advisor that I feel will fit our needs better.

BOG – Honorary Awards Committee

We met this month to make final decisions on the Honorary Awards for this year's convocation. There are many deserving candidates and it was a hard decision to make but one that I am glad to have been part of.

Committees

AU – BOG held a special meeting this month. I was not in attendance as I was on holidays but we were still represented by our President, Jason Nixon.

AU – BOG Finance and Property – Did not meet this month.

GFC –SAAC met once during February to render decisions on academic cases. Nothing to report out of the ordinary. The committee's regular bi-weekly schedule is back in full swing.

AUSU – Awards Committee received one application this month which was not approved.

AUSU – MEC Committee worked on the Student Orientation manual this month.

AUSU – Finance Committee met once in February. This was just a regular review of AUSU and the VOICE's financials.

ERP Service Advisory Group – This new committee meets monthly. I have nothing to report from here. It is a new committee as part of the ICT Governance Structure and we are still working out the focus and our roles.

Pedagogy and Research Service Advisory Group – This new committee meets monthly also. I have nothing to report from here. It is a new committee as part of the ICT Governance Structure and we are still working out the focus and our roles.

Student Success Group – We did not meet this month as we meet on a bi-monthly basis. The next meeting is in March.

FHSS Strategic Planning Committee – This is a new position for me as it was previously held by a former exec. and we realized they were still taking part. I have had to read a lot of information to bring myself up to speed. We will be meeting again soon as they are ready to roll out their new Strategic Plan.

Meetings

AU Budget Consultation with Rocky Brown – February 2nd

Meeting with Carla Yeaman (SRM Feedback) – February 3rd

FHSS Strategic Planning Committee – February 4th

GFC – SAAC – February 5th

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Meeting with AUGSA President (Mobile App) – February 6th
Student Relationship Management Kickoff – February 6th
AUSU Executive Meeting – February 10th
Joint Exec. Meeting with AUGSA – February 10th
AUSU Council Meeting – February 11th
AU – BOG Honorary Awards Committee – February 12th
AU Budget Committee – February 13th
AUSU Finance Committee – February 17th
AUSU Executive Meeting – February 18th
Meeting with Charlotte and Jennifer (website) – February 18th
ERP Service Advisory Group Meeting – January 24th
Pedagogy and Research Service Advisory Group – January 24th

Hours

Timesheet and Compliance

Week Ending	Hours
February 8 th – 2015	30.50
February 15 th – 2015	31.50
February 22 nd – 2015	29.50
March 1 st – 2015	31.00
TOTAL	122.50
AVERAGE PER WEEK	30.625

At the time of writing this report, I have reviewed Jason's hours and they are within the guidelines. Kim is on a leave of absence for the month of February.