



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Minutes

(APPROVED Nov 12, 2015)

Tuesday October 13, 2015

3:30pm 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, 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, The Voice Editor Karl Low, Office Administrator Donette Kingyens

Members: Sandra Livingston

Absent:

Call to Order: 3:35 MDT

Agenda and Minutes

1.0 Approval of Agenda All

2015-10-13 Council Meeting Agenda.pdf

2015-10-13 Council Background.pdf

Motion: BIRT Council approve the agenda as presented.

P. Plamondon / L. Zhu

Carried 7/0

Note: Councillor Philip Kirkbride joined meeting at 3:40 p.m. MDT.

2.0 Adoption of Council Meeting Minutes All

2015-09-09 DRAFT Meeting Minutes v2.docx

Motion: BIRT Council approve the minutes of the September 09, 2015 council meeting as presented.

P. Plamondon / P. Kirkbride

Carried 8/0

Old Business

3.0 Forensic Audit Recommendation Committee Terms of Reference B. Simmons

2015-09 Forensic Audit Recommendation TOR v2.pdf

Motion: BIRT AUSU approves the Forensic Audit Recommendation Committee terms of reference be amended as presented.

K. Newsome / P. Plamondon

Carried 8/0

Carried 7/0

Note: Councillor Megan Daigneault joined meeting at 3:48 p.m. MDT.

Motion: BIRT AUSU approves the appointment of student member Carolin van Voorst to the Forensic Audit Recommendation Committee.

P. Plamondon / P. Kirkbride

Carried 9/0

4.0

Tabled Policy Revision

Executive

2.01 Conflict of Interest and Bias

Policy 2.01 Conflict of Interest and Bias EXEC EDITS.pdf

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

C. Doucette / L. Zhu

Carried 9/0

S. Wasylyshyn provided some background about section 2.01.12 which refers to AU employees. The policy previously referred to an agreement between AU and AUSU that is not current. There was some discussion amongst Councillors about why an AU employee may be a Councillor but not an Executive Member. It was noted that an Executive Member should be more independent whereas a Councillor with extra information and experience may be an asset to the Council.

It was noted that bylaw would need to be revised to implement the change reflected in the new policy wording.

B. Simmonds provided some background for section 2.01.13 and 2.01.14 which refer to AUSU employees. The new wording of these sections prevents anyone with an agenda either on the board or on the staff from moving quickly to the other body in order to further that agenda. The sections provide a cooling off period to regain objectivity between an individual having a position on staff and a position on the Council/Executive.

It was noted that the proposed wording for section 2.01.14 did not express the intent clearly and the alternate wording was proposed and accepted.

2.01.14 A former employee may not run for an Executive position with AUSU for two years after ceasing to be an employee. This provision will be included in all employee contracts.

Other edits were typographical, grammatical, or organizational.

Action and Discussion Items

5.0

Policy Revisions

Executive

4.01 Privacy Policy

Policy 4.01 Privacy EXEC EDITS.pdf

Motion: BIRT AUSU accept the presented updated copy of Policy 4.01 Privacy for inclusion in the policy manual.

P. Kirkbride / M. Daigneault

Carried 9/0

There were no substantive changes to this policy.

4.02 Copyright Policy

Policy 4.02 Copyright EXEC EDITS.pdf

Motion: BIRT AUSU accept the presented updated copy of Policy 4.02 Copyright for inclusion in the policy manual.

C. Doucette / K. Newsome

Carried 9/0

There was a discussion about who to contact for reporting discrepancies or requesting permission and who had the authority to grant permission for use of copyrighted material. It was noted that the flexibility of a broader policy would be preferred as the answer could

depend on the circumstance. It was decided to use wording from Policy 4.01 Privacy. The following wording was added as section 4.02.08: "The Executive Director shall be the primary contact for all copyright requests or concerns."

7.03 The Voice Magazine

Policy 7.03 The Voice Magazine EXEC EDITS.pdf

Motion: BIRT AUSU accept the presented updated copy of 7.03 The Voice Magazine for inclusion in the policy manual.

P. Kirkbride / L. Zhu

Carried 9/0

S. Wasylyshyn invited The Voice Editor K. Low to participate in the discussion of policy 7.03

There was a discussion of the difference between a contributor and writer, or more specifically a staff writer and a freelance writer, and whether it was possible include freelance writers in the various sections regarding ethical standards. It was decided that a specific clause would be added that states, "The Voice shall ensure all freelance writers abide by these ethical standards."

Previous section 7.03.27 about providing support in legal matters related to items published in The Voice was removed. It was noted that this section was too open and that AUSU would in principle provide support in matters where there was no wrongdoing on the part of staff or volunteers in carrying out AUSU business.

8.02 Terms of Reference: Awards Committee

Policy 8.08 TOR Awards Committee EXEC EDITS.pdf

Motion: BIRT AUSU accept the presented updated copy of Policy 8.02 Terms of Reference: Awards Committee for inclusion in the policy manual.

M. Daigneault / B. Simmons

Carried 9/0

There was a discussion of the general idea of having non-council members on standing committees. There was some agreement that the concept was valid but there was also consensus that it was not advisable for the Awards Committee at this time. Concerns included the particularly sensitive information dealt with by the committee as well as the number of members on the committee. The changes to sections 8.02.06 and 8.02.07 were removed from the draft.

It was decided that further work on policies to define how non-councilmembers would be managed is needed. Such a policy would include terms, honorarium, selection process, email and computer security, etc.

Action Item - Executive

It was also noted that while the addition of a specific confidentiality clause in the policy was somewhat redundant, it was an important area and redundancy was not a bad thing.

6.0 2015-2016 Budget

B.Simmons

2015-09 Budget Report.pdf

2015-2016 Budget.xls

2015-2016 Budget.pdf

Motion: BIRT AUSU accept the presented budget documents and 2015/2016 budget.

C. Doucette / P. Kirkbride

Carried 7/1/1

Councillor K. Newsome voted against and requested that this be minuted as an objection to the inclusion of a line item for a face-to-face working meeting of Council.

P. Kirkbride abstained.

B Simmons reviewed the draft budget section by section referring to his budget report and asking if there were questions as he progressed through the budget document. He noted that the previous budget failed to account for amortization which was part of the budgeting and financial reporting practices of AUSU. This error accounts for the smaller budgeted deficit in the 2014/2015 year than in the previous or upcoming budgets. He also noted that he would be working on updating and revising the budgeting and financial reporting processes during his term but that there was no time to make significant changes for this budget.

The following summarizes the discussion in each section.

Income:

The investment income is the best estimate by VPFA B. Simmons and is quite conservative compared to what broker suggested based on the current portfolio. Broker report relies heavily on dividends being paid out which is in no way guaranteed.

The related line item under expenses is the Broker's expenses and is a worst case scenario.

B. Simmons noted that he would rather the budget be over on income and under on expenses at year end.

It was noted that the Finance Committee will be looking at the investment scenario and addressing these issues.

Expenses:

Administration: There was significant discussion about the line item for a face-to-face working meeting of the Council.

It was noted that the first issue would be to agree on the principle of having a working session and the second would be to decide if it should happen with the current Council or after the general election with the next Council.

It was noted that the topics of the working session would include some long term vision discussion, fiscal planning, bylaws and policy overview as well as an opportunity for team building. Various pros and cons on either side for were put forward and it was decided to leave the budget line in place but to consider the timing of the session at a later date.

Agenda Item - Council

Promotional: It was noted that the planner used to be \$45K expense items but last year \$17K was spent. The Executive recommendation was that no customized planner or handbook but would be pursued but the budget for promotional material would be enough to consider a number of options. Most of this section of the budget will be under the purview of the MECC.

Awards: It was noted that the Executive will be looking into the possibility of creating a foundation so that AUSU can bring in other revenue sources for awards.

The approved budget included budgeted revenue of \$622,880, budgeted expenses of \$729,325 for a budgeted deficit of \$106,445.

It was noted that AUSU has a large reserve but that continued large deficits were not sustainable and would be the topic of discussion for the Finance Committee in the coming months.

Agenda Item – Finance Committee

Information Items

7.0 Introduction to E-Text Position

S. Wasylyshyn

Policy 9.22 E-text Choice and Cost Savings Sharing DRAFT v5.pdf

S. Wasylyshyn noted that his policy was being circulated now in preparation for a discussion at a later meeting of Council. The policy had been written by the previous Council but not adopted. Significant advocacy on this issue has been done in the meantime

and the current Council will need to decide if it wants to proceed in the same direction under the current circumstances.

It was decided that an email discussion on the policy will take place and is to include the following:

- a) is the position needed
- b) if needed, are edits needed
- c) if edits are needed, each Councilmember is asked to use track changes in MSWord to circulate their suggestions.

Action Item – All Council Members

Staff will email an MSWord version to all of Council to begin the discussion.

Action Item – D. Kingyens

Reports

8.0	<p>President’s Report <i>2015-09 President Report.pdf</i></p> <p>S. Wasylyshyn provided recent GOTV campaign results noting that AUSU/AUGSA had passed the 800 pledges mark and have pledges from every province and two territories.</p>	S. Wasylyshyn
9.0	<p>Vice President External and Student Affairs’ Report <i>2015-09 VP External Report.pdf</i></p> <p>C. Doucette thanked the other Executive Members, staff and Council members for their assistance and support during her transition from her previous job to her position as VP External.</p>	C. Doucette
10.0	<p>Vice President Finance and Administration’s Report <i>2015-09 VP Finance Report.pdf</i></p>	B. Simmons
11.0	<p>Executive Meeting Report <i>2015-09 Executive Meeting Report.pdf</i></p>	S. Wasylyshyn
12.0	<p>Finance Committee Report <i>2015-09 Finance Committee Report.pdf</i></p>	B. Simmons
13.0	<p>Awards Committee Report <i>2015-09 Awards Committee Report.pdf</i></p>	K. Newsome
14.0	<p>Member Engagement and Communication Committee Report <i>2015-09 MEC Committee Report.pdf</i></p>	C. Doucette
15.0	<p>Executive Director's Report <i>2015-09 Executive Director Report.pdf</i></p>	S. Cornett
16.0	<p>Office Administrator’s Report <i>2015-09 Office Administrator Report.pdf</i></p>	D. Kingyens
17.0	<p>Acceptance of Reports</p> <p>Motion: BIRT that Council accept the reports as presented</p> <p>C. Doucette / P. Plamondon</p>	All

Carried 9/0

18.0 Question & Answer Period

S. Wasylyshyn

Observers are encouraged to participate in the Question & Answer period.

No questions or comments were made.

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

The next meeting of Council will be set by the Chair.

The meeting was adjourned at 6:13 pm MDT.

	<u>Summary of Action Items</u>	
Date	Status	Action Item and Responsible Party
Oct 13		Policy Revisions: Further work on policies to define how non-council members of committees would be managed. Executive
Oct 13		Introduction to E-Text Position: Email discussion on the policy. All Council Members
Oct 13		Introduction to E-Text Position: Email an MSWord version to all of Council to begin the discussion. D. Kingyens
	<u>Summary of Agenda Items</u>	
Date	Status	Item and Committee
Oct 13		2015-2016 Budget: continued large deficits were not sustainable and would be the topic of discussion. Finance Committee
Oct 13		2015-2016 Budget: consider the timing of the session. Council

September 2015

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

September 2015

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.

September 2015

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

September 2015

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

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.

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.