



Athabasca University Students' Union

Council Meeting Minutes

Approved December 10, 2015

Athabasca University
Students' Union

Thursday November 12, 2015

4:30pm MDT

Type of Meeting: AUSU Regular Council Meeting

Minutes: Sarah Cornett, Executive Director

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 Pierre Plamondon, Councillor Tamra Ross, Councillor Laura Zhu

Staff: Executive Director Sarah Cornett

Members: Sandra Livingston

Regrets: Councillor Kim Newsome (on vacation)

Called to Order: 4:33 p.m. MST

Agenda and Minutes

1.0 Approval of Agenda All

2015-11-12 Council Meeting Agenda.pdf

Motion: BIRT Council approve the agenda as presented.

P. Plamondon/B. Simmons

Carried 8/0

2.0 Adoption of Council Meeting Minutes All

2015-10-13 DRAFT Meeting Minutes.pdf

2015-10-26 DRAFT Meeting Minutes.pdf

Motion: BIRT Council approve the minutes of the October 13, 2015 council meeting as presented.

C. Doucette/M. Daigneault

Carried 8/0

Motion: BIRT Council approve the minutes of the October 26, 2015 council meeting as presented.

P. Plamondon/B. Simmons

Carried 8/0

Note: Approval of council minutes for both public and non-public council meetings will be approved at the next regular public meeting.

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 were reviewed briefly. It was noted that all items are complete or in progress. No concerns about delays or clarity were expressed.

Action and Discussion Items

4.0 Policy Revisions Executive

2.12 Council Governance – Harassment

Policy_2.12_Council_Governance_Harassment Exec markup.pdf

Motion: BIRT AUSU accept the presented updated copy of policy 2.12 Council Governance – Harassment for inclusion in the policy manual.

C. Doucette/P. Plamondon

Carried 7/1

There was a discussion about the definition of harassment and in particular the term “negative blogging” and whether it should be considered harassment. The majority agreed that while the term on its own would not necessarily be harassment, in the context of the whole section and sub-section of the policy, it is appropriate.

There was a discussion of including members in the policy and whether it was possible or appropriate to make requirements for member behaviour. It was noted that AUSU has never had a policy that applies to members. Noting that the whole policy is in context of interactions within AUSU and AUSU business and activities, most agreed that documenting expectations for the behaviour of members within that context was important.

It was noted that the AUSU discipline policy only applies to council members which is why clauses were added to the harassment policy for dealing with those other than council members.

It was noted that dealing with an allegation against an executive member is covered in section 6.

Some inconsistencies in grammar were noted and will be corrected by staff prior to publication.

2.15 Council Governance – Executive Accountability and Compensation

Policy_2.15_Executive_Accountability_and_Compensation Exec markup.pdf

Motion: BIRT AUSU accept the presented updated copy of sections 2.15.14 through 2.15.17 of policy 2.15 Council Governance – Executive Accountability and Compensation for inclusion in the policy manual.

L. Zhu/M. Daigneault

Defeated 0/8

Sarah Cornett gave some background about the proposed changes. It was noted that the rationale for the changes are detailed in the backgrounder circulated prior to the meeting.

After some discussion it was agreed that the motion should be split so that separate consideration could be given to different aspects of the policy, namely the CPI calculation and the health benefit definition.

Motion: BIRT AUSU section 2.15.17 regarding the annual CPI increase be repealed and replaced by a section stating that there be an annual review of executive honoraria.

P. Plamondon/T. Ross

Defeated 3/5

Discussion about the CPI adjustment noted that it is not always the most reliable method to ensure honoraria are in line with other organization or needs. A more reliable method would be to check market conditions (in this case, other student unions) to see how they are shifting, to check revenue streams, and to consider CPI. This sort of adjustment was made by council last year but the CPI adjustment has been in policy for some time. Leaving CPI in can guard against sudden “catch up” increases

It was noted that general human resource trend in staff contracts, both within AUSU and in general was to remove automatic CPI increases.

It was also noted that some organizations restrict the ability to make changes to executive and council compensation to the outgoing governing body.

Motion: BIRT AUSU accept the presented updated copy of section 2.15.17 of policy 2.15 Council Governance – Executive Accountability and Compensation for inclusion in the policy manual.

P. Plamondon/M. Daigneault

Carried 7/1

It was reiterated that the suggested amendments clarifying wording to match terminology on Bank of Canada CPI website so that there is no ambiguity for how the calculation is made. The amendments make no actual changes to the calculation itself.

It was also noted that changes to figures in 2.15.14 and 2.15.15 are updates that reflect the application of policy as at October 1, 2015 and do not reflect any policy change. As such these figures do not need to be ratified by council and were included in the original edits for information only.

After discussion the proposed changes to section 2.15.16 it was clear that there was no consensus on expanding the definition of “health plan” to “health and fitness plan”. Tamra Ross provided some background. While the original intent was to have consistency in the application of the benefit across AUSU, council generally agreed to leave Policy 2.15 as it was. Therefore no motion was necessary.

Motion: BIRT wording of 2.15.09 be amended to show sick and personal days be accrued over the executive term.

S. Wasylyshyn/P. Kirkbride

Carried 8/0

During the discussion a question was asked about how vacation and sick/personal days were handled with respect to accrual during the executive term. It was noted that vacation days are accrued over the year but that sick/personal days were not and could be used any time during the year. There was general agreement that sick/personal days should also be accrued although they are not paid out in full at year end should they not be used during the year as are vacation days.

4.06 Administration – Planning and Council Schedule

Policy_4.06_Council Planning and Schedule Exec markup.pdf

Motion: BIRT AUSU accept the presented updated copy of policy 4.06 Administration – Planning and Council Schedule for inclusion in the policy manual.

C. Doucette/P. Plamondon

Carried 8/0

Shawna Wasylyshyn gave some background information referring to what was described in the backgrounder circulated prior to the meeting. She identified in particular that having the schedule in the policy itself did not provide any flexibility and resulted in council being in contravention of policy when they had little or no control over the situation.

It was noted that having all of the major timeline points in the schedule, as they are currently, will continue to ensure that the policy intent is maintained.

During the discussion it was noted that there is some flexibility in the current format.

6.05 Financial Management – Expenditures

Policy_6.05_Expenditures Exec markup.pdf

Motion: BIRT AUSU accept the presented updated copy of policy 6.05 Financial Management – Expenditures for inclusion in the policy manual.

L. Zhu/B. Simmons

Carried 8/0

Brandon Simmons gave some background information referring to what was described in the backgrounder circulated prior to the meeting. It was noted during discussion that the format of the amended section 6.05.03 was not clear. Staff will look into a formatting change that does not alter the intent.

5.0 E-Text Position Statement

9.22 Position – E-text Choice and Cost Saving Sharing

Policy_9 22_E-text_Choice_and_Cost_Savings_Sharing_v5 Exec markup

Motion: BIRT AUSU accept the presented policy 9.22 Position – E-text Choice and Cost Saving Sharing for inclusion in the policy manual.

C. Doucette/M. Daigneault

Carried 8/0

During discussion the information in the backgrounder was reviewed in brief. It was noted that reference to what other post-secondary schools in Alberta do was not particularly relevant in comparison to Athabasca University and current council or staff was not able to confirm the facts.

Information Items

6.0 Draft Planning and Council Schedule

S. Wasylyshyn

Annual Planning and Council Schedule 2015-2016 DRAFT.pdf

The draft Annual Planning and Council Schedule was presented for information purposes. With the schedule now being outside of policy, the Executive will continue to review, maintain and make the schedule available as an ongoing process document.

Reports

7.0 President's Report

S. Wasylyshyn

2015-10 President Report.pdf

Shawna Wasylyshyn drew attention to the discussions she is having with AU representatives at the General Faculties Council about upholding standards of service for tutor response times. This is one of her advocacy priorities. She requested that members of Council pass on any email, post or other communication about response times to the AUSU office noting that if AUSU can document issues with specific courses and/or timelines we can pass that information to on AU. This can help alleviate concerns from students that their marks could be adversely affected by bringing the issued directly to the tutor or the advisor.

Action Item – Councillors

Shawna also drew attention to the listing of topics of conversation for deans and others that executive meets with at AU. These are stored on Google Drive under Executive/AUSU Partners/AU.

8.0 Vice President External and Student Affairs' Report

C. Doucette

2015-10 VP External Report.pdf

Colleen Doucette highlighted the plans in place at AU for piloting a virtual invigilation initiative. She noted that the vendor has now been chosen and goal is to start the pilot for December 1st and run for six months. Marketing and communication from AU is pending and AUSU will assist in getting the word out.

It was noted in the discussion that there are issues with transfer credits being denied by AU specifically because an exam had been virtually invigilated. Several other Canadian universities use virtual invigilation such as Memorial, University of Alberta. This raised questions about how AU credits may be received by other institutions as a result of implementing virtual invigilated. Colleen noted that this and many other issues related to

virtual invigilation are being thoroughly discussed by AU and that the project is just in the pilot stage.

- 9.0 Vice President Finance and Administration's Report** B. Simmons
2015-10 VP Finance Report.pdf
Brandon Simmons referred to his report and noted that the AU IT committee is working on means to improve the way final grades are processed.
He noted that the BOG meeting he and Shawna Wasylyshyn attended was productive even though the ministerial order to allow them full participation is still not in place. AUSU's role is to keep the focus returning to students' education as the primary mandate of the institution.
Shawna noted that Brandon's presentation to the BOG was very well done and well received.
- 10.0 Executive Meeting Report** S. Wasylyshyn
2015-10 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.
- 11.0 Finance Committee Report** B. Simmons
2015-10 Finance Committee Report.pdf
Brandon Simmons noted that finance committee had now met and he was pleased with the discussion. The committee is working to ensure sound financial plans and strategy for AUSU
- 12.0 Awards Committee Report** K. Newsome
2015-10 Awards Committee Report.pdf
Shawna Wasylyshyn offered to answer any questions or pass them on to Kim Newsome who could not be present at the meeting.
- 13.0 Member Engagement and Communication Committee Report** C. Doucette
2015-10 MEC Committee Report.pdf
Colleen Doucette noted that the committee has had two full meetings in the past two months and is working on some new initiative which the committee report outlines.
- 14.0 Executive Director's Report** S. Cornett
2015-10 Executive Director Report.pdf
Sarah Cornett noted that she was very pleased to have a full staff of four and that a team atmosphere was growing nicely.
- 15.0 Office Administrator's Report** D. Kingyens
2015-10 Office Administrator Report.pdf
Sarah Cornett noted that Donette Kingyens will be present at meetings that specifically involve communication of member services issues related to her new role rather than having two staff at every council meeting. She offered to answer or pass on any questions from the report.
- 16.0 Acceptance of Reports** All
Motion: BIRT that Council accept the reports as presented

Question & Answer Period

17.0 Question & Answer Period

S. Wasylyshyn

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

No questions or comments were offered by those present.

Next Meeting and Adjournment

The next working meeting of Council will be Thursday December 1 at 4:30 p.m. MST.

The next general meeting of Council will be Thursday December 10 at 4:30 p.m. MST.

The meeting was adjourned at 6:20 p.m. MST.

Summary of Action Items

| 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 26 | In Progress | Student Health and Dental Plan: Develop and implement a communication plan as soon as possible. Executive |
| Oct 26 | Complete | Student Health and Dental Plan: Request that AU remove the option to enroll in the AUSU health and dental plan as soon as possible Executive |
| Nov 12 | | President's Report: Council pass on any email, post or other communication about tutor response times to the AUSU office for compilation. Councillors |

Summary of Agenda Items

| Date | Status | Agenda Item and Committee |
|--------|-------------------|---|
| Oct 13 | November 10, 2015 | 2015-2016 Budget: Discuss the unsustainability of continued large deficits. Finance Committee |
| Oct 13 | | 2015-2016 Budget: Consider the timing of the in-person council session. Council |
| Oct 26 | | Student Health and Dental Plan: Develop a onetime health care bursary with preference for recipients given to those who participated in the AUSU Health and Dental Plan. Awards Committee |

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: November 2, 2015



Athabasca University
Students' Union

Current Issues

Committees:

AU Board of Governors – The Board met on October 14 in Edmonton. Due to the fact that the Ministerial Orders had still not come through for either Brandon or myself, we attended the meeting but were unable to vote, or participate in camera. The Board went in camera frequently, and I can see more than ever the expeditious need for the Minister to sign the order for full student participation.

Sub Committees:

BOG Institutional Advancement – No meetings this month.

BOG Academic Affairs – No meetings this month.

General Faculties Council – GFC met on October 27, and the meeting was of fairly large significance for students. The Faculty of Science and Technology is in the process of implementing the SSC model of instruction. The Tutor representatives spoke up clearly about the need for further research into the SSC and the impact on learning. They also went on to say that there are no challenges for students in the tutor model and that students are perfectly happy with it. I spoke up on behalf of students and made it clear that from the student perspective, there is merit for both kinds of instruction. Students aren't as concerned with the method of delivery as they are in the result, and what students need is timely, quality responses to help them have the best possible outcomes from their courses. I expressed the need for AU to live up to their published service standards, and come up with ways to track the response time to students and student satisfaction in both models. The tutors repeatedly came back to say that there was no proof that there is a problem with response times from tutors, to which I simply stated that I was there, on behalf of students to report that there is a problem; it is not perceived, it is legitimate and one of the most common things that I hear from students. Following the meeting I received 3 private emails from members of GFC thanking me for speaking up about the enforcement of service standards. I feel that this is an important theme, and something that AUSU should continue to investigate.

Sub Committees:

Student Awards Committee: No Meetings this month.

GFC Exec: Met on October 14, via teleconference.

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

AUSU MECC: Met on October 6, lots of great ideas and discussion surrounding improving engagement and interaction. It was noted that we must keep in mind the resources of our staff and councillors when planning projects, etc.

AUSU Awards: No meetings this month. With the excitement surrounding the new online applications, there were a couple of computer bursary applications toward the end of the month, details are available in the awards committee report.

AUSU Finance: No meetings this month.

AUSU Forensic Audit Recommendation Committee: An update was provided at the AUSU working meeting on the 26th. All members present at the 2015 AGM will be invited to provide comments or participate in an upcoming committee meeting.

CASA Committees:

Federal Policy Committee: As a member of CASA, I am able to attend these meetings, but not able to vote. The committee times are typically a conflict for me, and because I'm not on the committee I am at the mercy of when they meet. I did submit, on behalf of AUSU a directive to the CASA board, outlining the priorities for advocacy as it pertains to our membership. I stated our highest priorities were:

- Student loan repayment assistance
- Increase of mobility for students and transfer of credits between institutions
- Updating financial assistance
- Research opportunities for undergraduate students
- Tuition/National PSE Accord/Pan Canadian Accord on PSE
- Cost Reductions for PSE

Code of Conduct Committee: The CASA Code of Conduct Committee worked hard to re-write this important document. We successfully completed our recommendation and it will be up for vote at the upcoming plenary session in November.

Faculty Councils:

Faculty of Health Disciplines: I attended the FHD Faculty council meeting in person on October 1. It was a pleasure to have the opportunity to meet Dr. Edwards and her team in person. I was pleased to see the positivity surrounding the faculty and the commitment of the faculty members. The biggest topic of discussion surrounded the NCLEX exam and the effect of the changes on nursing students.

Faculty of Business Undergraduate Program Council: This meeting was held in Athabasca, so I attended via teleconference. It was a pleasure to attend this meeting, where I was able to discuss different FB courses and programs.

AUSU Business

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/>

I'm pleased to report that the combined pledges collected by AU for the 2015 GOTV campaign was 826 pledges! Both AUSU and AUGSA are pleased with this result, and AU published a lovely article about our efforts here:

<http://news.athabascau.ca/news/au-students-vote-pledge-your-patriotism-in-the-days-leading-to-canadas-federal-election/>

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!

Mental Health – We have been working hard all month to promote this service, and make sure that students have access to the information they need to take advantage of it. In each meeting with AU Executive and Faculty we have asked for their support in promoting the service and have had fantastic feedback. 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!

AUSU Health Plan – After a number of meetings with Gallivan and extensive research on the part of the Executive, the Health and Dental plan was discussed at length in our AUSU working meeting on October 26. It was acknowledged that while original ideas to promote the plan were not carried out, the plan as it stands is not sustainable. In continuing to accept registrations, AUSU is putting itself at risk of disappointing an increasing number of members who may not end up being able to receive coverage at all, or of having to subsidize the plan to a large degree. Because we felt that neither option was acceptable, AUSU council voted unanimously to start the process of terminating the health and dental plan. We recognize the disappointment this will cause some of our members, and while it's not a full solution we have committed to some form of a healthcare bursary to assist our members in obtaining quality health and dental coverage.

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 aim to do so prior to the next General Election, which we have set the dates for in March of 2016. 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 – Throughout the month of September, AUSU Executive met with Executive and Faculty from AU.

AU Faculty Association Executive – I reached out to the AUFA to request a meeting. I noted that I couldn't find record of regular meetings taking place between our organizations, and I found it strange. AUSU Executive met with AUFA executive and a positive conversation was had. I expressed concern that if all the voices speaking on behalf of AU were saying the same thing, it would likely be more impactful to the Alberta Government in regards to funding.

Mike Battistel – AUSU Executive met with the VP of IT at AU via Skype on October 5. It was fun to meet via skype for a change! Mike was able to give us a really great understanding of the challenges surrounding the needed IT upgrades at AU. It is clear that this is something that AU will need to continue to highlight for the Minister in hopes of having AU's IT projects seen as capital projects in the way of government funding.

Margaret Edwards – AUSU Exec met with the Dean of FHD. We each shared an update of happenings and initiatives.

Karen Thompson – Colleen and I met with Karen to discuss AU's partnership with us in promoting our Student Lifeline service. The reception was very warm and a great number of actions came from the meeting.

Veronica Thompson – AUSU Executive met with Dr. Thompson, Dean of FHSS. We each shared an update on happenings and initiatives, a copy of the FHSS Strategic plan was provided to each Executive. We discussed tutor response times, and Dr. Thompson addressed that the strategic plan identifies the need to uphold service standards.

Pamela Walsh – Sarah Cornett and I met Pamela Walsh at AU Edmonton, while Brandon and Colleen called into the meeting. We discussed the opportunity to partner with her department at great length. The conversation was entirely positive, and they will provide us with a calendar of events so that we may determine where an opportunity exists to collaborate.

AUSU Members – I was contacted this month by more members than ever before! This is great and I'm so thrilled to see the engagement and the interest in involvement coming from fellow students! The inquiries this month ranged from how they could become involved in AUSU to AU Service standards and the usability of the AU website. 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 at AUSU.

Meetings

- 1 – FHD Faculty Council
- 1 – Heritage Resource Management Reception
- 2 – AUSU Councillor

October 2015

2 – AUFA President, Lawton Shaw
5 – AUSU Exec
5 – Gallivan
5 – Mike Battistel
5 – Margie Edwards
6 – CASA CoCo
6 – Karen Thompson
6 – MECC
7 – GOTV with AUGSA and CASA
7 – AUSU Budget Review
7 – Veronica Thompson
8 – CASA CoCo
8 – Pamela Walsh
8 – AUFA Staff and Exec
9 – Carol Lund
13- CASA CoCo
13 – Geocaching Meeting
13 – AUSU Council
14 – GFC Exec
14 – Board of Governors
16 – AUSU Exec
19 – AUSU Exec
20 – CASA CoCo
23 – AUSU Exec
26 – FB Undergrad Program Council
26 – AUSU Working Meeting
27 – GFC
27 – CASA CoCo
28 – Gallivan
28 – AUSU Exec
28 – AUSU Member
30 – AU Marketing

Hours

Weekly Breakdown

| Week ending: | Hours |
|----------------|-------|
| October 4 | 37.5 |
| October 11 | 44 |
| October 18 | 37.25 |
| October 25 | 34.5 |
| November 1 | 35.25 |
| 5 week average | 37.7 |
| | |

October 2015

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: October 30, 2015



Current Issues

Committees

FACULTY OF HUMANITIES & SOCIAL SCIENCES:

The FHSS meeting was held on Friday, October 2. The meeting began with a presentation on the new look and feel of the AU Library. It has easier to find resources, easier to add items by AU Admin and Staff. Their focus was to on students and to create a more flexible site. There are tutorials, streaming videos, a new Digital Reading Room, webinars, and much more. They are working on creating new tutorials based on students' particular needs/requests. They discussed Refworks (which is free to AU students using their myAU login) and Zotero (which is a free service but not featured on the AU Library page). These are free citation resources. Some courses were reviewed and either closed or renamed. AUSU was mentioned in the meeting in reference to our mobile app and they all agreed that they think it's great and will promote it to students as often as they can. They discussed the fact that some students are scared of tutors and are concerned about course evaluations that are conducted by AU. The students don't want their tutors to see any comments that are made for fear that it will negatively affect their grades. Therefore, AU is aware of this issue and will investigate further. AUSU's course evaluation option on our own website is proving to be an excellent alternative as it is 100% private.

GENERAL FACULTIES COUNCIL:

The GFC met on Tuesday, Oct. 27. The President was not in attendance for this meeting as he was away in Ontario on business. Cindy Ives was the Chair. They welcomed new members, including me. A lengthy discussion on ALEC – Learning Support Working Group was had. Various issues were raised by our own president and other key stakeholders. The topic is in regards to undergraduate tutorial delivery and switching from a tutor-based model to a call-centre model. It is a work in progress and several recommendations were made in the report. However, I trust the next ALEC meeting, which I'm on the committee and will be meeting on

November 2015 Council Meeting

November 17th, will allow for further discussion on this issue. The interim Vice-President's report was given and detailed various updates on several faculties, the library, and AU Press to name a few. It discussed sustainability, highlighted some new staff, and highlighted some research projects, including our very own Tamra Ross for her project titled: Advanced Learning Analytics by Combining Complex Functionality with Enhanced Usability. It then went on to discuss various events that were held. The next report came from the Vice President of Finance and Administration, to which, Estelle Lo delved into the first quarter and year-end forecast. The report by the Vice President of IT was next, detailing what was coming down the pipe and the work that they have been doing since the last meeting. Finally, the VP Advancement's report was up and discussed awareness campaigns. I took note that only western Canada and Ontario received most of the campaigns (and I'm only talking Canadian, they had international as well) and I asked the question, "When will Atlantic Canada see any campaigning from AU?" They said that they have to be careful where they advertise because there are certain jurisdictions that do not allow AU courses. I was stunned and look forward to seeing what they come up with in providing more detail on the answer given. The report went on to discuss recruitment campaigns, new staff, research partnerships, alumni awards, and future events. A very detailed report/graphs on Strategic Enrolment Management was given. Finally, appeals, awards, and academic research were discussed.

VIRTUAL EXAM INVIGILATION PILOT:

The idea behind this project is that by adopting virtual invigilation, it will allow AU students to write online exams from the comfort and convenience of their own home office or at another suitable location with internet access while an invigilator supervises them via web-cam. The first step in realizing this goal is to successfully pilot the technology to ensure that it meets the needs of all of our stakeholders. During this meeting, we reviewed the criteria we felt was required for the vendors, how the pilot will be communicated to staff and students, and how a survey will be conducted.

The second meeting was held on October 29th and was a presentation from one of the vendors – ProctorU. This meeting showed the members of the committee how a virtual exam would be invigilated. The committee asked many questions from technical to payment to scheduling to cheating. We were then asked to score ProctorU immediately but will wait until next week's presentation from the other vendor, SoftwareSecure.com, before we submit our scores. The next meeting is scheduled for November 2nd.

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AUSU MECC:

Please see MECC Report for this Council Meeting.

Social Media:

Please refer to the Office Administrator Report.

Meetings

Rick Harland, Chief Development Officer, John O'Brien, Director of Communications, and Shawna: Re: joint communications opportunities for AUSU services and AU events. This was an excellent meeting whereby AU is fully on board with supporting AUSU with various promotion opportunities. 1) AU will provide AUSU with a list of events for 2016 so we can a) implement them in our mobile app, b) promote on social media. 2) AU is looking forward to working with AUSU to promote both of our Awards through various media outlets (their magazine, our app, etc.). 3) AU is interested in doing a story on our mobile app and will be contacting us about it. 4) AU would be happy to promote any events that AUSU Council Members would be attending, in conjunction with their events. 5) AU will be in contact with myself and Donette to get more information regarding Lifeline to promote on the athabasca.ca website and will also do an article in Open Magazine.

AUSU Business

2016 Planner: We continue to work on promoting the new digital planner through social media and promote the mobile app in general.

Community Building: We have discussed with MECC the opportunity to hold meet-and-greets. This is ongoing and Executive is in fact holding a meet-and-greet in Halifax in November.

Next Membership Survey/Poll Question: An email has been sent to MECC regarding Higher Education Loyalty Points as a potential next membership survey. A survey has not been conducted in a while. Other thoughts have been requested as well regarding poll questions for our AUSU website.

AUSU App Ride Share Liability: I have been in contact with Oohlala and requested a copy of the terms and conditions of use on the app. After my preliminary review, I did not find any details discussing this topic. I asked Oohlala specifically if there is something about the ride share program liability and they advised there is nothing in place at this time but they will review with their CEO and get back to me.

Meetings

October 1 – Meeting with Donette
October 2 – Faculty of Humanities & Social Sciences
October 5 – Executive Meeting
October 5 – Meeting with Gallivan, re: Student Health Plan
October 5 – Meeting with Mike Battistel, VP Information
October 6 – Meeting with Karen Thompson, Director LSS
October 6 – MECC Meeting
October 7 – Meeting with CASA, re: GOTV campaign
October 7 – Meeting with Dr. Veronica Thompson, Dean of FHSS
October 8 – Meeting with Pamela Walsh, VP Advancement
October 8 – Meeting with AU Faculty Association
October 9 – Meeting with Donette
October 13 – Meeting with Karyna Hoch, re: Geocaching
October 13 – Council Meeting
October 16 – Executive Meeting
October 19 – Executive Meeting
October 22 – Virtual Exam Invigilation Pilot Kickoff Meeting
October 23 – Executive Meeting
October 26 – AUSU Council Working Meeting
October 27 – GFC Committee Meeting
October 28 – Gallivan – Health Care Plan Meeting
October 28 – Executive Meeting
October 29 - Virtual Exam Invigilation Pilot Vendor Demo Meeting
October 30 – Meeting with Donette
October 30 – Meeting with CDO & DC, AU re: Communications

Hours

Weekly Breakdown

| Week of: | Hours: |
|------------------------|---------------|
| Sept 28 – Oct. 4 | 19.5 |
| October 5 - 11 | 36.75 |
| October 12 – 18 | 32 |
| October 19 – 25 | 32.75 |
| Oct 26 – Nov 1 | 32.50 |
| 5 week average: | 30.7 |

Timesheets and Compliance

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

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AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: November 4, 2015



Committees

AUSU Forensic Audit Recommendation Committee (FAC):

The Forensic Audit Committee were able to meet with our auditors from Kingston Ross Pasnak LLP. Since KRP would not be engaged to perform the forensic audit they were able to give us an unbiased overview of what a forensic audit is and what it is used for. It was a very helpful for the committee to learn some of the differences between a regular audit and a forensic audit. The committee members were also able to learn a bit more of what the auditors look at when they preform our annual audit. With this information the committee decided to invite the members who were in attendance at the AGM to the next FAC committee meeting so that the committee could get a better understanding of why a forensic audit was recommended.

Invitations were sent out to those members who were in attendance at the AGM requesting that they either attend our next meeting or else send in their comments regarding the forensic audit. The hope is that this information will help the committee decide on what the best course of action would be to resolve the concerns raised by members at the AGM.

AU Board of Governors:

I am still not an official member of the board of governors as I need to have a ministerial order from the government. The challenge with this is that the new NDP government has frozen all ministerial appointments until they can create a new process for handling such appointments. This has caused a great deal of difficulty not just with Athabasca University but post-secondary schools across Alberta. Even though we do not know when I will receive my ministerial order the Board has invited

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me to attend their meetings so that I may have a voice in the meetings and represent the AU Students. I do not have a vote at the meeting but I am at least able to participate in discussions as well as build relationships with members of the board.

I was able to attend my first evening meeting this month as well as I was able to attend the strategic planning retreat just a few days ago. I was able to attend these events in person which made it very beneficial as I was able to have face to face discussions with AU executives as well as public members of the board. AU still has a lot to look at in regards to the sustainability report and a lot of work ahead from them but with the conversations that I have had I feel that there is work being done and the government is starting to be interested in what AU has to say. We had a great opportunity to pass on our thoughts and feelings about the importance of AU to the Athabasca/Sturgeon MLA.

ICT Investment Governance Committee:

This month was a special planning meeting for the ICT Investment governance committee. The major discussion revolved around the major IT projects that are currently underway with the biggest focus being gradebook. Currently posting student grades has been a manual process which as many students have seen can lead to lengthy delays in marks being posted and classes officially being closed. The grade book project will eliminate the need for final grades to be entered manually by a separate department which hopefully will speed up turnaround times for students to receive final grades. The discussions also focused on how outdated much of AU's IT is, further demonstrating the need for change in the government grant structure. AU is in need of capital funding to improve its IT infrastructure but under the current grant IT funding is not considered capital like buildings are but AU has been trying to persuade the government to recognize that IT is AU's capital. We do not need buildings we need IT so that AU can provide to level service to its students.

AUSU Business

Health Plan:

Over the past month AUSU executives have been meeting with Gallivan & Associates frequently in regards to our current health plan. We have tried to find a

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way to keep the plan as we recognize the importance of this plan to our members. Unfortunately we were not able to come up with sustainable plan and council as a whole decided that we needed to discontinue the plan. I am working with AU at the moment to get the health plan registration link turned off. More details will follow as we move forward with discontinuing the plan.

Post-Secondary Labor Consultation:

AUSU was contacted with a letter from Honourable Lori Sigurdson, Minister of Innovation and Advanced Education, regarding proposed changes to the labour relations model for faculty and graduate students under the Post-secondary Learning Act. I was able to write a letter back describing the negative impact that a strike would have on our members.

Meetings

October 5, 2015 – Executive Meeting
October 5, 2015 – Gallivan & Associates
October 5, 2015 – Mike Battistel VP Technology and CIO
October 5, 2015 – Dr. Margaret Edwards
October 7, 2015 – Budget Meeting
October 7, 2015 – Dr. Veronica Thompson, Dean of FHSS
October 8, 2015 – Pam Walsh, VP Advancement
October 8, 2015 – AU Faculty Association
October 9, 2015 – ICT Investment Governance Committee
October 13, 2015 – Council Meeting
October 14, 2015 – AU Board of Governors
October 16, 2015 – Executive Meeting
October 19, 2015 – Executive Meeting
October 19, 2015 – Forensic Audit Committee
October 21, 2015 – Faculty of Science and Technology Faculty Meeting
October 23, 2015 – Executive Meeting
October 26, 2015 – Working Council Meeting
October 28, 2015 – Gallivan & Associates
October 28, 2015 – Executive Meeting

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Hours

Weekly Breakdown*

| Week of: | Hours: |
|--------------------------|---------------|
| September 28 – October 4 | 37.5 |
| October 5 - 11 | 35.5 |
| October 12 – 18 | 31.75 |
| October 19 – 25 | 22.00 |
| October 26 – November 1 | 31.00 |
| 5 week average: | 31.55 |

I was sick during the October 19 week however my overall hours are still above the 30 hour requirement.

Timesheets and Compliance

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