



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Minutes

Approved January 14, 2016

Thursday December 10, 2015
4:30pm MDT

Meeting Chaired By: Colleen Doucette, Vice President External and Student Affairs
Type of Meeting: AUSU Regular Council Meeting
Minutes: Donette Kingyens, Communications Coordinator
Council: 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 Tamra Ross, Councillor Laura Zhu
Staff: Executive Director Sarah Cornett, Communications Coordinator Donette Kingyens, The Voice Editor Karl Low
Members: Barbara Lehtiniemi
Regrets: President Shawna Wasylshyn, Councillor Pierre Plamondon
Called to Order: 4:34pm MST

Agenda and Minutes

- 1.0 Approval of Agenda** All
- Motion:** BIRT Council approve the agenda as presented.
2015-12-10 Council Meeting Agenda.pdf
- L. Zhu / P. Kirkbride Carried 7/0
- Note:** File *2015-12-10 Council Backgrounder.pdf* is provided as background and should be referred to for this meeting.
- 2.0 Adoption of Council Meeting Minutes** All
- Motion:** BIRT Council approve the minutes of the November 12, 2015 council meeting as presented.
2015-11-12 DRAFT Meeting Minutes.pdf
- M. Daigneault / P. Kirkbride Carried 7/0
- Motion:** BIRT Council approve the minutes of the December 1, 2015 council meeting as presented.
2015-12-01 DRAFT Meeting Minutes.pdf
- P. Kirkbride / M. Daigneault Carried 7/0
- 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
- Note:** The status of the action and agenda items at the bottom of the most recent council minutes will be reviewed briefly. It was noted that all items are in progress. No concerns about delays or clarity were expressed.

Action and Discussion Items

- 4.0 Policy Revisions** Executive

3.01 Election, Referendum, and Plebiscite Management – Election Conduct

Motion: BIRT AUSU accept the presented updated copy of policy 3.01 Election, Referendum, and Plebiscite Management – Election Conduct for circulation to the membership for a minimum of 21 days prior to adoption.

Policy_3.01_Election_Conduct_DRAFT Dec 1 2015.pdf

L. Zhu / P. Kirkbride

Carried 7/0

An overview was provided of the changes made to the policy since the December 1, 2015 council meeting:

- 3.01.07 – added a clause about posting the CRO job posting “broadly through other current AUSU media” instead of just on the website.
- 3.01.16 – added a clause about posting the CRO job posting “broadly through other current AUSU media” instead of just on the website.
- 3.01.22 – revised order of finalizing list of nominees and notifying ineligible nominees as it was backwards previously.
- 3.01.24 – wording made broader since this policy is now being used for by-elections as well as general elections.
- *Complaints Against Candidates* – added “against candidate” to title of section for clarify since there is a different section for complaints against the CRO.
- 3.01.58 – changed from “may” retain an arbitrator to “shall” retain and arbitrator.
- 3.01.60 – removed “live in Alberta” criteria for arbitrator.
- 3.01.63 – updated wording to state fee refunded if corrective action is needed.
- 3.01.64 – updated wording to state fee is *not* refunded to the complainant if the complaint is frivolous, vexatious, or without grounds.
- 3.01.72 – changed “10 or more candidates” to “more candidates than positions to be filled” since policy applies to by-elections as well.
- 3.01.77 to 3.01.81 – made the wording more clear for electronic voting.
- 3.01.84 – changed ballot count to going directly to the Executive Director instead of the President, since the President could be running in the election.
- 3.01.85 – changed wording to state “one business day” to count ballots instead of 72 hours since ballots are immediate with electronic voting.
- 3.01.88 – changed wording to state “sending a request” instead of sending a registered letter, since registered letters can take weeks to arrive and the appeals period is only 7 days.
- 3.01.92 – changed wording to state “appellants submission” instead of appellants letter, in accordance with update to 3.01.88 above.

It was pointed out that it is a good idea to list cross-referenced policies at the bottom of each policy so that council can ensure updates to one policy do not adversely affect another policy. Updates were made to the policy to reflect this cross reference.

There was a discussion about the specificity of wording when referring to other sections in the policy (ie: referring to specific policy sections instead of stating “in this policy”), but it was agreed that it is preferable to be as specific as possible.

All other changes made were as discussed in the December 1, 2015 council meeting.

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

Motion: BIRT AUSU accept the presented updated copy of policy 3.01 Election, Referendum, and Plebiscite Management – Election of Executive Officers for circulation to the membership for a minimum of 21 days prior to adoption.

Policy_3.02_Election_of_Executive_Officers DRAFT Dec 1 2015.pdf

L. Zhu / B. Simmons

Carried 7/0

- Policy Intent - wording updated to reflect wording from policy 3.01.

- Election of Executive Officers was updated to deal with more scenarios, including holding the executive election after the general election, a mid-term election 11 months after the executive term, as well as when there are vacancies.
- 3.02.04.03 – the Office of President cannot be vacant, so the policy now clarifies more clearly that the VP External takes the position of President immediately upon it becoming vacant.

In the instance of the VP External taking on the role of President if that position is vacated, council discussed whether there would be an executive election called to vote on the new President or if the new acting President continues that role for the remainder of the term. There are numerous considerations, including how much of the portfolio and committee seats are able to be changed over, whether the acting President wants to keep the role, how much executive experience they have and how far into the term it is. If the new acting President does not want the role, they could choose to step down. Concern was raised about leaving it in the hands of one individual to decide if they will keep the President role or only take it temporarily until an executive election can be called.

It was decided that the VP External would step into the role of President until the end of the term, but that the change would be ratified by council. If the vote is not ratified, then an executive election will be held to vote in a new President. Once the new President is voted in, the VP External goes back to their original portfolio as VP External.

Notes were made on the bottom of the policy for cross referencing policies.

All other changes were as discussed in the December 1, 2015 council meeting.

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

Motion: BIRT AUSU accept the presented updated copy of policy 3.01 Election, Referendum, and Plebiscite Management – By-Elections for circulation to the membership for a minimum of 21 days prior to adoption.

Policy_3.03_By-Elections DRAFT Dec 1 2015.pdf

M. Daigneault / B. Simmons

Carried 7/0

- Policy Intent - rewording to clarify that the “business” of AUSU is given full consideration, not that the policies are being given consideration by the membership.
- 3.03.02 - there was a question raised about whether a fourth council vacancy would trigger a by-election, and if it should be called unless a General Election is occurring within 60 days. If a general election will be called within 60 days, then the councillors voted in via a by-election may only be on council a couple weeks before the new election is called. It was also discussed that it is important to have more councillors than executives to ensure that executive does not have all the power, but consideration also needs to be given to what is stated in the bylaws. Council agreed to state the by-election must be called unless a general election will be held within 90 days, instead of 60 days.
- 3.03.03 – if executive officer positions are vacant and cannot be filled by existing councillors, then a by-election must be called. The time frame of a general election was changed to 90 days instead of 60 days in accordance with 3.03.02.

All other changes were as discussed in the December 1, 2015 council meeting.

3.05 Election, Referendum, and Plebiscite Management – Council Changeover

Motion: BIRT AUSU accept the presented updated copy of policy 3.01 Election, Referendum, and Plebiscite Management – Council Changeover for circulation to the membership for a minimum of 21 days prior to adoption.

Policy_3.05_Council Changeover DRAFT Dec 1 2015.pdf

P. Kirkbride / T. Ross

- 3.05.03 – removed executive election as policies have now changed the way that executives are elected such that they will already be in place by the changeover period.
- 3.05.04 – defined changeover period more clearly.

No other significant changes were made.

5.0 Lynda.com Renewal

Motion: BIRT AUSU renew the Lynda.com account for a three year subscription for 1000 users at a cost of US \$22,200 per year/CA \$29,400 +/-.

P. Kirkbride / B. Simmons

Carried 7/0

Option 1 one year subscription; 1,000 users, US\$25,000 / CA\$33,500 +/-

Option 2 three year subscription; 1,000 users; US\$22,200 per year / CA\$29,400 +/-

Option 3 three year subscription; 2,000 users; US\$27,600 / CA\$36,900 +/-

lyndaCampus.Proposal_AUSU.pdf

This agenda item was open for discussion to decide which option to pursue before being added to the motion.

It was pointed out that we currently have 807 users and 792 of those have taken a course. We now have the ability to recycle users that are no longer active or are no longer members to free up those spaces.

Question was raised about the current costs. Lynda.com was bought out by LinkedIn, and the options have changes from our previous agreement. It was raised that lynda.com will let us renegotiate mid-contract if we find we need more users.

Council agreed to pursue option 2.

Information Items

6.0	Update from the Forensic Audit Recommendation Committee	Simmons/Plamondon /Newsome/Cornett
	Committee has now received enough feedback from members about why the motion was raised regarding the Forensic Audit, so the committee is now ready to review the feedback and the scenarios that lead to the forensic audit recommendation to see if there are any gaps, and make a decision about recommendations to council. The committee hopes to have a response for the January meeting.	
7.0	Update on Health and Dental Plan Closure	B. Simmons
	B. Simmons has been working with AU on this. AU has updated the code for the My AU portal in a test site. If it works in testing, then it should go live on Tuesday, December 15, 2015 after which point students will no longer get the prompt to enroll in the health plan.	
8.0	Service Standards Survey	C. Doucette
	AU Services Survey was initially advertised in the December newsletter but had very few responses so we sent a special edition newsletter on December 8. We now have 509 responses to the survey in just under a week.	

Reports

9.0	President's Report <i>2015-11 President Report.pdf</i>	C. Doucette
10.0	Vice President External and Student Affairs' Report <i>2015-11 VP External Report.pdf</i>	C. Doucette

- 11.0 Vice President Finance and Administration's Report** B. Simmons
2015-11 VP Finance Report.pdf
B. Simmons explained that he had not met with the CASA National Advocacy Team at the time of report to he provided an update. The National Advocacy Team focus us on "Student Financial Aid and Repayment Systems", which has been posted about on social media. They are looking to get feedback from students about what students would like to see changed at a Government level.
- A question was raised about whether the three executives all logged enough hours for the CASA conference in Halifax, which they stated they did.
- 12.0 Executive Meeting Report** S. Cornett
2015-11 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.
- No executive meeting report was presented. There will be two Executive Meeting reports submitted next months.
- L. Zhu left the meeting at 6:29pm MST due to a prior engagement previously reported.
- 13.0 Finance Committee Report** B. Simmons
2015-11 Finance Committee Report.pdf
- B. Simmons clarified that he had confirmation that the AUSU investment advisor will be able to attend the next Finance Committee meeting.
- 14.0 Awards Committee Report** K. Newsome
2015-11 Awards Committee Report.pdf
- 15.0 Member Engagement and Communication Committee Report** C. Doucette
2015-11 MEC Committee Report.pdf
- 16.0 Executive Director's Report** S. Cornett
2015-11 Executive Director Report.pdf
- S. Cornett commended the Awards Committee for their work and the fair and thorough way they made decisions on the applications.*
- 17.0 Office Administrator's Report** D. Kingyens
2015-11 Office Administrator Report.pdf
- D. Kingyens updated council that since the 2016 calendar newsletter went out at 4:30pm December 10 just as the meeting began, we now have over 440 calendar orders. MECC will need to discuss this soon to determine whether they will devote more budget to ordering more calendars as we will likely run out by the morning with more orders coming in.*
- 18.0 Acceptance of Reports** All
- Motion:** BIRT that Council accept the reports as presented
P. Kirkbride / M. Daigneault Carried 7/0

19.0 Question & Answer Period

C. Doucette

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

Member Barb Lehtiniemi asked council if working council meetings were minuted in the past, and what distinguishes a working meeting from a regular meeting. It was clarified that we started having council meetings more than once a month as needed, primarily as brainstorm sessions since council has a lot of work on their plate at the moment. IN some cases it is easier to have the brainstorming sessions in a working meeting that is not open to the public, but the minuting is still public. It was also discussed that some councils did have working meetings in the past and some did not. Previous working meetings were all discussion and not minuted as no formal decisions were made. The current minutes are offering more disclosure on discussions.

Member Karl Low asked about the new election policy as the new wording provides no requirement for the CRO to notify a candidate if there is a paperwork mistake in their application, as they only notify ineligible candidates after the list is finalized. It was pointed out that the CRO cannot determine if a candidate is ineligible until the list is finalized, and an incomplete application is handled separately. The minute details such as contacting candidates for missing information will be outlined in terms of reference for the CRO, not policy which is for broader rules. AUSU will ensure this topic is well covered in the terms of reference for the CRO.

Next Meeting and Adjournment

The next meeting of Council is set for January 14 at 4:30pm MST.

The meeting was adjourned at 6:49 p.m. MST.

Summary of Action Items

Date	Status	Action Item and Responsible Party
Oct 13	In progress	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
Nov 12	In Progress	President’s Report: Council pass on any email, post or other communication about tutor response times to the AUSU office for compilation. Councillors
Dec 1	In Progress	Policy Revisions: Ask that each councillor to reply that they have reviewed the policy amendments when next draft is circulated. Cornett
Dec 1	In Progress	Executive Compensation: Develop draft terms of reference for executive compensation review committee and bring to council for further discussion. Cornett
Dec 10		Elections Policies: Notify the membership about the changes to the elections policies 3.01, 3.02, 3.03 and 3.04 at least 21 days prior to the January council meeting. Cornett/Kingyens
Dec 10		lynda.com: Renew lynda.com subscription for a three year subscription for 1,000 users; US\$22,200 per year / CA\$29,400 +/- Cornett
Dec 10		CRO Terms of reference: Clearly outline the process of notifying candidates if their application is missing information or if there are steps they can take to become eligible in the CRO Terms of Reference. Cornett

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

November 2015

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: December 1, 2015

Current Issues



Committees:

AU Board of Governors – I am pleased to announce that I received my Ministerial Order, signed by the Alberta Minister of Advanced Education, Lori Sigurdson on November 20. I am officially now a voting member of the Athabasca University Board of Governors! On November 1st and 2nd, I attended a 2 day Board of Governors Retreat in Edmonton. This was a good opportunity to get to know the different members of the Board a little better and to get a clear understanding what the Board is working on at the moment. We had an opportunity to meet Colin Piquette, MLA for Athabasca-Sturgeon-Redwater; who attended the retreat.

Sub Committees:

BOG Institutional Advancement – I had to send my regrets for this meeting, due to a conflict with a pre-scheduled exam.

BOG Academic Affairs – I had to send my regrets for this meeting, due to a conflict with a pre-scheduled exam.

General Faculties Council – No meetings this month.

Sub Committees:

Student Awards Committee: I had to send my regrets to this meeting due to a conflict with the CASA conference I was attending.

GFC Exec: No meetings this month.

SRM Project – Student Advisory Group: Unfortunately, this group met in November but didn't have my correct email address to inform me of the meeting! I found out after the fact and have requested that my contact information be corrected.

AUSU MECC: Met on November 4, lots of great conversation and ideas were shared.

AUSU Awards: Met on November 26, and awarded a full slate of awards for this deadline's applicants. Being on the awards committee is so rewarding and I have so enjoyed watching the number of applications grow deadline after deadline. Special thanks to Kim Newsome for chairing the meeting and the rest of the Awards committee for a great meeting.

AUSU Finance: Met on November 10, great overall discussion regarding AUSU finances and direction.

AUSU Forensic Audit Recommendation Committee: I attended a meeting with the FAC on November 4, as an AUSU member who attended the AGM. I am looking forward to further updates from this committee.

November 2015

CASA: Brandon, Colleen and I attended CASA's Policy and Strategy conference in Halifax for 4 full days. This was a tremendous opportunity for all of AUSU Executive to see what type of work CASA is doing for PSE on the national level. In February, CASA will meet again in Ottawa for "Advocacy Week", and meet with over 150 Members of Parliament over 4 days. The purpose of this conference in Halifax was to determine our advocacy priorities for those meetings. After many respectful and thought provoking discussions, it was decided that the 4 advocacy priorities for 2016 will be:

- Financial Assistance/Repayment Assistance
- Research
- Youth/Student Employment
- Equity Seeking Groups

One very exciting point in the conference was the plenary session. Due to a resignation, there was an empty position on CASA's National Advocacy Team. Brandon tossed his hat in the ring and ran for the position against 2 other candidates, and was successfully elected! He will now sit with only 5 other members from across Canada and will work to shape the advocacy efforts of the entire CASA organization. This is a fantastic way to ensure that the voice of AU is heard on the National level. Congratulations, Brandon!

CASA Committees:

Federal Policy Committee: Met on November 27, to highlight direction of the committee following the conference earlier this month. Need was identified for a sub-committee to form an advocacy document speaking to some of the recommendations of the Truth and Reconciliation Commission. I volunteered to Chair the sub-committee and am honored to move forward on this important work.

Code of Conduct Sub-Committee: The CASA Code of Conduct Committee worked hard to re-write this important document. We successfully completed our recommendation and it was adopted during the plenary session on November 22. The committee plans to continue its work in creating a best practices document for internal distribution.

TRC Advocacy Sub-Committee: The committee has been struck and I will be the chair. So far there is only one other committee member but the call will go out shortly for more committee members.

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

Faculty of Business Undergraduate Program Council: No meetings this month.

AUSU Business

Advocacy – Over the last few months I have been alarmed to hear of what appears to be an rising amount of delays for students to receive their grades or responses to

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their questions. I have continued to raise questions about this in my conversations with AU Faculty and Administration, but there seems to be a lack of data and a lack of acknowledgement on the topic. I have completed a survey for students on AU Service Standards and I plan to gather data for only 2 weeks and then present it to AU, along with a list of recommendations based on the data. I also wrote my Exec Blog on this topic, and it can be found here: <https://www.ausu.org/2015/12/exec-blog-november-2015/>

I received a request for an interview from the Globe and Mail about students in Alberta returning to school. The article can be found here: <http://www.theglobeandmail.com/news/national/education/students-flock-back-to-school-in-oil-patch-country/article27192968/>

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.

We have successfully completed an ICT Governance request to remove the option to enroll in the plan from the AU registration page, and this request was approved. We have been informed that the work should be completed in a number of weeks. This is welcome news, because as more students enroll in the plan; the number of disappointed members only will grow. AUSU performed a series of communications to members about the discontinuance. This series included:

- A press release posted on our website on October 28
- A letter was sent to Administration at AU on November 9
- A letter was emailed to all members enrolled in the plan on November 26
- A letter was emailed to all AUSU members on November 30

I have kept in close contact with staff to remain abreast of communications coming from the membership on this topic. I have been told by our staff that the only contact from members on the topic so far has been inquiries about individual plan enrollment to determine when their coverage will expire.

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

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we can. An election project was undertaken in 2014 that was never completed, and we have started the process to ensure the new policies are adopted prior to the next General Election, occurring in March of 2016.

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 –

Rick Harland and Cynthia Gordon – I met with AUGSA President, Cynthia Gordon and Rick Harland from AU to discuss our plans for convocation sponsorship in 2016. We agreed in principle that we will combine efforts to sponsor lunches for all 3 days, similar to last year. We will meet again in the new year to finalize details.

AUSU Members – I am thrilled to see the engagement and the interest in involvement coming from fellow students! The inquiries this month were primarily regarding AU Service standards and the availability of practicum spaces for FHD students in the LPN-BN program. I will continue to encourage students to contact me to discuss these matters, and I am thankful for the opportunities provided by the AU Students' App and Social Media to network with members at AUSU.

Meetings

- 1 – BOG Retreat
- 2 – BOG Retreat
- 2 – Globe and Mail Reporter
- 4 – AUSU Executive
- 4 – FAC Committee
- 4 – MECC
- 9 – AUSU Executive
- 9 – AU Press
- 9 – Globe and Mail Reporter
- 10 – Finance Committee
- 12 – AUSU Council Meeting
- 18 – CASA in Halifax
- 19 – CASA in Halifax
- 20 – CASA in Halifax
- 21 – CASA in Halifax
- 22 – CASA in Halifax
- 23 – CASA in Halifax
- 26 – AUSU Staff
- 26 – AUSU Awards Committee
- 27 – Rick Harland and Cynthia Gordon
- 27 – CASA Policy Committee
- 30 – AUSU Executive

November 2015

Hours

Weekly Breakdown

Week ending:	Hours
November 8	38
November 15	34
November 22	62
November 29	27.5
4 week average	40.38

Timesheets and Compliance

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

December 2015 Council Meeting

AUSU Executive Report

Colleen Doucette, VP External & Student Affairs

Prepared: November 30, 2015



Current

Committees

VIRTUAL EXAM INVIGILATION PILOT:

Refresher: 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.

The third meeting was held on November 3rd and was a presentation from the second vendor – Software Secure. This meeting showed the members of the committee how their virtual exam process works and how an exam would be invigilated. The committee asked many questions from technical to payment to scheduling to cheating, same questions as posed to the other vendor. We were then asked to score Software Secure and submit our scores. The next meeting was scheduled for November 12th to choose the successful vendor.

At our fourth meeting, the committee chose ProctorU as the successful vendor that will pilot our virtual exam project. For communication of the project, an “allstaff” message will be sent to AU staff prior to launch. Upon launch, AUSU will follow the lead of AU Communications Director John O’Brien to further promote on social media. The pilot will be a length of 6 months, with an approximate start date of December 1, 2015.

The next meeting is scheduled for either mid-project or the end of the project, wherever the need arises, either March or June, whereby the committee will discuss the status of the project. A student survey is expected during the project and at the end as well.

December 2015 Council Meeting

STUDENT EXPERIENCE TEAM:

The SET met on November 13th. The goals of the SET are to: A) Continue to foster a student service-oriented culture across the University; B) Identify and encourage opportunities for the integration, automation and self-service of student services; C) Provide staff additional supports to be informed and knowledgeable, enabling their ability to be responsive to student needs and expectations; D) Facilitate opportunities for learners to become self-directed and self-sufficient; and E) Adopt an evidence based approach that cultivates continuous improvement and quality enhancement to student services.

With these goals in mind, the committee began by reviewing the Student Handbook on the AU website. (As a side note, I discovered that the information under “Student Advocacy” was outdated and so I requested that it be updated – it has.) Many changes are going to be made on this portion of the website.

There are four working groups within SET and these groups each gave an update. From Service Standards, Orientation, Baseline Skills for Staff, and Accessibility, each group has been working diligently on the tasks they have been assigned.

An interesting note, athabascau.ca email addresses for all AU students will be forthcoming in the next 6 months.

Because this was my first meeting on this committee, and I was given no background on it, I requested an additional meeting with Karen Thompson (which was held on Nov. 16th) to review what the SET is and what the goals are. During this meeting, Karen invited me to participate in any of the above noted working groups, to which more information was to be sent to me and I would make my decision from there. As of Nov. 30th, I have not made a decision on which working group I would join. The next SET meeting is scheduled for Friday, December 11th.

ACADEMIC LEARNING ENVIRONMENT COMMITTEE:

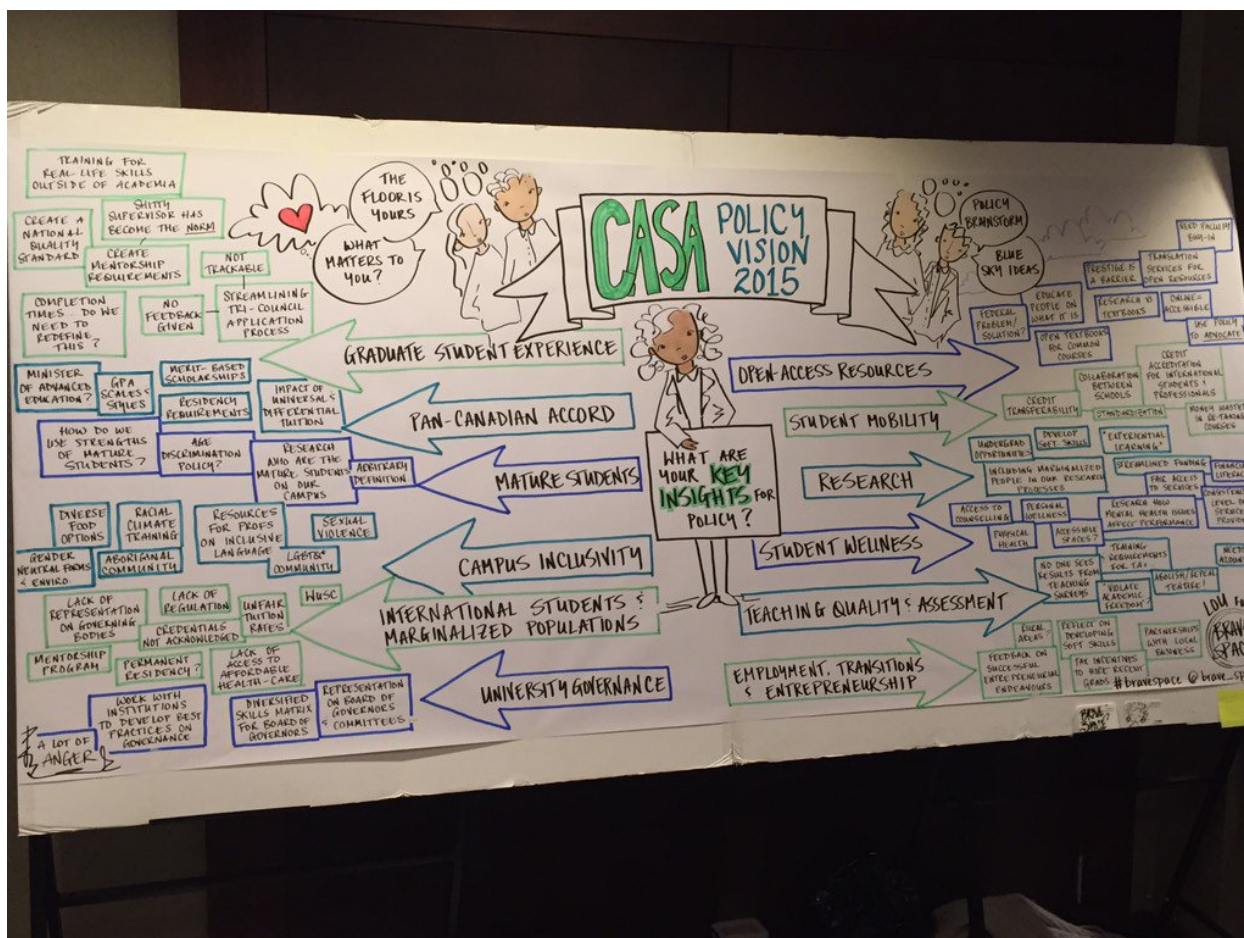
The ALEC meeting took place on November 17th. This was a “discussion only” meeting as it was the first meeting since May 2015. Some of the comments made/discussions had revolved around doing a better job on course statistics data, Moodle analytics and how data is being used, turnaround times, student feedback, ways to manage and monitor these issues, improved process on calls coming in, what admins are doing and how they’re being handled, how prof’s can learn from each other on how to teach better, coordinators and tutors need to be working more closely together, no peer moderation on marking, and making teaching visible, to name but a few.

December 2015 Council Meeting

A detailed report was given on the statistics of AU including population, male/female ratios, program information, provincial enrolments, etc. A lengthy meeting that essentially was a review of the committee along with statistics and points to move forward. No date was set for the next meeting.

CASA CONFERENCE – HALIFAX:

This was a four-day marathon conference held in Halifax. The conference reviewed numerous policies that were to be voted on at plenary, the final day. The conference also took time to determine the major advocacy themes for 2016. As you can see from the picture below, there were plenty of brainstorming sessions in addition to policy reviews.



December 2015 Council Meeting

This was an amazing team-building opportunity for AUSU's Executive. It was a chance to get to meet Shawna and Brandon (who are amazing!) and have some great discussions regarding AUSU, its future, and how we see it moving. It was also a great time to see Brandon elected to the National Advocacy Team as well. He did an amazing job representing AUSU nationally and was dedicated to the AUSU membership and moving them forward into 2016.



In addition, I was able to meet other VPEX's and join the Health & Wellness Committee, along with the President of the U of Lethbridge. She will be coordinating upcoming meetings.

AUSU MECC:

Please see MECC Report for this Council Meeting.

Social Media:

Please refer to the Office Administrator Report.

AUSU Business

2016 Planner: The 2016 planners have been ordered. The correlating AUSU brochure is nearly complete and will be printed so that it may be sent along with the new planners upon order from members.

Membership Survey/Poll Question: A survey question regarding higher education loyalty points was posted to facebook on Nov. 5th with the following results:

19 – NO
17 – YES

Meetings

November 3 – Virtual Exam Invigilation Pilot
November 4 – Executive Meeting
November 4 – MECC Meeting
November 6 – Phone Meeting with Sarah
November 9 – Executive Meeting
November 12 – Virtual Exam Invigilation Pilot

December 2015 Council Meeting

November 12 – Council Meeting

November 13 – SET Committee Meeting

November 16 – Meeting with Karen Thompson

November 16 – Meeting with Donette

November 17 – Academic Learning Environment Committee Meeting

November 19 – CASA Conference

November 20 – CASA Conference

November 21 – CASA Conference

November 22 – CASA Conference

November 30 – Executive Meeting

Hours

Weekly Breakdown

Week of:	Hours:
Nov 2 – 8	31.75
Nov 9 – 15	30.50
Nov 16 – 22	66
Nov 23 – 29	30
4 week average:	39.56

Timesheets and Compliance

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

November 2015

AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: December 2, 2015



Committees

Finance Committee:

See finance committee report.

AUSU Forensic Audit Recommendation Committee (FAC):

This month the Forensic Audit Committee invited everyone who had attended the AGM to come to the meeting and share their thoughts in regards to the background of why a forensic audit was requested. Not everyone was able to attend the meeting but they were given the opportunity to submit their thoughts in writing for the committee. Since the majority of the committee was not personally present at the AGM it was really beneficial to speak to those who were in attendance and find out if and why they felt that a forensic audit was required. These conversations helped to identify the key points of why a forensic audit was being raised as well as it led to a discussion regarding whether the issue was a financial concern or more of a legal concern. Also other possible courses of action were discussed briefly to see if they may be more appropriate to answering the questions that members have had.

AU Board of Governors:

As of November 20, 2015 I officially became a voting member of the Board of Governors which is a wonderful opportunity and very beneficial for AUSU members. Up until this point me and Shawna have been invited to participate in discussions of the Board of Governors however we often would only be able to partially participate and we did not have a vote in the outcomes of discussions. Now that me and Shawna have our ministerial orders AUSU members have two votes in any decision made by the Board.

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Though it has taken awhile to become official members of the board we have still had great opportunities to participate in the meetings. This month we were able to attend the board retreat in Edmonton where we spent the full day in meetings regarding the strategic plan of the university. I mentioned it briefly in last months' report but we also had the opportunity to meet with Colin Piquette who is the MLA over Athabasca-Sturgeon-Redwater district. It was great to have two undergraduate students and one graduate student in person at this meeting to really give the student perspective on the need for funding changes and how the lack of funding for AU affects students.

Pedagogy and Research SAG:

Very little happened this month in the IT committees that I am on however I did get to present the request for change proposal that we submitted to AU to get the health plan enrollment feature turned off. My explanation of the situation was well accepted and committee members were supportive of the decision. The cost of making this change was minimal as a lot of the work fell within the scope of another project that is underway. As of now the health plan enrollment feature has been turned off which is a benefit as it has been causing some confusion for students as they are enrolling in their courses.

Student Resource Management:

The SRM project has been in the works for awhile and I was actually a member of this committee before I ran for council. The goal of this program is to basically implement a CRM program into the university so that the university can better track and respond to students. The last meeting was back in April and there has not been very much for updates up until this point. There have been some delays with the project stemming from issues with the project manager and lack of IT resources but the program is starting to move forward and will hopefully be a huge asset to students. An example of one potential function is that as students when you submit a question or assignment you will be able to see the status of the request. You will be able to see when someone has read your message and when it has been assigned to someone for a response, this way you will not be stuck wondering if anyone has even seen your request.

November 2015

AUSU Business

CASA Policy and Strat Conference:

This month I was able to attend the CASA Policy and Strategy conference held at Saint Mary's university in Halifax. It was a wonderful opportunity to reach out to other universities across Canada and help them better understand the needs of an online university. It was also great to be able to meet with Shawna and Colleen in person. We were able to have some great conversations with each other as well as other executives to learn what other student unions are facing.

During the strategy planning sessions we had the opportunity to really get the perspective of AUSU students heard. AU is drastically different from any other university so we bring a very unique look at issues facing post secondary students. Two areas that we were able to really provide input on was issues relating to mature students as well as mobility (ability for credits to transfer between schools). These were two big topics that AUSU had a lot to say about and others who were in these discussions liked the perspectives and ideas that we brought to the table.

Along with all of the wonderful meetings we were also able to increase our representation on the CASA committees. There were many standing committees created recently as well as there was one opening on the National Advocacy Team. Shawna already had been participating on the policy committee and now Colleen is sitting on the mental health committee. I ran for the National Advocacy Team and I must have made enough of an impression on other executives as I was able to beat out two other candidates and now AUSU has a voice in shaping the Advocacy campaigns of CASA. I was also able to convince the board to allow AUSU to have a seat on the trades and technology committee, this committee in the past has been more geared towards issues affecting the trades however based on the terms of reference of the committee I was able to talk to the committee members and they are now looking at starting to pursue more of a focus on the technology portion as well.

It was a great experience and very beneficial to be able to work in person with Colleen and Shawna. We strived to make the most impact that we could. As an executive we discussed CASA a lot and the way that we see things are that if we are going to be apart of CASA then we need to be all in and make sure that we get the most benefit from it. After this conference I feel that we really are getting a lot of benefit from this organization and we are able to help represent AUSU members across Canada. Also the positions that we all hold on the various committees

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especially the National advocacy team opens a lot of doors for AUSU to have a stronger voice in CASA. As we are becoming more well know it even opens the possibility of gaining a seat of the board of directors for the organization next year.

Meetings

November 1, 2015 – AU Board of Governors Retreat
November 2, 2015 – AU Board of Governors Retreat
November 4, 2015 – Executive Meeting
November 4, 2015 – Forensic Audit Committee
November 5, 2015 – Pedagogy and Research SAG
November 9, 2015 – Executive Meeting
November 10, 2015 – Finance Committee
November 12, 2015 – AUSU Council Meeting
November 13, 2015 – ICT Investment Governance Committee
November 18-23, 2015 - CASA Policy & Strategy Conference
November 24, 2015 – Pedagogy and Research SAG
November 27, 2015 – Student Resource Management SAG
November 30, 2015 – Executive Meeting

Hours

Weekly Breakdown*

Week of:	Hours:
November 2 - 8	34
November 9 - 15	15
November 16 - 22	61
November 23 – 29	15
4 week average:	31.25

Timesheets and Compliance

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