



Athabasca University  
Students' Union

# Athabasca University Students' Union

## Council Meeting Minutes

**Approved March 10, 2016**

**Thursday February 11, 2016**

**4:30pm MST**

**Meeting Called By:** Shawna Wasylyshyn, President

**Type of Meeting:** AUSU Regular Council Meeting

**Minutes:** Donette Kingyens, Communications and Member Services Coordinator

### Participants

**Council:** President Shawna Wasylyshyn, Vice President External and Student Affairs Colleen Doucette, Vice President Finance and Administration Brandon Simmons, Councillor Megan Daigneault, Councillor Philip Kirkbride, Councillor Kim Newsome, Councillor Pierre Plamondon, Councillor Tamra Ross, Councillor Laura Zhu

**Staff:** Executive Director Sarah Cornett, Communications and Member Services Coordinator Donette Kingyens, The Voice Editor Karl Low

**Members:** Scott Jacobsen, Amir Banihajimi (in part), Katrina Hagstrom

Meeting called to order at 4:31pm MST.

### Agenda and Minutes

#### 1.0 Approval of Agenda All

**Motion:** BIRT Council approve the agenda as presented.

*2016-02-11 Council Meeting Agenda.pdf*

M. Daigneault / P. Plamondon

**Carried 9/0**

**Note:** File *2016-02-11 Council Background.pdf* was provided as background for this meeting.

#### 2.0 Adoption of Council Meeting Minutes All

**Motion:** BIRT Council approve the minutes of the January 14, 2016 regular council meeting.

*2016-01-14 Council Meeting Minutes\_DRAFT.pdf*

L. Zhu / P. Plamondon

**Carried 9/0**

**Motion:** BIRT Council approve the minutes of the in-camera session of the January 14, 2016 regular council meeting.

*2016-01-14 Council Meeting Minutes\_In Camera\_DRAFT.pdf*

C. Doucette / P. Plamondon

**Carried 9/0**

**Motion:** BIRT Council approve the minutes of the January 21, 2016 interim council meeting.

*2016-01-21 Council Meeting Minutes\_DRAFT.pdf*

M. Daigneault / C. Doucette

**Carried 9/0**

**Note:** Approval of all council minutes, for both regular and interim council meetings, takes place at the next regular public meeting. In-camera session minutes will be circulated only to those individuals who took part in the session. It can be publically noted that there were no motions passed during the in-camera session of January 14, 2016.

## Old Business

### 3.0 Review of Action Items

All

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

It was noted that the work on policies to define how non-council members of committees will be managed (Oct 13) is still in discussion. Executive has made notes about it, but there have been numerous other priorities such as the bylaw review, an extensive review of the elections policy, and the policies that are specifically up for review. It was suggested that a council member could look into it and propose changes for discussion by email. Councillor Kim Newsome volunteered to start this review. Executive to send the notes they have made to date.

**Action Item – K. Newsome**

It was also noted that the agenda item to consider the timing of the in-person council session (Oct 13) is pending until the new council begins. An outline is being put together for the new council.

### 4.0 Voice Item on Goals List

**Motion:** BIRT Council add an item to the 2015-2016 goals list expressing support for The Voice as an important member service and form of communication of AUSU as presented.

The Voice – Support The Voice as an important member service and form of communication of AUSU

1. Work collaboratively with The Voice to help create a meaningful action plan to improve the publication and increase readership by
  - Providing support to The Voice as requested to ensure a successful consultation process
  - Reviewing and making recommendations to the action plan as presented by The Voice
  - Supporting the implementation of the action plan through non-financial resources as agreed
2. Work collaboratively with The Voice to develop a procedure to review and reassess the action plan on a regular basis that shall include
  - Inviting The Voice to meet with council to discuss the successes and challenges at defined points in the action plan
  - Making recommendations to The Voice on potential ideas where AUSU can help with the identified challenges

B. Simmons / M. Daigneault

**Carried 9/0**

Council invited Karl Low, editor of The Voice, to provide input on the presented motion and the wording of the goal was amended slightly to ensure that the autonomy of The Voice was clear. The words *“form of communication of AUSU”* instead of *“communication forum of AUSU”* were used.

## Action and Discussion Items

### 5.0 Policy Revisions

Executive

#### 5.01 Technology Infrastructure

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

*Policy\_9.05\_Technology\_Infrastructure Exec Edits.docx.pdf*

C. Doucette / L. Zhu

**Tabled**

A discussion point was raised about whether the word “petition” is the correct usage in light of other recent changes in AUSU policies to replace the word “lobby” with “advocate”. Petition implies a formal written process so it was agreed to update “petition” to “advocate for”.

Council discussed what the services and tools in the myAU portal are that AUSU would want to advocate for. Some background was provided that when AU originally launched the myAU portal 7-8 years ago, it was intended to be a temporary portal until AU could improve on it. However, AU spent a lot of time on the staff portal and did not make improvements to the student portal. It was suggested that the myAU portal is difficult to navigate and not comparable to the interface used by other universities. The portal has not been significantly updated in 7-8 years, does not have current news, and it is difficult to find information about the Students’ Unions. AUSU would like to see the myAU Portal updated to be a single point for students to go to access all services and information.

Council discussed whether to specifically add Moodle to the policy. Some background was provided that AU used to be the leaders in bringing Moodle into use and hosting the conferences for developing Moodle, but they have since fallen behind other institutions in this area. There is some concern that students are looking elsewhere for education because AU is no longer on the forefront of learning technology.

Council discussed adding the statement “Whereas Athabasca University is significantly behind in instituting current versions of certain information technology tools”, as well as including Moodle specifically to the learning tools that AUSU will advocate for improvements to. It was agreed that council needs to look into this further before deciding on the exact wording for the policy revision.

**Action Item - Executive**

**Motion:** BIRT AUSU table the motion until further research can be provided to ensure the wording is strong enough and covers all of the issues.

T. Ross / P. Kirkbride

**Carried 9/0**

## **5.02 Base Operating Funding**

**Motion:** BIRT AUSU adopt the updated copy of policy 9.07 Base Operating Funding for inclusion in the policy manual.

*Policy\_9.07\_Base\_Operating\_Funding Exec Edits.docx.pdf*

C. Doucette / P. Plamondon

**Carried 9/0**

A question was raised about whether this policy includes advocating for funding from outside of the province. Some background was provided that base operating funding is the funding provided by the provincial government to cover approximately 2/3 of the cost of each student within Alberta, but no funding is provided for students outside of Alberta. The federal government has been clear that they will not provide funding for AU, but since there is a majority student body from outside of Alberta, AUSU should continue to advocate for funding outside the province.

Council discussed that base operating funding will not come from anywhere but the provincial government, so Policy 9.07 should not include reference to funding from outside of the province since this policy is specifically about base operating funding.

However, the wording in Policy 9.10 will be reviewed and that policy does cover seeking funding from outside of Alberta. It was also noted that Policy 9.01 states “*BIRT that AUSU strongly oppose the exemption of any aspects of distance education from the Province of*

*Alberta's Tuition Fees Regulation*", so the issue of base funding for non-Albertan students is covered in this policy as well.

The wording was updated to specify that AUSU advocate to ensure that base operating funds and annual increases be sufficient to meet the *"financial"* needs of Athabasca University.

### 5.03 Athabasca University National Presence

**Motion:** BIRT AUSU adopt the updated copy of policy 9.10 Athabasca University National Presence for inclusion in the policy manual.

*Policy\_9.10\_Athabasca\_University\_National\_Presence Exec Edits.docx.pdf*

B. Simmons / M. Daigneault

**Carried 9/0**

The word *"petition"* was updated to state AUSU would *"work with and advocate for"* Athabasca University to actively develop relationships with the federal government and provincial governments outside of Alberta.

An additional line was added to state *"BIRT that AUSU advocate to increase awareness of the federal government and provincial governments outside of Alberta regarding the benefit Athabasca University provides to students across Canada."*

There was a discussion about how AUSU would build relationships with the federal government or other provincial governments. It was noted that other universities meet regularly with MLA's to talk about the needs of their institution. One of the benefits of having an AUSU council across Canada is that AUSU could be meeting with government representatives across Canada, or taking other steps such as writing letters about the benefit AU brings to students in other provinces. It was also discussed that using the term *"advocating"* means that AUSU will take opportunities as they arise to bring awareness to these positions.

### 5.04 Career Services

**Motion:** BIRT AUSU adopt the updated copy of Policy 9.21 Career Services for inclusion in the policy manual.

*Policy\_9.21\_Career\_Services Exec Edits.pdf*

C. Doucette / B. Simmons

**Carried 9/0**

The motion wording was amended.

The word *"petition"* was updated to *"advocate for"* in the policy.

## 6.0 Bylaw Amendment Process

Executive

**Motion:** BIRT AUSU council approve sending of at least 21 days' notice and scheduling at least two member consultation sessions in preparation for the first reading of bylaw amendments to ratify the currently published bylaws of AUSU as presented.

P. Plamondon / M. Daigneault

**Amended**

**Amending Motion:** BIRT AUSU council amend the motion to delete the words *"approve sending of at least 21 days' notice and scheduling at least two-member consultation sessions in preparation for the first reading of bylaw amendments to"*.

K. Newsome / M. Daigneault

**Carried 9/0**

**Final Motion:** BIRT AUSU council ratify the currently published bylaws of AUSU as presented.

P. Plamondon / B. Simmons

**Carried 9/0**

The bylaws were circulated to council prior to the meeting for discussion.

AUSU established in discussion with AUSU's lawyer that the amendments to the bylaws using the current procedure of a vote of the membership at the AGM are not in line with legislation. Bylaw changes must be voted in by council. The lawyer recommended the current bylaws be ratified by the council since the last changes to them were made by a vote of the membership.

The bylaws should also be updated to reflect that changes to the bylaws should be made by a vote of council, not the membership, in line with the Post Secondary Learning Act legislation. AUSU also decided to add additional requirements of two membership consultations, a two step approval process, and a two thirds majority vote to pass in order to provide transparency and member participation.

This motion (*above*) is for council to ratify the bylaws already put into effect through votes of the membership, and the following motion (*below*) is to make changes to the bylaws after consultation with the membership to correct the bylaw revision process in accordance with the legislation.

It was agreed it would be simpler to change the motion (*above*) to just ratify the bylaws instead of requiring consultations with the membership, as they were already voted on by the membership. AUSU council will consult with the membership before making changes to the bylaws.

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

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

and replacing it with the following:

10.1 Amendment

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

10.2 Notice to Members

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

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

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

10.3 Member Consultation

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

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

P. Plamondon / M. Daigneault

**Carried 9/0**

It was discussed that there will be other changes to the bylaws to correct inconsistencies and better clarify them.

**Agenda Item – Executive, Council**

However, before other changes can be made, the bylaws have to be updated to reflect the proper way to update the bylaws in accordance with legislation.

Information Items		
<b>7.0</b>	<b>Audit Report</b> <i>Final Audit Findings.pdf</i> <i>Financial Statements.pdf</i> <p>The 2014-2015 final audit report from Kingston Ross Pasnak has been received and circulated to council. It will also be included in the annual report.</p> <p>The audit went very well. The largest variance is in the investment revenue that AUSU received which were significantly lower than expected due to a downturn in economy, and a change to a different investment company with the hope of saving on investment fees in the future.</p>	B. Simmons
<b>8.0</b>	<b>Forensic Audit Recommendation Committee Report</b> <p>The committee had intended to get the report to council for this meeting but it was delayed due to the Executive Director's injury. The last meeting is next week and they will have the report ready for council to look at significantly prior to the next meeting.</p>	S. Cornett
<b>9.0</b>	<b>Executive Compensation Committee Interim Report</b> <p>A meeting had to be cancelled due to the Executive Director's broken arm, but the committee has been doing good research and will be meeting next week to get to work on the report to council.</p>	S. Cornett
<b>10.0</b>	<b>CRO Engagement</b> <p>AUSU received over 30 applications for the CRO position, which was shortlisted to 4 members who had election experience. AUSU hired Jacqueline Keena who has experience with the University of Manitoba's Student Union. She has signed the contract and begun working, and AUSU has already started to receive nominations.</p> <p>The meeting was recessed at 6:28pm MST and resumed at 6:33pm MST.</p>	S. Cornett
Reports		
<b>11.0</b>	<b>President's Report</b> <i>2016-01 President Report.pdf</i> <p>This month was heavy on advocacy in particular in relation to the Nursing program.</p>	S. Wasylyshyn
<b>12.0</b>	<b>Vice President External and Student Affairs' Report</b> <i>2016-01 VP External Report.pdf</i> <p>It was noted that AUSU was invited to a meeting with Grant Thornton to discuss student perspectives on the University and areas for improvement, but AUSU objected to originally being given only an hour, and pointed out that AUSU needs time to conduct research and compile concerns from the students before reporting. AU confirmed that the recent request for a town hall meeting that was sent to all AU students was in direct response to this request.</p>	C. Doucette
<b>13.0</b>	<b>Vice President Finance and Administration's Report</b> <i>2016-01 VP Finance Report.pdf</i>	B. Simmons
<b>14.0</b>	<b>Executive Meeting Reports</b>	S. Wasylyshyn

*2016-01 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.

- 15.0 Finance Committee Report** B. Simmons  
*2016-01 Finance Committee Report.pdf*
- 16.0 Awards Committee Report** K. Newsome  
*2016-01 Awards Committee Report.pdf*
- 17.0 Member Engagement and Communication Committee Report** C. Doucette  
*2016-01 MEC Committee Report.pdf*  
The last executive blog and AUSU newsletter announced the launch of AUSU's new Geocaching campaign last week. Fourteen requests have been received so far for an AUSU geocaching box.
- 18.0 Executive Director's Report** S. Cornett  
*2016-01 Executive Director Report.pdf*  
AUSU has received the final list of participants in the Health and Dental plan, so staff now just need to wait until the summer to contact the participants regarding their fee refund. A recent user report from Lynda.com showed a very positive uptake of the program. It was mentioned that it would be nice to get reviews from students who have taken a course, which used to be done by the MEC Committee.
- 19.0 Communication and Members Services Coordinator Report** D. Kingyens  
*2016-01 Communications Coordinator Report.pdf*  
  
New swag has been ordered in, including flashlights, magnetic bookmarks, notebooks, magnetic clips, and USB's. All swag has been received except for the USB sticks. Staff will be getting replacement flashlights at no charge from the company as the ones received were not good. A lot of work was done to create a new CRO Manual and Nominations package which is now in use, and a new ad was created for AU's Open Magazine.  
  
The newsletter stats report referenced in the report was not included in the meeting package so will be circulated by email. **Action Item – D. Kingyens**
- 20.0 Acceptance of Reports** All  
**Motion:** BIRT Council accept the reports as presented.  
C. Doucette / P. Kirkbride **Carried 9/0**

**Question & Answer Period**

- 21.0 Question & Answer Period** S. Wasylyshyn  
Observers are encouraged to participate in the Question & Answer period.  
Observers are also invited to contact the AUSU office with any questions that arise from the meeting at [ausu@ausu.org](mailto:ausu@ausu.org) , 780.497.7000, or 1.855.497.7003.  
A question was raised about what format of the Robert's Rules of Order AUSU uses. AUSU uses Robert's Rules of Order In-Brief, which is available at any Chapter's for \$8.99 CDN. The newest editions are not available online, and the full book is very large. AUSU does follow the Rules of Order as needed for steps, instruction, and general guidelines, or when more focus is needed for a specific issue, but they are not followed to the letter in all cases to encourage conversation between members.

A question was raised about whether the current council plans to run again, but it was pointed out that the official notice of candidates will not be announced until February 22 once all candidates have been approved.

A question was raised about how AUSU advertises AU, and whether students could help pass out posters or other materials. AUSU does not have advertising material for AU, but it might be beneficial to ask AU advancement department about this. Member-at-large Katrina Hagstrom volunteered to help advertise on behalf of AU.

### In-Camera Session

#### 22.0 Council Discipline

##### 22.1 Meeting to go In-Camera for Discussion

**Motion:** BIRT AUSU go in-camera.

In Camera Tip Sheet.pdf

S. Wasylyshyn / C. Doucette

**Carried 9/0**

*The meeting moved in-camera at 7:07pm MST.*

##### 22.2 Councillor Misconduct

##### 22.3 Councillor Attendance

##### 22.4 End of In-Camera

**Motion:** BIRT AUSU come out of the in-camera session.

S. Wasylyshyn / T. Ross

**Carried 9/0**

*The meeting moved out of camera at 8:21pm MST.*

##### 22.5 Decision and Motions Resulting from In-Camera Discussion

**Motion:** BIRT Philip Kirkbride be reprimanded by AUSU council under AUSU Policy 2.04 Council Governance: Discipline, due to the contents of an email sent by Mr. Kirkbride to all of council on January 14, 2016, which demonstrated 1) Failure to display Respect for Persons as described in AUSU Policy 2.13 Council Governance: Code of Ethics and Professional Responsibility section 2.13.06.

B. Simmons / C. Doucette

**Defeated 3/6**

**Motion:** BIRT councillor Pierre Plamondon be removed from AUSU council for accruing two or more full absences from council and committee meetings without sufficient notice in a twelve-month period, by being absent for the November 10, 2015 Finance Committee meeting, being absent with regrets for the December 10, 2015 Council meeting, and being late for the January 25, 2016 Executive Compensation Review Committee meeting

M. Daigneault / K. Newsome

**Defeated 0/9**

### Next Meeting and Adjournment

The next meeting of Council is set for Thursday March 10, 2016 at 4:30 pm MST

The meeting adjourned at 7:53 pm MST.



### Summary of Action Items

Date	Status	Action Item and Responsible Party
Oct 13	In progress	<b>Policy Revisions:</b> Further work on policies to define how non-council members of committees would be managed. <b>Executive</b>
Feb 11		<b>3.0 Review of Action Items:</b> Executive to sent the notes made about how non-council members of committees would be managed to K. Newsome so she can begin working on the policies. <b>Executive / K. Newsome</b>
Feb 11		<b>5.01 Policy Revision- Technology Infrastructure:</b> Further work on Policy 9.05 Technology Infrastructure <b>Executive</b>
Feb 11		<b>6.0 Bylaw Amendment Process:</b> Give 21 day's notice to the membership of proposed bylaw changes. <b>D. Kingyens</b>
Feb 11		<b>6.0 Bylaw Amendment Process:</b> Schedule at least two member consultation sessions in preparation for first reading of bylaw amendments to bring the process of AUSU bylaw amendment in line with the Post-Secondary Learning Act of Alberta. <b>S. Cornett</b>
Feb 11	Complete	<b>17.0 Communication and Members Services Coordinator Report:</b> Circulate newsletter statistics to all meeting participants <b>D. Kingyens</b>
Feb 11		<b>21.0 Question &amp; Answer Period:</b> Contact AU about getting advertising material so that members can advertise on AU's behalf. <b>Executive</b>

### Summary of Agenda Items

Date	Status	Agenda Item and Committee
Oct 13		<b>2015-2016 Budget:</b> Consider the timing of the in-person council session. <b>Council</b>
Oct 26		<b>Student Health and Dental Plan:</b> Develop a onetime health care bursary with preference for recipients given to those who participated in the AUSU Health and Dental Plan. <b>Awards Committee</b>
Jan 14	closer to end of year	<b>Communication and Members Services Coordinator Report:</b> AUSU to consider ways to handle calendar orders for 2017, possibly including pre-orders <b>MECC</b>
Jan 14		<b>Executive Meeting Reports:</b> AUSU bylaw review <b>Executive</b>
Feb 11		<b>5.01 Policy Revision- Technology Infrastructure:</b> Revisit tabled motion on Policy 9.05 Technology Infrastructure <b>Council</b>

# AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: January 29, 2016



Athabasca University  
**Students' Union**

## Current Issues

### Committees:

**AU Board of Governors** – On January 13 and 14, I attended Board of Governors meetings in person in Edmonton. The Board has begun the procedure for hiring a new AU President, and I will be an active participant as a member of the Board, a member of the search committee and AUSU President.

Sustainability remains a theme at the Board table, and the Board is awaiting information from the Administrative and Academic reviews currently underway at AU. I raised many concerns on behalf of students at the Board table. They were:

- students are still waiting for cost savings and choice as related to etext vs hardcopy text.
- Students will not tolerate an increase in non-academic fees to offset the tuition freeze.
- Non-Negotiated salaries at AU should be frozen before any student fees are increased.
- It is unacceptable to balance the budget on the backs of AU students.

### Sub Committees:

**BOG Institutional Advancement** – No meetings this month.

**BOG Academic Affairs** – No meetings this month.

**BOG Honorary Awards** – The honorary awards committee met on January 14, and recipients were chosen for honorary degrees and awards. This is not yet public information.

**BOG Presidential Search** – The search committee had its first official meeting on Jan 25, and has begun stakeholder consultations across the AU community, including one held with AUSU council on January 21. The committee has communicated to me just how much they enjoyed their consultation with AUSU! They have requested to meet with our council on a more regular basis, as they found the interaction so refreshing and inspiring!

**General Faculties Council** – No meetings this month.

### Sub Committees:

**Student Awards Committee:** No Meetings this month.

**GFC Exec:** No meetings this month.

**SRM Project – Student Advisory Group:** No Meetings this month.

**AUSU MECC:** Met on January 13, I was absent on AUSU business with the Board of Governors.

**AUSU Awards:** No Meetings this month.

**AUSU Finance:** The finance committee met twice in January, once on January 7 and again on January 26. With our bookkeeper being away during year end, some of the final adjustments, etc were delayed. We are meeting more often in an effort to get caught up.

**AUSU Forensic Audit Recommendation Committee:** It is my understanding that this committee is completing its final recommendation. I am looking forward to further updates from this committee.

**AUSU Executive Compensation Review Committee:** On January 14, AUSU struck an Ad-Hoc committee for the purpose of conducting a review of Executive Compensation. The committee has met at least once already and hopes to present its recommendation to council in time for the new salaries to be posted in the election package.

**CASA:** Preparations have begun for CASA's Lobbycon Conference in Ottawa in February. During Lobbycon, delegates from all of CASA's 23 member institutions meet in Ottawa for 4 days of meetings with MP's from across Canada on Parliament Hill. This conference presents a very exciting opportunity for AUSU, because we represent students from every province and territory in Canada!! Each delegate will have the opportunity to meet with between 5 and 7 MPs.

This will also be the final CASA conference during our current term at AUSU, and an important opportunity. The next CASA conference will take place in May, and the CASA executive and committee positions will be elected then. Networking and building relationships is key at this point to ensure that AUSU will be able to hold as many key positions at CASA as possible.

Executive has decided that I will attend from Feb 21 – 26, and Brandon Simmons will attend from Feb 21 – Feb 28. This is a long conference, and we only have one vote during the plenary session. It makes sense to save the cost and have only one delegate stay to conduct our vote at plenary.

#### **CASA Committees:**

**Federal Policy Committee:** We met on January 8, Jan 21 and Jan 29! Busy month for Policy!

**Code of Conduct Sub-Committee:** No meetings this month.

**TRC Advocacy Sub-Committee:** We met on January 11 and through email we have developed a CASA position statement and two motions that will come up at Plenary in February.

#### **Faculty Councils:**

**Faculty of Health Disciplines:** After receiving a number of comments and concerns from students over about a 4 week period, in January I compiled a report of specific concerns and comments sent to me by students in the LPN-BN program. The three main themes of my report were:

- Availability and Distribution of Clinical Placement

January 2016

- Program Design
- Changes to Pre-Requisites

I was asked to share this report with the office of the Vice President Academic, which I did. The report was also shared with the Dean of the Faculty of Health Disciplines.

On January 28, I was present at a Meeting of the Faculty Council for Health Disciplines at AU. On the agenda were several motions, to make changes to the Post RN/BN and Post LPN/BN programs. I have only one vote on the Faculty Council, and I was the only vote opposed to motions brought forward to:

- Impose a stipulation that any student receiving 2 “fail” marks in 2 NURS courses will result in automatic withdrawal from the program with no opportunity for re-admission.
- A min GPA of 2.3 across all AU courses is required in order to receive a nursing credential.
- Impose an increase to GPA 3.3 from 3.0 at the end of cluster A in order to enrol in NURS250.
- Impose an increase to GPA 3.3 from 3.0 in order to enrol in BIOL235.

All of these changes will now be going to the final step of approval at the University, and If passed will be taking effect on or before September 1, 2016. The changes and stipulations will apply to all students currently enrolled in the program. The only exception, is that any students in the program already with 2 fails in NURS courses will not be automatically withdrawn; as that amendment will only affect students receiving failing grades in the future.

I did further describe to the Faculty Council, the concerns that I have received from students and some of the genuine concern or fear students face in being able to receive their credential in the wake of the above changes. The response received was that the regulations have changed, the nursing exam has changed and the programs have to change as well. The changes are being made to protect academic rigor and align with the regulated nursing profession.

I, in no uncertain terms did my best to convey the concerns of students.

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

## **AUSU Business**

Advocacy – This month has been full of internal advocacy on behalf of students to AU.

- The results of our Service Standards Survey have highlighted the need for AU to commit to enforcement of their own commitment to excellence, and we will continue referring to the results in all of our meetings.

- As I mentioned above, I have been contacted by over 20 students in the LPN-BN program who are concerned about their education at AU. I have categorized their concerns into a formal report, which I brought to the Dean of FHD as well as the VPA office. I will continue to follow up on this with both groups in an effort to best represent students in this program.
- On January 28, Brandon and I participated in Budget Consultations with AU. We were given notice that non-mandatory fees for Undergraduate students will be going up by 1.5%, corresponding to CPI. We were informed that they plan to review these fees yearly going forward, where in the past they were only reviewed every few years. I stated that it would perhaps only be acceptable to increase them if the cost of providing the applicable service had increased. I asked why there are no plans to offer a discount to students receiving etexts, or a variable student resources fee. I explained that students are disappointed that this is taking so long and we continue to pay more in the mean time. AU Administration expressed that they share in that disappointment, but that nothing can be done until at least 2017.

AUSU Policy and Bylaw Revisions – I am pleased to announce that the updated AUSU Election policies were formally adopted by Council on January 14. This was a long term and in depth project, seeing its completion puts AUSU in a solid position going into our general election. AUSU Executive has put together a recommendation, based on our legal opinion; for a process to amend AUSU bylaws. Council is in the process of reviewing it, for discussion at the February 11 Council meeting.

#### Meetings with Key Individuals at AU –

**Alain May & Cindy Ives** – AUSU Exec met with Cindy and Alain on January 15. We discussed a number of items, including the results of our Service Standards Survey, Course Evaluation Surveys, an online security breach at AU and concerns from students in the LPN – BN program.

**AUSU Members** – Interaction has continued with students through email and social media. Excitement is building for the upcoming AUSU Election!

## Meetings

- 4 – AUSU Exec
- 5 – Auditors – Kingston Ross Pasnak
- 6 – AU Secretary, Carol Lund
- 7 – AUSU Finance Committee
- 8 – CASA Policy Committee
- 11 – TRC Policy Committee
- 12 – PRR Working Group
- 13 – AUSU Exec
- 13 – AUSU Secretary, Carol Lund
- 13 – Board of Governors

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14 – Board of Governors  
14 – Board Committee – Honorary Awards  
14 – AUSU Council  
15 – Alain May, Cindy Ives  
18 – Business Process Review Team  
18 – Lisa Carter, Dean FST  
19 – AUSU Exec  
20 – AU Convocation Sponsorship Committee  
25 – AUSU Exec  
26 – AUSU Finance Committee  
27 – AUSU Exec  
27 – AUSU Staff  
28 – AU Budget Consultations  
28 – AU Press  
28 – FHD Faculty Council  
29 – CASA Policy Committee  
29 – AUSU Councillor

## Hours

### Weekly Breakdown

Week ending:	Hours
Jan 10	40.25
Jan 17	52.25
Jan 24	32
Jan 31	43.25
4 week average	41.94

### 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: January 31, 2016



## Current

### Committees

#### **FHSS IMPLEMENTATION COMMITTEE MEETING/AD HOC**

The FHSS IC Meeting took place on January 14<sup>th</sup>. It was a full day – 6 hour event and the purpose of the committee is to finalize the structure of an FHSS-appropriate instructional model emphasizing increased presence for students and instructors as appropriate. There were presentations on instructional models from the Faculties of Health Disciplines, Business, and Science & Technology. The FHSS had a presentation but this was focused on graduate instructional models with the hope that some of their current model will be implemented into the new FHSS model.

The committee met again on January 15<sup>th</sup> to review the presentations of the day before and discuss the top three strengths, innovations or ideas that were observed; how might we adapt/adopt these strengths; and what are the most important FHSS-appropriate strengths, innovations or ideas that should be considered in addition to the ideas and examples shared during the January 14<sup>th</sup> presentations.

The Ad Hoc Committee, to which I am a member, met on January 20<sup>th</sup> to review the terms of reference of the committee, the common principles of understanding, review the Jan. 15<sup>th</sup> meeting, and process going forward. The next meeting for this Ad Hoc Committee is set for February 8<sup>th</sup>.

#### **ALEC:**

ALEC met on January 19<sup>th</sup>. Almost the entire meeting was focused on the Information and Communication Technology (ICT) Investment Governance Framework. This was a high-level technical presentation that lasted at least one and a half hours. Following this, a discussion on comprehensive institutional plan guidelines was held. A summary of 2015 activities in academic integrity was discussed followed by enrollment trends. Finally, a report from the ICT Investment Governance Committee was given verbally (no documents were available).

## **Meetings**

### **CASA – Mental Health Committee Meeting**

As part of CASA's Mental Health Committee, we met first on January 12<sup>th</sup>, again on January 20<sup>th</sup>, and finally on January 27<sup>th</sup>. Our first meeting was to determine our going forward strategy and we decided that we needed to review the mental health policy statement, make any changes necessary for review, and determine what CASA will take to the federal government in February's SuperCon to ask for the mental health initiative. On our second meeting, and after submitting my reviews/edits, I suggested that CASA work with the federal government in developing funding streams for issues such as awareness campaigns. This was welcomed and will be our first ask of the government. There was a second suggestion that we work with Universities Canada - creating awareness on campuses directly for students themselves. Our next meeting will be on January 27<sup>th</sup> and prior to that, I will be adding in my notes and reviews to the document for final review by CASA. Our last meeting was on January 27<sup>th</sup> and we made final edits to the document. This was subsequently sent to CASA for review, and I then submitted it to the CASA Policy Committee for approval to place on the plenary agenda, to which it was. This mental health committee is now over.

### **Meeting with Cindy Ives & Alain May**

(Detailed minutes of this meeting can be found in the drive.) The meeting with Cindy Ives and Alain May was held on January 15<sup>th</sup>. The student survey results were given and discussed, course evaluations were discussed, and the LPN-BN program was brought up at length and in detail.

### **Rebecca DesRoches, Senior Consultant w/ Grant Thornton**

This meeting was held on January 18<sup>th</sup>. The purpose of this meeting was to gather information and perspectives regarding overall trends and the potential "pain points" throughout the organization and opportunities for improvement. However, it was quickly determined that the length and breadth of this meeting was far too intense for a verbal interview alone and we requested that questions be sent via email for executive to be able to review and respond. Rebecca stated that there are 54+ meetings that have been held already within AU, but what we stated to her is that students will have the most important feedback for this review and a one hour phone call will not suffice. She was going to send us the interview questions via email.



## **Meeting with Dr. Lisa Carter**

(Detailed minutes of this meeting can be found in the drive.) Dr. Carter was very pleased to meet with AUSU executive and encouraged us to meet often. She was advised of the student survey and was pleased that the information was shared. She advised that they will be doing an education review, collecting information on what they are doing with courses and programs with the intent to provide recommendations with consultants as part of AU structure. She will contact AUSU directly if they require student participation.

## **AUSU MECC:**

Please see MECC Report for this Council Meeting.

## Meetings

January 4 – Executive Meeting  
January 11 – Executive Meeting  
January 12 – CASA Mental Health Committee Meeting  
January 12 – MECC Meeting  
January 14 – FHSS Implementation Committee Meeting  
January 14 – Council Meeting  
January 15 – Meeting with Cindy Ives & Alain May  
January 15 – FHSS Implementation Committee Meeting  
January 18 – Meeting with Rebecca (Grant Thornton)  
January 18 – Meeting with Dr. Lisa Carter  
January 19 – Executive Meeting  
January 19 – ALEC Committee Meeting  
January 20 – CASA Mental Health Committee Meeting  
January 20 – FHSS Ad Hoc Committee Meeting  
January 21 – Working Council Meeting  
January 25 – Executive Meeting  
January 27 – CASA Mental Health Committee Meeting

# Hours

## Weekly Breakdown

<b>Week of:</b>	<b>Hours:</b>
Dec 28 – Jan 3	30
Jan 4 – 10	30
Jan 11 – 17	33.5
Jan 18 – 24	30
Jan 25 – 31	27
<b>5 week average:</b>	<b>30.1</b>

## Timesheets and Compliance

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

January 2016

# AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: February 4, 2016



## Committees

### **Finance Committee:**

See finance committee report.

### **AU Board of Governors:**

There was two board of governor's meetings this month and unfortunately due to an infection and my ruptured ear I was not able to attend these meetings in person. That being said I was still able to attend via teleconference and exercise my voting rights. Though the content of much of the meetings was in camera I can say that a great deal of time was spent on the presidential search. We were able to brainstorm qualities for the new president as well as discuss the challenges the new president would face. It was similar to the consultation that council was apart of during the January council meeting.

### **ICT Investment Governance Committee:**

January was a special committee meeting in charge of reviewing the next year's capital expenditure priorities. As has been mentioned numerous times AU definitely does face challenges in regards to IT needs. In this meeting some of the restrictions in regards to the campus Alberta grant as it relates to AU's IT were explained so that we could understand the current available funds for IT capital expenditures. We also reviewed the current capital projects that are underway and then discussed the other capital projects that have been approved but are still awaiting prioritization as there are not enough IT staff to take on these tasks at this time.

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After reviewing all the information, a draft prioritization list was created and this will then go to another committee to make the final decisions.

### **National Advocacy Team:**

In January's meeting we setup the schedule for the rest of the term as well as we received an update from CASA staff in regards to the preparations for Lobby Con. After hearing about everything that staff is doing and how busy they are we discussed if running the "when loans aren't enough" advocacy campaign. It was decided that it would be more effective to run this campaign later in the year after Lobby Con. We have documented all of our current ideas and plans for the campaign and will look at it again after Lobby Con.

We also discussed the role of the national advocacy team in CASA. Along with this I volunteered to help with the creation of the visioning document for the national advocacy team.

## AUSU Business

January has been a busy month with many important meetings. We have started another round of meetings with AU Executives and Deans which is always a great opportunity to find out about changes in the various faculties as well as discuss any problems that our members have had. There have also been important meetings regarding the upcoming presidential search and capital planning initiatives.

Along with the many important meetings that we have had this month it has also been a very busy month with financials. We have been hard at work finalizing the Audit, year end variance report, as well as the first quarter variance report. There was a lot of work that went into reviewing the audit materials and other financial reports to ensure that they were correct. There was also a lot of discussion that went on in regards to reserves and internally restricted reserves. A spreadsheet has now been created to keep track of restricted reserves for the future.

The other big thing this month is that after doing research we have found a governance training video that we can purchase and keep for future after doing research we have found a governance training video that we can purchase and keep

January 2016

for future councils so that they can receive some initial governance training. I am now watching for when this resources goes on sale so that we can buy it.

Finally, at the end of January we meet with AU Executives to review the AU budget and changes to fees. Mandatory fees are frozen but non mandatory fees are not frozen so AU reviewed the non mandatory fees and they are proposing that they will adjust the fees according to CPI. Though this is not ideal the upside is that proposed increases are only one to two dollars.

## Meetings

January 4, 2016 – Executive Meeting  
January 5, 2016 – Audit meeting with KRP  
January 7, 2016 – Finance Committee Meeting  
January 11, 2016 – Executive Meeting  
January 13, 2016 – Board of Governors Meeting  
January 14, 2016 – Board of Governors Meeting  
January 14, 2016 – AUSU Council Meeting  
January 15, 2016 – Meeting with Cindy Ives and Alain May  
January 15, 2016 – National Advocacy Team  
January 15, 2016 – ICT Investment Governance Committee Meeting  
January 18, 2016 – Grant Thornton Business Process Review Meeting  
January 18, 2016 – Dr. Lisa Carter Meeting  
January 19, 2016 – Executive Meeting  
January 19, 2016 – ECR Committee Meeting  
January 21, 2016 – AUSU Council Meeting  
January 25, 2016 – Executive Meeting  
January 25, 2016 - ECR Meeting  
January 26, 2016 – ERP SAG Meeting  
January 26, 2016 – Finance Committee Meeting  
January 28, 2016 – AU Budget Consultation

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## Hours

### Weekly Breakdown\*

<b>Week of:</b>	<b>Hours:</b>
December 28- January 3	30
January 4 - 10	30
January 11- 17	30
January 18 - 24	22.75
January 25 – 31	37.5
<b>5 week average:</b>	<b>30</b>

### Timesheets and Compliance

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

January 2016

# Committee Report

Finance Committee

**Prepared by: Brandon Simmons, Chair**

**Date: February 4, 2016**

**Committee Members: Brandon Simmons VPFA (Chair), Tamara Ross, Pierre Plamondon, Phillip Kirkbride, Laura Zhu, Shawna Wasylyshyn, Megan Daigneault, Kim Newsome**



## Monthly Activity:

In the December's Finance Committee meeting we were not able to go over the October financial reports so in January we held two Finance Committee meetings so that we could get caught up with financials. In the initial meeting we reviewed the October financial reports. They were not 100% final as we were still waiting on the adjusting entries from the audit. We also discussed the amount owing by Corrina Green and the steps that needed to be taken to try and get the funds back.

We held our second meeting towards the end of the month and we decided that we will continue to hold our meetings towards the end of the months so that we can review the most up to date financial records each month. That being said there was a lot of information to review and it was a long meeting. We had been waiting to get our finalized audit reports as well as our updated bookkeeping since Tammy our bookkeeper had been undergoing chemo and not feeling well.

In the meeting the finance committee reviewed the audit reports, year end variance report, first quarter variance report, as well as the November and December financials. This was a lot of information to go over and there were a few items that were brought up that will be looked into such as updating capital assets on hand. Also the bookkeeper made a mistake when recording the year end adjusting entries so the AUSU balance sheet was not correct. This will be addressed for the next meeting.

It took awhile but now the AUSU financials are back to being up to date and going forward each month we will be able to review the prior months financials. We will also be able to address other items such as investment strategy and financial planning.

# Committee Report

## Awards Committee

**Prepared by: Kim Newsome, Chair**

**Date: February 11, 2016**

**All Business Conducted By Email**

**Committee Members: Kim Newsome (chair), Shawna Wasylyshyn, Megan Daigneault, Philip Kirkbride, Laura Zhu, Sarah Cornett (ex-officio).**



## Activity This Month

This month was pretty quiet. The committee reviewed one Travel Bursary application which was denied.

Sarah and I also reviewed one Emergency Bursary application which was approved.

We continue to work on procedures for documenting decisions as they arise.

## Motions/Decisions

BIRT AUSU Awards Committee approve the attached Travel Bursary application for XXXXXXXXXXXX.

Moved: S. Wasylyshyn

Seconded: P. Kirkbride

Motion Defeated: 0(Aye)/5(Nay)

BIRT AUSU Awards Committee approve the attached minutes from the November 26, 2015 Awards Committee Meeting.

Moved: S. Wasylyshyn

Seconded: P. Kirkbride

Motion Approved: 5(Aye)/0(Nay)

Awards Committee Chair Kim Newsome and Executive Director Sarah Cornett have approved an emergency bursary to AUSU member XXXXXX for three course extensions valued at \$495.00.



## Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	62	2	60		2	\$2,000
AUSU Bursaries	11	5	6		5	\$5,000
Computer Bursaries	3	2	1		6	-
Travel Bursaries	1	0	1		-	\$4,000
Emergency Bursaries	3	2	1		1. \$330 2. \$495	\$5,175
Student Service Award	8	2	6		2	\$2,000
Returning Student Award	23	2	21		2	\$2,000
Balanced Student Award	31	2	29		2	\$2,000
Totals:	<b>214</b>	<b>17</b>	<b>197</b>			

\*\*\* The table includes only the applications that were reviewed by the Awards Committee. It does not include any applications that were disqualified and did not meet minimum criteria. Disqualified applications do not get sent to the committee.

# Committee Report

Member Engagement & Communications Committee



**Prepared by: Colleen Doucette, Chair**

**Date: January 31, 2016**

**Meeting: January 12, 2016**

**Committee Members: VP External and Student Affairs Colleen Doucette, Chair; Councillor Philip Kirkbride; Councillor Kim Newsome; Councillor Tamra Ross; President Shawna Wasylyshyn**

**Staff: Executive Director Sarah Cornett; Office Administrator Donette Kingyens**

## Activity this month

### MOBILE APP – PROMOTION 2016

MECC discussed how involved they would be in the specifics of promoting the app and creating campaigns. It was decided that MECC would provide initial ideas and then the details and execution of the ideas would be handled by the VP External and AUSU staff. Suggestions included monthly feature contests over the next 4 months and it was agreed the ideas for this could be worked out over email. It was decided that the committee should have a living word document to add suggestions for the mobile app as they come up with them. This document has been shared with MECC and continues to be edited and reviewed.

Donette had a brief meeting with Diana Baranga with Oohlala to discuss features available in the mobile app. The features we have available include:

- Putting up new tiles that link to an external website;
- Creating a list like the current ones used for links and services wherein there is a tile on the main page that opens a series of options that can include text and external links;
- Adding a “campaign tile” (Oohlala’s wording) in the main page that opens up to include 2-3 pictures or YouTube videos and some text.

MECC discussed that we could use those features for contests to ask student to look for something in the app. A question was also raised about how many students have mobile devices, as not all students are able to use the mobile app, and we have had comments from some members about this.

T. Ross suggested contacting the AU Institutional Studies (Nancy Parker) as they may be able to provide those statistics. It was mentioned that in the past AUSU did not stop providing information in print until there was a 98% rate of students using computers.

VPEX conducted a random, non-scientific poll on Facebook. The question and the results were:

*Do you have a smartphone? Pretty simple question but may be quite relevant for student activity.*

47 – YES

11 – NO

MECC also asked if we could find out more statistics on the app usage. Although we can view how many registrations there are, and the number of posts per week in our control panel, it would also be useful to know how many students deleted the app, and how many registered users are actively using the app. Staff will contact Oohlala to see if they can provide that information.

## **MODEL UNITED NATIONS**

A student contacted AUSU to ask us to create a Model United Nations, based on the Harvard World Model United Nations, with a suggestion of conferences in “Alberta, California (a hub), and internationally”. The student felt it would not include much funding, and that they would be willing to head this up themselves.

The committee discussed that, although the idea is interesting, we would need significantly more information to look into this. If we were to pursue this further, we would want to get a formal proposal from the interested student, including what it would entail, who is already involved or what other groups have shown interest, what our role would be, and what the cost would be.

As of January 25<sup>th</sup>, a proposal was received by the student and a review will be conducted by MECC in the next meeting.

## **UNDERGRADUATE RESEARCH CONFERENCE**

A student contacted AUSU to suggest a way to increase student participation and undergraduate research by having an undergraduate research conference.

The committee discussed that this is an interesting idea, but again, we would need more information on what exactly this would involve, and what the cost would be. It was suggested that AU has a fairly vibrant research community, and that AUSU used to get a lot of requests from students about undergraduate research. There are some research opportunities through the AU Research Centre (<http://research.athabascau.ca/>), but not all students are aware they exist. The opportunities are usually vetted through the

relevant faculties. The projects available also depend on what funding is coming in to AU. If they have the funding for a particular research chair/project, then those are the projects that might put out a call for student researchers.

It was decided that AUSU could contact AUGSA to find out more about the set-up of their graduate research conference. It was also discussed that AUSU staff could contact the Research Centre to find out more about undergraduate opportunities and how to get more undergraduate students involved.

## **NEWSLETTER 2016**

MECC discussed having more than one regular newsletter per month. Currently, we have one regular monthly newsletter and multiple 'special editions' with announcements we need to make to the membership (such as call for nominations, surveys, notice about election policy changes, etc). We also have so much content for just one newsletter per month that we often don't have room to advertise services, such as the Voice. It was also suggested that we come up with more engaging content to appeal to both new and existing AUSU members, such as course reviews, spotlights on AU services, or other articles written by council members.

It was agreed we would move to 2 newsletters per month but suggested that we create a small table of contents with links at the beginning so members can easily see if there is something they are interested in without scrolling down, as some members may miss articles. It was also suggested that having different graphics at the beginning or a different look to each newsletter would help signal to members that it is a different newsletter than they read previously.

It was also agreed that the committee have a living word document in which they list ideas for upcoming newsletters. The document should list ideas for each month, as well as some general ideas to be included when an issue has space.

A question was raised about whether AUSU is sending welcome emails to all new members, and it was confirmed that we currently are. D. Kingyens will provide the link to it in the Drive so the committee can see what is currently being sent.

The committee also asked D. Kingyens to change the way the newsletter stats are reported in the monthly reports, by having a running table showing the stats for the past 12 months so council can compare and make sure our stats are not declining.

## **FORUMS**

AUSU staff looked into options for the upcoming election to enable the members to ask questions to the election candidates. D. Kingyens got a suggestion from our web designer about a free forum site and has created a forum to use in the elections. It will have ads in it, but we could pay \$6 a month to make the forum ad-free. It was also mentioned that we could perhaps use the same forum for other communications, such

as used textbook sales. Although our previous forums were restricted to AUSU members, we currently do not have that functionality built in, however, staff can monitor the forums for inappropriate members or posts.

The committee agreed to test out the forum for the upcoming elections, and then decide whether to continue using the forums for other means. D. Kingyens will send the link to the forum to the committee members to have a look at it and beta test it. The committee also agreed it would be better to pay not to have ads as it would be more professional, and \$6 a month could easily come out of the administrative budget.

## **REVIEW OF PAST BUSINESS**

- VPEX will compile mobile app ideas to discuss at the next meeting – We had extensive discussion on this at the Jan. meeting.
- D.Kingyens to work on the discussed promotion of the planner – The planner topic is now completed.
- D.Kingyens to compile newsletter stats; - Stats were compiled and sent out to committee members.
- D Kingyens to look into having GPA conversion information added to the app - It is not possible to create a GPA calculator in the app, but a tile could be added that links to a GPA calculator website. It was mentioned that students can calculate their GPA in DegreeWorks in the AU portal.

## **NEXT MECC MEETING – Scheduled for February 9, 2016**

# Activity Report

Executive Director

Prepared: February 4, 2016



Athabasca University  
**Students' Union**

## Overview

The bulk of this past month has been dedicated to:

- council and executive support,
- committee support work, particularly the forensic audit recommendation committee, the finance committee, and the MEC committee,
- catching up on financial reporting for year end 2014-2015 and first quarter 2015-2016,
- hiring of a chief returning officer, and
- policy review,

as well as day to day management tasks.

The executive committee has been particularly busy this month as reflected in the executive meeting report with four executive and two council meetings.

I am particularly pleased this past month to see how our committees and council is becoming more and more engaged, holding executive accountable, and contributing to the discussion. The issues have been challenging, but progress is being made on all fronts and I am sure this will continue.

Life was complicated by me breaking my right wrist on the morning of January 27<sup>th</sup> and having surgery to install some hardware on January 29<sup>th</sup>. Everyone has been very kind with my shortened emails as I “type” left-handed and attempt to teach my fingers how to manipulate a computer mouse on the wrong side.

## Administration

### Office & Staff:

Administrative Assistant Suzanne Diaz de Sandi reached the end of her three month probation period on January 27 and an employee review was done. Due to a number of factors including how busy Donette Kingyens and I have been, the Christmas break, and Suzanne working only 20 hours per week, it was decided that another month of probation with some more training would give me a better opportunity to integrate Suzanne the office team.

Our weekly staff meetings continue.

### Finances:

The auditor's final draft of the report was presented and reviewed on January 5<sup>th</sup> at the AUSU offices with President Shawna Wasylyshyn, Chad Knipple and Ken Jacques from KRP, and myself. VPFA Brandon Simmons joined by telephone. The final report was received at the office on January 27 and is included in the reports for the February 11 council meeting. There were no significant issues with the audit as a whole and Ken Jacques noted that it had been the “cleanest” review they had done for AUSU to date in a trend of continuing improvement.

There is still work to be done to catch up on getting the balance sheets in order for the internal year end 2014-2015 and first quarter 2015-2016 reports but VPFA Brandon Simmons and I are working with the finance committee on that task.

## **Committee Support**

### **Executive Compensation Review Committee**

This new ad hoc committee was created by council motion January 14 and met on January 19 and 25. There are weekly meetings scheduled throughout February with the goal of presenting final recommendations to council in March.

The committee has a public member, Scott Jacobsen, contributing to AUSU's goal of transparency and member engagement.

Research has started well with every member of the committee contributing and discussions have been varied and in depth with everyone bringing their options and considerations of the research to the table.

### **Forensic Audit and Recommendation Committee:**

The Forensic Audit and Recommendation Committee did not meet on January 28<sup>th</sup> as scheduled due to my broken wrist but has a meeting scheduled for February 2, 2016 and will have a second February meeting.

At those meetings the committee will review the draft and then finalize its report to council. A significant amount of my time in January went into the research to compile the first draft of the committee's report and I am confident the committee will have what it needs to make recommendations to council that are comprehensive and valuable to AUSU moving forward.

### **Finance Committee**

The committee met twice in January to help catch up on delays in approving financial reports caused by the focus on the audit process and the illness of our bookkeeper. By next month's meeting, everything should be back on schedule. There have been good discussions on investment and reserve policies and getting policy 6.07 updated will be a focus for February.

## **AUSU Student Services**

### **Health Care Plan:**

We have received the final list of participants in the health and dental program and now have all of the information necessary to calculate and process the pro-rated refunds due to students in the plan. This project will be scheduled for later in the spring or early summer after the election and new council orientation are complete.

### **Lynda.com:**

The Lynda.com is continuing to be promoted as an AUSU member service. The user spaces are being monitored monthly to remove inactive or non-member users and ensure members who want access to our 1,000 user spots are able to create an account.

Since renewing our subscription there have been 399 users with 76 of them new to Lynda.com. There have been 622 hours of video viewed and 179 certificates of completion. Java courses seem to be popular lately. There was a significant spike in log-in activity corresponding with the December AUSU newsletter. (See attached usage report)

### **The Voice:**

The year end compendium issue of The Voice was a perfect illustration of the strides it's managing editor Karl Low has made in content quality and variety over the past year. As editor in chief I am very pleased with council's decision to add support of The Voice and an important member service to it's 2015-2016 goals list.

## **Governance**

### **General Election 2016:**

The posting and application process for the chief returning officer is going smoothly with what I believe is a record of over thirty applicants. Four extremely qualified people, all with student union CRO experience, have interviews scheduled for the first week of February.

Donette Kingyens has been working through the full package of forms, instructions, and supporting documents for the election to complete the process of implementing the new polices. Thankyou to Councillor Kim Newsome for her assistance in this work.

## **Meetings**

January 4	Executive Meeting
January 11	Executive Meeting
January 19	Executive Meeting
January 25	Executive Meeting
January 14	Council Meeting
January 21	Council Meeting
January 7	Finance Committee Meeting
January 26	Finance Committee Meeting
January 12	MECC Meeting
January 19	Executive Compensation Review Committee Meeting
January 25	Executive Compensation Review Committee Meeting
January 5	Auditor KRP



## Summary of 'Everyone' for Last 3 Months

## Active users

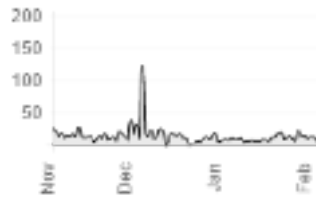
399

Total Users

76

New Users

## Users Who Logged In



## Total Hours of Video Viewed

622<sup>h</sup>

Hours Viewed

## Videos Viewed

9078

Videos

## Course Ranking

Java Essential Training  
Foundations of Programming: Fundamentals  
Up and Running with Java  
JavaScript Essential Training  
Photoshop CS6 Essential Training

## Average Viewing Time Per Login

33<sup>min</sup>

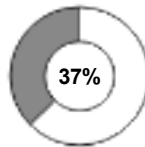
Average time per login

## Certificate of Completion

179

Courses

## Percentage of Users Who Logged In



149 / 399 users

# Activity Report

Communications Coordinator

**Prepared by: Donette Kingyens**

**Prepared: February 2, 2016**

## General Administration Issues



- **Student Inquiries**
  - Still getting some inquiries from students about the health plan, in some cases to clarify the discontinuance, and in some cases wanting to know if we have one. Have developed standard responses.
  - Still receiving requests for planners, and a few complaints about us running out of stock
  - Numerous inquiries from students who needed to be directed to AU as they did not realize we are not the same organization (*ie: transcript requests, course materials requests, etc*)
  - Currently handling 2 cases that involve advocacy to the University administration.
- **Administrative Assistant**
  - Have continued working with Suzanne on various tasks and provided written or verbal instructions for numerous tasks
  - Suzanne will be taking over preparing the Council meeting packages going forward

## Projects

- **Promotional Merchandise/Budget**
  - Did further research on promotional swag including price checking postage costs to mail swag.
  - Ordered new swag with the AUSU Logo as follows:
    - [Magnetic Bookmark](#) (*white with full colour logo on front and back, with a list of our mandate, services, and contact info on back*)
    - [Notebooks](#) (*white with black logo*)
    - [Magnetic Clips](#) (*blue with white logo*)
    - [Keychain Flashlights](#) (*blue with white logo*)
    - [USB 8GB](#) (*blue with white logo, although asked if we could split order half pink and half blue, awaiting response*)
  - Most of the swag should be received in the next couple weeks, except for the USB's which we will not receive until the beginning of March.
- **Open Magazine Ad**
  - We received our (annual) invite from AU's Open Magazine to place a half-page ad that will be featured on the last page of the magazine, on the same page as an AUGSA ad.
  - Could not find any previous ad files in AUSU records for a template so created one from scratch.

- Ads used in the magazine in previous years focused only on one AUSU service. This year I created a more generic ad that highlights all of what AUSU does and will hopefully drive people to our website and social media outlets (in line with what AUGSA submits for their ad).
- **Lynda.com**
  - Received proposal to upgrade our EzProxy server to a managed server so looked into cost-benefit analysis.
  - EzProxy server currently only used for our Lynda.com member authentication.
  - AU confirmed they are in the process of developing an AU email system whereby all current and new students will receive an @athabascau.ca email address. They stated this would be in a place in “a matter of months, not years”, provided they do not run into any major issues.
  - Once the @athabascau.ca email addresses are in place, we will no longer have a need for our own member authentication system for lynda.com. Other universities with university-provided email addresses are able to have their members log in directly to Lynda.com as their system will confirm student status via their university email address.
  - Consequently, in less than a year we will have no further need for the EzProxy server, so it was determined it was not worth upgrading at the cost of \$3,200 plus \$1000 set up. Our current EzProxy server will be adequate with support from Charlotte if necessary.
- **Student Lifeline Posters**
  - Researched AUSU demographics to determine what exam centers from the AU website would be most used by AU students
  - Suzanne contacted the chosen exam centers to find out if they could post Student Lifeline information and sent posters to 8 exam centers.
- **Website FAQ's**
  - Will continue working on a series of FAQ's for the AUSU website. This is a long term project as I am doing research on the AU website and AU Facebook forum for common inquiries and answers. I had no time to devote to this in January.

## 2016 Election

- **CRO Manual**
  - Created a new CRO Manual and Nomination Package
  - Previous CRO instructions involved over 20 different files and had a fair bit of outdated or repetitive information.
  - Rewrote and compiled the manual into one document with linked index, with a few email templates to ensure consistency in wording when communicating with potential candidates.
  - Created a “Nomination Package” that includes an updated Nomination Form in PDF. Package outlines in details the eligibility requirements, nomination criteria, councillor roles and other details. It is now on the website [here](#). This will ensure that the candidacy and eligibility requirements are very clear to the nominees.
  - Kim Newsome and Suzanne Diaz De Sandi graciously provided proofing of the new documents and gave me some great feedback (thank you!).

- **CRO Hiring**
  - Created CRO Job posting and emailed it to all AUSU members as well as posted to social media.
  - Received 31 applications with some very qualified applicants.
  - Applicants were shortlisted into 4 interviews.
  - Interviews went very well, and we have now hired Jacqueline Keena as the CRO. She has extensive experience that will serve her well in the role, including previous student union CRO and policy revision experience.
- **Election Forum**
  - Created an election forum which is now ready to be opened to the membership during the campaign period
  - This will be a trial period using this forum so if it works well we can consider using it again for other AUSU initiatives.

## Services

- **Calendars/Planners**
  - Received another 68 requests for the 2016 Calendar in January.
  - We continue to explain that we are out of inventory
  - Received a few extended complaints for which we apologized and explained at length how we budgeted for the planners and what other services AUSU offers for the membership dollars.
- **Grad Cards**
  - Ordered 1500 more grad cards as we went through the first 250 already.
  - Cards sent to 95 graduates in January.
- **Service Requests**
  - Requests in January included:
    - 68 Calendar Requests.
    - 12 Smart Draw Requests.
- **Welcome Email**
  - Email sent to 607 new students in January.

## Social Media & Marketing

- **Newsletters**
  - As requested, I will attach a running spreadsheet of the newsletters statistics to my reports going forward.
  - See “**Newsletter Statistics.xls**” in report folder.
- **The Voice**
  - Sent Voice ads for each Voice publication in January (Jan 8, 15, 22, 29).

- **Website**

- Updated Elections page.
- Posted January Executive Blog.
- Posted numerous policy updates.
- Posted numerous events including the AGM, election dates, and Edmonton Meet & Greet.
- Wrote and posted news article about the motions passed in the January 21 working council meeting.
- Write and posted article about the volunteer position for the Executive Compensation Review Committee.
- Posted the AU Service and Response Time Survey results.
- Posted January newsletters to Newsletter archives.
- Posted meeting minutes.

- **Mobile App**

- Since the launch we have (as of January 5):
  - Registered Users: 1,771
  - Social connections made in the last 90 days: 388
  - Campus Activity made in the last 90 days: 3,899
- Working with Oohlala to sort out issue with Academic Calendar not dropping old dates so you have to scroll through all the past events to get to the current ones.
- Trying to find out from Oohlala how many of the “registered users” are actually active users.
- Asked if it was possible to determine the number of students who deleted the App as per MECC but they advised they cannot provide that.

- **Website Polls**

- *What sources do you use to obtain most of your research materials?*
  - AU Library 20
  - Google Scholar 2
  - Local Library 0
  - Other 1
  - **Total Responses:** 23
  - **Posted:** Jan 5 – Jan 18
- *How do you communicate with other AU students?*
  - Twitter 1
  - Mobile App 2
  - Facebook 8
  - Other 3
  - **Total Responses:** 14
  - **Posted:** Jan 18 – Feb 1

- **Social Media Statistics for November:**
  - **Facebook**
    - Total Posts: 37
    - Facebook likes: 28
    - Total Likes: 707
    - Average Post Reach: 152
    - Overall Page Impressions: 20,180
  - **Twitter**
    - Tweets: 36
    - Retweets: 14
    - Tweet Likes: 30
    - New Followers: 18
    - Total Followers: 584
    - Link Clicks: 34
    - Total Engagements: 183
    - Overall impressions: 9,990