



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Minutes

Approved May 10, 2016

Thursday April 14, 2016

4:30pm MDT

Meeting Called By: Shawna Wasylshyn, President

Type of Meeting: AUSU Changeover Council Meeting

Minutes: Donette Kingyens, Communications and Member Services Coordinator

Participants

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

Incoming Council: President Shawna Wasylshyn, Vice President External and Student Affairs Brandon Simmons, Vice President Finance and Administration Kim Newsome, Councillor Josh Cross, Councillor Andrew Gray, Councillor Scott Jacobsen, Councillor Philip Kirkbride, Councillor Julian Teterenko, Councillor Dixie Tolliver

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

Meeting called to order at 4:35 MDT.

Agenda and Minutes

1.0 Approval of Agenda All

Proposed Motion: BIRT Council approve the agenda.

P. Kirkbride / M. Daigneault

Carried 8/0

2016-04-14 Council Agenda Rev1.pdf

One email ratification was added to section 4.0 of the agenda.

The motion to approve the minutes of the March 31, 2016 special council meeting will be moved from section 2.0 to section 11.0 after the council changeover, as the current council was not present at that meeting.

2.0 Adoption of Council Meeting Minutes All

Motion: BIRT Council approve the minutes of the March 10, 2016 regular council meeting.

K. Newsome / B. Simmons

Carried 8/0

2016-03-10 Council Minutes DRAFT Rev1.pdf

Motion: BIRT Council approve the minutes of the March 16, 2016 special council meeting to announce the general election results.

P. Kirkbride / K. Newsome

Carried 8/0

2016-03-16 Special Council Minutes DRAFT.pdf

Motion: BIRT Council approve the minutes of the April 1, 2016 special council meeting.

M. Daigneault / P. Kirkbride

Carried 8/0

2016-04-01 Special Council Minutes DRAFT.pdf

Old Business

- 3.0 Review of Action Items** All
- The status of the action and agenda items at the bottom of the March 10, 2016 regular council minutes was reviewed briefly.
- C. Doucette updated council on the action item for the UDL conference, as she was unable to locate the conference recording on the date it was originally supposed to air. We should be receiving the link to the recording shortly.
-
- 4.0 Ratification of Previous Email Votes** C. Doucette
- Email Vote Ratification:** BIRT AUSU Council adopt the presented copy of Policy 9.06 - Technology and Infrastructure for inclusion in the policy manual.
- S. Wasylyshyn/K. Newsome Carried 8/0
- Note: No email vote received from T. Ross.
- P. Plamondon / P. Kirkbride** **Carried 8/0**
- Policy_9.06_Technology_and_Infrastructure - Approved 2016-03-20.pdf*
-
- Email Vote Ratification:** BIRT AUSU Council adopt the presented copy of Policy 9.16 - Co-Op Programs and Job Placements for inclusion in the policy manual.
- S. Wasylyshyn/K. Newsome Defeated 0/9
- B. Simmons / P. Plamondon** **Carried 8/0**
- Policy_9.16_Coop_Programs_and_Job_Placements – Defeated 2016-03-31.pdf*
-
- Email Vote Ratification:** BIRT AUSU repeal Policy 9.16 - Co-Op Programs and Job Placements.
- S. Wasylyshyn/C. Doucette Carried 8/0
- Note: No email vote received from T. Ross.
- K. Newsome / P Kirkbride** **Carried 8/0**
- Policy_9.16_Coop_Programs_and_Job_Placements – Defeated 2016-03-31.pdf*

Information and Discussion Items

- 5.0 Policy Revisions** Executive
- These policies were provided for discussion only and not intended for approval at this meeting. Executive will prepare edits based on the discussions for approval at a future council meeting.
- 5.1 Policy 2.04 Council Governance: Discipline**
- Policy_2.04_Council_Governance_Discipline.docx*
- The following points were discussed:
- Currently the policy states that if a member is voted off council, they are also made a “Member Not in Good Standing” which could be considered a double penalty and might benefit from a tiered system of penalties. It was pointed out that the only penalty to being a Member Not in Good Standing is that they cannot run for council again.
 - There is currently not a specific policy regulating about how a Member Not in Good Standing can have that penalty removed (such as a vote of council or after a certain amount of time), so council should consider adding more about this to policy.

- A question was raised to clarify section 2.04.02. i) as to whether a second motion of reprimand could be on the same issue. It was clarified that if two people raised the same issue to the President, it would be one motion. Once two separate motions for two different issues of reprimand have been passed it would automatically trigger a motion of removal.
- The Policy offers some flexibility for penalties based on the severity of events.

Action Item: Policy wording to be worked out offline and circulated to council. **Executive**

5.2 Policy 2.08 Council Governance: Meeting Attendance

Policy_2.08_ Council_Governance_Meeting_Attendance.docx

Council discussed the following points:

- This policy worked in the past when there were not as many meetings as there are now.
- Currently AUSU has been holding more council and committee meetings, including ad-hoc committees.
- The current policy is harsh since it is possible to accrue 2 absences in one day if more than one meeting is scheduled in a day, which then automatically triggers a public motion that is put in the minutes.
- In the discipline policy there are multiple options of penalty such as a reprimand, whereas this policy the penalty is only a motion of removal.
- In the past the point of having an automatic motion raised was to stop council from having to decide whether to raise the motion or not, and typically a council member would not be removed from council for absences until the third motion was raised.

Action Item: Policy wording to be worked out offline and circulated to council. **Executive S.** Wasylyshyn joined the meeting at 5:06pm MDT having been working on AUSU business.

Reports

6.0 Reports for the Month of March 2016

Regular monthly reports from executive, staff, and committees were circulated prior to the meeting.

6.1 President's Report

S. Wasylyshyn

2016-03 President Report.pdf

S. Wasylyshyn just met with the Minister of Advanced Education regarding the Alberta budget, which was released today. She noted the following points that came out of that meeting:

- The Alberta government has announced a 10.4-billion-dollar deficit.
- The budget to Advanced Education is 2.4 billion, which is an increase over previous years.
- They announced a list of special projects and special funding, and capital projects and capital funding
- The government is providing 494 million to capital projects to universities across Alberta, but AU was not one of them.
- AU has put in several requests for special funding and was hoping those would come through but they did not.
- The Minister confirmed that AU did not fit into the budget, but that they would continue looking at the best way forward for AU.

It was also noted that the rumour that AU was moving to St. Albert was misconstrued. The move was only the AU IT department which grew out of their space and got a new office on St. Albert Trail.

6.2 Vice President External and Student Affairs' Report
2016-03 VP External Report.pdf

C. Doucette

C. Doucette highlighted that there is a new Moodle Calendar which will be getting released to help students plan their studies, and can even help students figure out how to complete their studies at an accelerated rate.

A question was raised about what the April 7 Mental Health meeting was about.

- AU Learning Support wanted to find out how to continue providing support to bridge the gap after a student is finished their counselling with Student Lifeline.
- The Lifeline representatives clearly outlined how the counselling works.
- It was emphasised that this is an AUSU program, not an AU program, and that for privacy reasons, Student Lifeline cannot provide client information to the University.
- AU was trying to dictate to Ceridean what they should say to students to refer them to AU resources.
- AU has tried in the past to circumvent AUSU and schedule meetings with Ceridean.
- AUSU made it clear that communications from AU to Ceridean must go through AUSU.
- There was some potential for increasing communications to students about what other resources are available.

6.3 Vice President Finance and Administration's Report
2016-03 VP Finance Report.pdf

B. Simmons

A question was raised about VPFA B. Simmons' hours.

- Policy 2.15 states that in any four-week period, executive hours of work should equal at least four times the weekly requirement (30 hours on average).
- A lot of hours (over 80) were put in at the end of February due to the CASA conference, so the subsequent weeks were shorter weeks to make up for those extra hours.
- The current policy does not work mathematically for rolling weeks if they included a week with a lot of extra hours. Once the 5th week is reached, the minimum does not work out without having to put in another week with many extra hours.
- The policy does need to be looked at to clarify how executive hours are calculated.
- It was suggested that if executives work extra hours in one week, they can be noted separately and then taken gradually to make up for shorter weeks to avoid. The current overall totals worked by the VPFA are over the required working hours.

Action Item: Policy 2.15 to be reviewed to clarify how executive hours are calculated.

Executive

6.4 Executive Meeting Reports
2016-03 Executive Meeting Report.pdf

S. Wasylyshyn

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 was circulated to Council for review and acceptance in their role as the governing council of AUSU.

6.5	Finance Committee Report <i>2016-03 Finance Committee Report.pdf</i>	B. Simmons
6.6	Awards Committee Report <i>2016-03 Awards Committee Report.pdf</i>	K. Newsome
6.7	Member Engagement and Communication Committee Report <i>2016-03 MEC Committee Report.pdf</i>	C. Doucette

There was no MECC meeting in March due to a lot of work and brainstorming done in February.

6.8	Executive Director's Report <i>2016-03 Executive Director Report.pdf</i>	S. Cornett
6.9	Communication and Members Services Coordinator Report <i>2016-03 Communications Coordinator Report.pdf</i> <i>Newsletter Stats.xlsx</i>	D. Kingyens
6.10	Acceptance of Reports	All

Motion: BIRT Council accept the reports as presented.

C. Doucette / P. Plamondon

Carried 9/0

Second Reading – Bylaw Amendments

7.0 Bylaw Amendment – Second Reading

Motion SECOND READING: BIRT AUSU council approve 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 / K. Newsome

Carried 9/0

The following points were discussed:

- The PSLA requirements do not necessarily favour members.
- AUSU has done due diligence to put safeguards into place to make up for taking the vote out of the hands of the membership according to the PSLA by including member discussion as much as possible.
- The membership elects the council and the council answers to the membership.
- The council owes it to the membership to ensure their policies and bylaws are in order.
- According to the legal opinion AUSU received, the previous bylaws left AUSU open to risk if anyone disputed a decision AUSU made based on the bylaws, as the bylaws would not have stood up.
- AUSU is solidifying the organization and making the bylaws undisputable by keeping them in line with the PSLA.

New Business

8.0 Policy Revisions

Executive

8.1 Policy 3.04 Referendums, Plebiscites, and Petitions

Motion: BIRT AUSU Council adopt the revised copy of Policy 304 – Referendums, Plebiscites, and Petitions for inclusion in the policy manual.

Policy_3.04_Referendum_Exec_Edits.docx

K. Newsome / P. Kirkbride

Carried 9/0

The policy previously stated that it could only be revised at the AGM. Due to the research completed and the legal opinion AUSU received regarding the bylaw changes, it was noted there cannot be a policy that cannot be updated by council.

In-Camera Session

9.0 Council Discipline

S. Wasylyshyn

9.1 Meeting to go In-Camera for Discussion

Motion: BIRT AUSU go in-camera.

S. Wasylyshyn / M. Daigneault

Carried 9/0

In Camera Tip Sheet.pdf

Those attendees not on the current council were asked to leave the meeting during the discussion and invited to rejoin the meeting to observe the decisions and motions arising from the discussion.

The meeting moved in camera at 6:05pm MDT

9.2 Councillor Attendance Instance 1

2016-04-14 In Camera Info Sheet-COUNCIL ONLY.pdf

Note: The minutes for this session are circulated only to those who attended the in-camera session.

9.3 Councillor Attendance Instance 2

2016-04-14 In Camera Info Sheet-COUNCIL ONLY.pdf

Note: The minutes for this session are circulated only to those who attended the in-camera session.

9.4 End of In-Camera

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

S. Wasylyshyn / M. Daigneault

Carried 9/0

The meeting came out of in-camera at 6:21pm MDT.

The meeting was recessed until 6:30pm MDT.

9.5 Motions Resulting from In-Camera Session

The motions regarding councillor attendance were read outside of the in-camera session for transparency.

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, being late for the January 25, 2016 Executive Compensation Review Committee meeting, and being absent with regrets from the March 24 Finance Committee meeting.

M. Daigneault / K. Newsome

Defeated 1/8

Motion: BIRT councillor Philip Kirkbride 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 with regrets for the December 7, 2015 Forensic Audit Recommendation Committee meeting, being absent from the February 27, 2016 Member Consultation Meeting, and being late for the March 24, 2016 Finance Committee meeting.

P. Kirkbride / C. Doucette

Defeated 3/6

Council Changeover

10.0 Council Changeover

S. Wasylyshyn

10.1 Old Council Dissolution

Proposed Motion: BIRT the AUSU council for the 2012-2014 term is officially dissolved.

P. Kirkbride / P. Plamondon

Carried 9/0

The outgoing council was thanked for all of their work. A lot was accomplished and a lot was learnt.

Outgoing councillors were welcomed to remain as observers.

10.2 New Council Oath of Office

President Shawna Wasylyshyn welcomed the new councillors to the table and lead them in reciting the Oath of Office. Note that the Oath of Office has been signed and returned by all incoming Council members.

Councillor Oath Document.pdf

From this point on, all motions were moved, seconded, and voted on by the new council.

10.3 Confirmation of New Executive

Proposed Motion: BIRT AUSU council confirms that the new council executive, effective immediately, shall be Shawna Wasylyshyn, President; Brandon Simmons, Vice President External and Student Affairs; and Kim Newsome, Vice President Finance and Administration, as duly elected by the councillors-elect on March 31, 2016.

D. Toliver / S. Jacobsen

Carried 9/0

Old Business

- 11.0 Motion:** BIRT Council approve the minutes of the March 31, 2016 special council meeting for the executive election. S. Wasylyshyn

J. Teterenko / S. Jacobsen

Carried 9/0

2016-03-31 Special Council Minutes DRAFT.pdf

New Business

12.0 Election/Appointment of AUSU Standing Committee Seats

11.1 Finance Committee

Proposed Motion: BIRT Council approve the following appointments to the Finance Committee:

VPFA Kim Newsome ex-officio as Chair, President Shawna Wasylyshyn ex-officio,
Councillor Julian Teterenko, Councillor Josh Cross,
Councillor Scott Jacobsen, Councillor Andrew Gray,
and Executive Director Sarah Cornett ex-officio (non-voting).

P. Kirkbride / J. Teterenko

Carried 9/0

It was noted that all councillors will be provided with access to the finance packages, not just the finance committee.

11.2 Awards Committee

Proposed Motion: BIRT Council approve the following appointments to the Awards Committee:

Councillor Josh Cross as Chair President Shawna Wasylyshyn ex-officio,
Councillor Dixie Toliver VPFA Kim Newsome
Councillor Scott Jacobsen and Executive Director Sarah Cornett ex-officio (non-voting)

B. Simmons / A. Gray

Carried 9/0

It was noted that it will be a huge benefit to have Kim Newsome remain on the committee as she has chaired it for many years and brings a lot of knowledge.

11.3 Member Engagement and Communication Committee

Proposed Motion: BIRT Council approve the following appointments to the Member Engagement and Communication Committee:

VPEx Brandon Simmons as Chair, President Shawna Wasylyshyn ex-officio,

Councillor Philip Kirkbride, VPFA Kim Newsome,
Executive Director Sarah Cornett ex-officio (voting member), and
Communication and Member Services Coordinator Donette Kingyens as key
resource person.

J. Cross / D. Toliver

Carried 9/0

Question & Answer Period

13.0 Question & Answer Period

S. Wasylyshyn

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

Observers are also invited to contact the AUSU office with any questions that arose from the meeting at ausu@ausu.org , 780.497.7000, or 1.855.497.7003.

The committee members will all be receiving information in the next few days following the meeting, including access to the committee folders on the Google Drive and the committee group email accounts.

The next council meeting date was agreed on. Council will all receive a google calendar invite shortly and were asked to RSVP to the invite.

Council will attempt to schedule meetings for the second Tuesday of every month going forward unless anyone cannot make it.

Next Meeting and Adjournment

The next meeting of Council was set for Tuesday, May 10, 2016 at 4:30pm MDT.

Meeting adjourned at 7:08 pm MDT.

Summary of Action Items

Date	Status	Action Item and Responsible Party
Feb 11	In Progress	21.0 Question & Answer Period: Contact AU about getting advertising material so that members can advertise on AU's behalf. Executive
Mar 10	Complete	7.0 Executive Compensation Committee Report and Recommendations: MECC to determine how the executive compensation committee report will be made available to the membership. MECC
Mar 10	In Progress	7.0 Executive Compensation Committee Report and Recommendations: AUSU staff to send a thank you card to the two non-council members that sat on AUSU's two ad hoc committees. Staff
Mar 10		8.01 Policy 2.06 Council Governance – Student Representation on AU Committees: Staff to develop an application form to be put online. Staff
Mar 10	In progress	11.0 Vice President External and Student Affairs' Report: Look into when the UDL conference held in January will be aired. C. Doucette
Mar 10	Complete	11.0 Vice President External and Student Affairs' Report: Determine how the "AU Partners" folder in the drive will be shared with council. Executive & Staff
Mar 10	Complete	11.0 Vice President External and Student Affairs' Report: Add exam invigilation to the agenda for an upcoming meeting with Cindy Ives and Alain May at AU. S. Wasylyshyn
Mar 10		17.0 Executive Director's Report: Determine how to facilitate meeting with the Voice and working on the AUSU Goal to support the Voice. Executive
Mar 10	Complete	18.0 Communications and Member Services Coordinator's Report: Follow up with recipients of geocache kits to obtain the location of their buried cache for AUSU to promote. Staff

Apr 14		5.1 Policy 2.04 Council Governance: Discipline: Policy wording to be worked out offline and circulated to council. Executive
Apr 14		5.2 Policy 2.08 Council Governance: Meeting Attendance: Council to discuss and decide on revisions to policy 2.08. Council
Apr 14		6.3 Vice President Finance and Administration's Report: Policy 2.15 to be reviewed to clarify how executive working hours are to be calculated. Executive

Summary of Agenda Items

Date	Status	Agenda Item and 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
Jan 14	closer to end of year	Communication and Members Services Coordinator Report: AUSU to consider ways to handle calendar orders for 2017, possibly including pre-orders MECC
Jan 14		Executive Meeting Reports: AUSU bylaw review Executive
Feb 11	March 10, 2016	Policy Revision- Technology Infrastructure: Revisit tabled motion on Policy 9.05 Technology Infrastructure Council
Mar 10		Communications and Member Services Coordinator's Report: Discuss obtaining feedback from members who received AUSU's 2016 Calendar. MECC

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: April 4, 2016

Current Issues



Committees:

AU Board of Governors – I attended the Board of Governors meeting in person in Edmonton on March 23. The Minister has requested that the budget be postponed, and has presented the Board with an action list of tasks to be completed with an independent 3rd party. The deadline for these tasks is September of 2016.

Sub Committees:

BOG Institutional Advancement – No meetings this month.

BOG Academic Affairs – I attended this meeting in person on March 10. A review was conducted of the research institutes at AU which resulted in the committee recommending closure of the Project Management Research Institute at AU.

BOG Honorary Awards – No meetings this month.

BOG Presidential Search – I met with this committee in person in Edmonton on March 22. The committee has agreed to move up the deadlines and meetings to ensure we are able to keep candidates interested. The final decision was originally scheduled for August. It has been bumped up significantly.

General Faculties Council – GFC met on March 9. Of note from this meeting, was that the Tutor representative quoted an AUSU survey about tutors, performed several years ago and asked me to comment on it. I stated that I hadn't seen the results from that survey, and that I wasn't able to comment on data from so many years previous. I did direct members of GFC to our strategic documents and to the results of our most recent survey on service standards.

Also, GFC conducted a series of orientations for members of GFC. I attended a session, as did Scott Jacobsen and Sarah Cornett. The orientation presentation can be viewed at <http://ous.athabascau.ca/general/documents.php>.

Sub Committees:

Student Awards Committee: No meetings this month.

GFC Exec: No Meetings this month.

SRM Project – Student Advisory Group: The committee met on March 2, I attended via teleconference for an update on the status of the SRM implementation. So far there hasn't been much for the committee to do – we are waiting for more work as the implementation gets underway.

AUSU MECC: No meetings this month.

AUSU Awards: No Meetings this month.

February 2016

AUSU Finance: Met on March 24 via teleconference, standard reports were all approved.

CASA: Planning is underway for CASA's foundations conference in May – the dates are May 24 – 27. The incoming Executive group will determine availability for travel and budget in determining attendance from AUSU.

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

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

AUSU Business

Staffing – AUSU worked with the Personnel Department to hire a new Administrative Assistant, Jamie Mulder. Jamie will start at AUSU on April 6, and we will once again have a full staff at AUSU.

AUSU Policy and Bylaw Revisions – AUSU passed the first reading of the proposed revision to Bylaw 10 at the Council meeting in March. It will now come up for a second reading at the meeting on April 14. If passed, AUSU will have a new process for Bylaw amendments. At that point, the full scale revision; as prescribed by the FAC will commence.

General Election – AUSU conducted a successful general election in March. 9 councillors were elected by the membership, with over 1000 ballots cast. The elected councillors are:

Philip Kirkbride
Dixie Toliver
Julian Teterenko
Scott Jacobsen
Kim Newsome
Brandon Simmons
Shawna Wasylyshyn
Josh Cross
Andrew Gray

Of these Councillors, 3 were elected to the Executive at the March 31 Executive Election.

Shawna Wasylyshyn, President
Brandon Simmons, VP EX
Kim Newsome, VP FA

I am both honored and excited, and look forward to working with this great team!

February 2016

Minister of Advanced Education – In the month of March, we received a stakeholder letter from the Minister, advising us that he was aware of the challenges facing AU, and that he is working to resolve them. As part of that, he requested a meeting with both AUSU and AUGSA. We will meet with the Minister on Tuesday, April 5 – and compiled a short agenda with 3 topics of discussion:

- 1. The importance and uniqueness of Athabasca University**
- 2. Funding at AU and the detriment of uncertainty**
- 3. Please be our guest at an AU convocation ceremony between June 9-11, 2016.**

Meetings with Key Individuals at AU –

Dr. Deborah Hurst – The AUSU Executive team met with Dr. Hurst via teleconference on March 8. We discussed potential opportunities for students to communicate with each other, and the potential for an online undergraduate conference.

Meetings

- 2 – AUSU Member consultation
- 2 – SRM advisory committee
- 3 – AUSU staff
- 7 – AUSU Executive
- 8 – Deborah Hurst
- 8 – AUSU Council
- 9 – GFC
- 10 – BOG: Academic Affairs
- 10 – AUSU Council
- 16 – AU Budget Consultation
- 16 – Special AUSU Council Meeting
- 17 – Emergency, In camera meeting of the BOG
- 18 – Meeting with AUSU Staff
- 21 – AUSU Executive
- 22 – BOG: Presidential Search
- 23 – Board of Governors
- 24 – AUSU Executive
- 24 – AUSU Finance
- 31 – GFC Orientation
- 31 – AUSU Executive election

February 2016

Hours

Weekly Breakdown

Week ending:	Hours
March 6	27.25
March 13	38
March 20	35.75
March 27	36.75
April 3	42
5 week average	35.95

Timesheets and Compliance

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

AUSU Executive Report

Colleen Doucette, VP External & Student Affairs

Prepared: March 29, 2016



Athabasca University
Students' Union

Current

Committees

SERVICE STANDARDS WORKING GROUP

The Service Standards Working Group met on March 8th. This was an extensive review of various services of AU and the service standard deliverables. For example, we reviewed: Information Centre, Office of the Registrar, Library Services, Ombuds Services, Learning Resources, Academic Support, Learner Support Services, ITS Helpdesk, Faculty of Business – Online Support Centre, Faculty of Science & Technology – Student Success Centre, Faculty of Health Disciplines, and Web Assistance.

We looked at the current standard of delivery in context of time, what the actual delivery is, and whether or not these standards are being met. For the most part, most service standards are being met with few complaints from students, other than the assignment marking time. There was also a breakdown of those services that are done via “online” vs. “phone” vs. “snail mail”. Most online services are almost immediate in nature.

FHSS Ad Hoc Committee Meeting

The FHSS Ad Hoc Committee met on March 14th. We discussed scheduling student input sessions, which are scheduled for March 30th. We also discussed how the FHSS Student Success Model report will be drafted and presented. Finally, we planned the next, and final, few meetings of the committee.

ALEC

The ALEC met on March 15th. This was a truly exciting meeting. We had a demonstration on the new Moodle calendar. This was exciting because of all of the new functionalities it has, from creating your own study schedule to the automated input of the typical study schedule as you would see in your study guide. The presenter showed many exciting options for the student such as, if you wanted to

cram all of your course into one month, how would that look from a bird's eye view. It's truly awesome. It will be complete and ready within this quarter. Even if you've already begun your course online, there will be no disadvantages with adding it after the course has started. You can export your Moodle calendar to your own personal device, which is great for accessibility. You can add/delete events, it's colour coded so assignments/exams are distinguishable. There's just too many great things about it and so if you're in Moodle, or will have a course coming up in Moodle, hopefully you'll see the new calendar before long!

Meetings

Meeting with Dr. Deborah Hurst (Dean of Faculty of Business)

(Detailed minutes of this meeting can be found in the Drive.) This was a very good meeting that touched various issues that Dr. Hurst had regarding student retention and she wanted AUSU's thoughts on the issue.

Undergraduate Senior Conference was a topic that Dr. Hurst wanted to discuss and suggested that the conference should be virtual. She asked our opinions on it and we brainstormed with her and Eric.

Mental Health & Wellness Meeting – AU Partners

We were invited to participate in a meeting with AU and their Counselling team to discuss what gaps might exist after an AUSU member utilizes their resources through the Student Lifeline. This meeting ended up being halted quite shortly after it began due to the fact that there were simply too many questions that AU had regarding Student Lifeline that I, nor AUGSA could not answer. It was tabled to invite Ceridian and Donette. This is scheduled for April 7th.

AU Budget Consultation

AUSU met with AU partners with respect to another budget consultation but this one was in regards to Graduate students. There was nothing to contribute to this meeting.

AUSU Executive Meeting – re: Staff Review

AUSU Executive met to review staff – Executive Director.

AUSU MECC:

MECC did not meet in the month of March, therefore there is no report.

Meetings

March 7 – Executive Meeting
March 8 – Service Standards Working Group
March 8 – Meeting with Dr. D. Hurst
March 8 – Special Council Meeting
March 10 – Mental Health & Wellness Committee Meeting
March 10 – Council Meeting
March 14 – Executive Meeting
March 14 – FHSS Ad Hoc Committee Meeting
March 15 – ALEC Committee Meeting
March 16 – AU Budget Consultation Meeting
March 16 – Special Council Meeting
March 21 – Executive Meeting
March 24 – President/VPFA/VPEX Meeting
March 30 – FHSS Student Presentation

Hours

Weekly Breakdown

Week of:	Hours:
Feb 29 – Mar 6	30.0
Mar 7 - 13	30.0
Mar 14 - 20	30.0
Mar 21 – 27	30.0
4 week average:	30.0

Timesheets and Compliance

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

March 2016

AUSU Executive Report

Brandon Simmons, VP Finance & Administration

Prepared: April 6, 2016



Committees

Finance Committee:

See finance committee report.

AU Finance & Property Committee Meeting:

I was unable to attend this meeting as it was right in the middle of our council meeting but I was able to review the agenda and supplemental information ahead of time and it was very similar to the info that was provided at the special meeting at the end of February where I made comments. Not much would have been able to be decided at this meeting as it occurred on the same day that Minister Schmidt met with AU's president and Board Chair and asked that the AU budget be delayed. There was a follow up in camera phone meeting with the BOG due to this meeting.

Executive Compensation Review:

We were able to finalize the executive compensation review report and this was shared and approved by council during the month. Overall it was a very thorough process that brought great results and has helped to solidify procedures for future reviews.

ERP SAG / Pedagogy & Research SAG:

Not much has happened in these committees' yet. The last meeting was still mainly on reviewing the new decision matrix that was in the process of being put into place. Another item of discussion was the lack of attendance in the meetings and what

March 2016

should be done to help improve attendance as only a few people are regularly at the meeting. It was noted that the only task that has been able to be completed by these groups over the last year is removing the AUSU health insurance section from the registration process. This has been due to the lack of resources while AU finishes a few past IT projects. These projects are anticipated to be complete shortly which will mean that these committees should begin to have more work to be able to accomplish.

National Advocacy Team:

We met and discussed the outcomes of the most recent advocacy campaigns as well as we reviewed some of the information from last month's Lobby Con. As has been reported this event was a major success and CASA staff are busy following up with MP's and Senator's in regards to their commitments to students. There was also some continued discussion surrounding the visioning document for the national advocacy team and this will continue and when a new chair is elected in May they will be tasked with finishing the final visioning document.

AUSU Business

March was a very busy month with a lot of really important meetings. That being said many of these meetings were in camera so I am not able to say much other than that Shawna and myself and many instances to share the voice of students at the AU Board of Governors as well as we were able to get a lot more background info for future advocacy efforts down the road including the meeting that we just had with Minister Schmidt.

We have also continued our meetings with the various deans and faculties and we had a really good meeting with Deborah Hurst with the faculty of business where we talked about student engagement. This is something that the faculty of business has said that they would like to work on and they asked us for suggestions on what they could do to better to engage with AU students. It was a very positive conversation and we look forward to being able to continue to follow up with them on this matter.

We also had another member consultation regarding the proposed changes to AUSU Bylaws in order to bring them into accordance with the PSLA. After this consultation council was able to discuss the concerns that were raised and then later at the council meeting the first reading of the bylaw amendment was passed. A lot of research and work went into creating this new process to not only ensure that proper steps would be taken to protect students but also that bylaws were in accordance with the PSLA.

March 2016

Meetings

March 1, 2016 – ECR Committee
March 2, 2016 – SRM Student Advisory Group
March 2, 2016 – AUSU Bylaw Member Consultation
March 3, 2016 – Student Academic Appeals Committee
March 7, 2016 – Executive Meeting
March 8, 2016 – Meeting with Deborah Hurst (Faculty of Business)
March 8, 2016 – Special AUSU Council Meeting
March 10, 2016 – AUSU Council meeting
March 14, 2016 – Executive Meeting
March 16, 2016 – AU Budget Consultation
March 16, 2016 – Special Council Meeting
March 18, 2016 – National Advocacy Team
March 21, 2016 – Executive Meeting
March 21, 2016 – Meeting with Orest Fialka (investment advisor)
March 22, 2016 – ERP Student Advisory Group
March 22, 2016 – Pedagogy & Research SAG
March 23, 2016 – Board of Governors Meeting
March 24, 2016 – Executive Meeting
March 24, 2016 – PGI meeting to review new teleconference
March 24, 2016 – Finance Committee

Hours

Weekly Breakdown*

Week of:	Hours:
February 1-7	25
February 8-14	30
February 15-21	35
February 22-28	84
February average	43.5
February 29 – March 6	24.75
March 7-13	22.5

March 2016

March 14-20	26.75
March 21-27	35.75
March average:	27.44
February and March average:	35.47

Timesheets and Compliance

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

March 2016

Committee Report

Finance Committee

Prepared by: Brandon Simmons, Chair

Date: April 6, 2016

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



Monthly Activity:

Over the past several months a lot of work has been done to ensure that our internal financial records are up to date, correct, and provided in a timely fashion to the finance committee. In the March meeting it was great to see all of the work come together for a smooth meeting.

The march finance committee meeting package was able to be circulated just shy of a week in advance so that committee members had adequate time to review the monthly reports. The monthly reports included a fix to the voices' balance sheet items correcting the reserve amounts and no other issues were noted with the monthly financials.

Sarah and myself gave a brief overview of how our meeting with Orest Fialka went. Overall it was very good meeting and based on the conversations that we had there is a good change that our net investment revenue will be higher than we budgeted. The main contributor to this is that it does not sound like Adroit will enforce their minimum fees. We had to withdraw \$60,000.00 from our investment account to help with cashflow for the organization for expenses like Lynda.com etc. We also will still need to make more withdrawals from investments later in this fiscal year as well as the upcoming fiscal year but our advisor said that those withdrawals should not impact our investments to significantly. He advised us that we do have some holdings that we will allow us to withdraw from our investments without having any significant losses.

Committee Report

Awards Committee

Prepared by: Kim Newsome, Chair

Date: April 4, 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

One computer bursary application was received and approved by the committee this month.

We also had a former member contact the office this month inquiring about applying for the Travel Bursary for convocation. This person was not currently a member because they had completed all their requirements for graduation. This brought up a good point that anyone qualifying for graduation may not be a member and would we be accepting their applications.

The awards description says that the Travel Bursary can be used for travel to convocation. Also, it does not specifically state in policy that you must be a member to apply. So, a motion was put forward to the committee to approve accepting applications for convocation from former members.

This will resolve the issue for the 2016 convocation and should be discussed further when the policy comes up for full review.

The May awards deadline is fast approaching. Donette has been promoting the awards on social media and in our newsletter. I also had the opportunity to do a write up for our Annual Report. Donette updated us that as of April 1 we had already received 20 applications which is a great start, especially for a full month before the actual application deadline.

Council changeover will take place on April 14, and with that will come a new awards committee. The new committee will be very busy with just a few weeks to become familiar with the awards program before having to make decisions on the first round of awards for this year. If I do not remain on the committee, I look forward to supporting the changeover in any way I can.

Motions/Decisions

BIRT AUSU Awards Committee approve the computer bursary application for XXXXXXXXXXXX.

Moved - Kim Newsome

Seconded - Laura Zhu

Motion carried 5(aye)/0(nay)

BIRT in recognition of the spirit of the AUSU Travel Bursary, the AUSU Awards Committee will consider applications from former AUSU members applying for the Travel Bursary to attend convocation at AU in June 2016, providing they meet other eligibility requirements, including 7.02.12.

Moved: Kim Newsome

Seconded: Laura Zhu

Motion carried 4(aye)/0(nay)

Philip Kirkbride did not vote.

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	4	3	1		5	-
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:	214	17	197			

*** 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: March 31, 2016

Meeting: N/A

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

February's meeting noted that we were not going to have a meeting in March and therefore there is nothing new to report for this committee.

The work assigned by the committee in February, however, was in progress throughout the month of March.

Activity Report

Executive Director

Prepared: April 7, 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 executive compensation review committee, and the finance committee,
- election administration, and
- preparation for annual meeting,

as well as day to day management tasks.

The executive committee has continued to be busy this month and

Administration

Office & Staff:

The final stages of the election, the beginning of new councillor orientation, and the lead up to the annual meeting including the preparation of the annual report are key tasks for staff as AUSU closes one council terms and prepares to begin the next.

March was a challenging without an administrative assistant and being a busy time for AUSU.

The abrupt demise of the office telephone system just before the long weekend added to the challenges.

Finances:

February financial reports were reviewed and approved by the finance committee and circulated to all of council.

Directors and Officers Insurance Claim:

I have acted as lead contact between AUSU's insurance provider, legal team, and executive regarding a claim made under the Directors and Officers insurance policy.

Committee Support

Executive Compensation Review Committee

The executive compensation review committee finalized its report to council at the beginning of the month and was presented at the March 10th meeting. Council followed up on the first recommendation by adjusting the executive officer honoraria rates for the upcoming council year.

Forensic Audit and Recommendation Committee:

The Forensic Audit and Recommendation Committee was presented to the March 10 council meeting. Council responded by accepting the report and passing a motion to commit to implementing the recommendations.

Finance Committee

The committee had its regular monthly meeting in March and all February financial reports were provided for their adoption.

The Voice

The Voice continued to publish weekly through March.

Governance

General Election 2016:

The election was successfully completed and a full slate of nine councillors elect is in place to take office on April 14, 2016.

Executive Elections:

Executive elections took place on March 31 and a full slate of executive officers-elect is in place to take office on April 14, 2016.

Annual Meeting 2016:

Preparations for the annual meeting are underway. Announcements were published according to requirements of the bylaws.

Policy and By-law Review:

I have continued to support the executive committee in continuing with bylaw and policy review. This includes continuing with the consultation and two reading motion process of bylaw change regarding article 10 and policy 2.06, 2.07, 2.15, 6.07, 9.05, 9.06, 9.12, and 9.16.

Meetings

March 1	Executive Compensation Review Committee Meeting
March 2	Member Consultation
March 8	Meeting w/ Deborah Hurst
March 9	Meeting w/ Shores Jardine
March 21	Meeting w/ Adroit
March 7	Executive Meeting
March 14	Executive Meeting
March 21	Executive Meeting
March 8	Special Council Meeting
March 10	Council Meeting
March 16	Special Council Meeting
March 24	Finance Committee Meeting

Activity Report

Communications Coordinator

Prepared by: Donette Kingyens

Prepared: April 5, 2016



General Administration Issues

- **Student Inquiries**
 - Received a few emails from students required personal advocacy with AU, including one issue with a student needing a new invigilator, and one in which a student feels her tax forms should show her as a student for the full year due to having course extensions when they only list the course contract dates, among others.
 - Numerous inquiries asking us about a health plan and whether we are looking into other options.
 - Inquiry from a student wanting to apply for the travel bursary for Convocation even though he is no longer a member due to finishing his courses last summer. Raised the issue with the Awards Committee who passed a motion to allow it.
- **Administrative Assistant**
 - Took on the majority of the Admin Assistant tasks over the course of the month since our previous Admin Assistant's departure at the end of February.
 - New administrative assistant begins April 6.

Projects

- **Annual Report**
 - Compiled and designed the 2016 Annual Report.
 - Created new design for cover art and report theme to match AUSU's colours.
 - Wrote a comprehensive section highlighting all of AUSU's services.
 - Compiled statistics and created a few pie charts to add visual appeal and interest.
 - Proofed and edited content supplied by council and staff.
 - Report was posted online and announced to the membership on April 1, 2016.
- **Promotional Merchandise**
 - AUSU now has all of the new swag in stock, including the 8GB USB's and new flashlights to replace the original order of bad quality flashlights, as well as the other recent purchases of magnetic memo clips, small notebooks, and magnetic bookmarks.
 - Will order new pencil sharpeners in time for convocation as they are very popular at both convocation and exam centers.
- **Google Drive**
 - The Google drive restructure was complete in time for new council coming on board, and seems to be successful.

- The new structure has the parent folders all 'owned' by ausu@ausu.org
- There are 4 main folders (Council, Executive, Administration, and Committees) and each council member will just have the folders pertinent to their role shared with them.
- We do have backups in the AUSU office in case anything seems to be missing, but there have been no issues.
- **Website Projects**
 - 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.
 - Working on a page for the website listing AU Services and Links, hope to have this launched by the end of April but had to wait for AU to launch their new website to make sure the links are correct

2016 Election

- **Results**
 - Posted election results to the AUSU website, in a newsletter and in social media immediately following the March 16 Special Council Meeting.
- **Communications with New Council**
 - Created new email accounts for all new council members.
 - Created revised councillor oath and confidentiality agreement forms (to match new templates), and collected the completed forms from all new councillors-elect.
 - Drafted communications for new council-elect regarding their accounts, contact info for AUSU, Google Drive and Calendar, Councillor and Executive manuals, and the Executive Election.
 - Have asked councillors-elect to submit biographies and pictures for the AUSU website.
- **Executive Election**
 - Sent instructions to council regarding executive election
 - Created ballots in advance of the Executive election
 - Prepared a website news article, newsletter ad, Voice ad and social media posts in advance which were then sent out immediately following the executive election on March 31, 2016.
- **CRO Feedback**
 - The CRO, Jacqueline Keen, did a great job of managing the election. We asked her for some feedback on the new CRO Manual and processes – she said the new documents worked really well, and that she felt the process was clear to candidates and voters.

Services

- **Statistics on Services Provided for the Month:**

Month	Smart Draw	Lynda	Calendars	Geocache	Grad Cards	Welcome Email
Mar 2016	2	22	3	2	69	376
Feb 2016	5	18	11	16	63	393
Jan 2016	12	33	68	n/a	95	607
Dec 2015	23	29	1,262	n/a	66	480
Nov 2015	5	20	10	n/a	55	368
Oct 2015	2	31	12	n/a	n/a	389
Sep 2015	5	16	22			750

- **Calendars/Planners**

- Received 3 requests for 2016 Calendar in March, even though it is not advertised on any of our sites
- Received an inquiry about placing an ad in our 2016-17 planner from the Alberta Union of Provincial Employees – explained that we no longer have customized planners.

- **Lynda.com**

- *Note: In September 2015 I purged all users who had not accessed their account in over a year.*

Month	Total Accounts:	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Mar 2016	437	22	1481	111	35	24
Feb 2016	413	18	2977	204	43	51
Jan 2016	395	33	1544	103	21	22
Dec 2015	362	29	3398	230	28	56
Nov 2015	333	20	4383	303	40	101
Oct 2015	313	31	1386	87	15	13
Sep 2015	282	16	3953	270	57	74

Social Media & Marketing

- **Newsletters**

- See “**Newsletter Statistics.xls**” in report folder.

- **The Voice**

- Sent Voice ads for each Voice publication in March (Mar 4, 11, 18, 25).

- **Website**

- Updated Elections page.
- Posted numerous policy updates.
- Created and posted numerous news articles, see below.

- **News Articles:**

- [March 31 Article 2](#): AUSU's New Executive!
- [March 31 Article](#): Mobile App Contest
- [March 18 Article](#): AUSU's Ad-Hoc Committees Successfully Completed!
- [March 8 Article](#): Annual General Meeting – Invitation for Submissions
- [March 7 Article](#): AUSU Executives as CASA Lobbycon in Ottawa (with pictures).

- **Mobile App**

	Total Registered Users	Social Connections in last 90 days	Campus Activity in last 90 days
Mar 2016	2,002	60	874
Feb 2016	1,866	184	2,074
Jan 2016	1,771	388	3,899
Dec 2016	1,362	328	3,286
Nov 2016	1,177	275	2,621
Oct 2016	1,073	318	
Sep 2016 (Launch)	881		

- Posted a contest to the Mobile app on March 31. Members who answer the question “What is your Favorite AU Resource” in the Mobile App will be entered to win an AUSU prize pack including a \$25 gift card to a store of their choosing. Contest runs April 1-8. One winner will be chosen after the deadline.
- Have been increasing the number of posts from AUSU in the mobile app.

- **Website Polls**

- *It's almost Spring Break! (March 25-28). What are you doing for the long weekend?*
 - Travel to see family or friends 2
 - Vacation to exotic location 0
 - Study harder than ever! 10
 - Stay home and rest! 4
 - Other 5
 - **Total Responses:** 21
 - **Posted:** Mar 14 – Mar 28
- *When using the AU Student Support Centre:*
 - It was easy to get in contact with the right person 3
 - I had to talk to several people before the right one 2
 - I wasn't able to talk to the appropriate person 2
 - **Total Responses:** 7
 - **Posted:** Feb 29 – March 14

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Impressions
Mar 2016	66	730	18	174	35,246
Feb 2016	59	720	16	141	26,474
Jan 2016	37	707	28	154	20,180
Dec 2015	38	681	32	109	9,262
Nov 2015	49	654	20	83	8,508
Oct 2015	68	641	18	82	12,881
Sep 2015	32	628	22	100	7,688

- **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Mar 2016	59	589	10	36	55	15,335
Feb 2016	65	588	17	29	80	13,011
Jan 2016	36	584	18	14	34	10,403
Dec 2015	34	579	12	12	37	11,075
Nov 2015	53	577	12	11	92	11,704
Oct 2015	68	574	24	40	60	7,650
Sep 2015	27	561	17	20	51	7,440