



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Minutes

Approved June 28, 2016

Tuesday June 14, 2016

4:30pm MDT

Meeting Called By: Shawna Wasylyshyn, President

Type of Meeting: AUSU Council Meeting

Minutes: Sarah Cornett, Executive Director

Participants

Council: President Shawna Wasylyshyn, Vice President Finance and Administration Kim Newsome, Councillor Andrew Gray, Councillor Scott Jacobsen, Councillor Philip Kirkbride, Councillor Julian Teterenko, Councillor Dixie Toliver

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

Members: Alaa Salith, Jodi Waddle

Absent: Vice President External and Student Affairs Brandon Simmons (Absent on AUSU Business), Councillor Josh Cross (Absent with Regrets)

Call to Order: 4:34pm MDT

Agenda and Minutes

1.0 Approval of Agenda All

Motion: BIRT Council approve the agenda.

K. Newsome / J. Teterenko

Carried 6/0

2016-05-10 Council Agenda.pdf

2.0 Adoption of Council Meeting Minutes All

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

D. Toliver / A. Gray

Carried 6/0

2016-05-10 Council Minutes DRAFT.docx

Note: Approval of all council minutes, for special, regular, and interim council meetings, takes place at the next regular public meeting. If there are in-camera sessions, those minutes will be circulated only to those individuals who took part in the session.

Old Business

3.0 Review of Action Items All

The status of the action and agenda items at the bottom of the most recent regular council minutes (May 10, 2016 in this case) were reviewed briefly with several updates noted including the following:

- Feb 11 Item 21.0 Complete
- Mar 10 Item 8.01 Complete
- Mar 10 Item 11.0 Complete
- Apr 14 Item 5.1 On agenda today
- Apr 14 Item 5.2 On agenda today
- May 11 Item 8.01 Complete
- May 11 Item Q&A Reminder to all councillors

Philip Kirkbride arrived at 4:38 pm.

Information and Discussion Items

4.0 June Council Meeting in Edmonton S. Cornett

Update on plans and preparation.

2016-06-24 to 26 Council Retreat Agenda.pdf

2016-06 Council Retreat Backgrounder.pdf

Sarah Cornett gave a brief update on plans for the upcoming in-person council retreat in Edmonton. It was noted with regret that three councillors are no longer able to attend including Andrew Gray, Dixie Toliver, and Josh Cross.

Those councillors not attending were urged to send comments and questions to Sarah or Shawna Wasylyshyn prior to the meeting so that their input could be added to the discussion.

Councillors were reminded to submit their certificates of completion for the governance tutorial and to prepare for the meeting by reviewing all of the materials (and there is lots to review), doing some individual brainstorming, and bringing their notes, questions, and comments to the meeting.

5.0 Civil Suit Against AUSU S. Cornett

Sarah Cornett gave a brief update on the civil suit against AUSU noting that it had been withdrawn and that other than the initial assessment by the AUSU council, legal fees are being covered by the AUSU insurance.

Councillors were reminded to direct any correspondence with the individual who had initiated the suit to a member of the executive rather than engaging in directly so that further issues can be avoided.

New Business

6.0 Member-at-large for MECC S. Wasylyshyn

Councillors received the application forms and short list from the executive according to Policy 2.07 Council Governance: Student Reps on AUSU Committees. Discussion was had by email prior to the meeting.

Councillors were asked if they were ready to vote or if they wanted an in-camera discussion of the candidates. All agreed that they were ready to vote.

A secret ballot using Simply Voting was used to conduct a vote prior to confirming the committee appointment by motion.

Motion: BIRT Council approve Jodi Waddles's appointment to the Member Engagement and Communication Committee for a term beginning immediately and ending in spring 2017 when committee appointments are reviewed.

S. Jacobsen / K. Newsome

Carried 7/0

7.0 Policy Revisions Executive

7.1 Policy 2.04 COUNCIL GOVERNANCE: Discipline Process

Motion: BIRT AUSU adopt the updated copy of Policy 2.04 COUNCIL GOVERNANCE: Discipline Process for inclusion in the policy manual.

Policy_2.04_Council_Governance_Discipline_Exec_Edits.docx

J. Teterenko / D. Toliver

Carried 7/0

7.2 Policy 2.08 COUNCIL GOVERNANCE: Meeting Attendance

Motion: BIRT AUSU adopt the updated Policy 2.08 COUNCIL GOVERNANCE: Meeting Attendance for inclusion in the policy manual.

Policy_2.08_Council_Governance_Meeting_Attendance_Exec_Edits.docx

P. Kirkbride / S. Jacobsen

Carried 7/0

7.3 Policy 2.10 COUNCIL GOVERNANCE: Executive Director

Motion: BIRT AUSU adopt the updated copy of Policy 2.10 COUNCIL GOVERNANCE: Executive Director for inclusion in the policy manual.

Policy_2.10_Council_Governance_Executive_Director_Exec_Edits.docx

A. Gray / D. Toliver

Carried 7/0

7.4 Policy 4.07 ADMINISTRATION: Reinstating Members Not In Good Standing

Motion: BIRT AUSU adopt the Policy 4.07 ADMINISTRATION: Reinstating Members Not In Good Standing for inclusion in the policy manual.

Policy_4.07_Members_Not_In_Good_Standing_Exec_Edits.docx

D. Toliver / S. Jacobsen

Carried 7/0

7.5 Policy 9.21 POSITION: Student Services – Career Services, Co-Op, and Job Placement

Motion: BIRT AUSU adopt the updated copy Policy 9.21 POSITION: Student Services – Career Services, Co-Op, and Job Placement for inclusion in the policy manual.

Policy_9.21_Career_Services_Exec_Edits.docx

J. Teterenko / A. Gray

Carried 7/0

It was noted that this position policy contains items from the previously repealed policy 9.16 as was discussed when that policy was repealed.

Reports

8.0 Reports for the Month of March 2016

Note: Regular monthly reports from executive, staff, and committees are circulated prior to the meeting. Any updates or highlights will be presented by the author of the report. Questions regarding the reports may be posed.

8.1 President's Report

2016-05 President Report.pdf

S. Wasylyshyn

8.2 Vice President External and Student Affairs' Report

2016-05 VP External Report.pdf

S. Wasylyshyn

8.3 Vice President Finance and Administration's Report

2016-05 VP Finance Report.pdf

K. Newsome

8.4 Executive Meeting Reports

2016-05 Executive Meeting Report.pdf

S. Wasylyshyn

Note: Executive meeting reports are not public documents. Any decisions made by the Executive appear in the VPFA's 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.

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|-------------|--|-------------------------------|
| 8.5 | Finance Committee Report
<i>2016-05 Finance Committee Report.pdf</i> | K. Newsome |
| 8.6 | Awards Committee Report
<i>2016-05 Awards Committee Report.pdf</i> | J. Cross |
| 8.7 | Member Engagement and Communication Committee Report
<i>2016-05 MEC Committee Report.pdf</i> | S. Wasylyshyn |
| 8.8 | Executive Director's Report
<i>2016-05 Executive Director Report.pdf</i> | S. Cornett |
| 8.9 | Communication and Members Services Coordinator Report
<i>2016-05 Communications Coordinator Report.pdf</i>

<i>Newsletter Stats.xlsx</i> | S. Cornett |
| 8.10 | Acceptance of Reports
Motion: BIRT Council accept the May 2016 reports as presented.
S. Jacobsen / K. Newsome | All

Carried 7/0 |

Question & Answer Period

- | | | |
|------------|---|---------------|
| 9.0 | Question & Answer Period
Observers were 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 , 780.497.7000, or 1.855.497.7003.
There were no action items or motions arising. | S. Wasylyshyn |
|------------|---|---------------|

Next Meeting and Adjournment

The next meetings of Council will be:
Sunday June 26, 2016, 10:00 am MDT by teleconference or in person (Edmonton)
Tuesday August 9, 2016, 4:30 pm MDT by teleconference (Tentative)
Tuesday September 13, 2016, 4:30 pm MDT by teleconference (Tentative)

Motion to Adjourn at 6:02pm MDT

Summary of Action Items

Date	Status	Action Item and Responsible Party
Feb 11	Complete	21.0 Question & Answer Period: Contact AU about getting advertising material so that members can advertise on AU's behalf. Executive
Mar 10	Complete	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	Deleted	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	In progress	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
Apr 14	Complete	5.1 Policy 2.04 Council Governance: Discipline: Policy wording to be worked out offline and circulated to council. Executive
Apr 14	Complete	5.2 Policy 2.08 Council Governance: Meeting Attendance: Council to discuss and decide on revisions to policy 2.08. Council
Apr 14	In progress	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
May 11	Complete	Policy 8.01 TERMS OF REFERENCE Finance Committee: AUSU to post financial information to the website. K. Newsome / D. Kingyens
May 11	In Progress	Question and Answer Period: All AUSU Councillors to complete the governance training program prior to the June council meeting. Council

Summary of Agenda Items

Date	Status	Agenda Item and Committee
Oct 26	Outstanding	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

May 2016

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: June 7, 2016

Current Issues



Committees:

AU Board of Governors – Board work this month has been minimal, some email work and a quick in camera teleconference meeting.

Sub Committees:

BOG Institutional Advancement – No meetings this month.

BOG Academic Affairs – No meetings this month.

BOG Honorary Awards – No meetings this month.

BOG Presidential Search – This committee has taken up a large portion of my time in the month of May. We were under strict orders of confidentiality and I was relieved when the committee released a public communication as to our progress on June 2. The search is progressing well and we have a tremendous slate of candidates.

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 June 6, we set some great action plans and goals.

AUSU Awards: No Meetings this month.

AUSU Finance: Met on May 5 and on May 31. We approved a new budget structure and also discussed the quarterly variance report.

CASA: Brandon and I were in Ottawa for the CASA foundations conference from May 23-27. I have broken down the highlights of our activities below:

May 23 – travel day, get to know other delegates. We also hosted an AUSU meet and greet in Ottawa that afternoon. We were thrilled to have one of our Ottawa members attend and Jamie from AUGSA joined us as well. We had an awesome 4 person discussion about AU and AUSU.

May 24 – An overview of what CASA does, what our possibilities are for participation as delegates. Home office staff provided an introduction of their role and how they can each support us in completing our goals this year. There was a facilitated silent conversation to discuss student advocacy priorities, which resulted in a fantastic list of student issues!

May 2016

May 25 – We had several presentations to help us better understand student issues across Canada. The Canada Student Loans program did a presentation for us about how loans work, how the repayment program works, etc. The Assembly of First Nations did a presentation for us that I found really resonated with students at AU. Their presentation focused on barriers to PSE and how to change PSE to be more accessible to First Nations communities. I spoke to the presenter afterward and we exchanged cards in a hope to continue the discussion about increasing access through online and distance education. We then discussed policy development at CASA and the current Canadian political climate.

May 26 – A government relations panel came in, with one person representing each major federal political party. They gave us tips and tricks on meeting with government, what to say, what not to say, etc. The biggest take away was “know your stuff”. We then had a presentation on media from Summa Strategies. They gave us a whole arsenal full of tools to use in the event that you’re asked for an interview, either on TV, radio, print, etc. There was also a do/don’t do section about social media as well. Then, we did break out groups and simulated difficult interview situations to see if you know what to say or how to make sure you don’t trap yourself. It was a really valuable session that I’m sure will benefit all of us long beyond our time as student leaders. In the evening on the 26th, CASA elected its Board of Directors for the year. I’m pleased to announce that Brandon Simmons, AUSU VPEX; was elected as Treasurer of the Board.

May 27 – CASA home office spoke about some of the communication tools available to us as delegates and gave a financial update on the organization as well. We created a short term action plan of “to dos” between now and the next CASA conference. Then, the plenary session began! The only motions on the plenary agenda were the appointment of CASA committee chairs and members. I am pleased to announce that I was elected to a seat on the CASA Federal Policy Committee, and Kim Newsome was elected to a seat on the CASA Trades and Technology committee.

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

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

AUSU Business

AU Alumni - I was invited to attend an AU Alumni breakfast, hosted by AU on May 10. I was honored to be asked to introduce AU Interim President, Peter MacKinnon and I enjoyed the opportunity to hear from AU’s distinguished alumni!

Discount Eyewear Partnership – AUSU was approached with an opportunity to offer a significant discount to our membership on eyewear and other products from FYiDoctors. They have locations all across Canada and I think this will be a great

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opportunity for our membership. The best part – there is ZERO cost for AUSU. We are working out the promotion details and members should see more about this soon.

Planning for in person AUSU meeting – The dates are set, the agenda is out and the flights are booked! I am so looking forward to meeting my fellow councillors in person! This is a significant investment for AUSU but one that I am positive will continue to pay off for the remainder of our term.

Retroactive Program Changes at AU – We have continued to raise concerns about retroactive program changes. In May, we met with the Interim university president, and we raised our concerns with him. He was concerned as well and vowed to look further into it. We also met with Dr. Margaret Edwards, Dean of the Faculty of Health Disciplines; in person on May 17. We heard directly from her perspective, the reasons for the changes and the implementation of them. We conveyed to her that while we don't dispute that the changes were needed, we don't feel that applying them retroactively is necessary; and that we would continue to advocate against any retroactive changes across the board.

We also discussed the need for greater communication to affected students in the wake of such a monumental change. We suggested that the faculty endeavor to perform webinars to describe the changes and how students may be affected. We also suggested physical letters be mailed to each student in the program.

I have begun an investigation into how we may be able to affect AU policy to ensure that IF there are retroactive changes in a program, there is open communication, consultation and a more rigorous process to approving the changes; in contrast to a non-retroactive program change. As it is currently, there is no AU policy referencing retroactive program changes and to date they have been administered the same as any other program change. I feel there is a fundamental difference and would like to see AU policy reflect that.

Meetings

- 2 – AUSU Exec
- 5 – AUSU Finance
- 6 – AUSU MECC
- 9 – Rick Harland – AU Advancement
- 9 – Peter MacKinnon – AU Interim President
- 10 – AU Alumni breakfast
- 10 – AUSU Council
- 11 – AU Presidential Search
- 12 – AU Presidential Search
- 13 – Drew Martin – Student VIP Account Rep
- 17 – Dr. Margaret Edwards – Dean of FHD

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19 – AUSU Exec
23 – AUSU Meet and Greet in Ottawa
24 – CASA Foundations
25 – CASA Foundations
26 – CASA Foundations
27 – CASA Foundations
30 – AUSU Exec
31 – AUSU Finance

Hours

Weekly Breakdown

Week ending:	Hours
May 8	38.25
May 15	54
May 22	23.75
May 30	60
4 week average	44

Timesheets and Compliance

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

June 2016

AUSU Executive Report

Brandon Simmons, VP External and Student Affairs

Prepared: June 5, 2016

Committees



MECC Committee:

See MECC committee report.

ERP SAG / Pedagogy & Research SAG:

There are still issues with attendance at this committee even with the new schedule. It was discussed at the meeting that the chair will reach out to those who had not attended in awhile to ensure that they at least send a representative. As has been stated in past meetings not much has happened as we have not been able to process any further RFC's. The only major thing that came out of these meetings is that it was decided that a special meeting would be set up to discuss mobile strategy for AU.

ICT Governance Committee:

Like with other the other IT committees there has not been a lot that has been happening as they are still waiting some of the bigger IT projects to be completed. I was eagerly awaiting an update regarding the student email addresses that were promised and it the answer I received was concerning. This project is running over budget and taking longer than they planned so they have said that the student emails may get removed from the project and set up as its own project. This is something that students have been waiting along time for so hopefully this change does not occur. I spoke to the AUGSA representative who also sits on this committee about this issue and if AU does propose this change we will both be adamantly opposing the motion.

CASA:

I was able to attend the CASA foundations conference this month in Ottawa. This was a great opportunity to learn more about the structure of CASA as well as to get

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to know the new student leaders from across Canada. During the week long conference we were also able to have guest speakers from the Canada Student Loans Program, The Assembly of First Nations, and Say No More. We were also able to receive advocacy and media training from SUMMA Strategies.

The other major event that took place is the election of the board of directors and committees. Last year AUSU was not a member of CASA during the foundations conference and was therefore not able to run for any board or committee positions. This year I was able to get elected as the treasurer of the board, Shawna was able to get elected to the policy committee, and Kim was able to be elected to the trades and tech committee. This will be a major asset to AUSU, in an organization like CASA you get out of it what you put into it. This year AUSU is set up to be able to contribute a lot to CASA which means that our voice will be a key player in the direction of the advocacy efforts. This will ensure that the needs of our members are recognized and incorporated in our efforts this year.

A perfect example of why it is important for us to be heavily involved is that during the week we began creating the main advocacy priorities for the year and one of the general topics was sustainability. During the discussion of this topic a lot of Atlantic schools were talking about the need to divest from fossil fuels and seeking greener energy sources. I was able to steer the conversation away from this and focus the group on the real problem of sustainability which is the fact that schools do not have adequate funding and therefore make up the budget shortfalls by either cutting student services or increasing tuition.

After this conference I am extremely excited for what this year holds in the way of advocacy.

AUSU Business

This month has been a busy month as we have been working on our Member services survey. This is a very important survey as it will provide us with needed feedback from our members so we can evaluate our services and make plans for the future. Along with this we worked to address the concerns that we have received from AU nursing students. We met with Dr. Edwards (Dean of Faculty of Health Disciplines) and discussed the recent retroactive changes. It was a very good meeting as it gave us more insight into why the changes were required. After the meeting I do feel that the faculty is concerned about their students and want to ensure their success. I don't disagree with the changes to the program as it will prepare these students for the new nursing licensing exam but I do disagree with the retroactive changes.

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We have expressed that we do not support these changes and we will continue to work with students who feel that they have been unfairly treated by these changes. The one positive thing that we did learn from this meeting is that the faculty of health disciplines is working with each individual student to help create individual program plans for students affected by the retroactive changes. This will help to lessen the impact on some of the students.

Meetings

May 2, 2016 – Executive Meeting
May 5, 2016 – ERP SAG
May 5, 2016 – Pedagogy & Research SAG
May 5, 2016 – SAAC
May 6, 2016 – MEC Committee Meeting
May 9, 2016 – Meeting with Peter McKinnon
May 9, 2016 – Executive Meeting
May 10, 2016 – AUSU Council Meeting
May 12, 2016 – Nursing Accreditation Board Meeting
May 17, 2016 – Meeting with Margaret Edwards
May 18, 2016 – Meeting with Karl Low
May 18, 2016 – ICT Governance Committee
May 19, 2016 - SAAC
May 19, 2016 – Executive Meeting
May 23-27, 2016 – CASA Foundations Conference
May 30, 2016 – Executive Meeting

Hours

Weekly Breakdown*

Week of:	Hours:
May 2 - 8	33.25
May 9-15	31
May 16-22	30
May 23-29	66
May Average:	40

Timesheets and Compliance

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

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AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: May 31, 2016



Committees

Finance Committee:

See finance committee report.

GFC (General Faculties Council):

No meeting this month.

GFC ALEC (Academic Learning Environment):

May 13th – This meeting had a short agenda but lots of conversation.

A review of the ICT requests for change were reviewed and the current and upcoming ICT projects were discussed in brief, including the implementation of turnitin which is currently second on the list of priorities.

Majority of the meeting was about the 20+ documents related to teaching and learning in the digital environment that have been identified for review by ALEC and were discussed briefly in my last report. More information on these documents was provided and it was suggested that the group review these documents over the summer as time allows. Two additional documents were also added to the list and it was encouraged that we start with reading those first.

I am still not clear on the outcome of this but since I have been part of this committee in the past, I can only assume that we will be putting together some sort of recommendation that will be brought forward to the larger GFC group and passed on to AU.

GFC AEAC (Academic Excellence Awards Committee):

May 10th – This was a special meeting of this committee. The main area of this group is developing, reviewing and distributing awards for academic excellence. These mainly go to tutors/faculty/academic experts, etc.

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There was one motion brought forward for this special meeting and it was to rescind 3 procedures and amalgamate into one policy. This affected 3 awards with minor changes being made. Minimal discussion was had and the motion passed unanimously.

AUSU Business

AU Execs

This month the Executive team was able to meet with both AU President Peter MacKinnon and the Dean of Faculty of Health Disciplines – Dr. Margie Edwards. Both of the meetings presented a great opportunity for AUSU to discuss member concerns of the recent retroactive changes to the nursing programs. Both Mr. MacKinnon and Dr. Edwards assured us that they have students best interest in mind. The conversation with Dr. Edwards gave us a lot of insight into why/how the changes were made, how they are working with students to minimize the impact, and how the changes will benefit future students in these programs.

Policies

We have quite a few policies up for review again this month, some with significant changes. The Executive team has put in a lot of work to ensure these policies are clear and address any previous concerns that had been brought forward, particularly around discipline, attendance, and the role of Executive Director. A new policy that outlines the process for reinstating members not in good standing was also created.

Other

A lot of focus was put this month on preparing for the in person council working retreat June 24-26. Sarah has done an amazing job in taking all of our comments and ideas and putting them together into the meeting package.

I have also worked closely with Donette to create the new section of our website to post AUSU financial information, as well as formatting the financial documents. This action item was taken from the FAC recommendations and is another great step in improving transparency to the membership.

The May awards deadline was very busy and as a member of the awards committee I spent several hours reviewing applications, making my recommendations and reviewing the recommendations of the rest of the committee. The process was very thorough and went very smoothly. It was great to see such a lively discussion at the conference call and a great understanding of the awards criteria. There were so many deserving applicants but not enough awards to give to everyone. The

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committee did a great job of choosing the winners based on the quality of their applications.

Meetings

May 2, 2016 – AUSU Executive Meeting
May 5, 2016 – AUSU Finance Committee Meeting
May 6, 2016 – AUSU MECC Meeting
May 9, 2016 – AUSU Meeting with Peter MacKinnon
May 9, 2016 – AUSU Executive Meeting
May 10, 2016 – GFC AEAC
May 10, 2016 – AUSU Council Meeting
May 13, 2016 – GFC ALEC
May 17, 2016 – AUSU Meeting with Dr. Margaret Edwards
May 18, 2016 – Staff Review
May 19, 2016 – AUSU Executive Meeting
May 30, 2016 – AUSU Executive Meeting
May 31, 2016 – AUSU Finance Committee Meeting

Hours

Weekly Breakdown*

Week of:	Hours:
May 2-8	30
May 9-15	33.25
May 16-22	30.25
May 23-29	30.25
May average:	30.93

Timesheets and Compliance

May 2016

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

Executive Motions

May 2	<ul style="list-style-type: none">BIRT AUSU Executive approve compensation to be paid to Colleen Doucette for her role on the ad-hoc FHSS Committee in the amount of \$25 for the month of April and \$50 for the months thereafter until the committee is disbanded as per Policy 2.06. Moved: S. Wasylyshyn Seconded: B. Simmons <p style="text-align: right;">Vote: 3(aye)/0(nay) Motion: Passed</p>
May 9	<ul style="list-style-type: none">BIRT AUSU Executive approve the Professional Development Proposal to attend the SSSO Exchange Conference as submitted by Donette Kingyens. Moved: K. Newsome Seconded: B. Simmons <p style="text-align: right;">Vote: 3(aye)/0(nay) Motion: Passed</p>
May 30	<ul style="list-style-type: none">BIRT AUSU Executive accepts Dixie Toliver's resignation from AUSU Awards Committee and accepts Philip Kirkbride as the new member of the AUSU Awards Committee. Moved: S. Wasylyshyn Seconded: B. Simmons <p style="text-align: right;">Vote: 3(aye)/0(nay) Motion: Passed</p>

Committee Report

Finance Committee



Prepared by: Kim Newsome, Chair

Date: May 31, 2016

Meeting: May 5, 2016 – All Committee Members in attendance.

Meeting: May 31, 2016 – In attendance: Kim Newsome, Shawna Wasylyshyn, Julian Teterenko, Scott Jacobsen, Andrew Gray, Sarah Cornett.

Absent (on vacation): Josh Cross

Committee Members: Kim Newsome (Chair), Shawna Wasylyshyn (President), Julian Teterenko, Josh Cross, Scott Jacobsen, Andrew Gray, Sarah Cornett (Ex-officio)

Monthly Activity

May 5 - The first meeting of this committee was held on May 5 and the financial reports for March were reviewed. Some discussion was had on the reports with no outstanding questions/concerns noted.

A budget overage for Smart Draw was identified due to currency conversion from USD to CAD. A motion was brought forward at the May 10 council meeting to recognize this overage as per Policy 6.05.

Several other budget categories are more than half spent at the end of the second quarter and will be monitored monthly going forward.

A proposed reorganization of GL accounts was presented and the committee agreed that a reorganization made sense in order to make variance reports easier to create with minimal work for staff. The budget for bookkeeping has enough funds to cover the cost of this project.

May 31 – The second meeting of this committee was held on May 31 and the financial reports for April were reviewed. Some brief discussion was had on the reports with no outstanding questions/concerns noted.

The GL account renumbering has been completed and the committee (and council) has been able to view the April reports with the changes in place. Feedback on the new format has been positive.

June 2016 Council Meeting

Financial reports will be posted to the AUSU website shortly after each month's meeting starting with April 2016 financials.

The committee continues to monitor budget items that have a possibility of going over the amount originally budgeted and assessing what costs will be incurred for the remainder of the fiscal year and whether a motion to council will be needed before year end.

June 2016 Council Meeting

Committee Report

Awards Committee

Prepared by: Josh Cross, Chair

Date: June 14, 2016



Athabasca University
Students' Union

Meetings:

Committee Members: Josh Cross (Chair), Shawna Wasylyshyn (Voting ex-officio), Scott Jacobsen, Philip Kirkbride, Kim Newsome, Dixie Toliver, Sarah Cornett (non-voting)

Monthly Activity

May Awards

Awards committee successfully voted on and discussed over 200 applications. Special thank you to Philip for joining the committee to help us get through the applications.

We had really passionate and interactive discussions when voting for the winning candidates. Thank you to everyone for your great work!

We had a slight change in committee members. Dixie has removed herself from committee and Philip had joined us to assist with the Awards Applications.

Motions/Decisions

We received a few Computer Bursary Applications before our Awards deadline.

BIRT AUSU Awards Committee approve the attached Computer Bursary Application for XXXXX.

Mover: Josh Cross

Seconder: Dixie Toliver

Motion Defeated 4/0

Dixie Toliver did not vote

2) BIRT AUSU Awards Committee approve the attached Computer Bursary Application for XXXXX.

Awards Committee Activity
Report

June 2016 Council Meeting

Mover: Josh Cross

Seconder: Kim Newsome

Motion Carried 4/0

Dixie Toliver did not vote.

BIRT AUSU Awards Committee approve the attached Computer Bursary Application for XXXXX.

Mover: Josh Cross

Seconder: Kim Newsome

Motion Defeated 5/0

BIRT AUSU Awards Committee approve the attached Computer Bursary Application for XXXXX.

Mover: Josh Cross

Seconder: Kim Newsome

Motion Carried 3/0

Scott and Dixie did not vote.

May Awards Deadline

Academic Achievement Awards (Two Awards)

BIRT the AUSU Awards Committee approves XXXXX and XXXXX as recipients for the Academic Achievement Award for May 2016.

Mover: Josh Cross

Seconder: Kim Newsome

Carried 5/0

AUSU Bursaries (Five Awards)

BIRT the AUSU Awards Committee approves XXXXX, XXXXX, XXXXX, XXXXX, and XXXXX as recipients for the AUSU Bursary for May 2016.

Mover: Shawna Wasylyshyn

Seconder: Kim Newsome

Carried 5/0.

Returning Student Awards (Two Awards)

BIRT the AUSU Awards Committee approves XXXXX and XXXXX as recipients for the Returning Student Award for May 2016.

June 2016 Council Meeting

Mover: Josh Cross

Seconder: Scott Jacobsen

Carried 5/0

Student Services Awards (Two Awards)

BIRT the AUSU Awards Committee approves XXXXX and XXXXX as recipients for the Student Service Awards for May 2016.

Mover: Josh Cross

Seconder: Shawna Wasylyshyn

Carried 5/0

Balanced Student Awards (Two Awards)

BIRT the AUSU Awards Committee approves XXXXX and XXXXX as recipients for the Balanced Student Awards for May 2016.

Mover: Josh Cross

Seconder: Kim Newsome

Carried: 5/0

We then did two motions (1 Computer Bursary and 1 Travel Bursary) over the phone for efficiency.

BIRT AUSU Awards Committee approve the Computer Bursary for XXXXX

Mover: Josh Cross

Seconder: Philip Kirkbride

Defeated 0/5

BIRT AUSU Awards Committee approve the Travel Bursary for XXXXX.

Mover: Josh Cross

Seconder: Shawna Wasylyshyn

Defeated 0/5

Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	137	4	133	2 May Awards	0	

June 2016 Council Meeting

AUSU Bursaries	32	10	22	5 May Awards	0	
Computer Bursaries	10	5	5		5	-
Travel Bursaries	3	1	2		-	\$3,228.23
Emergency Bursaries	4	2	2		1. \$330 2. \$495	\$5,175
Student Service Award	19	4	15		0	
Returning Student Award	60	4	56		0	
Balanced Student Award	83	4	29		0	
Totals:	215	17	198			

*** 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: **Brandon Simmons, Chair**

Date: **June 6, 2016**



Athabasca University
Students' Union

Committee Members: Brandon Simmons VPEX, Shawna Wasylyshyn President, Kim Newsome VPFA, Philip Kirkbride, Sarah Cornett Executive Director, Donette Kingyens Communications Coordinator.

Activity This Month

During May we held our first MEC Committee meeting of the term and it was a very productive and full meeting. To start off the meeting, we reviewed the TOR for the committee. We wanted to make sure that the TOR were clear and understood by all of the members. We also wanted to ensure that committee responsibilities were in line now that we have a full time communications coordinator. During the review of the TOR it was decided that MECC members would all be given an opportunity to proofread and provide feedback on the AUSU newsletters.

The largest discussions surrounded around the upcoming planner survey and the member services survey. Both surveys are crucially important as they will be able to help gather member's feedback in order to help council plan for the future. We want to ensure that we are providing members with valuable services which means that we need to be continually evaluating the current services that we do offer. We will be able to have the results from the member services survey for the in person council retreat. Since this MECC meeting the member services survey has gone out and at the time of writing this report we already had 461 responses.

We also discussed our current social media strategy and decided that it was a good start but that it was still lacking. We brainstormed some of the possible things that were missing from our current strategy and decided that I would create a draft strategy and circulate it to the committee to start a discussion. Along with this discussion we discussed our current social media platforms and what we could do better.

The last thing that we discussed was the Fort McMurray fires. It was noted that we had at least 231 members who were affected by the fires. This conversation focused on what we could do to help bring our members together during this time of need for those in Fort McMurray. It was noted that AUSU has more money budgeted in the awards budget than it is possible to give out according to our current awards so it could be possible to create a natural disaster bursary. It was decided that we would reach out to all of council to see what initiatives we should engage in and then we would communicate that to our members.

June 2016 Council Meeting

There were a few other items on the agenda but the meeting had already gone long so we continued to discuss the remainder of the agenda via email with the plan to finish the next items during June's MECC meeting. Overall it was a very productive first MECC meeting with a lot of action items that have kept me very busy.

Activity Report

Executive Director

Prepared: June 8, 2016



Athabasca University
Students' Union

Overview

The bulk of this past month has been dedicated to:

- council and executive support particularly,
- training of new administrative assistant,
- completing employee reviews,
- completing the revamping of budget and general ledger accounts,
- reviewing awards applications as a member of the awards committee,
- working on The Voice joint task force TOR and website RFP, and
- planning for the June face-to-face meeting in Edmonton.

as well as day to day management tasks.

Administration

Office & Staff

Employee reviews, including my own, have now been completed and the modified template and process has been fine tuned and made ready for semi annually reviews.

Jamie Mulder continues to work three days per week and continues to take over various administrative tasks.

As with every semi-annual awards process, much staff time was spent in preparing the awards package for the committee to review. Details can be found in the committee report.

Finances

March financial reports were compiled and circulated to all of council and reviewed by the finance committee May 5th. April financials were compiled and circulated in the new format and reviewed by the finance committee on May 31.

Now that the general ledger is remapped monthly variance reports will be readily available to more closely track revenue and expenses compared to budget.

Directors and Officers Insurance Claim

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

The claim has been withdrawn by the plaintiff. There was some indication that the member may try another avenue to lodge their complaint but at this time nothing more has transpired.

Committee Support

The Executive Committee met four times, the Finance Committee met twice, the MEC Committee met once, and the Awards Committee was quite active in May.

Each of these committees continue to work on their portfolios and I have assisted as needed.

Executive:

- Act as a committee member and provide input into all committee work and discussion
- Provide expertise and advice in areas governance, process and policy

Finance:

- Act as a committee member and provide input into all committee work and discussion
- Prepare and circulate meeting packages each month including balance sheet, income statement, bank and investment portfolio statements, cheque logs and account reconciliation reports for operating, health and Voice accounts

MECC:

- Act as a committee member and provide input into all committee work and discussion
- Assist Donette Kingyens as needed in her role as primary committee support staff person

Awards:

- Act as a committee member and provide input into all committee work and discussion
- Assist Jamie Mulder as needed in her role as primary committee support staff person
- Process all awards payments

Council:

- Act as primary support staff to council
- Attend all meetings
- Prepare draft agendas for executive approval
- Prepare and circulate meeting packages each month

The Voice

Karl Low and I have created a draft term of reference for a joint task force of The Voice and AUSU Council. The objective is generally to work together to find ways to achieve the council goal of supporting The Voice. Executive is now reviewing the draft and will present it to council for approval as soon as possible.

Karl and I are also working on a request for proposal for upgrading The Voice website. It is hoped that the joint task force can help review the proposals when the time comes.

Governance

Policy Review

Policy review continues and a new schedule for that review has been adopted by council that will reduce the amount of time council spends on non-substantive policy changes. The following policies were amended or created.

Policy 1.01 Policy Manual: Creation, Format, Maintenance & Review (w/Appendix A)

Policy 2.16 Council Governance: Email Voting (new policy)

Policy 8.01 Terms of Reference: Finance Committee

Policy 8.02 Terms of Reference: Awards Committee

Policy 8.04 Terms of Reference: Member Engagement and Communications Committee

Council Retreat

The council retreat will be a significant event in the governance of AUSU. It will see the stage for the 2016-2017 Council goals, the 2016-2017 AUSU budget, and the review of the AUSU bylaws. I can't stress enough that the more we each prepare for the meeting, the more the whole organization will benefit. Everyone can read through the backgrounder and the agenda, review the documentation listed as background material, and begin the brainstorming by doing your own individual brainstorming on the topics in the agenda and bring your notes and ideas to the session. If you're anything like me, write your ideas down as they occur to you and bring them along in your notebook – electronic or hardcopy.

Meetings

May 17 Quarterly meeting with Dr. Margaret Edwards

May 2 Executive Meeting

May 9 Executive Meeting

May 19 Executive Meeting

May 30 Executive Meeting

May 10 Council Meeting

May 6 MECC Meeting

May 5 Finance Committee Meeting

May 31 Finance Committee Meeting

May 4 Staff Meeting

May 11 Staff Meeting

May 18 Staff Meeting

May 25 Staff Meeting

Activity Report

Communications Coordinator

Prepared by: Donette Kingyens
Prepared: June 1, 2016



General Administration

- **Student Inquiries**
 - Received numerous inquiries about when awards decisions would be made. Will be changing the auto-response to include timelines for decisions.
 - Received a few emails regarding issues about the Nursing program. In one case the issue was sent to the President who advocated on the students' behalf to AU.
 - Received concern about water not being allowed in AU Calgary exam rooms which was forwarded to the President to discuss with AU.
 - Numerous inquiries that should have been directed to AU, not AUSU, such as wondering when books would arrive or how to withdraw from a course.
- **Administrative Assistant**
 - Worked with Jamie on numerous initiatives and training.
 - Creating some more templates for answering student emails and more instruction sheets for administrative duties.

Projects

- **Sexual Violence Provincial Framework Conference**
 - On May 27 I attended the "SSSO Sexual Violence Knowledge Exchange: Building a Provincial Framework" conference at Mount Royal University in Calgary.
 - **BACKGROUND:** This year the Senior Student Services Officers (SSSO) requested that post-secondary institutions across Alberta develop a framework of recommendations on responding to sexual violence within our school communities. On March, 22 institutions across Alberta came together to begin this conversation.
 - As a result of that meeting, they designed a "*Proposed SSSO Sexual Violence Provincial Framework*" with the intent that this framework be finalized and adopted by all post-secondary institutions in Alberta.
 - AUSU received an invitation to attend a follow up conference on May 27 that would serve to increase understanding of how to address sexual violence within post-secondary institutions, as well as to share and explore promising practices to implement the provincial framework. The conference included over 60 representatives from Alberta post-secondary institutions, the Alberta government, and student union representatives.
 - It is important to note that the framework defines sexual violence as "*any violence, physical or psychological, carried out without consent through sexual means or by targeting sexuality. This includes, but it not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent*".

- Although AU is not a typical campus, AU students can still face sexual violence or harassment within the AU community, so it is important to have a framework for addressing these issues. Consequently, I thought it was important that someone from AUSU attend the conference, and it was approved by Executive at their May 9, 2016 meeting.
- The conference was very interesting and informative! I will be writing up a complete report for council about this conference and the outcomes to be distributed by the July council meeting.
- **Teleconference Research**
 - Researched and tested 8 different teleconference systems to try to find an alternative option for AUSU, including GoToMeeting, UberConference, JoinMe, Adobe Connect, Zoom, Meting Burner, Cisco WebEx and Oovoo.
 - None of these options are a great fit for AUSU compared to our current conferencing system, either due to being too expensive, no toll free access, or in some cases no phone access at all, the need for multiple accounts due to moderators being a single names user, among other reasons.
 - Our current GlobalMeet is the most cost effective with the best options, including being able to have more than one moderator in one account, options to have the system dial out for free, toll free dial-in, unlimited recording time, and easy access.
 - There seems to be an issue only for one council member, so will be looking into tech support to see if we can resolve issues with our current system.
- **Survey**
 - Helped design template for AUSU 2016 Services Survey.
- **Awards**
 - Assisted in compiling awards applications from May awards deadline.
 - Provided additional information to Awards Committee as requested.
- **Subscriptions**
 - Started working on database to track subscriptions.

Services

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

Month	Smart Draw	Lynda	Calendars	Geocache	Grad Cards	Welcome Email
May 2016	14	28	1	0	346	
Apr 2016	18	38	1	1	0*	809
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

Note: No grad cards sent in March as there was an issue with our card order - the printer smudged the ink every time we tried to print. A replacement order was received in May.

- **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
May 2016	502	28	1725	139	23	17
April 2016	476	38	1493	94	19	19
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 (Apr 6, 13, 20, 27).

- **Website**

- Posted May Executive Blog.
- Posted numerous policy revisions.
- Posted minutes from April council meetings.
- Posted May meeting agenda.
- Added several events (2 Meet & Greets & June in-person council meeting).
- Added Social Media links for The Voice Magazine.
- Tested various course evaluation links.
- Worked on a template for posting financials to website.
- Updated Elections page with more generic information.
- Updated SmartDraw page with new Cloud info.

- **News Articles:**

- [May 18 Article](#): Apply to sit on the AUSU MEC Committee!

• **Mobile App**

	Total Registered Users	Social Connections in last 90 days	Campus Activity in last 90 days
Mar 2016	2195	164	2,833
Apr 2016	2096	64	1,257
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		

- Added a few events
- Updated listings for some AUSU services
- Contacted Oohlala again with issue in calendar in which old events are not dropping off. They advised this is being addressed in an update coming out in June.

• **Website Polls**

- *Are you currently enrolled in:*
 - University Certificate Program 1
 - University Diploma Program 0
 - Undergraduate Degree Program 11
 - Visiting Student 0
 - Other 2
 - **Total Responses:** 12
 - **Posted:** May 23 – June 5

- *Have you downloaded the AU Students Mobile App?*
 - Yes 10
 - No 7
 - **Total Responses:** 17
 - **Posted:** May 9 - Mar 23

- *Are you employed full- or part- time while studying at AU?*
 - Full-time 18
 - Part-time 7
 - Not employed 10
 - **Total Responses:** 35
 - **Posted:** Apr 23 - May 9

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Impressions
May 2016	52	746	12	183	22,411
Apr 2016	64	742	20	198	37,385
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
May 2016	55	608	17	18	72	19,533
Apr 2016	55	600	13	40	73	14,193
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