



Athabasca University  
Students' Union

# Athabasca University Students' Union

## Council Meeting Minutes

### Approved August 9, 2016

Sunday June 26, 2016  
10:00am MDT

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

**Type of Meeting:** AUSU Council Meeting

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

#### Participants

**Council:** President Shawna Wasylyshyn, Vice President External and Student Affairs Brandon Simmons, Vice President Finance and Administration Kim Newsome, Councillor Scott Jacobsen, Councillor Julian Teterenko, Councillor Andrew Gray

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

**Members:** Alaa Salith

**Absent:** Councillor Josh Cross, Councillor Dixie Toliver, Councillor Philip Kirkbride

The meeting was called to order at 10:01am MDT.

#### Agenda and Minutes

##### 1.0 Approval of Agenda All

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

K. Newsome / B. Simmons Carried 6/0

*2016-06-26 Council Agenda.pdf*

A new agenda item 5.0 was added to appoint an AUSU councillor for the Joint AUSU/Voice Action Plan Committee.

A new motion was added to agenda item 4.2 to make the changes to policy 2.15 retroactive to June 1, 2016.

##### 2.0 Adoption of Council Meeting Minutes All

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

J. Teterenko / A. Gray Carried 6/0

*2016-06-14 Council Minutes DRAFT.docx*

#### Old Business

##### 3.0 Review of Action Items All

**Note:** The status of the action and agenda items at the bottom of the most recent regular council minutes (June 14, 2016 in this case) were reviewed briefly, including the following:

- Mar 10 Item 17.0 On agenda today
- Apr 14 Item 6.3 On agenda today
- May 11 Item Q&A On track and in progress

#### New Business

##### 4.0 Policy Revisions Executive

###### 4.1 Policy 1.01 POLICY MANUAL: Creation, Format, Maintenance & Review

**Motion:** BIRT AUSU adopt the updated copy Policy 1.01 POLICY MANUAL: Creation, Format, Maintenance & Review for inclusion in the policy manual.

S. Jacobsen / K. Newsome

Carried 6/0

*Policy\_1.01\_Policy\_Manual\_Creation\_Format\_Maintenance\_Exec\_Edits  
rev1.docx*

The edit noted for this meeting clarifies a change that was intended and discussed at the review during the last council meeting. The previous wording had the potential to allow for three to four years between policy reviews so the policy was clarified to ensure each policy is reviewed every two years.

#### **4.2 Policy 2.15 COUNCIL GOVERNANCE: Executive Accountability and Compensation**

**Motion:** BIRT AUSU adopt the updated copy of Policy 2.15 COUNCIL GOVERNANCE: Executive Accountability and Compensation for inclusion in the policy manual.

A. Gray / S. Jacobsen

Carried 6/0

*Policy\_2.15\_Executive\_Accountability\_and\_Compensation\_Exec\_Edits.docx*

**Note:** The suggested edits relate specifically to the banking and taking time in lieu for excess executive hours (sections 2.15.04 through 2.15.06) based on difficulty experienced by the executive in trying to interpret and apply the current policy rudiments. Additional minor edits are suggested for sections 2.15.07 and 2.15.11. The rest of the policy has not been reviewed because it is not due for review until July 2017.

Council discussed the following points:

- The previous method of tracking executive work hours required an average over a 4-week rolling period which was difficult to track when executive councillors had a week of extensive work due to committees or travel.
- With membership in CASA and the Presidential Search Committee, there have been weeks in which the current executive councillors have logged significantly more hours than their base (35 for the President, 30 for the VP's) with no way recoup them.
- The new method allows for a limited amount of banked time to be used within a limited timeframe, provided it is not used to miss key components of the executive duties such as council or committee meetings.
- For 2.15.7, council agreed that the policy would state *"When an executive councillor travels away from home on behalf of AUSU, time spent travelling, and at social events associated with AUSU duties will be considered half hours of regular work."* This recognizes that although the executive councillor is putting in extra time on behalf of AUSU, the activity also benefits that executive councillor personally.
- AUSU will have internal instruction on what constitutes half time or regular time. For example, if the executive councillor is working while travelling (such as answering AUSU email), it would count as full hours, whereas just travel alone is half hours. Likewise, attending a dinner with important AU executives or other stakeholders would be considered full hours, whereas going out for social drinks with CASA members would be considered half hours.
- The executive committee reviews and approve each executive councillor's time sheets weekly to ensure the executives are all working effectively.
- The executive timesheet form has been updated to reflect new tracking methods, including automatically dropping off banked time after six weeks.
- Executive hours are only summarized in meeting reports, but the full reports are available to any councillor if they wish to see them.

**Motion:** BIRT AUSU Council agrees that the new points in Policy 2.15; 2.15.06.01 to 2.15.06.04; apply retroactively to June 1, 2016, and that their six-week timeframe for using those hours as stated in 2.15.06.05 start effective June 26, 2016.

K. Newsome / S. Jacobsen

Carried 6/0

These policy sections were applied retroactively so the current executives will not lose too many hours from the past month due to the CASA Conference. It was noted that VPEX B. Simmons worked over 100 extra hours in the month of June, and this motion will at least allow him to get back 30 of those hours.

#### **4.3 Policy 8.07 TERMS OF REFERENCE: Joint Council/Voice Action Plan Committee**

**Motion:** BIRT AUSU adopt the new Policy 8.07 TERMS OF REFERENCE: Joint Council/Voice Action Plan Committee for inclusion in the policy manual.

B. Simmons / J. Teterenko

Carried 6/0

*Policy\_8.07\_TOR\_Joint\_Council\_Voice\_Task\_Force\_Exec\_Edits.docx*

Council invited Voice Editor Karl Low to join the discussion about this motion.

The following points were discussed:

- This motion is a result of a goal that AUSU added to their 2015/2016 Goals to support The Voice Magazine. Council decided that the vehicle to achieve this goal was by creating a joint committee as outlined in Policy 8.07.
- The assigned AUSU councillor will act as a liaison between AUSU and The Voice and provide detailed monthly reporting.
- Editor Karl Low will appoint The Voice 'contributor' to the committee.
- The committee includes 1-2 readers and 1-2 non-readers to ensure that different perspectives are considered.
- No specific funds are allocated to this task force, but the members will be compensated according to policy.
- The task force can use discretion to get help from other AUSU staff as well.
- Editor Karl Low will be included with the Executive Committee when short-listing volunteers from the members-at-large to bring the top choices to council.

**Action Item:** AUSU to fill the vacant seats on the Joint Council/Voice Action Plan Committee.

**Action Item:** Committee to complete work and provide report to council for the September council meeting.

#### **5.0 Joint Council/Voice Action Plan Committee Appointment**

**Motion:** BIRT AUSU council appoint councillor Scott Jacobsen as the AUSU Council representative on the Joint Council/Voice Action Plan Committee.

K. Newsome / A. Gray

Carried 6/0

Council agreed that since Councillor S. Jacobsen is well informed about and writes for The Voice, he would be a great candidate for the joint task force.

#### **6.0 Discussion About Position Policies**

The following points were discussed:

- Immediately prior to this meeting, AUSU council members spent time brainstorming and reviewing AUSU position policies, including the need for new positions as well as revisions to existing positions.
- Council looked at the results from the 2016 Services Survey and considered the top concerns and wishes of the membership while brainstorming and prioritizing ideas.

- It is the duty of each AUSU councillor to voice AUSU’s official positions when advocating or speaking on behalf of AUSU, and the position policies should be referred to in these instances.
- AUSU has strong positions on a variety of topics, but it is not feasible to actively advocate for all of them at once.
- AUSU needs to obtain more information from the membership about their views on certain topics, and then make a plan for the year and prioritize before moving forward with specific position policy revisions.
- AUSU will develop advocacy themes and an action plan for the top 3-4 topics to advocate for the upcoming year.

**Action Item:** Staff to compile all of the ideas brought forth during the council working retreat and organize them by topic for council to review further to ensure that all council members have a chance to provide input.

### Question & Answer Period

#### 7.0 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](mailto:ausu@ausu.org) , 780.497.7000, or 1.855.497.7003.

- The AUSU Meet & Greet held on June 24 was attended by Alain May (VP Student & Academic Services), Cindy Ives (VP Academic), and Karen Thompson (Director of Learner Support Services) from Athabasca University, as well as one member-at-large. There was informative and lively conversation about relevant topics including AU sustainability, e-texts, and student representation.
- The AUSU Working retreat was very successful and productive. Council had extensive brainstorming ideas and action planning sessions on positions, goals, budget and more, which will be compiled by staff and circulated to all of council following the retreat.

### Next Meeting and Adjournment

The next meetings of Council will be:

Tuesday August 9, 2016, 4:30 pm MDT by teleconference (Tentative)

Tuesday September 13, 2016, 4:30 pm MDT by teleconference (Tentative)

**Action Item:** June reports to be submitted as regularly scheduled for staff to compile and circulate to council for review in July, even though there will be no meeting in July and the reports will be approved at the August meeting.

Meeting adjourned at 11:01am MDT.

### Summary of Action Items

Date	Status	Action Item and Responsible Party
Mar 10	Current Agenda	<b>17.0 Executive Director’s Report:</b> Determine how to facilitate meeting with the Voice and working on the AUSU Goal to support the Voice. <b>Executive</b>

Apr 14	Current Agenda	<b>6.3 Vice President Finance and Administration's Report:</b> Policy 2.15 to be reviewed to clarify how executive working hours are to be calculated. <b>Executive</b>
May 11	In Progress	<b>Question and Answer Period:</b> All AUSU Councillors to complete the governance training program prior to the June council meeting. <b>Council</b>
June 26		<b>4.3 Policy 8.07 TERMS OF REFERENCE: Joint Council/Voice Action Plan Committee:</b> AUSU to fill the vacant seats on the Joint Council/Voice Action Plan Committee. <b>Staff/Council</b>
June 26		<b>4.3 Policy 8.07 TERMS OF REFERENCE: Joint Council/Voice Action Plan Committee:</b> Committee to complete work and provide report to council for the September council meeting. <b>Council/Voice Committee</b>
June 26		<b>6.0 Discussion About Position Policies:</b> Staff to compile all of the ideas brought forth during the council working retreat and organize them by topic for council to review further to ensure that all council members have a chance to provide input. <b>Staff</b>
June 26		<b>Next Meeting and Adjournment:</b> June reports to be submitted as regularly scheduled for staff to compile and circulate to council for review in July, even though there will be no meeting in July and the reports will be approved at the August meeting. <b>Executives &amp; Committee Chairs</b>

**Summary of Agenda Items**

<b>Date</b>	<b>Status</b>	<b>Agenda Item and Committee</b>
Oct 26	Outstanding	<b>Student Health and Dental Plan:</b> Develop a onetime health care bursary with preference for recipients given to those who participated in the AUSU Health and Dental Plan. <b>Awards Committee</b>
Jan 14	closer to end of year	<b>Communication and Members Services Coordinator Report:</b> AUSU to consider ways to handle calendar orders for 2017, possibly including pre-orders <b>MECC</b>