



Athabasca University
Students' Union

Athabasca University Students' Union Council Meeting Agenda

Tuesday, August 9, 2016
5:30pm MDT

- *Please consider the key ethical principles of AUSU, which are respect for persons, respect for the organization, and respect for the common good, during this meeting of Council, and when participating in any AUSU function.*
- *Attendees are encouraged to mute their phone lines when not speaking to reduce background noise for all participants. Mute your line by pressing *6. Pressing *6 again will unmute your line.*
- *Council meetings are working sessions of Council. Observers should refrain from speaking during the working portion of the meeting but are encouraged to participate in the Question & Answer Period at the end of the meeting or to contact the AUSU office with any questions that arise. Any member may also contact any Councillor or staff member with issues that they would like to see addressed on a future Council agenda.*

Log in Protocol: AUSU uses an on-line conferencing system. Go to <https://athabasca.pgimeet.com/AUSUCouncil>, If you have not used the system recently, you may get a screen with the account number and asking for a password. If so, click "(This is not me)", and in the next screen you should be asked for your name and email address. Enter those and click "Join Meeting". On the next screen you can either create your own individual password and click "Register", or you can click "Continue as guest" (small grey type below the orange "Register" button).

In a moment the "Connect Audio" box will pop up. Under the "Call My Phone" tab, enter your phone number and extension if applicable and click "Connect Me". The system will call your telephone for the audio component of the meeting. You can also connect audio through your computer but your speaker and microphone set-up may affect sound quality for you and other participants.

If, **and only if**, you do not have computer access for the meeting, you may join the audio only portion of the meeting by calling 1-877-806-9883 and entering the participant code 206869#. **Please do remember that any time you use this option you cost AUSU an extra per-minute fee.**

Meeting Called By: Shawna Wasylyshyn, President
Type of Meeting: AUSU Council Meeting
Minutes: Donette Kingyens, Communications and Member Services Coordinator
Expected Participants
Council: President Shawna Wasylyshyn, 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 Julian Teterenko, Councillor Dixie Toliver
Staff: Executive Director Sarah Cornett, Communications and Member Services Coordinator Donette Kingyens, The Voice Editor Karl Low
Members:
Absent:

Notice: THIS MEETING WILL BE RECORDED FOR EASE OF MINUTING AND WILL BE CONDUCTED USING ROBERT'S RULES OF ORDER WHEN NECESSARY TO ENSURE EFFICIENCY AND EFFECTIVENESS.

Agenda and Minutes

1.0 Approval of Agenda All
Proposed Motion: BIRT Council approve the agenda.
2016-08-09 Council Agenda.pdf

2.0 Adoption of Council Meeting Minutes All
Proposed Motion: BIRT Council approve the minutes of the June 26, 2016 regular council meeting.

2016-06-26 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
Note: The status of the action and agenda items at the bottom of the most recent regular council minutes (June 26, 2016 in this case) will be reviewed briefly.

4.0 Ratification of Email Motions S. Wasylyshyn

4.1 Joint Council/Voice Action Plan Committee Seats

Email Vote Ratification: BIRT AUSU approve the appointment of the following members to the Joint Council/Voice Action Plan Committee:

Voice writer – Carle Knipe
Voice reader – Bonita Arbeau and Alex Pappas
Voice non-reader – Lisa Sinclair and Lyle Harvey

S Wasylyshyn / J. Teterenko

Carried 7/0

No vote from S. Wasylyshyn (vacation).

4.2 Policy 2.08 COUNCIL GOVERNANCE: Meeting Attendance

Email Vote Ratification: BIRT AUSU accept the presented updated copy of Policy 2.08 Council Governance: Meeting Attendance for inclusion in the policy manual.

Policy_2.08_Council_Governance_Meeting_Attendance_Exec_Edits REV1.docx

S. Wasylyshyn / K. Newsome

Carried 8/0

New Business

5.0 Finance Committee Recommendation Executive
Proposed Motion: BIRT AUSU Council approve the adjustment of \$535.10 from prepaid expenses to office software expense to bring the prepaid expense account up to date and further that council approve an increase of \$538.10 to the office software budget to accommodate this adjustment and a further \$1,300 to accommodate anticipated software expenses to year end, bringing the budget item to \$3,838.10.

Note: The finance committee has reviewed the general ledger reports detailing the background to this motion and has passed a committee motion to recommend it to council for approval.

6.0 2016/2017 Budget Executive
Proposed Motion: BIRT AUSU accept the proposed 2016/2017 budget as presented.

2016-2017 Budget DRAFT rev4.pdf

Note: The finance committee has reviewed the presented draft budget for 2016/2017 and passed a committee motion to recommend it to council for approval. Updates since that committee meeting include the new information about CASA fees for this year and next year.

7.0 Councillor Resignation Executive

Proposed Motion: BIRT AUSU accept the resignation of councillor Philip Kirkbride as of June 24, 2016, ending his term on council approximately 22 months early.

8.0 Policy Revisions Executive

8.1 Policy 6.01 FINANCIAL MANAGEMENT: General Financial Management

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.01 FINANCIAL MANAGEMENT: General Financial Management.

Policy_6.01_General_Financial_Management_Exec_Edits.docx

8.2 Policy 6.03 FINANCIAL MANAGEMENT: Expense Claims

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.03 FINANCIAL MANAGEMENT: Expense Claims.

Policy_6.03_Expense_Claims_Exec_Edits.docx

8.3 Policy 6.04 FINANCIAL MANAGEMENT: Travel and Related Expenses

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.04 FINANCIAL MANAGEMENT: Travel and Related Expenses.

Policy_6.04_Travel_Expenses_Exec_Edits.docx

8.4 Policy 6.05 FINANCIAL MANAGEMENT: Expenditures

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.05 FINANCIAL MANAGEMENT: Expenditures.

Policy_6.05_Expenditures_Exec_Edits.docx

8.5 Policy 6.06 FINANCIAL MANAGEMENT: Payables

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.06 FINANCIAL MANAGEMENT: Payables.

Policy_6.06_Payables_Exec_Edits.docx

8.6 Policy 6.07 FINANCIAL MANAGEMENT: Reserves and Investments

Proposed Motion: BIRT AUSU adopt the updated copy Policy 6.07 FINANCIAL MANAGEMENT: Reserves and Investments.

Policy_6.07_Reserves_and_Investments_Exec_Edits.docx

9.0 Position Policy Revisions Executive

9.1 Restructuring of all Current Position Policies

Proposed Motion: BIRT AUSU adopt the updated copies of

Policy 9.01 POSITION: Tuition and Fees: Exception of Distance Education Funding;

Policy 9.02 POSITION: Tuition and Fees: Exam Invigilation Fees;

Policy 9.05 POSITION: Technology and Infrastructure: Web Services for Students;

Policy 9.06 POSITION: Government Funding: Technology and Infrastructure;

Policy 9.07 POSITION: Government Funding: Base Operating Funding;
Policy 9.10 POSITION: External Relations: Athabasca University National Presence;
Policy 9.12 POSITION: Academics: Course and Program Development Maintenance;
Policy 9.21 POSITION: Career Services; and
Policy 9.22 POSITION: E-Text Choice and Cost Savings Sharing

which have been restructure in order to reflect their status as current AUSU positions rather than active advocacy initiatives.

Policy_9.01_Exemption_of_Distance_Education_Funding_Exec_Edits1.docx

Policy_9.02_Exam_Invigilation_Fees_Exec_Edits1.docx

Policy_9.05_Technology_Infrastructure_Exec_Edits.docx

Policy_9.06_Technology_and_Infrastructure_Exec_Edits.docx

Policy_9.07_Base_Operating_Funding_Exec_Edits.docx

Policy_9.10_Athabasca_University_National_Presence_Exec_Edits1.docx

Policy_9.12_Course_and_Program_Development_Exec_Edits.docx

Policy_9.21_Career_Services_Exec_Edits.docx

Policy_9.22_E-Text_Choice_and_Cost_Savings_Sharing_Exec_Edits1.docx

In-Camera Session

10.0 Council Discipline

S. Wasylyshyn

10.1 Meeting to go In-Camera for Discussion

Proposed Motion: BIRT AUSU go in-camera.

In Camera Tip Sheet.pdf

Note: If the motion is carried, those attendees not on the current council will be asked to leave the meeting during the discussion and invited to rejoin the meeting to observe the decisions and any motions arising from the discussion.

10.2 Councillor Attendance

2016-08-09 In Camera Info Sheet-COUNCIL ONLY.pdf

Note: This report will be circulated only to those eligible to attend the in-camera session.

10.3 End of In-Camera

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

10.4 Motions Resulting from In-Camera Session

The motions regarding councillor attendance will be outside of the in-camera session for transparency.

Reports

11.0 Reports for the Months of June and July 2016.

Note: Regular monthly reports from executive, staff, and committees are circulated prior to the meeting. AUSU did not hold a council meeting in July, so the reports for both June and July are being submitted here. Any updates or highlights will be presented by the author of the report. Questions regarding the reports may be posed.

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| 11.1 | President's Reports
<i>2016-06 President Report.pdf</i>
<i>2016-07 President Report.pdf</i> | S. Wasylyshyn |
| 11.2 | Vice President External and Student Affairs' Reports
<i>2016-06 VP External Report.pdf</i>
<i>2016-07 VP External Report.pdf</i> | B. Simmons |
| 11.3 | Vice President Finance and Administration's Reports
<i>2016-06 VP Finance Report.pdf</i>
<i>2016-07 VP Finance Report.pdf</i> | K. Newsome |
| 11.4 | Executive Meeting Reports
<i>2016-06 Executive Meeting Report.pdf</i>
<i>2016-07 Executive Meeting Report.pdf</i> | S. Wasylyshyn |
| | Note: Executive meeting reports are not public documents. Any decisions made by the Executive appear in a separate public report for ratification by Council. The Executive meeting report is circulated to Council for review and acceptance in their role as the governing council of AUSU. | |
| 11.5 | Finance Committee Reports
<i>2016-06 Finance Committee Report.pdf</i>
<i>2016-07 Finance Committee Report.pdf</i> | K. Newsome |
| 11.6 | Awards Committee Reports
<i>2016-06 Awards Committee Report.pdf</i>
<i>2016-07 Awards Committee Report.pdf</i> | J. Cross |
| 11.7 | Member Engagement and Communication Committee Reports
<i>2016-06 MEC Committee Report.pdf</i>
<i>2016-07 MEC Committee Report.pdf</i> | B. Simmons |
| 11.8 | Executive Director's Reports
<i>2016-06 Executive Director Report.pdf</i>
<i>2016-07 Executive Director Report.pdf</i> | S. Cornett |
| 11.9 | Communication and Members Services Coordinator Reports
<i>2016-06 Communications Coordinator Report.pdf</i>
<i>2016-07 Communications Coordinator Report.pdf</i>
<i>2016-05 Sexual Assault Framework Conference Overview Newsletter Stats.xlsx</i> | D. Kingyens |
| 11.10 | Acceptance of Reports | All |

Proposed Motion: BIRT Council accept the June and July 2016 reports as presented.

Question & Answer Period

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| 12.0 | Question & Answer Period

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

This is a regular part of this meeting and as such will be recorded, will follow Robert's Rules of Order, and will be minuted.

This section of the meeting will be limited to 30 minutes in length. | S. Wasylyshyn |
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Each observer will be limited to one question per meeting in order to allow access to as many participants as possible. Each observer may ask one corollary question for each of their original questions. At the discretion of the Chair, and if time allows, one additional question may be asked by an observer.

The Chair will direct the question to the appropriate Councillor or staff member for a response.

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.

Next Meeting and Adjournment

The next meetings of Council will be:

Tuesday September 13, 2016, 5:30 pm MDT by teleconference (Tentative)

Tuesday October 11, 2016, 5:30 pm MDT by teleconference (Tentative)

Tuesday, November 8, 2016, 5:30 pm MDT by teleconference (Tentative)

Motion to Adjourn