



Athabasca University  
Students' Union

# Athabasca University Students' Union

## Council Meeting Agenda

### Approved September 13, 2016

Tuesday, August 9, 2016  
5:30pm 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 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

**Members:** Alaa Salih, Mark Teeninga

**Absent:** Councillor J. Cross

**Meeting called to order at 5:35 pm MT.**

#### Agenda and Minutes

**1.0 Approval of Agenda** All  
**Motion:** BIRT Council approve the agenda.  
S. Jacobsen / J. Teterenko **Carried 7/0**  
*2016-08-09 Council Agenda.pdf*

**2.0 Adoption of Council Meeting Minutes** All  
**Motion:** BIRT Council approve the minutes of the June 26, 2016 regular council meeting.  
S. Jacobsen / J. Teterenko **Carried 7/0**  
*2016-06-26 Council Minutes DRAFT.docx*

#### Old Business

**3.0 Review of Action Items** All  
The status of the action and agenda items at the bottom of the June 26, 2016 meeting minutes were 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

A. Gray / B. Simmons

Carried 7/0

**New Business**

**5.0 Finance Committee Recommendation** Executive

**Motion:** BIRT AUSU Council approve the adjustment of \$538.10 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.

A. Gray / B. Simmons

Carried 7/0

**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

**Motion:** BIRT AUSU accept the proposed 2016/2017 budget as presented.

A. Gray / B. Simmons

Carried 7/0

*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.

Line item 26 Telephone Internet was updated to include the lease agreement for the AUSU telephone system, cell phone agreements, and the AUSU office monthly telephone bills. One of these items was previously missed.

Line item 19 Investment fees was discussed as it currently lists the maximum possible charges for investment fees. The investment advisor has indicated they would continue to charge only the basic fees, which would bring the line item closer to \$7000 instead of \$11,500. However, AUSU does not have control over this budget item, so it was agreed it would be best to budget for the worst case scenario.

AUSU staff and council have very hard over the past year to reduce administrative expenses such as phone fees, conference fees, internet fees, etc. while still maintaining all of the member services. The plan for the upcoming year is to move the AUSU office to a less expensive location and further reduce administrative costs with a goal of no longer having a deficit budget.

The budget is very member focussed. AUSU recently had a successful Member Services Survey which was reviewed very carefully, and the budget is based the budget on what the membership indicated they wanted in the survey.

## 7.0 Council and Committee Vacancies

Executive

### 7.1 Councillor Resignation

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

K. Newsome / D. Toliver

**Carried 7/0**

AUSU thanks Philip Kirkbride for his service to AUSU, as he was a very active member including working on every AUSU committee and stepping in to the awards committee meeting at the last minute due to a vacancy.

This motion is in place primarily to formalize the resignation and record it in official minutes.

### 7.2 MECC Appointment

**Motion:** BIRT AUSU appoint councillor Scott Jacobsen to the AUSU Member Engagement and Communications Committee.

K. Newsome / D. Toliver

**Carried 7/0**

AUSU welcomes S. Jacobsen to the MECC committee.

## 8.0 Policy Revisions

Executive

### 8.1 Policy 6.01 FINANCIAL MANAGEMENT: General Financial Management

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

K. Newsome / D. Toliver

**Carried 7/0**

*Policy\_6.01\_General\_Financial\_Management\_Exec\_Edits.docx*

Council was strongly encouraged to make comments or ask questions as the policy revisions were done by the executive.

### 8.2 Policy 6.03 FINANCIAL MANAGEMENT: Expense Claims

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

S. Jacobsen / B. Simmons

**Carried 7/0**

*Policy\_6.03\_Expense\_Claims\_Exec\_Edits.docx*

The policy added some more second level accountability for council and staff expenses.

The majority of the updates on this policy are administrative.

### 8.3 Policy 6.04 FINANCIAL MANAGEMENT: Travel and Related Expenses

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

S. Jacobsen / B. Simmons

**Carried 7/0**

*Policy\_6.04\_Travel\_Expenses\_Exec\_Edits.docx*

The Policy Intent was updated to include staff.

Council discussed the following:

- The policy previously listed maximum amounts for meals and required receipts for exact reimbursement (up to the maximum). This made it difficult at times for staff and council

to get full reimbursement due to not receiving receipts from some places, vending machine food, lost receipts, etc.

- The previous method required a lot of staff and council time to collect, organize, and document receipts.
- The policy changed to a per diem amount for each meal to make the process simpler and ensure fair reimbursement.
- Other unions and organizations do not require receipts so the policy is being updated to align with standard practices.
- These changes expect staff and council to report their expenses on their honor, such as only claiming lunch and dinner if they do not eat breakfast, or not claiming breakfast if their lunch and breakfast combined is less than the maximum amount for lunch, etc.
- Previously staff and council ended up having to pay out of pocket without full reimbursement at times when travelling on AUSU business due to the rigidity of the previous policy and the need for receipts.
- Advance payment can be provided so that staff or council do not need to face financial difficulty while travelling.

#### **8.4 Policy 6.05 FINANCIAL MANAGEMENT: Expenditures**

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

S. Jacobsen / B. Simmons

**Carried 7/0**

*Policy\_6.05\_Expenditures\_Exec\_Edits.docx*

Council discussed the following:

- The policy was updated to offer significantly more clarification on unbudgeted expenditures.
- The previous policy required any unbudgeted expenditures over 10% to be brought to council, even if it was a small dollar amount. The policy changes have different levels of approval for different levels of budget overages.
- The changes also account for the new structure of the budget, and allows for movement of funds within the same section of the budget if that overall section total remains the same.
- The changes will allow staff and council to make better use of time.
- All changes to the budget will be made public.

Councillors indicated they were impressed with all of the work done by the executive and agree with all of the changes.

#### **8.5 Policy 6.06 FINANCIAL MANAGEMENT: Payables**

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

D. Toliver / A. Gray

**Carried 7/0**

*Policy\_6.06\_Payables\_Exec\_Edits.docx*

The bulk of the changes to this policy were just to clarify wording.

#### **8.6 Policy 6.07 FINANCIAL MANAGEMENT: Reserves and Investments**

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

D. Toliver / A. Gray

**Carried 7/0**

*Policy\_6.07\_Reserves\_and\_Investments\_Exec\_Edits.docx*

In section 6.07.09, the amount to be kept in AUSU's operating account was changed to just a minimum instead of an exact dollar amount to make sure there is enough coverage for cash flow, paying bills, and bank fees without incurring extra charges or fees.

## 9.0 Position Policy Revisions

Executive

### 9.1 Restructuring of all Current Position Policies

**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.

D. Toliver / A. Gray

**Carried 7/0**

*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*

During the council retreat, AUSU discussed that position policies stated "be it resolved AUSU will advocate" on all of the positions, however, AUSU does not have the resources to actively advocate on every topic every year. It was decided that AUSU would change the policies to state AUSU's position on important topics, and then identify priorities on an annual basis and advocate on those priority points.

The changes do not mean AUSU will not advocate on the positions, but will take opportunities to do so as they arise. Anytime staff or council has an opportunity to speak to appropriate parties at AU or externally about AUSU positions they can advocate based on what is written in the position policies, but the organization as a whole will devote resources to the annual priority topics.

## In-Camera Session

### 10.0 Council Discipline

S. Wasylyshyn

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

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

B. Simmons / J. Teterenko

**Carried 7/0**

In Camera Tip Sheet.pdf

The meeting moved in-camera at 7:00PM MT. Those attendees not on the current council were asked to leave the meeting during the in camera session.

The in-camera session is confidential and the minutes of this portion of the meeting are sent to the in-camera participants only.

**10.2 Councillor Attendance**

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

**Note:** This report was 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.

B. Simmons / J. Teterenko

**Carried 7/0**

The meeting moved out of in-camera at 7:35pm MT. Those attendees not on the current council were invited to rejoin the meeting.

The meeting recessed until 7:40pm MT.

J. Teterenko left the meeting at 7:39pm MT due to technical difficulty.

**10.4 Motions Resulting from In-Camera Session**

The motion regarding councillor attendance was announced outside of the in-camera session for transparency.

**Motion:** BIRT councillor Josh Cross 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 June 14, 2016 AUSU Council Meeting, being absent from the July 7, 2016 Finance Committee Meeting, and being absent from the August 3, 2016 Awards Committee Meeting.

B. Simmons / J. Teterenko

**Carried 7/0**

**Additional Business**

**11.0 Awards Committee**

**Motion:** BIRT that AUSU council appoint councillor S. Jacobsen as the chair of the AUSU Awards Committee.

A. Gray / K. Newsome

**Carried 6/0**

**12.0 AUSU By-Election**

**Motion:** BIRT that AUSU council call a by-election on September 30, 2016 for the purpose of filling 2 vacant council seats.

A. Gray / K. Newsome

**Carried 6/0**

Council discussed whether having the election begin on September 30 would preclude members starting courses in October. It was pointed out that candidates have to be members during the nomination period (by September 19) so changing the election to October 1 would not make a difference. In addition, the election is being held on September 30 so that the 4-day voting period is held over a Friday, Saturday, Sunday, and Monday in keeping with past elections.

The first step of the process is to hire a CRO, for which the announcement will go out on August 11.

There will be candidate orientation sessions that councillors will be invited to participate in.

## Reports

### 13.0 Reports for the Months of June and July 2016.

**Note:** Regular monthly reports from executive, staff, and committees were 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.

- |             |  |               |
|-------------|--|---------------|
| <b>11.1</b> | <b>President's Reports</b><br><i>2016-06 President Report.pdf</i><br><i>2016-07 President Report.pdf</i>   | S. Wasylyshyn |
| <b>11.2</b> | <b>Vice President External and Student Affairs' Reports</b><br><i>2016-06 VP External Report.pdf</i><br><i>2016-07 VP External Report.pdf</i>  | B. Simmons    |
| <b>11.3</b> | <b>Vice President Finance and Administration's Reports</b><br><i>2016-06 VP Finance Report.pdf</i><br><i>2016-07 VP Finance Report.pdf</i>   | K. Newsome    |
| <b>11.4</b> | <b>Executive Meeting Reports</b><br><i>2016-06 Executive Meeting Report.pdf</i><br><i>2016-07 Executive Meeting Report.pdf</i>   | S. Wasylyshyn |
|             | <b>Note:</b> 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. |               |
| <b>11.5</b> | <b>Finance Committee Reports</b><br><i>2016-06 Finance Committee Report.pdf</i><br><i>2016-07 Finance Committee Report.pdf.</i>  | K. Newsome    |
| <b>11.6</b> | <b>Awards Committee Reports</b><br><i>2016-06 Awards Committee Report.pdf</i><br><i>2016-07 Awards Committee Report.pdf</i>  | J. Cross      |
| <b>11.7</b> | <b>Member Engagement and Communication Committee Reports</b><br><i>2016-06 MEC Committee Report.pdf</i><br><i>2016-07 MEC Committee Report.pdf</i>   | B. Simmons    |
| <b>11.8</b> | <b>Executive Director's Reports</b><br><i>2016-06 Executive Director Report.pdf</i><br><i>2016-07 Executive Director Report.pdf</i>  | S. Cornett    |
| <b>11.9</b> | <b>Communication and Members Services Coordinator Reports</b><br><i>2016-06 Communications Coordinator Report.pdf</i><br><i>2016-07 Communications Coordinator Report.pdf</i><br><i>2016-05 Sexual Assault Framework Conference Overview Newsletter Stats.xlsx</i>                                   | D. Kingyens   |

It was noted that the Joint Council/Voice Action Plan Committee is aiming to have their report to council for the October meeting instead of September. The committee was delayed due to numerous vacations.

**11.10 Acceptance of Reports**

All

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

D. Toliver / A. Gray

**Carried 6/0**

**Question & Answer Period**

**14.0 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 arise from the meeting at [ausu@ausu.org](mailto:ausu@ausu.org) , 780.497.7000, or 1.855.497.7003.

A question was asked about the by-election. It was clarified that nominations will be open in early September, and the information will be posted online shortly.

A comment was made that the policy revisions improve readability from a member perspective, particularly in the position policies.

The council meeting in October may be pushed back a bit in order to have the two new councillors in place for the October council meeting.

**Next Meeting and Adjournment**

The next meetings of Council will be:

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

Thursday, October 13 or Tuesday October 18, 2016, 5:30 pm MDT by teleconference (TBD)

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

The meeting was adjourned at 8:14pm MT.

**Summary of Action Items**

Date	Status	Action Item and Responsible Party
Mar 10	Complete	<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	Complete	<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	Complete	<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	Complete	<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	Complete	<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	Complete	<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>
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**Summary of Agenda Items**

<b>Date</b>	<b>Status</b>	<b>Agenda Item and Committee</b>
Oct 26	August 3, 2016 (Complete)	<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>

# AUSU Executive Report

Shawna Wasylyshyn, President



Prepared: July 8, 2016

## Current Issues

### Committees:

**AU Board of Governors** – June was a busy month for the AU Board of Governors. I attended Convocation on June 9 as a Board Member and spent many days working on Board Committees this month as well.

#### 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 June. I'm pleased to report that things are progressing well and I shouldn't have to devote much more time to this committee.

**General Faculties Council** – I attended GFC in person on June 15. I made the decision to drive up to Athabasca for the meeting to address the concerns of the FHD students. I was alarmed that in the FHD Dean's report to GFC – there was nothing. The report was blank. I found this quite disturbing, considering all of the changes and upheaval happening in the faculty. I requested to have her report removed from the consent agenda for discussion, which it was. I spoke to the concerns of students in the faculty, and I asked why the report was blank. Dr. Edwards responded that the report was blank because the Faculty had not used its delegated authority that month which is the only thing required to be reported there. I explained that I was alarmed that GFC had not been officially made aware of the concerns of students in the faculty of Health Disciplines. Peter, Cindy and Helen Salzl (office of the registrar) all confirmed that retroactive program changes don't occur at AU, and while they have occurred in this case, it's the first time to anyone's knowledge that this has been done at AU. I requested that an action item be created to create policy to ensure this never happens to students again, but I was told that GFC wouldn't be the appropriate body to request such a change. No one in the administration was willing to discuss it further and they dismissed my concerns with no further action item or discussions. Later in the meeting, during the report of the Interim VP Academic, there was a policy being brought forward for mandatory course and program review. Kim Newsome raised a question as to whether or not any retroactive changes would be possible in this new policy. Once again, both the Interim President AND the Interim VP Academic both stated that it isn't necessary, because retroactive program changes aren't done at Athabasca University. There was no willingness to discuss the addition of a specific clause to ensure it isn't done.

June 2016

**Sub Committees:**

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

**GFC Exec:** Met via teleconference on June 1.

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

**AUSU MECC:** Met on June 8, we set some great action plans and goals. Council has officially used our new policy to welcome a non-council committee member to MECC! Jody Waddle will begin her work as a member of the MECC in July.

Welcome!

**AUSU Awards:** The awards committee met on June 3 to deliberate and successfully named recipients for all of the awards for the May awards deadline. We will meet again over the summer to address some of the action items assigned to the committee.

**AUSU Finance:** No meetings this month.

**CASA:** No meetings this month.

**Sub Committees:**

**CASA Federal Policy Committee:** This committee had its inaugural meeting on June 21. We identified a few areas of policy interest for the committee and will wait for the Policy and Strategy conference in July before we set our full policy goals for the year.

**Faculty Councils:**

**Faculty of Heath Disciplines:** The FHD Faculty council meeting was held on June 9. Unfortunately, I had to attend convocation that day, and as a result Kim Newsome attended via teleconference in my place. Alarmingly, the motions to be presented at the meeting were sent to me approximately one hour before the meeting started! Among them, was a motion that the faculty council approve a process of cumulative GPA calculation as related to the new course pre-requisites. Kim asked many questions, but was assured that this was in the best interest of students – she voted “nay”.

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

**AUSU Business**

In Person AUSU Retreat – For 3 days this month, 5 AUSU councillors and 2 staff members met for an unbelievable planning, sharing and brainstorming retreat. We shared an amazing amount of ideas and came to a mutual understanding about where AUSU is, where we are headed and what the potential is for this organization over the next 2 years. Time was spent brainstorming and discussing topics such as:

- Annual budget
- Member services survey results
- AUSU bylaws
- Position policies and advocacy
- AU sustainability
- AUSU annual goals

June 2016

We also held a member meet and greet at our office with some special guests from AU. It was great to see so many people in our office and we had some good, thorough discussion about student concerns. A highlight was our in person Council meeting! What a treat to have councillors move a motion with the raise of a hand 😊

Overall, it was unanimous among those in attendance that an in person meeting is absolutely essential to creating a strong, productive and united team. We are best able to serve our membership when ALL of council is able to contribute their ideas and understand the full picture. We all agreed that we would support another such meeting in the future, provided that we can ensure that value is created for our membership from doing so.

AUSU Councillor Resignation – I have received notice from AUSU Councillor Philip Kirkbride that he is no longer able to continue as a councillor for personal reasons. I have asked that he send a formal resignation to all councillors and we will formally inform the membership at the August meeting.

Retroactive Program Changes at AU – Since the FHD Faculty Council meeting on June 9, we have researched AU policy and found that AU has a policy specifically for transfer credits and GPA calculation; and the new process is in direct contravention of AU policy. A faculty representative has confirmed that they are using the term “average grade threshold” and not GPA – which allows them to do it this way instead of following the policy. We have made it very clear that we will not accept this terminology and that it is merely a creative way to avoid following a policy in place to protect students. In response to our requests for more communication with students, the faculty of Health Disciplines hosted a webinar for students on June 27. Over 140 students attended and literally hundreds of questions were typed in the chat box. Originally, we were told the webinar would be recorded and made available to anyone interested, but disappointingly – it was never recorded! We have asked the faculty to hold more, similar webinars and to also send a hard copy letter to each student in the program. They have made significant, literally life altering changes for students and have put in almost no effort to communicate with students. There has only been one official email sent to students on the topic and one webinar so far. With the recent events (GFC, Webinar, FHD Faculty Council); our Executive made the decision that advocating on behalf of students at AU, against the recent changes in FHD must take top priority. We have undertaken a series of initiatives in an effort to have the retroactive changes to students in the BN programs reversed, and to have policy created to ensure this never happens to any student at AU again. These initiatives are:

- We have written a series of letters to AU Administration, the Interim Chair of the AU Board of Governors and to the Nursing Education Program Approval Board; in an effort to create awareness of our position on these changes. (letters attached to this report)

June 2016

- We have submitted a series of FOIP requests to AU for detailed information surrounding the initiation of the changes, the legal opinions and research surrounding them and the resulting effect on students.
- We have continued to communicate with students as possible, through social media, email and the July Exec Blog.

## Meetings

- 1 – GFC Exec
- 1 – Alain May with AUSU Exec
- 2 – Alain May
- 3 – AUSU awards
- 5 – AU Presidential Search
- 6 – AU Presidential Search
- 6 – AUSU Executive
- 8 – AUSU MECC
- 9 – Convocation
- 10 – Board of Governors
- 13 – AU Presidential Search
- 14 – AUSU Council
- 15 – GFC
- 15 – AUSU Exec
- 18 – AU Presidential Search
- 20 – AU Presidential Search
- 21 – CASA Policy Committee
- 23 – AU Presidential Search
- 23 – AUSU Exec
- 24 – AUSU In Person Retreat
- 24 – AUSU Member Meet and Greet
- 25 – AUSU In Person Retreat
- 26 – AUSU In Person Retreat
- 26 – AUSU Council Meeting
- 27 – Board of Governors
- 27 – Faculty of Health Disciplines Webinar
- 28 – Alain May

## Hours

### Weekly Breakdown

Week ending:	Hours
June 5	46
June 12	32.25
June 19	38.25
June 26	54.75

June 2016

4 week average	42.81

### **Timesheets and Compliance**

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



**AUSU**  
ATHABASCA UNIVERSITY  
**STUDENTS' UNION**

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[ausu@ausu.org](mailto:ausu@ausu.org); [www.ausu.org](http://www.ausu.org)

June 30, 2016

Peter MacKinnon, Interim President

Athabasca University  
1 University Drive,  
Athabasca, AB T9S 3A3

Dear Mr MacKinnon,

Thank you for meeting with AUSU Executive on May 9, 2016. In our meeting, we spoke about student concerns in the Faculty of Health Disciplines. From our perspective, this issue remains unresolved. It is our position that the nature and delivery of the changes being applied to students in the program is without due cause, warning, or necessity and must be reversed.

These changes include, but are not limited to:

- an increase from 3.0 to 3.3 in the GPA pre-requisite to enroll in core program courses;
- the addition of a required AU residence course as a pre-requisite to enroll in core program courses;
- a change in the process of GPA calculation, to include grades from transfer credit courses into GPA calculation for course pre-requisites, using the term “average grade threshold” expressly to circumvent policy with respect to GPA; and
- a change in the criteria for removing a student from the program, with no opportunity to re-apply.

AUSU continues to be contacted by students with concerns about the significant impact these changes are having on their financial situation, personal lives, and careers. There is no precedent or need to apply these changes retroactively to all students in the program. This change was not initiated or requested by any licensing or accreditation body and therefore must only be implemented for future students enrolling at AU.

AUSU has submitted a FOIP request to AU on this matter and requested a meeting with the Nursing Education Program Approval Board which is currently reviewing the changes.

We request that the Office of the President require that Athabasca University keep the interests of students in the forefront of its actions, and immediately retract the changes for students currently enrolled at AU.

On behalf of students, we appreciate your commitment to Athabasca University and are confident that AU will take appropriate action to remove these unnecessary barriers to students.

Respectfully,



Shawna Wasylyshyn

President, AUSU

Cc: Ms Margaret Mrazek, Interim Board Chair  
Dr Cindy Ives, Interim Vice President, Academic  
Dr Alain May, Associate Vice President, Student and Academic Services  
Dr Margaret Edwards, Dean, Faculty of Health Disciplines  
Mr Richard MacLeod, Registrar  
Ms Helen Salzl, Associate Registrar  
Ombuds Office





**AUSU**  
ATHABASCA UNIVERSITY  
**STUDENTS' UNION**

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June 30, 2016

Margaret Mrazek, Interim Board Chair

Athabasca University  
1 University Drive,  
Athabasca, AB T9S 3A3

Dear Ms Mrazek,

This letter is to inform you of an ongoing concern for students at Athabasca University, regarding changes made to course prerequisites and program requirements in the Faculty of Health Disciplines. Despite meetings with all levels of AU faculty and administration, expressing concern at the Faculty Council, General Faculties Council, and raising the issue at the Board of Governors Academic Affairs committee, this issue remains unresolved. It is our position that the nature and delivery of the changes applying to students in the program is without due cause, warning, or necessity and must be reversed.

These changes include, but are not limited to:

- an increase from 3.0 to 3.3 in the GPA pre-requisite to enroll in core program courses;
- the addition of a required AU residence course as a pre-requisite to enroll in core program courses;
- a change in the process of GPA calculation, to include grades from transfer credit courses into GPA calculation for course pre-requisites, using the term “average grade threshold” expressly to circumvent policy with respect to GPA; and
- a change in the criteria for removing a student from the program, with no opportunity to re-apply.

AUSU continues to be contacted by students with concerns about the significant impact these changes are having on their financial situation, personal lives, and careers. There is no precedent or need to apply these changes retroactively to all students in the program. This change was not initiated or requested by any licensing or accreditation body and therefore must only be implemented for future students enrolling at AU.

AUSU has submitted a FOIP request to AU on this matter and requested a meeting with the Nursing Education Program Approval Board; which is currently reviewing the changes. We have requested that the Office of the President require that Athabasca University keep the interests of students in the forefront of its actions, and immediately retract the changes for students currently enrolled at AU.

On behalf of students, we appreciate your commitment to Athabasca University and are counting on your support to ensure that AU will take appropriate action to remove these unnecessary barriers to students.

Respectfully,



Shawna Wasylyshyn

President, AUSU

Cc: Ms Margaret Mrazek, Interim Board Chair  
Dr Cindy Ives, Interim Vice President, Academic  
Dr Alain May, Associate Vice President, Student and Academic Services  
Dr Margaret Edwards, Dean, Faculty of Health Disciplines  
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June 30, 2016

Cyndnee Seneviratne, Chair  
Nursing Education Program Approval Board

C/O CARNA  
11620 168 St.  
Edmonton, AB  
T5M 4A6

[carna@nurses.ab.ca](mailto:carna@nurses.ab.ca)

Dear Ms Seneviratne,

I am contacting you on behalf of the undergraduate students at Athabasca University. It has come to my attention that NEPAB is currently in the process of reviewing changes to the Bachelor of Nursing programs and course prerequisites at AU. Of considerable concern, is that the changes are being applied retroactively to students currently enrolled in the program.

On behalf of students in the program, we would appreciate an opportunity to discuss the proposed changes with you.

I can be reached by email at [president@ausu.org](mailto:president@ausu.org) or by telephone at (780) 935-3255.

Sincerely,

Shawna Wasylyshyn

President, Athabasca University Students' Union

Cc: Dr. Cindy Ives, Interim Vice President, Academic  
Dr. Margaret Edwards, Dean, Faculty of Health Disciplines

July 2016

# AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: August 3, 2016

## Current Issues



### Committees:

**AU Board of Governors** – The Board met on July 6 in camera, I attended via teleconference. The Board met on July 28 for the budget presentation and vote, I was on vacation but I did attend via teleconference. The purpose of the meeting was for the Board to receive a budget and financial presentation from the AU VPFA, Estelle Lo and her team. There was then an opportunity for discussion and of course, a vote. In March, AU was asked by the Minister of Advanced Education to undergo a comprehensive third party review, and informed that a deficit budget would not be approved by the Government. More recently, we were asked to submit a budget that does not include any layoffs for any workers which of course means that a deficit would result. The Board did approve a budget with a 3.3 million dollar deficit and it will now be presented to the Government for approval. If it is not approved, the budget will come back to the Board again and I can only imagine that major changes will result. During the discussion, one of the Board members made a comment that the budget shows a savings of 4.3 million in vacant positions. These are staff and faculty positions that were not filled after they became vacant. Some members wanted the line removed from the budget because that 4.3 million doesn't actually "exist" because the vacancies have been there for so long. I commented that all 4.3 million of those dollars represent investment that used to be made into quality programs and services for students, that is no longer being spent there. Students are feeling the crunch and will continue to until some of these positions are filled. The AUFA representative on the Board made a point to make a statement about how students at AU are disadvantaged and marginalized, and therefore the Government should be willing to invest more in AU because of that. I was able to speak after that statement and said that I would caution anyone against using adjectives such as disadvantaged or marginalized to describe students at AU; that as far as I know, students CHOOSE to attend this institution for a number of different reasons, but we should all be aware that choices exist for these students. I also stated that I doubted any of the students that I was elected to represent would describe themselves as marginalized or disadvantaged. I continue to be shocked and disappointed about that statement, in particular coming from someone who was elected by the faculty association to sit on the Board.

#### **Sub Committees:**

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

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

**BOG Honorary Awards** – No meetings this month.

July 2016

**BOG Presidential Search** – This committee work is complete for now, things are progressing well.

**General Faculties Council** – GFC met on July 21. I was on vacation and sent my regrets for this meeting.

**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:** Lots of emails and ideas but no meeting this month.

**AUSU Awards:** A few year round award applications but no meeting this month.

**AUSU Finance:** The committee met once on the 7<sup>th</sup>, and I attended. I missed the later meeting in the month due to vacation.

**CASA:** No meetings this month.

**Sub Committees:**

**CASA Federal Policy Committee:** I missed this meeting due to vacation, but I have taken on tasks and kept up to speed via email.

**Faculty Councils:**

**Faculty of Health Disciplines:** No meetings this month.

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

**AUSU Business**

Retroactive Program Changes at AU – While I was on vacation, AUSU Executive was invited to meet with Peter MacKinnon, Cindy Ives and Alain May on this topic. Of course I took the time to attend this important meeting. We had sent a series of letters last month and they had some updates for us. We were assured that all changes that had been made in the faculty of Health Disciplines were within policy and within the authority of the faculty; and with the best interests of students in mind. However, due to our advocacy efforts, the administration was requiring that the Faculty take the change in pre-requisite GPA calculation to APPSC before it will be able to be implemented. We asked to be present at the meeting and have since been assured that we will be able to attend. We also requested the opportunity to make a submission to the committee on the topic and we will be able to do so. During our meeting, we were informed that there would be no retraction or change in any of the other program or course changes or pre-requisites. They are holding firm on all of them to protect the integrity of the program and ensure that AU's ability to offer such a program is not compromised. We have submitted 3 FOIP requests to AU for information about the FHD program changes. The first request was for the legal opinion that AU received on this topic, and any correspondence between AU and the lawyer preparing it. We have now received word that our request has been flatly denied, and we will not be able to see this information. We also submitted two subsequent requests, for details regarding changes in program admission status for students in FHD, a record of student appeals from students in

July 2016

FHD, a list of all students enrolled in programs in FHD, and more. We have received communication that the response to those requests will be delayed until September 9, 2016.

## Meetings

- 4 – AUSU Executive
  - 6 – AU Board of Governors
  - 7 – AUSU Finance
  - 11 – AUSU Executive
  - 13 – AUSU Executive and The Voice
  - 19 – AUSU Executive with Peter MacKinnon, Cindy Ives and Alain May
  - 28 – AU Board of Governors
- Note that I was on vacation from July 16 to August 2.

## Hours

### Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Remaining
July 10	34	1	18
July 17	34.25	0.75	17.25
July 24	27 (vacation)	8	9.25
July 31	27.25 (vacation)	7.75	1.5

### 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: July 7, 2016

## Committees



### **MECC Committee:**

See MECC committee report.

### **ERP SAG / Pedagogy & Research SAG:**

At the moment these committees are not meeting, the committee membership is being changed and once the new membership is finalized meetings will begin again.

### **ICT Governance Committee:**

There was no meeting this month however the committee was sent a new proposal to evaluate. The new proposal is to replace the current myau portal so as to allow for a more responsive interface. This would allow students to access the myau portal easier from any device.

### **FST Faculty Council:**

The main item on the agenda for the FST faculty council was a change to the Bachelor of Science program. The new changes will benefit students in the program as they will now be able to have a major and a minor. The faculty also reported that the centre for architecture continues to grow in popularity and is seeing great results. There was also presentation regarding seeking potential industry research partners as well as including audio files into courses to help provide additional resources for students.

### **CASA:**

This month CASA held its board retreat in Ottawa, this was a very packed two days as we brainstormed what the board wanted to accomplish over the next year. We

June 2016

also spent a lot of time discussing the process that would be used to select this year's advocacy priorities. In this discussion I was able to help convince the board that we need to not just submit advocacy priorities for the year but we also need to select long term initiatives. An example of this is that the pan Canadian accord is a topic that never manages to make it to the top of the priority list because it is a long term initiative. During the board retreat I managed to get the board to agree that we need to focus on long term initiatives such as the pan Canadian accord. It was discussed in the meeting that we could focus on this or even potentially set up an ad hoc committee to start developing the policies surrounding this.

Every year CASA votes on what priorities the organization is going to focus on for the year. A survey was circulated to all of the CASA membership and now the board has been discussing the results to develop a draft recommendation. One topic that did not make it to the top of the list was supporting non traditional transitions to PSE. This is something that affects a lot of AU students so even though it did not receive many votes I am still able to bring up points that can tie this priority into some of the top priorities so it can hopefully still be addressed to an extent.

## AUSU Business

This has been a very busy month for me with lots of travelling. I was able to attend this year's convocation up in Athabasca. The convocation ceremonies at AU are very unique, you don't just walk across the stage and go sit back down. At AU they call your name, say where you are from, and then they read a bio about you. This makes the ceremony an incredible event. It really helps you to see the important role that AU plays in the lives of our members. You get to see students from all across Canada and the world (there was one graduate who came all the way from Nigeria) as well as you get to hear the amazing stories and challenges that these students overcame to finish their schooling.

This was a great opportunity as well to meet in person with AU executives, faculty, and political leaders. Back in April AUSU met with minister Schmidt and invited him to attend convocation and he did attend. This was a great opportunity to have him in attendance as it allowed him to see how important AU is to students. He stayed for hours after the ceremony and walked around and met with students. When I met with him before he left you could tell that this experience changed his view of the university. This was a great opportunity and I am really glad that minister Schmidt was able to attend.

After Convocation I attended a two-day conference with the other student leaders in Alberta. This was an opportunity to hear from various government departments as well as minister Schmidt. At the end of the conference we were put into smaller



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groups to provide feedback to the ministry regarding student issues such as student aid and student mobility. We were also told to be on the lookout for future consultation requests regarding giving faculty the ability to strike. We Provided feedback on this topic last year and it was decided that faculty would not be given this ability but the topic is being looked at again.

We were also able to have our council retreat which was an amazing opportunity to meet together in person. Unfortunately, not all of council was able to attend but it was a great opportunity to be able to brainstorm about goals for this year, brainstorm about our bylaws, and discuss the future of AUSU. This is something that AUSU has not had the opportunity to do in a long time. It was great to be able to meet face to face to discuss what AUSU should focus on over the next year. We were able to get far more accomplished in this short in person retreat than we would have been able to otherwise.

During the month we also have been hard at work trying to work on the issues that have arisen in the Faculty of Health Disciplines. In every meeting that we have been having with AU executives we have been bringing up the issue of retroactive changes and how they negatively and unfairly affect students. We are working on getting copies of the legal opinion that the FHD received regarding retroactive changes along with other any other correspondence that has occurred regarding this issue so that we can develop a plan of attack.

## Meetings

June 2, 2016 – FST faculty council  
June 2, 2016 – mobile app meeting with Ohlala  
June 3, 2016 – CASA board meeting  
June 6, 2016 – AUSU executive meeting  
June 8, 2016 – MECC meeting  
June 9-11, 2016 – AU Convocation  
June 12-14, 2016 – CASA board retreat  
June 15, 2016 -AUSU executive meeting  
June 16-17, 2016 – Advanced Education orientation to government  
June 18, 2016 – AU board of governors meeting  
June 20, 2016 – AU board of governors meeting  
June 23, 2016 – AUSU executive meeting  
June 24-26, 2016 – AUSU council retreat  
June 27, 2016 – AU board of governors meeting

June 2016

## Hours

### Weekly Breakdown\*

<b>Week of:</b>	<b>Hours:</b>
May 30- June 5	30.25
June 6-12	62.5
June 13-19	51
June 20-26	42
June 27-July1	15.25
<b>June Average:</b>	<b>40.20</b>

### Timesheets and Compliance

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

August 2016

# AUSU Executive Report

Brandon Simmons, VP External and Student Affairs

Prepared: July 27, 2016

## Committees



### **MECC Committee:**

See MECC committee report.

### **ERP SAG / Pedagogy & Research SAG:**

At the moment these committees are not meeting, the committee membership is being changed and once the new membership is finalized meetings will begin again.

### **SAAC:**

This committee met this month but due to the sensitive nature of dealing with student appeals all meetings are in camera.

### **CASA:**

The CASA board has been busy this month preparing for the policy & strategy conference. The board had to contact each member school to find out what each schools desired priorities are for the year. The board then had to go and short list the top priorities and seek feedback again from the member schools. The four priority topics that the board selected are economic barriers to PSE, research and innovation, student employment, and student wellness. These priorities will be discussed and voted on during the policy & strategy conference that will take place.

The other thing that the board has been working on is finalizing the board action plan. Based on discussions that have taken place thus far my tasks will be to create a more transparent financial system, create an investment plan, and create a financial growth plan. The first two tasks will help CASA provide more information to CASA members so that they can see what their fees are going towards. The last

August 2016

task will help CASA to identify what they can do to help strengthen their financial position so that they can do even more advocacy work.

## AUSU Business

During the summer most AU committees take a break so this month has been a little quieter. That is not to say that nothing important has happened this month. AUSU has still been working hard to address the issues that have been raised regarding the retroactive changes in the Faculty of Health Disciplines. We were able to meet with the AU executive team to discuss these changes and while the meeting did not bring the answer that we were hoping for we did get some commitments from the AU executive team. They said that the initial changes followed the correct university processes but since we have raised this as a concern they agreed that they would look at this process to see if there are ways to improve the process so that potential program changes would have to go through more due diligence. They also agreed that they would allow us to provide a written submission to the APPSC which will be deciding if the average grade threshold change will go through.

Along with the work being done on the nursing program changes I have been reviewing and comparing both this year and last years' services survey. There is a lot of very good information contained in this document that can help direct our work. I know that it is something that has already helped us during our conversation during the retreat. From reviewing the survey, it appears that compared to the prior year's survey member engagement and communication has become less of a focus for members which is hopefully due to the changes that we have made to improve these areas. The survey also outlines areas that we can improve on one of which is helping our members understand what services are available to them.

Executive has also been working on a great deal of policy review which Kim has been spearheading and doing a great job on. There will be a lot of policies to discuss during the August meeting. Also now that we have the transcripts from the council retreat we can continue the conversations that were started and move forward with our goals lists and setting out advocacy priorities and strategy.

At the end of the month I was able to attend the finance & property committee as well as the board meeting both of which were to discuss the AU budget. This has been a very different year in regards to the budget. Back in march the board was ready to vote on a budget and the government came in and said that the board could not vote on the budget. Since that point AU has been running with a preliminary business as usual budget. Since then the government said that we could not have a deficit budget and we couldn't layoff any staff. This was really not a viable option

August 2016

and after communication with the government the request was amended to allow us to submit a deficit budget.

This week there was a lot of discussion at both meetings regarding the budget. It is not an ideal budget, there is a 3.3-million-dollar deficit but there are no longer term solutions to sustainability addressed. This is not surprising as it is difficult to accomplish major structural changes in the short term. There is a lot of work that needs to happen still to address the sustainability issues at the university and it will require cooperation from the government, AU administration, and faculty associations. The one thing that will probably not make it to mainstream media is the level of engagement and concern of the board. The board members asked lots of questions and made numerous changes to the budget in order to make it the best that it could be. This was especially true of the finance and property committee. We looked at what else could be done in the short run and long run to either raise revenue or decrease costs in a way that would have the least impact on students based on the current information that we have. There is still a lot of work that is needed to fix the sustainability issues but hopefully this budget and the commentary that has been added around it will help the government recognize the severity of the situation.

## Meetings

- July 4, 2016 – AUSU executive meeting
- July 5, 2016 – CASA board meeting
- July 6, 2016 – AU board of governors meeting
- July 11, 2016 – AUSU executive meeting
- July 13, 2016 – meeting with Karl Voice editor
- July 19, 2016 - meeting with AU executives Peter Mackinnon, Cindy Ives, and Alain May
- July 21, 2016 – student academic appeals committee
- July 22, 2016 – meeting with Helen Salzl about AU ASRP project
- July 25, 2016 – AU finance & property committee
- July 25, 2016 – meeting with chair of CASA
- July 25, 2016 – AUSU executive meeting
- July 28, 2016 – AU board of governors meeting

August 2016

## Hours

### Weekly Breakdown\*

<b>Week of:</b>	<b>Hours:</b>
July 4 –10	30
July 11-17	30
July 18-24	30
July 25-31	30
<b>Banked time as of July 31:</b>	<b>1</b>

### Timesheets and Compliance

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

June 2016

# AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: June 30, 2016



## Committees

### **Finance Committee:**

See finance committee report.

### **GFC (General Faculties Council):**

GFC met on June 15. This is the last meeting until October 12.

Two reports were released to GFC members (Educational Review and Business and Student Services Administrative Practices Process Review) but there was no dedicated discussion on these reports and limited opportunities for questions on them. We were told that the reports would be released more widely in the near future.

Shawna requested more information on the report from FHD which was included in the meeting package as blank, specifically concerns arising from program changes and motions at the most recent FHD meeting. Despite the questions and brief discussion that arose from Shawna's request, the topic was not added to GFC discussions.

A motion to approve a policy on degree program reviews was put forward for approval. I took the opportunity to ask about the approval process for program changes and what kind of consultations and approvals it included. I was told that this policy was only outlining the schedule for program reviews and not the entire process.

### **GFC ALEC (Academic Learning Environment):**

No Meetings this month.

### **GFC AEAC (Academic Excellence Awards Committee):**

No Meetings this month.

June 2016

### **CASA Trades & Tech:**

On June 13 I attended the first meeting of this committee. It was a short meeting and was just an introduction to the other committee members and a brief discussion on the direction of the committee for the coming year. It's my understanding that this committee was quite small last year but they had accomplished a large amount of research considering this. This year, the committee plans to do further research and then use that research to direct some of the upcoming advocacy efforts of CASA. The committee plans to meet weekly until the end of July and will re-evaluate meeting frequency after the next CASA conference.

So far, I have been reviewing a lot of documents and policies and thinking about how they relate to AUSU's unique demographic. Some discussions thus far have focused on job placement, career services and internships. All of these would certainly benefit AU students and are areas where AUSU currently has position policies.

We were given a list of CASA policies to review that were related to the scope of the committee and asked to discuss them and decide which ones the committee wanted to focus on. There were only a few people that attended the meeting where the policy focus was decided so it was easier to have the wishes of AUSU heard. The 4 people at the meeting voted to focus on:

- Student employment and internships;
- Credit transferability; and
- Technology infrastructure

The committee plans to continue to research these topics and meet weekly for discussion.

### **Faculty of Health Disciplines**

This month I attended a meeting with the Faculty of Health Disciplines, replacing Shawna who was at Convocation. The motions of this meeting mostly consisted of course name changes and making a few basic foundational courses as pre or co-requisites for majority of the other courses in programs. All of these changes were to be in effect for January or September of 2017.

However, there was one motion that was quite concerning. FHD passed a motion changing the GPA prerequisite for all BN clinicals to a cumulative 3.0 as of September 2016. They explained cumulative as meaning ALL grades of the program, even courses that are transfer credits. I asked quite a few questions which led into a 20 minute discussion of the changes, how they would affect students, and how AU would work with those affected to help them succeed.



June 2016

The FHD also held a webinar to try to address some of the program changes for students. Over 180 people attended the webinar and the adobe chat was a constant flow of questions and comments. Lots of people were raising their virtual hands for a turn to speak but the limited time did not allow everyone to have a turn. In short, there continues to be a lot of unhappy students, and a lot of confused students who are not yet entirely clear on how the changes are/will affect them. The FHD has suggested that it will hold further webinars to help students with the changes but the person hosting the webinar will be on vacation so this is not likely to happen within the next few weeks.

## AUSU Business

### **Oohlala**

On June 2 I took part in a teleconference with Oohlala and other AUSU staff and executives. This was a very positive meeting and Oohlala provided a report that compared AUSU usage statistics to those of a similar school. AUSU statistics were very impressive and a great indication that the mobile app is being used and enjoyed by many students. I encourage members and anyone on council who has not yet downloaded the mobile app to do so. It is quite amazing how many conversations are started each day and the amount of group encouragement and helpfulness that I have witnessed is amazing. It truly is a wonderful resource and service to our members.

### **Policies**

Again this month, we have been busy with policies. For the June 14 council meeting, 5 policies were submitted to council for approval, including 1 new policy about reinstating members not in good standing. A second set of policies was reviewed for discussion at the council working retreat and the in person public council meeting on June 26. This batch included 8 position policies, additional revisions to 1.01 and other revisions to 2.15.

July and August will also be busy as we plan to complete a thorough review of all the financial policies as recommended in the FAC report, as well as a few other policies that will be due shortly.

### **Other**

The council working retreat in Edmonton was a huge success. Although it was very disappointing to have started with 9 councillors able to attend and ending up only having 5 actually make it, the weekend was very productive. We discussed many different topics and did some great brainstorming on advocacy, goals and bylaws.

June 2016

There were so many great ideas that it will be a big job for staff to comb through them and document everything. Overall I feel like AUSU council has a clear direction and focus for the next year. I was also very happy that all of our discussions included the member input that we received from the recent Member Services survey.

## Meetings

- June 2, 2016 – Meeting with Ohhlala (Mobile App)
- June 3, 2016 – AUSU Awards Committee
- June 6, 2016 – AUSU Executive
- June 8, 2016 – AUSU MECC
- June 9, 2016 – AU FHS
- June 13, 2016 – CASA Trades & Tech
- June 14, 2016 – AUSU Council Meeting
- June 15, 2016 – GFC
- June 15, 2016 – AUSU Executive
- June 23, 2016 – AUSU Executive
- June 24, 25, 26 – June Council Working Retreat
- June 27, 2016 – AU Webinar for FHD Program Changes
- June 30, 2016 – CASA Trades & Tech

## Hours

### Weekly Breakdown\*

<b>Week of:</b>	<b>Hours Worked:</b>	<b>Banked Hours Used:</b>
May 31 – June 5	32.25	0
June 6-12	31.25	0
June 13-19	31.75	0
June 20-26	43.5	0
June 27 – July 3	30	0
<b>June average:</b>	<b>33.75</b>	<b>0</b>

June 2016

### Timesheets and Compliance

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

### Executive Motions

June 13	BIRT AUSU executive approve the purchase of an Apple iPad Air 2 with wifi and cellular capability, at a cost of up to \$850.00 including tax. The equipment will be the property of AUSU, for the use of the current AUSU President in accordance with AUSU policy 2.15.  Moved by Shawna Wasylyshyn Seconded by Kim Newsome  Carried 3/0

July 2016

# AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: July 30, 2016



## Committees

### **Finance Committee:**

See finance committee report.

### **GFC (General Faculties Council):**

GFC was not originally scheduled to meet this month but scheduled a budget consultation meeting on Thursday, July 21. The meeting package was sent to the GFC members on Monday, July 18.

The highlights of the budget package included:

- Government directive prohibiting job losses
- Raises in fees for students
- Predicted financial insolvency in late 2017

The proposed budget created a pretty grim picture but at the same time really highlighted the challenges faced by AU and how they don't fit into the current government funding model.

On behalf of AUSU I spoke to express disappointment that fees will be raised in order to try and make up for shortfalls, also that once again the savings that AU has gained by moving to etext is not shared with students. I also expressed that the repercussions of predicting financial insolvency are worrisome and that the uncertainty of AU's future may have a negative impact on student enrollment, particularly for current and future program students.

At this point, the budget will go to the BOG for approval and then to the government of Alberta. Minister Schmidt has said more than once that AU is not going anywhere so we will have to wait and see if this was true and how the Alberta government plans to help.

### **GFC ALEC (Academic Learning Environment):**

No Meetings this month.

July 2016

**GFC AEAC (Academic Excellence Awards Committee):**

No Meetings this month.

**CASA Trades & Tech:**

This committee met several times this month. Although the meetings were fairly short (30-60 minutes), we were requested to read several policies, do some research and report our findings. This was mostly just a general group brainstorming exercise. The thoughts/ideas of the group will be presented at the upcoming CASA conference in Winnipeg at the end of July.

## AUSU Business

### **Policies**

After the Edmonton working retreat, it was felt that we should change the format of our position policies a bit. Those 8 position policies were reviewed and revised and are presented for approval at the August meeting.

The 6 finance related policies were reviewed and revised and are presented for approval at the August meeting. If these policies are approved by council, it will be a big step in completing the recommendations put in place by the forensic audit committee last term. The only remaining recommendation to complete will be the bylaw review which is under way.

In addition to this, I spent some time on a couple of new policies. One is a policy outlining the process for making a member (non-councillor) not in good standing, which will coincide with the bylaw revisions. The other is a TOR for a recurring Executive Compensation Review Committee, as per recommendations from the ad hoc committee from last term. This policy will be finished up and brought to council soon.

### **The Voice**

In order to fulfill the TOR and make recommendations on the members of the joint Council/Voice committee, we met with Karl. Besides discussing the applications, it was very nice to hear what Karl and The Voice have been up to, how things are going and what plans he has for the near future. Considering that we currently have

July 2016

no mechanism for The Voice to formally report to council, it was very encouraging to hear some recent accomplishments of Karl and his writers.

### **Other**

Brandon, Sarah and I met with Helen Salzl, Associate Registrar, briefly. We learned that some upgrades were made to the student information system. Students will not notice most of the changes but one great update is that the AU website will be accepting debit as a form of payment. This will go live on August 15 and may cause some down time around then in order for it to be activated.

With Sarah, Brandon, Shawna and I all taking various vacation days over the month of July work was a little slower. Despite this we completed a long list of action items on our Exec Meeting Report, completed revision/review of 14 policies, met with several key groups, and maintained daily operations.

August will be similar to July with several vacations for everyone already booked and I hope to focus a lot of my efforts on the bylaw revisions.

## Meetings

- July 4, 2016 – AUSU Executive Meeting
- July 7, 2016 – CASA Trades & Tech Meeting
- July 7, 2016 – AUSU Finance Committee Meeting
- July 11, 2016 – AUSU Executive Meeting
- July 13, 2016 – AUSU Executive and Voice Editor
- July 21, 2016 – GFC Budget Consultation Meeting
- July 21, 2016 – CASA Trades & Tech Meeting
- July 21, 2016 – AUSU Finance Committee Meeting
- July 22, 2016 – Meeting with Helen Salzl (AU Associate Registrar)
- July 25, 2016 – AUSU Executive Meeting

July 2016

## Hours

### Weekly Breakdown\*

<b>Week ending:</b>	<b>Hours Worked:</b>	<b>Banked Hours Used:</b>
July 3	30	0
July 10	21.25	8.75
July 17	22	8
July 24	30	0
July 31	28	2

Banked hours remaining at end of month: 0

### Timesheets and Compliance

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

### Executive Motions

	None for July.

# Committee Report

Finance Committee



**Prepared by: Kim Newsome, Chair**

**Date: July 1, 2016**

**Meeting: No meetings this month.**

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

## Monthly Activity

Due to the council working retreat at the end of June, we were unable to fit in our regular committee meeting. We have 2 meetings scheduled for July (July 7 & 21) which we will approve the May and June financials.

A draft budget has been started and discussed briefly at the council working retreat. It will be discussed further in finance committee and put forward for council approval at the next meeting.



# Committee Report

## Finance Committee



**Prepared by: Kim Newsome, Chair**

**Date: July 26, 2016**

**Meeting: July 7 (Josh Cross Absent), July 21 (Josh Cross Absent on Vacation).**

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

## Monthly Activity

Due to the council working retreat at the end of June, we were unable to fit in our regular committee meeting in June. We scheduled 2 meetings in July in order to stay on track.

On **July 7** the committee met to approve the May financials. It was noted that a few areas of the Income Statement with Variance showed that a few budget lines may end up being overspent by year end. The committee continues to monitor this each month. The draft 2016-2017 budget was also discussed as a refresher from the council working retreat. It was agreed some changes will be made for presentation at the next finance meeting.

On **July 21** the committee met to approve the June financials. This meeting would have normally been closer to the end of the month but with staff/exec vacations already booked it was not possible. This meant that we were missing the account reconciliation reports from the package and they will be included in the next meeting package.

The finance committee passed a motion recommending that council approve some 2015-2016 budget changes to account for a predicted overage in the software budget line. These changes will be voted on by council at the August meeting.

The next draft of the 2016-2017 budget was reviewed and the committee passed a motion recommending that council accept the revised budget. It was noted that although a deficit is predicted, it is a much smaller deficit than last year's budget prediction. The 2016-2017 budget incorporates savings from reducing administrative costs over the past year and also keeps members in mind by focusing on areas that were identified as important in the recent AUSU services survey.

# Committee Report

## Awards Committee

Prepared by: Josh Cross, Chair

Date: July 8, 2016



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

The awards committee has been quiet since the May Deadline meeting. Committee will be meeting within the month to discuss various topics including what to do for the Health Benefits and how a bursary should be created for those students who had been apart of the benefits program.

## Motions/Decisions

There have been no new motions since the Awards May Deadline. Committee is currently working on a bursary and will be receiving one other bursary to vote on this week.

## Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	137	4	133	2 May Awards	0	
AUSU Bursaries	32	10	22	5 May Awards	0	
Computer Bursaries	10	5	5		3	-
Travel Bursaries	4	2	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	79		0	
Totals:	<b>349</b>	<b>35</b>	<b>314</b>			

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

August 2016 Council Meeting

# Committee Report

Awards Committee

**Prepared by: Josh Cross/Donette Kingyens**

**Date: Aug 2, 2016**



Athabasca University  
**Students' Union**

**All Business Conducted By Email**

**Committee Members: Josh Cross (Chair), Kim Newsome, Shawna Wasylyshyn, Scott Jacobsen, Sarah Cornett (ex-officio).**

## Activity This Month

It was a quiet month but we had a few motions listed below. We approved one computer bursary. We will hold a meeting Aug 3 to discuss some outstanding items such as what to do with the medical/dental benefits funds. These will be outlined in the August Report.

## Motions/Decisions

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

Mover: Josh Cross

Secunder: Shawna Wasylyshyn

Defeated 0/4

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

Mover: Josh Cross

Secunder: Scott Jacobsen

This motion passed unanimously 4/0

## Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	137	4	133		0	
AUSU Bursaries	32	10	22		0	
Computer Bursaries	12	6	6		2	-
Travel Bursaries	5	2	3		-	\$3228.23
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	79		0	
<b>Totals:</b>	<b>352</b>	<b>36</b>	<b>316</b>			

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

# Committee Report

Member Engagement & Communications Committee

Prepared by: **Brandon Simmons, Chair**

Date: **July 12, 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

The MECC Committee met in June to finish off the agenda items that were postponed during the may meeting. During the meeting we reviewed the calendar survey that was to be sent out to everyone who received an AUSU pocket calendar this year. We wanted to ensure that we asked the right questions so that the results could help council when they had to decide if we will continue to order the calendars. Since this meeting we have sent out this survey and we received 107 responses out of the 500 people that the survey was sent to.

We also discussed what should be done regarding our geocaching initiative. It was decided that we will continue to try and follow up with the members who received the geocaching kits and see if we can get more geocaching locations. If we are able to get more locations, we will start advertising the locations and then after that point we will revisit the topic to see if it is worth doing again.

We continued to discuss the idea of setting up a forum and student book exchange. It was decided that we could set up a section on our app to allow members to sell their used textbooks. The discussion surrounding a member forum identified that a forum may not be the best method but it was identified that having a one-time forum for elections was not going to allow for an adequate chance for members to ask questions to candidates.

At the end of the meeting we discussed the recent meeting that we had with our app developer. They said that our app had the most meaningful usage out of any school they have using the app. This is partly due to the fact that this is one of the only ways that our members are able to communicate with each other. Our app usage is extremely high compared to other schools our size and the developer Ohlala wants to use us as a case study. They also shared some new potential features. The one that would be most useful to us would be targeted push notifications. The targeted push notifications would allow us to create push notifications and send them to various groups of our members.

## June 2016 Council Meeting

During June we also added Jody Waddle to the MEC Committee and I have had the opportunity to meet with her in person and she is very excited to be apart of the committee. The committee continues to review our newsletter and I am still working on a social media strategy that will be presented to the committee in late July or August.

# Committee Report

Member Engagement & Communications Committee

**Prepared by: Brandon Simmons, Chair**

**Date: July 30, 2016**



Athabasca University  
**Students' Union**

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

## Activity This Month

The MECC Committee did not meet during the month of July. While the committee did not meet we have continued to provide feedback on the AUSU newsletters via email. The next big item to discuss at MECC is the social media strategy but due to all of the travel during June I had not been able to get this put together. During July Phillip Kirkbride resigned from council and MECC. Following this resignation Scott Jacobsen volunteered to join the committee and we are glad to have him join us. To accommodate various vacations MECC will be meeting August 24 at 2PM.



# Activity Report

Executive Director

Prepared: July 13, 2016



Athabasca University  
**Students' Union**

## Overview

The bulk of this past month has been dedicated to:

- council and executive support,
- planning, execution and follow-up of the June face-to-face meeting in Edmonton.

as well as day to day management and administration tasks.

## Administration

### Office & Staff

Office and staff continue to roll along well and the team is coming together nicely. Donette has now been with AUSU a full year, my one-year anniversary is fast approaching, and Jamie has been with us almost three months. Time flies!

We won't disclose how long it's taken but we now have Karl Low's picture and short introduction on our website to complete the circle. As usual, Karl has a way with words so have a look under the About AUSU / Student Council & Staff tab on the website to read his bio piece.

### Finances

Scheduling was tricky in June so the May financial reports will be compiled and circulated to all of council and reviewed by the finance committee on July 7<sup>th</sup> and the June finances will be reviewed on July 21<sup>st</sup>.

The new format is working well and the balance sheet and income statements (both AUSU general funds and Voice funds) are now being posted regularly to the AUSU website for the information of the membership.

The financial picture remains positive and AUSU is on track to a much smaller deficit than budgeted due to a concerted effort to reduce administrative and operating costs while maintaining member services.

### Directors and Officers Insurance Claim

There has been no further action by the plaintiff since the withdrawal of the suit and the claim is considered closed.

## Committee Support

In my report to the June council meeting, I outlined my primary roles on each of the standing committees of AUSU. These committees continue to function well and report to council monthly.

I attended meetings of the Executive Committee three times, the MEC Committee once. The Awards Committee was quiet in June after the May bi-annual process.

My role in the new joint Voice/Council committee (see below) will be as chair.

## The Voice

The terms of reference for a joint task force of The Voice and council has been adopted as policy 8.07 and posted on the AUSU website. Committee members are being recruited.

## 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.

#### June 14 Council Meeting

Policy 2.04 COUNCIL GOVERNANCE: Discipline Process

Policy 2.08 COUNCIL GOVERNANCE: Meeting Attendance (new policy)

Policy 2.10 COUNCIL GOVERNANCE: Executive Director

Policy 4.07 ADMINISTRATION: Reinstating Members Not In Good Standing (new policy)

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

#### June 26 Council Meeting

Policy 1.01 POLICY: Creation, Format, Maintenance & Review

Policy 2.15 COUNCIL GOVERNANCE: Executive Accountability and Compensation

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

## Council Retreat

The council retreat was deemed a great success by all who attended. It was unfortunate that three councillors, who had previously committed to attending, were unable to make it to Edmonton, and we missed their contributions. Those who were able to attend worked extremely hard and I am very grateful for their trust, patience, perseverance, and hard work. They brainstormed, planned, talked, grew together as a team, and not only met but exceeded the objectives for the event.

I know it was a leap of faith for those who had not experienced a face-to-face session like this, but everyone came with open minds and ready to share their ideas which was indeed priceless (sorry if I sound like a credit card commercial!). Even those (who shall remain nameless) who came a bit skeptical of the value of the process left feeling like it was worthwhile. We had some fun too!

However, the work is far from over! The transcript and summary report from the retreat will be circulated to all of council very soon and from that we will:

- build the 2016-2017 Council goals;
- build the 2016-2017 AUSU budget;
- review of the AUSU bylaws;
- continue building a comprehensive communication plan;
- renew our focus on advocacy; and
- adjust and improve a number of governance, communication, and administrative processes.

I would like to personally thank the Shawna, Brandon and Kim who supported the idea and helped build a great agenda and participated fully, Donette for fully participating and helping with the planning and documenting, Jamie who took care of the bulk of the logistics and helped with the documentation, and of course Scott and Julian for their invaluable participation!

## **Meetings**

June 24-26 Council Retreat

June 6 Executive Meeting

June 15 Executive Meeting

June 23 Executive Meeting

June 14 Council Meeting

June 26 Council Meeting

June 8 MECC Meeting

June 1 Staff Meeting

June 8 Staff Meeting

June 15 Staff Meeting

June 29 Staff Meeting

# Activity Report

Communications Coordinator

**Prepared by: Donette Kingyens**  
**Prepared: June 1, 2016**



## General Administration

- **Student Inquiries**
  - Received several inquiries about the health plan discontinuance.
  - Received a few inquiries that required advocacy, of which one was sent to the President as it pertained to the Nursing program, one of which involved speaking to the Office of the Registrar regarding transfer credits.
  - Many inquiries that should have been directed to AU, not AUSU, such as wondering when books would arrive, how to withdraw from a course, who their tutor is, and how to get a receipt for their tuition.
- **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

- **Council Retreat**
  - Attended and participated in AUSU working council retreat.
  - Started working on compiling ideas and brainstorming from the retreat.
- **Sexual Violence Provincial Framework Conference**
  - Wrote up report about conference. *SEE ATTACHED REPORT*
- **Survey**
  - Compiled all of the survey results into a report for both Council and for the Public, which included reading and categorizing all of the individual comment from numerous open-ended questions.
- **Awards**
  - Updated auto-response sent to each applicant to include a timeline for when the decisions will be made.
- **Convocation**
  - Convocation was a great success. We had many students stop by the AUSU booth and talked to many excited graduates and proud family.
  - We sold ~35 grad bears and gave away a lot of AUSU swag – people were very excited to receive it, in particular the tote bags, pencil sharpeners, and pens.

- The sponsored lunches seemed to be a big hit, and we received numerous comments about how nice it was.
- On Friday, June 10, Sarah and I attended the Board of Governors dinner. It was a good opportunity to mingle with many AU VP's. I was fortunate to have been seated beside Vern Hume, the Director of Marketing and Communications. We had a great discussion about how to improve communications with students. He also felt that AU needs to focus more on student communications and awareness as students are not aware of AU services, and he would like to collaborate with AUSU on communications plans. He also has the Mobile App on his phone – he said it was a good app and that he would like to see more integration with AU on the app. We agreed to touch base after convocation.

## Services

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

Month	Smart Draw	Lynda	Calendars	Geocache	Grad Cards	Welcome Email
June 2016	12	43	2	0	265	1405
May 2016	14	28	1	0	346	1005
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
June 2016	547	43	2226	168	27	34
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

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
June 2016	225	6
May 2016	219	24
April 2016	195	3
Mar 2016	192	7
Feb 2016	185	4
Jan 2016	181	22
Dec 2015	159	4
Nov 2015	155	62
Oct 2015	93	85
Sep 2015	8	8

### Social Media & Marketing

- **Newsletters**

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

- **The Voice**

- Sent Voice ads for each Voice publication in March (Apr 3, 10, 17, 24).
- Provided The Voice with a great picture I took of Voice writer Deanna Roney standing beside our Voice banner at Convocation 2016.

- **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		

- Had a **meeting with Oohlala** on June 2, 2016 to go over an efficacy report they prepare for us. The most notable stats provided were regarding our student engagement, which is very high compared to other schools that use the Oohlala Mobile App. The Oohlala team was so impressed with our very high engagement they asked to use our app as an example for other schools. We did make note that this is primarily because it is one of the only means students have of engaging with other students since they do not physically meet on campus, but the stats were still impressive. A few notable stats (as of the June report):

3,568	Downloads
2,203	Registered Users
59,788	Service Views
3,320	Friendships Made
87,950	Campus Wall Views
38,602	Total Conversations
2,157	Campus Wall Posts
18,834	Comments & Likes
14,440	Chat Messages
95%	Comments that were positive or neutral
86%	AU students surveyed would recommend app to peers
73%	AU students surveyed feel app provides them with a voice at AU

- Have asked Oohlala for some clarification as some of the stats they provided were not correct:
  - *e.g. They claimed 0 event views, but we have an events tile and know for a fact at least staff have accessed it.*
  - *e.g. They claimed less than 20 people downloaded the app each month since February, but our app dashboard shows these numbers to be significantly higher.*
  - *Their “Your Top Tiles” section listed tiles we do not even have.*

Also, a lot of the report was not relevant to AUSU as they compared us to other schools with stats on things like how the mobile app effected attendance at orientation, how the app effects GPA and attrition rates, and how other schools use the app for events and clubs, so have asked Oohlala if it is possible to customize this report for AU in the future and to provide correct information.

- **Website**

- Posted June Executive Blog.
- Posted many policy revisions.
- Posted updated bylaws.
- Posted minutes from May & June council meetings.
- Posted June meeting agendas.
- Tested various course evaluation links.
- Posted new page for [Financials](#) on website.
- Deleted the budget from the “Strategic Documents” page since this is now listed on the Financials page.
- Moved “Health Care” page closer to bottom of services list.
- Posted newsletters sent in June.

- **Website News Articles:**

- [June 30 Article](#): Get Involved, Join a Committee!
- [June 8 Article](#): AUSU Executives Return from CASA Conference

• **Website Analytics**

The chart below lists **page views** for our most popular pages. Note, the totals do not reflect how many people actually filled out applications (ie. for awards or course evaluations), just how many people visited the page.

*Also note, since Sept 2016, there were 911 searches for “forums”. This page does not exist.*

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	Mobile App	Smart Draw	Student Lifeline	The Voice
June 2016	7,474	3,154	416	147	238	554	230	287	192	74
May 2016	7,746	3,531	669	143	181	513	101	156	135	23
April 2016	17,503	7,339	5,351	199	57	483	88	106	133	16
Mar 2016	12,235	4,388	596	189	61	271	173	103	146	29
Feb 2016	8,796	3,339	305	136	68	484	72	92	76	8
Jan 2016	8,178	3,396	385	75	226	469	204	122	132	26
Dec 2015	7,384	3,255	370	69	85	533	564	114	102	22
Nov 2015	4,855	3,696	302	34	262	188	110	71	50	13
Oct 2015	9,806	7,526	1,887	44	334	324	79	60	78	38

Month	Advocacy	Quick Links	Health Plan	Exec Blog	Financials	Council	Minutes	Agendas	News & Archives	Policies
June 2016	52	27	250	43	82	201	23	78	136	225
May 2016	36	63	258	151	22	270	23	42	172	224
April 2016	45	44	228	82	n/a	796	85	148	121	223
Mar 2016	35	n/a	208	48	n/a	281	84	128	127	341
Feb 2016	35	n/a	230	42	n/a	272	61	n/a	126	459
Jan 2016	55	n/a	476	68	n/a	325	40	n/a	89	437
Dec 2015	38	n/a	350	118	n/a	215	15	n/a	130	336
Nov 2015	22	n/a	293	20	n/a	181	58	n/a	95	248
Oct 2015	35	n/a	232	72	n/a	254	62	n/a	106	280

• **Website Polls**

- Ran out of website polls (which were planned by MECC) in early June. Unfortunately, did not notice due to so much other activities in June (convocation, working retreat, vacation), so the site has had the same poll for the month. However, since it was up longer it did receive double the amount of responses compared to what we usually get. I will have more polls programmed in for the following months.
- *Are you currently enrolled in:*
  - University Certificate Program 9
  - University Diploma Program 1
  - Undergraduate Degree Program 39
  - Visiting Student 2
  - Other 2
  - **Total Responses:** 53
  - **Posted:** May 23 – July 6



- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Impressions
June 2016	59	770	26	344	37,591
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	53	625	17	12	55	14,096
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

# Activity Report

Communications Coordinator

**Prepared by: Donette Kingyens**  
**Prepared: August 3, 2016**



## General Administration

- **Student Inquiries**
  - Received numerous inquiries with concerns about the Nursing program.
  - Received a few inquiries that required advocacy, of which one was sent to the President as it pertained to the Nursing program, one of which involved speaking to the Office of the Registrar regarding an issue in which a student did not get access to course materials for over 6 weeks and AU would not refund his tuition.
  - Many inquiries that should have been directed to AU, not AUSU, such as how to get course extensions, when books would arrive, how to get a receipt for their tuition.
  - Numerous inquiries about whether we had a health plan or how the plan termination and subsequent refund works.
- **Administration**
  - Creating some more templates for answering student emails
  - Spent extensive time cleaning up [ausu@ausu.org](mailto:ausu@ausu.org) email account.
  - Chose winners (randomly) for Services Survey, and ordered gift cards for them all
  - Prepared swag for the gift bags for the 2016 Grad Research Conference

## Projects

- **Council Retreat**
  - Worked on compiling and transcribing brainstorming for the retreat.
  - Wrote overview of retreat for July 6 newsletter.
- **Staff Manual / Procedures**
  - Started working on an updated Staff Manual for the AUSU office staff. Compiling info from the Council Manual and an old, outdated Admin Assistant Manual and updating it to current procedures.
  - Created template and naming conventions for instruction sheets.
  - Cleaned up organization of templated & instruction in office DroBo.
  - Created new instructions for numerous task including:
    - Prize Pack checklists (for AUSU and The Voice)
    - Council Meeting Administration (*revised existing instructions*)
    - Course Evaluation Updates
    - Google Account Administration
    - Website Instant Chat Administration
    - Teleconference Information
    - Website Administration (*in progress*)

- **Joint Council/Voice Action Plan Committee**

- Compiled and checked membership status for committee applications.
- Revised confidentiality agreement to send to new committee members.
- Created AUSU email accounts for each new committee member.
- Set up a Google Drive folder for the committee.
- Set up a group email address.
- Sent instructions to committee members on getting started.

- **Awards**

- Looked into "[Laurence Décore Award for Student Leadership](#)" through Student Aid Alberta for which students have to apply to their University.
- It used to be administered by AUSU but was not advertised last year as it was removed from new website and new staff was unaware of it. In the past, applications were submitted to AUSU and the Awards Committee selected a recipient.
- I contacted AU to confirm that AUSU still responsible for choosing a winner, and AU has update their awards website to show that students submit the application to AUSU.
- Have also confirmed with the award donor (*Alberta College & Technical Institute Student Executive Council*) that one award is guaranteed to an AU student.
- Have raised topic to the Awards committee to discuss, as we will need to determine an internal deadline to receive the applications and select a recipient, and submit this information to Student Aid Alberta by February 15. AU said they will post the deadline on their website once AUSU has decided what it will be.

## Services

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

- There was a significant increase in the use of our services towards the end of the month, as a result of sending out a dedicate newsletter just showcasing our services, with a clear subject line stating "*AUSU Services Available to YOU as an AU Undergrad Student*".

Month	Mobile App Accounts	Smart Draw	Lynda	Calendars	Geocache	Grad Cards	Welcome Email
July 2016	145	37	159	0	0	79	414
June 2016	176	12	43	2	0	265	1405
May 2016	99	14	28	1	0	346	1005
Apr 2016	94	18	38	1	1	0*	809
Mar 2016	136	2	22	3	2	69	376
Feb 2016	95	5	18	11	16	63	393
Jan 2016	409	12	33	68	n/a	95	607
Dec 2015	185	23	29	1,262	n/a	66	480
Nov 2015	104	5	20	10	n/a	55	368
Oct 2015	192	2	31	12	n/a	n/a	389
Sep 2015	881	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
July 2016	702	159	5952	401	41	141
June 2016	547	43	2226	168	27	34
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

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
July 2016	235	10
June 2016	225	6
May 2016	219	24
April 2016	195	3
Mar 2016	192	7
Feb 2016	185	4
Jan 2016	181	22
Dec 2015	159	4
Nov 2015	155	62
Oct 2015	93	85
Sep 2015	8	8

## Social Media & Marketing

- **Newsletters**

- See “**Newsletter Statistics.xls**” in report folder.
- Emailed the AU Dean’s, Directors, VPs and President to ask if they wanted to be put on our newsletter mailing list. Not all responded, and some are on holidays, but to date we have added:
  - Cindy Ives                      VP Academic
  - Lisa Carter                      Dean, Faculty of Science and Technology
  - Elaine Fabbro                    Director, Library Services
  - Margaret Edwards              Dean, Faculty of Health Disciplines
  - Karen Thompson                Director, Learner Support Services
  - Richard MacLeod                Registrar
  - Nancy Parker                    Director, Institutional Studies

- **The Voice**

- Sent Voice ads for each Voice publication in July (July 1, 15, 22, and 29).
- No Voice publication on July 8 as editor on holidays.

- **Mobile App**

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
<b>Jul 2016</b>	2,480	148	708	44	9,388	854	15
<b>Jun 2016</b>	2,332	137	665	51	8,534	1,059	60
<b>May 2016</b>	2,195	99	614	40	7,475	697	114
<b>Apr 2016</b>	2,096	94	574	64	6,778	1,257	43
<b>Mar 2016</b>	2,002	136	510	60	5,521	874	43
<b>Feb 2016</b>	1,866	95	450	72	4,647	808	35
<b>Jan 2016</b>	1,771	409	378	61	3,839	626	154
<b>Dec 2016</b>	1,362	185	317	51	3,213	640	139
<b>Nov 2016</b>	1,177	104	266	50	2,573	511	38
<b>Oct 2016</b>	1,073	192	216	59	2,062	690	141
<b>Sep 2016</b>	881	881	157	157	1,372	1,372	317

- Had “Textbook Exchange” chat group added
- Received an updated efficacy report from Oohlala with some corrections to statistics (per June 2016 report).
- Contacted Oohlala about a glitch in the control panel in which statistics are showing incorrectly for the number of downloads/accounts.
- Added more statistics on the Mobile App to my reports

- **Website**

- Posted press release about councillor resignation.
- Posted policy revisions.
- Posted financials.
- Posted notice about how to get June reports since no July meeting.
- Posted newsletters sent in July.
- Programmed new website polls for the next 4 months
- Downgraded our “Olark” account (instant chat program on our website) to one moderator (from 4 previously), since I am the only one who needs to access it, at a savings of ~\$340 USD annually. Current cost is now only \$180 USD annually.
- Revised the dates on all the council meeting events.
- Fixed an issue with the Course Evaluations in which about 60 courses were not showing the results properly.
- Created and posted a “Reinstate Member Not In Good Standing” form.

- **Website News Articles:**

- [July 22 Article](#): AUSU Advocacy Efforts with CASA (written by Brandon)
- [July 13 Article](#): AUSU Accepts Councillor Resignation

• **Website Analytics**

The chart below lists **page views** for our most popular pages. Note, the totals do not reflect how many people actually filled out applications (ie. for awards or course evaluations), just how many people visited the page.

*Also note, since Sept 2016, there were 995 searches for “forums”. This page does not exist.*

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	Mobile App	Smart Draw	Student Lifeline	The Voice
July 2016	8,786	3,757	798	314	151	1,247	101	188	133	76
June 2016	7,474	3,154	416	147	238	554	230	287	192	74
May 2016	7,746	3,531	669	143	181	513	101	156	135	23
April 2016	17,503	7,339	5,351	199	57	483	88	106	133	16
Mar 2016	12,235	4,388	596	189	61	271	173	103	146	29
Feb 2016	8,796	3,339	305	136	68	484	72	92	76	8
Jan 2016	8,178	3,396	385	75	226	469	204	122	132	26
Dec 2015	7,384	3,255	370	69	85	533	564	114	102	22
Nov 2015	4,855	3,696	302	34	262	188	110	71	50	13
Oct 2015	9,806	7,526	1,887	44	334	324	79	60	78	38

Month	Advocacy	Quick Links	Health Plan	Exec Blog	Financials	Council	Minutes	Agendas	News & Archives	Policies
July 2016	45	24	182	459	53	228	34	41	133	257
June 2016	52	27	250	43	82	201	23	78	136	225
May 2016	36	63	258	151	22	270	23	42	172	224
April 2016	45	44	228	82	n/a	796	85	148	121	223
Mar 2016	35	n/a	208	48	n/a	281	84	128	127	341
Feb 2016	35	n/a	230	42	n/a	272	61	n/a	126	459
Jan 2016	55	n/a	476	68	n/a	325	40	n/a	89	437
Dec 2015	38	n/a	350	118	n/a	215	15	n/a	130	336
Nov 2015	22	n/a	293	20	n/a	181	58	n/a	95	248
Oct 2015	35	n/a	232	72	n/a	254	62	n/a	106	280

• **Website Polls**

○ *What is the top way you want AUSU to communicate with you?*

- Email 8
- E-Newsletter 0
- Facebook 1
- Twitter 0
- LinkedIn 0
- Other 1
- **Total Responses:** 10
- **Posted:** July 6 – July 18

- *Do you think it is OK for AU to change the requirements to graduate, and make it apply to students already enrolled in the program?*
  - Yes 4
  - No 24
  - Maybe / Sometimes 2
  - **Total Responses:** 30
  - **Posted:** July 18 – Aug 1

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Impressions
July 2016	45	777	16	503	59,619
June 2016	59	770	26	344	37,591
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
July 2016	45	636	16	8	53	10,396
Jun 2016	53	625	17	12	55	14,096
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

# Committee Report

Joint Council/Voice Action Plan Committee



**Prepared by:** Sarah Cornett, Chair  
**Date:** August 08, 2016

**Meetings:** No meetings

**Committee Members:** Sarah Cornett (Chair and Editor in Chief), Karl Low (Managing Editor), Scott Jacobsen (Councillor), Carla Knipe (Writer), Bonita Arbeau, Lyle Harvey, Alex Pappas, Lisa Sinclair

## Monthly Activity

Due to a number of delays, primarily due to summer vacations, the committee has not yet met.

On **June 26** AUSU council approved the term of reference for the Joint Council/Voice Action Plan Committee and Scott Jacobsen was appointed as the council representative on the committee.

On **June 30** the AUSU newsletter and website advertised for members interested in being on the committee in the capacity of regular readers or non-readers of The Voice.

On **July 11** the period to submit applications closed.

On **July 13** AUSU executive and Karl Low met to review the applications for committee members and short listed those to be sent to council for a decision.

On **July 28** AUSU council passed a motion to appoint Voice writer Carla Knipe, Voice readers Bonita Arbeau and Alex Pappas, and Voice non-readers Lisa Sinclair and Lyle Harvey to the committee.

On **August 08** a poll was sent to schedule the first two or three meetings and set up a weekly schedule if possible.

On **August 09** the council is set to ratify the email vote to appoint the committee members.

As a result of delays, the committee is approximately one month behind schedule and will target the October council meeting for a report.