



Athabasca University Students' Union

Council Meeting Minutes

APPROVED October 13, 2016

Tuesday, September 13, 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 Andrew Gray, Councillor Scott Jacobsen, Councillor Julian Teterenko, Councillor Dixie Toliver
Staff: Executive Director Sarah Cornett, Communications and Member Services Coordinator Donette Kingyens.
Members: Emily Bonia, Carly Gallant

Meeting called to order at 5:30pm MT.

Agenda and Minutes

1.0 Approval of Agenda All

Motion: BIRT Council approve the agenda.

A. Gray / K. Newsome

Carried 7/0

2016-09-13 Council Agenda.pdf

2.0 Adoption of Council Meeting Minutes All

Motion: BIRT Council approve the minutes of the August 09, 2016 regular council meeting.

A. Gray / K. Newsome

Carried 7/0

2016-08-09 Council Minutes DRAFT.docx

Old Business

3.0 Review of Action Items All

The status of the action and agenda items from the bottom of the most recent regular council minutes (August 09, 2016 in this case) were reviewed briefly. All action items are complete.

4.0 Ratification of Email Motions S. Wasylyshyn

4.1 Combined Motion to Ratify

Motion: BIRT AUSU council ratify the following three email motions, each of which were passed unanimously as listed below, including the vote for the AUSU Health Care Bursary, the vote for the AUSU Single Parent Bursary and the vote for the transfer of funds for the AUSU Computer Bursary.

A. Gray / K. Newsome

Carried 7/0

4.2 Health Care Bursary – August 18, 2016

Email Vote: BIRT AUSU Council approve and implement the Health Care Bursary, as attached and as recommended by the AUSU Awards Committee.

S Wasylyshyn / S. Jacobsen

Carried 7/0

Health Care Bursary - Awards approved.pdf

4.3 Single Parent Bursary – August 16, 2016

Email Vote: BIRT AUSU Council approve and implement the Single Parent Bursary, as attached and as recommended by the AUSU Awards Committee.

S Wasylyshyn / S. Jacobsen

Carried 7/0

Single Parent Bursary - Awards approved.pdf

4.4 Transfer of Funds for the AUSU Computer Bursary – Sept 2, 2016

Email Vote: BIRT AUSU Council approve and enact the AUSU Awards committee recommendation that Council re-allocate unused funds, up to \$2000 from the travel bursary fund and up to \$3000 from the emergency bursary fund, into the fund for computer bursaries to allow for up to 5 more recipients of the AUSU Computer Bursary in the current fiscal year (2015/2016) to be distributed by the Awards Committee according to its terms of reference.

S Wasylyshyn / A. Gray

Carried 7/0

5.0 Review of 2015/2016 Council Goals List

Motion: BIRT AUSU Council accept the final report on the 2015/2016 AUSU Goals Progress Report.

S. Wasylyshyn / D. Toliver

Carried 7/0

AUSU Goals 2015-2016 rev2 w Progress Report August 2016.pdf

All of the goals were completed with the exception of the ones for the Voice Magazine and the Bylaws, which are in progress and ongoing. They are being carried over to the proposed goals for 2016/2017.

Council and staff was thanked for their hard work on these goals over the past year.

New Business

6.0 VP External and Student Affairs

Motion: BIRT AUSU council accept the resignation of Brandon Simmons from his position as VP External and Student Affairs effective September 15, 2016 and thank him for this contribution to AUSU.

S. Jacobsen / J. Teterenko

Carried 7/0

Motion: BIRT AUSU Council accept the results of the September 13, 2016 executive by-election and welcome Julian Teterenko to the position of Vice President External and Student Affairs.

S. Jacobsen / J. Teterenko

Carried 7/0

7.0 2016/2017 Council Goals List

Motion: BIRT AUSU Council adopt the proposed 2016/2017 Goals as presented.

AUSU Goals 2016-2017 Council Edits DRAFT.pdf

The draft goals list came from information gathered from our membership in the 2016 member Services Survey, and were designed to ensure that the council efforts and membership money are going towards goals important to the membership.

8.0 Council Retreat Report

Executive

Motion: BIRT AUSU approve the report and transcript from the 2016 AUSU Council Retreat.

B. Simmons / D. Toliver

Carried 7/0

*2016-06 Council Retreat Report.pdf**2016-06 Retreat Transcription.pdf*

Note: The council report and transcript was circulated to council only.

9.0 Finance Committee Recommendation

Executive

Motion: BIRT AUSU approve up to \$10,000 in internally restricted funds to use toward legal fees and administrative costs related to FHD advocacy.

B. Simmons / D. Toliver

Carried 7/0

The following background information was provided:

- AUSU has been working on advocacy against the retroactive changes made by the Faculty of Health Disciplines, but the issue has not been resolved. AUSU met with all representatives at AU that could have an impact on the changes, but the requests were unsuccessful.
- AUSU continues to receive a lot of feedback from the membership asking for advocacy regarding issues faced as a result of these changes. All requests for individual advocacy have been approved, indicating AU is aware there is a problem yet they still refuse to reverse the retroactive changes.
- AUSU council feels the University is doing what they want with no consideration of the students.
- It is important for AUSU to push on this issue to show AU that they are accountable to their students, which will not only resolve the current issues but also set a precedent for future decisions made by the University.
- AUSU met with legal counsel and learned there is a further process AUSU can undertake, called a judicial review, which would cost resources. Although AUSU has not officially decided to pursue the judicial review, the executive wants to ensure the funds are available if AUSU does go through with it.
- AUSU sent a letter to the AU President explaining that AUSU has sought legal counsel, and is considering filing an injunction to stop the retroactive application of the program changes. AUSU's lawyer helped AUSU put together reasons why AUSU would win if this case was taken to court for a judicial review.
- AUSU also submitted requests for information to AU under the FOIP act, including a copy of the legal statement that AU claims to have that asserts the program changes are legal, minutes and agendas from the FHD Faculty Council, reviews of the FHD programs, a list of all students in the Faculty, and a record of emails amongst Faculty relating to reducing the number of students in the program.
- One of the information requests was denied, but AUSU is appealing this decision to the Privacy Commissioner. One of the requests was approved at a cost of \$3000, but AUSU is rewording the request in the hopes of reducing this cost. One of the requests was partially denied, with a charge of \$350 for the parts that were approved, which AUSU agreed to pay. AUSU is still waiting for a response for two of the requests.

- The Privacy Commissioner sets the rate of \$27 per hours of staff time to compile the information, plus a certain amount per page supplied. AU then decides how many hours they are charging for.
- AUSU is doing well on the current budget, and will be coming in under budget on many line items. AUSU also has enough money in the bank in internally restricted funds to cover the costs for the FOIP requests.
- AUSU has a budget of \$5000 for legal fees, of which only half has been spend, but it does not leave enough to cover the costs of the information requests and legal fees if AUSU pursues the judicial review, which is why a council motion is needed.
- AUSU council feels AU is trying to “call AUSU’s bluff” by making it very difficult so that AUSU will give up on this pursuit, but council feels it is vital to continue to push on this matter.

10.0 Committee Vacancies

10.1 MECC Appointment

Motion: BIRT AUSU Council appoint Councillor Dixie Toliver to the AUSU Member Engagement and Communications Committee.

B. Simmons / D. Toliver

Carried 7/0

11.0 Policy Revisions

Executive

11.1 Policy 4.08 ADMINISTRATION: Removing Member From Good Standing

Motion: BIRT AUSU council adopt Policy 4.08 ADMINISTRATION: Removing Member From Good Standing.

J. Teterenko / A. Gray

Carried 7/0

Policy_4.08_Removing_Member_Good_Standing_Exec_Edits.docx

The policy title was changed from “Removing Members Not In Good Standing” to “Removing Members From Good Standing”.

This policy was designed to fill a gap that was noted in AUSU policy, as it was noted that if we remove benefits from a member, there needs to be a policy in place for this.

11.2 Policy 7.01 MEMBER SERVICES: Member Service Administration

Motion: BIRT AUSU council adopt the updated copy of Policy 7.01 MEMBER SERVICES: Member Service Administration.

J. Teterenko / A. Gray

Carried 7/0

Policy_7.01_Member_Service_Administration_Exec_Edits.docx

11.3 Policy 7.02 MEMBER SERVICES: Scholarships, Awards, and Bursaries Program

Motion: BIRT AUSU council adopt the updated copy or Policy 7.02 MEMBER SERVICES: Scholarships, Awards, and Bursaries Program.

J. Teterenko / A. Gray

Carried 7/0

Policy_7.02_Scholarships_Awards_and_Bursaries_Exec_Edits.docx

Concern was raised over the Student Services Award description, which was updated to state “Preference mat be given to students with contributions to the AU community and AU students”. The following points were raised:

- There may be students have a lot more volunteer experience than others, and the primary criteria should be the extent of contributions the applicant has made.

- The new clause could be interpreted to provide the award to applicants who volunteer within the AU community over applicants with a lot more contributions externally.
- This may not be a concern with the current council who understand the spirit of the wording, but down the road other council may interpret it differently.
- It can be very difficult to make a decision on the applications with hundreds of application, so having clarifiers can help to narrow it down.
- There are very few ways to rewards people for getting involved at AU, so making this change to the Student Services Award helps.
- The description was changed to state *“In order to distinguish between similarly highly qualified applicants”, preference may be given to students with contributions to the AU community and AU students.”*

11.4 Policy 8.08 TERMS OF REFERENCE: Executive Compensation Review Committee

Motion: BIRT AUSU adopt Policy 8.08 TERMS OF REFERENCE: Executive Compensation Review Committee.

A. Gray / B. Simmons

Carried 7/0

Policy_8.08_TOR_Executive_Compensation_Review_Exec_Edits.docx

Policy item 8.08.08 was updated to specify that the membership of the committee must contain three ‘non-executive’ councillors as voting members.

This policy was put in place after the recommendation of the recent ad-hoc Executive Compensation Review Committee, as there previously was no policy in place to ensure this was done consistently. Council feels this is a great accomplishment to make things easier and ensure the procedure is better documented for future council.

11.5. Policy 7.03 The Voice Magazine

It was noted that the Executive did an informal review of this policy, but no changes were made.

Reports

12.0 Reports for the Months of August 2016.

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

12.1 President’s Report

S. Wasylyshyn

2016-08 President Report.pdf

There is a Faculty of Health Disciplines Faculty Council Meeting this month, which S. Wasylyshyn will attend in person and hopes to make a presentation at. She is in the process of creating a report for the meeting describing from the students’ perspective what the changes have been like, and why the Faculty should not be allowed to continue with these changes.

Council noted how much work S. Wasylyshyn has put into this, and how difficult it has been to press on with this advocacy concern when faced with so much adversity from the University.

12.2 Vice President External and Student Affairs’ Report

B. Simmons

2016-08 VP External Report.pdf

The AU Governance has confirmed that the infrastructure for providing AU student email addresses is now in place, and it just waiting on AU executives to finalize the business rules to implement this.

There is a new proposal to upgrade the AU portal as it is currently 12 years old and no longer supported, so a new portal should be in place within the next 1-2 years.

CASA recently met with the Prime Ministers Office to review what student financial aid should be for students, and they were interested in the ideas that CASA had regarding this.

12.3 Vice President Finance and Administration's Report K. Newsome
2016-08 VP Finance Report.pdf

Two new bursaries were designed and are now live on the AUSU website.

K. Newsome worked very hard this month to get the executive committee action item list almost complete.

12.4 Executive Meeting Report S. Wasylyshyn
2016-08 Executive Meeting Report.pdf

Note: Executive meeting reports are not public documents. Any decisions made by the Executive appear in a separate public report for ratification by Council. The Executive meeting report was circulated to Council for review and acceptance in their role as the governing council of AUSU.

12.5 Finance Committee Report K. Newsome
2016-08 Finance Committee Report.pdf

The committee will not be meeting in September as the Executive Director will be on holidays, but they will meet twice in October.

12.6 Awards Committee Report S. Jacobsen
2016-08 Awards Committee Report.pdf

It was noted that since S. Jacobsen took over as Awards Chair after the last council meeting, he has worked very quickly and done a great job.

12.7 Member Engagement and Communication Committee Report B. Simmons
2016-08 MEC Committee Report.pdf

The committee is currently working on a contest to provide a free course for students.

12.8 Joint Council/Voice Action Plan Committee Report S. Cornett
2016-08 Joint Council Voice Committee Report.pdf
2016-08-17 Joint Council Voice Minutes.pdf

The committee is trying to determine whether they will bring a few recommendations to council in October and a few in November, or just hold off and compile them all together for the November meeting. The committee is behind the original schedule because it was difficult to schedule during July and August due to holidays.

12.9 Executive Director's Report S. Cornett
2016-08 Executive Director Report.pdf

12.10 Communication and Members Services Coordinator's Reports D. Kingyens
2016-08 Communications Coordinator Report.pdf
Newsletter Stats.xlsx

12.11 Acceptance of Reports All

Motion: BIRT Council accept the August 2016 reports as presented.

A. Gray / J. Teterenko

Carried 7/0

Question & Answer Period

13.0 Question & Answer Period

S. Wasylyshyn

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

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

- A question was raised about how financial decisions regarding the compensation for executive members. The policy that was just approved outlines the terms of reference for a committee to be put together at the end of each two-year council term, which includes specific regulations for reviewing and determining the executive compensation. AUSU underwent an extensive process including an ad-hoc Executive Compensation Review Committee to set the procedures in place. The policy that was just approved sets in place procedures for the current council to set wages for the next council, so that the council is not setting their own wages.
- It was noted that AUGSA and the Faculty of Graduate studies hosts a Graduate Research Conference each year, which is also attended by various VP's from AU. AUGSA typically invites some AUSU executives to attend as well. This year S. Wasylyshyn and A. Gray will attend.

Next Meeting and Adjournment

The next meetings of Council will be:

Wednesday October 5, 2016, 4:30 pm MDT – Public Meeting to announce by-election results

Thursday October 13, 2016, 5:30 pm MDT - Public Meeting

Tuesday, November 8, 2016, 5:30 pm MDT - Public Meeting (Tentative)

Motion to Adjourn at 7:24 pm MT.

Summary of Action Items

Date	Status	Action Item and Responsible Party
May 11	Complete	Question and Answer Period: All AUSU Councillors to complete the governance training program prior to the June council meeting. Council

Summary of Agenda Items

Date	Status	Agenda Item and Committee
Jan 14	September Agenda	Communication and Members Services Coordinator Report: AUSU to consider ways to handle calendar orders for 2017, possibly including pre-orders MECC

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: September 7, 2016



Current Issues

Committees:

AU Board of Governors – August was an exciting month for the Board of Governors. We met briefly to announce that negotiations were successful and the 8th President of AU had officially been hired. I attended the announcement of the 8th President, Neil Fassina in person in Athabasca on August 17. Throughout the day, I had an opportunity to meet with Dr. Fassina, as well as a number of AU staff and Faculty. In addition, I had a long and fruitful conversation with AB Minister, Marlin Schmidt. It was a fantastic and exciting day and I hope it is the start of something really great for all stakeholders at AU.

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's work is finished!

General Faculties Council – No meetings this month.

Sub Committees:

Student Awards Committee: No meetings this month.

GFC Exec: No meetings this month.

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

AUSU MECC: Met on Aug 24 and made a decision to move forward with an exciting contest to win a course from AUSU! I hope we are able to successfully roll this out and get a tremendous amount of interest!

AUSU Awards: Met on August 3 to finalize details for two new AUSU bursaries! One for Single Parents at AU and the other for Health and Dental plan support for our membership.

AUSU Finance: The committee met on August 30, I was absent on AUSU business.

CASA: No meetings this month.

Sub Committees:

CASA Federal Policy Committee: This committee has been working hard and I have been assigned two policies to work on. The first, was to write a policy on RESPs and how the program could be expanded to be more inclusive and benefit more Canadians. The second was to review and edit the CASA policy on the Post Secondary Student Support program.

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Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

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

AUSU Business

Changes for AUSU Council – At our August meeting, there was a motion on the agenda to remove Councillor Josh Cross from Council as prescribed by the AUSU attendance policy. These motions are always difficult for council, because we never want to remove a duly elected councillor from our team. Our Council made the difficult decision to remove Josh Cross from AUSU Council, the decision was unanimous. In addition, AUSU has received notice from Vice President External, Brandon Simmons that he will resign his position on Executive as of September 15, 2016. We will conduct an Executive Election for the position of VPEX on September 13. Brandon plans to remain as an AUSU Councillor, we appreciate his willingness to work with us to allow for a smooth transition and look forward to continuing to work with him on Council.

Retroactive Program Changes at AU – Our Executive team has continued to work hard to advocate for students in the FHD against retroactive program changes. This month, our research continued and while we felt that we had exhausted all of our opportunities at the institutional level to have the retroactive changes reversed; we have sought legal counsel on how to best proceed at this point. Our research has revealed that faculties at AU are not funded based on enrollment, which explains why there may have been an objective within the faculty to reduce the number of students in the program. The rationale given to the Faculty Council to approve the changes in January was to “reduce the number of students in the program.” This is despite of the fact that all along we have been told that the changes were made to benefit students.

Currently, I am working on a report that I will present at the upcoming FHD faculty council meeting in September. We will also include the report for consideration by the APPSC in October, where I will attend as an observer.

We have yet to see any results from the FOIP requests that we have submitted so far to AU, but we continue to stand by the requests and are confident that through our research we will be able to uncover the true reasons that the changes were made and be able to make a strong case to have them reversed. We have also written another letter to AU Interim President, Peter MacKinnon and cc'd a number of stakeholders as well. In our letter, we advised that our next step is to seek a judicial review and that we are prepared to make that step; although we would prefer if AU would take the steps needed to correct the retrospective nature of the program changes made in 2016.

Meetings

3 – AUSU Executive
3 – AUSU Awards
8 – AUSU Executive
9 – CASA Federal policy committee
9 – AUSU Council
11 – AU Presidential Search Committee
11 – Board of Governors
15 – AUSU Executive
17 – AU Announcement in Athabasca
22 – AUSU Executive
23 – CASA Policy Committee
24 – AUSU MECC
25 – Donna Romyne, AU VP of Research
27 – AUSU Council
29 – AUSU Executive
30 – AUSU Legal Counsel
30 – FHD Webinar
31 – Mike Battistel, AU VP of Information Technology

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Remaining
August 7	38.5	0	5
August 14	35.25	0	5.25
August 21	35.5	0	5.75
August 28	42	0	12.75

Timesheets and Compliance

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

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AUSU Executive Report

Brandon Simmons, VP External and Student Affairs

Prepared: September 3, 2016

Committees



MECC Committee:

See MECC committee report.

Learning & Teaching SAG:

This committee has taken the place of the old pedagogy & research SAG but did not meet in August.

SAAC:

This committee met this month but due to the sensitive nature of dealing with student appeals all meetings are in camera. There was a discussion that took place at the end of the meeting that was not in camera. The conversation was around what AU could do to better help students understand what plagiarism is and the resulting consequences. There was also a discussion regarding troubling websites like coursehero.com that have many AU assignments that you are able to simply download making it easy for students to cheat and easy to be caught.

ICT Investment Governance Committee:

During this meeting there was a lot of discussion regarding the recent email upgrade at AU. This process to move to office 365 took a lot longer than anticipated but is finally complete. There was an issue where everything was going to junk mail which tainted a lot of people's perspective towards the new upgrade. This issue has been fixed but there are a few steps left to fully finish the upgrade. The student email portion of this project was de scoped and I was not the only person to raise an issue with this. We have followed up and the IT structure is in place the only thing holding up the process is the lack of business rules from AU administration. We are continuing to follow up with AU staff to ensure that these rules are established in a timely manner so that student emails can be issued to students.

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The other major item that came up was a proposal to replace the myAU portal. This is a very exciting proposal as it will allow students to access their course work easier from any device. The current portal is now significantly outdated so an update will be a huge benefit to students. The committee approved the development of a business case for this project and if that updated business case gets approved then the project will move forward. The proposal said that it will take approximately 14 months to implement the new platform once they have the go ahead. Based on the feedback from the meeting there seems to be a lot of support for this project.

CASA:

The CASA board was busy with the closeout of the policy and strategy conference. CASA staff have been hard at work transcribing the details of the conference and the board has been working hard to follow up with all member schools post conference. There were very few initial reviews of the conference but as the board has been keeping in contact with members there seems to be a high satisfaction with how the conference went and the priorities that have been selected.

Over the month CASA staff has been able to meet with multiple groups including the Canada Student Loans Program and the Prime Minister's Office. The CSLP wanted to hear from CASA about what they thought should happen in regards to repayment assistance. The PMO was very interested in creating a vision of what student financial aid should look like. The PMO's office was very accepting of what CASA had to say and they wanted more input from CASA as they look at the topic of student loans. CASA also submitted a pre budget submission regarding the various policies that we have surrounding increases to grants and loans.

CASA has also now launched their new website. This website is a lot clearer and there is a lot of information that was not previously available on the website that now is available. You can now find the organization bylaws, financial statements, and previous lobby documents. This really helps with transparency for the organization.

AUSU Business

This month I took some time off as my family welcomed our third child into our family early in the month. Aside from the regular AU and CASA committees this month

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was still a very busy month as we have continued to work on the issues being faced by the students in the faculty of health disciplines. Executive has been discussing the best way to advocate on behalf of these students. Shawna has been doing an immense amount of work including putting together FOIP requests and writing letters to the president of the university and other AU administration. At the end of the month Executive even meet with a lawyer to discuss the situation to see what options we have.

On a positive and exciting note the board of governors have announced the next university president. On August 17 Me and Shawna had the opportunity to travel up to Athabasca to be present at the press release to announce Dr. Neil Fassina as the eighth president of AU. This was a wonderful event and was very well attended. Minister Schmidt also came to this event and gave a wonderful speech about the future of Athabasca University. During this day we also were able to have a short meeting with Dr. Fassina as well as we were able to have lunch with both him and Minister Schmidt. I am very excited to Dr. Fassina start in his role as president on October 11. In my meetings with him he has been very concerned about student issues. He also appears to be very interested in listening not just leading. This will hopefully be an asset to him as he tries to sort out the current situation that AU is in. He seems very excited and hopeful for the future of AU and he seems to have the support of the ministry. This will hopefully be a huge turning point for the university.

Meetings

August 3, 2016 – AUSU executive meeting
August 9, 2016 – AUSU council meeting
August 11, 2016 – AU BOG meeting
August 15, 2016 – AUSU executive meeting
August 17, 2016 – Press release for new AU president held in Athabasca
August 22, 2016 – AUSU executive meeting
August 22, 2016 – ICT investment governance committee meeting
August 24, 2016 – MECC meeting
August 26, 2016 – CASA board meeting
August 27, 2016 – AUSU council meeting
August 29, 2016 – AUSU executive meeting
August 30, 2016 – Meeting with lawyer
August 31, 2016 - Meeting with Mike Battistel AU VP technology

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Hours

Weekly Breakdown*

Week of:	Hours:
August 1-7	30.75
August 8-14	37.75
August 15-21	30
August 22-28	30
August 29-September 4	30
Banked time as of September 4:	1.75

Timesheets and Compliance

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

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AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: September 6, 2016



Committees

Finance Committee:

See finance committee report.

Awards Committee:

I worked quite a bit with Donette and the Awards Committee this month to develop the criteria and the online award applications for the AUSU Health Care Bursary and AUSU Single Parent Bursary. This committee has been busy this month and the new Chair, Scott Jacobsen, has been doing a fantastic job.

GFC (General Faculties Council):

No meetings this month.

GFC ALEC (Academic Learning Environment):

No Meetings this month.

GFC AEAC (Academic Excellence Awards Committee):

Meeting on August 10. This meeting was in camera and I am unable to report on the discussions and outcomes.

However, I can report that the meeting began with a detailed explanation of the confidentiality of this committee and GFC as a whole. It was stressed that any documents provided to us are not for public viewing and are not to be shared with anyone, ever. This was pretty stern and I can only guess that it was in response to the GFC budget meeting and the budget documents had somehow showed up in the media before the meeting occurred.

CASA Trades & Tech:

This committee met twice this month. I was on vacation during one of the meetings and was unable to attend. In addition to the meetings, I have continued to work on

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the CASA policy related to digital infrastructure. I have researched and made suggestions on the direction of this policy and how the information that is currently in the policy should be separated into 2 distinct policies. One asking for digital infrastructure funding for post secondary institutions, and the other asking for reliable and adequate internet access across Canada, particularly in rural/remote areas.

AUSU Business

Policies

Review of policies continues to be on track and we continue to present new policies to fill identified gaps. This month there are 2 new policies: Removing a Member From Good Standing and Executive Compensation Review TOR.

One of the other policies that was reviewed was Policy 7.03 – The Voice Magazine. Overall the policy was still relevant. It was also discussed that the Council/Voice committee may provide recommendations that would have an affect on this policy. Executive group agreed to follow the process for informal review of this policy and include it as an information item in the meeting package. The executive motion is included below. Just a reminder that if anyone disagrees, they can request that we initiate a formal review of this policy as per Policy 1.01.

Bylaws

The bylaw working group has received a report from a governance consultant and reviewed the comments and suggestions that were related to strengths and weaknesses of our current bylaws, as well as recommendations on which other student unions have bylaws that would be good examples of complying with the PSLA.

The bylaw working group has met once and worked asynchronously to come up with a list of topics that would require council discussion and direction that could be used in developing bylaw changes. These have been distributed to council and a working meeting has been set for September 19.

Stakeholder Meetings

AUSU executive met with 2 AU executives this month. One was Mike Battistel who is the VP of IT. This was a positive meeting and we were able to discuss the recent AU email problems, the recent banner upgrade and the student email project. The

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other meeting was with Donna Romyn who is the VP of Research. Donna provided a lot of information on undergrad research at AU and some new policies and procedures related to this.

Miscellaneous Tasks

I have been quite busy this month on a number of smaller miscellaneous tasks. These include final revisions/suggestions for the Working Retreat Report, AUSU Goals lists, staff reviews, MECC meeting and work on communication brainstorming and contest brainstorming, and checking off as many outstanding action items as I could from the Executive Meeting Report.

Meetings

August 3, 2016 – AUSU Exec Meeting
August 3, 2016 – AUSU Awards Committee Meeting
August 8, 2016 – AUSU Exec Meeting
August 9, 2016 – AUSU Council Meeting
August 10, 2016 – GFC – Academic Excellence Awards Committee
August 11, 2016 – CASA Trades & Tech Meeting
August 12-19, 2016 – Vacation Time
August 22, 2016 – AUSU Exec Meeting
August 23, 2016 – Bylaw Working Group Meeting
August 24, 2016 – AUSU MECC Meeting
August 25, 2016 – AUSU Exec Meeting with Dr. Romyn
August 29, 2016 – AUSU Exec Meeting
August 30, 2016 – Legal Consultation
August 30, 2016 – AUSU Finance Committee Meeting
August 31, 2016 – AUSU Exec Meeting with Mike Battistel

Hours

Weekly Breakdown*

Week ending:	Hours Worked:	Banked Hours Used:
August 7	30.25	0

September 2016

August 14	30	0
August 21	34	0
August 28	30	0

Banked hours remaining at end of month: 4

Timesheets and Compliance

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

Executive Motions

Aug 9	<p>BIRT AUSU executive councillors approve the honoraria of \$1000 to be paid to the successful CRO applicant for the 2016 byelection.</p> <p>Moved: S.Wasylyshyn Second: B.Simmons</p> <p>Motion Carried: 3/0</p>
Aug 22	<p>BIRT AUSU executive councillors approve the budgeted expense for a Simply Voting annual subscription not to exceed \$4000.</p> <p>Moved S.Wasylyshyn Second K.Newsome</p> <p>Motion Carried 2/0</p>
Sept 6	<p>BIRT AUSU Executive Council has performed an informal review of Policy 7.03 – The Voice Magazine as per AUSU Policy 1.01 and determined as of September 6, 2016, that no formal review is required.</p> <p>Moved: S.Wasylyshyn Second: B.Simmons</p> <p>Motion Carried: 3/0</p>

Committee Report

Finance Committee



Prepared by: Kim Newsome, Chair

Date: September 2, 2016

Meeting: August 30, 2016 (S.Wasylyshyn absent on AUSU Business)

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

Monthly Activity

Meeting was held on August 30, 2016 to review and approve the financial documents for July 2016. The Income Statement with variance was reviewed for possible overages and it was noted that all amounts are inline with meeting budget for this fiscal year, or within the range of Executive Director approval based on AUSU Finance Policies.

Sarah continues to pick up on small errors and work with the bookkeeper to have them resolved.

AUSU year end is September 30 and Sarah is working with the bookkeeper to prepare for this. Any members of finance committee that are interested in attending the office to participate in the discussions are welcome.

September 2016 Council Meeting

Committee Report

Awards Committee

Prepared by: Scott Jacobsen

Date: Aug 29, 2016

All Business Conducted By Email

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



Athabasca University
Students' Union

Activity This Month

It was a slow month, but eventful month with a few motions listed below. We unanimously approved one computer bursary and unanimously defeated two computer bursaries. One awardee sent appreciation for the computer bursary. There were motions for the Healthcare Bursary and the Single Parent Bursary. We unanimously approved the Healthcare Bursary and the Single Parent Bursary. There are no confirmed future Awards Committee meetings until November to continue the work of the committee.

AUSU Health Care Bursary:

This bursary has been established with funds remaining from the discontinuance of the AUSU Health Care Plan. The AUSU Health Care Bursary is intended to aid members in financial need that may have no other reasonable access to personal or group health care benefits. Successful applicants will be awarded up to \$1000, at the discretion of the Awards Committee. This bursary will remain available until all funds allocated to this bursary are depleted.

Single Parent Bursary:

This bursary is intended to aid members in financial need that have shown dedication to AU studies while being the sole primary care provider to one or more dependents under the age of 18. Two awards totaling \$2000 (\$1000 each) will be available for the 2016-2017 fiscal year. This is an award pilot and will be re-evaluated by the Awards Committee to recommend any changes, discontinuance or permanent adoption of this award.

September 2016 Council Meeting

Motions/Decisions

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

Mover: Scott Jacobsen

Seconded: Kim Newsome

This motion passed unanimously 3/0.

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

Mover: Scott Jacobsen

Seconded: Kim Newsome

Defeated 0/3

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

Moved by S. Jacobsen

Seconded by K. Newsome.

This motion is defeated unanimously 0/3.

BIRT that the AUSU Awards committee recommend that Council re-allocate unused funds, up to \$2000 from the travel bursary fund and up to \$3000 from the emergency bursary fund, into the fund for computer bursaries to allow for up to 5 more recipients of the AUSU Computer Bursary in the current fiscal year (2015/2016) to be distributed by the Awards Committee according to its terms of reference.

Moved by S. Jacobsen.

Seconded by S. Wasylyshyn.

This motion passed unanimously 3/0.

BIRT AUSU Awards Committee recommend the attached AUSU Single Parent Bursary for council approval.

Mover: Kim. Newsome

Seconded: Scott Jacobsen

This motions passed unanimously 3/0

BIRT AUSU Awards Committee recommend the attached AUSU Health Care Bursary for council approval.

Mover: Kim. Newsome

Awards Committee Activity
Report

September 2016 Council Meeting
Seconded: Scott Jacobsen

This motions passed unanimously 3/0

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	15	7	8		1	-
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	
Totals:	352	36	316			

*** 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: September 6, 2016



Committee Members: Brandon Simmons VPEX, Shawna Wasylyshyn President, Kim Newsome VPFA, Scott Jacobsen, Dixie Tolliver, Sarah Cornett Executive Director, Donette Kingyens Communications Coordinator, Jody Waddle member at large.

Activity This Month

During the month of August, the MECC committee has continued to review AUSU newsletters and helped to edit and brainstorm future ideas for the newsletter. The committee was also able to meet towards the end of the month to discuss the draft social media strategy. After discussion it was determined that the first draft did not address what the committee originally intended and was not very relevant. It was then decided that a google document would be created that detailed all of the communication channels that AUSU currently has. The committee could then each input their thoughts regarding what each channel should be used for, what the goal of the channel should be, and what ways we could use each channel better. This document has been created and the committee has been working on updating the document. This document will then be able to be used to create a new draft social media strategy.

The discussion regarding the social media strategy took up most of the meeting and the remainder of the meeting was spent discussing the upcoming newsletters as well as future contests. It was noted that there was \$465 left in this year's contest budget and we were deciding on what to do. Shawna made the suggestion to create a large contest with the prize being one free AU course. The committee discussed some ideas on what the contest would look like and everyone agreed that this would be a worthwhile contest to pursue. The committee has been working on the outline for the Igo2AU contest offline. The goal of the contest will be to get members using more of our services as well as interacting with AUSU. The plan is to launch this contest in the middle of September.

September 2016

AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: September 6, 2016



Committees

Finance Committee:

See finance committee report.

Awards Committee:

I worked quite a bit with Donette and the Awards Committee this month to develop the criteria and the online award applications for the AUSU Health Care Bursary and AUSU Single Parent Bursary. This committee has been busy this month and the new Chair, Scott Jacobsen, has been doing a fantastic job.

GFC (General Faculties Council):

No meetings this month.

GFC ALEC (Academic Learning Environment):

No Meetings this month.

GFC AEAC (Academic Excellence Awards Committee):

Meeting on August 10. This meeting was in camera and I am unable to report on the discussions and outcomes.

However, I can report that the meeting began with a detailed explanation of the confidentiality of this committee and GFC as a whole. It was stressed that any documents provided to us are not for public viewing and are not to be shared with anyone, ever. This was pretty stern and I can only guess that it was in response to the GFC budget meeting and the budget documents had somehow showed up in the media before the meeting occurred.

CASA Trades & Tech:

This committee met twice this month. I was on vacation during one of the meetings and was unable to attend. In addition to the meetings, I have continued to work on

September 2016

the CASA policy related to digital infrastructure. I have researched and made suggestions on the direction of this policy and how the information that is currently in the policy should be separated into 2 distinct policies. One asking for digital infrastructure funding for post secondary institutions, and the other asking for reliable and adequate internet access across Canada, particularly in rural/remote areas.

AUSU Business

Policies

Review of policies continues to be on track and we continue to present new policies to fill identified gaps. This month there are 2 new policies: Removing a Member From Good Standing and Executive Compensation Review TOR.

One of the other policies that was reviewed was Policy 7.03 – The Voice Magazine. Overall the policy was still relevant. It was also discussed that the Council/Voice committee may provide recommendations that would have an affect on this policy. Executive group agreed to follow the process for informal review of this policy and include it as an information item in the meeting package. The executive motion is included below. Just a reminder that if anyone disagrees, they can request that we initiate a formal review of this policy as per Policy 1.01.

Bylaws

The bylaw working group has received a report from a governance consultant and reviewed the comments and suggestions that were related to strengths and weaknesses of our current bylaws, as well as recommendations on which other student unions have bylaws that would be good examples of complying with the PSLA.

The bylaw working group has met once and worked asynchronously to come up with a list of topics that would require council discussion and direction that could be used in developing bylaw changes. These have been distributed to council and a working meeting has been set for September 19.

Stakeholder Meetings

AUSU executive met with 2 AU executives this month. One was Mike Battistel who is the VP of IT. This was a positive meeting and we were able to discuss the recent AU email problems, the recent banner upgrade and the student email project. The

September 2016

other meeting was with Donna Romyn who is the VP of Research. Donna provided a lot of information on undergrad research at AU and some new policies and procedures related to this.

Miscellaneous Tasks

I have been quite busy this month on a number of smaller miscellaneous tasks. These include final revisions/suggestions for the Working Retreat Report, AUSU Goals lists, staff reviews, MECC meeting and work on communication brainstorming and contest brainstorming, and checking off as many outstanding action items as I could from the Executive Meeting Report.

Meetings

August 3, 2016 – AUSU Exec Meeting
August 3, 2016 – AUSU Awards Committee Meeting
August 8, 2016 – AUSU Exec Meeting
August 9, 2016 – AUSU Council Meeting
August 10, 2016 – GFC – Academic Excellence Awards Committee
August 11, 2016 – CASA Trades & Tech Meeting
August 12-19, 2016 – Vacation Time
August 22, 2016 – AUSU Exec Meeting
August 23, 2016 – Bylaw Working Group Meeting
August 24, 2016 – AUSU MECC Meeting
August 25, 2016 – AUSU Exec Meeting with Dr. Romyn
August 29, 2016 – AUSU Exec Meeting
August 30, 2016 – Legal Consultation
August 30, 2016 – AUSU Finance Committee Meeting
August 31, 2016 – AUSU Exec Meeting with Mike Battistel

Hours

Weekly Breakdown*

Week ending:	Hours Worked:	Banked Hours Used:
August 7	30.25	0

September 2016

August 14	30	0
August 21	34	0
August 28	30	0

Banked hours remaining at end of month: 4

Timesheets and Compliance

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

Executive Motions

Aug 9	<p>BIRT AUSU executive councillors approve the honoraria of \$1000 to be paid to the successful CRO applicant for the 2016 byelection.</p> <p>Moved: S.Wasylyshyn Second: B.Simmons</p> <p>Motion Carried: 3/0</p>
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Committee Report

Joint Council/Voice Action Plan Committee



Prepared by: Sarah Cornett, Chair
Date: September 7, 2016

Meetings: August 17 and 23, 2016

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

The committee met twice in August and has several meeting dates set for September.

At the first meeting the committee began with a review of its terms of reference, a brainstorming session which covered the following topics:

- The Voice Vision, Mission, Mandate, Objectives
- Publishing Options
- Content
- The People / Human Resources
- Website
- Relationship to/with AU

The approved minutes are circulated with this report.

Four action items were identified including the following:

- Create a first draft or skeleton terms of reference for an editorial committee and circulate to committee
- Discuss and add to the terms of reference by email between this and next committee meeting.
- Create a first draft mission statement for The Voice and circulate to the committee.
- Discuss and add to the terms of reference by email between this and next committee meeting.

At the second meeting the committee further discussed the terms of reference for an editorial committee and the mission, mandate statement for the voice. These documents continue to be refined and will form a significant part of the committee recommendations to council.

The next meeting will identify other components of an action plan to improve The Voice's relevance and accessibility to the membership of AUSU and to increase its readership

The committee hopes to have recommendations for the October council meeting.



Athabasca University
Students' Union

Athabasca University Students' Union

Joint Council/Voice Action Plan Committee Meeting Minutes

Wednesday, August 17, 2016

10:00 am MDT

Approved

Meeting Called By: Sarah Cornett, Executive Director, Editor in Chief, Chair
Type of Meeting: Initial Committee Meeting
Minutes: Sarah Cornett
Participants
Committee: Bonita Arbeau, Sarah Cornett, Lyle Harvey, Councillor Scott Jacobsen, Writer Carla Knipe, Managing Editor Karl Low, Alex Pappas, Lisa Sinclair (joined at agenda item 5 due to technical difficulties)
Call to Order: 10:08 MDT

Agenda and Minutes

1.0 Approval of Agenda S. Cornett

Proposed Motion: BIRT the Joint Council/Voice Action Plan committee approve the agenda.

A. Pappas/L. Harvey

Carried 7/0

2016-08-17 Joint Council Voice Agenda.docx

2.0 Approval of Meeting Minutes S. Cornett

Note: As this is the first meeting of the committee, there are no minutes to approve.

New Business

3.0 Introductions All

Each committee member introduced themselves and let others know a little about their background and interests related to AU, AUSU and The Voice.

4.0 Committee Terms of Reference All

It was noted that as a general governance practice, each committee reviews its terms of reference periodically, including at the start of its term, to ensure all members have a clear idea of their role and if necessary make recommendations back to council for clarification or amendment. There were no specific issues brought forward with this committee's current terms of reference.

5.0 Brainstorming Session All

There was an open conversation about The Voice and the committee's role.

Lisa Sinclair was able to join the meeting and introduced herself.

The following is a brief summary of the session, organized into some basic themes.

The Voice Vision, Mission, Mandate, Objectives

- There are several versions of mission and mandate published in various places at the moment
- Student focused
- Inform AUSU membership

- Reach out to AUSU membership
- Improve readership
- Improve quality
- Create community at AU
- To be a voice for the students
- Both inform students and represent students
- “Conversation” and “Inspiration” are important terms to include in mission, may take precedent over entertainment
- Capitalize on AU uniqueness – connections, bringing a face to students behind the computers
- Connect students to alumni – forge a closer tie
- Ask what will serve the reader
- A balance of several aspects, not either/or

Publishing Options

- Shorter, fresher
- Current events
- Targeted commentary
- Magazine or newspaper?
- Does The Voice have the resources to be a weekly publication?
- Unique to other student newspapers – no newsroom, no news feed – The Voice should reflect this
- Magazine vs website vs social media vs blogs– all can be part of The Voice - different platforms can have different roles/objectives
- Can include long form, short form, feature, bullets, not either/or but a balance

Content

- AU students are involved in work, studies, and family, have different demographics, so skew content towards student issues that are more immediate to AU students specifically
- Include the perspective of students, student experiences that are interesting such as students who are studying abroad, parenting, studying unique topics
- “News” also a component - appealing to the AU demographic, slightly older, more varied than “regular” school
- Scale content to resources, particularly human resources – this can increase timeliness of publication

The People / Human Resources

- Need the managing editor staff person absolutely
- Karl currently writes, does social media, helps freelance writers, puts whole thing together weekly, publishes, etc.
- Writers are currently all freelance who submit topics of their own choosing
- Editorial Committee is an option worth considering further
 - Committee would represent the student body – add accountability
 - If publication was broken down into different sections, there could be section editors working specifically on a section within the committee working with the managing editor
 - Committee in addition to, and to support the work of, the managing editor
 - Could provide the ability to plan ahead articles, themes, contacts, research – simply not enough human resources now
 - Could put out an outline ahead, larger pieces set in advance, flexibility for smaller things (*Note: This is similar to how AUSU MECC works now with staff*)
 - Ensure that The Voice is supported and does well

- Social media coordinator for that specific task
- Work more with AU - maybe English programs – to encourage writers, make it a course requirement, gain experience, build a portfolio, etc.
- There are very limited resources now - keep resources in mind in all action plans

Website

- Do it right rather than twice
- These discussions, particularly about content and format, will inform the web presence and design
- More committee work first,
- Web site is a distribution method so must define the product to be distributed first
- Needs to be interactive – allow student comment, engaging, graphics

Relationship to/with AU

- Consider how AU communicates and be a part of a whole, a bridge to help foster community within AU
- AU staff and faculty don't understand The Voice – or even know that The Voice exists – writers don't have connections to get the story – find ways to build those connections
- Network with Director of Communications of AU
- Do we have demographic information? Can get it from AU.

6.0 Next Steps and Action Items

S. Cornett

Specific next steps for committee work and assigning of action items to various committee members took place.

Next Steps:

- Further explore the creation of an editorial committee.
- Create a mission statement for The Voice.
- Leave the RFP for a new website until later in the process.

Create a first draft or skeleton terms of reference for an editorial committee and circulate to committee.

Action Item – S. Cornett

Discuss and add to the terms of reference by email between this and next committee meeting.

Action Item - Committee

Create a first draft mission statement for The Voice and circulate to the committee.

Action Item – A. Pappas

Discuss and add to the terms of reference by email between this and next committee meeting.

Action Item - Committee

Next Meeting and Adjournment

The next committee meetings are currently set for:

S. Cornett

Tuesday August 23 at 6:00 pm MDT

Monday August 29 at 10:00 am MDT

Thursday September 8 at 6:00 pm MDT

Wednesday September 14 at 10:00 am MDT

Motion to Adjourn 11:10 pm MDT

Summary of Action Items

Date	Status	Deadline	Agenda Item: Action Item and Responsible Party
Aug 17	Outstanding	Aug 19	6.0 Next Steps and Action Items: Create a first draft or skeleton terms of reference for an editorial committee and circulate to committee. S. Cornett
Aug 17	Outstanding	Aug 23	6.0 Next Steps and Action Items: Discuss and add to the terms of reference by email between this and next committee meeting. Committee Members
Aug 17	Outstanding	Aug 19	6.0 Next Steps and Action Items: Create a first draft mission statement for The Voice and circulate to the committee. A. Pappas
Aug 17	Outstanding	Aug 23	6.0 Next Steps and Action Items: Discuss and add to the terms of reference by email between this and next committee meeting. Committee Members

Activity Report

Executive Director

Prepared: September 7, 2016



Athabasca University
Students' Union

Overview

The bulk of this past month has been dedicated to:

- council and executive support,
- planning, execution of a council by-election,

as well as day to day management and administration tasks and some summer vacation.

Administration

Office & Staff

There have been no changes to staff and the team is gaining stability and consistency as each month passes. This has been a goal of AUSU executive and myself and I am very pleased to see how it is coming together.

While not technically staff, part of our team includes a number of regular consultants including Fiona Vance and Paula Hale (Shores Jardine LLP) our legal counsel, Tammy Massa (Accounting on Wheels) who provides bookkeeping services, Charlotte Moller who provides computer and technical support, and Jennifer Feurer (Arch Web Marketing) who provides website support. Having these people on our team adds significant value and capacity to the AUSU office and staff.

Finances

The 2016-2017 budgeting process was completed in August and preparation for the year-end audit was started as we approach our fiscal year end on September 30, 2016.

There continue to be no significant concerns over AUSU's financial picture.

Committee Support

All of the AUSU committees continue to function well and report to council monthly.

I attended meetings of the Executive Committee four times, the MEC Committee once.

The Awards Committee was fairly busy in August continuing to process the occasional bursary application and planning several new bursaries to be implemented this month or next. These are detailed in the committee report.

The new joint Council/Voice Committee began work and held two meetings in August. A separate report outlines that committee's work to date.

The Voice

The Voice continues publication weekly. Both Karl Low, Managing Editor, and I began work with the Joint Council/Voice Committee and look forward to presenting committee recommendations to council.

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.

September 13 Council Meeting

Policy 4.08 ADMINISTRATION: Members Not In Good Standing

Policy 7.01 MEMBER SERVICES: Member Services Administration

Policy 7.02 MEMBER SERVICES: Scholarships, Awards, and Bursaries Program

Policy 8.08 TERMS OF REFERENCE: Executive Compensation Review Committee (new policy)

Council Retreat

It's amazing how three days of work can take significantly more than three days to transcribe, summarize, and build a complete report around but that work is complete and three documents will be put forward for council adoption at the September meeting including the following:

- A transcription of the proceedings containing all that colourful and creative flip chart and sticky note work so that the ideas that cannot be put into practice right away will not be lost,
- A council report containing summary and explanation of the discussions as well as recommendations to move forward, and
- A membership report to let everyone know about the work that was done and how it will inform future council and committee work moving forward.

Council By-Election

With two council seats becoming vacant over the previous months, Phillip Kirkbride leaving in June and Josh Cross leaving in August, a by-election was called by council. The process began with a job posting for a Chief Returning Officer on August 10, the CRO being hired by August 24, call for nominations on August 31. The election date is September 30, 2016 so that the two new councillors will be in place for the October council meeting.

Meetings

August 8	Executive Meeting
August 15	Executive Meeting
August 22	Executive Meeting
August 29	Executive Meeting

August 9	Council Meeting
August 27	Emergency Council Meeting

August 17	Joint Council/Voice Committee Meeting
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September 13, 2016 Council Meeting

August 23 Joint Council/Voice Committee Meeting

August 18 Planning Meeting with Bookkeeper

August 24 MECC Meeting

August 30 Finance Committee Meeting

August 30 Meeting with CRO

August 10 Staff Meeting

August 17 Staff Meeting

August 24 Staff Meeting

Activity Report

Communications Coordinator

Prepared by: Donette Kingyens

Prepared: August 31, 2016



General Administration

- **Student Inquiries**
 - Received numerous inquiries with concerns about the Nursing program.
 - Received a few inquiries that required advocacy. One request was for advocacy on two issues, but upon speaking to AU it was clear the student misrepresented facts, has been very abusive towards the university, and her requests are now denied. One involved getting an exam rescheduled for a student who was requesting it past the deadline.
 - The majority of inquiries are related to AU, such as how to appeal a grade, how to book a course extension, how to schedule exams, etc.
- **Administration**
 - Creating some more templates for answering student emails
 - Handled Jamie's emails during her vacation

Projects

- **By-Election**
 - Created by-election timeline
 - Created newsletter to announce CRO position available
 - Shortlisted CRO applications, assisted with interviews and hiring process
 - Updated and proofed CRO Manual
 - Updated and proofed Nomination Package
 - Created graphics for use during by-election
 - Posted election dates on website events and mobile app events
 - Updated elections page on website
 - Prepared webpage new stories, newsletter, and social media posts for announcement of Call for Nominations
- **Eyewear Discounts**
 - Negotiated how program would work with broker
 - Created new webpage for program
 - Announced program in August newsletter, on our website, and over social media
 - Statistics are listed below in Service Statistics below.
- **Staff Manual / Procedures**
 - Continued working on Staff Manual for the AUSU office staff..

- **Joint Council/Voice Action Plan Committee**
 - Collected confidentiality forms for all members of committee
 - Set up AUSU email accounts and instructions for committee members
 - Set up Google Drive folder and shared it
- **Awards**
 - Assisted with development of online applications for new Bursaries.
 - Updated May/Nov applications to allow 6 weeks to fill them out instead of 1 month.

Services

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

Month	Mobile App Accounts	Smart Draw	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
Aug 2016	212	21	78	1	42	78	575
July 2016	145	37	159	0	n/a	79	797
June 2016	176	12	43	2	n/a	265	1405
May 2016	99	14	28	1	n/a	346	1005
Apr 2016	94	18	38	1	n/a	0*	809
Mar 2016	136	2	22	3	n/a	69	376
Feb 2016	95	5	18	11	n/a	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	n/a		750

Note: No grad cards sent in March as there was an issue with our card order.

- **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
Aug 2016	780	78	2568	168	20	46
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
Aug 2016	245	10
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.

- **The Voice**

- Sent Voice ads for each Voice publication in August (Aug 5, 12, 19, 26).

- **Mobile App**

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
Aug 2016	2,692	212	797	89	10,731	1,343	31
Jul 2016	2,480	148	708	44	9,388	854	15
Jun 2016	2,332	137	665	51	8,534	1,059	60
May 2016	2,195	99	614	40	7,475	697	114
Apr 2016	2,096	94	574	64	6,778	1,257	43
Mar 2016	2,002	136	510	60	5,521	874	43
Feb 2016	1,866	95	450	72	4,647	808	35
Jan 2016	1,771	409	378	61	3,839	626	154
Dec 2016	1,362	185	317	51	3,213	640	139
Nov 2016	1,177	104	266	50	2,573	511	38
Oct 2016	1,073	192	216	59	2,062	690	141
Sep 2016	881	881	157	157	1,372	1,372	317

- Contacted Oohlala to get up to date stats on usage for the September newsletter “anniversary” feature in honor of the app one-year anniversary.

- **Website**

- Updated Elections page with info for By-Election
- Created a page for the new Eyewear Discounts
- Added a sidebar image to promote eyewear discounts on homepage
- Posted events for all important dates for by-election
- Posted council meeting agenda
- Posted August newsletters to archives
- Posted August executive Blog
- Fixed issue with website polls not launching at correct time
- Removed Josh from council page

- **Website News Articles:**

- [Aug 31 Article](#): Call for Nominations Now Open for 2016 By-Election!
- [Aug 19 Article](#): New Deal from AUSU – DISCOUNTS ON EYEWEAR
- [Aug 10 Article](#): Now Hiring: Chief Returning Officer for 2016 By-Election
- [Aug 4 Article](#) – AU Budget 2016/2017

- **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
Aug 2016	10,010	4,296	675	404	506	1,038	178	159	138	50
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
Aug 2016	35	69	265	209	101	409	53	97	231	356
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 kind of pets do you have? (Check all that apply)*
 - Dog(s) 35
 - Cat(s) 20
 - Birds(s) 3
 - Small mammal(s) (hamster, guinea pig, ferret, etc) 7
 - Amphibian (lizard, frog, snake, etc) 8
 - Fish 10
 - **Total Responses:** 44
 - **Posted:** Aug 15 - 29
- *Have your studies been affected in the (recent/current) Canada Post strike?*
 - Yes 4
 - No 17
 - **Total Responses:** 21
 - **Posted:** Aug 1 - 15

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Impressions
Aug 2016	54	797	25	437	63,419
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
Aug 2016	51	640	14	10	64	11,681
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

- **LinkedIn**

Note: Although we already had a LinkedIn page, it was not actively posted on due to time constraints. I was able to hook it up through our Social Media Manager, Sprout Social, so the posts are easy to send along with our Facebook posts. I began actively posting on LinkedIn mid-August.

Month	Total Posts:	Total Followers	New Followers	Interactions	Overall Impressions
Aug 2016	9	22	0	1	86