



Athabasca University
Students' Union

Athabasca University Students' Union

Council Meeting Minutes

APPROVED January 10, 2017

Tuesday, December 13, 2016

5:30pm MST

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 Julian Teterenko, Vice President Finance and Administration Kim Newsome, Councillor Robin Bleich, Councillor Scott Jacobsen, Councillor Amanda Lipinski, Councillor Brandon Simmons, Councillor Dixie Toliver

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

Members: Bonita Arbeau, Barbara Lehtiniemi

Absent: Councillor Andrew Gray (vacation)

Meeting called to order at 5:31pm MT.

Agenda and Minutes

1.0 Adoption of Agenda All

Motion: BIRT AUSU Council adopt the agenda.

S. Jacobsen / R. Bleich

Carried 7/0

2016-12-13 Council Agenda.pdf

2.0 Approval of Council Meeting Minutes All

Motion: BIRT AUSU Council approve the minutes of the November 8, 2016 regular council meeting.

S. Jacobsen / R. Bleich

Carried 8/0

2016-11-08 Council Minutes DRAFT.docx

It was noted that executive decided not to add Kim Newsome as signing authority to the investment account as there are still numerous steps that would need to be taken, and her executive term is up in March 2017. Executive felt it was not worth the time to add Kim to the account. Currently, there are only 2 people with signing authority (Shawna Wasylyshyn and Sarah Cornett), which is still in compliance with policy.

B. Simmons joined the meeting at 5:34pm MT.

Motion: BIRT AUSU Council approve the minutes of the November 23, 2016 special council meeting.

S. Jacobsen / R. Bleich

Carried 8/0

2016-11-23 Council Minutes DRAFT.docx

Note: Approval of all council minutes, for special, regular, and interim council meetings, takes place at the next regular public meeting.

Old Business

- 3.0 Review of Action Items** All
- Note:** The status of the action and agenda items at the bottom of the most recent regular council minutes (November 8, 2016 in this case) were reviewed briefly.

New Business

- 4.0 The Voice Budget** Executive

Motion: BIRT AUSU Council approves the 2016-2017 Voice budget as presented with budgeted revenue of \$74,502 and budgeted expenses of \$119,300.

B. Simmons / S. Jacobsen

Carried 8/0

2016-2017 Budget Voice Draft rev3.xlsx

2016-2017 Budget Voice Draft rev4.xlsx

At its November 30, 2016 meeting, the Finance Committee reviewed this budget and recommended Council approval. A significant portion of the expense line items for other promotional, website upgrades, and archive conversion are one-time expenses based on projects planned for the current fiscal year.

The notes column is for description and information only, and has no impact on the dollar amounts in the budget. It was agreed to amend the document to remove the notes for the official budget document. A revision 4 budget was presented during the meeting without the notes.

- 5.0 Single Parent Bursary** Executive

Motion: BIRT AUSU council adopt the Awards Committee Recommendation to reduce the minimum credit criteria for the Single Parent Bursary from 45 credits to 30 credits.

B. Simmons / S. Jacobsen

Carried 8/0

The awards committee made this recommendation as AUSU did not receive any qualified applications during the November awards cycle, and thought that reducing the required credits may increase the chances of receiving applications in the May 2017 awards cycle. Since the award was not given out in November, there will be two available for May.

- 6.0 Audit Scope** Executive

Executive sent an email to council on November 18, 2016 titled "2016 AUSU Audit Scope Memorandum for your review". It was stressed that it is very important for all councillors to review the memorandum to be aware of the council's responsibilities regarding the audit.

It was noted that there is a revision to the schedule on page 2. AUSU staff did not receive the list of documents the auditors required until end of November, and it was a different list than what was expected based on what AUSU received last year. Putting together the documents was very time consuming, and given the winter holidays, the meeting noted for December 12 will not happen until the first or second week in January.

- 7.0 Policy Revisions** Executive

Motion: BIRT AUSU Council rescind Policy 2.01 Council Governance: Conflict of Interest and Bias noting that the contents have been incorporated into an updated Policy 2.13 Council Governance: Code of Ethics and Professional Responsibility or are duplicated in other existing policies.

R. Bleich / D. Toliver Carried 8/0

Policy_2.01_Conflict_of_Interest_and_Bias_Exec_Edits.docx

AUSU executives are trying to simplify and consolidate where possible during policy revisions. The points from Policy 2.01 already existed in other policies or were incorporated into the proposed changes for Policy 2.13.

Motion: BIRT AUSU adopt the updated copy of Policy 2.13 Council Governance: Code of Ethics.

R. Bleich / D. Toliver Carried 8/0

Policy_2.13_Council_Governance_Code_of_Ethics_EXEC_EDITS.docx

A typo was corrected in section 2.13.07.

8.0 Member Standing S. Wasylshyn

8.1 Meeting to go In-Camera for Discussion

Motion: BIRT AUSU go in-camera.

J. Teterenko / K. Newsome Carried 8/0

In Camera Tip Sheet.pdf

Those attendees not on the current council were asked to leave the meeting during the in-camera session.

8.2 Approval of In Camera Council Meeting Minutes

Note: These minutes were circulated separately. They are for council only and not to be shared with staff.

8.2 Motion to Remove from Good Standing

2016-12-13 In Camera Agenda-COUNCIL ONLY.pdf

2016-12-13 In Camera Info Sheet-COUNCIL ONLY.pdf

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

8.4 End of In-Camera

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

S. Jacobsen / B. Simmons Carried 8/0

The meeting attendees that were asked to leave were invited to rejoin the meeting.

8.5 Motions Resulting from In-Camera Session

Motion: Be It Resolved That AUSU Council remove Mark Swarek's good standing as an AUSU Member and record him as a member not in good standing, effective immediately.

D. Toliver / A. Lipinski Carried 8/0

Reports

9.0 Reports for the Months of November 2016.

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

9.1 President's Report

S. Wasylyshyn

2016-11 President Report.pdf

As a result of CASA's advocacy efforts in Ottawa in November (which AUSU Executives were a part of), the government is making a few crucial changes for post-secondary students in Canada including:

- Making the 6-month loan repayment grace period interest-free, which will put \$27 million back in students' pockets.
- Removing the 2% cap to the post-secondary student support program that benefits indigenous students.
- Implementing a system for reconciliation on campuses.

AUSU has had a few successes regarding the retroactive program changes in the Faculty of Health Disciplines, including:

- In the most recent General Faculties Council meeting, AUSU President S. Wasylyshyn made a statement about the new prerequisites that the Faculty imposed regarding GPA, and the Dean agreed with her statement and announced they will be revisiting the pre-requisite changes in January and bringing new recommendations back to GFC.
- The university had previously made a commitment to review individual student cases and provide exceptions where possible, but then in a meeting with AUSU, the Dean of FHD said this was not the case and sent a letter to all students stating exceptions would not be made. AUSU VPFA K. Newsome pointed this issue out to the General Faculties Council.

9.2 Vice President External and Student Affairs' Report

J. Teterenko

2016-11 VP External Report.pdf

J. Teterenko received his Board of Governors appointment from the Government. The council thanked B. Simmons for continuing his work on the Board while AUSU waited for this appointment.

9.3 Vice President Finance and Administration's Report

K. Newsome

2016-11 VP Finance Report.pdf

It was a busy month of advocacy between the trip to Ottawa, GFC meetings and meetings about the retroactive Nursing program changes.

9.4 Executive Meeting Report

S. Wasylyshyn

2016-11 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.

9.5 Finance Committee Report

K. Newsome

2016-11 Finance Committee Report.pdf

The last couple meetings were long as there were 2 sets of finances to approve. The committee will not be meeting at the end of December due to holiday closure, so the next meeting will be set up in the 2nd or 3rd week in January.

9.6 Awards Committee Report

S. Jacobsen

2016-11 Awards Committee Report.pdf

November was a busy month for awards due to the November awards cycle. All awards were granted except for the Single Parent Bursary which did not receive any qualified applications. There was also some training for new committee members to prepare them for the awards cycle, and it was noted the entire committee did a great job with the November awards cycle.

9.7 Member Engagement and Communication Committee Report J. Teterenko
2016-11 MEC Committee Report.pdf

The #igo2AU contest finished and was very successful in getting increased to out social media.

The Social Media Communication Strategy is getting close to completion and is just waiting for the rest of the MECC committee to respond.

9.8 Joint Council/Voice Action Plan Committee Report S. Cornett
2016-11 Joint C-V Committee Report.pdf

The committee is working by email over December.

9.9 Executive Director's Report S. Cornett
2016-10 Executive Director Report.pdf

9.10 Communication and Members Services Coordinator's Reports D. Kingyens
2016-11 Communications Coordinator Report.pdf
Newsletter Stats.xlsx

The winner of the #igo2AU contest and the November awards cycle winners have been announced on the AUSU website.

9.11 Approval of Reports All

Motion: BIRT Council approve the November 2016 reports as presented.

R. Bleich / S. Jacobsen

Carried 8/0

Question & Answer Period

10.0 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 , 780.497.7000, or 1.855.497.7003.

A question was raised about whether The Voice Google analytics are going to be made public. Council will need to discuss whether to begin including these The Voice stats in monthly reports and in what format.

A question was raised about The Voice budget notes which mentioned a 'focus group'. The line item was meant to cover a way to get feedback from the membership to work on Voice improvements.

It was noted that comments have been turned on for the AUSU website, and we have already received a few comments on our December executive blog regarding plagiarism and cheating. The following points were made:

- AU has been cracking down on academic misconduct cases, but some students are not aware that sharing your work online where others can use it can result in severe penalties, from a 6-month to 2-year suspension.
- AUSU has been working on increasing awareness of the regulations to prevent this and has asked AU to do more to raise awareness as well.
- AU is also going to be putting together a committee to review their policies regarding academic misconduct. S. Wasylyshyn requested that the committee include a student representative, and this request was granted.

- There is currently an issue as various people at AU disagree on what is or is not considered a violation of the student academic misconduct policy.
- AUSU executives hope to have changes implemented to the penalties AU imposes, including an option for a warning before the current automatic suspension.
- AUSU staff have contacted AU for some clarification on whether students can publish their own papers online to answer the questions posted to our website.

Next Meeting and Adjournment

The next meetings of Council will be:

Tuesday, January 10, 2016, 5:30 pm MST - Public Meeting

Tuesday, February 14, 2016, 5:30 pm MST – Public Meeting (tentative)

S. Wasylyshyn will send an email to council to confirm the date for the February council meeting as it is current set for Valentines Day. **Action Item**

Meeting adjourned at 7:06pm MT.

Summary of Action Items

Date	Status	Action Item and Responsible Party
October 13	In progress	Welcome and Oath of Office: New councillors to complete governance training by December 31. R. Bleich/A. Lipinski
November 8	Complete	Communication and Member Services Coordinator Report: Provide The Voice google analytics statistics to council. S. Cornett
December 13		Next meeting: Send email to council to confirm date for the February council meeting. S. Wasylyshyn

Summary of Agenda Items

Date	Status	Agenda Item and Committee

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: January 3, 2017

Current Issues



Committees:

AU Board of Governors – The Board had a short, in camera meeting on December 19 which I attended via teleconference. The many new members of the Board are getting acquainted with their positions and most attended their first committee meetings in December. It is an interesting dynamic at the Board these days, and there is a need for a permanent Board Chair to be appointed since Ms. Mrazek has now been an interim Chair for nearly 2 years.

Sub Committees:

BOG Institutional Advancement – On December 8, I attended this committee meeting in person in Edmonton. AU has launched a new marketing campaign that references “Time for your life, Time for your Degree”. This campaign will replace the popular “you don’t have to sit in a classroom to sit among greatness” campaign which featured the historical figures. This meeting was Pamela Walsh’s last meeting, she has resigned from AU and Dr. Fassina has named Rick Harland as the interim VP Advancement at AU. During the meeting, reports were provided that show that new student recruitment is very successful at AU. Of major concern is the number of students who take one course and never return or even worse, the number of students who enroll in a course but never complete it. I was very vocal in the meeting that we have been giving AU suggestions for several years about how they can better engage students and yet most of those haven’t been implemented. I explained that students leave or don’t complete their course because communication between AU and Students is sub-par. We get confusing, poorly worded and badly timed automatic emails that don’t allow replies, and there is wide inconsistency between courses and faculties that make learning confusing for students. I also learned that there is a committee at AU made up on staff from institutional advancement and academic affairs working on ideas to bridge these gaps but that they have not included a student on the committee or enlisted student feedback. This was my last meeting at Institutional Advancement, as Julian Teterenko will serve as the AUSU Representative going forward.

BOG Academic Affairs – On December 8, I attended this committee meeting in person in Edmonton. On the agenda was a wrap-up of the situation regarding retroactive program changes. The Chair of the committee and the Chair of the Board were both fairly adamant that this situation doesn’t belong at the AA Committee, and asked the committee to declare it complete. I stated that was fine, but that I couldn’t think of any situation MORE suited for the AA committee to be aware of and involved in. Dr. Fassina stated that from his perspective, this is now an issue between AUSU and AU and that there is no need for the Board, any committees or other bodies to be involved.

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I expressed concern that if the situation is no longer listed as an action item for any body, that it will simply disappear and students will not see any resolution. The committee removed it from the list of old business. This was my last meeting at Academic Affairs, as Julian Teterenko will serve as the AUSU Representative going forward.

BOG Honorary Awards – No meetings this month, nominations for AU Honorary Awards are open.

BOG Finance and Property – Early this month I was named to this committee, but wasn't able to attend the meeting on December 15. I look forward to participating in this committee in the future.

BOG Governance Review – On December 12, the members of this committee received notice of a meeting on December 14, along with a large volume of documents to review. With such short notice provided, two committee members expressed concerns and the meeting was adjourned to a date in the future but hasn't been set yet.

General Faculties Council – GFC met on December 7, and although I had planned to drive up to Athabasca for the meeting, the -30 temperatures had me dialling in from home! This meeting was of importance to students for a number of reasons, and Kim Newsome and I worked together in advance of the meeting to prepare and ensure that we spoke on behalf of students at a variety of points in the meeting.

First – I asked to remove the FHD report to GFC on Delegated Authorities from the consent agenda. I did so, because I had noticed that the report actually referenced motions from the FHD Faculty Council that didn't need to be reported to GFC and that I had voted against and actually suggested to the Faculty Council that they would need to seek authority from a higher body to approve these changes because they contravened a decision of a higher body. I was surprised to see this in the GFC report and so I removed it from the consent agenda for discussion. When given the opportunity to speak, I said:

“First, I would like to thank and acknowledge that Dr. Edwards has noted these motions in her report, which I think is a positive step toward improved communication. I wanted to highlight, for the GFC Community a major concern that I have on behalf of students about the pre-requisite changes noted here. The program regulations for the LPN-BN program state a GPA of 2.3 is required to graduate. This program requirement has been approved by APPSC and by NEPAB. Subsequently, the Faculty Council has imposed a Pre-Requisite GPA of 3.0 for entry into the core program courses including the final course. On behalf of students, I feel very strongly that no decision to be authorized at the Faculty level that undermines a prior decision by a higher body.”

Dr. Fassina asked Dr. Edwards to respond to my statement and I was surprised to hear her say that she agrees with me, and that they are discussing this and she expects that I will hear more about this in January at the FHD Faculty Council. I was surprised but found this quite positive.

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The agenda also contained an update from Dr. Fassina on the solution regarding retroactive changes to program regulations. In his update, Neil spoke about the work AU had done as far as communicating with students and considering individual circumstances. Kim did a great job of pointing out that the letter that was sent to students didn't describe the changes to the program and also wasn't individualized as he reported that it was. In addition, Kim pointed out that Dr. Edwards told AUSU that she would not be considering the cases of individual students and that the letter referenced the same; despite the fact that AU has committed on several occasions to considering individual cases. Dr. Fassina and Dr. Edwards weren't able to answer our questions fully or explain precisely WHEN a student may receive consideration for an exception – only that “some cases” will be considered. Other members of GFC spoke up and expressed a need for clarification and explanation as to what those cases might be. I pointed out that the agenda item referenced “solution” but to date students have seen no solutions or sign of any solution to come.

There was a lengthy discussion as to whether AU should move to a Provostial model or maintain its current VP Academic model. There were good arguments on both sides of the discussion.

Also of note was the report from the Chair of the Student Academic Appeals Committee, which noted an increase in appeals coming from students charged with Academic Misconduct for misuse of AU Materials – primarily for posting assignments online to various assignment sharing websites. There was a good discussion had and I pointed out that I don't believe ANY student would knowingly commit Academic Misconduct, and that if students are misusing AU materials, it's because they don't realize they can get into trouble. I asked AU to do a better job of communicating the policy and potential penalties and to consider some form of a warning system prior to automatic suspension, etc. in these cases.

Sub Committees:

Student Academic Appeals Committee: Unfortunately, I had to send regrets for the SAAC meetings on Dec 8 and Dec 22. On December 8 I had conflicts with the BOG Committee meetings, and on Dec 22 I was scheduled for a day off to use my banked time before it expired.

GFC Exec: No meeting this month.

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

AUSU Awards: We continue to meet asynchronously to consider year-round award applications.

CASA: CASA has an upcoming meeting in Nova Scotia in March. AUSU Executive has agreed to send one delegate, Julian Teterenko to this conference.

Sub Committees:

CASA Federal Policy Committee: I have volunteered to work on two more policies for CASA. One is related to a pan-Canadian approach to PSE, which I am really excited about and find that it relates directly to AUSU. The other is another policy on

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access to PSE for indigenous students, which is a topic I am very passionate about and one that I believe the future of AU is influenced by.

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

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

Faculty of Business Faculty Council: No meetings this month.

AUSU Business

The Voice – Council held a special meeting in November to review the report from the Joint Council/Voice Action Plan Committee. The result of the meeting was to accept the report presented as an interim report, and ask the committee to clarify timelines and actions. Recently, AUSU carried a motion to pay for a 3rd party report on the Voice readership and other web analytics and the report was provided with data listed weekly, rather than monthly as it has been done in the past. Weekly data will provide the best view of readership for a weekly magazine.

AUSU Management – I spent a lot of time in December reviewing AUSU HR policies and staff employment contracts. It is essential that our organization is operating according to our policies and that staff and Executive are aware of their roles within AUSU.

Being a student leader does not guarantee that we have experience in Human Resources, Management, Law, Finance or Real Estate and yet we are responsible for many of these functions. We must be able to rely on our bylaws and policies to light the way for our elected officers to ensure overall strength in AUSU. When in doubt, enforcement of our mission, bylaws and policies should guide us.

AUSU Meet & Greet – On December 8, I attended an AUSU Meet and Greet with Julian Teterenko in Edmonton. This event was a tremendous success! I had previously hosted Meet and Greets in Edmonton but this one was different in several ways:

- Previously I hosted them during the day at a coffee shop, this one was at 4pm at a lounge.
- Previously, we promoted the events on our website, newsletter and through social media, this time we sent a targeted email to all students in Edmonton.
- We had over 30 students RSVP to attend, and approximately 15 showed up. Overall, it was a great event and there was no cost to AUSU beyond the time of two Executives and some small swag handed out at the event.

I have suggested that MECC consider these types of events in the New Year and create a framework to use to create consistency for Meet and Greets!

Meetings

- 2 – AUSU Council
- 6 – AUSU Executive with Cindy Ives and Alain May
- 7 – General Faculties Council
- 8 – BOG – Academic Affairs Committee
- 8 – BOG – Institutional Advancement Committee
- 8 – AUSU Meet and Greet
- 9 – AUSU Executive
- 12 – AUSU Executive
- 13 – AUSU Executive
- 13 – AUSU Council
- 19 – AU Board of Governors

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Remaining
December 4	36	0	35
December 11	35.5	0	35
December 18	32.75	2.25	33.25
December 25	6	29	4.25
January 1	0 (AUSU closed)	0	4.25

Timesheets and Compliance

I have reviewed timesheets from Kim Newsome and found them to be within policy requirements. At the time of writing this report, I haven't yet received hours reported from Julian Teterenko for the weeks ending December 25 or January 1. His timesheets for weeks ending Dec 4, 11 and 18 were within policy requirements, and I am aware that he was planning to use banked time for the days that AUSU wasn't closed from December 19 to Jan 3.

AUSU Executive Report

Julian Teterenko, VP External and Student Affairs

Prepared: January 3rd, 2017



Committees

AUSU MECC:

See MECC Report.

AUSU Finance:

See Finance Report.

Learning and Teaching Student Advisory Group:

Reviewed RFC reports and the current requests for change. Still waiting on a comprehensive list of the changes under the SAG governance.

Student Systems Student Advisory Group:

Reviewed RFC reports and the current requests for change. Also went over the OROS bugs.

FST Faculty Council:

Had updates on various reports on the Student Success Centre. Discussed non-collegiate organization procedures, awarding of credentials posthumously or for terminally ill students, lost exam policy and procedure, and student lock out issues on MuchLearning. Got standing reports from the different centres and Directors.

ICT Governance Committee:

Met this month with quorum. Reviewed the ICT investments that require prioritization. Reviewed the revised ICT Investment Roadmap. Was provided the investment forecast for the fiscal year of 2017. There were certain projects that are supposed to be completed in this fiscal year that will now require funding in the next fiscal year to complete.

The status of student emails was asked about because there are no barriers holding this up to move forward. This is being investigated and will get an update next meeting.

AUSU Business

Meet and Greet – We held a meet and greet in Edmonton this month. It was a great place for students to come out to visit other students in the same city and meet others in the same programs. Everyone who came out was excited and happy that we hosted it and are looking forward to the next one. I had the opportunity to speak with everyone in attendance and spoke at length about topics such as the nursing program changes, e-texts, ProctorU, our mobile app, and more. Overall it was a great success meeting other students in Edmonton and had more students download our mobile app as well. In total there were 17 people in attendance.

ProctorU – I had a meeting this month about whether AU should be keeping ProctorU as an option for students to take their exams as the pilot period for the program was ending. We discussed the benefits of ProctorU and some issues that both the students and invigilators were running into. Afterwards we had a vote on whether to keep in and it was unanimously in favour.

Meetings

December 01 – Student Services Advisory Group
December 01 – Learning and Teaching Advisory Group
December 01 – AUSU/ The Voice Meeting
December 02 – Executive/ Council Meeting
December 06 – Meeting w/ Cindy Ives & Alain May
December 07 – GFC Meeting
December 09 – FHSS Council Meeting
December 09 – AUSU Executive Meeting
December 12 – ProctorU Meeting
December 12 – AUSU Executive Meeting
December 13 – AUSU Executive Meeting
December 13 – Council Meeting
December 14 – FST Council Meeting
December 15 – Learning and Teaching Advisory Group
December 15 – ICT Meeting
December 19 – Board of Governors Meeting

Hours

Weekly Breakdown

Week of:	Hours
November 28 – Dec 04	30
December 05 – 11	30
December 12 – 18	30
December 19 – 25	30
December 26 – Jan 01	30

Timesheets and Compliance

I have reviewed Shawna's and Kim's timesheets and everything is in compliance according to policy.

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AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: January 2, 2017



Committees

Finance Committee:

See finance committee report.

Awards Committee:

December was a quiet month with only a few year round bursary applications reviewed by the committee.

MECC Committee:

There were multiple email threads for this committee in December with some very important topics such as Website Poll Brainstorming, Social Media Communications Strategy, Annual Report Brainstorming, December Newsletters and January Newsletters. Even though everyone was asked for input several times, some members of the committee did not participate in any of the discussions for the month of December at all. Some members participated in one or two of the threads. This seems to be an ongoing problem with this committee and I hope that the members of this committee can be held accountable for their lack of participation.

GFC (General Faculties Council):

A GFC meeting was held on December 7, 2016. This was a very lengthy meeting. Some of the discussion items had already passed through the ALEC committee and were briefly included in my report for November.

One of the biggest items of this meeting for AUSU members was the verbal report by Dr. Neil Fassina regarding the retroactive changes within the FHD. Dr. Fassina reported that individualized letters were sent out to students and that AU continued to support students and consider individualized requests. I didn't feel this report was accurate and I spoke to the group stating that the most recent letters to the affected students was not individualized, that it was one standard generic letter that did not even include information on all of the changes and left students on their own to compare their old program plan with their new program plan and search through AU's website to figure out if there were other changes to the program rules. I also

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pointed out to Dr. Fassina that there had been several verbal commitments and GFC meeting minutes that stated AU's commitment to considering individualized accommodations for affected students. Despite this, the letter provided to students said that exceptions would not be made and a recent meeting between AUSU and Dr. Edwards also revealed that Dr. Edwards was no longer considering exceptions for those students that did not meet the deadlines or GPA's that are now in effect. I asked Dr. Fassina to please clarify for the students whether exceptions are being considered. We were told that all requests would be considered.

GFC ALEC (Academic Learning Environment):

No meetings this month.

GFC AEAC (Academic Excellence Awards Committee):

No meetings this month.

FHSS Faculty Council:

Meeting was held on December 9. The agenda mostly consisted of a number of course closures, title changes or numbering changes. Overall these changes will have little to no impact on students as most courses have been temporarily closed for some time. Students that have taken a course that is now closed are still able to use the course toward their program. The other changes did not involve courses that were mandatory to any programs and the courses will still be accepted as electives.

CASA Trades & Tech:

Meeting was held on December 8. Once again there were not enough members present to have quorum. I believe the committee has 8 members and only 3 of us attended the meeting. We all provided an update on what we were working on or where we left off on policy research. The chair will be making a recommendation to disband the committee and alternatively recommend having a member from a polytechnic school have a dedicated seat on the CASA policy committee to ensure that the unique perspective of the polytechnic schools is represented in CASA policy creation and revisions.

I will be setting up a meeting in January with Rosanna, one of the CASA employees to discuss my research and suggestions for the policies I was assigned so that the CASA staff can continue my work and relay it to the policy committee. The policies I was given concentrated on the importance of digital infrastructure for PSE institutions and the importance of access to adequate internet in rural areas. I am particularly excited about the access to internet given recent announcements by the CRTC that internet should be considered an essential service and the announcement by the federal government to invest 500 million into improving

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internet access in rural areas. CASA was very successful in the recent lobby week activities and I feel that there is an opportunity for them to create some advocacy points on these topics.

AUSU Business

Policies

Drafts of the revised HR policies were distributed to the rest of the executive team at the first of December. At this point, Sarah has provided some comment/suggestion and I am waiting for Shawna and Julian to do this as well.

In addition to this there are 2 policies scheduled for review in January and 2 in February. I will continue to work on the drafts and see how many we can have ready for presentation at the February council meeting.

Bylaws

No updates at this time.

Audit

Sarah has been working with the auditors and the AUSU bookkeeper to provide documentation and answer any questions the auditors have. Sarah has been providing periodic updates to me and we have already discussed a plan for reviewing/presenting the first draft of the audit when it is ready.

Office Hours

The AUSU office was closed from December 24 to January 2 inclusive for the regular holiday closure. Additionally it was closed on December 22 & 23 due to a combination of regular staff days off and scheduled vacation days. The office closure and date of reopening was noted on all staff voice mail and out of office replies were set up on emails. During the office closure, Sarah reported they received 13 student emails, no chats and no voicemails.

Meetings with Stakeholders

I attended one stakeholder meeting this month with Cindy Ives and Alain May. Representatives from the finance department attended the first part of the meeting as part of PSLA mandated consultations on fees which are legislated to occur twice per year.

Some of the issues/concerns that we were able to discuss included:

December 2016 Activity Report

- Tuition and mandatory fees – frozen
- Non-mandatory fees and out of province fees - possible inflationary increase
- A request from AUSU to have a formal discussion on learning resource fees and how they are calculated
- FHD commitment to considering individualized program plan requests
- Correspondence to FHD students affected by retroactive changes
- Timeline for implementing Turnitin
- Revisions of the AU Academic Misconduct Policy
- Consistency in dealing with academic misconduct by academic integrity officers
- Resources/communications for students to prevent academic misconduct

FHD Teleconference

I attended a teleconference on December 7 regarding NURS435 in the Faculty of Health Disciplines. This course was under a pilot project approved by NEPAB to allow a sort of virtual clinical placement. This pilot project ended and was not given approval by NEPAB to continue. This left student currently enrolled in the course unable to fulfill the requirement of a clinical placement. There is a lack of appropriate clinical placements because other schools complete this placement 1-2 days per week over a couple of months. AU students need to travel to Alberta to complete this and would need to complete it in one block of time in a 2 week period. At this time there are no answers for these students and AU continues to work with NEPAB to try and come up with an acceptable solution.

Students in the teleconference expressed concerns that AU was continuing to allow new students to enroll in this course which is creating a larger and larger problem with more and more students needing placements. Students said they were frustrated and that they just wanted an answer.

Currently students are completing the theory part of this course and then are just marked as “incomplete” on their transcript until a solution to the clinical placement is available. Once that happens they can complete their 2 week placement in order to finish the course. They were assured that this would not affect their ability to enrol in other courses that may have NURS435 as a pre-requisite.

Academic Integrity Webinar

I also attended an academic integrity webinar on December 15. This was a very informative session that included some broad direction on doing research, citing sources and avoiding academic misconduct. The webinar provided links and direction on where to find information on the AU website. The presenters opened the

December 2016 Activity Report

floor to answer questions and the recording of the webinar is available on the AU library webpage.

HR Work

HR related work was heavy this month and included several meetings, phone calls, policy review/research, document writing and documentation of events.

Other

I used up my banked hours during the week before Christmas so I did not work between December 16 and January 2. Despite the short month, it was jam packed with everything I have included above. Additionally, I worked on or reviewed:

- Alberta Government Tuition Review
- Executive Blog for December
- FOIP information packages related to FHD
- Payables Package and 2 EFT packages
- Lease/office space documents
- New payroll procedures
- Google drive cleanup

Meetings

December 1 – AUSU/Voice Quarterly Meeting
December 2 – Council Working Meeting
December 6 – AUSU Executive/Cindy Ives & Alain May
December 7 – GFC
December 7 – FHD Teleconference
December 8 – CASA T&T Meeting
December 9 – FHSS Faculty Council
December 9 – Executive Councillor Meeting
December 12 – AUSU Executive Meeting
December 13 – AUSU Executive Meeting
December 13 – AUSU Council Meeting
December 15 – Academic Integrity Webinar

December 2016 Activity Report

Hours

Weekly Breakdown*

Week ending:	Hours Worked:	Banked Hours Earned:	Banked Hours Used:
December 4	32.5	2.5	0
December 11	30.5	0.5	0
December 18	30.5	0.5	0
December 25	0	0	30
January 1	30*	0	0

Banked hours remaining at end of month: 0

*AUSU was closed week ending Jan 1

Timesheets and Compliance

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

Executive Motions

December 16	EMAIL MOTION BIRT AUSU Executive approve the reimbursement for one course, EDIT210: Copy Editing, in the amount of \$435 as submitted in the Professional Development Proposal by Karl Low, which will be paid from The Voice budget. Moved: K.Newsome Second: S.Wasylyshyn Carried: 3/0

AUSU Executive Meeting Report

Attending: Shawna Wasylyshyn, President
 Julian Teterenko, VP External and Student Affairs
 Kim Newsome, VP Finance and Administration
 Sarah Cornett, Executive Director



Regrets:

Prepared by: Kim Newsome

Prepared: December 13

Revised: January 1

Date	Item	Summary Notes
<u>December 13</u>		
1.	VPEX Update	<ul style="list-style-type: none"> ProctorU meeting today was positive. Looks like AU will approve continuing this service. Very few issues have been reported. They continue to work out some details surrounding rules for breaks, technical difficulties, etc. MECC is working on annual report ideas/feedback and reviewing social media and communication strategy.
2.	VPFA Update	<ul style="list-style-type: none"> Trades & Tech had a meeting this week. Quorum was not met again and this committee hasn't had quorum since September. The chair will be recommending that this committee be dissolved and that instead there be a seat on the policy committee specifically for a member from a polytech school. NURS435 conference call. NO news for students. There is still a lack of appropriate placements for this course in a mental health setting. Students expressed frustration that they don't know what will happen and that AU is still allowing enrollments into this course. This creates a larger backlog.
3.	President Update	<ul style="list-style-type: none"> Shawna communicated changes to seats on BoG committees. Shawna is taking the seat on finance and Property committee and received short notice of a meeting this week, Dec. 15. Shawna was scheduled to be off that day and would like to send regrets to the meeting. Kim and Julian agreed. The Academic Affairs committee had retroactive changes on their agenda as old business and the chair asked to have it removed. Shawna expressed concern that they were removing it and that it is an academic affair that this committee should understand. Despite this, it was removed from the agenda. Institutional Advancement committee had a great discussion around student retention. There is a committee that is working on this but does not have a student representative and does not consult with

		<p>students. They agreed to have this committee seek input from students.</p> <ul style="list-style-type: none"> GFC meeting topics regarding retroactive changes were discussed. Shawna and Kim expressed concerns about the GPA pre-req equate to a higher GPA requirement to graduate and questioned whether the commitment AU made to consider accommodations for students affected by the retroactive changes is being upheld.
4.	ED Update	<ul style="list-style-type: none"> No update outside of what is covered in other agenda items.
5.	AUSU Office Space	<ul style="list-style-type: none"> Info was sent to council. Email was sent to Shawna and Julian to arrange times for viewing. Sarah will send an email to the realtor and copy Shawna/Julian so that viewing times can be arranged. <p style="text-align: right;">Action item: Sarah</p>
6.	Bylaw Update	<ul style="list-style-type: none"> No update at this time. If Sarah has anything that the rest of the group can help with they can pitch in to get the draft finished.
7.	FHD Update	<ul style="list-style-type: none"> Some info seems to be missing from the FOIP A-10 such as emails from Margie. Kim will review the FOIP folders and list what may be missing. <p style="text-align: right;">Action item: Kim</p> <ul style="list-style-type: none"> Shawna will look into the process to communicate that with the AU FOIP coordinator and whether there is a form or complaint process that has to be followed. <p style="text-align: right;">Action item: Shawna</p>
8.	Policy Review	<ul style="list-style-type: none"> The HR policies were sent out at the first of December. These need to get reviewed and brought forward. Shawna/Julian/Sarah to review and comment by the January 16 exec meeting. <p style="text-align: right;">Action item: Shawna/Julian/Sarah</p>
9.	Google Drive Followup	<ul style="list-style-type: none"> Kim has changed ownership of her files. Shawna hasn't gotten to it yet. Sarah's access to exec agenda has changed to view. This was corrected during the meeting. Not sure why it would have changed.
10.	Editorial Autonomy	<ul style="list-style-type: none"> Discussed editorial autonomy and managerial autonomy. The current bylaws and policies are confusing and contradictory. Agreed that editorial autonomy includes content, editing articles and article choices. Those areas should not have interference from council. Discussed whether management and editorial aspects of The Voice can be managed separately, by 2 different groups. Agreed that it was a possibility.
11.	Signing Authority Update	<ul style="list-style-type: none"> Council recently passed a motion that was requested by AUSU's investment advisors and this included an update to signing authority. The process to add Kim as a signing authority to the investment portfolio was started in April but Adroit communicated recently that additional steps needed to be taken. Sarah has initiated those steps which included the council motion. Now Adroit is asking for further checks to add Kim including a credit check and letter. Kim was fine with doing this but since it is already December and the VPFA term is up in March, Sarah and Kim agreed that it was not worth pursuing at this time.

		<ul style="list-style-type: none"> • There are still 2 signing authorities on the account which is what is required by policy. • Kim will provide an update at tonight's council meeting so that council is aware. <p style="text-align: right;">Action item: Kim</p> <ul style="list-style-type: none"> • Sarah has already notified Adroit.
12.	Awards Application Document	<ul style="list-style-type: none"> • Some recent awards applications have included document that didn't have any identifying information or were partial documents. • Any documents provided with an application must have identifying information on them. If not, they will be disqualified. • Sarah will communicate with staff and ask Donette to change the awards applications to reflect this so students know when applying. <p style="text-align: right;">Action item: Sarah</p> <ul style="list-style-type: none"> • Kim will communicate with awards committee. <p style="text-align: right;">Action item: Kim</p>
13.	Holiday Cards	<ul style="list-style-type: none"> • All signed and sent.
14.	AUSU Annual Report	<ul style="list-style-type: none"> • MECC has started discussions about format and ideas for any changes from last year. • Donette is working on it and will be in touch with everyone who needs to write a report to let them know the deadline for submission.
15.	Goals List	<ul style="list-style-type: none"> • Revised list was approved. • First quarterly update is due to council in December. • There is a need to identify who is working on each goal. • Julian/Shawna/Sarah will email Kim identifying any work completed on the goals list or any planned work. <p style="text-align: right;">Action item: Julian/Shawna/Sarah</p> <ul style="list-style-type: none"> • Kim will prepare an update for council. <p style="text-align: right;">Action item: Kim</p>
16.	AU Holiday Closure	<ul style="list-style-type: none"> • All staff and execs need to put an out of office reply on their emails. • Jamie is responsible to change all the voice mails in the office. • Sarah asked that Kim provide an interpretation of the employee contracts for what days the staff are entitled to receive a paid day of leave, specifically whether xmas/boxing day are included in the week of AU closure or if it is in addition to that. <p style="text-align: right;">Action item: Kim</p>
17.	Payment Authorization for Payroll	<ul style="list-style-type: none"> • Decision needed whether the new payroll procedures will stay with a single approval or if it will move to requiring double approval. • The new process involves quite a few tasks and are time sensitive. • We have always had a single approval and then a review by the VPFA afterwards, no reason that this needs to change. • The new process will provide automatic notifications to signing authorities that a payroll transaction has been entered. This is an extra layer of check. • Decision that payroll will remain single approval. • Sarah will be the primary person responsible for approval. • If Sarah is not able to approve, she will contact Shawna or Kim to approve.
18.	AU Exec Meetings	<ul style="list-style-type: none"> • Does anyone have any outstanding minutes to upload? Kim is up to date, Sarah is up to date, Julian has one outstanding set from The Voice meeting. <p style="text-align: right;">Action item: Julian</p>

		<ul style="list-style-type: none"> The folders are hard to navigate. We should have a standard naming format. Kim will clean up the folders and make a recommendation for a standard naming format. <p style="text-align: right;">Action item: Kim</p>
19.	AUSU Credit Cards	<ul style="list-style-type: none"> The PINs for Julian and Shawna's cards arrived in the office mail today. The cards should arrive shortly. Sarah will let Juliana and Shawna know when they arrive so they can pick them up.
20.	CASA Conference	<ul style="list-style-type: none"> Next CASA conference in March 13-17 in Nova Scotia. Julian is able to go. Shawna is not planning to attend. Kim is away during that week because it is March break but is available on the Friday or weekend to meet up with Julian.

<u>Summary of Motions</u>	
Date	Motion
December 16	<p>EMAIL MOTION BIRT AUSU Executive approve the reimbursement for one course, EDIT210: Copy Editing, in the amount of \$435 as submitted in the Professional Development Proposal by Karl Low, which will be paid from The Voice budget.</p> <p>Moved: K.Newsme Second: S.Wasylyshyn</p> <p>Carried: 3/0</p>

<u>Summary of Policies Under Review</u>		
Council Date	Policy	Status
October/November 2017	5.01, 5.02, 5.03, 5.04, 5.05, 5.06, 5.07	These are not due for a while but are part of the "catch up" plan with the due date transition because they were originally due in June of 2016.
In Progress		November 2016
January 2017	1.01, 1.02	As per new policy review schedule
February 2017	4.01, 4.02	As per new policy review schedule

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Summary of Action Items			
Date	Status	Deadline	Agenda Item: Action Item Description Responsible Party
Sept 14	Complete	December 1	13.0 Holiday Greeting: Jamie will compile the addresses/emails of other student unions S.Cornett Update: Cards are in Edmonton. Julian/Shawna need to finish signing.
October 19	Complete	Oct 21	4.0 FHD Issues: Staff will access/download files or follow up with FOIP coordinator to access files. Staff/S.Cornett Update Nov. 28: Sarah sent email but has not heard back. Will follow up by phone. Receipt is still outstanding as well. Sarah will check on this when she calls.
October 19	Shawna Completed	Nov 30 Feb 15	8.0 Election Improvement: <ul style="list-style-type: none"> • Forums - Staff • AUSU sponsored campaign opportunities - Shawna • Orientation - Kim • Nomination Package/Requirements - Julian • Voting – Sarah All
October 19	Complete	Oct 31	21.0 Karl Low PD Request: Submit Voice budget to council for approval. S.Cornett Update Nov 28: Draft going to finance committee this week.
November 2		Nov 30	9.0 AU email implementation: Discuss potential impacts and solutions with Donette. How will this implementation affect AUSU communications. J.Teterenko
November 7	Removed	December 15	4.0 FHD Update: Shawna will prepare to bring a motion to BoG at January meeting. Research motion process, wording, etc and secure a seconder for the motion. S.Wasylyshyn Update December 13: Recent correspondence with legal counsel advised that a judicial review is not recommended because of a clause that AU has posted on the AU calendar. AUSU will focus efforts in other areas, including directing students to the appeals process and following up with AU regarding policy changes and the ongoing communication with students affected by the changes.
November 21		Nov. 30	7.0 Meet and Greet Follow up: Julian to give names to Donette and ask her to follow up and thank them for coming, provide info on services. J.Teterenko
November 21	Complete	December 5	10.0 In Person Retreat Idea: Kim will put together something to present to council to explain the idea. K.Newsome
November 27	Complete	Dec 2	3.0 FHD Update: Shawna will forward the most recent correspondence from legal counsel, Paula, regarding motion at BoG meeting. S.Wasylyshyn
November 27		Dec 12	5.0 Google Drive Follow up: Check your own drive to see if there are any files that are not in folders that should be owned by AUSU to maintain institutional memory. Check for files that may not have moved from the old drive to the new drive. K.Newsome/S.Wasylyshyn/J.Teterenko

November 27		Dec 31	5.0 Google Drive Follow up: Make suggestions on a process to ensure that any information that is held by one person for a reason such as HR, is passed on to future executive team while maintaining confidentiality. S.Wasylyshyn
November 27	Complete	Dec 6	13.0 AUSU closed when AU closed: Topic to be added to discussion at upcoming pre-council meeting. S.Wasylyshyn
December 13	Complete	Dec 16	5.0 AUSU Office Space: Sarah will send an email to connect Shawna/Julian with the realtor to view office spaces. Sarah
December 13	Complete	Dec 16	7.0 FHD Update: Kim review FOIP requests and document and list what may be missing. Kim
December 13	Complete	Dec 31	7.0 FHD Update: Shawna find out the process to report that we didn't receive what we asked for in FOIP documents. Shawna
December 13		Jan 16	8.0 Policy Review: Review and comment on HR policies. Shawna/Julian/Sarah
December 13	Complete	Dec 13	11.0 Signing Authority Update: Kim will update council that her signing authority for Adroit is not being pursued further. Kim
December 13	Complete	Dec 16	12.0 Awards Application Documents: Sarah will communicate with staff that applications must have identifying information and ask Donette to update application instructions on website. Sarah
December 13	Complete	Dec 16	12.0 Awards Application Documents: Kim will communicate the requirement for identifying information with the awards committee. Kim
December 13		Jan 6	15.0 Goals List: Julian/Kim/Sarah to email Kim and identify work that they have completed toward the current goals list and any work they plan to do. Identify goals that are connected to their roles. Shawna/Sarah/Julian
December 13		Jan 6	15.0 Goals List: Kim to compile quarterly update with input from Shawna/Sarah/Julian. Kim
December 13	Complete	Dec 13	16.0 AU Holiday Closure: Kim to provide an interpretation of what days staff are entitled to have off and clarify if the days off for AU closure are additional to general/statutory holidays. Kim
December 13		Jan 6	18.0 AU Exec Meetings: Julian to upload notes from The Voice meeting. Julian
December 13	Complete	Jan 6	18.0 AU Exec Meetings: Kim to clean up folders and recommend a standard naming format.

Summary of Agenda Items				
Date	Status	Deadline	Agenda Item: Description	Committee
		1 st Quarter by end of December 2016	Review AUSU Goals list: Review quarterly	Executive/Council

December 2016 Council Meeting

Committee Report

Awards Committee

Prepared by: Scott Jacobsen

Date: January 3, 2017

All Business Conducted by Email

Committee Members: Scott Jacobsen (Chair), Shawna Wasylyshyn (President), Kim Newsome (VPFA), Amanda Lipinski (Councilor), Robin Bleich (Councilor), and Sarah Cornett (ex-officio).



Activity This Month

It was a less busy month compared to November with the following business below. "Less busy" in the light of the November main awards wave, which, as noted in the previous report submission "was a real privilege to have the stories in front of us. This was intimate exposure to students we serve, which is an explicit, elected honor." Now, we have moved into the next few months of less dense submission consideration. Although, the bursaries are expected to come in now, as per usual. All Awards Committee members are savvy to the official processes for consideration of awards now. We were deliberating on the motion for a Computer Bursary application before. It was approved, but not unanimously. That is \$1,000. Now, we considered a Healthcare Bursary from last time, but there were issues around the motions. So, it has been considered and approved unanimously with an altered version based on extensive discussion about the appropriate contents of the amount for awards with the major change being the specification of the amount for the award. That came to \$1,000, but already considered within the previous budget. There was another Health Care Bursary, which came to \$831 with the newer specification to the dollar and dollar amount stated, too. This month came to \$1,831.

Duly note, the award financials have been restarted since the October meeting.

Motions/Decisions

Original motion with altered motion:

On December 7, 2016: BIRT AUSU Awards Committee approve the attached Healthcare Bursary application for XXXX.

Moved by S. Jacobsen.
Seconded by R. Bleich.

This motion is passes unanimously 5/0.

On December 15, 2016:

BIRT AUSU Awards Committee approve the attached Healthcare Bursary application for XXXX for \$1,000.

Moved by S. Jacobsen.
Seconded by R. Bleich.

Original Motion with Decision:

Awards Committee Activity Report

Commented [SJ1]: This motion was re-considered through an extensive process based on the funding amount and the applications. There was an eventual change to the wording, but not to the final unanimous decision. The discussion continued from the November report, after the November report was submitted. It is a new award, and growing pains should be expected for the processes, wording, and so on, as the nuances of the discussions emerge over time.

Commented [SJ2]: This is the altered motion from the original on December 7, 2016 - above. Future changes will include more.

December 2016 Council Meeting

On December 11, 2016: BIRT AUSU Awards Committee approve the attached Computer Bursary application for XXXX.

Moved by S. Jacobsen.
Seconded by K. Newsome.

This motion is passes 3/2.

On January 3, 2017: BIRT AUSU Awards Committee approve the attached Health Care Bursary application for XXXX for the \$831.

Moved by S. Jacobsen.
Seconded by R. Bleich.

This motion passes unanimously 5/0.

Awards Overview

This data represents year-end data for the 2016/2017 Fiscal Year

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	57	2	55		2	\$2,000
AUSU Bursaries	14	5	9		5	\$5,000
Computer Bursaries	1	1	0		11	\$8,600
Single Parent Bursary	0	0	0		2	\$2,000
Travel Bursaries	0	0	0			\$4,000
Emergency Bursaries	0	0	0			\$6,000
Health Care Bursary	2	2	0			\$15,169+/-
Student Service Award	8	2+1 (MacKinnon)	5	Additional "Peter MacKinnon Student Services Award" for November awards cycle is the "+1."	2	\$2,000

December 2016 Council Meeting

Returning Student Award	23	2	21		2	\$2,000
Balanced Student Award	24	2	22		2	\$2,000
Total	128	15	112	One in processing, explains the discrepancy.	29 (left for May) + year-round bursaries	\$48,769+/-

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

Finance Committee



Prepared by: Kim Newsome, Chair

Date: January 2, 2017

Meeting: No meeting this month.

Attendance:

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

Monthly Activity

AUSU was closed from December 24 until January 3 and therefore no meeting was scheduled for December.

The next meeting is scheduled for January 19, 2017.

Committee Report

Member Engagement & Communications Committee

Prepared by: Julian Teterenko, Chair

Date: January 3rd, 2017



Athabasca University
Students' Union

Committee Members: Julian Teterenko VPEX, Kim Newsome VPFA, Dixie Toliver Councillor, Scott Jacobsen Councillor, Jody Waddle Member at Large, Sarah Cornett Executive Director, Donette Kingyens Communications Coordinator.

Activity This Month

The MEC Committee did not meet this month.

Committee Report

Joint Council/Voice Action Plan Committee



Prepared by: Sarah Cornett, Chair

Date: January 3, 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 did not meet in December.

Activity Report

Executive Director

Prepared: January 3, 2017



Overview

The bulk of this past month has been dedicated to:

- council and executive support,
- 2015-2016 audit,
- a week of vacation and a week of office closure,

as well as day to day management and administration tasks.

Administration

Office & Staff

I reported in detail to executive and council and provided my recommendation in December. The executive officers have decided that they want to explore other options beyond central Edmonton and also want to view properties themselves. President Shawna Wasylyshyn will be contacting the realtor directly and asking for further information.

Finances

The 2015-2016 year-end audit process continues. The last few requests from the auditor have been received and they should be contacting me early in January to arrange to review the draft report. VPFA Kim Newsome, bookkeeper Tammy Massa, myself, and any other member of the executive who can join us will attend the draft review meeting with the auditors. Any adjustments can then be made and the final audit report will be circulated to council and published on the AUSU website for the membership. If requested, the auditor can also make a presentation to council.

The Finance Committee did not meet in December but is scheduled to meet January 19th when they will review the November and December reports.

Committee Support

There was not a lot of committee activity in December, primarily due to the holiday season. Please see the individual committee reports for details.

The Voice

A budget for The Voice was presented to Council and approved at the December meeting after being reviewed and recommended by the Finance Committee on November 30 and is being recommended for approval by that committee. With this budget in place, work can commence on some of the

recommendations of the Joint Council/Voice Action Plan Committee such as increased marketing and a new website.

Governance

AUSU By-laws

The initial timelines set for the bylaw review was extended by Council and work continues. Council did not receive a draft to review in December as planned but should receive it in the next week or two.

Meetings

December 1	Voice/AUSU Quarterly Meeting
December 13	Executive Meeting
December 13	Council Meeting
December 8	Staff Meeting
December 14	Staff Meeting and Staff Holiday Lunch

Activity Report

Communications and Member Services
Coordinator



Prepared by: Donette Kingyens
Prepared: January 3, 2017

General Administration

- **Student Inquiries**

- Very few student inquiries this month.
- Many inquiries received are related to AU, such as how to appeal a grade, how to book a course extension, how to schedule exams, how to get a receipt, etc.

	Emails	Phone Calls	Instant Chats
Dec 2016	20	2	5
Nov 2016	18	4	4
Oct 2016	32	2	2
Sep 2016	31	2	6
Aug 2016	36	3	3

**Numbers above are approximate.*

Does not include discussions with award applicants.

- **Administration**

- Had little time for projects as on holidays starting December 16, and with the added AUSU closure, not back to office until January 3.
- Spent a fair bit of time scheduling social media posts in advance so that there was at least one post daily over the holidays, as well as getting Voice ads and the January newsletter done in advance.
- Worked on transferring files to our new server and testing it out on my own before doing a complete file transfer, which must be done when other staff are not using file server.

Projects

- **Manuals / Procedures**

- Worked on revising Councillor Manual and creating an abridged version
- Created an orientation manual for MECC Committee.
- Send out Social Media Communication Strategy to MECC

- **#igo2AU Contest**

- Contest winner is Jilian MacDonell. She has already received her free course voucher with usage instructions.
- Advertised winner in Dec 16 newsletter.
- She will also be supplying us with a biography to feature in a future newsletter.

- **Awards**

- Announced winners from November awards cycle in December 16 newsletter.
- Received biographies and photos for all award winners to use in upcoming newsletters.

Services

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

- Received a series of questions about our Student Lifeline from the Alberta Advisory Panel on Post-Secondary Mental Health. An AU Grad student was appointed to the panel and wanted to represent our Student Lifeline program to them. Questions we primarily about our student needs, services available, funding, etc.
- Removed Smart Draw from chart as it is no longer being offered.

Month	Mobile App Accounts	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
Dec 2016		21	4	3		
Nov 2016	211	48	3	9	75	367
Oct 2016	140	30	3	12	65	415
Sept 2016	291	33	3	7	104	751
Aug 2016	212	78	1	42	78	575
July 2016	145	159	0	n/a	79	797
June 2016	176	43	2	n/a	265	1405
May 2016	99	28	1	n/a	346	1005
Apr 2016	94	38	1	n/a	0*	809
Mar 2016	136	22	3	n/a	69	376
Feb 2016	95	18	11	n/a	63	393
Jan 2016	409	33	68	n/a	95	607
Dec 2015	185	29	1,262	n/a	66	480
Nov 2015	104	20	10	n/a	55	368

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

- **Lynda.com**

- In November 2016 I deleted all lynda accounts that had not been used in over a year, which was a total of 181 accounts.

Month	Total Accounts:	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Dec 2016	731	21	3161	221	48	68
Nov 2016	710	48	2146	151	18	23
Oct 2016	843	30	1510	117	21	18
Sept 2016	813	33	2062	131	18	31
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

• **Course Evaluations**

Month	Total Evaluations	New Evaluations
Dec 2016	512	8
Nov 2016	504	86
Oct 2016	418	65
Sept 2016	353	108
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

Social Media & Marketing

• **Newsletters**

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

• **The Voice**

- Sent Voice ads for each Voice publication in December (Dec 2, 9, 16, 23).
- No Voice publication for Dec 30.

Weekly Stats	Overall Visits	Unique Visits	Bounce Rate*	PDF Views	Highest # of Views per Article	Articles with over 20 views
Dec 16 – 22, 2016	942	623	87.21%	7	140	2
Dec 16 – 22, 2016	581	497	82.18%	24	29	2
Dec 9 – 15, 2016	777	628	69.78%	22	53	2
Dec 2 – 8, 2016	686	591	81.10%	23	26	1
Dec 2016 Overall	3,252	2,562	80.32%	90	143	7
Nov 25-Dec 1, 2016	743	626	80.73%	27	30	3
Nov 18-24, 2016	663	565	80.00%	18	23	1
Nov 11-17, 2016	690	549	80.30%	38	33	4
Nov 4-10, 2016	776	641	73.02%	46	24	3
NOV 2016 OVERALL	2,947	641	79.38%	133	101	12

*Bounce Rate is the % of people who only visit 1 page and leave without any further interaction with the site.

- **Mobile App**

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
Dec 2016	3,494	160	1,098	65	16,232	1,337	17
Nov 2016	3,334	211	1,033	62	14,899	1,316	27
Oct 2016	3,123	140	971	101	13,583	1,571	173
Sept 2016	2,983	291	870	73	12,012	1,281	127
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

- **Website**

- Posted executive blog
- Posted December meeting agenda
- Posted November meeting minutes
- Posted financials & revised budget
- Scheduled more website polls
- Added in Feb & March tentative council meeting dates
- Had social media share icons added to news/blogs
- Had commenting turned on for news/blogs
- Updated awards applications with correct number of Computer Bursaries and greater clarity regarding student loan forms.

- **Website News Articles:**

- [Dec 12 Article](#): Contest and Award Winners Announced!
- We also received several comments on our [December Executive Blog](#).

- **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.

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	Mobile App	Smart Draw	Student Lifeline	The Voice
Dec 2016	6,463	2,827	448	218	445	383	100	81	108	32
Nov 2016	13,042	5,451	1,067	262	669	585	411	114	189	34
Oct 2016	17,815	7,483	3,613	244	600	428	236	136	197	33
Sept 2016	16,024	6,752	2,200	293	748	552	561	136	309	66
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

Month	Advocacy	Quick Links	Health Plan	Exec Blog	Financials	Council	Minutes	Agendas	News & Archives	Policies
Dec 2016	21	33	91	386	76	124	56	80	111	268
Nov 2016	45	59	202	83	26	281	54	73	127	325
Oct 2016	35	65	217	589	29	343	67	112	126	287
Sept 2016	82	51	266	46	60	300	44	82	149	289
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

• **Website Polls**

○ *It's almost winter break! What are you doing for the holidays?*

- Hosting holiday celebrations at home 5
- Travelling to see friends or family 4
- Going on a vacation 0
- Studying harder than ever! 3
- None of the above 2
- **Total Responses:** 14
- **Posted:** Dec 19 – Jan 2

- *What brought you to the AUSU website today?*
 - Saw the link about the new survey 8
 - Came to check on a service 4
 - Wanted to reach AUSU for Advocacy 0
 - Wondered what you guys have been up to 3
 - Wanted to read an AUSU policy 1
 - Other 5
 - **Total Responses:** 39
 - **Posted:** Dec 5 – Dec 19

- **Social Media Statistics:**

- I have been working on increasing the number of posts overall. However, there were less in December than in November due to the holidays, so I had less shared news stories.

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Engagements	Overall Impressions
Dec 2016	52	1,077	40	637	249	58,210
Nov 2016	70	1,041	91	424	370	64,324
Oct 2016	53	973	69	434	569	63,968
Sept 2016	60	916	121	523	345	60,235
Aug 2016	54	797	25	437	251	63,419
July 2016	45	777	16	503	77	59,619
June 2016	59	770	26	344	113	37,591
May 2016	52	746	12	183	183	22,411
Apr 2016	64	742	20	198	200	37,385
Mar 2016	66	730	18	174	113	35,246
Feb 2016	59	720	16	141	75	26,474
Jan 2016	37	707	28	154	45	20,180
Dec 2015	38	681	32	109	60	9,262
Nov 2015	49	654	20	83	81	8,508
Oct 2015	68	641	18	82	151	12,881

- **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Dec 2016	51	783	16	16	80	14,485
Nov 2016	80	779	60	31	87	20,526
Oct 2016	52	720	39	13	76	16,393
Sept 2016	51	688	57	19	67	13,618
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

o **LinkedIn**

Note: I began actively posting on LinkedIn mid-August.

Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
Dec 2016	52	232	3	35	25	3,559
Nov 2016	61	229	71	32	18	5,203
Oct 2016	53	158	56	44	36	3,984
Sept 2016	50	110	89	52	27	3,022
Aug 2016	20	22	0	35	27	1,239