



Athabasca University
Students' Union

Athabasca University Students' Union Council Meeting Minutes

Approved July 11, 2017

Friday, June 9, 2017

3:30pm 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 Scott Jacobsen, Councillor Robin Bleich, Councillor Andrew Gray, Councillor Amanda Lipinski, Councillors Kim Newsome, Councillor Brandon Simmons

Staff: Executive Director Jodi Campbell, The Voice Managing Editor Karl Low

Members: Barbara Lehtiniemi

Regrets: Communications and Member Services Coordinator Donette Kingyens (absent on AUSU business)

Meeting called to order at 3:31pm MT

Agenda and Minutes

1.0 Adoption of Agenda S. Wasylyshyn

Motion: BIRT AUSU council adopt the agenda.

R. Bleich / S. Jacobsen

Carried 8/0

2017-06-09 Council Agenda.pdf

A motion was added to 2.0 to approve the in-camera minutes from the May 9 council meeting.

2.0 Approval of Council Meeting Minutes S. Wasylyshyn

Motion: BIRT AUSU council approve the minutes of the May 9, 2017 regular council meeting.

R. Bleich / S. Jacobsen

Carried 8/0

2017-05-09 Council Minutes DRAFT.docx

Motion: BIRT AUSU council approve the minutes of the May 9, 2017 in-camera council meeting.

J. Teterenko / B. Simmons

Carried 8/0

2017-05-09 Council Minutes DRAFT.docx

Note: Approval of all public 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 S. Jacobsen

Note: There were no action items from the previous council meeting to review.

4.0 Annual Financial Statements S. Wasylshyn

Motion: BIRT AUSU council receives and accepts the financial statements presented in the annual report as audited by Kingston Ross Pasnak.

B. Simmons / A. Lipinski

Carried 8/0

AUSU 2017 Annual Report.pdf

Note: Although this motion was passed during the Annual General Meeting as a formality, motions must be passed by a vote of council in accordance with AUSU bylaws and the Post-secondary Learning Act.

5.0 Appointment of Auditor for 2016-2017 Fiscal Year S. Wasylshyn

Motion: BIRT AUSU council appoints Kinston Ross Pasnak as the auditors for AUSU's financial records for the 2016-2017 fiscal year.

R. Bleich / A. Lipinski

Carried 8/0

Note: Although this motion was passed during the Annual General Meeting as a formality, motions must be passed by a vote of council in accordance with AUSU bylaws and the Post-secondary Learning Act.

6.0 Award Committee Recommendations R. Bleich

Motion: BIRT AUSU council adopt the awards committee recommendation to include the Single Parent Bursary in the 2017/2018 fiscal year as a temporary bursary, allotting for one bursary available at each awards deadline.

S. Jacobsen / J. Teterenko

Carried 8/0

It was noted that this is a continuation of the Single Parent Bursary that was implemented for the 2016/2017 awards cycle, so the parameters remain the same. The award was not able to be granted during 2016/2017 so the awards committee would like to try offering it for one more year.

Motion: BIRT AUSU council adopt the awards committee recommendation to increase the Balanced Student Award and Returning Student Award from two to four recipients at each awards deadline.

R. Bleich / J. Teterenko

The following points were made:

- This motion would involve numerous action items, including a policy change, award amounts allocated into the budget, and changes to the awards would need to be updated on the website and anywhere else they are listed.
- Council is just beginning to create the budget for 2017/2018, so it may be premature to pass this motion at this point until it is determined if this will fit in the new budget.
- This would impact the next budget for 2017/2018, not the current budget.
- AUSU has an awards budget of \$50,000, including \$9200 in unallocated funds.
- Half of the unallocated funds are for computer bursaries, as this revision was missed in the budget when AUSU increased the number of computer bursaries given out from 8 to 12.
- AUSU has a fair bit of unused funds for the emergency and travel bursaries.
- AUSU received a lot of deserving applications for the Balanced and Returning awards.

- If the policy is updated, then the budget will have to reflect the amounts listed in policy.
- It was suggested that the motion be defeated or tabled, and a series of action items created to properly implement the change.

The awards committee is to review the awards policy and bring a suggested amendment to council for review. **Action Item**

AUSU council will need to review and approve suggested amendments to the awards policy as recommended by the awards committee. **Action Item**

The finance committee will need to review the awards allocation in the potentially revised awards policy and incorporate the amounts into the budget. **Action Item**

R. Bleich withdrew the motion.

Motion: BIRT AUSU council adopt the awards committee recommendation to change the Student Services Award name to Student Volunteer Award.

K. Newsome / S. Jacobsen **Carried 8/0**

- It was noted that this award received relatively few applications even though many applicants who applied for other awards could have applied for the Student Services Award as well as they had done volunteer work.
- The committee felt that changing the name may make it clearer what the awards is for in order to get more qualified applicants.
- AUSU staff will need to update all places where the Student Services Awards is listed to update the award title. **Action Item**

7.0 Policy Revisions

Executive

Note: Updated policy 9.02 Exam Invigilation Fees, policy 9.05 Technology Infrastructure: Web Services for Students, policy 9.06 Government Funding: Technology and Infrastructure, and policy 9.07 Government Funding: Base Operating Funding were approved by Executive as part of an informal review.

Policy_9.02_Exam_Invigilation_Fees__Exec Edits.docx

Policy_9.05_Technology_Infrastructure_Exec Edits.docx

Policy_9.06_Technology_and_Infrastructure_Exec Edits.docx

Policy_9.07_Base_Operating_Funding_Exec Edits.docx

Proposed Motion: BIRT AUSU council adopt the updated copy of policy 9.01 Tuition and Fees: Distance Education Funding.

R. Bleich / B. Simmons **Carried 8/0**

Policy_9.01_Deregulation_of_Tuition_Exec Edits.docx

- It was confirmed that the term “adult learning systems” is correct.
- The fourth line in the policy was revised for clarity.

Reports

8.0 Reports for the Month of May 2017.

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.

8.1 President’s Report

S. Wasylyshyn

2017-05 President Report.pdf

S. Wasylyshyn was elected to the General Faculties Council (GFC) ad hoc committee for governance. S. Wasylyshyn noted when GFC was making the terms of reference for the committee that they had no position for students or a non-academic staff member to sit on the committee. The committee changed the terms of reference, and S. Wasylyshyn was nominated and elected to the position over a staff member.

A question was raised about the Faculty of Business vote regarding transfer credit. The motion was passed that transfer credit would not be accepted for the CMIS, ADMN, and STATS courses from courses taken more than 10 years ago.

It was also noted that Shawna lost more banked hours due to her heavy work load. It is a discussion to have with the executive compensation review committee when it is formed before the end of this council term year.

8.2 Vice President External and Student Affairs' Report

J. Teterenko

2017-05 VP External Report.pdf

It was noted that AU has indicated that student emails will be rolled out by the end of summer.

A question was raised about the meeting with the Student Lifeline representatives. The student enrollment and engagement is a bit higher than the year before.

It was noted that Julian also lost some banked time, although he did manage to take some.

It was noted that Julian did not have time to write his executive blog, and that perhaps the schedule should be looked at as the VPEX blog was missed the previous year at the same time due to so much time away at CASA.

Action Item

8.3 Vice President Finance and Administration's Report

S. Jacobsen

2017-04 VP Finance Report SJ.pdf

2017-05 VP Finance Report.pdf

It was noted that there were some stakeholder meeting dates listed that were not attended.

It was also noted that there were numerous meetings that just state a meeting was held, so it was suggested that an overview of the contents of the meetings be reported to council, particularly topics that are impactful for AU members.

It was also noted that the hours listed on the April report are not consistent with the timesheets, and the banked time is listed incorrectly. Since these reports are the only window for councillors and the public to review what the executives do, they need to be accurate.

It was agreed that the VPEX reports need to be amended.

Action Item

8.4 Executive Meeting Report

S. Wasylyshyn

2017-05 Exec 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.

A question was raised about what the action items are, as the May report lists only 2 action items and it is very unclear about exactly what they are and what the deadlines are. In

addition, a motion was listed, but no mover, seconder or vote tally was listed and it should have been noted in the VPFA report. It was noted this was a transition lesson with a new executive group.

8.5 Finance Committee Report

S. Jacobsen

2017-05 Finance Committee Report.pdf

A correction was noted that the May meeting reviewed the March financials, not April.

If the committee notices anything or raised concerns they should be noted in the report.

8.6 Awards Committee Report

R. Bleich

2017-05 Awards Committee Report.pdf

It was noted that AUSU received the most number of applications for the November awards deadline that has ever been received for an awards deadline. It was a very busy month and a lot of awards were given out.

8.7 Member Engagement and Communication Committee Report

J. Teterenko

2017-05 MEC Committee Report.pdf

The committee did recommend a logo rebranding which is now underway, and also hosted a 25th birthday party on June 8 in Athabasca.

The committee will be discussing the virtual fireside chats and how to make them more successful in the future. It was noted that the name of the fireside chat was chosen to differentiate it from the in-person meet & greets, but it can be revisited.

8.8 Executive Director's Report

J. Campbell

2017-05 Executive Director Report.pdf

Jodi has spent the last month getting oriented to the new position and absorbing a lot of information.

It was noted that Jodi dove into the ED role head-first and has already become a very valuable asset for AUSU.

8.9 Communication and Members Services Coordinator's Reports

D. Kingyens

2017-05 Communications Coordinator Report.pdf

It was note that D. Kingyens is currently working at the convocation booth.

A question was raised about how many people have actually used the eyewear discounts. Drew Martin, AUSU's broker, was pleased with the number of people have used the discount, although it was not quite as high as expected. Staff to obtain the official statistics.

8.10 Approval of Reports

All

Motion: BIRT Council approve the May 2017 reports as presented, with the exception of section 8.3.

B. Simmons / K. Newsome

Carried 8/0

Question & Answer Period

9.0

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 , 770.497.7000, or 1.755.497.7003.

A question was asked about the cake for the 25th Birthday Party in Athabasca. The cake was half chocolate and half vanilla, with silver-grey icing and blue and orange writing, made by the local bakery in Athabasca.

Next Meeting and Adjournment

The next meeting of Council will be:

Tuesday, July 11, 2017, 5:30 pm MST – Public Meeting (Tentative)

Tuesday, August 8, 2017, 5:30 pm MST – Public Meeting (Tentative)

R. Bleich moved to adjourn the meeting at 4:55

Summary of Action Items

Date	Status	Action Item and Responsible Party
June 9		Award Committee Recommendations: Review the awards policy and bring a suggested amendment to council for review. Awards Committee
June 9		Award Committee Recommendations: AUSU council will need to review and approve suggested amendments to the awards policy as recommended by the awards committee. Council
June 9		Award Committee Recommendations: The finance committee will need to review the awards allocation in the potentially revised awards policy and incorporate the amounts into the budget. Finance Committee
June 9		Awards Committee Recommendations: Update all places where the Student Services Awards is listed to update to the new award title of Student Volunteer Award. D. Kingyens
June 9		Vice President External and Student Affairs Report: Review the executive blog schedule to ensure the VPEX is not scheduled to write one during a busy CASA month. Executive
June 9		VP Finance and Administration's Report: The VPFA report needs to be updated for accuracy and clarity. S. Jacobsen

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: June 1, 2017

Current Issues



Committees:

AU Board of Governors – The Board met this month on May 9 and May 26. The month finished on a positive note with a release from the Chair of the Board of Governors to the AU community. In her message, Ms. Manasc stated that the Board has received a copy of the third party review and is coordinating with the Government to hopefully release it within the next month. In addition, the Board was happy to report a surplus last year, despite projecting a deficit of 3.3 million. The Board approved for the administration to continue spending without a budget, pending the release of the third party review and the approval of a 2017/2018 budget.

Sub Committees:

BOG Honorary Awards – No meetings this month

BOG Finance and Property – This committee met on May 26 to recommend to the BOG that they allow the administration to continue with business as usual.

BOG Governance Review – No meetings this month.

General Faculties Council – No meetings this month.

Sub Committees:

Student Academic Appeals Committee: This committee met on May 4, and I attended via teleconference. I feel strongly that this is one of the most important committees we sit on as student representatives.

GFC Exec: GFC Exec met on May 31 and I attended via teleconference.

AUSU MECC: I am enjoying being a member of the AUSU MECC once again. We brainstormed and came up with some ideas to commemorate AUSU's 25th anniversary, including a birthday party in Athabasca with a big birthday cake as well as a new logo with new colors to represent our 25th year as well as our affiliation with Athabasca University.

CASA: Julian and Scott attended CASA's Foundations conference to represent AUSU. It was a successful trip, as Julian was elected Treasurer of CASA and he was able to nominate me to sit on the Federal Policy Committee as well. Scott was also named to some committees which I'm sure he will highlight in his report.

Sub Committees:

CASA Federal Policy Committee: I have just been re-elected for a second term on the CASA policy committee. I am looking forward to participating there again!

May 2017

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

Faculty of Business Undergraduate Program Council: I attended a meeting on May 23 by teleconference. The Council was voting to change the way transfer credits are accepted for CMIS, STATS and ADMN courses. As of September of this year, students won't be able to gain transfer credit if they had taken the courses more than 10 years ago (STATS, ADMN) or more than 5 years ago (CMIS). I commented that I was concerned that other faculties at AU don't restrict or stale date transfer credit in that way and that creating that kind of inconsistency is confusing for students and could affect enrollment for the Faculty of Business. Students already enrolled who have been granted credit for old courses will not be stripped of the credit, it will only apply to new students applying for transfer credit after Sep 1, 2017.

Faculty of Business Faculty Council: I attended a meeting on May 30 by teleconference, and when the faculty was voting on the recommendation from the undergrad program council, I shared the same comments as above. There were actually faculty members who spoke before me with the same comments, so it was great to hear that it wasn't just the "student perspective".

AUSU Business

AUSU Executive Director – AUSU Welcomed Jodi Campbell as Executive Director on May 15. Jodi has proven a quick learner and a valuable asset to AUSU in a short period of time. Welcome Jodi!

The Voice – As acting ED and during Jodi's first few weeks I had worked with the Voice Taskforce to accomplish goals outlined in the council approved action plan for the Voice. On May 31 I handed the reigns over to Jodi, Julian and Karl and I will no longer attend those meetings although I've offered to provide any assistance they may require.

Potential new service – AUSU was approached by an insurance service broker about the possibility of providing a service that would allow discount prescriptions delivered to the door of our members. We are currently reviewing the service agreement to determine if value exists for our membership in exchange for our promotion of the company involved.

Meetings

- 3 – Voice Task Force
- 4 – SAAC
- 5 – ED Interviews

May 2017

- 5 – AUSU Executive
- 9 – BOG Meeting
- 9 – AUSU Council
- 11 – Voice Task Force
- 11 – AUSU Executive
- 12 – Executive Director Hiring
- 16 – AUSU Finance Committee
- 17 – Voice Task Force
- 18 – AUSU Executive
- 23 – Faculty of Business Undergraduate Program Council
- 23 – AUSU AGM
- 24 – Voice Task Force
- 25 – Travel to Athabasca for the day with Jodi
- 26 – BOG Finance and Property
- 26 – BOG Meeting
- 30 – Faculty of Business Faculty Council
- 30 – Meet with Tammy Massa
- 30 – AU Consultation with the VP IT/CIO Hiring committee
- 31- GFC Exec
- 31 – Voice Task Force

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Remaining
May 7	28.5	6.5	16.5
May 14	38.25	0	19.75
May 21	30.5	4.5	15.25
May 28	36	0	7.25

Timesheets and Compliance

I have reviewed timesheets from Julian Teterenko and Scott Jacobsen and found them to be in compliance.

AUSU Executive Report

Julian Teterenko, VP External and Student Affairs

Prepared: June 01st, 2017



Committees

AUSU MECC:

See MECC Report.

AUSU Finance:

See Finance Report.

AUSU Awards:

See Awards Report.

Learning and Teaching Student Advisory Group:

There was no meeting this month.

Student Systems Student Advisory Group:

There was no meeting this month.

Provost Search

I have been busy this month with the provost search. We spent several days on our last rounds of interviews and they went well. We have now drawn to an end for this portion of the search.

ICT Governance

There was not much to discuss at this meeting, as we went over some current projects and some outstanding items, and received an update as to where we are on our scorecard.

AUSU Business

AUSU Executive Director – We finished our interviews and have successfully hired a new Executive Director! Jodi Campbell is our new Executive Director and we are excited to start working with him.

CASA Foundations Conference – At the end of this month I attended the Canadian Alliance of Student Associations (CASA) Foundations conference in Ottawa. At this conference, a new year starts for all of the delegates that attend.

The conference started off with an opening from a First Nations Elder, who also hosted a blanket ceremony for us at the end of the day. Throughout the conference there were information sessions on internal CASA workings, advocacy and media training, sessions with some guest speakers, post-secondary educational themes, and held board elections. I ran for the position of treasurer on the board and was elected. The CASA Board consists of the following:

Chair – Shifrah Gadamsetti (SAMRU)
Secretary – Lauren Slegers (RRCSA)
Treasurer – Julian Teterenko (AUSU)
Director-at-Large, Policy – Parvin Sedighi (SAMU)
Director-at-Large, Advocacy – Zak Chatur (STFXSU)
Director-at-Large – Faisal Hejazi (BUSU)
Director-at-Large – Herbert Bempah (UNBSU)

Our VPFA, Scott Jacobsen, also chose to sit on several committees to contribute to the work done at CASA. These were the Trades and Tech committee and the Internal Review committee.

Overall, it was a successful conference and we continue to see the benefits of our membership with CASA.

AGM – This month we also had our annual general meeting for AUSU.

Bylaws – We are now done reviewing our bylaw draft and will be working on wording and clearing all the edits up to move forward.

Meetings

- May 03 – Meeting with Student Lifeline
- May 04 – AUSU Executive
- May 09 – AUSU Council
- May 11 – AUSU Executive
- May 15 – Provost Search
- May 15 – ICT Governance
- May 16 – Provost search
- May 16 – AUSU Finance committee
- May 17 – Provost search
- May 18 – Provost search
- May 18 – AUSU Executive
- May 23 – AUSU AGM
- May 25 – Provost search
- May 29 – AUSU Awards committee
- May 30 – Consultation w/ regards to AU VP IT search

Hours

Weekly Breakdown

Week of:	Hours
May 01 – 07	30
May 08 – 14	30
May 15 – 21	38
May 22 – 28	66
Banked time	30

Timesheets and Compliance

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

Committee Report

Finance Committee



Athabasca University
Students' Union

Prepared by: Scott Jacobsen, Chair & VPFA

Date: June 2, 2017

Meetings: May 16, 2017

Attendees: Vice President Finance & Administration Scott Jacobsen, Vice President External Julian Teterenko, Councillor Brandon Simmons, Councillor Robin Bleich, Executive Director Jodi Campbell, Acting Executive Director Shawna Wasylyshyn.

Absent: Councillor Andrew Gray (vacation)

Committee Members: Vice President Finance & Administration Scott Jacobsen, Vice President External Julian Teterenko, Councillor Brandon Simmons, Councillor Robin Bleich, Executive Director Jodi Campbell.

Monthly Activity

Meeting

The committee met on May 16, 2017. The financials for April were reviewed.

Since the ED position has been vacant, and the new ED was recently hired, Scott has worked together with Jamie to put together the Finance Committee meeting package. There were hiccups.

The next meeting date will June 2 and June 28.

May 2017 Council Meeting

Committee Report

Awards Committee

Prepared by: Robin Bleich

Date: May 31st, 2017



Athabasca University
Students' Union

All Business Conducted by email and teleconference.

Committee Members: Robin Bleich (Chair), Amanda Lipinski (Councilor), Kim Newsome (Councilor), and Julian Teterenko (VPEX).

Activity This Month

The awards committee spent considerable amount of time reviewing 175 applications for the following awards:

- 85 Academic Achievement
- 15 AUSU Bursary
- 30 Balanced Student
- 40 Returning Student
- 4 Student Service
- 0 Single Parent Bursary

In addition to the 175 successful submissions, 63 applications were disqualified, and 10 were duplicates. In total, the AUSU office received 248 applications. This is a new record for submissions and the award committee thanks the AUSU staff for their ongoing efforts on making this happen.

Motions from the Awards Committee include recommendations to consider increasing the number of *Balanced Student Award* and *Returning Student Award* recipients from two (2) to four (4) per award intake. Moreover, made the recommendation to change the name of *Student Service Award* to a more encompassing *Student Volunteer Award*, with no changes to the current preference and criteria of the award. In addition, to keep the *Single Parent Bursary* as a temporary award.

The committee will be conducting more research on temporary awards; tabling discussion for the retreat in June 2017.

Motions/Decisions

In order of the decisions: On May 12, 2017, we had a motion pass 4/0 for a Travel Bursary; On May 17, 2017, the Awards Chair and AUSU Executive Director approved an Emergency Bursary; On May 29, 2017, we had a motion pass 4/0 for two (2) Academic Achievement Awards; On May 29, 2017, we had a motion pass 4/0 for five (5) AUSU Bursary's; On May 29, 2017, we had a motion pass 4/0 for two (2) Balanced Student Awards; On May 29, 2017, we had a motion pass 4/0 for two (2) Returning Student Awards; On May 29, 2019, we had a motion pass 4/0 for two (2) Student Service Awards.

Original Motion with Decision:

May 12, 2017: BIRT AUSU Awards Committee approve the attached Travel Bursary application for XXXX.

Moved by R. Bleich.

Seconded by K. Newsome.

May 2017 Council Meeting

This motion passes 4/0.

May 17, 2017: AUSU Awards Chair and AUSU Executive Director approved the attached Emergency Bursary application for XXXX.

Moved: N/A
Second: N/A

** This bursary is approved by the Awards Chair and AUSU Executive Director unanimously.

May 29, 2017: BIRT AUSU Awards Committee approve the two (2) Academic Achievement Award applications for XXXX and XXXX.

Moved by: J. Teterenko
Seconded by: A. Lipinski

This motion passes 4/0.

May 29, 2017: BIRT AUSU Awards Committee approve the five (5) AUSU Bursary applications for XXXX, XXXX, XXXX, XXXX, and XXXX.

Moved by: K. Newsome
Seconded by: A. Lipinski

This motion passes 4/0.

May 29, 2017: BIRT AUSU Awards Committee approve the two (2) Balanced Student Award applications for XXXX and XXXX.

Moved by: J. Teterenko
Seconded by: K. Newsome

This motion passes 4/0.

May 29, 2017: BIRT AUSU Awards Committee approve the two (2) Returning Student Award applications for XXXX and XXXX.

Moved by: A. Lipinski
Seconded by: J. Teterenko

This motion passes 4/0.

May 29, 2017: BIRT the AUSU awards committee recommends the Single Parent Bursary be included in the 2017/2018 fiscal year as a temporary bursary, allotting for one bursary available at each awards deadline.

Moved by: A. Lipinski
Seconded by: K. Newsome

This motion passes 4/0.

May 29, 2017: BIRT the AUSU awards committee recommends to council to increase the Balanced Student Award and Returning Student Award from two (2) to four (4) recipients at each awards deadline.

Moved by: K. Newsome

May 2017 Council Meeting

Seconded by: J. Teterenko

This motion passes 4/0

May 29, 2017: BIRT the AUSU awards committee recommends changing the Student Services Award name to the Student Volunteer Award.

Moved by: K. Newsome

Seconded by: A. Lipinski

Awards Overview

Data for Fiscal Year restarted since October 2016

Incomplete or withdrawn applications were not included in the bottommost tally because the tally includes "Approved" or "Denied" without another categorization for withdrawn or disqualified and, therefore, those applications going through complete consideration were incorporated; whereas, in contradistinction to those that were not complete or were disqualified for one reason or another deliberated and decided upon by the Awards Committee, only the complete applications that were "Approved" or "Denied" were included in the final tally in the table below, which affected the final financial tally. Note, the disqualified or incomplete would not change the financial tally in any case.

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	143	4	139		0	\$4000 2/deadline	\$4,000	\$0
AUSU Bursaries	29	10	19		0	\$10,000 5/deadline	\$10,000	\$0
Computer Bursaries	14	10	4		2	\$9,600 or 12 comp.	\$6,468.23 (update l/p)	\$3,131.77
Single Parent Bursary	0	0	0		2	\$2,000 1/deadline	\$0	\$2,000
Travel Bursaries	2	2	0		n/a	\$4,000 \$1,000/e	\$920.49	\$3,079.51
Emergency Bursaries	2	2	0		n/a	\$6,000 \$700/e	\$501	\$5,499
Health Care Bursary	8	6	2		n/a	\$18,800	\$5,216.6	\$13,583.4

May 2017 Council Meeting

Peter MacKinnon Student Services Award	4	1	3		0	\$1,000 One time only	\$1,000	\$0
Student Service Award	11	4	7		0	\$4,000 2/deadline	\$4,000	\$0
Returning Student Award	63	4	59		0	\$4,000 2/deadline	\$4,000	\$0
Balanced Student Award	54	4	50		0	\$4,000 2/deadline	\$4,000	\$0
Total	330	47	283			\$67,400	\$40,106.32	\$27,293.68

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: Julian Teterenko, Chair

Date: June 1st, 2017



Committee Members: Julian Teterenko VPEX, Scott Jacobsen VPFA, Shawna Wasylyshyn President, Amanda Lipinski Councillor, Jody Waddle Member at Large, Donette Kingyens Communications Coordinator.

Activity This Month

This month, the committee has been a bit quieter. We have been looking at the newsletter and adding any revisions that the members thought were needed.

AUSU 25 Year Anniversary

The MEC Committee passed a motion recommending that AUSU undergo a logo rebranding to council. It was accepted and passed and over the next while we will be undergoing logo changes where are needed.

We are also planning on hosting a AUSU 25 year birthday party in Athabasca! It will be on Thursday June 8th at 17:00. We do not have any concrete date for the one in Edmonton yet.

Students' Council Report

Executive Director

June 8, 2017



Introduction

It's my pleasure to be writing my first report to Council. After two and a half weeks as your Executive Director, I am pleased to report that both myself and the staff are settling in to our new team structure. I anticipate that after a few months it'll feel like I've been apart of the AUSU team for years...fingers crossed.

Transition

With a couple weeks under my belt the transition into my new role has been going very well. Shawna and I have spent time covering a vast array of topics in an effort to get up to speed on everything AUSU. As you can imagine, the role is vast, so I've been absorbing as much as Shawna can provide in an attempt to not only learn about the organization, but also make my own assessment of AUSU.

One of my first priorities was to introduce myself to the team and begin the process of developing a strong team culture within our staff. The Association has experienced a great deal of change recently, so it'll be an important part of my role to establish a solid foundation for the staff and Executive team to operate day to day. In a short period of time we have developed a great rapport that will only get better as we continue to be a high performing team for AUSU.

Through this process I can say that I see nothing but amazing potential for AUSU and I look forward to continuing my transition with Shawna and the Executive team, along with the staff.

Finance

With much more to learn about the AUSU financial portfolio, the next few weeks will be dedicated to working with the Executive team along with Tammy Massa to get a firm grasp on our internal processes. On May 30th Shawna and I met with our book keeper, Tammy Massa, and had a great meeting discussing how our processes can be more efficient. I look forward to working through our accounting cycle and learning more, while keeping financial transparency and accountability at the forefront of our Association.

Committee Support

It's been great getting to know you all through our committee work. I'm becoming more and more comfortable with what Athabasca University and AUSU are currently facing through our committee work. I will continue to get up to speed on all our committees over the summer and look forward to working with all of you.

The Voice

The Voice Action Plan Committee is currently meeting on a weekly basis. Even in my short two weeks we have seen productive movement towards creating a solid foundation for The Voice to operate. One of the primary goals of the committee is to align our Bylaws and Policies with our internal processes to ensure The Voice is managed effectively and collaboratively. This relationship will be outlined in a new General Service Agreement (previously: AUSU/The Voice Autonomy Agreement), which will establish roles and responsibilities as per our Bylaws and Policies.

We are also currently in the process of developing an RFP for the design of our new Voice website. The Voice Magazine is a great AUSU student service that I am committed to developing into an amazing student publication for the Association.

AUSU Bylaw Review

I've enjoyed getting to know AUSU by reviewing all our current Bylaws and Policies. I appreciate the opportunity to be a part of the current Bylaws review process. I know this would have required Council to press pause on the project until a new ED was hired, however, the thought to hold off is appreciated. Having the opportunity to contribute to these AUSU foundational documents will be a vital part of my first few weeks in office.

Conclusion

On behalf of my wife, Shawna and myself, I want to thank you for selecting me to join the AUSU family as your Executive Director. There is a great deal of work still yet to be done, however, I look forward to seeing where we can take the Association in the coming days and years. I look forward to meeting you all in person at the retreat. If you have any questions please feel free to contact me.

Meetings

May 16	Finance Meeting
May 17	Voice Action Plan Committee
May 21	Voice Action Plan Committee
May 31	Voice Action Plan Committee
May 24	Staff Meeting
May 31	Staff Meeting
May 18	Executive Meeting
May 23	Annual AGM
May 23	Retreat Planning Meeting
May 31	Retreat Planning Meeting
May 29	Awards Committee

Activity Report

Communications and Member Services
Coordinator

Prepared by: Donette Kingyens
Prepared: May 1, 2017



General Administration

- **Student Inquiries**

- Many inquiries received are related to AU, including how to access courses, how quizzes work, how to reschedule or access exam, how to get refunds, how to contact tutor, and how to get a student ID card.
- Received a few requests for advocacy, including advocacy for e-text choice, tutor response time, grading response time, and issues with outdated course content.

	Emails	Phone Calls	Instant Chats	Website	Facebook
May 2017	37	3	7		1
Apr 2017	32	0	7		1
Mar 2017	29	3	8		
Feb 2017	23	3	9	1	1
Jan 2017	38	3	9		1
Dec 2016	20	2	5	1	
Nov 2016	18	4	4		
Oct 2016	32	2	2		1
Sep 2016	31	2	6		
Aug 2016	36	3	3		

**Numbers above are approximate.*

Does not include discussions with award applicants or nursing student inquiries.

Website comments refers specifically to questions that required an answer on news/blog posts

- **Administration**

- Handled Admin Assistant inbox on her off days
- Assisted with processing award applications and getting final packages ready
- Helped with orientation of new Executive Director
- Assisted with some council retreat planning and package building
- Formatted bylaw revisions in keeping with policy templates

- **Meetings**

- 2017-05-09 Council Meeting
- 2017-05-29 Awards Committee Meeting
- 2017-05-03 Meeting with Susan Elliot and Drew Martin to discuss Student Lifeline usage for the past year

Projects

- **Manuals / Procedures**
 - Continued working on revising Councillor Manual and creating an abridged version.
 - Continued working on instructions for Mobile App updating.
 - Updated instructions for the website
 - Wrote up instructions for the Forum
 - Combined the Investment Conflict Waiver and Councillor Requirements form

- **Student Forums**
 - Finished programming and launching new AUSU forums
 - Wrote up instructions on forum administration

- **Student Services Survey**
 - Compiled report on 2017 Student Services Survey, including an overview and statistics compilation.
 - Selected prize winners at random (using a random number generator) and notified them of their prizes. Still waiting for a response from 2 prize recipients.

- **AUSU Logo Rebranding**
 - Ordered new display banner with new logo colours to use for convocation/events
 - Updated over 40 logo files
 - Began working on redesigning social media and communications images and advertisement for new colour scheme (over 15 images/ads completed as of June 1).
 - Re-colored the posters for the AU campus bulletin board
 - Began updating various documents with new logo

Services

- **Statistics on Services Provided for the Month:**
 - *NOTE: Grad cards were not completed in May 2017 due to staff being extremely busy. They will be sent out in June.*

Month	Mobile App Accounts	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
May 2017	157	63	0	21	0*	1093
Apr 2017	100	21	1	3	78	1060
Mar 2017	188	162	0	12	87	424
Feb 2017	144	32	3	10	64	503
Jan 2017	84	152	8	8	103	766
Dec 2016	160	21	4	3	70	562
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

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

- **Lynda.com**

- I recently deleted all lynda accounts that had not been used in over a year, which was a total of 348 accounts.

Month	Total Accounts	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
May 2017	1,096	63	2,220	144	19	34
Apr 2017	1,032	21	2,735	182	22	38
Mar 2017	1,011	162	3,657	242	20	59
Feb 2017	848	32	1,873	121	17	28
Jan 2017	816	152	3,140	189	15	53
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

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
May 2017	557	13
Apr 2017	544	6
Mar 2017	538	10
Feb 2017	528	7
Jan 2017	521	9
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

Social Media & Marketing

- **Newsletters**
 - **May 3** - [AUSU Updates - Take our Survey to WIN, AGM, Annual Report, and More!](#)
 - **May 19** - [AUSU Updates - Mental Health Support, Take our Survey, Refunds and Discounts, and more!](#)

- **The Voice**
 - Sent Voice ads for each Voice publication in May (May 5, 12, 19, 26).

Weekly Stats	Overall Visits	Unique Visits	Bounce Rate*	PDF Views	Highest # of Views per Article	Articles with over 20 views
May 26 – Jun 1, 2017	613	507	74.34%	20	60	2
May 19 – 25, 2017	704	557	74.26%	13	27	1
May 12 – 18, 2017	688	577	76.74%	13	28	1
May 5 – 11, 2017	799	667	71.71%	20	23	1
Apr 28 – May 4, 2017	1,057	900	78.87%	13	73	2
May 2017 Overall	3,166	2,637	75.92%	64	97	9
April 21 – 27, 2017	835	676	72.21%	36	40	3
Apr 14 – 20, 2017	771	650	71.39%	27	37	4
Apr 7 – 13, 2017	770	666	74.2%	34	22	1
Mar 31 – Apr 6, 2017	687	560	76.36%	29	25	2
April 2017 Overall						
Mar 24 – 30, 2017	886	749	68.45%	37	38	3
Mar 17 – 23, 2017	641	558	76.58%	13	27	1
Mar 10 – 16, 2017	817	683	71.97%	17	40	4
Mar 3 – 9, 2017	971	810	69.38%	26	28	4
Feb 24 – Mar 2, 2017	785	674	73.58%	23	47	4
Mar 2017 Overall	3,643	3,075	71.42%	103	59	14
Feb 17 – 23, 2017	980	797	76.16%	17	99	4
Feb 10 – 16, 2017	695	591	78.61%	19	27	2
Feb 3 – 9, 2017	1,217	1,022	74.61%	26	126	6
Jan 27 – Feb 2, 2017	855	685	77.81%	23	30	2
Feb 2017 Overall	3,775	3,166	7.43%	87	144	19
Jan 20 – 26, 2017	879	720	77.67%	25	35	3

Jan 13 – 19, 2017	841	703	77.13%	31	65	2
Jan 6 – 12, 2017	876	678	76.40%	31	39	2
Jan 2017 Overall	3,703	2,985	78.37%	116	96	11
Dec 23 – 29, 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

*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
May 2017	4,167	157	1,500	48	24,360	1,403	23
Apr 2017	4,010	100	1,452	100	22,957	1,703	7
Mar 2017	3,910	188	1,352	122	21,254	2,502	27
Feb 2017	3,722	144	1,230	57	18,752	1,046	23
Jan 2017	3,578	84	1,173	75	17,706	1,474	148
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

• **Website**

- Posted May AGM Agenda
- Posted Jodi's biography
- Posted April meeting minutes
- Posted revised policies
- Posted May newsletters
- Posted March financials
- Updated Advocacy page with more advocacy efforts per exec reports
- Launched FAQ page
- Launched new forums

• **New Stories Posted**

- May 30, 2017 – [AUSU 25 Year Birthday Party](#)
- May 16, 2017 – [Health & Dental Plan Refunds](#)
- May 4, 2017 – [Fill out our Survey for a Chance to Win!](#)

- **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	Eyewear	Student Lifeline	FAQs	The Voice
May 2017	10,486	4,379	975	136	773	665	276	607	256	59	35
April 2017	15,713	6,338	5,557	155	508	510	110	80	101	n/a	28
Mar 2017	13,012	5,487	3,170	359	494	1,281	112	345	156	n/a	44
Feb 2017	7,106	2,909	559	202	466	453	274	245	77	n/a	15
Jan 2017	11,158	4,853	2,263	274	431	1,254	130	213	130	n/a	24
Dec 2016	6,463	2,827	448	218	445	383	100	115	108	n/a	32
Nov 2016	13,042	5,451	1,067	262	669	585	411	267	189	n/a	34
Oct 2016	17,815	7,483	3,613	244	600	428	236	179	197	n/a	33
Sept 2016	16,024	6,752	2,200	293	748	552	561	182	309	n/a	66
Aug 2016	10,010	4,296	675	404	506	1,038	178	209	138	n/a	50
July 2016	8,786	3,757	798	314	151	1,247	101	n/a	133	n/a	76
June 2016	7,474	3,154	416	147	238	554	230	n/a	192	n/a	74
May 2016	7,746	3,531	669	143	181	513	101	n/a	135	n/a	23
April 2016	17,503	7,339	5,351	199	57	483	88	n/a	133	n/a	16
Mar 2016	12,235	4,388	596	189	61	271	173	n/a	146	n/a	29
Feb 2016	8,796	3,339	305	136	68	484	72	n/a	76	n/a	8

Month	Advocacy	Quick Links	Forum	Health Plan	Exec Blog	Finances	Council	Minutes	Agendas	News & Archives	Policies
May 2017	90	34	319	171	n/a	71	341	42	301	81	244
Apr 2017	67	33	118	109	198	63	293	62	77	151	345
Mar 2017	151	37	66	147	45	86	319	45	101	165	269
Feb 2017	29	49	86	143	85	65	152	59	84	143	399
Jan 2017	71	45	150	178	236	79	193	66	95	137	365
Dec 2016	21	33	60	91	386	76	124	56	80	111	268
Nov 2016	45	59	132	202	83	26	281	54	73	127	325
Oct 2016	35	65	127	217	589	29	343	67	112	126	287
Sept 2016	82	51	136	266	46	60	300	44	82	149	289
Aug 2016	35	69	112	265	209	101	409	53	97	231	356
July 2016	45	24	84	182	459	53	228	34	41	133	257
June 2016	52	27	120	250	43	82	201	23	78	136	225
May 2016	36	63	86	258	151	22	270	23	42	172	224
April 2016	45	44	114	228	82	n/a	796	85	148	121	223
Mar 2016	35	n/a	89	208	48	n/a	281	84	128	127	341
Feb 2016	35	n/a	112	230	42	n/a	272	61	n/a	126	459

- **Website Polls**

- *Have you ever won a scholarship or award from AU, AUSU, or another institution?*
 - Yes 13
 - No 17
 - **Total Responses:** 30
 - **Posted:** May 8 - 22

- *How many courses do you like to take at a time?*
 - One 16
 - Two 14
 - Three 8
 - Four 6
 - Five 4
 - Six or More 0
 - **Total Responses:** 48
 - **Posted:** Apr 24 – May 8

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Engagements	Overall Impressions
May 2017	64	1,168	20	486	348	59,076
Apr 2017	61	1,156	26	414	250	40,158
Mar 2017	73	1,139	26	281	252	42,433
Feb 2017	58	1,124	19	506	149	47,163
Jan 2017	72	1,110	43	538	260	67,114
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

○ **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
May 2017	60	815	15	20	110	14,387
Apr 2017	59	809	9	15	73	12,899
Mar 2017	70	808	20	19	104	18,219
Feb 2017	52	796	13	18	64	17,453
Jan 2017	71	793	15	18	111	21,505
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

○ **LinkedIn**

Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
May 2017	57	232	0	35	28	2,851
Apr 2017	53	234	0	53	43	3,619
Mar 2017	55	234	3	65	44	5,139
Feb 2017	39	231	1	52	39	4,183
Jan 2017	64	233	1	49	38	4,523
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