



Athabasca University Students' Union

Council Meeting Minutes

APPROVED October 12, 2017

Tuesday, September 12, 2017

5:30 pm MT

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 Kim Newsome, Councillor Brandon Simmons

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

Members: Bonita Arbeau

Absent: Councillor Amanda Lipinski (absent)

Meeting called to order at 5:30pm MT.

Agenda and Minutes

1.0 Adoption of Agenda S. Wasylyshyn

Motion: BIRT AUSU council adopt the agenda.

R. Bleich / S. Jacobsen

Carried 7/0

2017-09-12 Council Agenda.pdf

2.0 Approval of Council Meeting Minutes S. Wasylyshyn

Motion: BIRT AUSU council approve the minutes of the August 8, 2017 regular council meeting.

R. Bleich / S. Jacobsen

Carried 7/0

2017-08-08 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: The status of the action and agenda items at the bottom of the most recent regular council minutes (August 8, 2017 in this case) will be reviewed briefly.

A question was raised about whether the changes made to policy 4.08 were adequate. Council asked to be made aware if the executive considered whether to move ahead with a motion to remove a member from good standing. Executive made a minor edit to require a motion to decide whether or not to move forward, which would then be documented on the executive meeting report. Council was asked if this change was adequate and no other suggestions were made.

4.0 Bylaw Review All

Motion:

Whereas AUSU was originally established under the Societies Act of Alberta,

Whereas AUSU is now a statutory corporation under the law of Alberta according to the Post Secondary Learning Act,

Whereas AUSU Bylaws were never updated in accordance to the requirements for authority and governance as described in the Post Secondary Learning Act,

Whereas the Post Secondary Learning Act gives authority to AUSU Council for in the creation and amendment of Bylaws,

BIRT AUSU Council adopt the attached document with the file name "AUSU Bylaws 2017" as the only official bylaws of the Athabasca University Students Union and hereby rescind any prior versions or copies of AUSU bylaws.

S. Jacobsen / B. Simmons

Carried 7/0

It was noted that AUSU held the first member consultation on the bylaw revisions last months, with S. Wasylyshyn, J. Teterenko, B. Simmons, J. Campbell and D. Kingyens in attendance. There was a great discussion with one member who came to the consultation. The following points were discussed during the consultation:

- How the fee changes would be implemented with a special resolution and member consultations.
- The process of removing an executive, including why an executive would still get paid up until a second motion passed to remove them, and why they could remain on council if removed as an executive. This is dependant on the reason the executive was removed, and there is a separate process for removing a councillor.
- The member had experience in writing policy and felt the bylaw revisions were very well written.

It was also noted that although the bylaw revisions have been posted to social media and the mobile app as well as to the AUSU bylaw forum, there has been no other feedback.

Note: This agenda item is the first reading of the AUSU Bylaws 2017 in accordance with the current bylaws. The membership was notified of the first reading of the bylaws in an e-newsletter sent to all members on August 21, 2017. Since the above motion passed, the second reading is tentatively scheduled for October 12 at 5:30pm MT.

5.0 Executive Compensation Review Committee All

Motion: BIRT AUSU Council appoints Kim Newsome, Robin Bleich, and Brandon Simmons as voting members to the 2017 Executive Compensation Review Committee.

K. Newsome / J. Teterenko

Carried 7/0

It was noted that originally councillor Amanda Lipinski was going to be appointed as well as a non-voting member, however she has since determined she will be unable to devote enough time to join the committee.

6.0 *2018-2020 AUSU Strategic Plan.* All

Motion: BIRT AUSU council adopt the 2018-2020 AUSU Strategic Plan as presented.

K. Newsome / J. Teterenko

Carried 7/0

Note: The operational plan is included for informational purposes only. The operational plan is a living document that directs AUSU's actions while aligning directly with the strategic plan. Together, these two documents will set the direction of AUSU for the next three years.

It was noted that there are a few incomplete sentences and punctuation issues. Staff will clean these up following the meeting, providing they are cosmetic and not substantial, and resend the document to council.

Action Item

Under advocacy goals, the term "teaching excellence" was changed to "academic excellence and student experience".

A question was raised about the members services section regarding adding in the need to collect data about the uptake of AUSU services and how AUSU can use the data to promote the services better. It was noted that this was captured in the operational plan. However, the wording in the strategic plan was updated to state, "collect and analyze annual data...". An example was noted that according to the communications and member services coordinator report, 694 people visited the course evaluation page in August, but only 8 evaluations were filled out. AUSU needs to determine what the disconnect is and how to fix it.

Overall council was very happy with the strategic plan.

7.0 Executive Director Employment Status

All

Motion: BIRT AUSU Council acknowledge the end of the probationary period for executive director, Jodi Campbell and approve the recommendation of the AUSU executive council that his employment be continued as described in his AUSU employment agreement, signed May 12, 2017.

S. Jacobsen / R. Bleich

Carried 7/0

It was noted the AUSU's HR policy 5.03 states that it is a decision of council to determine whether to continue, amend, or extend the probation or dismiss the executive director. It was noted that there is a motion on the current agenda to accept revisions to policy 5.02 to change this requirement, but in the meantime the above motion is required in accordance with the current policy.

8.0 Governance and Advocacy Coordinator

Executive

Discussion regarding the potential addition of a full-time governance and advocacy coordinator position to the AUSU staff, to be approved by the executive council.

Governance and Advocacy Job Description 2017_DRAFT.docx

Council was asked for feedback. The only feedback was that this is a positive change for AUSU.

The executive director J. Campbell does not anticipate any hiring costs as he can handle the process himself.

Note: Updated policy 4.08 Administration: Removing a Member From Good Standing, policy 5.04 Human Resource Management: Discipline and Dismissals, and policy 5.07 Human Resource Management: Staff Professional were approved by executive as part of an informal review.

Policy_4.08_Removing_Member_Good_Standing_EXEC_EDITS.docx

Policy_5.04_Discipline_and_Dismissals_EXEC_EDITS.docx

Policy_5.07_Staff_Professional_Development_EXEC_EDITS.docx

Motion: BIRT AUSU council adopt the updated copy of policy 5.02 Human Resource Management: Staff Hiring.

S. Jacobsen / R./ Bleich

Carried 7/0

Policy_5.02_Staff_Hiring_EXEC_EDITS.docx

Motion: BIRT AUSU council adopt the updated copy of policy 5.03 Human Resource Management: Staff Management.

S. Jacobsen / R./ Bleich

Carried 7/0

Policy_5.03_Staff_Management_EXEC_EDITS.docx

A question was raised about the removal of the requirement to have a minimum number of people involved in each employee review. The following points were made:

- This requirement was just added in January.
- A review is an opportunity to collaborate about areas going well and areas that could use additional support and goals for the upcoming year.
- Getting grades and opinions from other people that may not have enough information to go on does not have value for the employee.
- There is greater value for the supervisor and the staff member to just have a conversation. Staff members are often more critical of themselves than anyone else would be.
- It was suggested that there should still be feedback from the executive for an employee review. The policy does state that it may include consultation with other people.
- It was noted it is not council's job to micromanage the executive director, and the executive director is responsible for evaluating their employees.
- The executive director should be conducting the employee reviews as they are the one working with the staff every day and directing their work.
- Although a policy should not be written for a specific person, the current executive director should be able to review their staff in the way they feel works best.

A question was raised about who conducts the review of the executive director, as it is not specifically stated that it is the president. Although it is noted in the president's job description, it was agreed to clarify the statement to state, "reviews of the executive director shall be conducted annually by the executive council".

In other councils, there would be a committee that conduct the review, so the executive council should all be involved in the review of the executive director.

10.0 Reports for the Month of August 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.

10.1 President's Report

2017-08 President Report.pdf

S. Wasylyshyn

It was noted that in August the General Faculty Council meeting was held in Edmonton which is rare, so the executive director was able to join the meeting as well. It was noted that the student satisfaction rating in the annual report is listed around 90%, however, further in the GFC package the student satisfaction rating was quoted around 60%. Last year the rating was 59%. S. Wasylyshyn inquired about this, and was told they use different statistics depending on which audience is receiving the data.

The president report will be outlining more information about meetings attended and topics raised during the meetings.

10.2 Vice President External and Student Affairs' Report

2017-08 VP External Report.pdf

J. Teterenko

Student leaders from across Alberta came together in Edmonton to discuss various topics such as how the Minister of Advanced Education works and discussions about tax credits.

The VPEx presented to Quebec students association in Montreal as part of his role on CASA to discuss the partnership with them.

10.3 Vice President Finance and Administration's Report

2017-08 VP Finance Report.pdf

S. Jacobsen

There were multiple meetings of the AU CIO and IT search committee and it is going very well.

Questions were raised about the budget overage for "office software". The finance committee package stated there was an overage of 4,800 but this is actually the amount that line item is up to, the actual overage amount is \$1,000. Part of the reason for the overage is due to numerous additional email accounts created in the past year for ad hoc committees. AUSU pays \$5 per email account, and only keeps email addresses that are actively used. Once a councillor or committee member leaves AUSU, their AUSU email account is deleted.

Staff to update the overage amount for office software in the finance committee meeting minutes.

Action Item

10.4 Executive Meeting Report

2017-08 Exec Meeting Report.pdf

S. Wasylyshyn

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

10.5 Finance Committee Report

2017-08 Finance Committee Report.pdf

S. Jacobsen

The discussion of the overages took up a substantial amount of the time in the August finance committee meeting.

10.6 Awards Committee Report

R. Bleich

2017-08 Awards Committee Report.pdf

It was a calm month for the awards committee, but activity will pick up as AUSU enters the November awards cycle.

10.7 Member Engagement and Communication Committee Report

J. Teterenko

2017-08 MEC Committee Report.pdf

There is a new member at large added to the MEC committee and will be joining the September MEC committee meeting.

A request was made to have the MEC committee to review and discuss the statistics provided in the communications and member services coordinator report. **Action Item**

10.8 Executive Director's Report

J. Campbell

2017-08 Executive Director Report.pdf

A question was made about the Shaw discount and whether AUSU signed a contract for the promotion. The following points were raised:

- Usually the agreements Shaw makes with students' union are on campus such as having a booth at orientation. AUSU's VPEX had a contact with Shaw and arranged for opportunity for AUSU to offer the same Shaw promotion that other students' unions are able to offer across Canada.
- A question w
- as also raised about why the member services policy was not followed which require a council motion for a new service to be approved.
- Executive determined this was an offer, not a service, which they felt did not require a council motion. This is the same way the FYidocors promotional offer was handled.
- This does not fit into the same category as other AUSU services, as it is a limited time offer and is not costing AUSU any money.
- There was only 7 weeks between when the offer was presented and the end of the offer.
- It was suggested that the member services policy be updated to clarify what a service is versus an offer or discount.

Action Item

10.9 Communication and Members Services Coordinator's Reports

D. Kingyens

2017-08 Communications Coordinator Report.pdf

It was noted that there was an increase in mobile app activity during the month of August.

10.10 Approval of Reports

All

Motion: BIRT council approve the August 2017 reports as presented.

R. Bleich / S. Jacobsen

Carried 7/0

Question & Answer Period

11.0 Question & Answer Period

S. Wasylyshyn

Observers were encouraged to participate in the question & answer period.

Observers are also invited to contact the AUSU office with any questions that arose from the meeting at ausu@ausu.org , 780.497.7000, or 1.755.497.7003.

No questions were raised.

Next Meeting and Adjournment

The next meetings of council will be:

Thursday, October 12, 2017, 5:30pm MST – Public Meeting

Tuesday, November 14, 2017, 5:30pm MST – Public Meeting

B. Simmons moved to adjourn the meeting at 7:23 pm MT.

Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
June 9	Complete	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
July 11	Complete	Policy Revisions: Executive to review policy 4.08 regarding reporting to council on any decision for or against a motion to remove a member from good standing. Executive
August 8	Feb 2018	Adoption of Agenda: Rescind policy 9.22 in February. Staff/Council
August 8	In progress	Communication and Members Services Coordinator's Reports: Report on the number of registrations in the AUSU forum to date. D. Kingyens
September 12		2018-2020 AUSU Strategic Plan: Staff to clean up grammar and punctuation and resend the strategic plan to council. Staff
September 12		VP Finance and Administration Report: Staff to update the overage amount for office software in the finance committee meeting minutes. Staff
September 12		Member Engagement and Communication Committee Report: Review and discuss the statistics provided in the communications and member services coordinator report. MEC Committee
September 12		Executive Director's Report: Update the member services policy to clarify what a service is versus an offer or discount. Action Item

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: September 5, 2017



Current Issues

AU – Overall, AU has been a-buzz with activity. Following the third party report, the University Community has undertaken a series of projects that will likely have a huge impact on the institution. Several ad-hoc committees have been struck and special meetings have been scheduled throughout the fall. It will be a busy, but great time for AU and I'm looking forward to being a part of it! AU was seeking a representative from AUSU to sit on the AU Strategic Plan Steering Committee, and I eagerly volunteered to participate. We haven't met yet, but have meetings scheduled in the first week of September.

Committees

AU Board of Governors: No meetings this month.

BOG Sub Committees:

BOG Honorary Awards: No meetings this month

BOG Finance and Property: No meetings this month.

BOG Governance Review: This committee scheduled a last minute "gathering" on the evening of August 30. It was not an official meeting, because some former committee members who are no longer on the Board were invited to finish off the work we started. Unfortunately, I had tickets to an event that evening and had to miss the gathering.

General Faculties Council: GFC met on August 30 in Edmonton, and I was able to attend in person with Jodi Campbell who attended to observe the meeting. The room was full, and it seems a good benefit to holding the meeting in Edmonton as opposed to Athabasca. I was able to ask several questions regarding the AU Annual report, including the published student satisfaction rating and other comments related to student retention and success rates.

GFC Sub Committees:

Student Academic Appeals Committee: I attended SAAC meetings on August 3 and Aug 24 via teleconference. It is very difficult to hear the stories and cases of students accused of academic misconduct. Almost every appeal presented comes with heart wrenching factors and consequences and it can be difficult to make decisions that affect students so deeply.

August 2017 Activity Report

GFC Exec: I attended a meeting via teleconference on August 23 to approve the Aug 30 GFC agenda. The committee also discussed replenishment of GFC and there are several new members which is exciting.

GFC Governance Review: No meetings this month.

Academic Integrity Working Group: No meetings this month.

AUSU MECC: I have continued to participate in the creation and editing of the AUSU newsletter. Amanda Lipinski and I worked together to develop a framework for Facebook Live engagements with AUSU members, something I am quite looking forward to!

CASA:

CASA Sub Committees:

CASA Federal Policy Committee: I attended a committee meeting via teleconference on August 18. I will be working on two policies for CASA over the next month or so, they are:

- CASA Policy F10 – Textbook unbundling and price disclosure
- CASA Policy Q09 – Independent PSE transfer

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

AU Strategic Plan Steering Committee: No meetings this month

AUSU Business

2017- 2018 AUSU Budget – AUSU Council approved the budget at the August council meeting.

AUSU Bylaws – At long last, our bylaw draft was presented to the membership in August, and consultations are now open. I so far have been surprised to see a lack of communication from our members on these bylaws.

AUSU Strategic & Operational Plans – As discussed at our 2017 retreat, we will be moving away from having an annual goals list and into having a multi-year strategic plan which will be supported by an operational plan which will describe the tasks necessary to fulfill the strategic plan and who is responsible for each task. AUSU staff has done a commendable job of gathering our ideas and thoughts from the retreat and populating them into a document. Executive is still in the revision process but I look forward to bringing a draft to council soon.

Meetings

Deborah Hurst – Exec met with Deborah Hurst on August 16. We hadn't met for some time so it was nice to catch up and introduce Jodi and Scott. We agreed that next time we would try to set up something in person. We discussed an update from AUSU, an update from the Faculty of Business, the results of the #AUgoals campaign and the impact of the third party review.

Alain May – I met one on one with Alain May on August 17. It was nice to catch up on all that's been going on at AU over the summer and follow up on some ongoing projects with her. Student email is being targeted for September, the province is working on some Mental Health projects related to PSE and I spoke to Alain about some concerns I had related to plagiarism detection technology.

Patricia Soluk – Patricia works in the Registrar's Office and is working on researching the impact and implications on a "register today, start today" project. There is currently no estimated timeline for this but she wanted to speak to me on behalf of AUSU as to how students may react to this and what functionally would be required in order for this to work for students and for AUSU.

AU Communications and Social Media Team – Jodi and I met with Rick Harland and John O'Brien from AU to discuss a project that they are working on. They were seeking input from AUSU on behalf of students and Jodi and I enjoyed a great, upbeat meeting with their team.

Neil Fassina – Jodi, Scott and I met via teleconference with Neil Fassina. We enjoyed a lengthy discussion surrounding the many initiatives occurring at AU at the moment, the future of AU's partnerships with northern colleges and the initial social media response to my blog about course material fees.

- 1 – Introduction to Government
- 2 – Introduction to Government
- 3 – AUSU Executive
- 3 – Student Academic Appeals Committee
- 8 – AUSU Executive
- 8 – AUSU Council
- 9 – AUSU Executive Strat Plan review
- 10 – 14 – Vacation 😊

August 2017 Activity Report

15 – AUSU Council Bylaw Discussion
15 – Amanda Lipinski – MECC
16 – AUSU Executive
16 – Deborah Hurst & AUSU Executive
16 – AUSU Executive Ops Plan review
17 – Alain May
18 – Patricia Soluk
18 – CASA Federal Policy
22 – AUSU Staff – Election meeting
23 – CASA policy writing meeting
23 – GFC Executive
23 – AU Communications & Social Media Team
23 – Neil Fassina
24 – Student Academic Appeals Committee
28 – AUSU Executive
30 – Jodi Campbell
30 – AU General Faculties Council

Hours

Weekly Breakdown

Week ending:	Vacation Hours	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
August 6	0	38.25	0	3.25	9.5
August 13	7	20	8	0	1.5
August 20	7	32	0	4	5.5
August 27	0	35	0	0	5.5
September 3	0	35	0	0	5.5

Timesheets and Compliance

I have reviewed the timesheets submitted by Julian Teterenko and Scott Jacobsen and found them to be within policy requirements.

AUSU Executive Report

Julian Teterenko, VP External and Student Affairs

Prepared: 05 September 2017



Committees

AUSU MECC: See MECC Report.

AUSU Finance: See Finance Report.

AUSU Awards: See Awards Report.

Board of Governors: No meetings or work this month.

BOG Sub Committees:

Institutional Advancement: No meeting this month.

Academic Affairs: No meeting this month.

Faculty Councils:

Faculty of Science and Technology: No meeting this month.

Faculty of Humanities and Social Sciences: No meeting this month.

Learning and Teaching Student Advisory Group: No meeting this month.

Student Systems Student Advisory Group: No meeting this month.

ICT Governance: In our meeting this month we discussed the results of a survey of the ICT investment governance framework improvement survey that went out. Each point was gone over and discussed the details of it. We also went over the forecast and the portfolio scorecard during the meeting. There were some project closures and then we went over the requests for change.

AUSU Business

Student Leaders' Orientation:

This month I attended a student leaders' orientation session hosted by Advanced Education. At this session, there were student leaders present from across the province. At this orientation session, we discussed the Ministry, the post secondary learning system in Alberta, and updates on the current projects that are being worked on.

Overall this was a great session to get to know the other student leaders in Alberta, and discuss how they run things and the problems they may run into. We also some some great and very involved discussions on the funding review and other issues revolving around the students that we represent.

CASA:

This month, I attended the Union eudiante du Quebec (UEQ) caucus to give a presentation on CASA. As a board member, I was invited to give a presentation to their members on our recent partnership between our two organizations. This went very well and was accepted by the members. I was able to sit in on their sessions and we were able to discuss our partnership and the future of our organizations.

Bylaw Review

This month our bylaw consultation process with members has started. After this we will be officially implementing them.

Voice Site work

This month I have been in some meeting and have done some reviewing about the new Voice website. Our working group has been meeting and discussing what we want to see and meeting with the website developers to go over the work that they have been doing. So far everything is looking good and we are looking forward to the final product being finished.

Meetings

August 03 – AUSU Executive
August 03 – Meeting w/ Kobot
August 08 – AUSU Executive
August 08 – Council Meeting
August 09 – AUSU Executive
August 10 – CASA board
August 14 – ICT governance
August 15 – CASA board

August 2017 Report

August 15 – Council meeting
August 16 – AUSU Exec
August 16 – Exec w/ Dr. Hurst
August 16 – AUSU Exec
August 28 – AUSU Exec
August 31 – Voice group

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
06 AUG 17	33	0	0	30
13 AUG 17	26	4	0	26
20 AUG 17	34	0	4	30
27 AUG 17	0	30	0	0
03 SEP 17	30	0	0	0

Timesheets and Compliance

I have reviewed the timesheets from Shawna Wasylyshyn and Scott Jacobsen and found them to be in compliance with AUSU policy.

AUSU Executive Report

Scott Jacobsen, VP Finance and Administration

Prepared: September, 7, 2017



Committees

AUSU Finance: See Finance Report for the full report on the proceedings of the Finance Committee Meeting. There was one meeting at the end of the month at 4:04 pm MST running to 4:52 pm MST on August 29. All members were present except Vice President External Affairs Julian Teterenko who was absent with regrets – on vacation.

One side note, there was one email motion approved 4/0 for the financial costs incurred at the Canadian Alliance of Students' Association Policy and Strat 2017 Conference coming to \$260.00:

Motion: BIRT the AUSU Finance Committee approves the July 2017 expense claim for VPFA Scott Jacobsen in the amount of \$260.00 as presented.

J. Teterenko/A. Gray

4/0

The main items for review were as follows in terms of the action items from the July 31 Finance Committee Meeting Minutes:

Ensure 2017/2018 budget amounts for awards is aligned with policy 7.02.	Executive
March 2017 The Voice Financial Statement Review: Locate and update the AUSU capital assets list.	Executive
May 2017 AUSU Financial Statement Review: Make corrections to the report formatting.	J. Campbell / S. Jacobsen
May 2017 The Voice Financial Statement Review: Reformat the dates in the Voice Internally Restricted Funds document for consistency.	J. Campbell
Open Forum: R. Bleich and S. Jacobsen are going to take the accounting course sent out and provide feedback on how helpful it is.	S. Jacobsen / R. Bleich

August 2017 Council Meeting

June 2017 AUSU Financial Statement Review: Change comparative income statement to show end of previous fiscal year instead of the year to date for the previous year. J. Campbell
June 2017 The Voice Financial Statement Review: The summary line for the “promotional” section needs to be corrected. J. Campbell

The August 29 Finance Committee Meeting Minutes are here, where the Finance Report can delineate the details of the proceedings in more depth:

Open Forum: R. Bleich and S. Jacobsen are going to take the accounting course sent out and provide feedback on how helpful it is. S. Jacobsen / R. Bleich
June 2017 AUSU Financial Statement Review: Change comparative income statement to show end of previous fiscal year instead of the year to date for the previous year. J. Campbell
June 2017 The Voice Financial Statement Review: The summary line for the “promotional” section needs to be corrected. J. Campbell
July 2017 AUSU Financial Statement Review: Ask the bookkeeper to reallocate the furniture expense to the office lease line item. J. Campbell
July 2017 AUSU Financial Statement Review: Review the budget allocations under the “Promotional and Information” section with the bookkeeper. J. Campbell
July 2017 AUSU Financial Statement Review: A motion is to be brought forward to the executive council to approve a budget overage of up to \$4,800 for the “Office Software” line item under “Computer Expenses”. S. Jacobsen
July 2017 AUSU Financial Statement Review: A motion is to be brought forward to the executive council to approve a budget overage for the “Other Professional; Fees” line item under “Legal & Professional”. S. Jacobsen
July 2017 AUSU Financial Statement Review: Find out if the Adroit Investments are listed on a cost basis or market value to determine why the amount on the balance sheet does not line up with the Adroit statement. S. Jacobsen / J. Campbell

AUSU MECC: See MECC Report for full information from the VPEx, Julian Teterenko. The full information is best left to the report itself, but some of the highlights from the August 24 meeting include discussion on the communication strategy with reviewing and then talking about the first draft of the Communication Strategy, where the focus was on content and philosophy and not on grammar.

August 2017 Council Meeting

Next was contests and swag with plans for the creation of a contest plan for the last parts of the fiscal year. Next on the listing was the Member Communication Platform with an emphasis on the desktop options available for member discussions. Then the newsletter was looked into for effectiveness and future ideas were brainstormed.

Lastly, we talked about the pocket calendar and the texting system.

General Faculties Council: Please see the sub-committees for details on associated content via the General Faculties Council (GFC) Sub Committees. The main, not sub committee, GFC meeting was on August 30. President, Shawna Wasylyshyn, and Executive Director, Jodi Campbell were able to attend the meeting in-person in Edmonton. I attended via teleconference. The main question came from the President, which were regarding student satisfaction rates.

The next meetings are scheduled for November 29, 2017, and December 15, 2017, and March 7, 2018, and May 9, 2018.

GFC Sub Committees

Academic Learning Environment Committee: There was a meeting scheduled for August 22, but this was moved into the digital conversation rather than teleconference because of the lack of items on the list. We discussed the graduate outcomes survey from a few years ago.

The other meeting was the Course Evaluation Redesign Working Group on August 8 devoted to the secondary literature review of the course evaluations in Canada among other things. There was another on August 23. The Course Evaluation Redesign Working Group looked into the best practices and the objectives sent in by the working group members.

The next meetings are scheduled for the Academic Learning Environment on November 28, 2017, and February 27, 2018, and April 24, 2018.

Academic Excellence Awards Committee: There was no meeting this month. The next meetings are scheduled for September 12, 2017, and February 6, 2018, and June 12, 2018.

Student Awards Committee: There was no meeting this month. The next meetings are scheduled for October 24, 2017, and January 30, 2018, and May 22, 2018.

AUSU Business

August 9 – Strategic Plan Review

We reviewed the strategic plan and provided feedback. This is part of the process of moving into a Strategic Plan supported by an Operational Plan.

August 2017 Council Meeting

August 14 – Progress Call with Jodi

Jodi and I caught up on the news and business of the week and things for us to do in the coming one.

August 14 – Trades and Technology Committee Meeting

The CASA Trades and Technology Committee Meeting was mainly reviewing work done. My task ongoing is looking to barriers to trades in Canada.

August 15 – VP IT & CIO Meeting

This was another meeting to discuss those applying for the role of the VP IT & CIO role at the university.

August 15 – AUSU Council Bylaw Discussion

They have been brought forward for consultation with the membership with little feedback. Based on Executive discussion, there was expected to be much more feedback from the membership based on the Bylaw changes.

August 16 – Internal Review Committee Meeting for CASA

This was the Internal Review Committee Meeting for CASA. The main update during the meeting was the Operational Procedure Review update.

August 16 – AUSU/Dr. Hurst Quarterly Meeting

I met with Dr. Hurst with Executive Director, Jodi Campbell, and President, Shawna Wasylyshyn. The main updates were AUSU, the Faculty of Business, the #AUgoals campaign, and some of the impacts of the Third Party Review.

August 16 – Executive Operations Plans Discussion

We reviewed the strategic plan and provided feedback. This is part of the process of moving into a Strategic Plan supported by an Operational Plan.

August 17 – CASA NAT Meeting

The main updates from the CASA National Advocacy Team/Committee Meeting were the CASA Staff update and then the discussion revolved around Social Media Campaign, Local lobbying, and Letter writing campaign.

August 18 – GFC Ad Hoc Course and Program Review

Our main points of discussion were Draft Criterion, Categories, and the Engagement Strategy.

August 21 – Prepare Finance Committee Meeting Package

I prepared and submitted the Finance Committee Meeting Package.

August 21 – Progress Call with Jodi Campbell

Jodi and I caught up on the news and business of the week and things for us to do in the coming one.

August 23 – Flight to Edmonton from Abbotsford

This was simply flying from Abbotsford Airport to Edmonton International Airport and then taxiing over to AUSU offices.

August 23 – AUSU Neil Fassina Meeting

I flew into Edmonton and went to the AUSU Office. When I arrived, we pretty much began the AUSU Neil Fassina Meeting to discuss numerous topics with an important representative of AU.

The main portions of the discussion revolved around the Northern Colleges and the relationships with them for AU.

August 23-25 - VP IT & CIO Meetings Session 1, 2, 3, 4, 5

I would like to discuss this in depth as I am impressed with the process, seeing Fassina in action, and gathering a sense of the targeted needs for AU from this role of the VP IT & CIO.

August 25 – Flight to Abbotsford from Edmonton

This was simply flying from Edmonton International Airport to Abbotsford Airport.

August 28 – Progress Call with Jodi Campbell

Jodi and I caught up on the news and business of the week and things for us to do in the coming one.

August 28 – Trades and Technology Committee

The CASA Trades and Technology Committee Meeting was mainly reviewing work done. My task ongoing is looking to barriers to trades in Canada.

August 29 – Budget Overages Follow Up

Councillor Kim Newsome provided commentary for a few budget items, which had to do with overages. Executive Director, Jodi Campbell, and I went over them.

August 29 – Finance Committee Meeting

Please see the Finance Committee Report. However, the overages took and other topics took the time of the meeting.

August 31 – Off

I took the day off with banked time.

CASA Hours

I was asked to give an account of hours to see if CASA time was too much via AUSU time, so I tallied them between the periods of August 3 and 28 and sent to Executive Council and the Executive Director:

August 3 - August 28:

August 2017 Council Meeting

Basecamp: 1.00

Email: 4.00 (I took half of from the total time of August 3's week for this one, as this was prior to the change to make a separation between regular and CASA emails. I rounded the 3.75 to 4 and divided by 2 for AUSU emails and CASA emails split in two for that week.)

Committee meetings and preparation: 5.75

Total: 10.75 hours/3.5 weeks equals ~3.1 hours per week.

There were no comments.

Policies

In August, there were ratifications of three motions and then some other motions on policies. These are taken from the Executive Council Meeting Report:

Summary of Motions	
Date	Motion
	<p>BIRT AUSU Executive Council ratify three motions carried on July 31, 2017 via email. The three motions were:</p> <p><i>BIRT AUSU Executive has performed an informal review of policy 9.21 and made only grammatical or clarification changes to the policy.</i></p> <p><i>BIRT AUSU Executive has performed an informal review of policy 9.12 and made only grammatical or clarification changes to the policy.</i></p> <p>And,</p> <p><i>BIRT AUSU Executive Council approve travel expenses be incurred for AUSU President Shawna Wasylyshyn to travel to the Future Alumni Award Event in Niagara Falls, on September 29, 2017.</i></p> <p>S. Wasylyshyn/ J. Teterenko 3/0</p>
	<p>August 28, 2017:</p> <p><i>BIRT AUSU Executive Councillors have performed an informal review of policy 5.04 and found that only grammatical or clarification changes were needed.</i></p> <p>S. Wasylyshyn/S. Jacobsen 3/0</p> <p><i>BIRT AUSU Executive Councillors have performed an informal review of policy 5.07 and found that only grammatical or clarification changes were needed.</i></p> <p>S. Jacobsen/J. Teterenko 3/0</p> <p>BIRT AUSU Executives ratify the following July 11, 2017 motion:</p> <p>BIRT AUSU approve the Charter RX Business Development Agreement, in accordance with the authority delegated by AUSU Council on July 11, 2017.</p> <p>Moved: Shawna Wasylyshyn Seconded: Julian Teterenko Carried 3/0</p> <p>S. Wasylyshyn/ J. Teterenko Carried 3/0</p>

Shawna is to clean up 5.02 and 5.03 for the meeting package for formal review. 5.04 and 5.07 were considered only needing informal review.

Meetings with Stakeholders

August 8 – Course Evaluation Redesign Working Group

August 14 – Trades and Technology Committee Meeting

August 2017 Council Meeting

August 15 – VP IT & CIO Meeting
August 16 – Internal Review Committee Meeting for CASA
August 16 – AUSU/Dr. Hurst Quarterly Meeting
August 17 – CASA NAT Meeting
August 18 – GFC Ad Hoc Course and Program Review
August 23 – Course Evaluation Working Redesign Working Group
August 23 – AUSU Neil Fassina Meeting
August 23 - VP IT & CIO Meetings Session 1
August 23 - VP IT & CIO Meetings Session 2
August 24 - VP IT & CIO Meetings Session 3
August 24 - VP IT & CIO Meetings Session 4
August 25 – VP IT & CIO Meetings Session 5
August 28 – Trades and Technology Committee

Meetings

August 3 – AUSU Executive Meeting
August 8 – AUSU Executive Meeting
August 8 – Informal Council Meeting
August 8 – Public Council Meeting
August 9 – Strategic Plan Review
August 14 – Progress Call with Jodi
August 15 – AUSU Council Bylaw Discussion
August 16 – AUSU Executive Meeting
August 16 – Executive Operations Plans Discussion
August 21 – Prepare Finance Committee Meeting Package
August 21 – Progress Call with Jodi Campbell
August 23 – Flight to Edmonton from Abbotsford
August 25 – Flight to Abbotsford from Edmonton
August 28 – Progress Call with Jodi Campbell
August 28 – AUSU Executive Meeting
August 29 – Budget Overages Follow Up
August 29 – Finance Committee Meeting
August 30 – General Faculties Council
August 31 – Off

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
August 6	27.75	2.25	0	27.75
August 13	24	6	0	21.75
August 20	26.75	3.25	0	18.5

August 2017 Council Meeting

August 27	39.5	0	9.5	28
September 3	18	12	0	16

Timesheets and Compliance

I have reviewed the timesheets from Shawna Wasylyshyn and Julian Teterenko and found them to be in compliance with AUSU policy.

Committee Report

Finance Committee

Prepared by: Scott Jacobsen, Chair

Date: September, 6, 2017



Committee Members: Scott Jacobsen, Robin Bleich, Andrew Gray, Brandon Simmons, Julian Teterenko, Jodi Campbell (non-voting).

Activity This Month

The Finance Committee met once this month on August 29th. All members were present except Vice President External Affairs Julian Teterenko who was absent with regrets – on vacation. After a short wait and confirmation of everyone in attendance, the meeting was called to order at 4:04 pm MST.

There was one email motion approved 4/0 for the financial costs incurred at the Canadian Alliance of Students' Association Policy and Strat 2017 Conference coming to \$260.00:

Motion: BIRT the AUSU Finance Committee approves the July 2017 expense claim for VPFA Scott Jacobsen in the amount of \$260.00 as presented.

J. Teterenko/A. Gray

4/0

There was minimal discussion on it other than clarification on the source of the expense. The meeting opened with Approval of Agenda with Councillors Robin Bleich moving and Councillor Andrew Gray seconding. It carried 4/0. Next was the Approval of Meeting Minutes, for the July 31 Finance Committee Meeting minutes, which was moved by Councillor Robin Bleich and seconded by Councillor Brandon Simmons and carried 4/0. There was discussion on neither point 1.0 or 2.0, if referring to the meeting minutes while running through this report.

The next portion of the meeting was devoted to Old Business and the Review of the Action Items. It was fairly straightforward as most were complete. For ease, please find them here:

Ensure 2017/2018 budget amounts for awards is aligned with policy 7.02.

Executive

September 2017 Council Meeting

March 2017 The Voice Financial Statement Review: Locate and update the AUSU capital assets list. Executive
May 2017 AUSU Financial Statement Review: Make corrections to the report formatting. J. Campbell / S. Jacobsen
May 2017 The Voice Financial Statement Review: Reformat the dates in the Voice Internally Restricted Funds document for consistency. J. Campbell
Open Forum: R. Bleich and S. Jacobsen are going to take the accounting course sent out and provide feedback on how helpful it is. S. Jacobsen / R. Bleich
June 2017 AUSU Financial Statement Review: Change comparative income statement to show end of previous fiscal year instead of the year to date for the previous year. J. Campbell
June 2017 The Voice Financial Statement Review: The summary line for the “promotional” section needs to be corrected. J. Campbell

Most were complete, and so the proceedings moved into the Open Forum note about Accounting Course. I have not completed this. I was busy, at the time, with the VP IT & CIO search in Edmonton, Alberta, which was relayed to the committee. No objections were raised. I will have this complete for the next meeting.

Next was New Business with the July 2017 AUSU Financial Statement Review

Moved by Councillor Andrew Gray and seconded by Councillor Brandon Simmons, which was carried 4/0. Prior to the meeting, Councillor Kim Newsome raised questions about budget lines item overages. The Executive Director, Jodi Campbell, and myself, went through this together, and I went through some this prior to the meeting that we had set up for this.

This was then, at this time, brought forward to the Finance Committee during the section of the Finance Committee Meeting, which was noted as something to take up significant time in the meeting at the outset of the meeting. This analysis prior to the meeting and then presented for discussion to the Finance Committee members was on the income statements and the relevance of [Policy 6.05 Expenditures](#) to this.

One item of note for the overages was the furniture line. It would need a motion. Many did not require one. But a couple did, this was one of them, which would require an Executive Council motion. There was discussion around this particular line. On the one hand, the original plan was to have the budget item line put into the office lease line.

There would be some lease savings due to the office move with the necessity of new furniture for the office space. It was agreed for the AUSU bookkeeper to put the furniture expense for the new office space on the office lease line. An action item was set for this:

July 2017 AUSU Financial Statement Review: *Ask the bookkeeper to reallocate the furniture expense to the office lease line item.*
J. Campbell

The next item of note was the grad letter, information/promotional publication, and the handbook or HB printing. These were unbudgeted based on the report. MECC had a budget of \$7,000. That budget included many, many items such as the postage and grad letters. They may appear to be over the budget allocations.

But this is not the case because they have been allocated in an appropriate manner with the MECC budget, so this is within the budget and are not overages, technically, even though they may appear to be so. An action item was set here too:

July 2017 AUSU Financial Statement Review: *Review the budget allocations under the "Promotional and Information" section with the bookkeeper.*
J. Campbell

We went through each of the line items in order from top to the bottom of the financial statement to cover the 2017-07 Operating Income w Variance (should be Variance) lines that were relevant to the discussion within the Finance Committee Meeting. If you look at that sheet and run down the list of the titled line items, you can follow these discussed line items:

- The "Banks Fees" line is over budget due to some extra electronic funds transfers which cost an extra fee, however, it still within acceptable range of overage.
- The "Payroll Processing Fees" line is very close to the budget amount, but will not end up going over.
- The "Postage and Courier" line was under budgeted, however, it still within acceptable range of overage.
- The "Office Supplies" line is close to the budgeted amount but is not expected to go over.
- The "Office Software" line was over budget due to numerous unplanned additional email accounts being set up for members at large on standing and ad hoc committees formed, such as the Joint Council/Voice Action Plan Committee. This overage will require a motion to be brought forward with the executive committee to approve a budget overage of up to \$4,800. **Action Item**
- The "Council Hardware" line is anticipated to be over budget by \$481, however, it still within acceptable range of overage.
- The "Staff Appreciation" line is over budget partially due to a parting gift for the outgoing executive director Sarah Cornett and a team building lunch when the new executive director joined the staff. However, it still within acceptable range of overage.
- The "Other Professional Fees" is over budget, due to some work done on the website and consultant for the Joint Council Voice Action Plan Committee. This overage will require a motion to be brought forward with the executive committee to approve a budget overage. **Action Item**
- The "Website Maintenance" line is over budget due to additional expenses programming in numerous new awards as well as installing the new forum on the website. However, it still within acceptable range of overage.
- The changes in the "Awards and Bursaries" section were approved by the awards committee.

September 2017 Council Meeting

- The “Travel” line will be overbudget once the President travels to Ontario for the Future Alumni Award event. However, it should still be within the acceptable range of overage.
- The line items under “Member Programs” are close to the budgeted amount but are not going to go over

Two required further approval for their explicit overage above the specifications of Policy 6.05 Expenditure. The first one is the Office Software line, as follows:

July 2017 AUSU Financial Statement Review: A motion is to be brought forward to the executive council to approve a budget overage of up to \$4,800 for the “Office Software” line item under “Computer Expenses”.
S. Jacobsen

The second is the Other Professor Fees line, as follows:

July 2017 AUSU Financial Statement Review: A motion is to be brought forward to the executive council to approve a budget overage for the “Other Professional; Fees” line item under “Legal & Professional”.
S. Jacobsen

Another question was raised by Councillor Brandon Simmons about the Adroit Investments being on a cost basis or market value to determine the reason for the amount in the balance sheet being misaligned with the Adroit Investment statements.

July 2017 AUSU Financial Statement Review: Find out if the Adroit Investments are listed on a cost basis or market value to determine why the amount on the balance sheet does not line up with the Adroit statement.

S. Jacobsen / J. Campbell

I did not have an answer, so the above action item was created for it.

A further query was raised regarding “The Voice – TD Bank (error made – corrected on Aug 17/17)” having a listing of ` \$9,606.35, which an look worrying. However, this was a payroll accident in terms of the processing of the Voice rather than the operating account for it.

It happened twice, which means there was another correction similar in the next month. There was a final note that there was Outstanding Withdrawals cheques, which were sent but not taken from the account yet. This can be reconciled with the cheque log.

Next was the July 2017 The Voice Financial Statement Review that was moved by Councillor Robin Bleich and seconded by Councillor Andrew Gray, which was carried 4/0. There was a single note about AUSU operating 2 accounts, but this will become one in due time. This will change what the Finance Committee will see during the Finance Committee Meeting.

Next we viewed the Internally Restricted Fund Summary from July 31. No major changes other than the normal updates.

September 2017 Council Meeting

Open Forum was next. No one commented after calls for comments, questions, and so on. Brandon Simmons moved to adjourn the Finance Committee meeting at 4:52 pm MST. I will send out the Doodle poll for the standardized schedule for the meetings for the rest of the year in early September, very soon.

Thank you for your attention.

Committee Report

Member Engagement & Communications Committee

Prepared by: Julian Teterenko, Chair

Date: 05 September 2017



Committee Members: Julian Teterenko, Scott Jacobsen, Shawna Wasylyshyn, Amanda Lipinski, Benjamin McDonald, Donette Kingyens, Jodi Campbell (non-voting).

Activity This Month

Vacant Committee Seat:

We have filled the vacant seat this month. The applications were reviewed and Benjamin McDonald is going to be joining the committee as a member at large. We welcome him to the committee and are looking forward to working together.

Newsletters:

The committee has been working on brainstorming ideas for upcoming newsletters and previewing the ones ready to send out.

Committee Report

Awards Committee

Prepared by: Robin Bleich, Chair

Date: September 5th, 2017

Committee Members: Robin Bleich, Kim Newsome, Amanda Lipinski, Julian Teterenko, Jodi Campbell (non-voting).



Activity This Month

Summary

There is no activity to report for the month of August.

Motions

No motions this month.

Original Motion with Decision:

N/A

Awards Overview

The table includes only the applications that were reviewed by the Awards Committee. It does not include any applications that were withdrawn or disqualified for not meeting minimum criteria. Disqualified applications do not get sent to the committee.

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	143	6	137		0	\$4000 2/deadline	\$6,000	\$0
AUSU Bursaries	29	10	19		0	\$10,000 5/deadline	\$10,000	\$0
Computer Bursaries	18	12	6		0	\$9,600 or 12 comp.	\$6,468.23 (update l/p x 2)	\$3,131.77
Single Parent Bursary	0	0	0		2	\$2,000 1/deadline	\$0	\$0

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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	\$1,499
Health Care Bursary	9	6	3		n/a	\$18,800	\$5,216.6	\$13,583.4
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	6	57		0	\$4,000 2/deadline	\$6,000	\$0
Balanced Student Award	54	6	48		0	\$4,000 2/deadline	\$6,000	\$0
Total	334	54	280	Note \$2,000 used from other award fund.		\$67,400	\$46,106.32	\$21,293.68

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.

AUSU Office Report

Jodi Campbell, Executive Director

Prepared: August 31st, 2017



Administration

Staff Review:

I have been working with the staff to review our roles and responsibilities and the potential of bringing on another member to the team. After much discussion, we are happy to announce that we will be moving forward with the addition of a full-time Governance and Advocacy Coordinator upon council approval. This role will be pivotal in the areas of governance and advocacy for AUSU as well as supporting the executives in the areas of bylaws, policies, and procedures, and council and EC elections. The anticipated start date for the successful candidate will be the end of October or start of November depending on availability.

Shaw Cable Partnership:

AUSU has partnered with SHAW cable services to offer a limited time offer to our student membership. Shaw has offered this discount for some time to all universities/colleges, however this will be the first time AUSU has been included with this opportunity. Traditionally Shaw has purchased a table/booth on campuses across the country to promote this deal. In lieu of a table/booth fee, AUSU will receive a \$10 kickback for every student who accesses the promo through our link. Details can be viewed on our website and in our latest newsletter.

General Administration:

- Working with AU Registrar to incorporate our AUSU awards into the overall AU list of students awards and bursaries
- Working with our bookkeeper (Tammy Massa) to develop a new monthly finance process for our payables. In the new fiscal year we will discontinue our two account model and transition to a one bank account model - essentially closing the separate account for the Voice. All accounts payables and receivables will be managed through the main AUSU operating account. This news was very well received by our bookkeeper and our auditors.
- Developing a Credit Card procedure that will outline our utilization of AUSU credit cards. This will also include a *missing credit card receipt form* that will accommodate the process if our card holders ever have a missing receipt.
- Development of our Strategic Plan and Operational Plan.
- Finalized our corporate account with Enterprise Car Rental.
-

Committee Support

Finance:

Throughout the month of August, I have supported the finance committee through the review of our current financial budget status as we near our year-end. Through this review we identified areas within the budget that are either over budget, or are anticipated to be over budget. As per

August 2017 Activity Report

policy, actions items were created to address these areas as we proactively manage the financial status of AUSU. Budget areas that were discussed include:

- Bank Fees;
- Postage and Courier;
- Office Software;
- Staff Appreciation;
- Other Professional Fees; and
- Website Maintenance

Overall, AUSU is in a healthy financial budget position as we move towards our year-end on September 31st. Year end activities will begin in October in preparation for our audit.

MECC:

The month of August never saw a MEC committee meeting take place, however, a number of initiatives are taking place behind the scenes that include:

- Continued development by the staff to prep for the new student mailout initiative. Discussions are taking place with AU to establish more detailed reports that will provide data on all new students that will meet the criteria for the mailout.
- Communications plan being established for the bylaw review
- Setting up Ben as a new member of the MEC committee
- Updates to the mobile APP content

The Voice

Voice Working Group Action Plan:

This past week we conducted our last consultation meeting with our web designers from KOBOT. They have done a great job interpreting our needs and wants for the new Voice website and provided a presentation to the group outlining the design layout for the site, along with a first look at the new Voice logo, which will be revealed along with the new website later this September. It looks fantastic and we are excited to launch the new site in the very near future. The working group met to review presentation and responded to KOBOT with our feedback. Next the working group will be meeting to review the new website launch plans.

Governance

AUSU Election Review:

This past month I have been working with the President and Communications and Member Services Coordinator to review our current election processes, nomination package, election based student engagement opportunities, as well as the timelines required to execute an air tight council election this coming March.

Although we are in the preliminary stages of this review, I am seeing some great ideas being generated to enhance our election process and how we can get students engaged with the event.

August 2017 Activity Report

Bylaws Review:

After almost 2 years of review and revisions, I was thrilled to see the bylaws move to a final draft and be presented to the student membership for feedback. We have the first public reading coming up on September 12th, with the potential final approval being scheduled for October 12th. I hope you will all be able to attend the teleconference member consultations coming up on the following dates:

- Wednesday, September 6th at 1:00 pm MT
- Tuesday, September 19th at 6:00 pm MT

Meetings

August 2	Meeting to discuss Bylaws Communications
August 3	Weekly Executive Meeting
August 3	Election Review Meeting
August 3	Voice Working Group Meeting with KOBOT
August 8	Weekly Executive Meeting
August 8	Council Meeting
August 9	Weekly Staff Meeting
August 9	Strategic Plan Review with EC
August 14	Weekly VPFA Meeting
August 15	AUSU Council Bylaws Meeting
August 16	Weekly Executive Meeting
August 16	Operational plan Review Meeting with EC
August 17	Weekly Staff Meeting
August 21	Weekly VPFA meeting
August 22	2018 Election Review Meeting
August 23	Weekly Staff Meeting
August 23	AU Student Newsletter Meeting
August 23	Neil Fassina
August 28	Weekly VPFA Meeting
August 28	Weekly Executive Meeting
August 29	Voice Working Group Meeting with KOBOT
August 29	Budget Review Meeting with VPFA
August 29	Finance Committee Meeting
August 30	Weekly Staff Meeting
August 30	Meeting with President (3-month Performance Review)
August 30	Attended GFC (Edmonton Meeting)
August 31	KOBOT Presentation on Voice Website design

AUSU Office Report

Donette Kingyens,
Communications & Member Services Coordinator

Prepared: September 1, 2017



Administration

- **Student Inquiries**

- The majority of inquiries were related to AU, including how to submit assignments, exams, transcript requests, etc.
- August was a really slow month for student inquiries.
- Received a few odd inquiries from AU, including an info center staffer calling us to ask if one of *their* programs was an honors program.

	Emails	Phone Calls	Instant Chats	Website	Facebook
Aug 2017	13	0	2		
July 2017	27	3	6	1	
June 2017	24	6	1		
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

- **General Duties**

- Handled Admin Assistant inbox on her off days
- Monitored new forums and deleted spam posts
- Created MECC meeting minutes
- Created council meeting minutes from August council meeting
- Created ballots for MECC committee seat appointment
- Set new MECC member up with AUSU email account and instructions on how to get started

Meetings

- 2 – Regular staff meeting
- 2 – Meeting with Jodi re: Bylaw Communications Plan
- 8 – Council Meeting
- 17 – Regular Staff Meeting
- 22 – Meeting with Shawna & Jodi to start planning election
- 23 – Regular Staff Meeting
- 30 – Regular Staff Meeting

Projects

- **Manuals / Procedures**
 - Continued working on instructions for various office procedures.
 - Transferred new “Missing Receipt” form into form template.
 - Working on an updated/overhauled councillor manual.
 - Worked on formatting and editing executive manual (in progress)
- **AUSU Logo Rebranding**
 - Continued working on redesigning social media and communications images and advertisement for new colour scheme (over 70 images created/recoloured to date).
 - Continue updating various documents with new logo/colour scheme, including templates, policies, instruction sheets, among others.
 - Combed through AU website to find any places our logo is in order to get them updated.
- **Bylaws**
 - Helped put together communication plan for the bylaw release
 - Posted news story announcing the changes in accordance with bylaws
 - Advertised in the AUSU newsletter, Voice ad, social media, and mobile app
 - Monitored social media, the app, The Voice, and the forums for any feedback regarding the changes.
- **2018 General Election**
 - Worked out an election timeline in accordance with policy.
 - Continued working on updating election documents, including the CRO Manual and email templates, nomination package, and election graphics.
 - Met with Shawna and Jodi to discuss election process and campaign opportunities.
- **Shaw Promotion**
 - Launched new one-time Shaw promotion on the AUSU website, newsletter, social media, and Mobile App.

Services

- **Statistics on Services Provided for the Month:**
 - *NOTE: No grad cards in June as no graduates in June.*

Month	Mobile App Accounts	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
Aug 2017	209	48	1	6	66	591
July 2017	108	47	1	11	69	405
June 2017	133	81	2	6	0*	633
May 2017	157	63	0	21	261	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

- **Lynda.com**

Month	Total Accounts	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Aug 2017	1,279	48	2,861	205	32	62
July 2017	1,224	47	1,795	119	17	26
June 2017	1,178	81	1,871	125	12	29
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

August 2017

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
Aug 2017	596	8
July 2017	588	16
June 2017	572	15
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

Social Media & Marketing

- **Newsletters**

- **Aug 4** - [AUSU Updates – Mobile App, Exec Blog, Voice Magazine, Student Spotlight, and more!](#)
- **Aug 21** - [AUSU Update – Bylaw Revisions, New Award, Clinical Changes, and more!](#)

- **The Voice**

- Sent Voice ads for each Voice publication in August (Aug 4, 11, 18, 25).

Weekly Stats	Overall Visits	Unique Visits	Bounce Rate*	PDF Views	Highest # of Views per Article	Articles with over 20 views
Aug 25 – 31, 2017	656	567	81.70%	19	73	2
Aug 18 – 24, 2017	819	664	66.36%	15	33	3
Aug 11 – 17, 2017	575	492	76.83%	13	46	1
Aug 4 – 10, 2017	432	357	78.92%	11	10	0
July 28 – Aug 3, 2017	847	716	78.75%	17	68	3
Aug 2017 Overall	2,690	2,265	76.26%	63	73	7
July 21 – 27, 2017	492	418	77.70%	10	22	1
July 14 – 20, 2017	514	419	75.68%	13	16	0
July 7 – 13, 2017	525	441	77.74%	15	12	0
June 30 – Jul 6, 2017	664	531	77.36%	18	26	1
July 2017 Overall	2,608	2,172	79.12%	59	58	7
June 23 – 29, 2017	782	576	72.94%	29	31	1
June 16 – 22, 2017	694	578	73.29%	16	66	3

August 2017

June 9 – 15, 2017	592	473	73.75	17	18	0
June 2 – 8, 2017	683	580	70.33%	21	31	1
June 2017 Overall	3,028	2,421	71.44%	88	69	9
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**

- Contacted Oohlala regarding an issue with the instant chat in the app, which has apparently not been working for months. At first they denied this was the case but I finally convinced them it was not working so they are looking into this.
- Added tiles to the homepage of the app for My AU and the AU Library.
- Added in library orientations and events
- Updated descriptions on numerous services
- Added Jodi to the AUSU page

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
Aug 2017	4,617	209	1,722	128	30,300	3,063	24
July 2017	4,408	108	1,594	38	27,237	1,412	56
June 2017	4,300	133	1,556	56	25,825	1,464	20
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

- **Website**

- Posted August council agenda
- Posted August policy revisions
- Posted July meeting minutes
- Posted August newsletters
- Posted August executive blog
- Updated event listings with upcoming council meetings, office closure, and bylaw consultations
- Posted Shaw promotion page and added Shaw sidebar image
- Monitored forums
- Updated #lgo2AU award on webpage (Jennifer still to program application).
- Posted additional advocacy efforts based on executive reports
- Posted June financials
- Tested out adding “blog” pages for candidates during elections
- Posted newsletter archives from August newsletters

- **New Stories Posted**

- August 15, 2017 – [Win for Nursing Students](#)
- August 21, 2017 – [AUSU 2017 Bylaw Revisions](#)

- **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
Aug 2017	7,947	3,382	506	187	694	587	87	224	119	26	22
July 2017	8,630	3,686	671	300	708	763	91	228	112	26	17
Jun 2017	11,294	4,858	927	130	589	851	60	185	120	35	51
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

Month	Advocacy	Quick Links	Forum	Health Plan	Exec Blog	Finances	Council	Minutes	Agendas	News & Archives	Policies
Aug 2017	45	72	402	173	58	35	102	40	79	151	253
July 2017	64	33	329	194	309	31	133	49	47	137	268
Jun 2017	60	38	770	131	95	24	213	27	40	135	224
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

- **Website Polls**

- *Are you employed while studying at AU?*
 - Employed full time 16
 - Employed part time 3
 - Not employed 4
 - **Total Responses:** 23
 - **Posted:** Aug 14 - 28
- *What sources do you use to obtain most of your research materials?*
 - AU Library 9
 - Google Scholar 5
 - Local Library 1
 - Wikipedia 3
 - Other 1
 - **Total Responses:** 19
 - **Posted:** July 31 – Aug 14

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Engagements	Overall Impressions
Aug 2017	58	1,205	17	318	201	35,968
July 2017	66	1,198	25	366	208	43,291
June 2017	73	1,179	20	484	287	64,507
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

August 2017

○ **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Aug 2017	58	824	8	144	45	12,078
July 2017	63	820	7	29	49	15,445
June 2017	71	817	8	21	69	18,371
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

○ **LinkedIn**

Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
Aug 2017	58	231	0	43	36	4,128
July 2017	60	233	1	29	24	3,411
June 2017	69	232	0	30	21	3,578
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