



Athabasca University Students' Union

Council Meeting Minutes DRAFT

Thursday, May 10th, 2018
6:30 pm MT

- Meeting Called By:** Brandon Simmons, President
- Type of Meeting:** AUSU Council Meeting
- Minutes:** Governance and Advocacy Coordinator Emmanuel Barker
- Participants**
- Council:** President Brandon Simmons, Vice President External and Student Affairs Melinda Goertz, Vice President Finance and Administration Natasha Donahue, Councillor Sarah Blayney Lew, Councillor Brittany Daigle, Councillor Darcie Fleming, Councillor Christine Hudder, Councillor Amanda Lipinski, Councillor Alice Namu, Councillor Lisa Oracheski, Councillor Joshua Ryan, Councillor Mark Teeninga.
- Staff:** Executive Director Jodi Campbell, Governance and Advocacy Coordinator Emmanuel Barker, Voice Magazine Managing Editor Karl Low.
- Absent:** Councillor Julian Teterenko (absent), Communications and Member Services Coordinator Donette Kingyens (absent- illness), Carla Knipe, Barbara Lehtiniemi.

Called to order: 6:35 pm

Agenda and Minutes

- 1.0 Adoption of Agenda** B. Simmons
- Proposed Motion:** BIRT AUSU council adopt the May 10th, 2018 council meeting agenda.
2018-05-10 Council Agenda.pdf
- B. Daigle/ A. Lipinski** **Carried 12/0**
- 2.0 Approval of Council Meeting Minutes** B. Simmons
- Proposed Motion:** BIRT AUSU council approve the minutes of the April 10th, 2018 regular council meeting.
2018-04-10 Council Meeting 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.
- C. Hudder/ J. Ryan** **Carried 12/0**

Action Items

- 3.0 Review of Action Items** B. Simmons
- Note:** The status of the current action items can be found at the bottom of the agenda

New Business

- 4.0 Fee Increase, Second Reading** B. Simmons
- Proposed Motion:** BIRT AUSU council approve a membership fee increase in the amount of \$0.75 per credit to take effect on October 1st, 2018.
- B. Daigle/ L. Oracheski** **Carried 12/0**
- [AUSU Fee Increase Member Communications](#)

- A question was raised regarding the date of adoption for the proposed motion. It was explained that the proposed motion is scheduled to align with the beginning of the upcoming AUSU fiscal year.

Note: Per AUSU Bylaw section 1.01(e) the above special resolution has been presented to the AUSU membership for consultation and must receive a two-thirds majority vote from AUSU council at two separate readings of the resolution to be successful. The above motion is the second reading, the first reading was unanimously voted in favor during the April 10th, 2018 AUSU regular council meeting.

5.0 Policy Revisions

N. Donahue

Note: An updated version of policy 2.13 Council Governance: Code of Ethics was approved by the executive committee as part of an *informal* review.

Policy_2.13_Council_Governance_Code_of_Ethics.docx

- There were no questions or edits from council.

Proposed Motion: BIRT AUSU council adopt the updated copy of policy 2.12 Council Governance: Anti-Harassment.

B. Daigle/ L. Oracheski

12/0

Policy_2.12_Council_Governance_Anti-Harassment.docx

- The policy was originally edited to now include a clause regarding sexual harassment as well as more inclusive language.

Proposed Motion: BIRT AUSU council adopt the updated copy of policy 2.16 Council Governance: Email Voting

C. Hudder/ J. Ryan

12/0

Policy_2.16_Council_Governance_Email_Voting.docx

- The policy was originally edited to change the responsibility for organizing specific email motions from the mover to the chair of the committee or of council.

Proposed Motion: BIRT AUSU council adopt the updated copy of policy 4.06 Administration: Annual Timeline and Executive Work Plans as amended.

B. Daigle/ J. Ryan

12/0

Policy_4.06_Annual_Timeline_and_Executive_Work_Plans.docx

- It was explained to council members that historical planning and scheduling methods were more restrictive than effective, and that the new policy created a timeline not tied to specific dates, so it may be significantly more adaptable year to year.
- A question was raised regarding accountability of executives and timelines.
- A friendly amendment was made clarifying election timelines for councillors and executives.

Proposed Motion: BIRT AUSU council adopt the new policy 8.09 Terms of Reference: Executive Committee.

A. Lipinski/ B. Daigle

12/0

Policy_8.09_Terms_of_Reference_Executive_Committee.docx

Policy_8.09_Terms_of_Reference_Executive_Committee(PRE-EDIT).docx

- It was explained to council that a document outlining terms of reference for the executive committee was created to keep consistency with all committees.
- A comment was raised to regarding inconsistent fonts in the document.

6.0

For Information: Reports for the Month of April 2018.

Note: Regular monthly reports from executive councillors, 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.

6.1 President’s Report

B. Simmons

2018-04 President Report.pdf

- A question was raised regarding executive appointment to the AU Board of Governors.
- A question was raised regarding the CASA board elections.
- A question regarding mental health services at AU was raised.

6.2 Vice President External and Student Affairs’ Report

M. Goertz

2018-04 VP External and Student Affairs Report.pdf

- There were no questions.

6.3 Vice President Finance and Administration’s Report

N. Donahue

2018-04 VP Finance and Administration Report.pdf

- There were no questions.

6.4 Executive Meeting Report

N. Donahue

2018-04 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 is circulated to Council for review and acceptance in their role as the governing council of AUSU.

6.5 Finance Committee Report

N. Donahue

2018-04 Finance Committee Report.pdf

- There were no questions

6.6 Awards Committee Report

A. Lipinski

2018-04 Awards Committee Report.pdf

- There were no questions.

6.7 Member Engagement and Communication Committee Report

M. Goertz

2018-04 MEC Committee Report.pdf

- There were no questions.

6.8 Executive Director’s Report

J. Campbell

2018-04 Executive Director Report.pdf

- A question was asked regarding travel and booking time.

6.9 Communication and Members Services Coordinator’s Report

D. Kingyens

2018-04 Communications Coordinator Report.pdf

- It was explained to council that the CMSC Report was not provided due to illness, but that June’s report would include the missing information.

7.0

Council Retreat Planning

B. Simmons

- A brief introduction to material up for discussion at the upcoming AUSU council retreat event was given.

8.0

Question & Answer Period

B. Simmons

Observers participated in the question & answer period.

- A question was raised concerning Student Lifeline and AU.
- The VPEX announced that the MEC committee is seeking a Student at Large member.

Next Meeting and Adjournment

The next meetings of council will be:

Saturday, June 16th, 2018, 1pm MST (tentative) – Public Meeting

Thursday, July 12th, 2018, 6:30pm MST – Public Meeting

Motion to Adjourn: L. Oracheski 7:59 pm

Summary of Agenda Items

Date	Status Deadline	Action Item and Responsible Party
	May 1, 2018	Finance Committee Report: Finance committee to add the accounting course requirement to the first finance committee meeting following the election. Finance Committee
March 13		Review of Action Items: It was agreed to reopen a new agenda item to further define the distinction between “offering” or “service”. MECC Committee

Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
August 8	Ongoing	Adoption of Agenda: Rescind policy 9.22 in February. Note: This action item is on hold until AU implements the AU Bookstore. Staff/Council
January 15	Ongoing December 2018	Policy Revisions: When policy 6.06 is up for review, it should specify that the finance packages should be sent to all of council monthly. Executives
March 13	Ongoing	Adoption of Agenda: Policy 8.09 to be edited and presented at a subsequent council meeting. Staff/Executive
March 13	Ongoing	Question and Answer Period: D. Kingyens to look into why PDF views of The Voice Magazine are not showing correctly in Google Analytics. D. Kingyens
April 10	Complete	Vice President External and Student Affairs’ Report: Outgoing VPEX Julian Teterenko to update his final report. J. Teterenko

Committee Report

Awards Committee



Prepared by: Amanda Lipinski

Date: April 30, 2018

Committee Members: Amanda Lipinski, Sarah Blayney Lew, Melina Goertz, Lisa Oracheski, Christine Hudder, Jodi Campbell (non-voting).

Activity This Month

Summary

The newly appointed members of the Awards Committee had a successful start as a team. During the month of April, the awards committee approved one computer bursary application and an emergency bursary which was approved by Executive Director Jodi and Awards Chair Amanda. Towards the end of April there were a number of other applications that were open for discussion with the votes moving into May.

Motions/Decisions

In order of decision: April 16, 2018, a motion passed 5/0 for a Health Care Bursary; April 30, 2018, a motion passed for an Emergency Bursary 2/0.

Original Motion with Decision:

On April 16, 2018: BIRT AUSU Awards Committee approve the attached Health Care Bursary application for XXXX.

Moved by: A. Lipinski

Seconded by: L. Oracheski

This motion passed 5/0.

On April 30, 2018: BIRT AUSU Executive Director and Awards Committee Chairperson approve the Emergency Bursary application XXXX.

The motion passed 2/0.

Awards Overview

The table includes only the applications that were reviewed by the Awards Committee during 2017/2018 fiscal year. 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.

April 2018 Activity Report

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	65	2	63		2	\$4,000 2/deadline	\$2,000	\$2,000
AUSU Bursaries	10	5	5		5	\$10,000 5/deadline	\$5,000	\$5,000
Computer Bursaries	20	8	12		3	\$11,000 or 12 computers.	\$7,079.25 (4 outstanding)	\$3,920.75
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/ea	\$1600	\$2,400
Emergency Bursaries	7	7	0		N/A	\$6,000 (varies)	\$1,670	\$4,330
Health Care Bursary	9	8	1		N/A	\$10,826.57 Remaining	\$7,699.20	\$3,127.37
#Igo2AU	55	1	54		1	\$2,000 1/deadline	\$1,000	\$1,000
Laurence Décor Award	1	1	0		0	\$1,000	\$1,000	0
Student Volunteer Award	10	2	8		2	\$4,000 2/deadline	\$2,000	\$2,000
Returning Student Award	36	4	32		4	\$8,000 4/deadline	\$4,000	\$4,000
Balanced Student Award	30	4	26		4	\$8,000 4/deadline	\$4,000	\$4,000
Total	245	45	201			\$71,826.57	\$37,048.45	\$34,778.12

The table includes only the applications that were reviewed by the Awards Committee during the 2017/2018 fiscal year. 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: April 30th, 2018

Administration

AUSU Remembers the Humboldt Broncos:

On April 6th this month we all felt the emotional impact of the Humboldt Broncos bus accident. This tragic event was felt across the country and across the hockey world. It was also felt by the AU community as 3 of the players were AU students, one of them a current student. On behalf of the AUSU family, we send our condolences to all the families, as our thoughts are with them all during this difficult time.

Mobile APP – iOS Update:

We have gained some traction on the new agreement with our mobile app developer, Oohlala. This includes a draft we hope to have signed by the second week of May, in addition to an amendment that will remove the Athabasca University Graduate Students' Association (AUGSA) from the agreement. We will continue to work with Oohlala over the spring/summer to enhance the mobile app user experience.

Council Retreat Update:

From the date of our council meeting we will officially be 35 days away from your arrival to the 2018 council retreat. We continue to plan for this event with councillor travel arrangements being the priority. If you are still needing to communicate with Jamie (AUSU Admin Assistant) your travel preferences, please be sure to do so at your earliest convenience as we hope to have all flights booked by mid-May.

We're continuing to develop our itinerary as this year's event promises to be a great opportunity for everyone to come together as a group for the first time.

General Administration:

- I'm proud to announce that we now have a signed Information Sharing Agreement between AUSU & AU. This agreement has been on my to-do list since last summer, so this is certainly a milestone for this initiative. Next steps will involve working with the AU IT department to re-structure the reporting we receive each month from the university.
- I had the pleasure of meeting with Carla Yeaman, who is the AU Information Center Coordinator. Carla's team of 20 front-line staff represent the service team that looks after over 300,000 student inquiries each year. We discussed areas where we could potentially partner as both AUSU and the Information Center take pride in having their finger on the pulse when it comes to the needs of students.
- AUSU staff have concluded a reconciliation of all our AUSU policies. Specifically making sure that our policies are up to date and current in the three locations where they are stored. (Primary location is on the Google Drive, backed up on the internal drobo drive located in the office, as well as on the AUSU website.)
- AUSU website has been updated to reflect the next council team. The page looks great with everyone's pictures and bio's - thanks to everyone for getting your info submitted.

Committee Support

Finance Committee:

With the quarter 2 finance committee right around the corner, it was perfect timing to transition the VPFA into her role as chair. We have reviewed areas such as budgeting, current revenue & expenditures, AUSU fees, as well as the new refund philosophy that was recently established by council. There is no question the finance committee will be ready to go for their first meeting that is scheduled to take place on May 9th.

Awards Committee:

The May 1st awards deadline has now passed and I'm happy to report that AUSU has received 285 student applications for 12 different awards totalling up to \$20,000. The applications have been sorted and processed by our amazing staff and will soon be ready to be reviewed by our awards committee. A great deal of work goes into processing all of the award applications – a big high five for our Administrative Assistant, Jamie Mulder.

MEC Committee:

A great deal of work was conducted with the VPEX to establish a priority list for the MEC committee. With a number of items currently on the go, I was able to collaborate with Melinda to create next steps for many of these initiatives. No committee meeting was held; however a great deal of work has been completed to ensure the MEC committee hits the ground running at their meeting on May 3rd.

The Voice

The Voice Magazine:

I have met with the Managing Editor of The Voice on two occasions this month. Topics discussed include:

- Ongoing management of the staff writers. We anticipate a couple long-time writers stepping away from the magazine due to graduation as well as moving onto new endeavors. This will leave big shoes to fill for the magazine.
- Voice contest running later this spring/summer.
- We are seeing a leveling off from our readership growth since the launch of the new website. This is normal as we get into summer.
- Reviewed stats from the past 30 days. Home page received 716 views with the front page getting 712.

The top story over the past month was, “Money Out the Window”, written by Barb Lehtiniemi, which highlighted our AUSU awards. A big shout out to our very own Brittany Daigle for the spotlight she is placing on “course exams”. Her articles are popular as well with Voice readers who are seeking information on AU courses.

Governance

Committee Chair Orientation:

For the first time AUSU offered an orientation for our committee chairs, hosted by your ED. The intention was to provide a base of knowledge for our Chairs as they transition into their role of providing leadership for our committees. We had a great session as we covered areas such as:

- Governance review – Robert's Rules of Order Basics

April 2018 Activity Report

- Roles and Responsibilities
- Pre and Post Meeting activities
- Agenda and Minutes development
- And loads of Tips!

Executive Transition Activities:

AUSU and the executive team have engaged in a number of transition activities this month as they hit the ground running. Some of the activities include:

- One on One executive meetings to review individual portfolio's
- Position shadowing for the new exec's
- Committee Chair Orientation hosted by the ED
- Committee and portfolio action item review
- Budget review meeting
- Executive Transition Day on April 6th

The strength of our annual executive transition is based solely on the value these activities provide to our team and I'm proud of the steps we have undertaken to ensure our transition is top notch. The executive team is doing a great job and have definitely established a positive and collaborative team culture that will make for an incredible year for the team.

Alberta Lobby Registry:

New to AUSU is the submission of our application to be included on the Alberta Lobby Registry for 2018. AUSU joins other students' unions from across the province of Alberta in this initiative. This will become an annual submission that will identify AUSU as a primary advocate for Athabasca University undergraduate students both internally at AU as well as externally at the provincial level.

Meetings

April 3	Weekly EC Meeting
April 4	Weekly Staff Meeting
April 4	Council Retreat Planning
April 4	Executive Director Annual Review Meeting
April 4	Procedure Development Meeting
April 4	AUSU Meet & Greet (Edmonton)
April 6	Executive Transition Day at AUSU (Edmonton)
April 9	Stakeholder Meeting – Dr. Romyn
April 10	Council Changeover Meeting
April 11	Weekly Staff Meeting
April 11	Meeting with The Voice Magazine
April 11	Executive Meeting
April 13	Budget Review & Process Meeting
April 13	Procedure Review Meeting
April 16	Weekly EC Meeting
April 16	One on One with VPEX
April 17	Stakeholder Meeting – Dr. Lisa Carter
April 17	One on One with VPFA
April 18	Weekly Staff Meeting
April 19	HR Consultation Meeting

April 2018 Activity Report

April 24	Weekly EC Meeting
April 24	Committee Chair Orientation
April 25	Weekly Staff Meeting
April 25	Meeting with The Voice Magazine
April 26	Policy Review Meeting
April 27	Out of Office
April 30	Weekly EC Meeting

Committee Report

Finance Committee

Prepared by: Natasha Donahue, Chair

Date: May 4, 2018



Committee Members: Natasha Donahue, Lisa Oracheski, Alice Namu, Darcie Fleming, Joshua Ryan, Mark Teeninga, Jodi Campbell (non-voting).

Activity This Month

This committee did not meet this month. The upcoming meeting is scheduled for May 9, 2018. This will be the new finance committee's first meeting, and AUSU's second quarter finance committee meeting for this fiscal year. In preparation for the meeting, Jodi, Brandon, and I have met several times to go over various aspects of AUSU finances. Highlights include AUSU fee increase, and refunds from AU for AUSU fees charged for withdrawn classes. These two topics will be on the upcoming agenda. I've also reviewed the budget process and have reviewed our payables as they are sent out.

Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
Jan. 11	In Progress	Have Tammy fix accrued liabilities balance sheet item as well as fix the Voice contest line on the income statement Jan 31: The accrued liability error has been fixed and Tammy is working on the voice line item Feb 21: This was discussed with Jodi and he said that he has let Tammy know to get this adjusted and it should be fixed for the march monthly statements J. Campbell

AUSU Executive Report

Brandon Simmons, President includes VPFA activities

Prepared: May 2, 2018



Committees

Finance Committee: During the month of April I was the chair of the finance committee until April 10. During the month there was no meeting however there was some work that I was working on. I completed a draft revision of our financial statements and sent that off to Jodi to review. The goal is to be able to have our budget documents, internal financial statements, and Audit all follow the same layout. This will help to be make it easier to compare and understand our financial data. I will continue to work with our new VPFA as well as Jodi to ensure that these documents are refined and then circulated to the finance committee for approval and then implementation.

MECC: No meeting was held between April 1-10 while I was on this committee.

General Faculties Council: No meeting was held in April but the next meeting is scheduled for May 9 and I will be attending this meeting in person as there will be many important topics to discuss as we have been told that the results of the GFC governance review will be presented.

FHSS: There was a FHSS meeting on April 6 however we did not have anyone attend as this meeting conflicted with the executive transition day. I reviewed the meeting agenda and there was nothing major being addressed just continued work regarding courses changes that were addressed in the course and program review and have already been discussed in previous meetings. This was discussed with the executive team and it was agreed that it would be in the best interest of AUSU to send my regrets to this meeting and instead attend the full day for the executive transition.

Board of Governors: I was appointed to this committee in April and I am awaiting my ministerial order from the government in order to be officially added to the committee. According to communications from AU I will have it any day now. There were no meetings held in April but there was communications regarding events to be held during convocation. The next scheduled meeting is May 25.

Finance and Property Committee: I was appointed to this committee in April but there were no meetings held during the month. The next meeting is scheduled for May 25.

Governance Committee: I was appointed to this committee in April but there were no meetings held during the month. The next meeting is scheduled for September 6.

Faculty of Business Faculty Council: I was appointed to this committee in April but there were no meetings held during the month. The next meeting has not been scheduled yet.

Faculty of Business Undergraduate Program Council: I was appointed to this committee in April but there were no meetings held during the month. The next meeting is scheduled for May 8.

AUSU Business

Transition:

From April 1-10 I was still in my role as VPFA and it was a busy time. During this time, I was working on completing my final action items, helping to transition Natasha into the role of VPFA, helping transition Melinda into the role of VPEX, and transitioning myself into the role of president. Back in January we held our first executive retreat. I know that when this was first proposed in the budget I wondered if this would be effective, I thought it would be beneficial to have it at the beginning of a term rather than at the end but I voted in favour of it as I wanted us to be able to evaluate how it went. After going through this process, I feel that it was very beneficial because a lot of the discussion did focus on preparing for transition. I feel like the transition that we had this year was the best that AUSU has had in a long time. We have been very fortunate that for the past three years we have had little executive turnover as we have not had a strong transition plan. I know that for both the VPFA and VPEX roles I had no transition whatsoever and was left to start from scratch with little to no direction. Bylaws and policies did help to govern things and I was able to do well within the portfolios however this kind of start is not conducive to growth of the organization.

I still feel like it would be beneficial to look into how we could facilitate a small retreat type event at the beginning of an executive term. It does not need to be as long as End of year retreat however even a one-day event is very helpful. We were able to benefit from the close proximity to Edmonton that our incoming and outgoing executive had. Just before the council change over we were able to organize a full day where most of the outgoing and all of the incoming execs were able to meet together and provide some training. This process was very beneficial, it has been almost 3 years since we have had two brand new executives join the executive team and even with that the transition has went very smooth which is very exciting.

One other focus for this month has been on developing goals and plans for this upcoming term. This been begun with one on one meetings with each executive to

discuss individual portfolio ideas and plans based off of review of the strategic and operational plan. We also discussed what we should be doing in regard to CASA for the coming year. We discussed what committees would provide the most benefit to AUSU and what we should do in order to try and get elected to those committees. After discussion it was decided that I would run for the Federal Policy Committee as the number one priority and then possibly the governance committee. The federal policy committee would allow me to have a voice on the edits to CASA policy which helps to shape the advocacy stance CASA has on issues. This would allow me to try and influence policy to benefit and represent AUSU members. The Governance committee would allow me to help CASA as an organization run effectively which does help provide benefit to AUSU as well however the main priority is the policy committee. Melinda will likewise place priority on being elected to the National Advocacy committee to directly benefit AUSU and as a second priority the member relations committee to help support the CASA organization.

We did discuss CASA board positions, but our conversation was on how it was probably not in our best interest to consider any board position. There is a lot of internal AUSU work that we would like to focus on so even though a board position could benefit AUSU it may not be the best idea for this year. It was discussed that CASA is getting a brand new Executive Director, so this CASA board may need to provide more support to the Executive Director to ensure a smooth transition and effective running of the organization. Ultimately unless council wants exec to seek a board position we would not to try to seek a position. That being said Exec is willing to follow the direction council sets so if there is something specific that council would like to see happen in regard to our involvement in CASA please let us know and we will do our best to accomplish it.

Dr. Donna Romyn: Since this meeting was held the day before the council changeover it was decided that the incoming executive would meet with Donna. In the meeting we discussed the recently approved strategic research plan. AU has always had a research plan however it was not the greatest however there were a number of factors that led to a delay in revising the plan including wanting to wait until the AVPR was officially filled. With the changes in leadership and the new Imagine plan it was the perfect time to launch a new research plan.

The topic of research tends to focus more on graduate level studies however that does not mean that there is not interest at the undergraduate level. In the past we discussed this with Dr Romyn and she mentioned that it is something that the university would need to look into. During this meeting we were informed that the university is close to being ready to start advertising not only graduate research opportunities but also undergraduate opportunities. During the meeting we discussed having both Donette and Melinda meet with Dr. Romyn to coordinate how we can help to advertise these opportunities to our members.

AU Open House: Right after the council changeover I was contacted by AU to see if I would be able to go to Athabasca and speak at the AU Open House about my experience with AU. This was a great opportunity as AU paid for my travel and it allowed me to meet with many of the AU executive team and introduce them Melinda at no cost to the association. The Open house went really well, and the informal meeting allowed for some great discussions with AU executives and other staff.

There were two specific things that came from these conversations. The first is that me and Melinda learned that the Provost and VPIT/CIO have not yet been able to see what a student sees in their courses. It is something that they have been working on but they mentioned that it would be beneficial for the entire AU executive team to be able to have a walkthrough of the student view of the AU portal and individual courses. Now during our stakeholder meetings, we are going to be including some time to walkthrough the student portal and courses with AU executives with plans on developing a presentation for executives on what students would like to see changed.

The other thing that came from the open house was I had a chance to speak with Carla Yeaman from the AU info center. We got talking about how students are often an underutilized tool for the university and it sparked a conversation about possibly having students act as panelists on the upcoming online AU open houses. I said that this would be something that we would be happy to look into as I know that many students are very happy to share their experience with AU and help potential new students. The conversation has now sparked additional conversations in regard to seeing if it would be possible to get more exposure for AUSU from these open houses to help see increased new student engagement with AUSU.

Dr. Lisa Carter: Prior to our meeting with Dr Carter AUSU was invited to give a presentation on student experience to the FST which was beneficial so some of those elements were discussed like inconsistencies between courses. We also brought up concerns about student success center requests being closed without allowing students to respond to questions. During the meeting Dr. Carter shared that two of the focuses that the FST faculty have been working on are increased communication to students to be able to support them in their studies as well as OER resources to reduce the need for textbooks. This would help to save costs for students which would be a benefit. We did ask how free OER textbooks would impact students who prefer print text and she said that she was not sure what provisions would be available but said that she would look into it.

Alain May: Alain May meets one on one with the president every 6 weeks and this first meeting that we had was very good. We started off by discussing the concern trend of hearing more and more students complain about service standards not being met. We specifically discussed delays within the student financial aid office and during this discussion I learned that AU will be undergoing an internal Audit regarding service standards to see how they can improve efficiency as well as to see if changes are

needed to service standards to help improve the student experience. During this discussion I enquired about how violations of service standards are tracked. I found out that the only way that violations are tracked is if students contact the learning services tutorial department. If a student contacts their academic expert, tutor, or course coordinator directly violations of service standards are not being recorded.

After we discussed these issues we discussed AUSU's advocacy regarding non-mandatory fees and exam timelines. We had a good discussion about where we can go from here and she agreed that even though immediate change is not available right now due to the tuition freeze and the lack of ITS resources we can begin doing the work to get changes made. Alain specifically agreed to start finding out what needs to happen in order to make changes to exam timelines and she will report back to me at our next meeting. It is really exciting to see this issue finally being looked at and hopefully it will not be too long before we can see changes made.

Alain also mentioned that AU has finally hired a Mental health coordinator so work on the AU mental health strategy is underway. This will help with the eventual selection of the AU mental health service. We did get confirmation that AU will not be taking over our lifeline contract before our term is up as they are still doing their research, but it does not mean that they will not take over the lifeline service. Whatever service they end up implementing will at least be at the level that our current lifeline service is at and very likely it will be more robust.

Meetings

April 3, 2018 – AUSU Executive Meeting
April 4, 2018 – Executive director evaluation
April 4, 2018 – Edmonton meet and greet
April 6, 2018 – Executive transition meeting
April 9, 2018 – Dr. Donna Romyn (VPR)
April 10, 2018 – AUSU council meeting
April 11, 2018- AUSU executive meeting
April 11, 2018 – AU open house
April 16, 2018 – AUSU executive meeting
April 17, 2018 – Dr. Lisa Carter (FST)
April 18, 2018 – Dr Alain May (AVPSAS)
April 24, 2018 – AUSU executive meeting
April 28, 2018 – AUSU VPEX
April 30, 2018 – AUSU VPFA
April 30, 2018 – AUSU executive meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
April 8	35.5	0	5.5	27.5
April 15	43	1	8	8
April 22	35	7	0	1
April 29	35	0	0	1

The week ending April 15 I worked 6 hours and used 1 banked hour for the first day of the week while I was the VPFA and after that day the remaining 26.5 hours of banked time were lost. I then worked 36 hours in the position of president and only 28 hours were required. This is the reason that the banked time remaining dropped so significantly and how I ended up with 8 hours of banked time.

Timesheets and Compliance

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

AUSU April '18 Executive Report

Melinda A. Goertz, VP External and Student Affairs



Prepared: May 3, 2018

Committees

AUSU MECC: See MECC Report.

Awards Committee: The awards committee had a busy last couple of weeks. Award applications were circulated via email and the input from committee members was thoughtful and thorough. Two awards were approved; one Computer Bursary and one Health Care Bursary. Having an opportunity to review the student submissions was, in some cases, truly inspiring. It's great to see that the AUSU has such a great avenue through which they are able to support and give back to our AUSU members.

Board of Governors:

There were no meetings this month.

Faculty Councils

Digital Governance Committee:

I was able to attend my first Digital Governance Committee meeting as one of my first duties in my new role. It was great to hear about all the different ways the University is looking to improve the digital, online experience for the students. Many various IT upgrades were discussed.

Faculty of Humanities and Social Sciences:

There were no meeting this month.

AUSU Business

AUSU Open House

On April 11, 2018 I attended an AU Open House that was held for University President Dr. Neil Fessina to discuss his Imagine Plan. This was a great opportunity to learn more about this 5-year strategic plan and to meet many Stakeholders in person. Our

very own AUSU President presented on his personal experience as an AU student, as well.

VPEX and Chair Orientations:

The AUSU staff were very helpful by offering a number of opportunities to meet either in person (April 6 Exec Meet Up held at the Edmonton Office) and a number of teleconference opportunities. It has been a busy month, trying to get caught up on the goals and initiatives of my new portfolio but I would definitely like to send out a huge thank you to the AUSU staff and Brandon for all of their support, patience and mentorship. We have some amazing leadership at the Students' Union!

Dr. Lisa Carter:

We had the opportunity to meet with Dr. Lisa Carter the Dean of Science and Technology via teleconference. She was very proud to discuss the state of the art science labs housed at the Athabasca campus and offered an open invitation for any of us who might wish to take a tour of the facilities. I plan to take her up on this offer in the coming months. She discussed some of the challenges that some students have faced in the past getting to the remote campus. The University is looking into providing a shuttle service that could pick up students from the Edmonton International Airport and assist in bringing them to the campus directly.

We shared with her some concerns regarding exam re-booking fees and tutor response times. She was thoughtful in her responses and seems to take these concerns seriously.

She also informed us that due to recent changes in the labour laws, her Faculty is now a union and would have the option of striking. While, she assured us that is not something she is in favour of, she wanted us to be aware that that is now an option.

Lastly, she revisited an ongoing concern amongst her and her peers in regard to the issue of plagiarism. She recommended that the AUSU could consider sharing some information on this topic for our members.

Meetings

April 10, 2018 – AUSU Public Council Meeting - Changeover Meeting

April 11, 2018 - Digital Governance Committee

April 11, 2018 – Executive Meeting

April 13, 2018 - Budget Review & Process

April 16, 2018 – Executive Meeting

April 16, 2018 – Meeting with ED to review VPEX Position

April 17, 2018 – Meeting with Dr. Carter

April 24, 2018 – Executive Meeting

April 24, 2018 – Committee Chair Orientation

April 2018 Council Meeting

April 28, 2018 – Goals Review

April 30, 2018 – Executive Meeting

Hours

Weekly Breakdown

Week ending	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
April 15	30	0	6	6
April 22	30	0	0	6
April 29	30.5	6	0.5	0.5

Timesheets and Compliance

I have reviewed the timesheets from Brandon Simmons and Natasha Donahue and found them to be in compliance with AUSU policy.

AUSU Executive Report

Natasha Donahue, VP Finance and Administration

Prepared: May 3, 2018



Committees

Finance Committee:

There was no meeting this month. The next meeting is May 9, 2018. It will be the second quarter meeting.

In preparation for chairing my first finance committee meeting, I attended a committee chair orientation that Jodi held for myself, Melinda, and Amanda. I also reviewed finances with Brandon and Jodi through several different situations and in different contexts in order to get a better financial understanding of the organization, and its history. Jodi and I also spoke about the meeting agenda and have scheduled a dry-run so I can practice chairing my first meeting.

General Faculties Council:

GFC Sub Committees

Faculty of Humanities and Social Sciences Faculty Council:

There was no meeting this month. The next meeting is May 17, 2018.

Faculty of Science and Technology Faculty Council:

Because the FST council meeting schedule had not been passed on to me with enough notice, I was not able to attend the April 11 FST council meeting. However, I did prepare and present for the FST during their course building workshop downtown Edmonton. The presentation was called "AUSU Student Tour of AU Systems," and dealt with the feedback we have received from students and various AU systems. More details to be found under AUSU business.

Faculty of Health Disciplines:

There was no meeting this month. Next meeting date unknown.

Academic Excellence Awards Committee:

There was no meeting this month. The next meeting is June 12, 2018.

Academic Learning Environment Committee:

My first ALEC meeting took place on April 24. It was interesting to sit in, and I recognized some of the people in attendance from my presentation to FST. There were several points of interest that I took away from this meeting:

- The IMAGINE plan has kicked up a huge response across the GFC. In order to better facilitate public and internal understanding of the strategic plan implementation, there is a desire to create a web space devoted to activities as they unfold. However, there was a concern raised against allowing the intellectual knowledge of the university becoming public domain when other online institutions could easily copy the proposed model. Therefore, an intranet page may be created containing detailed information, with a corresponding public-facing page.
- The Board of Governors has approved a 5-year strategic plan in response to IMAGINE called RISE.
- AU is rolling out the "AU Bookstore." This service will give students choice in terms of e-texts and resources vs. paper resources. In response to the opening of the bookstore, the learning resources fee will be dropped. A question was raised in the meeting by Dr. Jon Dron regarding this, asking about the timeline. According to Elaine, the learning resources fee will be dropped as it is implemented with RISE/IMAGINE, and she is planning to determine the start date for the solution within a matter of weeks.
- Jon Dron brought up the issue of student consistency – there is some concern that students are requesting for more ease in their courses overall and that it is not in the students' best interest to create more consistency in course presentation ("consistency is the enemy of good learning"). There was a bit of discussion that there is a distinction between consistency in the navigational learning environment, and that is different from actual learning. This will continue to be an advocacy piece going forward, as ALEC changes in response to governance review and the implementation of IMAGINE/RISE.
- The governance review that I mentioned is being undertaken throughout GFC. Within ALEC, it has been identified that action items throughout its history have been primarily operational and not governance based, and therefore it was recommended that ALEC be dissolved. Matt Prineas, VP Information Technology and Provost, proposed at the meeting that ALEC become an advisory group to the Provost and VPIT on the future of digital learning at AU. The group would be in place indefinitely, and the terms of reference and membership would then be up to the group itself. It will be important to ensure there remains a student voice in the new group as things evolve moving forward. The proposal was carried in a motion to be presented to GFC at the May 9 meeting, in which I plan to be in attendance in person.

ALEC Working Group:

There was no meeting this month. Next meeting date unknown.

GFC Executive Committee:

This was my first executive meeting, and I still have a lot to absorb and learn. This meeting involved a discussion on potentially strengthening the role of GFC. The idea was about setting up the GFC so faculties can bring conversations forward to GFC,

and there is a desire to keep those conversations at the surface of GFC. A petition was put forth surrounding a decision on restructuring GFC, and GFC will hear the petition at the May 9 meeting. We also talked about the GFC Terms of Reference, as it is going through a major overhaul as a result of the governance review.

Student Academic Appeals Committee:

I attended my first Academic Appeals Committee meeting on April 26, 2018. The meeting was a great opportunity to become better acquainted with the office of the registrar and procedures there, as well as the opportunity to network. The meeting itself is in camera, as is the case for this committee. The committee meets every three weeks. The next meeting date is May 17, 2018.

Student Awards Committee:

There was no meeting this month. The next meeting is May 22, 2018.

AU Search Committee for VPFA:

I was appointed to this committee as undergraduate student representative in the search to hire a VPFA for Athabasca University. Originally Brandon took this task on, but due to scheduling conflicts (all meetings are mandatory), I took over as back-up. The content of the meetings and interviews is confidential, but I am able to work with the AUSU executive committee to ensure we have proper student representation during this process in selecting what we'd like in a potential candidate. I'm able to report back to executive on topics of quality and general information, as long as personal/identifying information or anything that would be considered a breach of confidentiality is not mentioned. I spoke with Charlene Polege, Athabasca University Chief Human Resources Officer, on May 3 about the process and what it entails. I am looking forward to the process!

AUSU Business

Policies:

Emmanuel and I worked on policy revision for May policies: 2.12 and 2.13. These policies cover Harassment and Code of Ethics, respectively. Emmanuel advised to me that the policies be reviewed informally: replace the old AUSU logo with the new logo and make some minor language changes to better reflect the intent and the scope of the policies. We noted that the policies are pretty solid and require little revision. The edits were taken to executive committee via email. EC then discussed the policies at the April 23 meeting. It was decided that 2.12 could be completed as a formal review because the small wording changes made effect the way the policy operates. We also thought it would be good for council to review the policy itself, while also gaining a sense of how a policy review works with more examples than not. It was decided that

2.13 would be an informal review, but we would still send the policy for review to council.

Emmanuel and I also discussed in our meeting the main goals of monthly policy review are to fill in any gaps, and to eliminate contradictions. As I continue to review our current policies and learn about this side of my role, I plan to expand my knowledge and become better equipped to spot such issues independently.

Brandon also finished the review of policy 8.09, and we discussed the policy at executive council. It was decided that we will bring forward the older, rejected version, and the new, cleaned-up version. The presented version will not contain the track changes, but this will allow for a better comparison between the two.

It was brought forward that by Jodi that we may want to look at completely revamping policy 4.06. The policy outlines the goal-making process, which is an old way of doing things for AUSU. With the implementation of our strategic plan, we do need a policy to help us oversee this side of things. It was decided that since it's a lighter month for policies in May it would be a good idea to pump out a draft and get it finished for council meeting. I worked with Emmanuel and Jodi, and I have put forth the edited version we worked on to the executive committee. Executive is scheduling time to talk about the policy on the morning of May 4.

As I was going through policies on the AUSU website, I noticed that policy 2.16 was due to be reviewed in March 2018. The policy (Email Voting) is recommended for formal review. The edits made to it are small, however they do change the operations set forth in the policy. The policy will also be good for council to review.

Overall, this was month was a good learning experience for me. I am looking forward to expanding my education in the realm of policy development and review.

Getting Acquainted:

I spent a lot of time in the past few weeks getting acquainted with AUSU. I have reviewed Robert's Rules of Orders, begun to look at all policies on the website, explore the website and our Google drive, and reviewed the documents from the various committees I am sitting on representing AUSU. I have also met with Jodi, Brandon, and Emmanuel to discuss the various facets of my portfolio.

Transition day at Edmonton:

We (myself and Melinda) had the opportunity to work with outgoing President Shawna Wasylyshyn, as well as incoming president Brandon Simmons, Executive Director Jodi Campbell, and Governance and Advocacy Coordinator Emmanuel Barker for a full day in Edmonton in order to acquaint ourselves better with our new roles. We had a conversation about the AU board, council, and committee structure, as well as what each part of the structure facilitates. We were then able to work one-on-one to

develop a better awareness of the overall processes of the VPEX and VPFA positions. Later on, we regrouped and went over some administrative information.

This was an excellent opportunity to come together and bond with each other in person, as well as learn about the history and dynamics of AUSU. It was really awesome to see so many of my new colleagues in person, and to feel the environment up close. I had great opportunities to ask questions related to the VPFA role and got a good understanding of what is required of me in the coming term.

Faculty of Science and Technology Student Perspectives Presentation:

The FST Council invited AUSU to have a student present to the council at a two-day workshop held in downtown Edmonton focused on course and program development. Brandon asked me if I would be interested in presenting as the new committee representative for FST, as well as being enrolled in FST personally. I was glad to take him up on the offer, and we had a conversation about the key issues students have reported on in their experiences with AU systems.

Later I emailed with Dr. Shauna Zenteno for FST regarding the presentation. She advised me that they were interested in hearing things from a student's point of view, particularly with (but not limited to) FST. She outlined several points of interest.

I then went and researched AUSU social media. Mainly I used Facebook and the AUSU app – given the time restrictions I did my best to include all the relevant information I could find on these platforms. I focused on these points, given Shauna's ask and what I found: Consistency between courses, the student success centre, course registration (poor response times from financial aid advisors), Moodle, and the MyAU portal.

I reported this information to the FST council workshop group as a PowerPoint, with a typed outline. Later I talked with several members of FST council, including Dean Dr. Lisa Carter. It was very well received, and I had a positive experience with the council. The presentation generated quite a few questions from faculty members, who are quite curious about student perspectives. I received questions regarding how I perceive the sense of student community at AU, how long I felt support tickets should stay open in the student success centre rather than being closed immediately, and if I (or council) is aware of the issues surrounding websites that include material from AU course assignments (i.e. cheating websites such as coursehero).

Meeting with Dr. Carter:

Brandon, Melinda, Jodi, and I had a very good meeting with the Dean of FST, Dr. Lisa Carter. We talked about her history with AU, recent upgrades to the laboratories at the Athabasca campus, as well as how FST is working to try to boost Information Technology programs in response to recent findings in the Alberta budget – namely that AB is lagging behind other provinces in tech.

AUSU updated Dr. Carter on our status: that we are advocating for funding and would like to work with FST to support both of our goals. Brandon emphasized that we are really looking to advocate to AU about fees, as well as service standards with tutors and financial aid advisors.

Dr. Carter brought up concerns that the faculty association is now a union because of a change in labour laws. This means there is a potential the faculty could one day go on a strike, and she is concerned about it (though she reassured us that the faculty's prime concern is seeing student success).

Dr. Carter also mentioned that FST is undergoing a program review for Bachelor of Science in Information and Computing Systems, which will then be sent to government. She informed us there are two undergraduate students sitting on the review committee, and the committee will be holding their third meeting this week.

Other news from the FST includes the recent addition of minors to BSc programs, and the imminent closure of the Certificate in Gaming and Program Development due to extremely low program enrolment. Dean Carter mentioned this shall be offered as a minor instead.

The FST has started a pilot program with MATH 215 and BIO 235 involving "interventions" – they intend to contact any student enrolled in the courses who haven't begun anything in the past six months to see if they need support or help with their coursework.

Dean Carter brought up issues of plagiarism with us at the meeting, echoed from a discussion I had at the FST presentation the previous week. The issues seem to be blossoming out into something quite severe, with the rise of use of sites like coursehero.

We then progressed our conversation into the realm of the discontinuation of print texts, and the intent of the faculty of science to push forward programs involving open education resources (i.e. no textbooks, but open-access information). I think this is an imminent progression, and I think we might want to brainstorm ways to facilitate this transition to a student-base who may not be able to adapt to such a huge change to how they learn.

The student success center was the last concern discussed. We spoke about how many things have been happening in terms of working to better the system. Brandon mentioned that the Faculty of Business began leaving tickets open for 2 days, and received a huge influx of positive response from it. However, we have learned that the system cannot handle having so many open tickets, and they are working to see how to overcome this obstacle. Additionally, we mentioned the issue with the impersonal nature of the student success centre. I mentioned that we may want to look at implementing some features like profile photos so that students might feel more connected to their academic advisors. Dean Carter mentioned that they are actively

moving away from the tutor model in favour of this model and wishes to innovate better processes.

We wrapped up our meeting with some pretty cool news: the FST is looking into starting a live chat feature! This way students could get quick answers right on the website, circumventing the student success centre. However, they are facing a staffing issue in order to make this work at the moment.

Overall, I believe there are a few things we can active work with FST on coming out of this meeting. There is definitely an opportunity to brainstorm how to innovate the systems being developed (Student Success Center, live chat, open access educational tools, course interventions), and some membership communications we can look into (issues with plagiarism, facilitating AU students' awareness of the coming transitions).

Alberta Student Leadership Conference:

I am excited to be attending the upcoming Alberta Student Leadership Conference, hosted by the University of Alberta, mid-May. The conference will be an excellent opportunity for networking with other SUs, and I can't wait to see the schedule of sessions when it is complete. We will be planning strategically for these sessions, as there is a Faculty of Humanities and Social Science meeting on the last day.

Student Perspectives Presentation to VP Information Technology and Provost:

Executive committee has been talking about developing a presentation for the VPIT and Provost for AU regarding the student experience, similar to the presentation I gave FST. We agreed that the presentation should be developed more thoroughly over a longer timeframe so we can better gather information from students. For that reason we will be presenting in real-time from our own AU accounts in order to bring our perspective. Longer-term, I am excited to help facilitate the growth of this project alongside the implementation of the IMAGINE/RISE plans.

Meeting with Richard MacLeod:

Brandon, Jodi, and I met with Richard MacLeod, Athabasca University registrar. It was a very interesting conversation! Richard's portfolio is huge and diverse, and certainly must be unique in the world of post-secondary education. It was interesting to hear about some really cool initiatives he is working on, such as Gradebook (which would streamline the grading process by transferring marks directly from Moodle and eliminate tutors having to enter the final marks into the system). Richard also mentioned that, while digital exams is a great goal, there are many challenges presented in some courses (such as calculus) in digitizing the exam materials. He mentioned there is also no digital system in existence to differentiate between digital and paper exams, which creates a conflict with reducing the time limits for rebooking and requests. I suggested that he allow the student body to make suggestions on digitizing exams, from the student perspective. Richard said he'd take the suggestion away and talk to his staff

April 2018 Council Meeting

about it. I'm looking forward to seeing how this process evolves into the future and helping to keep it aligned with students' needs.

Meetings

April 10, 2018 – Council changeover meeting
April 11, 2018 – Executive meeting
April 13, 2018 – Budget review process meeting
April 16, 2018 – Executive meeting
April 17, 2018 – Teleconference with Dr. Carter
April 17, 2018 – Meeting with Jodi and Emmanuel
April 18, 2018 – Policy meeting with Emmanuel
April 23, 2018 – Executive meeting
April 24, 2018 – Committee chair orientation
April 25, 2018 – GFC Executive Committee meeting
April 26, 2018 – GFC Student Academic Appeals Committee meeting
April 30, 2018 – Executive meeting
May 3, 2018 – Meeting with Dr. Richard MacLeod

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
April 15	36	0	6	6
April 22	30	0	0	6
April 29	24	6	0	0

Timesheets and Compliance

I have reviewed the timesheets from Brandon Simmons and Melinda Goertz and found them to be in compliance with AUSU policy.

Executive Motions

Date	Motion
April 16	<i>BIRT the executive committee approved Shawna Wasylyshyn's March 26, 2018 missing credit card receipt form. Moved by Brandon S., seconded by Melinda G. carried 3/0</i>
April 23	<i>BIRT the Executive approves and informal review of Policy 2.13 – Code of Ethics. Moved by Brandon S., seconded by Melinda G. carried 3/0</i>

April 2018 Council Meeting

April 23	<i>BIRT executive approves the travel for Melinda, Brandon, and Emmanuel to Attend the CASA Foundations conference. Melinda will travel from San Jose to Ottawa and will reimburse AUSU with the difference in flight cost from Edmonton. Brandon and Emmanuel will fly out from Edmonton. Emmanuel will return on Friday, May 25, and Brandon and Melinda will return on Saturday, May 26. Moved by Brandon S., seconded by Natasha D. carried 3/0</i>
April 23	<i>BIRT executive approves the travel for Melinda, Brandon, and Natasha to attend the Alberta Student Leaders Conference at the university of Alberta. Melinda and Natasha will stay overnight during the conference. Moved by Brandon S. carried 3/0</i>
April 30	<i>BIRT Brandon and Melinda attend the Student Leaders Orientation on June 25th and 26th. Brandon S. moves, Natasha D. seconds. carried 3/0</i>