



Athabasca University Students' Union

Council Meeting Minutes

Thursday, January 10th, 2019

6:30 pm – 8:30 pm MST

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 Amanda Lipinski, Councillor Alice Namu, Councillor Mark Teeninga, Councillor Lisa Oracheski, Councillor Julian Teterenko, Councillor Josh Ryan.
Staff:	Executive Director Jodi Campbell, Voice Magazine Managing Editor Karl Low, Communications and Member Services Coordinator Donette Kingyens.
Members:	Carla Knipe, Catherine Lowe, Andrew Tryon
Guests:	Chad Knippel, Partner at KRP and Natalia Toth from KRP.
Regrets:	Councillor Christine Hudder (Absent)

ACKNOWLEDGEMENT: Athabasca University Students' Union respectfully acknowledges that we are on and work on the traditional lands of the Indigenous Peoples (Inuit, First Nations, Métis) of Canada. We honour the ancestry, heritage and gifts of the Indigenous Peoples and give thanks to them.

Agenda and Minutes

1.0	Call for Attendance	B. Simmons
2.0	Welcome and Member at Large Input Note: This is an opportunity to welcome guest observers and offer an opportunity for member input prior to the adoption of the agenda.	B. Simmons
3.0	Adoption of Agenda Motion: BIRT AUSU council adopt the January 10 th , 2019 council meeting agenda. <i>2019-01-10 Council Agenda DRAFT</i> A. Lipinski /S. Blayney Lew	B. Simmons Carried 12/0
4.0	Approval of Council Meeting Minutes Motion: BIRT AUSU council approve the minutes of the November 8th, 2018 council meeting. <i>2018-11-08 Council Meeting Minutes DRAFT</i> J. Ryan/ L. Oracheski	B. Simmons Carried 12/0 Note: Approval of all public council minutes for special, regular, and interim council meetings, takes place at the next regular public meeting.

Action Items

- 5.0 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

- 6.0 Approval of the 2017-2018 Audited AUSU Financial Statements** N. Donahue

Motion: BIRT the AUSU council accepts the 2017-2018 audited financial statements as presented by Kingston Ross Pasnak (KRP).

2018 AUSU DRAFT Audited Adjusting Journal Entries

2018 AUSU DRAFT Audited Financial Statements

2018 AUSU DRAFT Final Audit Findings

A. Lipinski/ M. Goertz

Carried 12/0

- Report was given as to the findings of the audited financial statements by Chad Knippel.
- One question was raised for clarification regarding accounts for The Voice.

NOTE: Chad Knippel, partner at KRP, as well as Natalia Toth (KRP), will be attending the meeting to present on the findings of the 2017-2018 audit, as well as answer questions from council.

- 7.0 Selection of Auditors for the 2018-2019 Fiscal Year** N. Donahue

Motion: BIRT AUSU council appoints Kingston Ross Pasnak (KRP) as AUSU's financial auditor for the 2018-2019 fiscal year.

A. Lipinski/ J. Ryan

Carried 12/0

- 8.0 Lynda.com Email Vote Ratification from December 13th, 2018** B. Simmons

Motion: BIRT AUSU council ratifies the following email motion from December 13th, 2018.

BIRT AUSU Council approves the three-year contract with LinkedIn Learning for the Lynda.com service.

B. Simmons/L. Oracheski

Carried 12/0

Lynda.com Backgrounder

2018 Lynda.com Renewal year 1

2018 Lynda.com Renewal year 2

2018 Lynda.com Renewal year 3

A. Lipinski/ N. Donahue

Carried 12/0

- 9.0 Podcast Project Plan** M. Goertz

Motion: BIRT AUSU Council approves the Podcast Project Proposal as recommended by the MEC Committee.

Podcast Project Proposal

S. Blayney Lew/ A. Lipinski

Carried 12/0

- Details were provided as to the SWOT analysis included in the proposal.
- A comment was raised suggesting a different model of headphones be purchased rather than those identified in the budget.

- 10.0 Policy Revisions** N. Donahue
- The AUSU Executive Committee has approved the updated copy of Policy 1.01 Policy: Creation, Format, Maintenance & Review as part of an **informal** review.
- Policy 1.01 Policy: Creation, Format, Maintenance & Review*
- 11.0 Student Advisory Committee Membership** B. Simmons
- Motion:** BIRT AUSU Council appoints Jennifer Bouley, Jon-Paul Hare, Christopher Hinbest, Landon King, Katy Lowe, Michele Mrkvan, Lionel Pinkhard, Giovanni Serebro, Zdenka Slavikova, Raphael Ugobi to the AUSU student advisory committee, with AUSU President as the committee chair, for a term that begins immediately, and ends on September 30th, 2019.
- L. Oracheski/ J. Ryan** **Carried 12/0**
- Note:** All committee applications have been reviewed and are recommended by the executive committee.

Reports

- 12.0 For Information: Reports for the month of November and December 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.
- 12.1 President's Report** B. Simmons
- 2018-11 President Report*
2018-12 President Report
- 12.2 Vice President External and Student Affairs' Report** M. Goertz
- 2018-11 VP External and Student Affairs Report*
2018-12 VP External and Student Affairs Report
- 12.3 Vice President Finance and Administration's Report** N. Donahue
- 2018-11 VP Finance and Administration Report*
2018-12 VP Finance and Administration Report
- 12.4 Executive Meeting Report** N. Donahue
- 2018-11 Exec Meeting Report*
2018-12 Exec Meeting Report
- 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.
- 12.5 Finance Committee Report** N. Donahue
- 2018-11 Finance Committee Report*
2018-12 Finance Committee Report
- 12.6 Awards Committee Report** A. Lipinski
- 2018-11 Awards Committee Report*
2018-12 Awards Committee Report
- 12.7 Member Engagement and Communication Committee Report** M. Goertz
- 2018-11 MEC Committee Report*
2018-12 MEC Committee Report
- 12.8 Executive Director's Report** J. Campbell
- 2018-11 Executive Director Report*
2018-12 Executive Director Report

12.9 Communication and Members Services Coordinator's Report

2018-11 Communications Coordinator Report

2018-12 Communications Coordinator Report

D. Kingyens

Question & Answer Period

13.0 Question & Answer Period

B. Simmons

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

This is a regular part of this meeting and as such will be recorded, will follow Robert's Rules of Order, and will be included in the minutes.

This section of the meeting will be limited to 30 minutes in length.

Each observer may be limited to one or two questions per meeting in order to allow access to as many participants as possible. At the discretion of the chair, and if time allows, additional questions may be asked by an observer.

The chair will direct all questions to the appropriate councillor or staff member for a response.

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

Next Meeting and Adjournment

The next meetings of council will be:

Tuesday, February 19th, 2019, 6:30pm MST – Public Meeting

Thursday, March 14th, 2019, 6:30pm MST – Public Meeting

Motion to Adjourn: **J. Ryan 8.01 pm**

Summary of Agenda Items

Date	Status Deadline	Agenda Item and Responsible Party
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Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
2019-01-10	New January 31	Approval of the 2017-2018 Audited AUSU Financial Statements: Follow up with KRP and sign final audited financial statements. ED and President
2019-01-10	New January 31	Lynda.com Email Vote Ratification: Proceed with payment for the first year of the new agreement. ED

2019-01-10	New January 31	Podcast Project Plan: Conduct final review of required podcast equipment, then proceed with equipment purchase. Staff
2019-01-10	New January 25	Student Advisory Committee Membership: Finalize details of the Student Advisory Committee membership and arrange committee orientation in February 2019. Staff

Committee Report

Awards Committee



Prepared by: Amanda Lipinski

Date: December 12, 2018

Committee Members: Councillor (Chair) Amanda Lipinski, Councillor Sarah Blayney-Lew, Vice President External and Student Affairs Melinda Goertz, Councillor Lisa Oracheski, Councillor Christine Hudder.

Staff: Executive Director Jodi Campbell (non-voting).

Activity This Month

Summary:

November was a fairly slow month for the Awards Committee with only three regular bursary discussions among the committee and three emergency bursary applications discussed between the Awards Committee Chair (Amanda Lipinski) and the Executive Director (Jodi Campbell).

Motions/Decisions

In order of decisions:

An Emergency bursary passed November 8, 2018 for a course extension, a Computer Bursary passed November 15, 2018, a Computer Bursary failed November 15, 2018, an Emergency Bursary passed for a supplemental exam fee and a course extension (and was later withdrawn), an Emergency Bursary passed for a supplemental exam fee on November 28, 2018 and a Computer Bursary failed on November 29, 2018.

Original Motion with Decision:

Emergency Bursary – Course Extension

Moved by A. Lipinski

Seconded by J. Campbell

Passed November 8, 2018

Computer Bursary

Moved by A. Lipinski

Seconded by M. Goertz

Failed 5/0 November 15, 2018

November 2018 Activity Report

Computer Bursary
Moved A. Lipinski
Seconded by L. Oracheski
Passed 5/0 November 15, 2018

Computer Bursary
Moved by A. Lipinski
Seconded by S. Blayney Lew
Failed 5/0 November 29, 2018

Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	0	0	0	0	5	\$5,000	\$0	\$5000
AUSU Bursaries	0	0	0	0	10	\$10,000 5/deadline	\$0	\$10,000
Computer Bursaries	6	3	3	0	Approx 11	\$11,000 or (14 computers)	\$2700	\$8300
Travel Bursaries	1	1	0	0	Varies	\$4,000 (up to \$1,000/ea)	\$1000 (approx.)	\$3000 (approx.)
Emergency Bursaries	4	3	0	0	Varies	\$4,000 (varies)	\$708	\$3292
Health Care Bursary	0	0	0	*not an AUSU budgeted award. Comes from AUSU internally restricted funds.	Varies	\$10,826.57	\$0	\$10,826.57 (this number is approximate)
#lgo2AU	0	0	0		4	\$4,000	\$0	\$4000
Laurence Décor Award	0	0	0	*not an AUSU budgeted award. Comes from AU.	1	\$1,000	\$0	\$1000
Student Volunteer Award	0	0	0		0	\$5,000	\$0	\$5000

November 2018 Activity Report

Returning Student Award	0	0	0		0	\$8,000	\$0	\$8000
Balanced Student Award	0	0	0		0	\$8,000 4/deadline	\$0	\$8000
Total	11	7	3		0	\$70,826.57	\$4408	\$66,418.57

The table includes only the applications that were reviewed by the Awards Committee during the 2018/2019 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

Donette Kingyens,
Communications & Member Services Coordinator

Prepared: December 6, 2018



Administration

- November was a busy month, between assisting with inquiries for over 200 award applications, publishing and processing the 2018 AUSU services survey and working on survey results, preparing the application and campaign for Student Advisory Committee and processing applications, compiling information on the Mobile App to discuss with the developers, helping to develop the RFP for the new AUSU website, newsletters, social media, Voice ads, and more.

Services

- **Statistics on Services Provided for the Month:**
 - *NOTE: No grad cards in June as no graduates in June.*
 - *No grad card sent in October as AU did not sent the list of graduates until November.*

Month	Mobile App Accounts	Lynda	Eyewear Discount	Grad Cards	Welcome Email
Nov 2018	252	71	5	71	450
Oct 2018	190	69	8	*	621
Sep 2018	249	98	21	120	979
Aug 2018	231	86	4	70	756
July 2018	188	11	4	43	506
June 2018	202	72	1	0*	737
May 2018	209	103	9	296	1165
Apr 2018	175	132	7	79	1385
Mar 2018	169	76	8	82	443
Feb 2018	153	105	5	64	408
Jan 2018	181	127	27	112	940
Dec 2017	140	131	2	67	504
Nov 2017	139	117	5	106	384
Oct 2017	231	276	5	0*	620

- **Lynda.com**

Note: in Jan, Oct, & 2018 I archived numerous lynda accounts not accessed for over a year

Month	Total Accounts	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Nov 2018	1862	71	1,808	119	183	17
Oct 2018	1,990	69	2,595	156	234	47
Sep 2018	2,193	98	2,287	145	58	35
Aug 2018	2,101	86	2,603	190	21	33
July 2018	2,013	11	577	45	18	5
June 2018	1,999	72	2,646	178	19	44
May 2018	1,930	103	11,106	664	56	273
Apr 2018	1,826	132	2,331	149	12	31
Mar 2018	1,795	76	2,770	185	15	43
Feb 2018	1,717	105	2,770	180	16	28
Jan 2018	1,613	127	2,841	186	15	41
Dec 2017	1,833	131	2,030	141	15	13

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
Nov 2018	712	10
Oct 2018	702	3
Sep 2018	699	11
Aug 2018	688	3
July 2018	685	3
June 2018	682	5
May 2018	677	5
Apr 2018	672	9
Mar 2018	663	11
Feb 2018	652	6
Jan 2018	646	8
Dec 2017	638	10

- **Forum Registrations**

Month	Total Registrations	New Registrations
Nov 2018	490	87
Oct 2018	403	253
Sep -Apr 2018	*	*
Mar 2018	150	10
Feb 2018	140	22
Jan 2018	118	17
Dec 2017	101	22
Nov 2017	79	9
Oct 2017	70	10

**Not sure how stats of break down over previous 6 months as system does not provide this information.*

Social Media & Marketing

- Newsletters

Date	Sent to	Opens	Unsubscribed
2018-11-16	26,483	7,000	20
2018-11-02	27,023	8,416	54
2018-10-22	27,973	9,154	44
2018-10-05	27,050	7,946	66
2018-09-21	26,404	7,451	101
2018-09-07	26,395	7,957	81
2018-08-17	27,214	8,163	453
2018-08-03	25,704	6,331	62
2018-07-20	26,689	8,262	73
2018-07-06	26,542	5,845	48
2018-06-08	26,321	8,541	64
2018-05-18	27,230	9,437	48
2018-04-27	24,071	7,816	40
2018-04-10	24,166	6,363	32
2018-03-20	24,844	8,936	20
2018-03-09	24,951	5,568	26
2018-02-28	25,478	5,137	27
2018-02-12	24,483	4,914	23

- Mobile App

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
Nov 2018	7,630	252	2,934	63	85,490	3,111	n/a
Oct 2018	7,422	201	2,891	72	82,379	4,044	n/a
Sept 2018	7,221	249	2,819	63	78,335	4,129	n/a
Aug 2018	6,972	231	2,756	55	74,206	3,429	n/a
July 2018	6,741	188	2,691	43	70,777	3,046	n/a
June 2018	6,553	202	2,648	40	67,731	3,495	n/a
May 2018	6,361	209	2,608	58	64,236	3,280	n/a
Apr 2018	6,142	175	2,550	72	60,956	3,411	n/a
Mar 2018	5,967	169	2,478	60	57,545	5,887	n/a
Feb 2018	5,798	153	2,418	105	51,658	5,236	5
Jan 2018	5,579	181	2,313	99	46,422	3,226	42
Dec 2017	5,398	140	2,214	69	43,196	2,457	3
Nov 2017	5,214	139	2,145	73	40,739	2,688	41
Oct 2017	5,075	231	2,072	112	38,051	3,099	25
Sep 2017	4,844	227	1,960	238	34,952	4,652	31

- **Website Analytics**

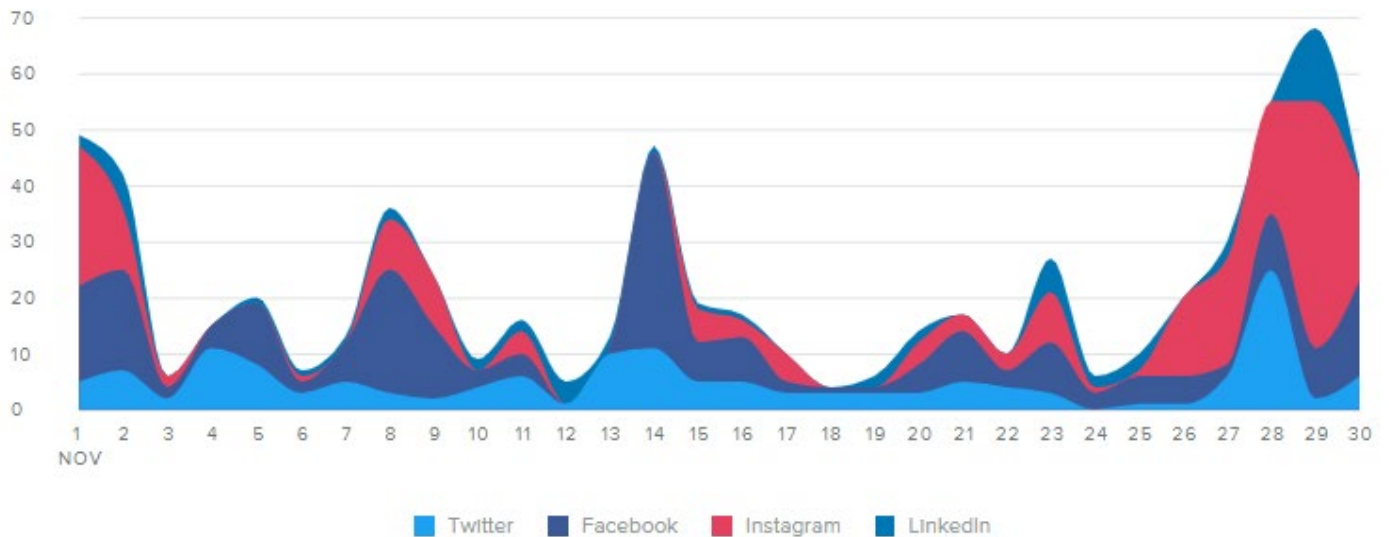
Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	App	Eye-wear	Pharmacy	Student Lifeline	FAQs	The Voice
Nov 2018	11,635	5,025	1,068	335	639	1,216	178	280	166	108	68	118
Oct 2018	39,739	17,153	3,426	368	581	1,158	199	231	144	188	71	122
Sept 2018	10,895	4,604	1,300	237	1,099	1,322	276	93	84	146	39	212
Aug 2018	9,170	3,977	596	282	459	1,526	181	177	101	174	61	112
July 2018	11,791	5,163	716	259	519	1,747	186	111	98	126	40	99
June 2018	8,150	3,629	475	249	394	1,377	116	141	79	149	26	85
May 2018	10,343	4,350	996	304	202	1,533	102	140	52	188	64	76
Apr 2018	17,115	6,970	350	264	604	2,015	141	177	79	118	80	89
Mar 2018	34,837	12,622	4,153	214	111	1,356	157	332	279	200	58	98
Feb 2018	29,919	10,798	574	269	493	1,489	93	97	146	208	87	98
Jan 2018	13,417	5,507	1,384	194	481	1,752	151	1102	219	243	73	104
Dec 2017	9,094	3,683	613	203	96	1,419	79	92	156	133	51	67
Nov 2017	10,191	4,265	1,201	287	510	1,557	96	155	n/a	84	45	45
Oct 2017	19,068	8,028	5,220	301	411	2,243	119	237	n/a	173	46	32

Month	Advocacy	Quick Links	Forum	Health Plan	Exec Blog	Finances	Council	Minutes	Agendas	News & Archives	Policies
Nov 2018	25	38	354	225	39	38	194	82	70	140	184
Oct 2018	46	37	400	132	57	35	133	41	55	199	153
Sept 2018	14	36	340	184	17	32	136	28	91	116	62
Aug 2018	28	48	386	166	20	25	128	55	77	134	97
July 2018	40	37	365	126	78	24	187	62	90	156	164
June 2018	49	38	232	114	85	32	224	32	56	111	148
May 2018	74	52	301	126	113	40	315	26	104	160	219
Apr 2018	25	44	271	64	37	45	558	20	80	170	526
Mar 2018	50	36	2,730	90	28	65	286	31	142	196	523
Feb 2018	87	58	1,282	108	32	60	265	69	68	198	426
Jan 2018	56	52	367	108	191	67	340	25	55	206	674
Dec 2017	47	69	308	80	36	28	222	44	55	97	576
Nov 2017	54	54	640	169	88	30	189	20	73	122	248
Oct 2017	32	73	343	216	120	53	163	24	57	137	375

November 2018

- **Social Media Statistics:**

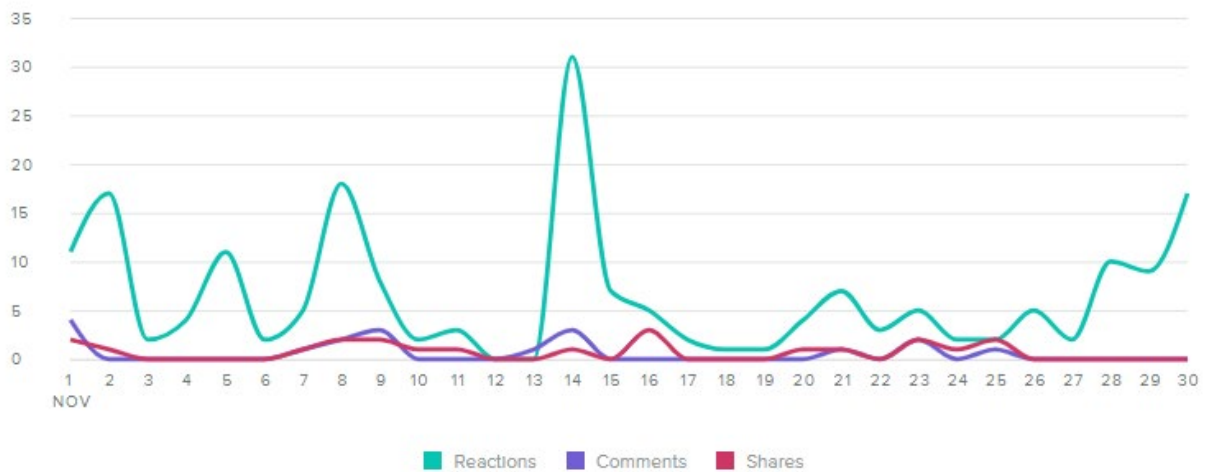
ENGAGEMENTS PER DAY



- **Facebook**

Facebook Engagement

AUDIENCE ENGAGEMENT, BY DAY



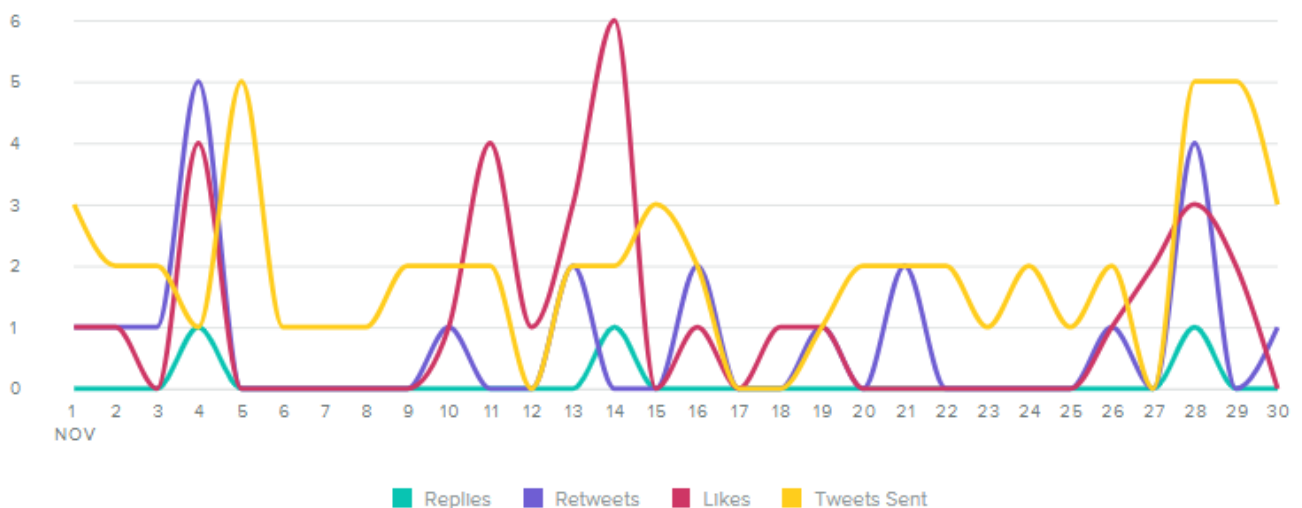
Month	Total Posts	Total Fans	New Fans	Average post reach	Overall Engagements	Overall Impressions
Nov 2018	51	1,565	56	484	235	24,666
Oct 2018	37	1,519	19	372	12	13,765
Sept 2018	9	1,503	25	515	41	4,633
Aug 2018	24	1,486	42	772	224	18,528
Jul 2018	20	1,454	22	514	125	10,282
Jun 2018	11	1,441	67	655	185	7,203
May 2018	2	1,376	19	941	9	1,883
Apr 2018	27	1,364	23	479	86	12,951
Mar 2018	59	1,351	42	361	534	31,903

Feb 2018	45	1,328	28	262	172	20,658
Jan 2018	62	1,310	33	266	152	30,695
Dec 2017	58	1,285	23	238	75	26,507
Nov 2017	60	1,274	30	434	231	54,763
Oct 2017	69	1,256	42	465	289	61,291

○ **Twitter**

Twitter Engagement

ENGAGEMENT COUNT

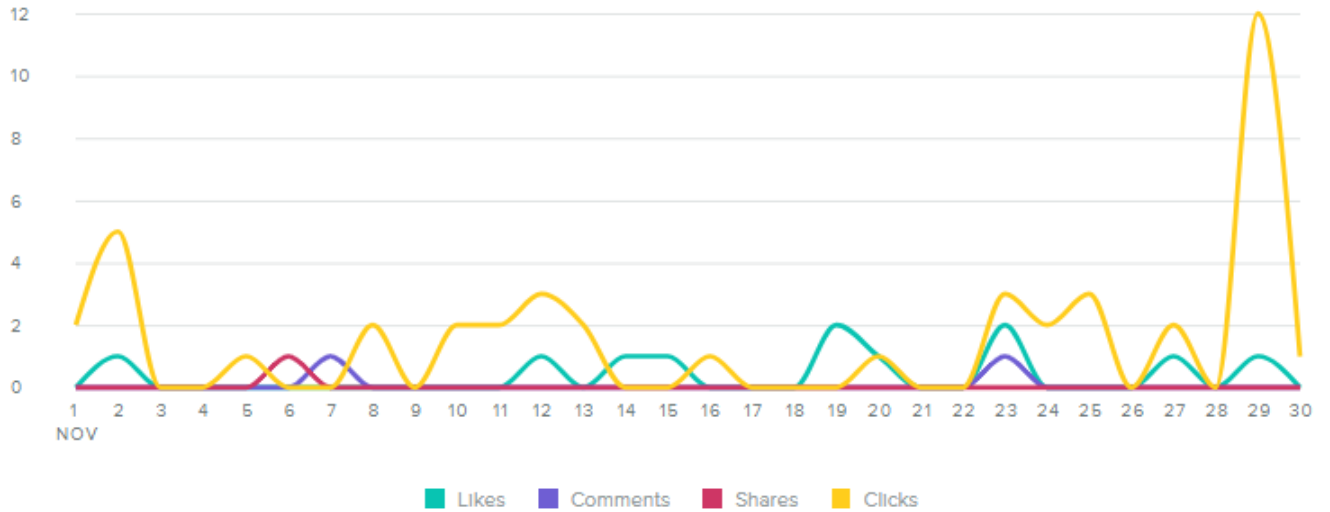


Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Nov 2018	57	883	0	22	37	17,283
Oct 2018	39	884	0	9	174	13,800
Sept 2018	9	891	3	2	11	3,636
Aug 2018	28	888	21	10	8	9,990
Jul 2018	33	867	3	10	44	10,321
Jun 2018	10	864	10	5	12	6,118
May 2018	6	854	1	10	24	11,889
Apr 2018	25	853	2	9	36	11,769
Mar 2018	55	851	7	8	38	11,579
Feb 2018	46	844	4	24	36	11,823
Jan 2018	60	840	6	12	67	13,612
Dec 2017	56	834	12	12	51	12,320
Nov 2017	56	832	8	12	53	13,024
Oct 2017	65	834	14	42	71	16,605

○ LinkedIn

LinkedIn Engagement

AUDIENCE ENGAGEMENT, BY DAY

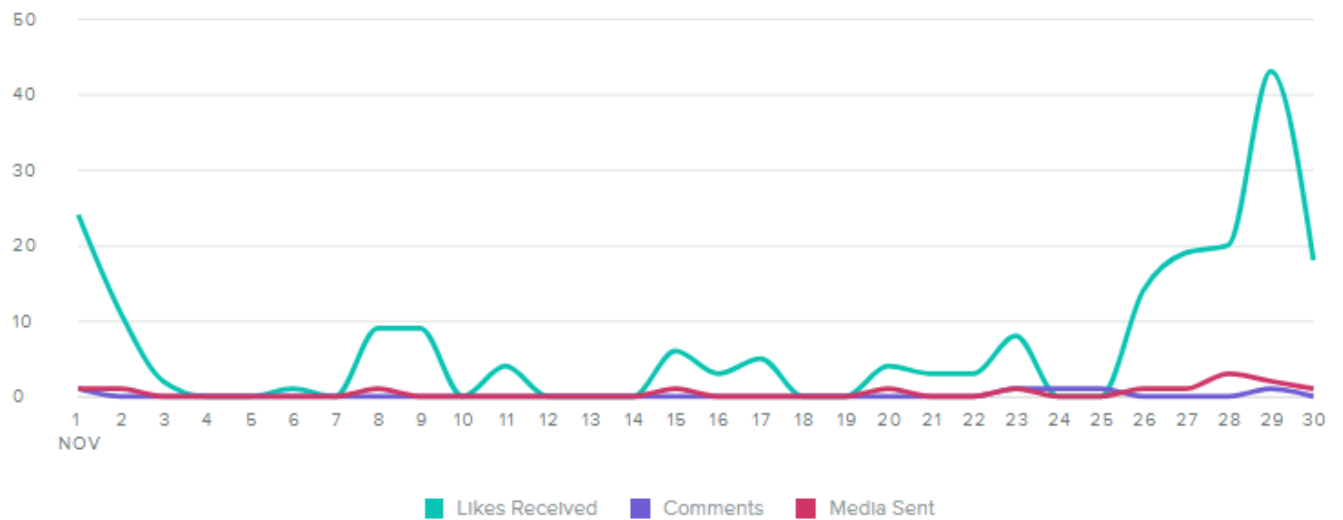


Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
Nov 2018	35	252	12	58	44	1,5551
Oct 2018	26	240	0	52	28	1,408
Sept 2018	0	240	0	0	0	0
Aug 2018	0	240	0	0	0	0
Jul 2018	0	240	0	0	0	0
Jun 2018	0	240	0	0	0	0
May 2018	0	240	0	0	0	0
Apr 2018	0	240	3	22	19	1,590
Mar 2018	51	237	3	28	25	2,708
Feb 2018	41	234	2	15	12	2,176
Jan 2018	58	232	1	20	19	2,646
Dec 2017	56	231	0	24	22	2,183
Nov 2017	54	232	2	22	17	2,739
Oct 2017	63	230	0	63	49	4,456

○ Instagram

Instagram Engagement

AUDIENCE ENGAGEMENT, BY DAY



Month	Total Posts:	Total Followers	New Followers	Likes Received	Comments Received	Total Engagements
Nov 2018	14	286	19	206	5	211
Oct 2018	13	266	4	126	3	129
Sept 2018	2	262	3	83	2	85
Aug 2018	8	259	12	186	0	190
Jul 2018	9	247	77	209	9	218
Jun 2018	12	170	170	178	2	180

AUSU Office Report

Jodi Campbell, Executive Director



Prepared: November 30th, 2018

Administration

Lynda.com

As a follow-up to my October report, we continue to work with the team from LinkedIn Learning (formally Lynda.com) to develop a new agreement for AUSU to continue offering Lynda.com to our student membership. Discussion elements include:

- “Stair-Stepper” pricing model that would allow AUSU to gradually increase our Lynda.com pricing from what we are currently paying to the new price model. The new 3-year agreement pricing under this model would be as follows:
 - Year 1: \$27,700 USD per year (\$33,919+/- CDN)
 - Year 2: \$29,533 USD per year (\$38,727+/- CDN)
 - Year 3: \$33,200 USD per year (\$43,535+/- CDN)
- Update was provided regarding the potential partnership between AUSU and AU to provide this service university wide to all faculty, staff, and students. Primary benefit would be the cost sharing element and the expanded use of this service across the university. Nothing concrete has been established here, however, the potential partnership would be great for all students.
- LinkedIn provided an update on the work they are doing with the AB provincial government to bring Lynda.com to all Alberta post-secondary institutions for free, intention would be to include all AU students on this initiative. Timelines are very uncertain with these talks being in their infancy stage.

Work will continue into December as we finalize all these details to ensure this valuable service continues uninterrupted.

AUSU Staff Update:

I conducted 2 staff annual reviews in November. The first with our Governance and Advocacy Coordinator and the second one with our Voice magazine Editor. This allows us to reflect on the past year as well as establish new goals for the upcoming year with each staff member. Overall the team is doing a great job!

Website Re-Design:

The website re-design project is well underway, with our working group consisting of myself along with our VP external and student affairs, and our communications and member services coordinator. The first major step of the working group was to develop an RFP to find a website developer to partner with on the project. The deadline for proposals was November 26th. We’re currently reviewing the proposals with the intention of selecting our developer on December 3rd, 2018. Goal will be to start the project in January and launch the new site approximately 6-8 weeks afterwards. We’re very excited to see this website rebranding come to life and look forward to sharing updates with council along the way.

Year-End Audit:

Our year-end activities are now in their final stage, which is where the team from KRP comes in. Our audit has been on-going throughout November, with daily communications between KRP and myself. As always, there are many facets to the audit that require focus and attention. KRP has had a very thorough look at the organization thus far with much of the final tasks being completed over the next couple weeks. Final audited statements will be ready to go for our January council meeting.

General Administration:

- Our new 2019 budget has now been updated according to the work we recently concluded to align our budget framework with our monthly financial statements and audit. Councillor's can now view the approved budget in the Drive.
- From November 6th-8th, I attended the AMICCUS Western Region Professional Conference alongside my esteemed colleague and fellow AUSU staff member, Emmanauel Barker. The event was hosted by the University of Regina Students' Union and they did a great job of hosting the event. We were joined by 42 other student union staff members from university/colleges from across western Canada. As members of AMICCUS it was a great way to network with other members of our student union industry, hear from keynote speakers and session facilitators, as well as be apart of brainstorming sessions on various student topics from our industry.
- I met with the CEO of ProctorU (Scott McFarland) while they were in Alberta meeting with AU. We discussed topics which included:
 - How ProctorU will keep exams updated throughout the year.
 - Students with disabilities will have their accommodations saved in the ProctorU account.
 - Overall communication, including USD currency exchange fees. Clear and concise always.
 - Live product currently runs off flash player, which will not be supported in the future. Moving to a new AI type product called, "LivePlus", that currently runs off Chrome and Firefox.

Overall goal for ProctorU is to execute successful & secure student examinations.

- We're in the process of designing our new Christmas cards for 2018. Always a fun way to connect with our AUSU community, we'll have them ready to go out later in December with a little holiday cheer going out to all our stakeholders and partners.
- The AUSU Annual Survey was a big success with 1,183 total survey responses, which is our largest ever response total. There were 32 questions and took an average of 9 minutes for each student to complete. 72% of respondents were undergraduate students. The age range of 20-29 had 401 responses, while the largest age range of 431 was represented by students who are 30-39 years of age. We also had at least one survey response from every Canadian province or territory, with 15 international student responses, which was fantastic. Staff are currently compiling the survey results with the intention of having the document ready in the new year.

Committee Support

Finance Committee:

Year-end has taken a relatively large part of my November. Working with KRP has been great, as they have delivered a very thorough audit process. This includes a great deal of time dedicated to compiling information and documents for their review and testing. Everything is on pace to present audited statements to council in January.

Our first quarter finance committee meeting took place on November 14th and offered the committee the opportunity to discuss topics such as our CWB investment portfolio, year-end activities update, and of course a full review of the first quarter of our new fiscal year.

Awards Committee:

The fall awards season deadline was November 1st and we saw 199 student applications submitted to the office. The most applications went to the Academic Achievement award with 53, and we were very happy to see the #Igo2AU award get 19 video submissions highlighting their overall student experience of attending AU. The applications were processed and presented to the awards committee on November 15th. Final committee selections for all awards will be taking place on December 4th, 2018.

MEC Committee:

There is currently a great deal of work being completed for the committee by the staff and execs under the category of Member Engagement and Communications. The AUSU annual survey has concluded with results being compiled as we speak. The podcast project plan is also complete and will be presented to the MEC committee on December 7th with the intention of bringing a motion to recommend the project to council at the January council meeting. The website re-design is underway with a launch date anticipated later in the winter. We're accepting applications for the Student Advisory Committee and will be looking to bring an EC shortlisted pool of students to council in the new year. And lastly, preparation for the executive meet & greet event on November 30th in Ottawa.

The Voice

The Voice Magazine:

The new Voice Magazine website just had it's first anniversary. Can't believe it's been a year since we concluded that project. The website and the magazine are doing great. Here are some recent stats from The Voice:

- 635 Subscribers
- Weekly open rate ranges from 35% - 40%, which is great.
- Readers are connecting with the magazine primarily via desktop (53.1%) or mobile phone/device (46.9%)

Be sure to check out the last issue where The Voice interviewed the Alberta Advanced Education Minister, Marlin Schmidt. A solid interview hosted by our Editor, Karl Low.

Governance

The AUSU governance office supported the executive team this month as they continued their provincial advocacy research by attending the ASEC conference alongside the VPEX, hosted at the NAIT students' association. Provincial advocacy groups will continued to be explored into 2019 with our governance and advocacy coordinator being a strong resource in the efforts.

Meetings

November 1	Meeting with CWB Wealth Management Team
November 5	Weekly Staff Meeting
November 6-9	AMICCUS Western Region Professional Conference (U of Regina SU)
November 8	Council Meeting
November 13	KRP Audit meeting
November 13	Weekly Executive Committee meeting
November 13	Dr. Veronica Thompson – AU Stakeholder Meeting
November 13	Podcast Project Plan meeting
November 14	Weekly Staff meeting
November 14	KRP Audit meeting
November 14	Finance Committee meeting (Quarter 1)
November 15	ProctorU meeting
November 15	Kristine Williamson – AU Stakeholder Meeting
November 16	AU Fee Increase meeting with AUGSA
November 19	Weekly Executive Committee meeting
November 20	Deborah Meyers – AU Stakeholder meeting
November 21	Weekly Staff meeting
November 21	The Voice Magazine meeting
November 22	Meeting with LinkedIn Learning re: Lynda.com
November 22	Advocacy meeting
November 23	Richard McLeod – AU Stakeholder meeting
November 23	AU Fees - Student Consultation with AU Stakeholders
November 27	Governance & Advocacy Coordinator Annual Review
November 28	Weekly Staff Meeting
November 29	Voice Editor Annual Review

Committee Report

Finance Committee

Prepared by: Natasha Donahue, Chair

Date: December 13, 2018



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

Activity This Month

The finance committee met on November 14, 2018. It was a regular meeting to discuss our quarter 4 financials, which is the end of the fiscal year.

Quarter 4 Review

We reviewed our income variance sheet, which at this point gives us a comparison of what we spent in full compared to the budget. There were a couple of areas that stand out, such as our phone bill. We noted that the phone bill is over, but we now have a credit from Telus due to our complications in our plan structure from early in 2018 that will take care of much of our bill in 2019. This means that the line will balance out over the two years. It was also noted that we have not really touched monies allocated to councillor PD, and we will bring this forth to council to remind councillors that if they can think of a good PD opportunity to please bring it forward, as well as for discussion.

We saw a lot of income due to the enrolment increases at AU. AU has been experiencing double-digit enrolment increases and because students pay for AUSU services per-credit, we are also feeling this effect. We have also implemented our member fees refund philosophy, gaining the fee when a student withdraws from a class unless they fall under compassionate circumstances or have not started the course. There were a few other areas of variance discussed as well: student mailout didn't make it out this year, we had a free year for our mobile app, meeting expenses are usually in variance due to estimation of travel across Canada, website fees have changed, salaries are lower than budgeted for for a variety of reasons, and we still have yet to pay KRP.

CWB Meeting

At the finance committee meeting we discussed our recent meeting with CWB between myself, Brandon, and Jodi. We were walked through our investment portfolio. We saw modest returns on our investments, which is to be expected in this type of investment practice. The investment portfolio we hold sees a long-term net gain with smaller

December 2018 Council Meeting

periods of gain and loss. It was suggested to us that we open our investments to international opportunities. Overall our investment health is good.

KRP Year-End Audit

We discussed our year-end audit process with KRP. KRP has provided a checklist of items they require, and Jodi has met with Sayf and has been sending these documents over. We are on track for an on-time and seamless audit. The audit looks at questions around processes, influences, compliance, changes to vendors, systems, and who is involved as well as when things happen. It looks at ethics and values, risk assessment, and fraud factors. We are expecting to have the audit ready for the January council meeting.

The next meeting of the finance committee for the review of quarter 1 financials will fall in February.

Summary of Action Items

Date	Status	Action Item and Responsible Party
	Deadline	
Jan. 11	In Progress	<p>Have Tammy fix accrued liabilities balance sheet item as well as fix the Voice contest line on the income statement</p> <p>Jan 31:</p> <p>The accrued liability error has been fixed and Tammy is working on the voice line item</p> <p>Feb 21:</p> <p>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</p> <p style="text-align: right;">J. Campbell</p>

November 2018 Committee Report

Member Engagement & Communications Committee

Prepared by: Melinda Goertz, Chair

Date: 30 November 2018



Committee Members: Melinda Goertz, Amanda Lipinski, Brittany Daigle, Christine Hudder, Joshua Ryan, Communications and Member Services Coordinator Donette Kingyens, Mel Mirasol (Member at Large, non-voting), Jodi Campbell (non-voting).

Activity This Month

The MEC Committee did not meet this month.

AUSU Executive Report

Brandon Simmons, President

Prepared: December 11, 2018



Committees

General Faculties Council: The GFC meeting this month was held right in the middle of advocacy week. This made attendance very difficult as your meeting schedule changes so drastically during the conference. With that said I was able to attend some portions of the meeting. My main concern was being able to speak regarding the learning framework that was presented for approval. I ended up calling in to the meeting as I walked to a meeting with an MP but was able to speak to the importance of adopting and implementing the learning framework recommendations for students. I then called back into the meeting immediately as I left my meeting with the MP. I was happy to see that the learning framework was approved and that now work can commence on prioritizing the recommendations during future university budgeting. I did miss a few conversations for example they discussed a new AU mandate and the proposed AU fee schedules. I will have the opportunity to speak to those topics during the upcoming board of governor meetings though as final approval rests with the board.

The one other point that I will mention from this meeting is regarding the report that Neil gave regarding Bill 19. He described his concern regarding the outcome of the bill. He mentioned that he is concerned that while tying tuition to CPI can provide learners with predictability it does place the institution in a position where costs will rise faster than revenue and that work will need to be done to see how revenue can be diversified. He also mentioned concerns for learners if we ever face double digit CPI increases like was seen in the 80's. Exec does share concern regarding the issue of costs rising more than tuition. We agree with tuition being tied to CPI however there is more work that the government needs to do to ensure that AU has the funds that they need. At the end of the day if an institution can not increase fees then they will be required to cut services which will also negatively affect students. We have been having conversations with the new vice president university relations Kristine Williamson regarding this manner and it looks like we may be able to team up with her to meet with government officials in the coming months to discuss this specifically in regard to the lack of funding that AU receives compared to other institutions.

Board of Governors: There was no board of governors meeting held during this month, the next meeting is scheduled for December 13 and 14.

BOG Finance and Property Committee: There was no meeting held this month, the next meeting is scheduled for December 6, 2018.

Space Plan Steering Committee: There was no meeting held this month and there is no meeting set at this time.

Faculty of Business Faculty Council: During the meeting we were informed that APPSC approved all the changes for the BCOMM and BMAN programs effective January 1, 2019. This will now allow the BMAN to ladder into the BCOMM and will now allow for the second phase which will allow the faculty to start the process of moving the BMAN majors into the BCOMM program. This will help AU get AACSB accredited. Another topic that was discussed was the ongoing issues faced with Course Hero. The faculty now has decided to purchase a membership with course hero and will be monitoring the site for AU content so that they can try and get more AU owned content pulled from the site and crack down even more on plagiarism.

Faculty of Business Undergraduate Program Council: This meeting was very short with only one motion on the agenda which was a name change to course HRMT 326 from Wages and benefits to compensation strategies and practices. This motion was passed at both the program council and the faculty council.

National Advocacy Committee: During the month a lot of work was done to finalize the upcoming mental health campaign. We were able to secure a partnership with the Mental Health Commission of Canada. This means that there was additional funding that allowed for the purchase of more on campus supplies, ability to record videos, as well as a stronger digital platform. With the funding received CASA will now be also handing out MHCC information regarding the new post secondary mental health standard that is being created. The NAC also facilitated a mental health consultation during advocacy week and will then be helping to draft a report that will be used in the development of the mental health standard.

Governance and internal review committee: During the month a lot of work was done to finish many of the committee work plan tasks so that they could be presented to the membership during the advocacy week conference. I finished the CASA board and chair review process and presented on it during advocacy week. The process that will essentially provide quarterly reviews will help increase accountability for CASA leadership and it was approved unanimously by the membership. Another project that was completed was to amend the operating policy for conference bidding. Now during the policy and strategy conference the membership will vote on where to host the following years policy and strategy conference and at AGM they will vote on the following year AGM. This will allow for better planning of conferences and help many schools budget better for necessary travel. The last project that was finished is the creation of an accessibility procedure to outline important accessibility considerations that need to be followed when hosting conferences and regarding all CASA publications.

Learning framework steering committee: This month was the final learning framework meeting. Over the past few months it was amazing to see how much work was able to be accomplished. Overall the document looks amazing for students and speaks to a far better undergraduate learning experience. During the meeting there was a fair bit of push back that came up regarding the final recommendation. The problem came from many committee members losing sight that this document is not meant to be an operational plan but rather outlines what the institution needs to be working towards. With that said the final vote got pushed to an email vote so that more language to this point could be added. The vote carried with only one person in opposition again due to a lack of a detailed operational plan. The next step was for this to go to GFC for approval.

Provincial advocacy project: During November a lot of work was done to evaluate our role in provincial advocacy. Further conversations took place regarding membership in ASEC and CAUS. Emmanuel and myself were able to attend the CAUS meeting in Edmonton. This meeting was very interesting and showed the influence that CAUS has in regard to how post secondary education is affected in Alberta. During the meeting there was some discussion regarding an amendment to Bill 19 and they submitted this to the government and they adopted the amendment. While it is true that CAUS has a lot of reach in regard to provincial advocacy the drawback could be that AUSU would not have the same opportunity to voice the unique needs of our organization. Now we are working to map out a third option which is to focus on provincial advocacy on our own and what that would require from the organization.

Bill 19 has continued to be an example of the important role that Alberta politics plays on all students. Bill 19 has regulated tuition increases to a maximum of CPI. As we have went through the budgeting cycle with the university they have now amended their tuition proposal for out of province students and international students to fall in line with the recommendations of bill 19. Originally AU had proposed a 4% increase to tuition for this coming year but now they have decreased that increase to 2.6% which is CPI. We do understand that we still need to be aware of politics that affect other provinces. While we are mapping out what advocacy could look like if we do it ourselves we are looking into out of province advocacy. I had conversations with CASA representatives from other provincial groups to see what options might be open for collaboration. Through those discussions it was discovered that there is not much that could be done without fully joining the groups and in many cases, they mentioned that it would be unlikely that we would be able to do so. This is one of the topics that will be focused on during the executive retreat in January.

Lynda.com renewal: During the month we were working hard to finalize negotiations with Lynda.com in order to take the materials to council. I have to say that I am not impressed by the sales representative that we have been working with. We had to work hard to ensure that we received details in writing and often they were delayed which resulted in our delay in providing council with details regarding the renewal. With that said we were able to get a significant discount on the service for now which should allow us to continue with the service for the next three years. If a partnership can not be

reached with AU or the government by the end of the three-year term, there is a really good chance that AUSU will need to investigate alternative services due to the rising cost of this service. After the three-year term the current pricing would be 55,000 USD (\$73,533.90 CAD) and this would likely increase based on the increased enrollment that AU has been seeing.

CASA Advocacy Week: It was another busy advocacy week and all together the organization was able to hold approximately 160 meetings. The 6 topics that were advocated for this year were

1. Modify study permits to allow international students to participate in work integrated learning
2. Allow universities to help international students navigate the immigration system like they were able to do back in 2011
3. Increase funding to the work integrated learning program and open it up to the humanities, arts, social science and education fields.
4. The creation of a sexual violence prevention standard similar to mental health standard
5. Invest additional funds into student directed research or reallocate research funds to student directed research
6. Create up front non-repayable grants for graduate students.

Many of the asks were very well received however these asks were different from what we were expecting to see. For example, at policy and strategy sexual violence was identified as a research priority not an advocacy priority. Alternatively, undergraduate student aid was an advocacy priority however it was not focused on at all. I had discussions to see how these asks were developed and was informed that it is a joint effort by both staff and the CASA board. This does add some consideration to the value of board positions in the future and is something that is being researched within our advocacy project. We do not disagree with any of the asks it was just a surprise to not see anything regarding undergraduate financial aid.

This year the conference was lengthened, and more robust training was provided which was really beneficial and from conversations this year it seemed to yield great results. The CASA membership seemed far more knowledgeable about the individual asks which helps in delivery during the various meetings. At the end of the conference we were also able to host a meet and greet and had some really good conversations with the two individuals who showed up. During the conversations we learned that Quebec students are not eligible for student aid if they are attending Athabasca University. We also heard that OSAP in Ontario can be difficult for some mature students. These are areas that we will look into during the future and again speak to the importance of focusing on provincial advocacy in other provinces.

Meetings

November 1, 2018 – Sue & Derick Awards committee

November 1, 2018 – CWB (investment advisor)

November 1, 2018 – CASA Governance and Internal Review Committee

November 2, 2018 – Alain May, AVP student and academic services

November 2018 Report

November 5, 2018 – Learning Framework steering team
November 5, 2018 – CAUS
November 6, 2018 – CASA National advocacy committee
November 6, 2018 – AUSU executive meeting
November 6, 2018 – Faculty of Business undergraduate program council
November 7, 2018 – CASA Advocacy webinar
November 8, 2018 – CASA Governance and internal review committee
November 8, 2018 – AUSU public council meeting
November 9, 2018 – Matt Prineas, Provost
November 9, 2018 – AU resource planning consultation
November 13, 2018 – AUSU Executive meeting
November 13, 2018 – Veronica Thompson, Dean of humanities and social science
November 14, 2018 – CASA advocacy webinar
November 15, 2018 – Proctor U
November 15, 2018 – Kristine Williamson, VP University relations
November 15, 2018 – CASA Governance and internal review committee
November 16, 2018 – AUGSA
November 19, 2018 – AUSU executive meeting
November 20, 2018 – CASA national advocacy meeting
November 20, 2018 – Deborah Meyers, CFO/VPFA
November 21, 2018 – Faculty of Business program council
November 22, 2018 – LinkedIn
November 22, 2018 – AUSU advocacy project meeting
November 23, 2018 – Richard MacLeod, Registrar
November 23, 2018 – AU resource planning consultation
November 25-30, 2018 – CASA advocacy week
November 28, 2018 – General faculties council
November 30, 2018 – Ottawa meet and greet

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
November 4	35.5	0	.5	5.75
November 11	38.75	0	3.75	9.5
November 18	36.25	0	1.25	10.75
November 25	35	0	0	10.75
December 2	73.5	0	38.5	49.25

Timesheets and Compliance

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

AUSU November 2018 Exec Report

Melinda A. Goertz, VP External and Student Affairs

Prepared: November 30, 2018



Committees

AUSU MECC: See MECC Report.

AUSU Awards Committee: See Awards Report.

Board of Governors: This committee did not meet this month.

BoG Governance Committee: This committee did not meet this month.

CASA Federal Policy

This committee is fast approaching their deadline to have the policy revisions socialized and approved to offer to the CASA membership. We met briefly for member updates and everyone is on track to be finished in time.

Faculty Councils

Digital Governance Committee: *Creation of Information Security Subcommittee* – Jen Schaeffer introduced this item stating that this is a newly proposed subcommittee that once established will provide a monthly standing report to the DGC. A sanctioned investment proposal and presentation about establishing an Information Security Program at AU will be provided to the DGC at the December 5, 2018 meeting. Tarik Khan noted he will be meeting with stakeholder groups across the organization to identify sensitive assets.

Amazon Web Services (AWS) - Mark Dunsire commented that AWS offerings were constantly changing, and the AU and AWS worked together to develop a training program. The first phase of the program is focused on foundational courses for staff and includes courses that may be of interest to staff in both business and technical roles. The second phase (intermediate courses) and third phase (advance courses) will be offered in early in the 2019 calendar year. The IT training website has a schedule of all courses in Phase 1 and will be updated once phase 2 and phase 3 course dates have been determined.

Faculty of Humanities and Social Sciences: This committee did not meet this month.

AUSU Business

Dr. Matthew Prineas – Athabasca University Provost, VP Academic

Matt informed us that things have been busy as they are in the home stretch with the learning framework. They are working with a third party to produce a video on Ella's story, essentially an attempt to embody the student experience in a narrative of one individual student. The learning framework is a relatively long document and they are wanting to create something more palatable for individuals. The intent is to capture the vision of what they've come up with.

Amazon Web Services

We were given an update on the Amazon Web Services (AWS). Internal training will be the main component. The goal is to migrate all of the AU services and data onto the cloud. Here there are a lot of benefits, primarily security and efficiency. This partnership will also allow AU to build their own internal capacity regarding training IT staff.

During the digital governance committee meeting there was mention that students would receive \$150 credit for AWS. I was able to ask Matt for clarification. He was able to confirm the amount was correct but would look at getting back to us with details regarding timeline and what students would be able to do with those dollar credits.

Dr. Veronica Thompson – Dean of Faculty of Humanities and Social Sciences

Brandon gave a great recap and briefing on what we are doing as a Students' Union and Veronica was impressed with the ambition of our workplans.

Dr. Thompson gave an update on their integrative resource planning. They have asked for more additional administrative support staff and also two new faculty positions. These would be open designation positions to support decolonization of curriculum within the Faculty of Health and Social Sciences (FHSS). They will find out in March 2019 whether these requests are approved or not. The faculty is looking at some new program proposals as it seems the University and the Ministry might be perceptive to them. Some examples would be a Masters in psychology, a Bachelors in environmental studies, and also a Bachelors in philosophy.

There are some resignations and retirements within the faculty that will result in potential new hires within the next 6 months which could be a great source of rejuvenation for the faculty.

This faculty has experienced a growth between 18-23%. Which means they have been hiring many new tutors to support that growth. Projecting forward they are looking at how they can prepare for the anticipated increased work load towards the end of contract periods.

Indigenous studies have been moved into the FHSS.

They are working at many of the program closures that were the result of the review done last year.

FHSS is also working on developing their own strategic plan and hope to consult with faculty and have a draft by January 2019. They will be looking for feedback from students as well.

Kristine Williamson, VP University Relations

It was great to meet with Kristine in person. She is the new VP of University Relations. She commented that we are not like other institutions and should not be treated as though we are regarding funding from the provincial government. She feels that AU needs to represent itself as one that fills many gaps and niches. There were many discussions around provincial advocacy efforts which is incredibly timely and she offered to include us in potential meetings with MLAs and other government officials.

She mentioned that they are looking at setting up centers where our students reside, making sure there is no confusion with current government to why we are an important piece to Alberta's economy. She commented that we could partner in those conversations and collaborate on what those key messages might be.

Fay Gosnell – Mental Health Coordinator

Fay and I were able to brainstorm some ideas for the filming of the upcoming mental health video intended to be used as supplemental information for staff at Athabasca University. The objectives of the course are to help front line staff members be more empathetic and informed on some of the circumstances students may be experiencing when they interact with them. Mental health concerns are of primary focus for this course and Fay had asked Natasha Donahue and I if we'd like to participate by sharing our experiences. This is an incredibly important initiative and I was very happy to be able to participate. We will be filming an interview style conversation in early December.

Provincial Advocacy

There has been a lot of effort and discussion in the last couple of months towards researching what our role as AUSU should be regarding provincial advocacy. I met with Brandon, Jodi and Emmanuel to debrief on some of our findings and to discuss best

steps forward. There are many factors to consider and these conversations will continue.

CASA – Advocacy Week in Ottawa, ON

The week spent in Ottawa for CASA's federal advocacy at Parliament Hill was incredibly fast paced and demanding but so rewarding. It was my first experience lobbying on such a large scale and I was impressed with the organization and efficiency of CASA's staff and delegates in attendance. We participated in 160 meetings with MPs, Senators and other stakeholders regarding post-secondary issues on behalf of over 350,000 students. My individual experiences were positive, and we had overall supportive reception in our advocacy efforts which was encouraging. Natasha and I created a more detailed summary that you can read in our November executive blog. The week left me excited and eager to increase our provincial advocacy efforts.

Meetings

Nov 1	CASA Federal Policy Committee
Nov 6	Executive Meeting
Nov 7	Digital Governance Meeting
Nov 8	Council Meeting
Nov 9	Lauren Slegers, CASA Board Liaison
Nov 9	Dr. Matthew Prineas, Provost
Nov 13	Executive Meeting
Nov 13	Dr. Veronica Thompson
Nov 13	Podcast Meeting
Nov 15	Kristine Williamson
Nov 15	CASA Federal Policy Meeting
Nov 19	Fay Gosnell
Nov 19	Executive Meeting
Nov 20	Deborah Meyers
Nov 22	Provincial Advocacy Meeting
Nov 23	Richard Macleod
Nov 23	Student Consultation
Nov 25	Travel to Ottawa, Attend CASA Conference
Nov 26	Attend CASA Conference
Nov 27	Attend CASA Conference
Nov 28	Attend CASA Conference
Nov 29	Attend CASA Conference
Nov 30	Attend CASA Conference

Hours

Weekly Breakdown

Week ending	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
Nov 4	30	4	0	8.25
Nov 11	26	4	0	4.25
Nov 18	28.75	1.25	0	3
Nov 25	82	0	52	55
Dec 2	30.5	0	.5	55.5

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: December 13, 2018



Committees

Finance Committee:

The finance committee met on November 14 to complete our review for the fourth quarter of the fiscal year. We also discussed our annual meeting with CWB, and our year-end audit process. Please see the finance committee report for more details.

Mental Health Advisory Committee

We had our first meeting for this committee on November 13, where we discussed the draft mental health strategy, the committee terms of reference, and the funding guidelines for mental health funding. The meeting was productive, and it was suggested that a representative from ASD (Access for Students with Disabilities) should also be on the committee. We were asked to review the strategy and TOR closely and to send back feedback we may have had. The strategy focuses on the changing landscape of psychology and how we should approach mental health in a well-rounded way, in the context of the statistics gathered for AU by the NCHA (National College Health Assessment) survey. The strategy outlines steps that the institution will take to provide a better mental health experience for students and staff of AU. It is very in-depth and gathers information from many sources in psychology. The terms of reference include the composition of the committee (which will hopefully now include a representative from ASD as well), which includes reps from each faculty, the student's associations, front-line staff, the mental health coordinator, and the associate vice president of students and academic services.

Faculty of Humanities and Social Sciences Faculty Council:

There was no meeting for November. The next scheduled meeting is December 7, 2018.

FHSS Symposium

I had the opportunity to attend the FHSS planning, pedagogy, and research symposium from October 29 – October 31. It was a very valuable event. On the 29th we worked in groups to answer engaging questions about the FHSS strategy and how we

December 2018 Council Meeting

think it should change to align with the overall strategy of AU. We were able to explore what we individually felt was important and discuss it in our groups. Our group focused on diversity and creating a more collaborate, un-siloed environment for both the faculty and the university as a whole.

We also had an opportunity to participate in a workshop on Indigenizing education, and this session provided me with good knowledge that I intend to carry into our work with Indigenous students.

On Tuesday we participated in panels outlining different research initiatives within the Faculty. It was very good to see where the faculty is researching, and the emphasis put on marginalized groups, environments, and individuals. The last day of the symposium was Frankenreads, celebrating the 200th anniversary of Mary Shelley's Frankenstein. We learned a lot about the societal construct of the monster and what that means in our everyday lives. It is nice to see AU participating in these types of national, collaborative events.

It was also great that Mel Marisol, our very own student at large, was able to attend the symposium as a student rep. I was also able to connect with Meaghan Sullivan and Lindsay McNena from AUGSA and we discussed some initiatives that we believe could benefit both of our groups moving forward. We want to create a collaborative channel that AUSU and AUGSA can work within, so we can help strengthen our organizations and the voice we bring to AU and beyond.

Faculty of Science and Technology Faculty Council:

There was no meeting for the Faculty of Science and Technology Faculty Council for November. The next meeting date is unknown.

Faculty of Health Disciplines:

There was no FHD meeting this month. The next meeting date is unknown but will fall in January.

General Faculties Council:

There was a General Faculties Council meeting this month on November 28. The meeting fell during Advocacy Week, and I was unable to attend the entire meeting. I called-in for about one hour, during the end of the discussion on tuition fees. Although I wasn't able to attend much of the meeting, I was able to go through the meeting package. It included the draft AU mandate, which will go to the Board of Governors for approval in December. It also included the Learning Framework, which was approved. The agenda also included the changes made as a result of Bill 19 being passed, and there was conversation around a clause that states AU shall collaborate with northern institutions. The discussion on tuition and mandatory fees also arose due to Bill 19, which has frozen tuition for an additional fiscal year and capped tuition increases at the

Alberta Consumer Price Index (CPI). Overall, this was a very important GFC meeting with many positive outcomes.

GFC Sub Committees

Academic Excellence Awards Committee:

There was no meeting this month. The next meeting date is unknown.

Executive Committee:

There was a meeting on November 21. We discussed petitions for additions to the upcoming GFC agenda as well as discussion on the agenda itself. The conversation was robust at this meeting due to the content of the GFC agenda (The Learning Framework, Tuition for fiscal year 2020, AU mandate, and Bill 19). There was also an asynchronous meeting to approve graduands.

Student Academic Appeals Committee:

There was a SAAC meeting on November 22. We also had an in-house training session on November 8. This training session was extremely valuable. AU's in-house lawyer took us through the appeals process at the university level up in to the judicial realm. We learned about making good faith decisions that are impossible to strike down, and how much responsibility we are tasked with as a member of the committee. It was important to note that our individual decisions could be held against us if necessary, and issues with discrimination and bad faith decisions. We learned what process we should go through to determine if there is sufficient evidence for a decision. The session also touched on policy and how law and policy work together.

Student Awards Committee:

There was no meeting this month. The next meeting date is unknown.

AUSU Business

Policies

We have become a couple months ahead in our regular policy review due to our position policy project, so we have not reviewed other policies for November.

Position Policies

We are developing a template for public-facing policy for council to review, which should be available for the January council meeting. We will also be creating a template for our position policy document for council to review. We have begun the review process for some of our position policies that will need less updating than others, so we can work out our document.

CWB Meeting

Jodi, Brandon and I met with CWB wealth management on November 1. Please see the Finance Committee report for more information.

Dr. Matthew Prineas

Executive met with Matt Prineas on November 9, 2018. The meeting provided updates about The Learning Framework as well as some questions from us about AWS, which is still a very new announcement. We also asked about the formation of an Indigenous Advisory Committee and had conversations around LinkedIn Learning which he was receptive to. We asked about the MyAU Bookstore as well, as we have been hearing that this initiative will not be viable.

Student Consultations for Resource Planning (2 and 3)

We met with Matt Prineas, Deborah Meyers, Alain May, and others from AU to discuss the proposed fee increases. Domestic tuition is frozen for an additional year, but other fees are being increased by 2.6%. AUGSA was in attendance at the second meeting, and we were able to get the fees matrix from AU and then discuss our thoughts with AUGSA at a separate meeting. We discussed the increase of out-of-province fees as well as our concerns about the late exam and exam rebooking fees that AU is proposing (as is our usual stance). At the third meeting we learned that AU is going to be doing a review of their fee structure in response to the overall strategy of AU. We also had an opportunity to bring forth any other areas of resource planning we'd like to see.

Dr. Veronica Thompson

We met with Veronica Thompson on November 13. We discussed the many updates from FHSS, including program closures and openings as well as course closures and openings. The faculty is doing well with their program review and have been creating a lot of new content. In response to the dynamic nature of AU and the faculty, the symposium was scheduled to review the FHSS strategy and update it accordingly. We also talked about the transition of the Centre for Distance Education to the Faculty, as well as got Veronica's thoughts on AWS.

Kristine Williamson

We met with Kristine Williamson, AU's new Vice President University Relations, on November 15. It was exciting to hear about Kristine and her ideas and passion for the position. She let us know that she would be able to help us in our advocacy initiatives by helping us to connect with individuals, as well as support us however possible. Brandon, Jodi, and Melinda were able to meet with Kristine in-person while I called in from home.

Deborah Meyers

We met with Deborah Meyers on November 20 and had an opportunity to get to know AU's new VPFA. Deborah seems very open to collaboration and finding ways we can work together as admin and students. We discussed our concerns with the exam rebooking fees and late exam fees with Deborah and she seemed interested to look into these fees for us.

Richard Macleod

We met with Richard Macleod on November 23. It's always exciting to hear about all the projects coming from the office of the registrar. Initiatives Richard discussed were student awards and financial aid software development, exam digitization, SIS being frozen from updates or improvements, initiatives to help students who aren't making progress (reaching out and giving gentle reminders and then following-up). The office has reached out to students who have completed about 80% of their degree and who have been inactive for 18 months to try to get them past the goal post. They are looking into resources for students to help with time management, procrastination, etc. We also asked about changes to the exam booking timelines and discussed challenges there.

Indigenous Student Supports

Executive is in the process of setting up an in-person meeting with Maria Campbell and Ivy Campeau to begin the process of forming an Indigenous Student Committee. We are hoping this will take place in January.

Mental Health Service Transition

We have completed the transition to AU's new mental health service, Homewood. Things seem to be going well, although we have had a few concerns about the communications side. AU has responded well to our concerns and have assured us that they are building a new mental health hub for the website that should be available soon and will include a more visible presence for mental health support.

CASA Advocacy Week

December 2018 Council Meeting

CASA Advocacy Week fell from November 25 – November 30. To prepare for the week, we read through detailed backgrounders that contained information about our asks as well as attended two online training sessions on November 7 and 14. To read more about our Advocacy Week, [please see my and Melinda's joint executive blog](#) post for the details.

During Advocacy Week we were also able to film a [Facebook Live](#) video and host a Meet & Greet in Ottawa. It was great to meet some of our students over in Ontario. The week was incredibly valuable and as a result of all the CASA delegates, CASA was able to gain a meeting with Justin Trudeau in December following advocacy week.

Meetings

October 30 – FHSS Symposium
October 31 – FHSS Symposium
November 1 – Meeting with CWB Wealth Management
November 6 – Weekly Executive Meeting
November 7 – CASA Advocacy Week Training
November 8 – In-House Student Academic Appeals Training
November 8 – Monthly Council Meeting
November 9 – AUSU Meeting with Dr. Matt Prineas
November 9 – Second Student Consultation for resource planning
November 13 – Weekly Executive Meeting
November 13 – AUSU Meeting with Dr. Veronica Thompson
November 13 – Mental Health Strategy Advisory Committee Meeting
November 14 – CASA Advocacy Week Training
November 14 – Finance Committee Quarter 4 Meeting
November 15 – AUSU Meeting with VPUR Kristine Williamson
November 19 – Weekly Executive Meeting
November 20 – AUSU Meeting with VPFA Deborah Meyers
November 21 – GFC Executive Meeting
November 22 – Student Academic Appeals Committee Meeting
November 23 – AUSU Meeting with Richard Macleod
November 23 – Third Student Consultation for resource planning
November 25 - November 30 – CASA Advocacy Week
November 28 – GFC Meeting
November 30 – Ottawa Meet & Greet

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
November 4	37.50	0	7.5	9.5
November 11	30.00	0	0	9.5
November 18	20.00	4	0	5.5
November 25	26.25	3.75	0	1.75
December 2	69.50	0	39.50	41.25

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
November 6, 2018	BIRT the executive committee approves the advance per diem payments for Brandon, Melinda, and Natasha for the CASA advocacy week conference. Brandon S. moves. Natasha D. seconds. Carried 3/0

Committee Report

Awards Committee

Prepared by: Amanda Lipinski

Date: January 1, 2019



Committee Members: Councillor (Chair) Amanda Lipinski, Councillor Sarah Blayney-Lew, Vice President External and Student Affairs Melinda Goertz, Councillor Lisa Oracheski, Councillor Christine Hudder.

Staff: Executive Director Jodi Campbell (non-voting).

Activity This Month

Summary:

The Awards Committee met on December 4, 2018 to discuss and decide recipients of the Bursary and Awards for the November 1, 2018 deadline. The November 2018 Awards deadline remained consistent with past deadlines with many well deserving applicants. The task involved a total of 140 applications for the Awards Committee to review, individually determine our preferred pre-votes and to discuss and finalize selection during the meeting. The committee was thoughtful and efficient in selecting the recipients.

With respect to year round awards discussions the Awards Committee experienced a fairly slow month with only two applications for discussion and decision.

Motions/Decisions

December 4, 2018:

The committee approved 2 recipients for the #IGO2AU award, 2 approved for the Academic Achievement Award, 5 approved for the AUSU Bursary, 4 approved for the Balanced Student Award, 4 approved for the Returning Student Award and 2 approved for the Student Volunteer Award.

December 15, 2018:

A health care bursary failed 5/0.

December 23, 2018:

A computer bursary failed 5/0.

December 2018 Activity Report

Original Motion with Decision:

November Deadline:

Academic Achievement Awards

Motion: BIRT that the AUSU Awards Committee approves XXXXXX and XXXXXX as recipients of the Academic Achievement Award for November 2018.

Moved by S. Blayney-Lew

Seconded by L. Oracheski

December 4, 2018 - Carried 5/0

AUSU Student Bursary

Motion: BIRT that the AUSU Awards Committee approves XXXXXX, XXXXXX, XXXXXX, XXXXXX, and XXXXXX as recipients of the AUSU Student Bursary for November 2018.

Moved by C. Hudder

Seconded by M. Goertz

December 4, 2018 - Carried 5/0

Balanced Student Awards

Motion: BIRT that the AUSU Awards Committee approves XXXXXX, XXXXXX, XXXXXX, and XXXXXX as recipients of the Balanced Student Award for November 2018.

Moved by C. Hudder

Seconded by S. Blayney-Lew

December 4, 2018 - Carried 5/0

Returning Student Awards

Motion: BIRT that the AUSU Awards Committee approves XXXXXX, XXXXXX, XXXXXX, and XXXXXX as recipients of the Returning Student Award for November 2018.

Moved by S. Blayney Lew

Seconded by C. Hudder

December 4, 2018 - Carried 5/0

Student Volunteer Awards

Motion: BIRT that the AUSU Awards Committee approves XXXXXX and XXXXXX as recipients of the Student Volunteer Award for November 2018.

Moved by S. Blayney Lee

Seconded by C. Hudder

December 4, 2018 - Carried 5/0

December 2018 Activity Report

#lgo2AU Awards

Motion: BIRT that the AUSU Awards Committee approves XXXXXX and XXXXXX as recipients of the #lgo2AU Award for November 2018.

Moved by C. Hudder

Seconded by L. Oracheski

December 4, 2018 - Carried 5/0

Health Care Application

BIRT AUSU Awards Committee approve the attached Health Care Bursary application for XXXXXXXX.

Moved by A. Lipinski

Seconded by C. Hudder.

December 5, 2018 – Failed 5/0.

Computer Bursary Application

BIRT AUSU Awards Committee approve the attached Computer Bursary application for XXXXXXXX.

Moved by A. Lipinski

Seconded by S. Blayney Lew

December 15, 2018 – Failed 5/0.

Awards Overview

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	42	2	40	0	3	\$5,000	\$2000	\$3000
AUSU Bursaries	16	5	11	0	5	\$10,000 5/deadline	\$5000	\$5000
Computer Bursaries	7	3	4	0	Approx 11	\$11,000 or (14 computers)	\$2700	\$8300
Travel Bursaries	1	1	0	0	Varies	\$4,000 (up to \$1,000/ea)	\$1000 (approx.)	\$3000 (approx.)

December 2018 Activity Report

Emergency Bursaries	4	3	1	0	Varies	\$4,000 (varies)	\$708	\$3292
Health Care Bursary	1	0	1	*not an AUSU budgeted award. Comes from AUSU internally restricted funds.	Varies	\$10,826.57	\$0	\$10,826.57 (this number is approximate)
#lgo2AU	49	2	47		4	\$4,000	\$2000	\$2000
Laurence Décor Award	0	0	0	*not an AUSU budgeted award. Comes from AU.	1	\$1,000	\$0	\$1000
Student Volunteer Award	8	2	6		0	\$5,000	\$2000	\$3000
Returning Student Award	32	4	28		0	\$8,000	\$400	\$4000
Balanced Student Award	23	4	19		0	\$8,000 4/deadline	\$4000	\$4000
Total	183	26	157		0	\$70,826.57	\$23,408	\$647,418.57

The table includes only the applications that were reviewed by the Awards Committee during the 2018/2019 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

Donette Kingyens,
Communications & Member Services Coordinator

Prepared: January 3, 2019



Administration

- December was a very busy month preparing everything for the winter closure and my additional week of holidays. During the first 23 weeks of December I prepared social media posts and Voice ads for the entire month, continued compiling information on the Mobile App to discuss with the developers, working on the 2018 student services survey report, numerous meetings, and more.
- I was on holidays from December 17 – 21 inclusive, and the AUSU office was closed for the remainder of the month. My last day in the office in December was December 14, 2018.

Services

- **Statistics on Services Provided for the Month:**
 - *NOTE: No grad cards in June as no graduates in June.*
 - *No grad card sent in October as AU did not sent the list of graduates until November.*
 - **AU did not yet send list of graduates for December*

Month	Mobile App Accounts	Lynda	Eyewear Discount	Grad Cards	Welcome Email
Dec 2018	168	92	3	*	691
Nov 2018	252	71	5	71	450
Oct 2018	190	69	8	*	621
Sep 2018	249	98	21	120	979
Aug 2018	231	86	4	70	756
July 2018	188	11	4	43	506
June 2018	202	72	1	0*	737
May 2018	209	103	9	296	1165
Apr 2018	175	132	7	79	1385
Mar 2018	169	76	8	82	443
Feb 2018	153	105	5	64	408
Jan 2018	181	127	27	112	940
Dec 2017	140	131	2	67	504
Nov 2017	139	117	5	106	384
Oct 2017	231	276	5	0*	620

- **Lynda.com**

Note: in Jan, Oct, & Nov 2018 I archived numerous lynda accounts not accessed for over a year

Month	Total Accounts	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Dec 2018	1,954	92	2,945	173	432	42
Nov 2018	1,862	71	1,808	119	183	17
Oct 2018	1,990	69	2,595	156	234	47
Sep 2018	2,193	98	2,287	145	58	35
Aug 2018	2,101	86	2,603	190	21	33
July 2018	2,013	11	577	45	18	5
June 2018	1,999	72	2,646	178	19	44
May 2018	1,930	103	11,106	664	56	273
Apr 2018	1,826	132	2,331	149	12	31
Mar 2018	1,795	76	2,770	185	15	43
Feb 2018	1,717	105	2,770	180	16	28
Jan 2018	1,613	127	2,841	186	15	41

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
Dec 2018	736	24
Nov 2018	712	10
Oct 2018	702	3
Sep 2018	699	11
Aug 2018	688	3
July 2018	685	3
June 2018	682	5
May 2018	677	5
Apr 2018	672	9
Mar 2018	663	11
Feb 2018	652	6
Jan 2018	646	8

- **Forum Registrations**

Month	Total Registrations	New Registrations
Dec 2018	520	30
Nov 2018	490	87
Oct 2018	403	253
Sep -Apr 2018	*	*
Mar 2018	150	10
Feb 2018	140	22
Jan 2018	118	17
Dec 2017	101	22
Nov 2017	79	9

**Not sure how stats of break down over previous 6 months as system does not provide this information.*

Social Media & Marketing

- Newsletters

Date	Sent to	Opens	Unsubscribed
2018-12-14	25,640	4,431	23
2018-11-16	26,483	7,000	20
2018-11-02	27,023	8,416	54
2018-10-22	27,973	9,154	44
2018-10-05	27,050	7,946	66
2018-09-21	26,404	7,451	101
2018-09-07	26,395	7,957	81
2018-08-17	27,214	8,163	453
2018-08-03	25,704	6,331	62
2018-07-20	26,689	8,262	73
2018-07-06	26,542	5,845	48
2018-06-08	26,321	8,541	64
2018-05-18	27,230	9,437	48
2018-04-27	24,071	7,816	40
2018-04-10	24,166	6,363	32
2018-03-20	24,844	8,936	20
2018-03-09	24,951	5,568	26
2018-02-28	25,478	5,137	27
2018-02-12	24,483	4,914	23

- Mobile App

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)
Dec 2018	7,798	168	2,987	53	88,937	3,447
Nov 2018	7,630	252	2,934	63	85,490	3,111
Oct 2018	7,422	201	2,891	72	82,379	4,044
Sept 2018	7,221	249	2,819	63	78,335	4,129
Aug 2018	6,972	231	2,756	55	74,206	3,429
July 2018	6,741	188	2,691	43	70,777	3,046
June 2018	6,553	202	2,648	40	67,731	3,495
May 2018	6,361	209	2,608	58	64,236	3,280
Apr 2018	6,142	175	2,550	72	60,956	3,411
Mar 2018	5,967	169	2,478	60	57,545	5,887
Feb 2018	5,798	153	2,418	105	51,658	5,236
Jan 2018	5,579	181	2,313	99	46,422	3,226
Dec 2017	5,398	140	2,214	69	43,196	2,457
Nov 2017	5,214	139	2,145	73	40,739	2,688

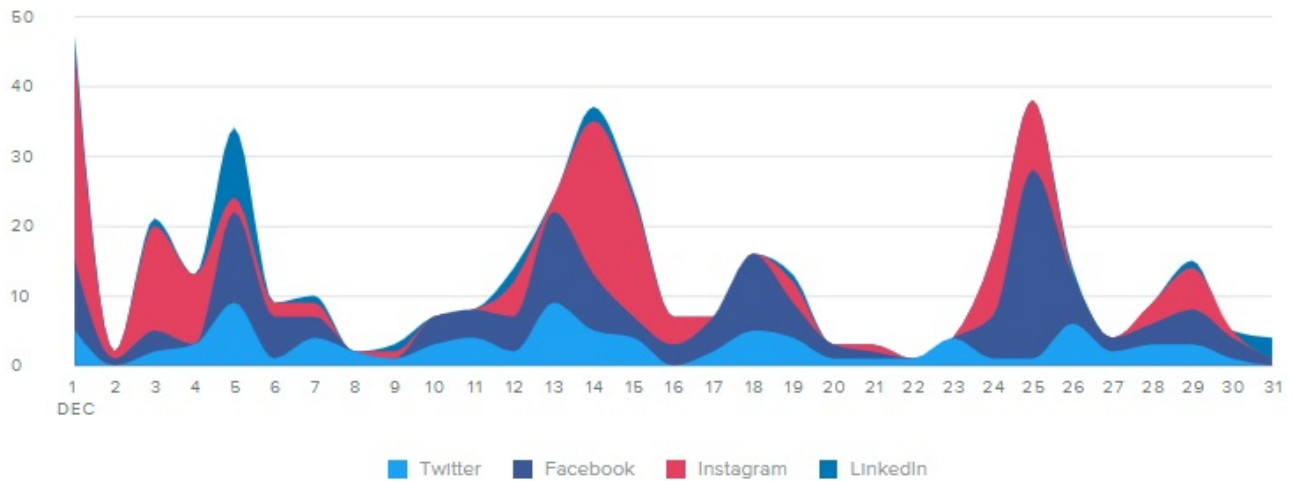
- **Website Analytics**

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	App	Eye-wear	Pharmacy	Student Lifeline	FAQs	The Voice
Dec 2018	7,914	3,381	681	220	459	1,432	80	107	79	55	47	123
Nov 2018	11,635	5,025	1,068	335	639	1,216	178	280	166	108	68	118
Oct 2018	39,739	17,153	3,426	368	581	1,158	199	231	144	188	71	122
Sept 2018	10,895	4,604	1,300	237	1,099	1,322	276	93	84	146	39	212
Aug 2018	9,170	3,977	596	282	459	1,526	181	177	101	174	61	112
July 2018	11,791	5,163	716	259	519	1,747	186	111	98	126	40	99
June 2018	8,150	3,629	475	249	394	1,377	116	141	79	149	26	85
May 2018	10,343	4,350	996	304	202	1,533	102	140	52	188	64	76
Apr 2018	17,115	6,970	350	264	604	2,015	141	177	79	118	80	89
Mar 2018	34,837	12,622	4,153	214	111	1,356	157	332	279	200	58	98
Feb 2018	29,919	10,798	574	269	493	1,489	93	97	146	208	87	98
Jan 2018	13,417	5,507	1,384	194	481	1,752	151	1102	219	243	73	104
Dec 2017	9,094	3,683	613	203	96	1,419	79	92	156	133	51	67
Nov 2017	10,191	4,265	1,201	287	510	1,557	96	155	n/a	84	45	45
Oct 2017	19,068	8,028	5,220	301	411	2,243	119	237	n/a	173	46	32

Month	Advocacy	Quick Links	Forum	Health Plan	Exec Blog	Finances	Council	Minutes	Agendas	News & Archives	Policies
Dec 2018	24	31	346	111	19	26	73	20	25	114	211
Nov 2018	25	38	354	225	39	38	194	82	70	140	184
Oct 2018	46	37	400	132	57	35	133	41	55	199	153
Sept 2018	14	36	340	184	17	32	136	28	91	116	62
Aug 2018	28	48	386	166	20	25	128	55	77	134	97
July 2018	40	37	365	126	78	24	187	62	90	156	164
June 2018	49	38	232	114	85	32	224	32	56	111	148
May 2018	74	52	301	126	113	40	315	26	104	160	219
Apr 2018	25	44	271	64	37	45	558	20	80	170	526
Mar 2018	50	36	2,730	90	28	65	286	31	142	196	523
Feb 2018	87	58	1,282	108	32	60	265	69	68	198	426
Jan 2018	56	52	367	108	191	67	340	25	55	206	674
Dec 2017	47	69	308	80	36	28	222	44	55	97	576
Nov 2017	54	54	640	169	88	30	189	20	73	122	248
Oct 2017	32	73	343	216	120	53	163	24	57	137	375

- **Social Media Statistics:**

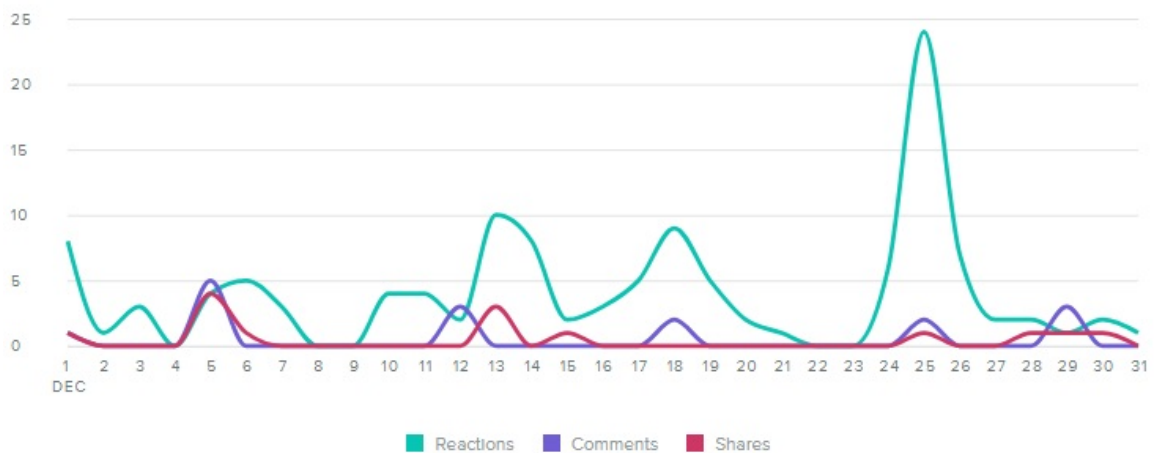
ENGAGEMENTS PER DAY



- **Facebook**

Facebook Engagement

AUDIENCE ENGAGEMENT, BY DAY

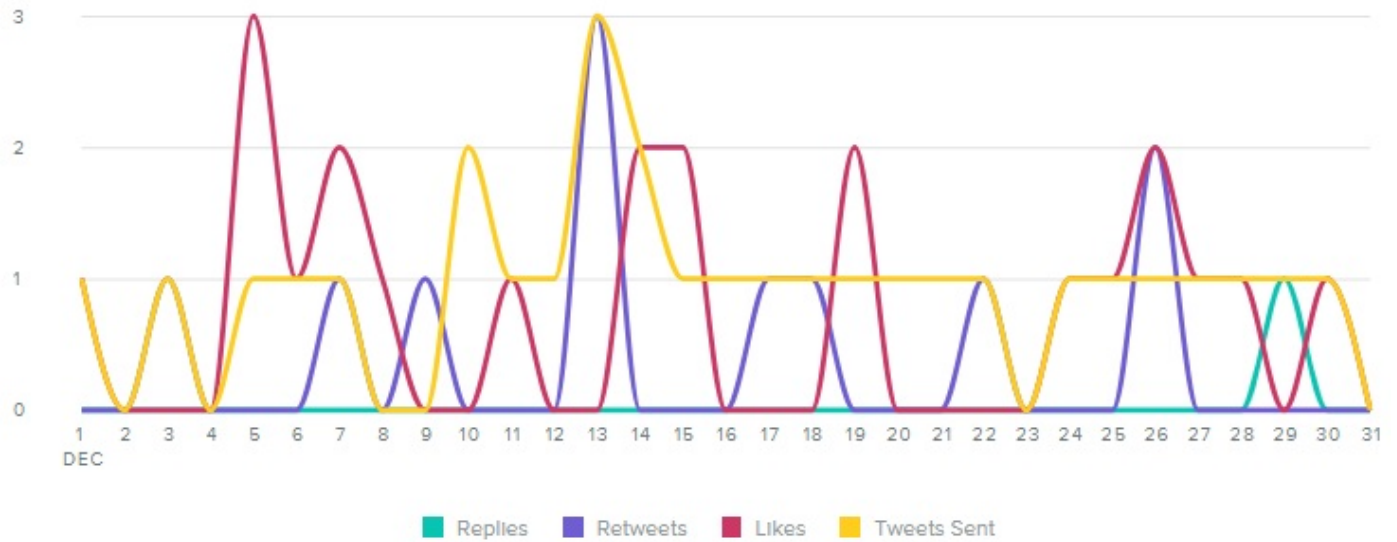


Month	Total Posts	Total Fans	New Fans	Average post reach	Overall Engagements	Overall Impressions
Dec 2018	30	5,71	16	378	154	16,265
Nov 2018	51	1,565	56	484	235	24,666
Oct 2018	37	1,519	19	372	12	13,765
Sept 2018	9	1,503	25	515	41	4,633
Aug 2018	24	1,486	42	772	224	18,528
Jul 2018	20	1,454	22	514	125	10,282
Jun 2018	11	1,441	67	655	185	7,203
May 2018	2	1,376	19	941	9	1,883
Apr 2018	27	1,364	23	479	86	12,951
Mar 2018	59	1,351	42	361	534	31,903
Feb 2018	45	1,328	28	262	172	20,658
Jan 2018	62	1,310	33	266	152	30,695

○ **Twitter**

Twitter Engagement

ENGAGEMENT COUNT



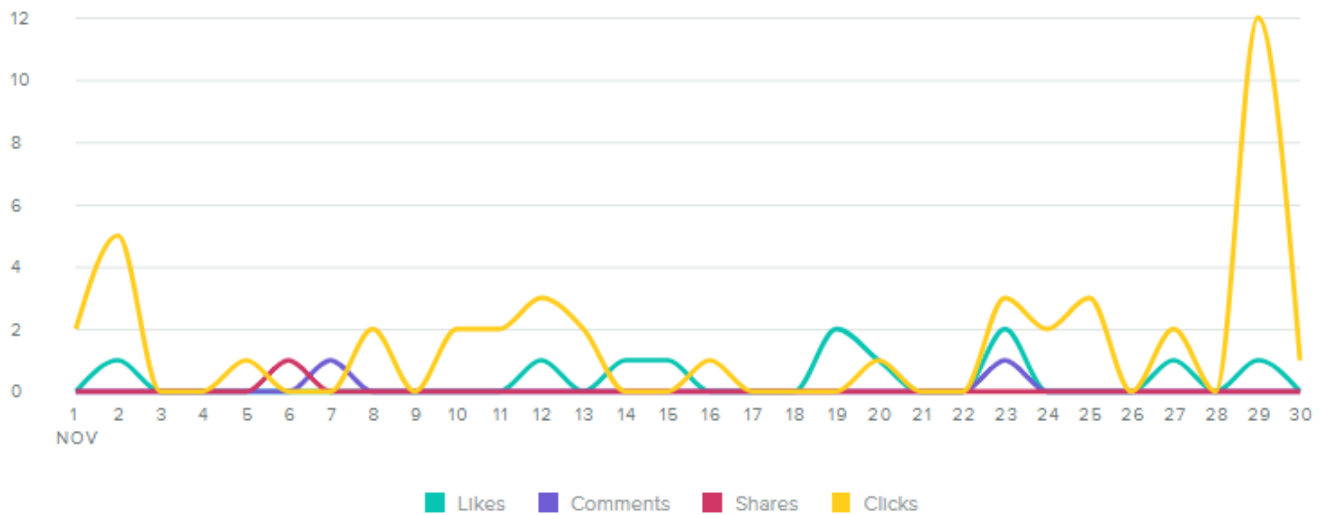
Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Dec 2018	29	882	0	11	29	11,624
Nov 2018	57	883	0	22	37	17,283
Oct 2018	39	884	0	9	174	13,800
Sept 2018	9	891	3	2	11	3,636
Aug 2018	28	888	21	10	8	9,990
Jul 2018	33	867	3	10	44	10,321
Jun 2018	10	864	10	5	12	6,118
May 2018	6	854	1	10	24	11,889
Apr 2018	25	853	2	9	36	11,769
Mar 2018	55	851	7	8	38	11,579
Feb 2018	46	844	4	24	36	11,823
Jan 2018	60	840	6	12	67	13,612
Dec 2017	56	834	12	12	51	12,320
Nov 2017	56	832	8	12	53	13,024
Oct 2017	65	834	14	42	71	16,605

December 2018

- **LinkedIn**

LinkedIn Engagement

AUDIENCE ENGAGEMENT, BY DAY

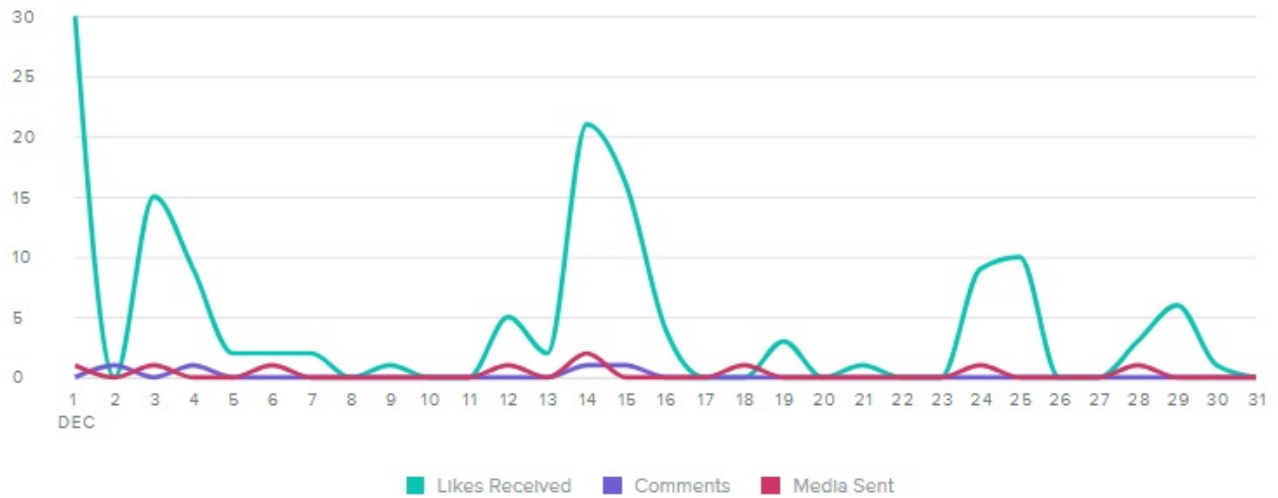


Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
Dec 2018	29	250	0	26	21	1,063
Nov 2018	35	252	12	58	44	1,5551
Oct 2018	26	240	0	52	28	1,408
Sept 2018	0	240	0	0	0	0
Aug 2018	0	240	0	0	0	0
Jul 2018	0	240	0	0	0	0
Jun 2018	0	240	0	0	0	0
May 2018	0	240	0	0	0	0
Apr 2018	0	240	3	22	19	1,590
Mar 2018	51	237	3	28	25	2,708
Feb 2018	41	234	2	15	12	2,176
Jan 2018	58	232	1	20	19	2,646
Dec 2017	56	231	0	24	22	2,183
Nov 2017	54	232	2	22	17	2,739
Oct 2017	63	230	0	63	49	4,456

○ Instagram

Instagram Engagement

AUDIENCE ENGAGEMENT, BY DAY



Month	Total Posts:	Total Followers	New Followers	Likes Received	Comments Received	Total Engagements
Dec 2018	9	281	0	142	4	122
Nov 2018	14	286	19	206	5	211
Oct 2018	13	266	4	126	3	129
Sept 2018	2	262	3	83	2	85
Aug 2018	8	259	12	186	0	190
Jul 2018	9	247	77	209	9	218
Jun 2018	12	170	170	178	2	180

AUSU Office Report

Jodi Campbell, Executive Director

Prepared: December 31st, 2018



Administration

AUSU Staff Update:

On behalf of the entire AUSU team, we want to wish everyone a very Merry Christmas and all the best in the New Year! Everyone is excited to enjoy the holidays, which will begin on December 22nd, as our last day in the office will be December 21st. Regular office hours will resume on January 2nd, which will have already happened as you're reading this report, so in saying this – I hope everyone had an amazing Christmas and Happy New Year!

Lynda.com

Thank you to everyone for responding so quickly to the Lynda.com email vote this month. Our new 3-year agreement is now in place with the pricing being as follows:

- Year 1: \$25,867 USD per year (\$34,637+/- CDN)
- Year 2: \$29,533 USD per year (\$39,546+/- CDN)
- Year 3: \$33,200 USD per year (\$44,456+/- CDN)

Please note that this email motion will be ratified during the January council meeting.

2019 TD1 Tax Forms:

The new 2019 tax forms are now ready and in your email inbox. I have now compiled all the new forms with the intention of sending them over to our bookkeeper for processing. Thanks for filling them out so quickly. Props to Amanda for being the first one to have her forms returned back to me. There should be a prize for this, right Mandy! I'll see what I can do. lol

For those of you who still have this on your To-Do list, please fill them out as soon as you can and get them back to me, so we might mitigate any delays in our January payroll.

Website Re-Design:

The website re-design working group has selected our website developer from our recent RFP. The successful developer is KOBOT, and we look forward to a great project working with Bryan Kulba and his team.

We hosted an initial introduction meeting on December 12th, 2018, with Bryan and took the opportunity to provide our objectives and overall wants and needs for the project. Goal will be to start the project in January and launch the new site approximately 6-8 weeks afterwards. We're very excited to see this website rebranding come to life and look forward to sharing updates with council along the way.

Year-End Audit:

December brought with it our last year-end meeting with KRP. We were able to finalize the proceedings and prepare all the statements for the January council meeting. Everything went very

December 2018 Activity Report

well. We are happy to have arranged to have Natalia Toth and Chad Knippel from KRP join us at our teleconference council meeting. They will be happy to answer any questions you might have about the 2018 audited financial statements.

General Administration:

- At long last we are seeing some substantial progress in the new AUSU reporting we receive from the university. You might recall we have been working with AU to establish new member list reporting that will allow us to communicate more effectively to our student members. Our new student mailout will be one of those new initiatives that will come from this new data. After more than a year, I see the light at the end of the tunnel and anticipate we'll be able to launch this mailout early in 2019.
- The executive committee retreat itinerary is currently being developed, with the event taking place from January 22-25. We have a solid list of topics to be covered during the retreat, and I look forward to bringing the executive committee together for a focused look at everything AUSU.
- The transfer of Voice Magazine funds from our operating account over to our CWB investment account was completed on Dec 18th. These funds will be monitored and tracked through our Internal Restricted Funds spreadsheet moving forward.
- **TD1 Forms** are now due. Thank you to those who have submitted your new tax forms.

Committee Support

Finance Committee:

There was no finance meeting scheduled in December. I had a couple meetings with KRP as they wrap up our annual audit. Everything looks good and the financial statements will be ready for our January council meeting.

Awards Committee:

The fall awards season is now complete, with our awards committee meeting being held on December 4th. We are proud to have 20 students receiving an AUSU award this fall. Huge **THANK YOU** to all the members of the awards committee for taking the time to review all the applications and contributing to the selection process.

The Laurence Décor application is now available and is an award that all councillors should consider as it focuses on student leadership at AU. Be sure to check out the link in the latest AUSU Newsletter as well as on our website.

MEC Committee:

The MEC committee met on December 7th and were able to provide updates on a number of on-going initiatives here at AUSU. Topics included:

- AUSU podcast project plan
- AUSU website re-design
- Mobile APP update
- Update on the Lynda.com renewal process
- Student advisory committee discussion

As you are all aware, the staff take a very active role in the execution of these initiatives, and we are looking forward to delivering all of these in the new year.

The Voice

The Voice Magazine will be producing issues throughout December on the 7th, 14th, and the 21st. Stay tuned for our special “Best of 2018 Review” feature article coming out on January 4th. Please be sure to send over your nomination for your favorite article from 2018 to be considered for this special issue.

We are currently looking to attract more undergraduate writers for the magazine and promoted the opportunity in the latest AUSU Newsletter, which provided us with immediate feedback with a number of student requests coming in seeking more information. I’m looking forward to seeing some new faces writing for the Voice and bringing a new perspective on the AU student experience.

Governance

The team is working on the position policy handbook, which will be ready in the new year. This will provide a new look to the policies located on our website to ensure they are relevant and openly available to students, AUSU partners, and AU stakeholders.

Meetings

December 3	AUSU website RFP review
December 4	AUSU Staff Christmas Lunch
December 4	Awards Committee Meeting
December 5	Weekly Staff Meeting
December 5	Weekly Executive Meeting
December 6	MEC committee prep
December 7	MEC Committee Meeting
December 10	Weekly Executive Meeting
December 11	Stakeholder Meeting – Jennifer Schaeffer (CIO) & IT Staff
December 11	Stakeholder Meeting – Dr. Alain May
December 12	Weekly Staff Meeting
December 12	Voice Magazine Meeting
December 12	Meeting with KOBOT Website Developers
December 14	Stakeholder Meeting – AU Faculty Association
December 14	AUSU EC Retreat planning meeting
December 17	Bill 19 Teleconference – Hosted by AB Prov. Government
December 17	Weekly Executive Meeting
December 18	Meeting with Carla Yeaman (AU Information Center)
December 19	Weekly Staff Meeting
December 20	AMICCUS Monthly Board Meeting
December 21	Awards Meeting with A. Lipinski & M. Goertz
December 24 - January 1	Office Holiday Closure

Committee Report

Finance Committee

Prepared by: Natasha Donahue, Chair

Date: January 2, 2019



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

Activity This Month

The finance committee did not meet this month. However, there has been some activity. The yearly audit has been completed and the documentation has been shared with us. I have reviewed the audit documents and have scheduled a time with Jodi before the council meeting to go over them more in-depth so I may gain a better understanding. The audit will be presented at the January council meeting.

The regular quarter 1 meeting of the finance committee is being scheduled and will fall between February 4-8, 2019.

Summary of Action Items

Date	Status	Action Item and Responsible Party
	Deadline	
Jan. 11	In Progress	<p>Have Tammy fix accrued liabilities balance sheet item as well as fix the Voice contest line on the income statement</p> <p>Jan 31:</p> <p>The accrued liability error has been fixed and Tammy is working on the voice line item</p> <p>Feb 21:</p> <p>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</p> <p>J. Campbell</p>

December 2018 Committee Report

Member Engagement & Communications Committee

Prepared by: Melinda Goertz, Chair

Date: 31 December 2018



Committee Members: Melinda Goertz, Amanda Lipinski, Brittany Daigle, Christine Hudder, Joshua Ryan, Donette Kingyens, Mel Mirasol (Member at Large, non-voting), Jodi Campbell (non-voting).

Activity This Month

The MEC Committee met on December 7, 2018.

An update was given to the members for future Facebook Live events and Meet and Greet schedules. The committee now has a shared file that can be accessed through the Google Drive to brainstorm ideas for future events and topics that they'd like to see incorporated.

AUSU Podcast Project

The committee was updated on the Podcast Project Proposal and passed a motion to recommend its approval to AUSU council. A lot of work was put into this project and the information provided will allow for a clear path forward on this project.

Website Re-Design RFP

A new service provider, Kobot has been selected. Initial intake and brainstorming sessions are scheduled to begin in January 2019.

Updates

The team was given an update on the AUSU mobile app, Lynda.com and the Student Advisory Committee.

Next meeting will be February 19, 2019 from 6-8 pm MST.

AUSU Executive Report

Brandon Simmons, President

Prepared: January 2, 2018



Committees

General Faculties Council: There was no GFC meeting during December, the next meeting will be a joint GFC and Board of Governors session scheduled for January 18.

Board of Governors: There was an evening session held where we were able to get to know our two new public members Shawn Cornett and Shannon Neighbour. Neil also led out some leadership training. The focus was on decision making and the effects of group think. The goal was to open up our discussions so that we as a board would be willing to listen and consider the ideas of everyone. The board meeting was then held the following day. An update was given regarding the auditor general's report, it was noted that AU moved from red to yellow. It was also noted that by the next report we should have addressed all of the concerns raised by the auditor general and will move to green status.

During the updates it was also noted that AU is now forecasting a surplus of \$9.1 million. This is primarily due to the increased registrations that the university has seen. Overall AU had budgeted a 2% undergraduate enrollment increase and a 5% decrease in graduate enrollment. Instead AU has seen a 14% increase to undergraduate studies and a 2% increase in graduate enrollment. Neil explained that while the amount is high the university reserves are low even with the addition of this surplus. Ideally the reserve level that Neil would like to have is \$70 million. This would allow the university to respond to circumstances such as a cut to the government operating grant. For example, a 10% cut to the campus Alberta grant is equal to \$5 million for AU. Throughout this discussion I questioned if this surplus considered the increased costs of service due to the enrollment increase. I was assured that funds have been set aside to support students and that they are watching carefully to ensure that students are being taken care of. It is anticipated that this money will begin to be used starting in February as that will be the 6 month point from when the increase in enrollment first occurred.

This discussion then led to the approval of tuition and fees for the upcoming budget. Again, I raised concerns about the late exam fee and the rescheduling fee. I did not get much for support on my concerns however I did get a commitment that AU will begin the process of a tuition and fee review process very shortly and it will be completed before the end of the next fiscal year. They have already begun preliminary discussions and are now just awaiting a few more details from the government regarding the specifics of the new tuition regulations stemming from bill 19. We will continue to put pressure on

the university to ensure that a proper review is undertaken so that the fees that are charged for services are fair for students.

BOG Finance and Property Committee: We held a meeting during the month of December however the meeting was in camera and I am not able to share the details of the meeting.

Space Plan Steering Committee: We held a meeting during the month of December however the meeting was in camera and I am not able to share the details of the meeting. What I can share is that I feel that the committee is behind schedule as a result there will be more frequent meetings occurring moving forward. The next meeting is scheduled for January 14.

Faculty of Business Faculty Council: There was a faculty council meeting held December 14 however I was not able to attend as it occurred at the same time as the Board of Governors meeting. I did review the meeting package and had no concerns. Much of the agenda items were regarding graduate level program offerings.

Faculty of Business Undergraduate Program Council: In this month's meeting we reviewed the Assurance of Learning reports for the Bachelor of Management and Bachelor of Commerce programs. The results were really good, and the statistics showed that the vast majority of students were achieving the learning outcomes from the programs. Over 80% of students are meeting the current benchmarks that are in place. There was discussion that a new learning outcome should be added however based on the results of the external reviews that recently took place. The learning objective would be focused on verbal communication. There was some concern about how an online environment would support mastery of this objective and it was noted that the new cohort-based capstone course would provide this opportunity and it would be beneficial to try and incorporate other opportunities into other courses as this was the one area where AU's business programs were seen to be lacking.

National Advocacy Committee: There were no meetings during the month of December. Currently we are working on setting a new meeting time for the next semester. I have replied with my availability however a new meeting schedule has not been set yet as we are still waiting on a few committee members to reply.

Governance and internal review committee: There were no meetings during the month of December. Currently we are working on setting a new meeting time for the next semester. I have replied with my availability however a new meeting schedule has not been set yet as we are still waiting on a few committee members to reply.

Athabasca University Faculty Association: The AUFA team attended the board of governors meeting in person and then met in person with our executive team immediately after. They shared that they did not feel bargaining was going well and mentioned that they were concerned about next steps. They mentioned that they have an upcoming bargaining meeting in January after which time they mentioned that if

things don't change they could enter into mediation. After mediation both parties could come to an agreement or a strike/lockout could be considered. We are continuing to monitor the situation and continue to stand up for students. We have been reminding all parties involved that the whole reason the university exists is because of the students and that they need to consider the effect of a work stoppage on the students.

Alain May: Our executive team met with Alain twice in December. We were able to discuss some of the projects that are being funded by the one-time grant by the government. The full details of all the projects have still not been released publicly but all of the projects are going to be very beneficial for students. They aim to help make administrative tasks easier and more convenient or provide better training for staff and students. The projects did take longer to get approval and are now a little behind, but we have been told that we will be invited to participate in the upcoming working groups now that the projects are underway.

Another discussion that we had, related to group study options. At one point these cohort-based course offerings were deemed not financially viable and were going to be discontinued, but it looks like this will not be the case. AU has changed the model and instead of having other institutions offer in person AU classes they will now organize some group classes for specific courses. This is not really a change as this is already happening in Calgary and other locations however at one time this was going to be winding down but now it looks like it will be continuing.

We also discussed the AU bookstore project status. Based on the learning framework AU is considering cancelling the project and instead they will be focusing on moving towards getting rid of textbooks all together. Right now, there are a number of AU courses that have all of the course content within the learning management system (Moodle). This is what the university wants to move towards and will be working hard to redesign courses so that students will not be required to have textbooks. While this sounds great it does not help current students who are required to pay fees towards textbooks. AU's answer to this is to provide an e text bursary to provide up to \$50 per course for students to purchase a physical textbook. This is not the preferred method that we were looking for, but it does in the short term provide students with some cost relief if they prefer physical textbooks. With that said we are still waiting on details of what the reimbursement would look like and additional details.

The second meeting focused on discussions around creating a student community hub. The goal is to be able to help create a stronger community with AU students. The platform for this is still unknown but AU asked us to consider a partnership on our current mobile app in the short term. We will be meeting with Alain and her team more in January and February to discuss the details of what this partnership could look like, but it may allow us to integrate our app with the university systems to allow greater access to AU materials such as grades and course materials. We will continue to find out details and will then bring this information back to council for consideration.

Position Policy Project: Based on the feedback received from council Natasha, Emmanuel, and myself have been working together to come up with some additional options that would allow us to improve our position policies in order to enhance our advocacy efforts and be as transparent as possible to our membership. We have also now reviewed all the current position policies and have made notes for additional research to be completed. The next steps will be to reformat the policies and incorporate the research identified so that we can take back the new policies to council for discussion.

Meetings

December 4, 2018 – Faculty of Business undergraduate program council
December 5, 2018 – Executive Meeting
December 6, 2018 – Board of Governors Finance and Property Committee
December 10, 2018 – Executive Meeting
December 11, 2018 – Jennifer Schaffer, AU VPIT/CIO
December 11, 2018 – Alain May, AVPSAS
December 13, 2018 – Board of Governors evening session
December 14, 2018 – Board of Governors meeting
December 14, 2018 – Athabasca University Faculty Association
December 17, 2018 – Position Policy Project meeting
December 17, 2018 – Executive Meeting
December 20, 2018 – Space Planning Steering Committee
December 20, 2018 – Alain May
December 20, 2018 – Position Policy project meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
December 9	35	14	0	35.25
December 16	35	2	0	33.25
December 23	35	15.75	0	17.5
December 30	35	0	0	17.5

Timesheets and Compliance

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

AUSU December 2018 Exec Report

Melinda A. Goertz, VP External and Student Affairs

Prepared: December 31, 2018

Committees

AUSU MECC: See MECC Report.

AUSU Awards Committee: See Awards Report.

Board of Governors: This committee had a meeting on December 14. I was unable to attend.

BoG Governance Committee – December 6, 2018

The committee approved a motion for the approval of Athabasca University Mandate Statement. Upon review of the Board Mentorship Program the committee asked that this be sent back to the drafting table to reword some of the pieces.

The committee asked the President, Neil Fessina and the University's Secretariat, Carol Lund will work to sharpen the measurable metrics for the Board Goals & Objectives. They will then be circulated to the committee for approval and socialization at the next governance meeting in March.

There were discussions around all Board members having Office 365 email addresses. It was the governance perspective that we adopt this to have all Board members have an Office 365 email address for security purposes. From a risk management perspective, it is a step in the right direction. The committee passed a motion from the floor to move forward with this.

We were given an update on the Conflict of Interest Act – The University has submitted and received feedback on the Code of Conduct multiple times. On Nov. 21 Neil and 5 other presidents received letters that Universities were difficult and time consuming to work with. They have been called in to the Ethics Commissioner for Dec. 11. The presidents will need to explain the complexities and difficulties of Universities. To offer some context; the things they are battling for are co-employment, ie faculty that own patents are not allowed to hold patents and are not allowed to receive funds from those patents and would not be allowed to present around the world unless the payment was coming from the University.

An update on Bill 19 was given. This is meant to improve the affordability and accessibility of post-secondary education – an amendment to PSLA. Bill 19 is a win



overall for AU. We had our CARI status continued but now we are the only institution embedded in the CARI sector. Tuition was introduced into the Act. Means we have now codified tuition in the province into legislation. If any government following this wants to change tuition, they will need to change legislation. This is now a floor of the house issue as opposed to a ministerial issue. You might be wondering if that includes fees as well? What the government has done is legislated the maximum allowable increase as a rolling CPI. Next year it is a 2.6% CPI increase. This will ultimately be more predictable for learners.

If the University would like to introduce any new mandatory fees they can only increase it at cost or a deficit, unless it is signed off by the student union. International students can be charged what the University decides but they need to know what they are looking at over the foreseeable future. Need to be able to predict for the students year over year.

CASA Federal Policy – This committee did not meet this month.

Faculty Councils

Digital Governance Committee – December 5, 2018

This meeting dealt with some committee logistics and Jennifer Schaeffer, the Chair asked the respective units to submit their spending information for audit purposes. There were discussions around a sanctioned IT investment proposal: Information Security Program. A presentation was given by the University's new Chief Information Security Officer, Tarik Kahn on the importance of IT security and case studies of organizations that have suffered attacks in the past. This led to discussions of the committee eager to see what the University is doing to mitigate these potential situations. The feedback was assuring that this is indeed a priority for the University.

Faculty of Humanities and Social Sciences Faculty Council – December 7, 2018

The FHSS Council approved the permanent closure of two courses:

Legal Studies (LGST) 479: Local Government Law in Alberta
EDUC/HRMT 310: The Canadian Training System

The council approved the recommendation for a number of program changes for submission to the Faculty of Graduate Studies Faculty Council recommend to the Academic Planning, Policy and Standards committee.

AUSU Business

Film Mental Health Video – December 3, 2018

The University's mental health coordinator, Faye Gosnell is working hard on an initiative to create training for AU staff in mental health issues. These training modules were shared with us and we were invited to consider some specific examples that we could share for the video portions of the training. I was honored to participate in this project and was able to draw on a lot of the experiences that had been shared by our students at our recent Meet and Greet. The timing was great as well, as I had reviewed the bi-annual award submissions the weekend prior and was able to capture some of that spirit in my reflections and examples. We've had the chance to review the edited version of our submissions and are happy with the outcomes.

Website RFP Selection – December 3, 2018

I met with our Executive Director, Jodi Campbell and Communications and Member Services Coordinator, Donnette Kingyens to select our new website provider. Upon reviewing the qualified applicants we selected Kobot. Their proposal was superior to other applicants in many areas but mainly in their ability to fulfill all of our requirements in-house and based on our current experiences working with their team. They are the developers for The Voice magazine website which has seen favorable results and there is a build in advantage with having the same developer work on both The Voice and our new AUSU site.

Meetings

Dec 1	Return Flight from CASA Conference
Dec 3	Film Mental Health Video - Edmonton
Dec 3	Website RFP Meeting
Dec 4	Awards Committee
Dec 5	Executive Meeting
Dec 5	Digital Governance Committee Meeting
Dec 6	MECC Prep Meeting
Dec 6	BoG Governance Committee Meeting
Dec 7	FHSS Meeting
Dec 7	MECC Meeting
Dec 10	Executive Meeting
Dec 11	CIO Team Meeting
Dec 17	Executive Meeting

Hours

Weekly Breakdown

Week ending	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
Dec 9	30.5	0	.5	56
Dec 16	14.5	15.5	0	40.5
Dec 23	6.25	23.75	0	16.75
Dec 30	30	0	0	16.75

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: January 2, 2019



Committees

Finance Committee:

The finance committee did not meet this month. Please see the finance committee report for any more details.

Mental Health Advisory Committee

We did not meet this month. The next meeting should be early in the New Year.

Faculty of Humanities and Social Sciences Faculty Council:

The council met on December 7, 2018. The meeting was pretty exciting as there is a lot of change happening in the faculty. There were many courses opened, course regulation changes, new programs in development, new staff positions opening up, discussion on Middle States, some barriers removed to the reference letter limit for Med and EdD programs, and the Academic Program Development Process flowchart for information. There are many developments happening at the graduate level and it is exciting to see all the progress.

The next FHSS meeting will fall on January 9, 2019.

Faculty of Science and Technology Faculty Council:

There was no meeting for the Faculty of Science and Technology Faculty Council for November. The next meeting date is unknown.

Faculty of Health Disciplines:

There was no FHD meeting this month. The next meeting date is unknown but will fall in January.

General Faculties Council:

January 2019 Council Meeting

The GFC did not meet this month. The next meeting date is March 20, 2019. There is a joint Board of Governors and GFC Meeting upcoming on January 18, 2019.

GFC Sub Committees

Academic Excellence Awards Committee:

There was no meeting this month. The next meeting date is unknown.

Executive Committee:

There was no meeting this month. The next meeting is unknown but will fall before the GFC committee meeting.

Student Academic Appeals Committee:

There was a SAAC meeting on December 13, 2018. The next meeting will fall on January 10, 2019.

Student Awards Committee:

There was no meeting this month. The next meeting date is unknown.

AUSU Business

Policies

We are reviewing Policy 1.01 – Creation, Format, Maintenance, and Review informally, and the review will be included in the January council meeting package.

Position Policies

Emmanuel, Brandon, and I met a few times before the Holidays to discuss the next steps for the position policy project. We decided to move forward with the creation of two documents: the website version of our policy statements, which will look similar but be more streamlined and easier to read for those interested in our advocacy stances, as well as a position policy manual. The manual is what we have discussed at our November council meeting.

We have decided that we will review all of the position policies as an executive team decide what each policy might need in terms of updates and relevancy. We will then split the work amongst Brandon, Emmanuel, and I to prepare the policies in the new format for the February council meeting. This means in February our position policy handbook will include only current topics made current and updated.

Once the new manual has been completed and adopted by council, we can then take a look at our relatively long list of proposed position policy topics and decide what is a priority for a new document, what can be included into existing or proposed documents. We can also develop a schedule for their creation.

Mental Health Video

Melinda and I were both involved in the filming of interview-style segments regarding student mental health and the unique needs of students at AU. The goal of the video is to help front line staff and academic experts gain a better understanding of how to work with students with mental health needs. The resource has been completed but has not yet been approved by AU.

Executive Retreat

Jodi and Brandon have been busy planning out our upcoming executive retreat and I am really looking forward to it. The discussion topics look great and we have a lot of opportunities to strengthen our team even further as we head into our 30/60/90 plans. This will be another great opportunity for us and it should be a great time for all.

AUFA

Brandon, Jodi, and I were able to sit down in-person with AUFA and get an update from Nick and Jolene. We were able to ask what a labour dispute would look like for students and learned that the first steps taken to establish essential services with AU can take a few months. Once everything is approved, then there is only 72 hours notice needed for a lockout or strike. We also spent a little bit of time talking about Bill 19.

Alain May

We had a couple of really great meetings with Alain May this month where we heard some pretty cool updates in the world of Student Academic Services. Alain filled us in on some of the new initiatives and the proposed funding models for them as well as asked us questions about what we thought and what we would like to see with these initiatives.

Meetings

December 4 – Mental health training resource video filming at Onlea in Edmonton
December 5 – Weekly executive meeting

January 2019 Council Meeting

December 7 – FHSS meeting
December 10 – Weekly executive meeting
December 11 – Alain May
December 13 – Student Academic Appeals Committee Meeting
December 14 – Meeting with AUFA
December 17 – Position policy review project
December 17 – Weekly executive meeting
December 20 – Meeting with Alain May
December 20 – Position policy review meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
December 9	18	12	0	29.25
December 16	18	12	0	17.25
December 23	18	12	0	5.25
December 30	0	0	0	5.25

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
December 5, 2018	BIRT the executive committee approve the missing receipt form from October 19 and 20, 2018, in the amount of \$40, on behalf of VP External and Student Affairs. Brandon Moves. Natasha seconds. Carried 3/0.
December 10, 2018	BIRT the executive committee approve the missing receipt form for December 3 rd , 2018 in the amount of \$10.53, on behalf of the executive director. Moved by Brandon S. Seconded by Melinda G. Carried 3/0.