



Athabasca University Students' Union

Council Meeting Minutes - DRAFT

Tuesday, February 19th, 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
Expected Participants
- Council:** President Brandon Simmons, Vice President External and Student Affairs Melinda Goertz, Vice President Finance and Administration Natasha Donahue, Councillor Sarah Blayney Lew, Councillor Brittany Daigle, Councillor Darcie Fleming, Councillor Christine Hudder, Councillor Amanda Lipinski, Councillor Alice Namu, Councillor Mark Teeninga, Councillor Lisa Oracheski, Councillor Josh Ryan.
- Staff:** Executive Director Jodi Campbell, Governance and Advocacy Coordinator Emmanuel Barker, Voice Magazine Managing Editor Karl Low, Communications and Member Services Coordinator Donette Kingyens.
- Regrets:** Councillor Julian Teterenko (absent-vacation)
Members: Carla Knipe
Called to order: 6:33 pm MST

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

Proposed Motion: BIRT AUSU council adopt the February 19 th , 2019 council meeting agenda.

<i>2019-02-19 Council Agenda DRAFT</i>
B. Daigle/ A. Lipinski | B. Simmons

Carried 12/0 |
| 4.0 | Approval of Council Meeting Minutes

Proposed Motion: BIRT AUSU council approve the minutes of the January 10 th , 2019 council meeting.

<i>2019-01-10 Council Meeting Minutes DRAFT</i>
J. Ryan/ S. Blayney Lew | 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 Executive Election Update** B. Simmons
Note: Update will be provided regarding the upcoming executive election, which will take place at 5 pm MST on Thursday, March 7th, 2019.
- Details of the election were provided to council, as well as the announcement that executive committee position nominations are now open.

- 7.0 In-Camera Session** B. Simmons

7.1 Meeting to go In-Camera for Discussion Regarding Councillor Attendance.

Proposed Motion: BIRT AUSU council agrees to move In-Camera.

In-Camera Tip sheet

2019-02-19 In-Camera Information Sheet COUNCIL ONLY

B. Daigle/ L. Oracheski

Failed 0/12

Note: During an In-Camera session, those attendees not on the current council will be asked to leave the meeting during the discussion and will be invited to rejoin the meeting to observe the decisions and any motions arising from the discussion.

7.2 Proposed Motion: BIRT councillor Darcie Fleming be respectfully dismissed from AUSU Council for accruing two or more full absences from council and committee meetings without sufficient notice in a twelve-month period, by being absent from the November 14th, 2018, and February 5th, 2019, Finance Committee Meetings.

N. Donahue/ B. Daigle

Failed 1/11

- 8.0 Awards Committee Recommendation**

Proposed Motion: BIRT AUSU approve the updated copy of Policy 7.02 Member Services: Scholarships, Awards, and Bursaries Program as recommended by AUSU awards committee.

Policy 7.02 Member Services: Scholarships, Awards, and Bursaries Program

A. Lipinski. M. Goertz

Carried 12/0

- Update was given regarding the purpose of the changes.

- 9.0 Policy Revisions**

Proposed Motion: BIRT AUSU council approve the updated copy of Policy 4.01

Administration: Privacy Policy:

Policy 4.01 Administration: Privacy Policy

B. Daigle/ L. Oracheski

Carried 12/0

- 10.0 Policy Revisions**

Note: The following Copies of Policy 4 .02 Administration: Copyright Policy and Policy 4.03 Administration: Records Management have been approved by the executive committee as part of an **informal review**.

Policy 4.02 Administration: Copyright Policy

Policy 4.03 Administration: Records Management

- 11.0 Position Policy Project** N. Donahue
- Note:** An update will be provided regarding the development of the Position Policy Manual and accompanying Position Policy Handbook.
- AUSU Position Policy Manual*
AUSU Position Policy Handbook
- **Handbook** to be used for the website, and the **Manual** to be maintained as an internal document - available to members upon request.

Reports

- 12.0 For Information: Reports for the month of January 2019.**
- 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
<i>2019-01 President Report</i> | B. Simmons |
| 12.2 | Vice President External and Student Affairs’ Report
<i>2019-01 VP External and Student Affairs Report</i> | M. Goertz |
| 12.3 | Vice President Finance and Administration’s Report
<i>2019-01 VP Finance and Administration Report</i> | N. Donahue |
| 12.4 | Executive Meeting Report
<i>2019-01 Exec Meeting Report</i> | N. Donahue |
| | 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
<i>2019-01 Finance Committee Report</i> | N. Donahue |
| 12.6 | Awards Committee Report
<i>2019-01 Awards Committee Report</i> | A. Lipinski |
| 12.7 | Member Engagement and Communication Committee Report
<i>2019-01 MEC Committee Report</i> | M. Goertz |
| 12.8 | Executive Director’s Report
<i>2019-01 Executive Director Report</i> | J. Campbell |
| 12.9 | Communication and Members Services Coordinator’s Report
<i>2019-01 Communications Coordinator Report</i> | D. Kingyens |

Question & Answer Period

- 13.0 Question & Answer Period** B. Simmons
- Observers were encouraged to participate in the question & answer period.
- A question was raised from the floor regarding the changes to the scholarships, awards, and bursaries program.
 - A question was raised from the floor regarding the President’s Report.
 - A comment from the floor directed any councillors or members with questions regarding the upcoming election to policy 3.02.

Next Meeting and Adjournment

The next meetings of council will be:

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

Thursday, April 11th, 2019, 6:30pm MST – Public Meeting

Motion to Adjourn N. Donahue 7:49 PM MST

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	Completed 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	Completed January 31	Lynda.com Email Vote Ratification: Proceed with payment for the first year of the new agreement. ED

Committee Report

Awards Committee

Prepared by: Amanda Lipinski

Date: February 6, 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 last met on January 31, 2019, during this meeting the recipient of the Laurence Decore Award recipient was selected. A number of other topics were on the table for discussion with respect to Awards Committee application, review and selection with information for consideration presented from Executive Director, Jodi Campbell.

Original Motion with Decision:

Motion: BIRT that the AUSU Awards Committee approve the attached Computer Bursary application for xxxxxx xxxxxxx.

Moved by A. Lipinski

Seconded by L. Oracheski

January 10, 2019 – Failed 0/5.

Motion: BIRT that the AUSU Awards Committee approve the attached Computer Bursary application for xxxxxx xxxxxxx.

Moved by A. Lipinski

Seconded by M. Goertz

January 10, 2019 – Passed 5/0.

Motion: BIRT that the AUSU Awards Committee approve the attached Travel Bursary application for xxxxx xxxxxx.

Moved by A. Lipinski

Seconded by M. Goertz

January 10, 2019 – Failed 0/5.

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	9	3	6	0	11	\$11,000 or (14 computers)	\$2,643.47	\$8,356.53
Travel Bursaries	2	1	1	0	Varies	\$4,000 (up to \$1,000/ea)	\$891.60	\$3,108.40
Emergency Bursaries	6	5	1	0	Varies	\$4,000	\$1,432	\$2,568
Health Care Bursary	1	0	1	*not an AUSU budgeted award. Comes from AUSU internally restricted funds.	Varies	\$3,127.37 (Remaining Funds for 2018-2019)	\$0	\$3,127.37
#lgo2AU	49	2	47		2	\$4,000	\$2000	\$2000
Laurence Décor Award	3	1	2	*not an AUSU budgeted award. Comes from AU.	0	\$1,000	\$1,000	\$0
Student Volunteer Award	8	2	6		3	\$5,000	\$2000	\$3000
Returning Student Award	32	4	28		4	\$8,000	\$4000	\$4000

January 2019 Activity Report

Balanced Student Award	23	4	19		4	\$8,000 4/deadline	\$4000	\$4000
Total	191	29	162		32+	\$63,127.37	\$24,967.07	\$38,160.30

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: February 12, 2019



Administration

- January was a very busy month working on the results of the Fall student survey and the annual report (in progress), several extra social media campaigns, preparing documents and statistics for the website relaunch, and multiple meetings with service vendors in addition to regular duties.

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
Jan 2019	261	112	2	111	1,064
Dec 2018	168	92	3	73	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: 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
Jan 2019	2,066	112	2,850	200	94	46
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

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
Jan 2018	747	11
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

- **Forum Registrations**

Month	Total Registrations	New Registrations
Jan 2018	428**	120
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

**Not sure how stats of break down from Sept-Apr as system does not provide this info.*

***I manually deleted several hundred accounts that were clearly spam accounts.*

Social Media & Marketing

- **Newsletters**

Date	Sent to	Opens	Unsubscribed
2018-01-26	27,037	5,737	421
2018-01-11	26,321	9,073	387
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)
Jan 2019	8,054	261	3,037	50	93,699	4,762
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

January 2019

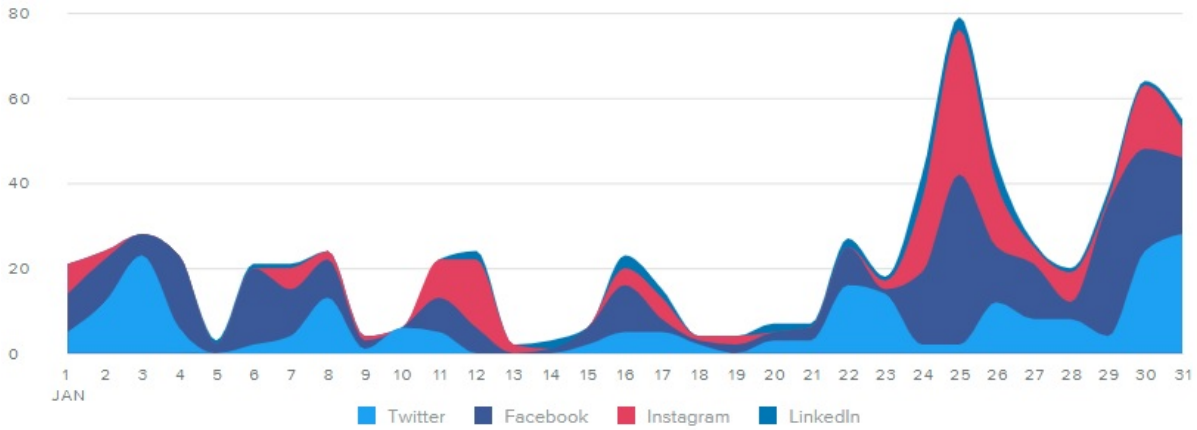
- **Website Analytics**

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	App	Eye-wear	Pharmacy	Student Lifeline	FAQs	The Voice
Jan 2019	13,233	5,646	2,211	273	573	1,697	223	396	162	46	50	107
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
Jan 2019	35	65	474	180	25	45	151	78	95	158	277
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

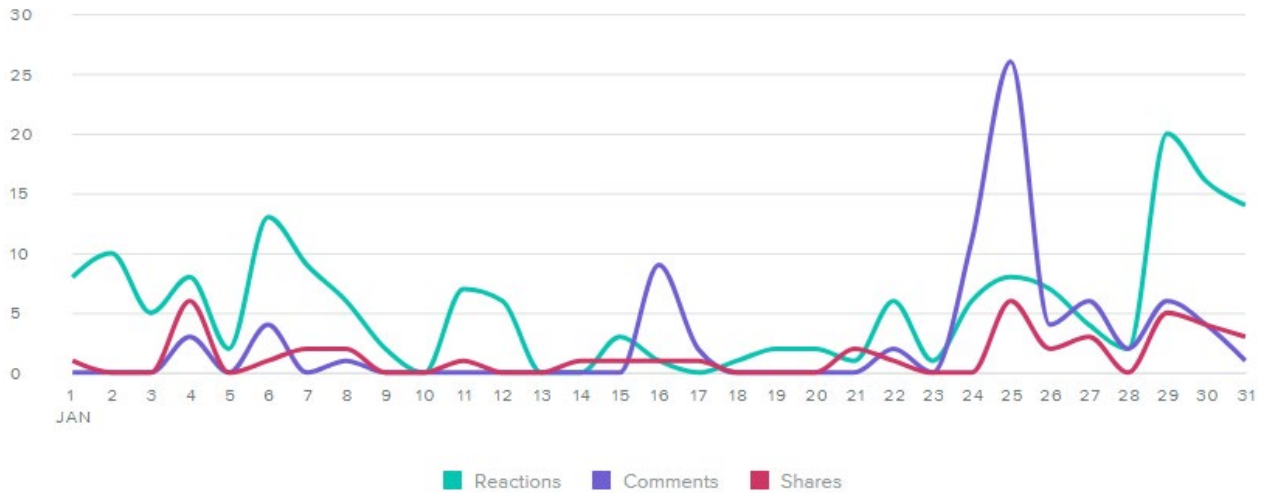
- **Social Media Statistics:**
Group Engagement

ENGAGEMENTS PER DAY



- **Facebook**

AUDIENCE ENGAGEMENT, BY DAY

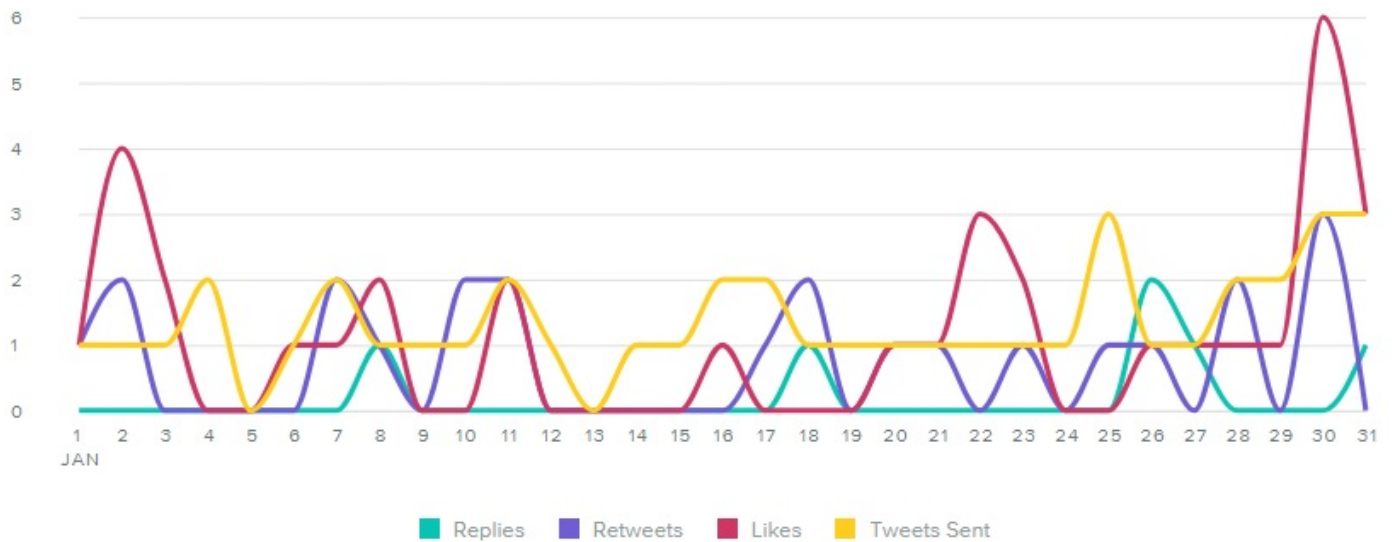


Month	Total Posts	Total Fans	New Fans	Average post reach	Overall Engagements	Overall Impressions
Jan 2018	45	1,598	27	604	294	27,197
Dec 2018	30	1,571	16	378	154	16,265
Nov 2018	51	1,565	56	484	235	24,666
Oct 2018	37	1,519	19	372	12	13,765
Sept 2018	9	1,503	25	515	41	4,633
Aug 2018	24	1,486	42	772	224	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

January 2019

○ **Twitter**

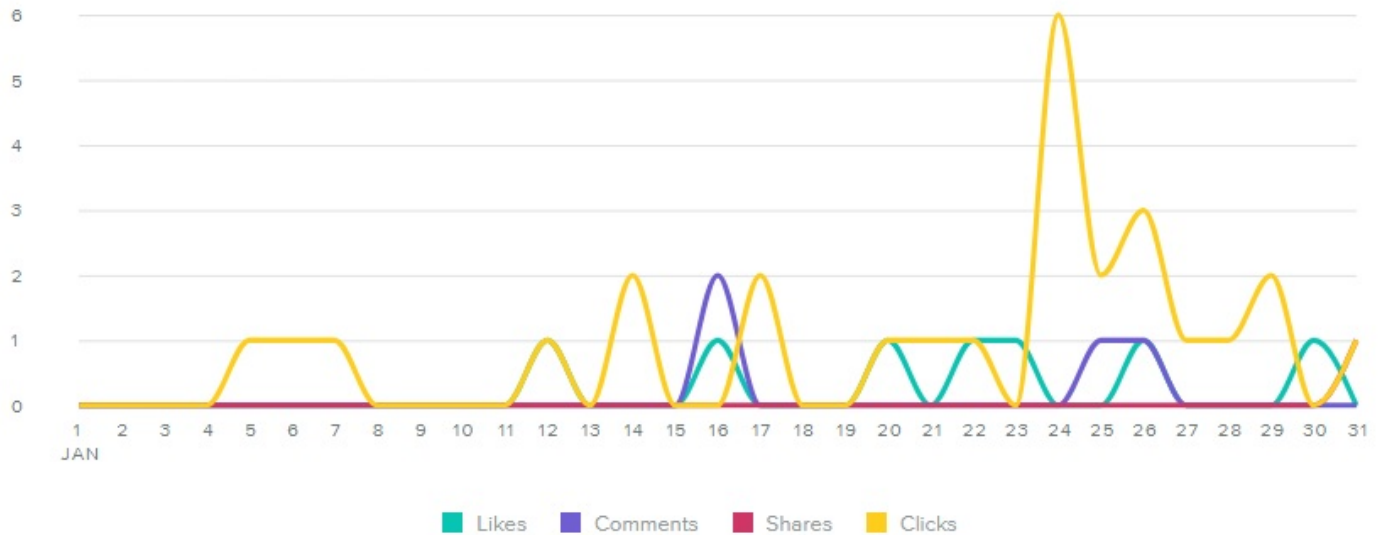
ENGAGEMENT COUNT



Month	Total Posts:	Total Followers	New Followers	Retweets	Overall Engagements	Overall Impressions
Jan 2018	42	886	4	23	215	18,283
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

○ LinkedIn

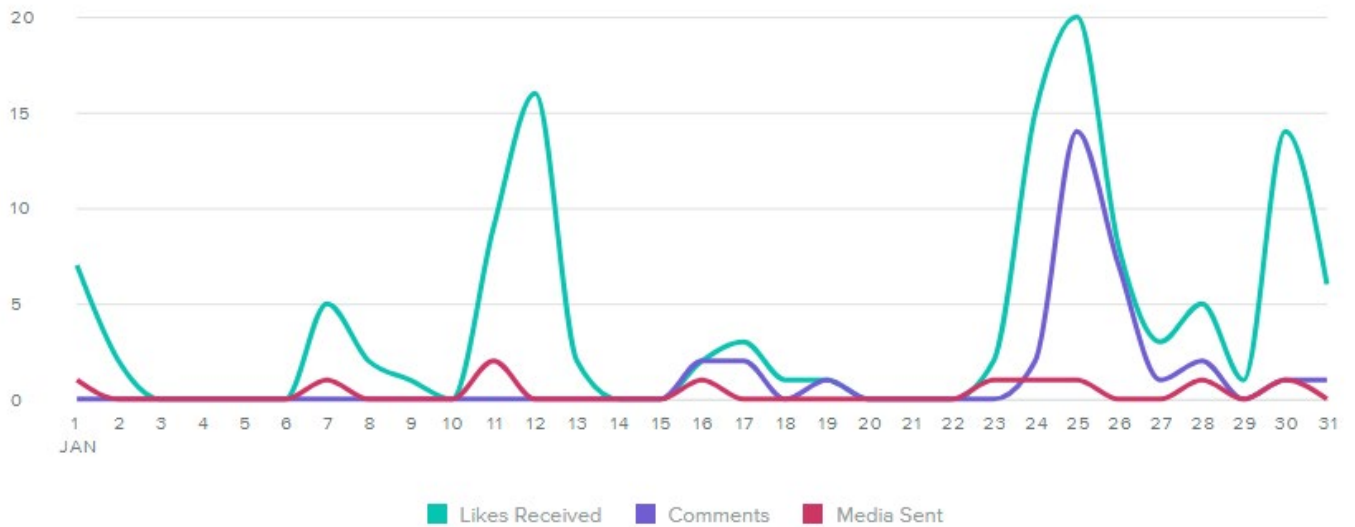
AUDIENCE ENGAGEMENT, BY DAY



Month	Total Posts:	Total Followers	New Followers	Total Engagements	Link Clicks	Overall Impressions
Jan 2018	33	254	4	39	27	1,498
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

AUDIENCE ENGAGEMENT, BY DAY



Month	Total Posts:	Total Followers	New Followers	Likes Received	Comments Received	Total Engagements
Jan 2018	10	290	9	125	33	158
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: January 31st, 2019



Administration

EC Retreat:

Once again, AUSU has executed another solid executive committee retreat, which plays a major role in our executive workplans and transition. Over 2.5 days we were able to collaborate on numerous initiatives, discuss trending topics, make essential decisions regarding ongoing items, as well as continue to build on our team culture. A few of the topics covered include:

- EC transition and process
- Annual AUSU survey review
- Member engagement brainstorming
- Position Policy Review
- Provincial Advocacy
- Council retreat planning
- Workplan review and development of executive 30-60-90 workplans
- Executive election planning

I'm proud of how our team came together with a purpose and executed a professional retreat experience, that allowed everyone the opportunity to maximize the time we shared. Great job team!

AUSU Member List Reporting:

I am thrilled to report that we are weeks...nay, days away from receiving our newly developed member list from AU. This new data will include additional information about specific program demographics, as well as information about student fees collected, which will be the primary data used in determining the recipients for our new student mailout initiative.

Website Re-Design:

Work continues on the AUSU website re-design. Phase one of the project includes a series of meeting with our developer that will aid in the research and discovery of what is essential for our website moving forward. This will take us to the end of January. Next will begin the website pre-build planning and logo design, which will take us to the middle of February. Primary work on the website build, along with site testing, will continue through till March, with the website launch taking place at the end of March.

Year-End Audit:

2018 audited financial statements were approved at the January council meeting. Thank you to Chad and Natalia from KRP for presenting the audit findings report during the meeting and joining us for the question and answer period. I have now received the final audited financial statements from KRP and will have them added to the annual report, which is currently being developed.

January 2019 Activity Report

General Administration:

- There were a number of post council meeting tasks that were completed since council met last on January 10th. Action items include:
 - Final review of podcast equipment to be purchased, and recording first podcast;
 - Contacting all successful Student Advisory Committee members to notify them of next steps for the committee. This will include a committee orientation at the end of January;
 - Signing off on the approved 2018 audit with KRP; and
 - Finalizing the Lynda.com agreement and sending our first installment for this service.
- The 2018 AUSU survey report has now been compiled and is ready for review by all councillors. This will likely be provided to council prior to the council meeting. Enjoy the read and be sure to contact our office if you have any questions.
- We ran an AUSU contest in January promoting the organization as well as highlighting the opportunities for online exam writing through ProctorU. We were able to partner with AU on sending this message out to students, which was extremely valuable. Contest resulted in 116 student entries through all our social media channels, with 10 lucky students winning a ProctorU exam promo code or some AUSU swag prizes.
- We hosted delegates from the AU Faculty Association (AUFA) on two different occasions in January, which allowed for a great deal of conversation regarding the current bargaining between AUFA and the University.

Committee Support

Finance Committee:

There was no finance meeting scheduled in January, however the primary focus was to wrap-up the 2018 Audit and prepare the statements for council approval on January 10th. With a solid process in place, I am very happy with the overall audit from this year and look forward to working with KRP next year when we prepare the 2019 financial statements.

Awards Committee:

The awards committee met on January 31st to review applications and determine the recipient of the 2019 Laurence Décor award. Congratulations to our 2019 award recipient.

The committee also took the opportunity to review the awards policy and discuss edits that will be required prior to the May awards distribution period.

MEC Committee:

The MEC committee did not have a meeting in January. There are a number of member engagement initiatives that are ongoing and will be ready for the committee to review during the next meeting on February 21st, including updates for the AUSU podcast, new student mailout, and website re-design project.

Student Advisory Committee:

The SA committee members were all notified of their committee appointments for the 2019 term. I hosted a committee orientation on January 30th and Feb 1st, which was our first opportunity to connect with the members and communicate what their roles and responsibilities will be for the year. Everyone is very excited to have the opportunity to provide feedback to AUSU throughout

January 2019 Activity Report

the year and I am looking forward to seeing what we can accomplish through this student committee engagement.

The Voice

The Voice Magazine is performing very well lately and had some fun looking back on the year with a “Best of 2018” feature. We are also seeking new writers for the Voice and have seen a couple new students who have been published in the magazine, which is great to see. One of the top articles continues to be the, “Course Exam” features.

Governance

The team is working on the position policy manual, which was ready for the executive committee to review during the EC retreat. Next steps will be to refine the manual and have the policies ready for council in February.

A great deal of work was conducted in an effort to stay in touch with the Ontario Provincial Government announcement on tuition. It goes without saying that although the 10% tuition drop is a big win for Ontario students, there were elements of the announced plan that were a definite set-back as well, including the changes to OSAP. AUSU is maintaining a great deal of communication in this regard with our colleagues in Ontario, as well as across the country, as the student union industry was certainly shaken by this recent news.

Meetings

January 2	Weekly Staff meeting
January 2	Weekly Executive Committee meeting
January 7	Weekly Executive Committee meeting
January 8	Audited financial statement review
January 9	Weekly Staff meeting
January 9	Meeting with Ready Education (Mobile App)
January 10	Council meeting
January 14	AUSU contest meeting
January 14	Weekly Executive Committee meeting
January 16	Weekly Staff meeting
January 16	AMICCUS-C Board meeting
January 17	Mobile App meeting with AU (Dr. Alain May)
January 21	AWS meeting with AU
January 21	Website development meeting with KOBOT
January 21	Stakeholder meeting with AU Faculty Association (AUFA)
January 22-25	EC Retreat
January 25	Stakeholder meeting with Kristine Williamson
January 29	Stakeholder meeting with Carla Yeaman (AU Info Center)
January 30	Weekly Staff meeting
January 30	Student Advisory Committee Orientation
January 31	Awards Committee meeting – Laurence Décor

Committee Report

Finance Committee

Prepared by: Natasha Donahue, Chair

Date: February 7, 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 year-end adjustments have been made and KRP has been appointed as auditor for the 2018/19 fiscal year at our January 2019 council meeting. We enjoyed a clean and easy to report audit in part thanks to the new unified reporting developed by Brandon. The finance committee met on February 5, and more information will be provided for the next council meeting.

Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
Nov 14, 2018	Complete	Councillor Professional Development to be discussed at the informal session of the upcoming council meeting. VPFA

January 2019 Committee Report

Member Engagement & Communications Committee

Prepared by: Melinda Goertz, Chair

Date: 31 January 2019



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 did not meet this month.

AUSU Podcast Project

Now that this project has been approved, the exec team and staff were able to begin taping content for our very first podcast. Everyone's favorite segment was the blooper section.

Website Re-Design

Kobot has executed a survey of AUSU councillors and will begin working on the new website in early February.

Updates

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

Next meeting will be February 21, 2019 from 6-8 pm MST.

AUSU Executive Report

Brandon Simmons, President

Prepared: February 7, 2018



Committees

General Faculties Council: The joint GFC and Board of Governors session that was scheduled for this month was cancelled.

Board of Governors: There was no meeting held this month, the next meeting is scheduled for March 29, 2019.

BOG Finance and Property Committee: There was no meeting held this month, the next meeting is scheduled for February 28, 2019.

Space Plan Steering Committee: The committee is now meeting monthly in order to try and meet the fast approaching deadline. The meetings are in camera, so I am not able to report anything in regard to the meeting. The next meetings will be February 14 and then March 14. The committee should be concluded at this point so that the recommendations can be taken to the Board of Governors.

Faculty of Business Faculty Council: The meeting continued to discuss the feedback that had been received from the external undergraduate program assessment. One item that is worth noting is the discussion that took place regarding student engagement. The external assessment indicated that this was an area of weakness for the Faculty. At the meeting a discussion was started on what could be done to improve the student experience regarding engagement with the Faculty. It was discussed that faculty would need to be more involved because simply putting in a participation section into the curriculum did not provide a quality engagement experience. Some faculty members described how when they were active in the forums it sparked more conversations as students seemed to feel as though their professor or tutor was actually paying attention. These discussions are going to continue, and the faculty has decided that this is an area that they would like to focus on. The last thing to highlight is that a pilot project will be implemented in the spring for ACCT 253. The course uses the LYRX system for assignments and the pilot will test out using that system for exams as well. This will make the exam an online exam and will allow students to get tested on the same system that they use for all their course work. This is something that many accounting students have been asking for, so hopefully the pilot goes well. If so, the faculty will look at implementing this for other courses.

Faculty of Business Undergraduate Program Council: There was a meeting during the month however I had to send my regrets as the government scheduled a budget consultation meeting at the same time as this meeting.

National Advocacy Committee: During the month the committee was working to establish a new committee meeting time. During the month the focus of the committee work was on preparing to run the #studentsletsact mental health campaign. The campaign was kicked off at the end of the month and overall it appears to have been a big success however we are still compiling the numbers to determine how much support we were able to achieve. Moving forward the focus will be on finalizing the 2019 GOTV campaign.

Governance and Internal Review Committee: This committee was struggling to find a meeting time that worked for everyone. At the end of the month the committee was able to finally meet however I had to send my regrets as the meeting took place during our executive retreat. Since this was the first meeting since advocacy week there was little that was on the agenda.

Student Advisory Committee: With the committee finally appointed we were able to get the individual committee members all set up with their AUSU emails and we organized two orientation sessions. This gave us an opportunity to meet the committee members and give them an overview of what the committee will do. The committee members are all very eager to get started and I look forward to being able to work with them to enhance our ability to get feedback on AU and AUSU initiatives.

Advisory Committee for Reappointment of the President (ACPR): As the first term for Neil's presidency is coming to an end the University has put together a reappointment committee and I have been selected to sit on the committee. The committee will hold its first meeting on February 8. I will not be able to share many details regarding the committee as it is an in-camera committee. Feedback has been sought from AU stakeholders and the committee will then review and discuss the feedback received and make a recommendation for the Board of Governors.

Athabasca University Faculty Association: We had just met with AUFA in December but in the beginning of January they reached out to us again asking to have another meeting. It was a short meeting and they were updating us on the status of bargaining however it did not feel like there was any new updates, so it was unclear why they had requested an additional meeting. A few days after that meeting AUFA declared an impasse meaning that they do not feel that there is any point in continuing the negotiation process. From what they told us during our meeting if a labour stoppage was to occur it would not be until probably July. At this point the two parties are required to go to mediation and establish an essential services agreement.

At this point there are still a number of steps that need to occur before a work stoppage could occur, so a lot could still happen. With that said we are continuing to meet with AU executives to better understand the effects that a labour stoppage could have on our

members. We will continue to ensure that the university is able to support students and make accommodations should a labour stoppage indeed occur. One area that we identified as a real concern is the student aid office and I will be meeting with Alain May in early February to discuss the impacts and what could be done to mitigate risk to students.

Jennifer Schafer: We met with Jennifer Schafer this month to discuss the AWS launch. The AWS educate platform looks like an exciting opportunity for students who are interested in IT however Jennifer has repeatedly stated that it will have benefits for all students. To this point AU has been focused on getting their staff trained on the AWS platform and now that this is complete they are looking to roll this out to students. At this point we are just waiting on the messaging from AU so that we can send out the information on how to access the service. One thing that she did note is that students will need to use their AU provided email to access the service. It was noted that many students are not utilizing these email addresses or if they do activate it they do not realize that the AU email becomes their default contact address unless you change it.

Executive Retreat: one of the highlights of the month was the executive retreat. This was the second executive retreat that we held and again it was an amazing opportunity. The retreat gave us a chance to all come together and refine the various projects that we have on the go. Since we were together it also gave us the opportunity to record the very first AUSU podcast. During the retreat we were able to look to the future and brainstorm different services and opportunities we could provide for our members. We each had taken time to think and research opportunities for the organization and then we were able to discuss them together. As we look into more details on these items, we will be able to share them with council and we will also be able to have similar discussions at our council retreat. Some examples of the ideas that were thrown out were a resume review program, an innovation center, and a virtual reality event space (University of Lethbridge is using a free platform to host a book club). Obviously, no decisions were being made but rather the focus was on coming up with options that we could use to start conversations with the rest of council.

These discussions also moved into discussions regarding the upcoming executive election, the annual council retreat, and the upcoming Alberta election. There were a lot of conversations regarding the Alberta election and the effects of the changes announced by the Ontario Government. The announcements really do have a huge impact on our Ontario Students and even our organization itself. The changes really can set precedent for what we could see in Alberta. We also discussed what we could do to help our students in Ontario. We discussed options for partnering with other student unions and this work began once we returned.

AB Budget Consultation: This month Emmanuel and I had the opportunity to attend a budget consultation hosted by Minister Schmidt. He started with an economic outlook, which obviously was not great, to put the discussion on PSE in context of current conditions. He then opened the discussion to what priorities our organizations had. The two things that we focused on were revisions to part time student aid system and

the release of the institutional funding review. It became very apparent that the government has no intention to ever release the institutional funding report. This is a concern because this report would very clearly show how unfairly AU is treated regarding institutional funding. As part of the discussion I mentioned how with a CPI cap on tuition institutions without proper funding could end up having to reduce services. The government did not feel that universities needed anything more than CPI increases. This sends a clear signal that institutions are going to need to really start looking at how lean they can get which if funding is not changed is concerning for AU. The last thing to note is that we were asked to provide input on the effect of government scholarships. They wanted to know if increasing those would help alleviate student aid concerns. The response back was overwhelmingly no, we specifically mentioned that students who look at returning to school at times need the security of consistent student aid not just a one-time scholarship.

Meetings

- January 2, 2019 – Executive meeting
- January 3, 2019 – AUSU policy project meeting
- January 7, 2019 – Executive meeting
- January 10, 2019 – Public council meeting
- January 14, 2019 – CASA national advocacy meeting
- January 14, 2019 – Executive meeting
- January 14, 2019 – Space planning steering committee
- January 15, 2019 – Advance Education budget consultation
- January 16, 2019 – Advocacy project meeting
- January 17, 2019 – Alain May, AVP Student and Academic Services
- January 18, 2019 – CASA mental health campaign webinar
- January 18, 2019 – Push politics meeting
- January 21, 2019 – Jennifer Schaeffer, CIO/ VPIT
- January 21, 2019 – Athabasca University Faculty Association (AUFA)
- January 22-25, 2019 – Executive retreat
- January 25, 2019 – Kristine Williamson VP University Relations
- January 29, 2019 – National Advocacy Committee
- January 30, 2019 – Student Advisory Committee Orientation

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
January 6	35	4.25	0	13.25
January 13	35	6.5	0	6.75
January 20	38.75	0	3.75	10.5
January 27	48	0	13	23.5
February 3	35	7.5	0	16

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 January 2019 Exec Report

Melinda A. Goertz, VP External and Student Affairs

Prepared: January 31, 2019

Committees



AUSU MECC: See MECC Report.

AUSU Awards Committee: See Awards Report.

Board of Governors: The board did not meet this month.

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

CASA Federal Policy: January 7 and 21, 2019

Work continues with this committee to develop a new policy for Work Integrated Learning. We are using a new PCR model and it seems to be an effective process thus far. I chose to work on this policy as I felt it would have the most direct effect on our student population.

Faculty Councils

Digital Governance Committee – January 9, 2019

There has been a huge increase in students requiring funding. It has in fact doubled in the last few years, straining the support staff who work within that area of the University. There were discussions around the University using some of their one-time funding to collaborate on an app with us. This was just introduced to many of the members on this committee and there was a lot of discussion on whether individuals were in favor of this or not.

This will eventually be submitted to the committee as a Sanctioned Investment Proposal. The main discussion is where the funds for this project would come from.

Faculty of Humanities and Social Sciences Faculty Council – January 9, 2019

This special meeting was held to propose the proposals that they would like to propose to the Provost for submission for approval in 2020. These include:

- MA in Psychology
- BA in Philosophy
- BA Environmental Studies

All three of these proposals were successful and approved by the FHSS Faculty Council. This is great news for students in this Faculty! It is important to note that the MA Psychology will still be competitive in nature and is a research MA. This would not be an MA Psychology that someone would take should they wish to one day work with clients in a counselling setting but one that they would take should they wish to do research in this field.

Kobot (Web Developer) – January 21, 2019

We discussed the next steps to build our new website. Research and discovery will occur until February 01, the website pre-build and logo design will occur from February 4-15 and the actual website build from February 18 - March 15 and we hoping to launch March 31!

We discussed the timeline and information gathering methods that will be used to create the website and new logo. The Kobot team seemed to share a lot of the same sentiments toward the website and I am confident that they have a good understanding of our vision for the future version. There was a strong emphasis left on the website having more personality.

AUSU Business

Provincial Advocacy Project – January 16

I was able to meet with Brandon and Emmanuel to discuss future options and direction for our provincial advocacy efforts. After reviewing many potential scenarios, there is a strong lean towards AUSU independently pursuing provincial advocacy issues.

Alain May / Mobile App Discussion – January 17

The University is interested in developing an app. We are discussing what a partnership would look like regarding functionality and ability to access and monitor activity on the app. This could be a great opportunity for our students as the University would have more resources and potentially be able to offer a higher quality experience.

AUFA – January 21

AUFA elaborated on a few Essential Services that they were negotiating on. They spoke of a potential work stoppage in June or July 2019.

VPIT & Provost / AWS Partnership – January 21

The VPIT, Jennifer Schaeffer gave us a synopsis; this is not a cost to the students. Canada as a whole, needs more cloud educated professionals. Not just IT but all industries. Currently data from the US shows that AWS certificates completed is the highest bump in pay. Which is a huge positive impact on our citizens. Currently Canada is about 5 years behind the USA in the adoption of cloud focused industries in government. None of this is mandatory, just available to students. Similar to LinkedIn or Lynda.com but there is no cost to the AUSU or the students.

Also, exposure to recruiters and employers is a key advantage. There is a huge number of start-up or agile companies around Canada who basically created themselves on the cloud stack. A lot of our learners are like this and it may be very beneficial for them. As students' complete various levels of certification, they will get targeted employers interested in those who have completed similar credentials.

This provide labs as well. Where you actually log into this online lab area which is a console interface of all things set up. Technical Essentials Learning course – have access to.

AWS has Employer Partners for potential cloud jobs in the future that students could connect with.

Our biggest thing as a SU may be to educate people that it's not just for IT students. Business and Ba. Commerce students for example may benefit a lot from this opportunity.

Executive Retreat Highlights– January 22-25

Member Engagement

Student Mail Out initiative – This mail out should be ready to send out around March after our new logo re-branding is finished. Discussed ways to create a “call to action”, perhaps a contest where they need to download our app, like us on Facebook or Instagram.

Meet & Greet

Brainstorming different ways that we can add value to these experiences and re-envisioning them entirely.

30-60-90 Plans were developed.

Kristine Williamson, VP University Relations – Jan. 30, 2019

Kristine will be meeting with our AUSU VPEX on an ongoing basis from now on. Ideally, we will be meeting every 6 weeks. We discussed our priorities and next steps in planning some provincial government meetings. I will be creating a list of potential MLAs and other government officials that it would be beneficial for us to meet with for our next meeting.

Facebook Live Event – I am excited to note that I will be hosting a Facebook Live Event on February 6, 2019 with our AU President, Dr. Fassina and Provost, Dr. Prineas. So hopefully you will all be able to tune in and ask questions you might have!

Meetings

Jan 2	Executive Weekly
Jan 7	CASA Federal Policy Committee
Jan 7	Executive Weekly
Jan 9	Faculty of Health & Social Sciences Committee (FHSS)
Jan 9	Digital Governance Committee
Jan 10	Council Monthly
Jan 14	Executive Weekly
Jan 14	Curtis Wright w/ AU – Contest
Jan 16	Provincial Advocacy Project
Jan 17	Alain May – Mobile App Discussion
Jan 21	VPIT & Provost – AWS Partnership
Jan 21	CASA Federal Policy Committee
Jan 21	Kobot – Website & Logo Developers
Jan 21	AUFA
Jan 22	Executive Retreat
Jan 23	Executive Retreat
Jan 24	Executive Retreat
Jan 25	Executive Retreat
Jan 25	VP University Relations, Kristine Williamson
Jan 30	VP University Relations, Kristine Williamson
Jan 31	Laurence Decore Award Meeting

Hours

Weekly Breakdown

Week ending	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
Jan 6	24.75	5.25	0	11.5
Jan 13	24.5	5.5	0	6
Jan 20	24	6	0	0
Jan 27	51.5	0	21.5	21.5

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: February 7, 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 date is unknown.

Faculty of Humanities and Social Sciences Faculty Council:

There was an FHSS meeting on January 9, 2019. The meeting consisted of proposals for 3 new programs: MA Psychology, BA Philosophy, and BA Environmental Studies. The proposals are not based on the new philosophy but will be going forward as-is (this is following the completion of the program and course review). The meeting consisted of discussion on the reasoning behind this along with concerns. Ultimately the proposals passed, and they will be moving forward with the proposals. The next meeting date is March 1, 2019.

Faculty of Science and Technology Faculty Council:

There was a meeting for FST in January, but it fell during the executive retreat. The meeting was scheduled to be held on January 23. I sent my regrets, but I did read through the agenda. The agenda was comprised mainly of information on new courses and changes in programs, as well as course revisions. There has been a lot of activity in this area following the completion of the AU program and course review. There was also growth reported in undergraduate programs consistent with the overall growth seen from student enrolment at AU as a whole. The next meeting will be April 17, 2019.

Faculty of Health Disciplines:

There was an FHD meeting this monthly on January 24, but it fell during the executive retreat and I sent my regrets. The agenda did not reveal anything of note. The next meeting date is June 6, 2019.

General Faculties Council:

The GFC did not meet this month. The joint Board of Governors and GFC Meeting scheduled in January was cancelled. The next meeting will take place on March 20, 2019.

GFC Sub Committees

Academic Excellence Awards Committee:

There was no meeting scheduled for January. The upcoming meeting on February 5, 2019 has been cancelled due to no action items. The next meeting date is unknown.

Executive Committee:

There was no meeting this month. The next meeting is February 27, 2019. There was an asynchronous meeting to approve graduands.

Student Academic Appeals Committee:

There was a SAAC meeting on January 10 and January 31, 2019. These meetings are in-camera and I cannot divulge any details. The next meeting is February 21, 2019.

Student Awards Committee:

There was a meeting on January 29, 2019. The meeting covered the list of awards recipients, the 2018 financials, changes to an award, and the establishment of an award. A change was made to the convocation scholarship to include the breakdown of credits depending on program, and to change the minimum GPA from 3.5 to 3.6. A line was added to address ties. The KPMG Foundation Community Leadership Scholarship award criteria and description was approved.

FHD Dean Reappointment Committee:

I am representing AUSU on the Dean reappointment committee, with two meetings scheduled for February 11 and March 4.

AUSU Business

Policies

We are reviewing 3 policies per our policy review schedule:

Policy 4.01 – Administration: Privacy

This policy is up for formal review as we identified an issue in the policy that makes it difficult to work with third parties with the new student mailout initiative.

Policy 4.02 – Administration: Copyright

The section regarding online copyright was moved and consolidated to create a section on general copyright. This was reviewed informally by EC.

Policy 4.03 – Administration: Records Management

General language changes were made. This was reviewed informally by EC.

Position Policies

The new position policy structure has been included in this meeting package. It contains policies that were adapted from our current position policies after review with Emmanuel and executive, and rewritten by Brandon, Emmanuel and myself.

Executive Retreat

I was able to attend the beginning of the executive retreat but had to leave early due to family emergency. I was able to get some good time in with the team, and I look forward to reading the notes from the retreat. I am working on my 30-60-90 plan thanks to the structure the rest of the team created for me during the week. Although I wasn't able to stay, the way everyone adapted to the situation and supported me is a true testament to the strength of our team and our ability to support one another through any situation.

Alain May Mobile App Meeting

EC had the chance to meet with Alain May to discuss the future of the mobile app and what things may look like with collaboration between AUSU and AU. We mentioned we would like to retain some administrative autonomy and have a solid voice in the production of any future app.

Meetings

January 2019 VPFA Report

January 3 – Policy Review Meeting
January 7 – Weekly Executive Meeting
January 8 – Audit Report Meeting
January 9 – FHSS Meeting
January 10 – Student Academic Appeals Committee Meeting
January 14 – Weekly Executive Meeting
January 17 – Alain May Mobile App Meeting
January 22 – Executive Retreat
January 29 – Student Awards Committee Meeting
January 31 – Student Academic Appeals Committee Meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
January 6	7	5	0	0.25
January 13	30	0	0	0.25
January 20	30	0	0	0.25
January 27	24	0	0	0.25
February 3	18	0	0	0.25

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
1/2/2019	BIRT the executive committee approves an informal review of Policy 1.01 moved Brandon seconded Melinda Carried 2/0
January 6, 2019	<ul style="list-style-type: none">BIRT the executive committee approves the advanced per diem payment for Brandon, Melinda, Natasha, Emmanuel, and Jodi for the executive retreat. Brandon S. moves. Melinda G. seconds. Carried 3/0.