



Athabasca University Graduate Students' Association
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Council Meeting Minutes

Date: May 19, 2010

Place: Teleconference

Time: 6:00pm

Attendance: Amanda Nielsen, President
Ric Wheeler, Vice-President
Michael Balaski, Academic Council Rep
David Keene, Student Services Liaison
Lorna Howieson, Secretary
Denise Ferris, MAIS Rep
Lawrence Poon, MSc Rep
Melissa Seaborg, GCAP Rep
Greta Kirstein, GDHERM Rep
Adam Snider, Coordinator

Regrets: Nathaniel Ostashevski, Treasurer

INDEX	MINUTES	ACTION
1.0 – Call to Order	Meeting called to order at 6:05pm	
2.0 – Approval of the Agenda	MOTION: Amanda moved to approve the agenda and Ric seconded. Motion carried unanimously.	
3.0 – Approval of the April 21 & April 27, 2010 Minutes	MOTION: Lorna moved to approve the April 21, 2010 minutes and Melissa seconded. Motion carried unanimously. MOTION: Melissa moved to approve the April 27, 2010 minutes and Denise seconded. Motion carried unanimously.	
4.0 – Reports		

<p>4.1 – Executive Reports</p>	<p>President’s Report:</p> <ul style="list-style-type: none"> • See attached report. • Also noted issues regarding getting Athabasca University Governing Council (AUGC) to sign the Information Sharing Agreement until we have a privacy policy in place. • Averaging about 22 hours per week. <p>Vice-President’s Report:</p> <ul style="list-style-type: none"> • Researching into tentative new portfolio as Vice-President (Student Life). • Anticipates new position will require the same amount of hours as the President. <p>Academic Council Rep’s Report:</p> <ul style="list-style-type: none"> • Attended an Athabasca University Academic Council (AUAC) Academic Appeals Committee meeting and dealt with a case of plagiarism. • Will be attending the AUGC/AUAC Joint Retreat Working Group on June 16, 2010. <p>Secretary’s Report:</p> <ul style="list-style-type: none"> • Put in approximately 12 hours in the past month. • Reviewed draft bylaws. • Attended Executive Restructuring Meeting. • Attending meeting with US Middle States Accreditation Team Chair. • Received handbook/agenda samples (AUSU & U of C SU). <p>Student Services Liaison’s Report:</p> <ul style="list-style-type: none"> • Attended US Middle States Accreditation Team Chair meeting. • Researching hotel rates and discount plans. • Emailed the Master of Nursing program to remind them that AUGSA still does not have a Nursing Rep on Council and that it is important for Nursing students to have a voice on Council. <ul style="list-style-type: none"> ○ May have found someone who is willing to join put her name forward as Nursing Rep. • Put in approximately 8-10 hours in the past month. 	
<p>4.2 – Council Reports</p>	<p>MAIS Rep’s Report:</p> <ul style="list-style-type: none"> • Attended the Alberta Graduate Council (AGC) General Meeting in Lethbridge and became Chair of the AGC. 	

	<ul style="list-style-type: none"> • Has been focusing on role as AGC Chair: <ul style="list-style-type: none"> ○ Drafting letters to CAUS, ASEC and Boards of Governors at Alberta Universities to introduce herself. ○ Met with Chairs of CAUS and ASEC. ○ Working with CAUS and ASEC to develop a formal proposal regarding a cap on mandatory non-instructional fees. ○ Working on getting AGC’s website updated and improved. <p>MSc Rep’s Report:</p> <ul style="list-style-type: none"> • Catching up on emails and documentation that built up while he was on holiday. • Hopes to hear from MSc students about their thoughts on the GSA fee increase. <p>GCAP Rep’s Report:</p> <ul style="list-style-type: none"> • Getting settled in new position. • Noted that some GCAP students have concerns regarding the GSA fee increase. 	
4.3 – Coordinator’s Report	See attached report.	
5.0 – Old Business	No old business.	
6.0 – New Business		
6.1 – AGC Items		
6.1.1 – CAUS Non-Instructional Fee Regulation:	<p>See attached document. After discussion, a motion was put forward.</p> <p>MOTION: Michael moved that AUGSA recommend a maximum mandatory non-instructional fee increase of 1.5%, with any higher increases having to go to a student referendum and Ric seconded. Motion carried unanimously.</p>	
6.1.2 – Sending Graduate Students to Wildrose Alliance Party (WAP) Policy Meeting in Red Deer	<ul style="list-style-type: none"> • See attached document. • It was noted that attendees must have a WAP membership; the cost for this is \$5. • It was noted that the cost to send a delegate to the meeting is \$125. • As Chair of AGC, Denise will be attending. • Amanda would like to send delegates specifically representing AUGSA, as opposed to just representing the AGC. • Ric suggested sending two AUGSA delegates. 	

	<p>MOTION: Ric moved that two AUGSA representatives be sent to the WAP Policy Meeting in Red Deer on June 25 & 26, 2010 and Michael seconded. Motion carried unanimously.</p> <p>MOTION: Ric moved that he be sent to the WAP Policy Meeting as one of AUGSA’s representatives and Amanda seconded. Motion carried unanimously.</p> <ul style="list-style-type: none"> • Melissa also volunteered to attend, but she had to double-check her schedule before a motion could be made. • Motion to decide the second AUGSA representative was tabled until Melissa can review her schedule. 	
<p>6.1.3 – AGC Ad Hoc Conference Direction Committee</p>	<p>MOTION: David moved to appoint Ric as AUGSA’s representative on the AGC Ad Hoc Conference Direction Committee and Michael seconded. Motion carried unanimously.</p>	
<p>6.2 – Executive Roles Approval</p>	<p>MOTION: David moved to keep Amanda in the role of President and Michael seconded. Motion carried unanimously.</p> <p>MOTION: Melissa moved to accept Denise as Vice-President (External) and Michael seconded. Motion carried unanimously.</p> <p>MOTION: Ric moved to accept Michael as Vice-President (Academic) and Melissa seconded. Motion carried unanimously.</p> <p>MOTION: Michael moved to accept Nathaniel as Vice-President (Operations & Finance) and Denise seconded. Motion carried unanimously.</p> <p>MOTION: Michael moved to accept Ric as Vice-President (Student Life) and David seconded. Motion carried unanimously.</p> <p>MOTION: Ric moved to accept Lorna as new MBA Rep and Melissa seconded. Motion carried unanimously.</p> <p>MOTION: Michael moved to accept David as the new MAIS Rep and Ric seconded. Motion carried unanimously.</p>	
<p>6.3 – Lawyer Quotes</p>	<p>A vote was held to determine which lawyer would be hired (based on the rates quoted; see attachment). Amanda abstained from the vote. The rest of those present unanimously voted for Keith Shustov to continue</p>	

	acting as AUGSA's legal counsel.	
6.4 – GCAP Students' Fee Increase Concerns	<p>Melissa noted the concerns of GCAP students regarding the GSA fee increase (as outlined in the attached email). The number of complaints has been very small in relation to the size of the student body.</p> <p>MOTION: Lorna moved to keep the fee increase as was decided upon during the March 31 & April 1, 2010 Budget meetings and Ric seconded. Motion carried unanimously.</p>	
6.5 – Council Reporting Process	<p>See attached template.</p> <p>MOTION: David moved to have all Council members submit a monthly report using the format of the attached template and Melissa seconded. Motion carried unanimously.</p> <p>Discussion resulted in a decision that reports should be done on a meeting-to-meeting basis, rather than on a monthly basis.</p> <p>MOTION: Amanda moved to have Council reports for the month of May (to date) due by May 24, 2010 and Ric seconded. Motion carried unanimously.</p>	All Council members – May 24.
6.6 – Teaching Excellence Award	Discussed creating a Teaching Excellence Award to be presented by AUGSA once a year. Suggested opening nomination period in March and presenting the award in April.	
6.7 – Administrative Excellence Award	<p>Discussed creating an Administrative Excellence Award to be presented by AUGSA once a year. Suggested opening nomination period in March and presenting the award in April.</p> <p>An Awards Committee, consisting of Amanda, Ric, David, and Melissa was formed to further discuss this award and the Teaching Excellence Award.</p>	
6.8 – Fellowships Research	<p>Michael inquired as to the status of the contracts for the AUGSA Executive. Amanda noted that these contracts are on hold until we can do more research into the possibility of a fellowship vs. salaried employment. Nathaniel is working on this, but was not present to provide further detail.</p> <p>Amanda also noted that due to financial constraints, we are unable to pay Council until at least September, regardless of the whether Council members are ultimately considered to be fellows or employees.</p>	
6.9 – Engaging Students via Social Media	Amanda requested that other members of Council participate in social media, using Facebook and/or Twitter to engage students. Melissa and Michael noted	

	that they are willing to engage students via Facebook.	
6.10 – AUGSA Cell Phone	<p>Amanda noted that AUGSA’s former coordinator signed us up for a cell phone contract with Bell. As he did not inform anyone of this contract when he left AUGSA, there is an outstanding bill of \$400.</p> <p>Bell will not discuss the possibility of upgrading or otherwise changing the terms of the plan until the outstanding payments are settled. Once the bill has been paid, Amanda will look into upgrading the plan and phone to match the package that was voted on during the March 10, 2010 Council meeting.</p>	
6.11 – AUSU Meetings	MOTION: Ric moved to have monthly meetings between AUGSA and AUSU; Denise seconded the motion. Motion carried unanimously.	
6.12 – Scheduling Bylaw Meeting	After discussion, the meeting was scheduled for June 1, 2010 at 6:15pm MDT.	
7.0 – Other Business		
7.1 – Scheduling Finance Meeting	After discussion, the meeting was scheduled for May 31, 2010 at 6:15pm MDT.	
7.2 – Handbooks/Student Manuals	<p>There was discussion regarding the value of printing and distributing student handbooks. Alternate suggestions included:</p> <ul style="list-style-type: none"> • A virtual, online manual; • A reference book of some sort (TBD); and • A transition manual. <p>A committee was formed to look into this issue, consisting of Lorna, Denise, Ric and Amanda. Adam will send information regarding a transition package to the members of this committee.</p> <p>It was noted and agreed upon that a handbook or transition manual should include information on plagiarism and its consequences.</p>	Adam – May 21
7.3 – Ombuds Approach	Ric, Michael, and Amanda will meet to discuss this issue; they will discuss scheduling a meeting on May 21, 2010.	Ric, Amanda, Michael – May 21
7.4 – Meeting Students In-Person	Amanda sent emails to each of the graduate level programs that have in-person components (GCAP, EdD, DBA, and Applied Nursing). All have responded positively except for Nursing, from whom there has not yet been a reply.	

7.5 – Chairperson Feedback	Amanda requested that those in attendance send her feedback regarding her skills as chairperson and what she may be able to do to chair meetings more effectively.	All - ASAP
7.6 – AGC Lobby Week	Denise noted that AGC Lobby Week, during which AGC meets with MLAs to discuss Post-Secondary Education in Alberta, will be from November 28 to December 4, 2010. Michael, Denise, and Amanda will attend Lobby Week as AUGSA’s AGC Reps. It was noted that the next AGC General Meeting will be September 18-19, 2010 at the U of A. Any suggestions for Lobby Week discussion should be submitted prior to this meeting.	
7.7 – Calendar of Events	It was noted that an internal communications platform is necessary to keep track of upcoming meetings, as well as to help keep track of events that come up between meetings. Adam and Lawrence will look into the possibility of setting up a wiki or other platform and report back during the meeting on May 31, 2010.	Adam & Lawrence – May 31
7.8 – Scheduling June Council Meeting	After discussion, the meeting was scheduled for June 23, 2010 at 6:15pm	
8.0 – Adjournment	Ric moved to adjourn the meeting at 8:15pm and Melissa seconded. Motion carried unanimously.	

Amanda Nielsen, President

Adam Snider, Coordinator

Date of Approval