

**Atlantic Association of College and  
University Student Services**

**2008-2009  
Annual Report**

**May 24, 2009 St. Francis Xavier University  
Antigonish, Nova Scotia**

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## President's Report, AACUSS Annual Report 2008-2009

### 2008-2009 Executive Officers

LoriLynn Rowsell, President, Memorial University  
Bilynda Whiting, Past-President, Nova Scotia Community College  
Tamara Leary, President-Elect, University of Prince Edward Island  
Joe MacDonald, Treasurer, St. Francis Xavier University  
Shauna Foote, Communications Officer, St. Thomas University  
Anne Bartlett, Secretary, University of Prince Edward Island  
Jane MacDonald, Conference Chair, St. Francis Xavier University

### Divisional Representatives

June Harper, Counselling, Holland College  
Dean Martin, Housing, Acadia University  
Tom Brophy, Generalist, Memorial University  
Lynn O'Donnell, Financial Aid, St. Francis Xavier University  
Shawna Peddle, International, Sir Wilfred Grenfell College  
Cindy Crossman, Health, Mount Allison University  
Roseanne Chapman, Career/Employment, Nova Scotia Agricultural College  
Hughie Batherson, Chief Student Affairs Officer, Universite de Sainte-Anne  
Ryan Moody, Disabilities, Dalhousie University

Welcome to the 34<sup>th</sup> Annual General Meeting of Atlantic Association of College and University Student Services and welcome to St. Francis Xavier University! On behalf of the AACUSS executive, I would like to extend our warmest greetings and hope that you are enjoying the conference thus far.

2008-2009 has been a wonderful year for AACUSS, with many of your divisional reps and exec members taking the lead on a number of projects. Without their help and input, many ideas would have remained just that, ideas. It is because of their dedication and vision AACUSS has seen many positive improvements this year. We especially would like to recognize those who had to step aside from their AACUSS roles because of other commitments; Heidi MacDonald, Secretary for the past 2 years and Joanne MacDonald, Career and Employment rep. These two individuals were fantastic additions to the AACUSS executive and worked quite hard and diligently for their membership. Also, this year sees a number of the executive finish their term including Bilynda Whiting, Joe MacDonald, June Harper, Cindy Crossman, and Hughie Batherson. Thank you all for being the wonderful exec members that you are as my job as President was made all the more easier working with such a great group of individuals.

## **Membership**

The AACUSS membership continues to grow and currently stands at 184 for the 2008-2009 year. Being an AACUSS member gives one the opportunity to network with those in your field and discuss common issues in a professional manner. Through the Annual conference and Fall workshop, AACUSS provides the opportunity for personal development and growth, as well as being a voice for change.

## **Meeting and Conference Call Schedule**

Executive Meeting, June (AACUSS Conference 2008, Memorial University)  
Tuesday, July 15, 10:00 am- 12:00 pm  
Tuesday, August 19, 10:00 am – 12:00 pm  
Tuesday, September 23, 10:00 am – 12:00 pm  
Executive Meeting, November 5, Fall Workshop 2008 (Holland College)  
Tuesday, January 20, 10:00 am – 12:00 pm  
Tuesday, February 24, 10:00 am – 12:00 pm  
Tuesday, March 24, 10:00 am – 12:00 pm  
Tuesday, May 12, 10:00 am – 12:00 pm  
Executive Meeting, May 24 (AACUSS Conference 2009, ST. F.X.)

## **Fall Workshop**

The Fall Workshop was hosted by Holland College, Charlottetown, PE. This was held November 5 & 6, 2008 and provided a great opportunity for members to reconnect with their division and experience Island hospitality during the beautiful fall weather. The event saw a large number of concurrent sessions spanning many divisions providing something for everyone. The keynote, SAFE – School Action for Emergencies, was especially timely as it focused on planning and providing for a safe environment for students, faculty and staff in the event of an emergency. I want to especially thank Joanne MacDonald, June Harper and their committee who put together a wonderful fall workshop that from all indications is worth continuing in the future.

## **Financial**

While we, as a country, are facing an economic downturn, AACUSS still continues to do well. Please refer to the Treasurer's report for details.

## **Future Conferences and Fall Workshops**

As always, AACUSS strives to provide the best opportunity for professional growth and development by offering the Fall workshops and Annual conferences. Members are not only encouraged to attend, but to also take an active role in becoming involved in the executive. It is through your voice that the planning committees recognize the needs of the membership by providing timely and effective professional sessions. We welcome all suggestions from the membership in our attempt to meet the diverse needs of the group.

Fall Workshop 2009: Hosted by Mt. Allison University, New Brunswick (Tentative dates: Nov. 5 & 6, 2009)

Spring Conference 2010: Hosted by UNB St. John, New Brunswick (Tentative dates: May 30 – June 2, 2010)

### **Committee Development & Policy Review**

Ad hoc committee: Bereavement Policy

Members: Shawna Peddle & Dean Martin

The committee discussed the current bereavement policy and proposed that it be changed to the following: A bereavement fund is available, at the discretion of the AACUSS Executive, in the event of the death of an AACUSS member or of a member's immediate family.

Ad hoc Committee: Website Development

Member: Dean Martin

Dean volunteered to look into getting various quotes for website development and maintenance since the Executive felt that the website needed much updating. These quotes will be discussed among the executive at the May Executive meeting.

Ad hoc committee: Travel Costs for Exec Members

Members: Tom Brophy & Shawna Peddle

The committee discussed the intention of the executive travel claim and the fact that it has not been revised for many years. All agreed that it was to help exec members with travel to the executive meetings with their institutions covering the remaining costs incurred. However, the amounts that were set years ago now do not cover the expenses incurred by executive members. To support all executive members in their efforts to attend the Exec meetings it was decided that changes to existing guidelines were badly needed. Please refer to travel guidelines appendix 1.

Ad hoc Committee: Awards & Grants

Tom Brophy, Tamara Leary & Bilynda Whiting

The committee discussed the issue of better promotion of awards/grants as well as possibly offering some new awards/grants and/or revamping old ones. Their strategy included updating the current awards and grants on the website, provide online submission, create an education and communication strategy, & highlight past participant winners.

As a result, a new grant entitled “ The AACUSS Research Grant” was established to encourage registered AACUSS members (having been a member for at least one year) to apply for a research grant up to \$1000.00 to conduct their research.

Also the Travel Grant was redefined and the Conference Travel grant was implemented as a pilot. Please refer to appendix 2 for Awards and Grants

### **Highlights: General Business**

Dual membership in AACUSS was accepted by the executive committee and has been put in place.

AACUSS Talks continues to look for articles from members and is available for reading online.

We continue to promote the Association and all of the benefits of being a member. We also promote and encourage members to become more involved by taking on a divisional rep role or an exec role.

Letters were once again sent to Exec members institutions (to the President and the direct supervisor) to highlight the work of the executive member and the positive contribution to their membership. As President I feel it is vital to make “powers that be” aware of all of the executive members work as it is a volunteer position that entails much dedication on behalf of the person involved.

Role of Divisional Reps to be added to constitution in 2010.

### **The Future:**

AACUSS is an exciting and active association that continues to strive for excellence and to meet the needs of the membership. As we face many challenges in the years ahead as Student Services professionals, it is our hope that AACUSS will forge ahead with us, helping us develop and evolve along with the ever changing needs of our students.

Respectfully submitted,

*LoriLynn Rowsell*  
AACUSS President, 2008-2009  
(Memorial University)

## Past President's Report

It is my pleasure to have served on the AACUSS Executive for another year in the role of Past President. As Past President, I had the opportunity to work with an AACUSS committee to revitalize the AACUSS Travel Grant and also involved in developing the AACUSS Research Grant. This grant was created by an AACUSS executive committee during the 08-09 year and was established to encourage registered AACUSS members (having been a member for at least one year) to apply for a research grant up to \$1000.00 to conduct their research. The main goal of this committee was to continue to create opportunities for AACUSS members.

In the role of Past President, I had the opportunity to Chair the award nomination and grant committee and this process certainly provides an opportunity to see the commitment of student affairs professionals from across Atlantic Canada. I would like to thank members for their nominations and applications. As I transition from the AACUSS Executive, I hope that the future AACUSS Executive will continue to promote and develop their Grants and Awards as it is invaluable to the entire membership.

As we end another academic year it is a time to reflect on our learning. At the same time, as we need to prepare for our future, we can once again get excited as we continue to work and engage our new learners. In our most significant professional moments, there are always opportunities for learning, leading and innovation.

I would like to thank the AACUSS Executive Team for all their hard work and enthusiasm to the student services profession over the past 12 months. I look forward to new learning at the 2009 AACUSS Annual Conference being hosted by St. Francis Xavier University, Antigonish, NS.

I completely enjoyed my past three years on the executive and look forward my future years as an AACUSS member.

Sincerely,

*Bilynda Whiting*

Past-President

(Nova Scotia Community College)

## Treasurer's Report

As of March 31, 2009

**Beginning Balance R/E as of 03/31/08** **\$28,835.64**

### Revenues

Membership Fees	\$6,960.00	
Donations – Corporate	\$ 480.00	
AACUSS Summer Conference Profit 2008	\$3,025.00	
AACUSS Fall Conference Profit 2008	<u>\$1,841.41</u>	<u>\$12,306.41</u>

**Total Revenues** **\$41,142.05**

### Expenses

Fall Workshop Expenses	\$2,311.11	
Spring Workshop Expenses	\$5,180.33	
Travel Grants	\$1,500.00	
Awards Expense	\$2,086.55	
Divisional Expense	\$ 194.39	
Website Maintenance	\$ 751.20	
Conference Calls	\$3,226.36	
Banking Charges	\$ 71.89	
Administrative Expenses	<u>\$1,088.05</u>	<u>\$16,409.88</u>

**Closing Balance – (Revenue – Expenses)** **\$24,732.17**

Less Excess cash transferred to GIC – Term Deposit	\$(8,500.00)
Plus o/s Receivables	\$(1,815.00)
Less o/s Payables	<u>\$ 1,565.44</u>
<b>Funds Available March 31, 2009</b>	<b>\$15,982.61</b>

<b>Balance per RBC account @ March 31, 2009</b>	<b>\$15,982.61</b>
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Respectfully Submitted,

*Joe MacDonald*  
Treasurer  
(St. Francis Xavier University)

## Communications Officer Report

This year has been my first in the role of Communications Officer, and the year has been a busy one where I have learned a lot. I did not have previous experience with publishing or with maintaining a website, so the learning curve was steep, but I took on the challenge with gusto! I am grateful to have had the help of Matthew Guy, who we hired to help us keep the website updated. I cannot thank him enough for his help. I now realize how much work it takes to keep the website current, and there is still much on the site that needs to be updated but we ran out of hours. I am working to learn how to do update the site myself, but I would advocate for hiring someone next year again and maybe increasing their hours. I also support an overhaul of the website to make it more modern and in line with our mission.

I am also responsible for AACUSS Talks. My goal was to publish 3 editions but time constraints allowed me to publish only 2. The first edition had many mistakes, but I corrected those in the second. I posted both editions to the website and emailed them to members. The second edition is in print. Since St. Thomas does not have their own printing services, I have found that getting Talks printed ( and paid for initially by STU to be reimbursed ) a real challenge. I am hopeful that next year I will have all of the “bugs” ironed out so I can publish 3 editions. In terms of submissions, I found that this year members were very generous and I did not have a problem filling the editions.

In addition to the website and Talks, I also sent out various emails to the list-serv. I did my best to have a quick turn-around regarding these requests.

Overall, I enjoyed my year in this position and look forward to the next. I underestimated the time commitment of this position, and I am grateful that my institution is allowing me to continue in this role. Next year I hope to be able to provide more experienced and efficient services to the membership.

Respectfully submitted,

*Shauna Foote*  
Communications Officer  
(St. Thomas University)

## **Divisional Reports**

*Chief Student Affairs*

*Counselling*

*Financial Aid*

*Generalist*

*Health and Wellness*

*Housing*

*International*

*Employment/ Career*

*Accessibility*

## Chief Student Affairs Division

Well, I have to say that the year went by quicker than I expected! There have been numerous dialogue exchanges on many issues (lately the Swine Flu!) and a formal face to face meeting was scheduled for January 29/30th (hosted by Keith Hotchkiss at Saint Mary's)

Issues discussed through our distribution list or in face to face meetings during the last year :

- Prevention of tragedies arising from dangerous behaviour (risk assessment procedure, Behaviour Incident Response Team made up of relevant stakeholders, Advisory committees which meet bi-weekly , Ad Hoc emergency assessment group )
- Zero tolerance drug policy – how to respond to drug situations outside of police Agencies using internal codes. First time (caught or smell of drugs)-evicted which some find harsh. Lilly at MUN is in the process of gathering info from across Canada to deal with this highly contentious issue. Other institutions confiscate and give a warning the first time. Selling- gone!
- Student discipline issues – conflicts arising from supporting the student opposing Administration. Serving as an advocate in offering advice and guidance to the student (as Kevin Bonner from UNB Saint John stated – Colleagues and superiors sometimes think of him as a defence attorney or a “slightly younger Matlock!). Lilly recommends that we have the option to refer to MUN's Code of Student Conduct on their website.
  - Student code of conduct / Judicial Affairs
  - Supervision and evaluation
  - Student Success
  - AACUSS Conference at ST.FX
  - the question of reprimanding drug users on campus (expulsions, protocol, RCMP involvement)
  - International visa-students who “bail” after arriving in Canada (payments, involving embassy officials, etc.)
  - Swine Flu – wait and see as of now.

- We had a great showing at our face to face meeting at Saint Mary's University in January. Thanks to Keith Hotchkiss for all of his work! Here's a list of those who had confirmed attendance!

Lilly Walker (MUN)  
Mary Sparkes (Sir Wilfred Grenville)  
Laurelle Levert (NSCAD)  
Gayle Churchill (Mount Allison)  
Anne Forrestall (UNB)  
James Sanford (Acadia)  
Bonnie Neuman (Dal)  
Kevin Bonner (UNBSJ)  
Norm Smith (CBU)  
Keith Hotchkiss (SMU)  
Tamara Leary (UPEI)  
Roger Boulay (UdM)  
Judy Smith (NSAC)  
Carol Hill (Mount S.V.)  
Hughie Batherson (U. St. Anne)

Respectfully Submitted,

*Hughie Batherson*  
Chief Student Affairs Division  
(Université Sainte-Anne)

## Counselling Division

### Membership

There are 26 members of the Counselling Division.

### 2008 Fall Workshop

Joanne MacDonald, Holland College, and I were honored to host the 2008 Fall Workshop. The overall feedback was excellent. There were 54 delegates in attendance. The workshop made a profit of \$1841.41. Thank you to UPEI, Holland College, Holland College Student Union, and the Government of PEI.

### Listserv Postings

The Counselling Listserv was used on a somewhat regular basis and is a great communication tool for sharing information, articles, topics for discussions, best practices, and inquires.

Thanks to all who submitted topics for discussions, participated in the discussions, and shared best practices.

**CCA CEU Credits**—The counselors who attended the Spring 2008 and Fall 2009 received (CEU) Continue Education credits. Obtaining CEU's is a requirement for counselors to continue their Canadian Counselling Association certification. AACUSS workshops and conferences have been recognized as a viable source for obtaining CEU's.

### Farewell

I would like to take this opportunity to thank the current and past executive members for all their support and assistance during my rein as Counselling Division Rep. A special thank you to all of the counselors who were very supportive and a great team to work with. Although I will not be apart of the executive, I will continue to work diligently to help AACUSS in their future endeavors. I know you will continue to support your new representative.

All the best to the new Executive.

Respectfully submitted,

*June Harper*  
Counselling Division  
(Holland College)

## Financial Aid Division

It's been another busy year in Financial Aid. This year we welcomed Resolve NS and Joseph Geizer who is the new Regional Representative for NS & PEI. We also sadly said farewell to Kevin Chapman who left his position as director at Nova Scotia Student Loans.

2008-09 saw changes to the delivery of Canada Student Loans and integrated student loans. In the interest of fraud prevention and program integrity, Canada Student Loans updated Loan Program requirements to reflect what will be considered valid proof of a student's identification in order to obtain or negotiate loan or grant authorization documents.

In direct response to the global financial crisis Financial Aid Advisors regularly received communications from our American Loan providers such as American Student Assistance® (ASA) and Sallie Mae. They wanted to make sure we, their clients, were aware of the unique challenges that the unsettled lender market has presented to them this year.

The Fall AACUSS Workshop took place in Charlottetown, PE. We had representatives from PE and NS who agreed to attend our financial aid divisional meeting. These face to face meetings are very informative and a great way to connect. We held a round-table discussion on the US student aid system and its effects on students studying in Canada.

Nova Scotia entered into an agreement with Resolve Corporation and began directly issuing Nova Scotia provincial student loans. The Province became the lender for all new provincial student loans currently in study or those that entered repayment on or after November 1, 2007. RBC (Royal Bank) will continue to hold and administer Nova Scotia student loans that entered into repayment prior to November 1, 2007. As of September 1, 2008, students were able to submit their Pre-Study Report (PSR) electronically. They no longer needed to complete and mail a paper PSR to the Nova Scotia Student Assistance office, submit proof of job search, send in proof of income (unless they were self employed) or be required to submit marks (except under certain circumstances).

Newfoundland and Labrador redesigned their Application and Information Guide for 2008-09 and redesigned their web site increasing security features on the web application – developing a student password system and developing a FAO password access system for reps. They reduced the Interest Rate on NL loans from prime plus 2.5% to just prime. Their Provincial Grant Program – up to half of the weekly provincial loan limit now issued in the form of an up front grant. They redesigned their automated phone system and added Toll Free Access to client services

On Prince Edward Island this year there were new deadline dates. Students were notified by mail when their Temporary and Final Assessments were available to view online. Eligible Island students received monetary awards in varying amounts depending upon the rate of tuition and year. Beginning in June 2008, students no longer had to submit income tax documents with their loan application, copies of their transcripts or marks, or submit proof of their sibling's loans with their loan application.

In New Brunswick this year, dependent students or a married/common-law students could choose not to include their parent's or partner's income in their application for financial assistance. Under the New Brunswick Tuition Rebate, graduated students, under certain circumstances, may be eligible for a non-taxable rebate of 50% of their tuition costs with a maximum lifetime rebate of \$10,000.

I have been encouraging membership for AACUSS and have been promoting the AACUSS Spring Workshop in May at St. Francis Xavier University. I have very much enjoyed being the Financial Aid Divisional Representative for AACUSS this year and look forward to next year. Thank you to the Financial Aid division members for your support this last year.

Respectfully submitted,

*Lynn O'Donnell*  
Financial Aid Division  
(St. Francis Xavier University)

## Generalist Division

As the Generalist Division representative on the AACUSS executive, I respectfully submit the following report. Over the past year I kept in touch with my Division via email as well as through a Division meeting at the Fall workshop which was held at Holland College in PEI. During this meeting we discussed the topic of work-life balance and motivating staff. To help guide this discussion I presented briefly on the book, "How Full is Your Bucket?" which was a wonderful resource and was well received by the group.

I have experienced trouble with my e-mailing list and hope to have a better process in place for year two of my position. Feedback from the e-mails sent to the group has been minimal but is not uncommon from the diverse group who make up the Generalist list!

I have also been busy in other capacities on the Executive. During my year I sat on two separate committees which I feel were both very productive in creating future directions for the organization. The Awards Committee looked at revamping the forms and the types of awards offered through AACUSS. I think we made some effective expansions to the program and developed more clear and consistent guidelines across all programs. The second committee which I was a member looked at the policies and parameters of travel of the AACUSS executive. Our recommendations served to update these policies and developed procedures for ensuring these guidelines are reviewed annually and the travel rates reflect the costs incurred by representatives on the Executive from Newfoundland and Labrador.

It has been a busy year and I look forward to getting more focused in my role as I move into my second year on the AACUSS Executive. I thank our generalist representatives for your support this past year and look forward to working closer with you in the year to come!

Thank you,

*Tom Brophy*  
Generalist Division  
(Memorial University)

## Health and Wellness Division

During the 2008-09 AACUS membership year, the Health and Wellness Division was 13 members strong. In September, a list serve was created with this year's AACUSS membership for our division, which served well for ongoing communication throughout this past year. Monthly electronic updates were sent following the executive teleconference meetings, and additional communication was sent to keep the health and wellness lines of communication open.

We had 2 written submissions by the Health and Wellness division to "AACUSS Talks newsletter" this past year. These submissions served as another means of ongoing health and wellness education, resource sharing, and communication for the division.

The division's goal this year, was to make the best use of allocated AACUSS divisional networking time at the workshop and conference opportunities for resource sharing and professional development. There were 5 Health and Wellness representatives at the AACUSS fall workshop in PEI. The divisional meeting consisted of two parts. One part was a round table which included each University/College sharing one health education resource and then the second half of the session was reserved for a guest speaker. The topic of presentation was "HPV: How Can We Best Protect Our Patients?" facilitated by Dr. Kathryn Slayter, a Clinical Pharmacy Specialist Division of Infectious Diseases, Department of Medicine. This education session was sponsored by a Pharmaceutical company.

Professional support on current health and wellness issues has broadened this year within the division through the electronic list serve. For example, a simple protocol question sent out by one division member would be answered by at least 3 members on average within a timely manner. Sharing of resource information and links to valuable websites were also tools used more frequently by this division this year.

I conducted a survey of the Health and Wellness Division members to see if there was need to meet outside of the AACUSS fall workshop and spring conference this year (as this had been done in the previous 2 years) and the division's response (which represented more than half of the group) reflected a common theme of limited budgets for this extra professional development this year. This division has experienced struggles with attendance at the spring conference in June because the majority of this division's members are seasonally employed. However, at least 5 members of this division will be attending the spring Conference in May. At this time, our division is slated to discuss a new project or health/wellness education tool with the group.

As a member of the executive of AACUSS, I would like to thank the Health and Wellness division members for their input this past year when feedback was requested by the AACUSS association. We need to be innovative in order to continue to take the time to collaborate to reduce the duplication of policy development and ensure health consumers get access to quality health services that meet their needs. The importance of professional development for best practice is part of what the AACUSS organization is addressing

through its mandate of being responsive to the needs of the membership, which ultimately is in the best interest of our students/health customers.

Thank you for the opportunity to serve as the Health and Wellness divisional representative for 2008-09.

Respectfully submitted,

*Cindy Crossman*  
Health and Wellness Division  
(Mount Allison University)

## Housing Division

After being appointed to the position of Divisional Housing Representative in July I made monthly contacts with Housing members to provide information on a variety of topics and to seek input from Housing colleagues throughout the region. We have a total of 17 AACUSS members with Housing being the primary division, which is down slightly with the previous year.

We had a good representation at the Annual Fall Workshop at Holland College. In our divisional meeting we discussed RA training, residence damages, the Atlantic Residence Conference, off campus housing, among other things.

Acadia University hosted the annual Atlantic Residence Conference (ARC) in November. It was a successful event with over 50 registrants from St. Anne's, Dalhousie, St. FX, Memorial, UNB (Fredericton and Saint John), UPEI and Acadia. The co-themes of the conference were sexual wellness and environmental sustainability. The concurrent sessions offered by many of the student residence staff covered a wide variety of topics and were well attended. The advisors attending the session had an opportunity to meet with one another and discuss current issues in Housing and Residence Life. We are still struggling to find a host for the 2009 ARC, although two institutions are considering it at this point. I would like a final decision to be made at the Annual Spring Conference.

The Annual Spring Conference at St. FX in late May will be an excellent opportunity for housing members as a number of concurrent sessions are related to housing. I have been sending reminders out throughout the winter and spring encouraging housing representatives to attend and present. A reminder was also sent about the awards and grants available to all members.

I am pleased to report that I will be returning to the Housing Divisional Representative position for the 2009-2010 period. My goal will be to increase housing membership, finalize a host institution for the Atlantic Residence Conference, increase active participation among members (both in on-going communications as well as conference and workshop attendance), along with any issues or topics that our members wish to address.

It has been a great year and I look forward to serving as the divisional rep for housing once again.

Sincerely,

*Dean Martin*  
Housing Division  
(Acadia University)

## International Division

This year was my first year as the International Divisional Rep for AACUSS. Being somewhat new to the field of International Education, I was sure to face some challenges in this new role, but was more than excited to take on those challenges.

This year, the numbers in the International Division have been somewhat low, with only 9 members registered with this division. During the fall, in an attempt to encourage others to become AACUSS members, and specifically members of the International Division, an e-mail was sent to all international Student Advisors (ISA) at post secondary institutions who were not AACUSS member to encourage them to join.

One of the new major initiatives this year that has had a great effect on the ISA's is the roll out of the Electronic Notification System for the Off-Campus Work Permits. The ENS system allows students to apply for their off-campus work permit on-line. This hopefully frees up a little time for ISA's as they no longer have to see each student individually to complete their verification forms.

The AACUSS fall workshop this year saw a very small number of ISA's in attendance. There was somewhat of a conflict this year with the Canadian Bureau of International Education (CBIE) conference being held in St. John's this year, around the same time as the AACUSS workshop. Many of the ISA's attended the CBIE conference, but due to budget and time constraints were unable to attend both.

After some discussion with ISA's at the 2008 AACUSS conference, there was a need for more information on Permanent Residency. A number of ISA's identified this as an area that we have very little information on. Due to this need, arrangements were made with Citizenship and Immigration Canada (CIC) to have an information session/question and answer period on Permanent Residency at the 2009 AACUSS Conference.

As a member of the AACUSS executive I also worked on two different projects. In the fall I worked with Dean Martin on the Bereavement Fund. Dean and I worked to put in place some policy surrounding what is appropriate on the death of an AACUSS member. I also worked in the winter with Tom Brophy on the AACUSS Travel Guidelines. Revisions were made to allow for a yearly review of the guidelines, as well as revisions to the guidelines for executive members travel when members are required to fly to executive meetings.

Respectfully Submitted:

*Shanna Peddle*

International Division

Memorial University (SWGC)

## **Career/Employment Division**

This is my first year as the Career/Employment Division Rep for AACUSS. Being new to the position I was happy to take on new challenges. This year, there are twenty-seven active members registered with this division. I try to be in touch with them once a month or so.

The position of Career/Employment was vacant when I volunteered . I hope to be more involved during this year, now that I have my 'feet wet'! I am looking forward to my first active role as Career/Employment Division Rep.

I will be heading up a divisional meeting at AACUSS where will have a round table discussion on how to draw students in to the office so we can better prepare them for the world of work.

Respectfully submitted,

*Roseanne Chapman*  
Career/Employment Division  
(Nova Scotia Agricultural College)

## Accessibilities Division

This year has been a successful one for the Accessibilities Division. As a small division we were excited to have significant growth in our membership. We currently have 13 registered members, up from 8 in 2007-08. This allowed us to go from a co-hosting a divisional meeting in Counselling at the Summer Conference in St. John's Newfoundland to hosting our own Divisional meeting at the Fall Workshop in Charlottetown.

We are excited by the prospect of having two Accessibility Division specific presentations at the Spring Conference and holding a divisional meeting with several members present.

This year the Accessibilities Divisional Representative has made regular contact with the Accessibility Divisional Members. Contact took place via email in January, March, and April 2009.

The email correspondence to Accessibility Division members consisted of:

1. Updates from the Fall Conference,
2. Reminders of the upcoming Spring Conference
3. Encouragement to submit a proposal for a presentation at the Spring Conference
4. Information Related to the Travel Grants available to AACUSS members for the Spring Conference
5. Solicitation for suggested topics of discussion for the upcoming divisional meeting
6. Encouragement to submit an article to AACUSS Talks

The Accessibilities Divisional Representative submitted a co-authored Article for AACUSS Talks related to the opening of our new and exciting Mark A Hill Accessibility Centre. This article included information as to the kinds of space, equipment and services that are now available to our students.

The Accessibilities Divisional Representative also updated contact information and picture for the AACUSS website.

It has been a pleasure to serve my first year as the AACUSS Accessibilities Divisional Representative and I look forward to beginning my second year as our division continues to grow in numbers and solutions.

Many thanks,

*Ryan Moody*  
Accessibilities Division  
(Dalhousie University)

## Appendix 1

### *Travel Claim Guidelines*

- *Executive Travel Claim Guidelines*

## Executive Travel Claim Guidelines

The purpose of the Executive Travel funds is to assist executive members attend executive meetings. These funds are not meant to be used for AACUSS conferences but only to off-set specific costs of attending meetings.

- Reimbursement for travel using one's own vehicle will be at a rate which will be established by combining the average kilometer rates of a university/college from each of the Atlantic Provinces.
- [Travel forms](#) must be completed (when possible) at the Executive meeting or be forwarded to [the Treasurer](#) at the earliest possible date and must be submitted within the same fiscal year in which the expense was incurred.
- Receipts must be provided for accommodations, transportation and meals.
- The per diem rate for meals at a rate which will be established by combining the average per diem rate of a university/college from each of the Atlantic Provinces.
- Accommodation costs should be the most economical rate available up to a maximum of \$150.00 per day.
- Executive reimbursement for those not needing to fly to an AACUSS executive meeting is set at a maximum of \$400 for a 12 month fiscal calendar going from April 1<sup>st</sup> – March 31<sup>st</sup>.
- Executive reimbursement for those needing to fly to an AACUSS executive meeting is set at 75% up to a total of \$1000.00 for a 12 month fiscal calendar going from April 1<sup>st</sup> - March 31<sup>st</sup>.
- Reimbursement will be made upon receipt of the travel documentation, by the Treasurer. Additional information may be requested by the Treasurer for record keeping purposes.

### General guidelines applying to travel expenditures of AACUSS Executive Members

- All related travel rates should be reviewed at the Annual AACUSS Conference New Executive Meeting to ensure rates are still reflective of current costs
- Exceptions to any of the above travel policies are at the discretion of the Treasurer in consultation with the President
- Executive Members must pursue the most economical means of transportation and accommodations possible
- Whenever possible, same day travel is encouraged.
- Where appropriate, car pooling is encouraged.
- Subject to availability to funding

## Appendix 2

### *Awards and Grants*

- *AACUSS Research Grant Application*
- *AACUSS Travel Grant for Annual Conference*
- *AACUSS Conference Grant (New Pilot)*

## **AACUSS Research Grant Application**

This grant created by the AACUSS Executive during the 08-09 year was established to encourage registered AACUSS members (having been a member for at least one year) to apply for a research grant up to \$1000.00 to conduct their research.

### **Criteria**

The following criteria must be met by applicants for this award:

- The person(s) requesting the research grant must be a registered AACUSS member for at least one year;
- The person(s) must be presenting a research proposal that can be completed within a one-year period;
- The person(s) receiving the grant agrees to present the findings of their research at next AACUSS conference;
- The person(s) completing the research agrees to write at least one article for submission to AACUSS talks within a year research completion
- The requester(s) must submit a research proposal outlining the purpose, methodology and operational budget for their research;
- The proposal should clearly articulate how the results would be of a benefit to the Student Affairs and Services practice.
- Special preference will be given to proposals which show collaboration within different departments of a post secondary institution or collaboration between different universities/colleges/campuses.
- AACUSS Executive members are unable to apply for research grants, divisional representatives may apply.

### **Award**

Subject to the availability of funds, this award consists of:

- Up to \$1000 for the completion of research
- The grant recipient will receive notification at the AACUSS AGM at each AACUSS conference
- A maximum of \$500.00 Travel bursary to present the findings at the next conference
- Subject to availability of funds

## **AACUSS Travel Grant for Annual Conference**

The AACUSS Travel grant was established as a way of encouraging new and existing members to participate in the annual AACUSS Conference. The AACUSS Executive has established the AACUSS Conference Grant Program to assist applicants who can demonstrate financial need. Originally established to celebrate the 20th Anniversary Conference, this Program provides up to four Grants to facilitate conference participation of AACUSS members from each of the four Atlantic provinces: Prince Edward Island , Newfoundland and Labrador, New Brunswick , and Nova Scotia .

### **Award Criteria**

- Travel Grants are intended to assist new and current members with the travel costs up to \$500.00 for attending the annual AACUSS conference.
- Previous Conference Grant recipients are typically ineligible to submit an application for assistance unless they can demonstrate extraordinary financial need.
- One Travel Grant will be available for a member in each of the four Atlantic provinces and will cover up to 75% of the related travel and accommodation expenses for each individual. Subsidization presumes that the individual is pursuing the most economical and practical mode of transportation.
- In order to qualify for the award, the recipient must attend the conference. AACUSS is not responsible for the costs associated with non-attendance.
- Travel Grants cannot be deferred for use at a subsequent AACUSS event.(what about the fall workshop)

### **Assessment Procedure**

- Conference grant applications will be reviewed by the AACUSS Awards Committee chaired by the Past President. The decision of the Committee will be final.
- Applicants will be notified of the decision of the Awards Committee by April 1.
- Recipients will be presented with their Grants at the annual AACUSS conference.
- Subject to availability of funding

### **Application Procedure**

Applications are to be in writing and include the attached budget verifying financial need. AACUSS members who feel that they meet the criteria stated above may **download the application (in PDF format)** or contact the **Web Liaison** to request a fax copy.

## **AACUSS Conference Grant (New Pilot)**

As a way of encouraging new and existing members to participate in the annual AACUSS Conference, the AACUSS Executive has established the AACUSS Conference Grant Program to assist applicants who can demonstrate financial need. Originally established to celebrate the 20th Anniversary Conference, this Program provides up to four Grants to facilitate conference participation of AACUSS members from each of the four Atlantic provinces: Prince Edward Island, Newfoundland and Labrador, New Brunswick, and Nova Scotia .

### **Award Criteria**

- Conference Grants are intended to assist members with the cost of the Conference Fee in attending the annual AACUSS conference
- Preference will be given to applicants who have never received this grant in the past.
- Previous Conference Grant recipients are typically ineligible to submit an application for assistance unless they can demonstrate extraordinary financial need.
- An individual can receive this grant a maximum of once every five years
- One Conference Grant will be available for a member in each of the four Atlantic provinces.
- In order to qualify for the award, the recipient must attend the conference. AACUSS is not responsible for the costs associated with non-attendance and a grant cannot be deferred for use at a subsequent AACUSS event.
- Subject to availability of funds

### **Assessment Procedure**

- Conference grant applications will be reviewed by the AACUSS Awards Committee chaired by the Past President. The decision of the Committee will be final.
- Applicants will be notified of the decision of the Awards Committee by April 1.
- Recipients will be presented with their Grants at the annual AACUSS conference.

### **Application Procedure**

Applications are to be in writing and include the attached budget verifying financial need. AACUSS members who feel that they meet the criteria stated above may **download the application (in PDF format)** or contact the **Web Liaison** to request a fax copy.

