

GSA Council Meeting CONSOLIDATED AGENDA

Monday, 27 February 2023 at 6:00 pm

Held online via Zoom

The GSA and the University of Alberta reside on Treaty 6 territory and the homeland of the Métis. This territory is a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux, Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community. In acknowledging this traditional territory and its significance for the Indigenous peoples who lived and continue to live upon it, we recognize its longer history that reaches beyond colonization and the establishment of European colonies and recognize the GSA's ongoing collective responsibility in working with First Nations, Métis, and Inuit (FNMI) peoples and what that means for the work of the GSA as it aims to practice the principles of being Good Relations with FNMI peoples, Nations, communities, and lands.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review. Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and GSA Management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Acting Speaker Sophie Shi in the Chair

OPEN SESSION

**Attached Numbered
Pages**

1. Approval of the 27 February 2023 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 23 January 2023 GSA Council Meeting (*suggested time: 1 min*)
Attachment:
 - i. Minutes from the 23 January 2023 GSA Council Meeting **2.0 - 2.4**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
 - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

GSA Council Member Announcements

4. GSA Council Member Announcements (*suggested time: 5 mins*)

Presentations

5. Teaching, Learning and Evaluation Policy Suite Proposal on the Student Perspectives of Teaching (SPOT) Survey (*suggested time: 20 mins*)
Janmejay Rao (Acting President) will present the item and introduce the guest.
Guest: Dr. Karsten Mundel (Acting Vice Provost, Learning Initiatives)
6. Campus and Community Recreation (CCR) (*suggested time: 20 mins*)
Monisha Vinod (Vice-President Student Services) will present the item and introduce the guests.
Guests: Cheryl Harwardt (Outgoing Director, Campus and Community Recreation); Christine Legault (Incoming Director, Campus and Community Recreation)
7. National Standard for Mental Health and Wellbeing for Post-Secondary Institutions (*suggested time: 20 mins*)
Monisha Vinod (Vice-President Student Services) will present the item and introduce the guest.
Guest: Kevin Friese (Assistant Dean Health and Wellness, Student Services)

Attachments:

- i. Briefing Note – National Standard for Mental Health and Wellbeing for PSIs 7.0 - 7.2

Action Items

8. Operating and Capital Budget (2023-2024), Labour Union Dues (2023-2024), and Restricted and Other Funding Budget (2023-2024) **AND** Operating and Capital Three-Year Budget/Business Plan (2023-2026), Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) (*suggested time: 20 mins*)

Hiren Kaklotar (Vice-President Labour and Vice Chair of the GSA Budget and Finance Committee) will present the item. Seidy Louangxay (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.

GSA BFC members who are also members of GSA Council: Anas Fassih (President and GSA BFC Chair), Hiren Kaklotar (Vice-President Labour and GSA BFC Vice-Chair), Andrew Pohlka (Biochemistry Council Member and GSA BFC Member)

GSA BFC voting members invited to GSA Council as guests: Maria Bartoli and Doug Leong

8.0 - 8.3

8.4 - 8.5

Attachments:

- ii. Cover Letter from the Vice Chair of GSA BFC to GSA Council
- iii. Outline of Issue: Operating and Capital Budget (2023-2024), Labour Union Dues (2023-2024), and Restricted and Other Funding Budget (2023-2024) **AND** Operating and Capital Three-Year Budget/Business Plan (2023-2026), Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) **8.6 - 8.14**
- iv. Operating and Capital Three-Year Budget/Business Plan (2023-2026) **8.15 - 8.25**
- v. GSA 2023-2026 Operating Budget (Including Capital Budget) Report (Narrative) **8.26**
- vi. Labour Union Dues Three-Year Budget/Business Plan (2023-2026) **8.27**
- vii. Labour Union Dues (2023-2026) Report (Narrative) **8.28 - 8.29**
- viii. Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) **8.30 - 8.31**
- ix. GSA 2023-2026 Restricted and Other Funding Budget and Expenditure Report (Narrative)

9. GSA 2022-2023 Winter Term Budget and Expenditure Report (*suggested time: 10 mins*)

Hiren Kaklotar (Vice-President Labour and Vice Chair of the GSA Budget and Finance Committee) will present the item. Seidy Lounangxay (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.

GSA BFC members who are also members of GSA Council: Anas Fassih (President and GSA BFC Chair), Hiren Kaklotar (Vice-President Labour and GSA BFC Vice-Chair), Andrew Pohlka (Biochemistry Council Member and GSA BFC Member)

GSA BFC voting members invited to GSA Council as guests: Maria Bartoli and Doug Leong

Attachments:

- i. Cover Letter from the Vice Chair of GSA BFC to GSA Council **9.0 - 9.1**
- ii. Outline of Issue **9.2**
- iii. GSA 2022-2023 Winter Term Budget and Expenditure Report **9.3 - 9.4**

Elections

10. GSA Council Elections (*suggested time – to be determined*)
Elisabeth Widjaja (GSA Nominating Committee Chair) will present the item.

GSA Council-Elected Officer Positions

- a. Speaker, Senator, Deputy Speaker, and Deputy Returning Officer (DRO)

Attachment:

- i. Nominees for GSA Speaker (1 GSA member vacancy) and Deputy Speaker (1 GSA member vacancy) **10.0 - 10.4**

- ii. Nominees for GSA Senator (1 GSA member vacancy) 10.5 - 10.6

Reports (suggested time: 15 min)

- 11. President (Anas Fassih, President)**
- i. President's Report (no written report at this time)
 - ii. GSA Board Report 11.0 - 11.1
 - iii. GSA Budget and Finance Committee Report 11.2
 - iv. GSA Equity, Diversity, and Inclusion Committee Report (no written report at this time)
 - v. GSA Governance Committee Report (no written report at this time)
- 12. Vice-President Academic (Bishoi Aziz, Vice-President Academic)**
- i. Vice-President Academic's Report 12.0
- 13. Vice-President External (Janmejaya Rao, Vice-President External)**
- i. Vice-President External's Report 13.0 - 13.1
 - ii. GSA Awards Selection Committee Report 13.2
- 14. Vice-President Labour (Hiren Kaklotar, Vice-President Labour)**
- i. Vice-President Labour's Report 14.0 - 14.1
 - ii. GSA Labour Relations Committee Report (no written report at this time)
- 15. Vice-President Student Services (Monisha Vinod, Vice-President Student Services)**
- i. Vice-President Student Services' Report 15.0 - 15.1
- 16. Senator (vacant)**
- i. Senator's Report (no written report at this time)
- 17. Speaker (vacant)**
- i. Speaker's Report (no written report at this time)
- 18. Chief Returning Officer (Sophie Shi, Chief Returning Officer)**
- i. Chief Returning Officer's Report 18.0
- 19. GSA Nominating Committee (Elisabeth Widjaja, GSA Nominating Committee Chair)**
- i. GSA Nominating Committee Report 19.0 - 19.2
- 20. GSA Elections and Referenda Committee (Jennifer Bertrand, GSA Elections and Referenda Committee Chair)**
- i. GSA Elections and Referenda Committee Report 20.0
- 21. GSA Management (Erika Heiberg, Acting Executive Director)**
- i. Acting Executive Director's Report 21.0 - 21.4

Question Period

- 22. Written Questions (none received at this time)**
- 23. Oral Questions**

Adjournment

GSA Council Meeting MINUTES
Monday, 23 January 2023 at 6:00 pm
Held in-person in Council Chamber (2-100 Van Vliet Complex)

IN ATTENDANCE:

Anas Fassih (President)	Emily Holden; Leah Jackson (Biological Sciences)	Kristin Carroll (Laboratory Medicine & Pathology)	Janyne Johnson (Pharmacology)
Bishoi Aziz (VP Academic)	Carly Weber (Biomedical Engineering)	Kylie Day (Library & Information Studies)	Christina Saed (Pharmacy & Pharmaceutical Sciences)
Janmejaya Rao (VP External)	Stephanie Winata (Business MBA)	Aarya Menon (Linguistics)	Eduardo Andrade (Philosophy)
Hiren Kaklotar (VP Labour)	Zain Patel (Cell Biology)	Alain Gervais (Mathematical & Statistical Sciences)	Hamid Hassani (Physics)
Dweej Shah (Speaker)	Helia Dehghan Harati (Chemistry)	Luthfia Friskie (Media & Technology Studies)	Rubio Atonal (Physiology)
Sophie Shi (CRO)	AJ Darras (Civil & Environmental Engineering)	Connor Oborn (Medical Genetics)	Telisa Courtney (Political Science)
Eric Beaudry (Councillor-at-Large)	Zia van Blankenstein (Communication Sciences & Disorders)	Simon Walker (Medical Microbiology & Immunology)	Emilie Desnoyers (Psychiatry)
Jeremie Mahaux (Councillor-at-Large)	Sajad Ramezani (Computing Science)	Charbel Baaklini (Neuroscience)	Cheryl Pan (Psychology)
Laura Manerus (Councillor-at-Large)	Victor Ladewig (Dentistry)	Nancy Hammer (Nursing)	Wendy Amoako (Rehabilitation Science)
Preetam Panja (Councillor-at-Large)	Jane Allred (History, Classics and Religion)	Alicia Chichak (Occupational Therapy)	Beckett Stark (Renewable Resources)
Emmy Marks (Anthropology)	Karen Fraser (Human Ecology)	Fatemeh Mashayekhi (Oncology)	Yan Xue (Sociology)
Andrew Poholka (Biochemistry)	Keith King (IGSA)	Constantin Mouzaaber (Ophthalmology)	

Guests: Dr. Verna Yiu (Interim Provost and Vice-President Academic); Dr. Roger Epp (Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)); Melissa Padfield (Deputy Provost, Students and Enrolment, University of Alberta); Sarah Wolgemuth (Assistant Dean, Student Life, Student Services).

Speaker Dweej Shah in the Chair.

The meeting was called to order at 6:05 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

Approval of Agenda**1. Approval of the 23 January 2023 Consolidated Agenda**

Members had before them the 23 January 2023 Consolidated Agenda, which had been previously distributed on 20 January 2023. B Stark **MOVED**; B Aziz **SECONDED**.

Motion **PASSED**. 1 abstention

Approval of Minutes**2. Minutes from the 21 November 2022 GSA Council Meeting**

Members had before them the 21 November 2022 GSA Council meeting minutes, which had been previously distributed on 9 December 2022. J Rao **MOVED**; P Panja **SECONDED**.

Motion **PASSED** unanimously.

Prepared by M Brzak and F Robertson for GSA Council 23 January 2023

Shared drives/GSA OFFICE/GSA Council/Meetings/2022-2023/February 2023/First Mailing/GSA Council 27 February 2023 Item 2 - Minutes GSA Council 23 Jan 2023.docx

Changes in GSA Council Membership

3. Changes in GSA Council Membership

- i. **Introduction of New Councillors:** C Keen (Biomedical Engineering); C Oborn (Medical Genetics); C Pan (Psychology); Z van Blankenstein (Communication Sciences and Disorders); S Winata (Business MBA); K Fraser (Human Ecology); K Day (Library and Information Studies); K King (Indigenous Graduate Students' Association).

- ii. **Farewell to Departing GSA Council Members**

This was the last meeting for a number of GSA Council members: None

GSA Council Member Announcements

4. GSA Council Member Announcements

B Aziz noted that General Faculties Council (GFC) was seeking graduate students for the Teaching and Learning Awards Committee. Those interested could email him at gsa.vacademic@ualberta.ca.

A Fassih noted that the nomination period for the GSA General Election and Election of the Associate Vice-President Labour was opening 31 January 2023 and encouraged council members to run for positions as they were already familiar with the work of the GSA. Interested individuals could contact any of the Directly-Elected Officers (DEOs) or the GSA at gsa.frontdesk@ualberta, or pick up a nomination form starting 31 January from the GSA Office in Triffo Hall.

C Pan and T Courtney both noted that they had polled their departments regarding a protest in relation to tuition hikes and had both received around 80% of members being willing to participate.

Presentations

5. Graduate Student Supports and Faculty of Graduate Studies and Research Unit Review

Anas Fassih (GSA President) presented the item and introduced the guests, Dr. Verna Yiu (Interim Provost and Vice-President Academic), Melissa Padfield (Deputy Provost, Students and Enrolment), Dr. Roger Epp (Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research).

V Yiu explained her background and spoke to the need to ensure graduate students had a voice and a visible presence in decisions that affect them. One of her first acts as Provost was to split the role of Deputy Provost into two portfolios – one focused on Academics and one focused on Students and Enrollment. She brought on Dr. Epp as Interim Dean of the Faculty of Graduate Studies and Research (FGSR), a longstanding leader at the U of A, to build a concerted effort into the student experience and help ensure graduate students had the processes and procedures in place to gain the best experience possible at the U of A. V Yiu noted that this was most salient currently in the work they were doing with the GSA to advance guaranteed minimum funding and that these efforts would not entirely offset tuition increases but would hopefully help to alleviate the effects of these increases, primarily driven by government cuts to post-secondary education.

R Epp discussed the progress of the unit review of FGSR and noted that an external review would hopefully be completed to determine the best place for FGSR in the midst of restructuring, and that minimum funding for doctoral students was a good place to start. This was the first external review of the Faculty in 15 years; the purpose was not to put into question whether or not FGSR should exist, but how it could best position itself organizationally to do the things the institution would require. Minimum, multi-year PhD funding was a start but it would not be the finish. So far, data suggested that FGSR was doing better than some but had much to learn from other institutions.

Members raised questions regarding the timelines of the external review and the implementation of minimum funding (R Epp explained that the current challenge was recruiting external reviewers but they hoped to have results and produce reports later this spring); how departments were responding to minimum funding discussions (R Epp stated there was some work to be done around how existing monies could be reallocated, conditions to apply for external funding); how the University planned to balance the increased tuition with minimum funding packages (V Yui stated minimum funding couldn't mitigate tuition increases alone, and there was a need to purposefully increase bursaries and scholarships to make it easier for students); what were the sources of bursary funding for domestic and international students (V Yiu also expressed the need to address knowledge gaps at the Government level and the need to consider international students as potential citizens rather than just revenue generators; increase awareness that 60% of international students tended to stay in Canada while Government assumed most would return to their home countries), how Graduate Research Assistantships and Graduate Teaching Assistantships would be accounted for in minimum funding packages (R Epp agreed this was one of multiple variables that needed to be taken into account; positions were not consistently available across the University and were not systematic); and

Prepared by M Brzak and F Robertson for GSA Council 23 January 2023

how to increase awareness of bursary programs among students (M Padfield welcomed any suggestions to help them find students where they are or how to streamline processes).

Members were encouraged to further engage with the [Student Service Centre, Office of the Registrar's Annual Undergraduate Student Financial Support Reports](#), and [November 3, 2022, Council on Student Affairs \(COSA\) Minutes](#).

6. Student Experience Action Plan

Anas Fassih (President) presented the item and introduced the guest, Sarah Wolgemuth (Assistant Dean, Student Life, Student Services), and Melissa Padfield (Deputy Provost, Students and Enrolment).

A Fassih noted that the purpose of the Student Experience Action Plan was part of the University Strategic Plan and aimed to create an engaging student experience that was unique to the University of Alberta. He and the Students' Union President were student co-sponsors of the project.

M Padfield explained that they wanted students to take a lot away from their experience and centre the student perspective while considering how all three constituent groups – students, faculty, and administration – intersect.

M Padfield and S Wolgemuth then asked members to participate in a series of questions regarding where graduate students spent their time on campus, what made their experience at the University of Alberta unique, what could enhance their experience, and what the University currently did to support what they hoped to get out of this experience.

Members raised questions regarding how information gathered would be shared (S Wolgemuth stated that reports were coming; they were still figuring out what the feedback looked like so hadn't yet decided how it would be reported); and what the role of a co-sponsor was (M Padfield explained the role co-sponsor role was intended to make sure graduate students were represented; the co-sponsors would connect with stakeholders and provide accountability). Members also provided the guests with suggestions for engagement and outreach to graduate students.

Students interested in participating further in the project were encouraged to contact S Wolgemuth at seap@ualberta.ca and keep an eye on the [project webpage](#) for upcoming engagement and feedback sessions.

Discussion Items

7. GSA Board Strategic Work Plan (SWP): Update to GSA Council

Anas Fassih (GSA President) presented the item and highlighted some of the things the Directly-Elected Officers (DEOs) had accomplished and been working on since the approval of the plan at GSA Council in July. Highlights included work with minimum guaranteed funding packages, FGSR collaboration, tuition and affordable housing, advocacy and fundraising for the Campus Food Bank, dispersing monies for grants and bursaries, advocating with the government, completion of the collective agreement, Equity, Diversity, and Inclusion collaboration with First Peoples' House, and hiring of the Executive Director.

Elections

8. GSA Council Elections

Elisabeth Widjaja (GSA Nominating Committee Chair) presented the item.

GSA Standing Committees

- a. [GSA Budget and Finance Committee](#) (1 member vacancy)
Eklovepreet Singh (Mechanical Engineering)

The nominee was not present to address GSA Council.

Reports

9. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 23 January 2023. The report stood as submitted.

A Fassih also provided a high level overview of the tuition increase proposals and the efforts already made by Directly-Elected Officers (DEOs) to voice their opposition to the increases at all levels of University governance. A Fassih reported openness from the institution toward solutions such as additional funding and reiterated that the GSA would continue to push for funding and financial aid and that these issues needed to be reimagined to come up with new measures for relief. While the University provided robust consultation through the GSA, the Council on Student Affairs (GFC COSA), and Tuition and Budget Advisory Committee (TBAC), this proposal had stirred discontent and frustration from departmental groups and students.

Members discussed further their concerns related to tuition increases, the role the GSA could play in supporting student action, and the GSA's continued advocacy efforts to mitigate financial burdens for students.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted.

iii. GSA Budget and Finance Committee

No written report at this time.

iv. GSA Equity, Diversity, and Inclusion Committee Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted.

v. GSA Governance Committee

No written report at this time.

10. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. In addition, B Aziz stated that he was currently working with the academic integrity policy to redefine the integrity and misconduct policy raising concerns for AI tools could have on academic activity.

11. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. In addition, J Rao noted his meetings with the NDP caucus and the Minister of Advanced Education and issues that were brought forth. These three issues included mental health, immigration stream for international students, and issues with post-secondary education due to budget cuts.

ii. GSA Awards Selection Committee

No written report at this time.

iii. Alberta Graduate Provincial Advocacy Council (ab-GPAC) Update to Member Organizations

No written report at this time.

12. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. In addition, H Kaklotar stated that the Stewardship network had representatives from individual faculties who advocate, and we trained them with knowledge of the collective agreement. H Kaklotar noted that there were still vacancies for Stewards in the faculties of Arts, Business, Campus Saint Jean, Education, Kinesiology, Law, Medicine, Nursing, Public Health, and Rehabilitation Medicine at the time of the meeting.

ii. GSA Labour Relations Committee

No written report at this time.

13. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. M Vinod was not in attendance and so A Fassih submitted the report on her behalf.

14. Senator

i. Senator's Report

No written report at this time.

15. Speaker

i. Speaker's Report

No written report at this time.

16. Chief Returning Officer

i. Chief Returning Officer's Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. S Shi noted the timeline of the upcoming GSA General Election and Election of Associate Vice-President Labour and encouraged members to attend the GSA Elections Forum.

17. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. In addition, E Widjaja encouraged members to consider running to fill any of the vacancies on GSA Standing Committees specifically reserved for members of GSA Council.

18. GSA Elections and Referenda Committee

ii. GSA Elections and Referenda Committee Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted.

19. GSA Management

i. Acting Executive Director's Report

Members had before them a written report, which had been previously distributed on 20 January 2023. The report stood as submitted. In addition, E Heiberg noted that the budget would be coming forward to the February Council meeting and the GSA would be hosting a Budget 101 session for anyone that was interested.

T Courtney asked about the Acting Executive Director's Report for December, specifically mentioning significant issues with morale in the GSA office and if she could elaborate on that and what Council could do to address this issue. E Heiberg noted that with the departure of Courtney Thomas as Executive Director in October, there had been a lot of anxiety, some questions around authority, and some communication breakdowns in the office that had been occupying quite a bit of her time. T Courtney asked the Directly-Elected Officers (DEOs) what roles they had played in trying to address some of these communication breakdowns and tensions within the office. A Fassih noted that he was not aware of any communication breakdown from the executives and that any issues were discussed in GSA Board and were not a matter for the GSA Council to be involved in. T Courtney disagreed, stating that Council should be aware of any issues as their role was to ensure that the GSA was governed successfully. J Rao noted that the team was trying to hire a new executive director and were doing their best to mitigate any issues, but these have not been major issues. B Aziz stated that if anyone had any issues or concerns with the performance of the DEOs, complaints could be directed to the GSA Appeals and Complaints Board (GSA ACB), however he believed that all conflicts had been resolved.

Question Period

20. Written Questions

21. Oral Questions

Adjournment

The meeting was adjourned at 9:03 pm.

Briefing Note

Date	February 2023
Subject	National Standard for Mental Health & Well-Being for PSI Students - Overview
Summary	<p>The National Standard for Mental Health & Well-Being for Post-Secondary Students was officially released in October 2020. This standard is the first of its kind in the world and provides a set of flexible, voluntary guidelines to help Canadian post-secondary institutions support the mental health and well-being of their students. Since its release, the Canadian Association of College and University Student Services, in partnership with the Canadian Association of Standards, has been supporting Canadian post-secondary institutions to facilitate implementation of the standard on campuses across the country.</p>
Current State	<p>Under the auspices of the U of A's Healthy University Strategic Plan (HUSP), the National Standard Working Group is currently implementing the standard on our campuses. It is in the best interest of our students, faculty and staff that we implement the standard. It will ensure that our student mental health supports remain evidence informed, coordinated and relevant to the needs of today's students. It will also align student health and wellness efforts with the key principles of the HUSP and International Okanagan Charter.</p> <p>The National Standard Working Group has initiated a pan-campus engagement process to consult with our diverse students, faculty, staff and service-providers about their experiences with student mental health. This process is underway with the launch of the Student National Standard Engagement Survey. A Faculty and Staff engagement survey is planned for release in early March. Together, these assessment tools will collect information from our community regarding student mental health experiences, opportunities, challenges and hidden barriers. That information will then inform focus groups, roundtables and a world cafe that will assist the National Standard Working Group and Advisory Committee in identifying key student mental health priorities to be addressed in Phase Two of the project.</p> <p>Alongside the National Standard Working Group, a Campus Advisory Group has been struck to bring together diverse student, faculty and staff voices that will inform the implementation of the standard and support the Working Group in its engagement efforts. It will ensure that we are accurately interpreting the data collected from our campus engagement process and identifying the priority mental health needs of our students.</p>

Roadmap & Expectations

Implementation of the standard at the U of A will allow us to further our cooperative work with students, campus service providers, faculty, and staff to strengthen how we foster student mental health. The benefits of doing so should be seen through the academic success of our students, so they have access to timely and appropriate mental health support when and where they need them most.

Key priorities to be addressed in the implementation include:

1. Undertake university-wide engagement process to assess student mental health needs, opportunities and gaps;
2. Collect data on current university mental health services and programs;
3. Set campus mental health priorities based on engagement and data;
4. Implement, evaluate and continuously improve the existing policies, service delivery, and programming coordination.
5. Review current U of A policies that support student mental health;

Roadmap

With the engagement process currently underway, the implementation of the National Standard will proceed as follows:

Status	Timeline	Activity
✓	July - Aug 2022	Formulation of the National Standard Working Group and ASteering Committee
✓	Sept - Nov 2022	Advisory Committee Formation
✓	Oct-Jan 2023	National Standard Audit and Engagement Planning
In Progress	Feb-Apr 2023	Pan-Campus Engagement Activities
Pending	May 2023	Data Aggregation & Review
Pending	June 2023	Strategic Priority Identification
Pending	July - Aug 2023	Report and Submission of Action Plan
Pending	Oct 2023	Implementation of Identified Priorities and Development of Ongoing Assessment/Evaluation Criteria

Resources

[U of A National Standard Implementation Website](#)
[U of A Healthy University Strategic Plan \(HUSP\)](#)
[Okanagan Charter](#)

**Implementation
Contacts**[U of A Okanagan Charter – Statement of Adoption](#)

Brianna Bucalo, Coordinator - Office of the Dean of Students

Kevin Friese, HUSP Working Group Chair and Assistant Dean of Students,
Office of the Dean of Students

Gurleen Kaur, Undergraduate Student

Jordan Zacher, Graduate Student

Grachella Garcia, Associate Director, Campus and Community Recreation

Randal Nickel, Executive Director Student Life, Augustana Student Services

Juste Kagisye, Chef de service, La Centrale / Service Head, Student Services
& Learning Centre

Clint Galloway, Director, Wellness Supports

Sarah Flower, Senior Consultant - Health Promotion and Engagement,
Well-being, Culture and Rewards, Human Resources, Health, Safety and
Environment



Dear Colleagues,

16 February 2023

As Vice-President Labour and Vice Chair of the GSA Budget and Finance Committee, I am pleased to present you with the recommended GSA 2023-2024 operating budget. In assembling this budget, the GSA Budget and Finance Committee (GSA BFC) had an initial meeting to discuss budget priorities and possible scenarios and then charged the financial team to compile a budget reflective of those identified priorities. Consequently, a great deal of work and consideration have gone into the attached recommended budget.

Below I have summarized the assumptions made when developing this budget as well as its key elements, organized by budget line heading. As you are all aware, the ongoing pandemic has shown us repeatedly that we cannot ever entirely confidently project how a budget year will evolve and what impact it will have on our finances. I'd like to stress, however, that the GSA's budget is nimble and dynamic. As we become aware with time that projections may need to be rethought and readjusted, we engage with that work (reflected in the term financial reports that come before GSA Council) to ensure financial stability. That said, let me also stress that the GSA remains in an excellent financial position. I look forward to further discussing the proposed budget with you on 27 February.

Assumptions:

Projected 1% increase in enrollment. This is a conservative approach as enrollment, premised on the current year's enrolment, which is similar to last year. Should enrollment either increase beyond projections or decrease, projections will be amended in the term financial reports.

A Consumer Price Index (CPI) factor equivalent to that being used by the University (3.4%) will be utilized.

Operating Budget (projected inflationary increases based on CPI applied to multiple lines based on previous budgets; other recommended changes noted below):

Revenue – GSA Fees

We recommend that the GSA membership fee remain at its 2022-2023 level for 2023-2024, which will continue to allow the GSA to achieve a balanced budget while also not increasing fees paid by graduate students.

Revenue – Interest Income

We recommend projecting that interest income on our bank accounts is higher than in 2022-2023 due to the Bank of Canada interest hikes.

Revenue – External Committed Funding (Faculty of Graduate Studies and Research and Dean of Students)

No recommended changes. Funding from the Faculty of Graduate Studies and Research is requested annually (ie, not guaranteed) and, should funding not be provided, this will be amended in the term financial reports.

Revenue – Commercial Activities

We recommend assuming revenue associated with the GSA's stake in the Chopped Leaf food venue in the PAW Centre returns to pre-pandemic levels, based on the revenue resumption which has occurred in 2022-2023.

Revenue – Other



No recommended changes.

Expenses – Advocacy

No recommended changes to the “Business Travel and External Relations and Advocacy” and “University Relations” lines beyond the addition of CPI. Additionally, no recommended changes to the budget line for the GSA’s membership in the Alberta Graduate Provincial Advocacy Council as that organization has not, as of yet, indicated any intent to change their fees.

Expenses – Services

No recommended changes in funding for academic workshop subsidies, external grants, and GSA Graduate Student Group Grants, as funding requests have been met within the current budget amounts. A modest increase in support for the Campus Food Bank of \$2,000 is recommended based on usage reports. No increases to the “GSA Council Remuneration” line are recommended as the number of departments eligible for remuneration remains the same. Recommended continuation of the partnership with the Students’ Union for a corporate membership with Kids and Company Daycare to provide for limited access to childcare services for graduate students who parent. Finally, an increase of \$5,874 to the “Engagement, Orientation, and Outreach” line is recommended as the costs of event hosting have increased owing to rising inflation, and to account for new swag purchases as we continue with in-person programming.

Expenses – Governance

The application of a CPI increase will be reflected in “Directly-Elected Officer Stipends,” as per GSA Bylaw and Policy. Position titles in the narrative document will also be amended to reflect the removal of the Vice-President Labour position and the addition of the Vice-President Student Life position. Likewise, increases to “Directly-Elected Officer Benefits” will reflect a 5% increase in the cost of the GSA Health and Dental Plan (see note below under “Restricted”). Recommend increasing the “Training/Development” line by \$2,000 to ensure workplace harassment and violence prevention training is provided to be compliant with Occupational Health and Safety legislation.

Expenses – Human Resources

Increase to various lines to reflect a 5% increase in the cost of the GSA Health and Dental Plan (see note below under “Restricted”). Likewise, the application of a CPI increase to salaries is reflected, as per contractual/collective agreement arrangements.

Expenses – Office Administration and Operational Costs

Amounts in the “Capital Items” line are recommended to be adjusted to accord with projected expenses in the GSA’s ten-year evergreening plan concerning anticipated purchases (no purchases will likely be necessary for 2023-2024 but recommend budgeting \$3,000 in case a current computer stops working). Recommend reduction of the “Office Supplies and Maintenance” line by \$2,750 to align with the GSA’s renegotiated service agreement with Xerox where savings were generated.

Expenses – Professional

No recommended changes to the “Consultants” and “Legal Fees” lines.

Expenses – Operating/Contingency Fund

No recommended changes.

Restricted:

GSA Planner

Again anticipate selling no ad space in 2023-2024 beyond the dedicated payments received from Studentcare and the Office of the Dean of Students, as a means of generating a conservative estimate and as advertisers continue to recover from the impacts of COVID-19 (so recommend leaving this line at its current level). The costs of printing Planners will be accordingly offset from the “Engagement, Orientation, and Outreach” line in the operating budget.

Graduate Student Support Fund

The University has advised that the GSSF will remain at the 2022-2023 level.

Graduate Student Assistance Program

No recommended changes.

GSA Health and Dental Plan

Projected 5% increase as a placeholder and in the interests of building a conservative budget; GSA Council will set the fee in March 2023.

Restricted – GSA Labour Union Fund:

Revenue – GSA Labour Union Fund

Projected revenue increase premised on union dues collected to date in 2022-2023, as well as the salary increase negotiated in collective bargaining completed in December 2022. These funds are kept in a separate bank account to maintain the collected monthly dues from the salary portion of pay received by Academically-Employed Graduate Students. When the GSA Labour Union Fund was established, the original \$100,000 contribution taken from the GSA’s 2020-2021 operating budget surplus was directed into a restricted, long-term investment with ATB (which manages the GSA’s other investments and which is reflected in the GSA’s audited financial statements).

Expenses – GSA Labour Union Fund

Spending in relation to core union activities (including the costs of the GSA’s service agreement with the Public Service Alliance of Canada (PSAC), which are discharged quarterly) and other sundries. For 2023-2024, following on GSA Council’s approval of officer portfolio restructuring within the GSA, the stipend for the Associate Vice-President Labour will also be paid from this fund, rather than the GSA’s operating budget. All spending from this line will be in alignment with stipulations noted in GSA Bylaw and Policy, Section Q, and, by extension, with relevant provincial legislation (particularly Bill 32) and will be regularly reported to members of the bargaining unit. Any funds leftover at year end will be transferred into the restricted, invested account described above.

Recommend editorially dividing the current expense line into three lines:

- “GSA Labour Union Operational Expenses” (which currently exists and includes the costs of the service agreement with PSAC – recommend reducing this line from \$76,000 to \$75,000 to reflect the actual cost of said agreement)
- “GSA Labour Union Sundry Expenses” (this would include the \$1,000 moved from the noted-noted line, and recommend increasing to \$5,000 in total as the GSA’s union work expands – recommend that the description of this line read “in compliance with relevant legislation this budget line will cover



incidental expenses (such as printing of materials, steward training, labour-related events, honoraria (where necessary), etc)

- “Associate Vice-President Labour Stipend, Benefits, and Employer Contributions” (would include the stipend of the Associate Vice-President Labour (set at the same level as those of other Directly-Elected Officers), as well as the costs associated with the provision of the GSA Health and Dental Plan and U-Pass, and associated employer CPP contributions)

My thanks to the members of the GSA's financial team (Accountant Seidy Louangxay, Financial Manager Dorte Sheikh, and Acting Executive Director and Associate Director Erika Heiberg) and the members of the GSA BFC. I'll be happy to answer any questions when we meet on 27 February 2023.

Hiren Kaklotar, Vice Chair of GSA BFC

Outline of Issue

Operating and Capital Budget (2023-2024), Labour Union Dues Budget (2023-2024), and Restricted and Other Funding Budget (2023-2024)

AND

Operating and Capital Three-Year Budget/Business Plan (2023-2026), Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026)

Suggested Motions:

MOTION 1: That GSA Council **APPROVE**, having also been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the Operating and Capital Budget (2023-2024) (found on pages 8.6 to 8.14 in the attached material in the “2023-2024 Budget for Approval” column bordered in red on each page), the Labour Union Dues Budget (2023-2024) (found on page 8.26 in the attached material in the “2023-2024 Budget for Approval” column bordered in red on each page), and the Restricted and Other Funding Budget (2023-2026) (found on pages 8.28 to 8.29 in the attached material in the “2023-2024 Budget for Approval” column bordered in red).

MOTION 2: That GSA Council **RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA Budget and Finance Committee and reviewed and recommended to GSA Council by the GSA Board, the Operating and Capital Three-Year Budget/Business Plan (2023-2026), the Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and the Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) (pages 8.6-8.14, 8.26, and 8.28-8.29 in the attached material).

Background:

The GSA Budget and Finance Committee (GSA BFC) unanimously recommended to GSA Council the Annual Operating and Capital Budget (2023-2024) and the Restricted and Other Funding Budget (2023-2024) at its meeting of 3 February 2023. The GSA BFC also reviewed and advised upon the Operating and Capital Three-Year Budget/Business Plan (2023-2026), the Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and the Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026). Members of the GSA BFC have been invited to attend the 27 February 2023 GSA Council meeting.

The GSA Board also recommended to GSA Council the Operating and Capital Three-Year Budget/Business Plan (2023-2026), the Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and the Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) at its 8 February 2023 meeting.

See the attached cover letter from the Vice-President Labour and GSA BFC Vice Chair for full background.

Jurisdiction:

GSA Bylaw and Policy, Section K.BYL.1.1:

“The Executive Director (or delegate), Accountant, Financial Manager, and the President, in consultation with the GSA Board (GSAB) and GSA Budget and Finance Committee (GSA BFC), will draft an annual budget as part of a three (3) year rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC’s last meeting in the February prior to the April in which the annual budget will take effect. The GSA BFC will advise and recommend to GSA Council via the GSAB on the annual budget. The GSAB will forward the GSA BFC’s recommendation with its own recommendation to GSA Council.”

GSA Bylaw and Policy, Section K.BYL.1.2:

“GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended three (3) year budget and business plan, no later than its March regular meeting.”

GSA Bylaw and Policy, Section K.POL.2.1.a:

“In planning and managing its budget, the GSA will ... be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC).”

GSA Bylaw and Policy, Section K.POL.2.1.b:

“In planning and managing its budget, the GSA will ... take into account the GSA’s vision, mission, and mandate, which are based

largely on the GSA's duties as set out in the Post-Secondary Learning Act (PSLA), and be guided by the GSA Board Strategic Work Plan."

GSA Bylaw and Policy, Section K.POL.2.1.c:

"In planning and managing its budget, the GSA will ... ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services."

GSA Bylaw and Policy, Section K.POL.2.1.e:

"In planning and managing its budget, the GSA will ... facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure."

GSA Bylaw and Policy, Section K.POL.2.1.f:

"In planning and managing its budget, the GSA will ... enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, GSA BFC, or the GSA's Auditor."

GSA Bylaw and Policy, Section K.POL.2.1.j:

"In planning and managing its budget, the GSA shall ... propose to GSA Council a budget that represents all aspects of the GSA's operations."

GSA Bylaw and Policy, Section K.POL.3.1:

"The annual operating and capital budgets (both restricted and unrestricted) will be organized into broad budget divisions which are presented to the GSA Budget and Finance Committee (GSA BFC), the GSA Board (GSAB), and GSA Council in the fall, winter, and spring/summer terms reports and in the annual three (3) year rolling budget and business plan."

GSA Bylaw and Policy, Section K.POL.5.1:

"The overall mandate of the GSA Budget and Finance Committee (GSA BFC) is to advise on the financial affairs of the GSA (including the long-term planning and priorities of the GSA in light of its strategic goals) and on the provision of the long-term financial health of the organization."

GSA Bylaw and Policy, Section K.POL.5.2:

"The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan."

GSA Bylaw and Policy, Section K.POL.5.3:

"The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets."

The Graduate Students' Association of the University of Alberta 2023-2026 GSA Operating Budget (including Capital Budget)

DRAFT ONLY-FOR DISCUSSION PURPOSES

NO CHANGE IN THE GSA FEE, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO SELECTED EXPENSES. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual
REVENUE					
Annual GSA Membership Fees	1,232,821	1,245,149	1,257,600	1,217,693	1,216,543
Interest Income	50,000	30,000	30,000	15,000	16,110
External Committed Funding	26,880	26,880	26,880	26,880	30,690
Revenue from Commercial Activities	40,162	40,162	40,162	25,929	3,889
Other Revenue	1,300	1,300	1,300	1,300	2,286
Total Revenue	1,351,163	1,343,491	1,355,942	1,286,802	1,269,518
EXPENSES					
Advocacy	58,124	59,030	59,875	56,949	33,978
Services Expenses	155,150	157,332	159,384	146,876	92,489
Governance	235,181	240,119	244,776	225,434	201,672
Human Resources	742,533	757,878	771,560	719,050	684,249
Office Administration and Operational Costs	33,565	44,772	37,428	41,079	32,177
Professional	60,250	61,077	61,869	58,000	43,618
Operating/Contingency Fund	15,000	15,000	15,000	15,000	-
Sub-total	1,299,802	1,335,207	1,349,891	1,262,388	1,088,183
Revenues Exceed Expenditures	51,360	8,284	6,051	24,414	181,335

GOAL: BALANCED BUDGET

The Graduate Students' Association of the University of Alberta
 2023-2026 GSA Operating Budget (including Capital Budget)

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Revenue

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual	
GSA Fees (see below for detailed calculations)	1,232,821	1,245,149	1,257,600	1,217,693	1,216,543	
Interest Income						
Interest Income	50,000	30,000	30,000	15,000	16,110	NO CPI, PER INTEREST RATES
External Committed Funding						
Funding from the Dean of Students and the Dean of FGSR	7,190	7,190	7,190	7,190	9,190	PER AGREEMENT
Funding From Studentcare	8,190	8,190	8,190	8,190	10,000	PER AGREEMENT EFFECTIVE 2020-2025
Funding from TDIMM	11,500	11,500	11,500	11,500	11,500	PER AGREEMENT
	26,880	26,880	26,880	26,880	30,690	
Revenue from Commercial Activities						
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue	40,162	40,162	40,162	25,929	3,889	PER AGREEMENT
Other Revenue	1,300	1,300	1,300	1,300	2,286	NO CPI
Total	1,351,163	1,343,491	1,355,942	1,286,802	1,269,518	

GSA Fees (Calculations)			
Number of full-time graduate students (estimate)	6,691	6,758	6,826
Fees (per annum per student)	156.02	156.02	156.02
	1,043,969	1,054,409	1,064,953
Number of part-time graduate students (estimate)	1,614	1,630	1,646
Fees (per annum per student)	117.01	117.01	117.01
	188,852	190,740	192,648
	1,232,821	1,245,149	1,257,600

2021-2022 Full-time average X 1.0%	6,691
2021-2022 Part-time average X 1.0%	1,614
Total students	8,305

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

1.034 1.023 1.02

Advocacy

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual
Advocacy					
Business Travel and External Relations and Advocacy	23,843	24,391	24,879	23,059	1,479
University Relations	1,061	1,085	1,107	1,026	275
Alberta Graduate Provincial Advocacy Council (ab-GPAC)	33,220	33,553	33,889	32,864	32,224
Total	58,124	59,030	59,875	56,949	33,978
<u>ab-GPAC Estimate</u>					
Student Numbers	8,305	8,388	8,472		
Fee Per Student	4	4	4		
Total	33,220	33,553	33,889		

CPI
CPI
BASED ON GRADUATE STUDENT ENROLMENT

The Graduate Students' Association of the University of Alberta
2023-2026 GSA Operating Budget (including Capital Budget)

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Services Expenses

	1.034	1.023	1.02			
	2023-2024	2024-2025	2025-2026	2022-2023	2021-2022	
	Budget for Approval	Budget	Budget	Budget	Actual	
Grants and Subsidies						
Academic Workshop Subsidies	12,000	12,000	12,000	12,000	12,000	NO CPI
External Grants	4,000	4,000	4,000	4,000	3,800	NO CPI
Campus Food Bank	27,000	28,000	29,000	25,000	23,000	INCREASE IN SUBSIDY, NO CPI
Child Care Access	5,000	5,000	5,000	5,000	5,000	CHILD CARE ACCESS INITIATIVE WITH THE STUDENTS' UNION
	48,000	49,000	50,000	46,000	43,800	
Graduate Student Groups						
GSA Council Remuneration	17,250	17,250	17,250	17,250	17,250	NO CPI
GSA Graduate Student Group Grant	36,000	36,000	36,000	36,000	5,885	NO CPI
	53,250	53,250	53,250	53,250	23,135	
Other Expenses						
Annual Strategic Plan Initiatives	2,500	2,500	2,500	2,500	1,250	
Engagement, Orientation, and Outreach	39,250	40,153	40,956	33,376	22,762	MODERATE INCREASE INCLUDING CPI
GSA Awards Night	12,150	12,429	12,678	11,750	1,542	CPI
	53,900	55,082	56,134	47,626	25,554	
Total	155,150	157,332	159,384	146,876	92,489	

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Governance

	1.034	1.023	1.02			
	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2021-2022 Budget	2020-2021 Actual	
Directly-Elected Officers Stipends						
Directly-Elected Officers Stipends (VPs)	143,280	146,576	149,508	138,568	134,868	CPI
President Stipend	44,772	45,802	46,718	43,300	42,144	CPI
	188,052	192,378	196,226	181,868	177,012	
Directly-Elected Officers Benefits						
GSA Health and Dental Plan	2,758	2,896	3,041	2,627	2,502	5% INCREASE ESTIMATED PER AGREEMENT
U-Pass	2,700	2,700	2,700	2,700	1,440	
	5,458	5,596	5,741	5,327	3,942	
Directly Elected Officers - Employer Contributions						
Employer CPP Contributions	10,308	10,437	10,795	9,369	8,872	COMPLIES WITH GOVERNMENT OF CANADA CPP RATES
	10,308	10,437	10,795	9,369	8,872	
Directly-Elected Officers - Other Expenses						
Insurance (<i>Director and Officer Liability Insurance</i>)	1,406	1,439	1,467	1,360	1,133	CPI
Election Expenses	3,841	3,930	4,008	3,715	1,602	CPI
Transition/Discover Governance	5,140	5,140	5,140	5,140		
Training/Development	6,000	6,000	6,000	4,000	3,575	INCREASE FOR ADDITIONAL TRAINING COURSE
Directly-Elected Officers' Expenses	3,034	3,104	3,166	2,934	686	CPI
GSA Standing Committee Food and Other Expenses	517	529	539	500	-	CPI
	19,938	20,141	20,321	17,649	6,996	
GSA Council Expenses						
GSA Council Food and Other Expenses	6,204	6,347	6,474	6,000	-	CPI
GSA Council Speaker Honorarium	2,220	2,220	2,220	2,220	1,850	NO CPI
Chief Returning Officer Honorarium	1,500	1,500	1,500	1,500	1,500	NO CPI
Other Honoraria	1,500	1,500	1,500	1,500	1,500	NO CPI
	11,424	11,567	11,694	11,220	4,850	
Total	235,181	240,119	244,776	225,433	201,672	

The Graduate Students' Association of the University of Alberta
2023-2026 GSA Operating Budget (including Capital Budget)

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Human Resources

	1.034	1.023	1.02			
	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual	
Support Staff (Represented by NASA)						
Salaries	313,380	320,484	326,803	301,306	285,328	CPI
Benefits						
Benefits	24,710	25,279	25,784	23,745	23,129	
RRSP	33,977	34,758	35,453	32,649	31,802	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,295	2,409	2,529	2,188	2,001	5% Health and Dental Plan increase estimate
	60,982	62,446	63,766	58,582	56,932	
Employer Contributions						
Employer CPP Contributions	15,286	15,286	15,286	13,999	12,970	COMPLIES WITH GOVERNMENT OF CANADA CPP RATES
Employer EI Contributions	5,716	5,716	5,716	5,336	5,021	COMPLIES WITH GOVERNMENT OF CANADA EI RATES
	21,002	21,002	21,002	19,335	17,991	
Other						
Staff Development (\$1500 per staff)	6,000	6,000	6,000	6,000	4,500	
Professional Development	1,500	1,500	1,500	1,500	-	
	7,500	7,500	7,500	7,500	4,500	
Total for Support Staff Represented by NASA	402,864	411,432	419,071	386,723	364,751	
Administrative/Professional Staff						
Salaries and Merit Pay						
Salaries	247,038	252,616	257,578	242,108	232,221	CPI
Merit Pay	23,776	23,776	23,776	23,776	23,776	
	270,814	276,392	281,354	265,884	255,997	
Benefits						
Benefits	17,914	18,326	18,693	17,590	17,398	
RRSP	24,632	25,198	25,702	24,186	23,923	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	1,721	1,807	1,897	1,639	1,501	5% Health and Dental Plan increase estimate
	44,267	45,331	46,292	43,415	42,822	
Employer Contributions						
Employer CPP Contributions	10,277	10,330	10,377	9,340	8,728	COMPLIES WITH GOVERNMENT OF CANADA CPP RATES
Employer EI Contributions	3,766	3,786	3,805	3,575	3,477	COMPLIES WITH GOVERNMENT OF CANADA EI RATES
	14,043	14,116	14,182	12,915	12,205	
Total for Administrative/Professional Staff	329,124	335,839	341,828	322,214	311,024	
Other HR Expenses						
Office Recognition	1,000	1,000	1,000	1,000	331	NO CPI
Professional Expense Allowance	6,886	6,886	6,886	6,886	5,900	NO CPI
Workers' Compensation	2,659	2,721	2,775	2,227	2,243	PER PREMIUM + CPI
	10,545	10,607	10,661	10,113	8,474	
Total	742,533	757,878	771,560	719,050	684,249	

The Graduate Students' Association of the University of Alberta
 2023-2026 GSA Operating Budget (including Capital Budget)

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Office Administration and Operational Costs

	1.034	1.023	1.02			
	2023-2024 Budget for	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual	
Capital Items (per evergreening plan)	3,000	13,750	6,000	5,500	5,707	PER EVERGREENING PLAN
Information Technology Service Agreement	6,000	6,000	6,000	6,000	3,150	PER AGREEMENT
Telephone & Cable	3,345	3,422	3,490	3,235	2,960	CPI
Office Supplies and Maintenance	3,500	3,581	3,652	7,052	4,856	RETURN TO NORMAL SPENDING PLUS CPI
Computer Software	10,291	10,528	10,739	9,953	8,392	CPI
Payroll and Banking Service Charges	1,948	1,993	2,033	1,884	1,427	CPI
Photocopier Lease and Meter	4,000	4,000	4,000	6,000	4,426	PER NEW AGREEMENT
General Liability Insurance (Office)	756	773	789	731	535	CPI
AMICCUS-C Membership	725	725	725	725	725	
Total	33,565	44,772	37,428	41,080	32,178	

The Graduate Students' Association of the University of Alberta
 2023-2026 GSA Operating Budget (including Capital Budget)

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Professional

	1.034	1.023	1.02			
	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual	
Financial Auditing	14,250	14,577	14,869	13,000	13,454	INCREASE AS PER 2022-2023 ACTUAL EXPENSE PLUS CPI
Consultants	5,000	5,000	5,000	5,000	4,016	NO CHANGE
Investment Advisor	21,000	21,500	22,000	20,000	20,765	INCREASE
Legal Fees - General	20,000	20,000	20,000	20,000	5,383	NO CPI
Total	60,250	61,077	61,869	58,000	43,618	

NO CHANGE IN THE GSA FEE PER YEAR, 1%/1%/1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 3.4%/2.3%/2.0% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Operating/Contingency Fund

	2023-2024	2024-2025	2025-2026	2022-2023	2021-2022
	Budget for Approval	Budget	Budget	Budget	Actual
Operating/Contingency Fund	15,000	15,000	15,000	15,000	-
Total	15,000	15,000	15,000	15,000	-

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees		
Annual GSA Membership Fees \$1,232,821 budget	<ul style="list-style-type: none"> ● The GSA is supported by annual graduate student membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection. ● Based on the three-year funding agreement signed between the GSA and the University on 17 May 2022, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment. ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October.</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February.</i> ○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled. 	<ul style="list-style-type: none"> ● No change in GSA fees. ● For 2023-2024, the projected GSA revenue is \$1,232,821. This is based on fees paid by a projected 6,691 full-time graduate students (6,691 @ \$156.02 per graduate student) and a projected 1,614 part-time graduate students (1,614 @ \$117.01 per graduate student). ● The 2022-2023 budget was \$1,217,693. This was based on fees paid by 6,570 full-time graduate students (6,570@ \$156.02 per graduate student) and 1,646 part-time graduate students (1,646@ \$117.01). ● The 2021-2022 actual was \$1,216,543.
Interest Income		
Interest Income \$50,000 budget	<ul style="list-style-type: none"> ● Interest income on bank accounts is deposited monthly. ● The GSA also holds an investment portfolio and the income from these investments is re-invested and is reported in the annual audited financial statements. ● ATB Wealth manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee. 	<ul style="list-style-type: none"> ● Projected increase due to increase in Interest rates. ● The 2022-2023 budget was \$15,000. ● The 2021-2022 actual was \$16,110.

External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR \$7,190 budget	<ul style="list-style-type: none"> This funding is described in letters from the Dean of the Faculty of Graduate Studies and Research (FGSR) and Dean of Students and covers, for instance, some of the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding must be requested yearly. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$7,190. The 2021-2022 actual was \$9,190.
Funding from Studentcare \$8,190 budget	<ul style="list-style-type: none"> Studentcare provides \$8,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2020-2025. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$8,190. The 2021-2022 actual was \$10,000.
Funding from TDIMM \$11,500 budget	<ul style="list-style-type: none"> Signed agreement with TD Insurance Meloche Monnex (TDIMM) (from 2021-2026) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$11,500. The 2021-2022 actual was \$11,500.
Revenue from Commercial Activities		
Chopped Leaf (in the Physical Activity and Wellness (PAW) Centre) Revenue \$40,162 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. From 2020-2021 there was an interruption in revenue due to the COVID-19 pandemic. A return to normal revenue is expected in 2023-2024. 	<ul style="list-style-type: none"> Increase to the 2023-2024 budget. The 2022-2023 budget was \$25,929. The 2021-2022 actual was \$3,889.
Other Revenue		
Other Revenue \$1,300 budget	<ul style="list-style-type: none"> This line is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$1,300. The 2021-2022 actual was \$2,286.

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy \$23,843 budget	<ul style="list-style-type: none"> Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations (usually in the form of travel expenses, hosting, or meetings related to advocacy). 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$23,059. The 2021-2022 actual was \$1,479.
University Relations \$1,061 budget	<ul style="list-style-type: none"> Expenses related to the building and maintenance of relationships between the GSA and University units (usually in the form of hosting/meeting expenses). 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$1,026. The 2021-2022 actual was \$275.
ab-GPAC (Alberta Graduate Provincial Advocacy Council) \$33,220 budget	<ul style="list-style-type: none"> Fees for ab-GPAC are \$4 per graduate student per year. ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students. 	<ul style="list-style-type: none"> Budget based on projected student enrollment for 2023-2024. The 2022-2023 budget was \$32,864. The 2021-2022 actual was \$32,224.
Services		
Grants and Subsidies		
Academic Workshop Subsidies \$12,000 budget	<ul style="list-style-type: none"> Subsidies to the Academic Success Centre and the Career Centre increased in 2020-2021 to ensure that their graduate student programs can be accessed by more students. Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$12,000. The 2021-2022 actual was \$12,000.
External Grants \$4,000 budget	<ul style="list-style-type: none"> Funds requested for external grants for events such as the Student Advisors' Conference and International Week. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$4,000. The 2021-2022 actual was \$3,800.
Campus Food Bank \$27,000 budget	<ul style="list-style-type: none"> Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students. The CFB Executive Director reports annually to the GSAB. 	<ul style="list-style-type: none"> Budget increased for 2023-2024. The 2022-2023 budget was \$25,000. The 2021-2022 actual was \$23,000.
Child Care Access \$5,000 budget	<ul style="list-style-type: none"> Continuation of a partnership with the Students' Union for a membership with a local daycare provider to facilitate limited childcare services for students who parent. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2021-2002 budget was \$5,000. The 2021-2022 actual was \$5,000.
Graduate Student Groups		
GSA Council Remuneration \$17,250 budget	<ul style="list-style-type: none"> Funding of \$250 for eligible graduate student groups (69) based on the attendance of their Councillor at GSA Council meetings from 1 May to 30 April. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$17,250. The 2021-2022 actual was \$17,250.
GSA Graduate Student Group Grant	<ul style="list-style-type: none"> The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to: 	<ul style="list-style-type: none"> No change to the 2023-2024 budget.

<p>\$36,000 budget</p>	<ul style="list-style-type: none"> ▪ Bring in special guest lecturers or host events. ▪ Support the academic activities of graduate students. ▪ Provide modest start-up funding for new groups. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$36,000. ● The 2021-2022 actual was \$5,885.
<p>Other Expenses</p>		
<p>Annual Strategic Work Plan Initiatives</p> <p>\$2,500 budget</p>	<ul style="list-style-type: none"> ● Any new Strategic Work Plan (SWP) initiatives may be funded from this budget line. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$2,500. ● The 2021-2022 actual was \$1,250.
<p>Engagement, Orientation, and Outreach</p> <p>\$39,250 budget</p>	<ul style="list-style-type: none"> ● Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events (aside from the GSA Awards Night), swag purchases and SUTV ads. ● Depending on graduate student demand for the GSA Planner, and the ad revenue, this budget is also used to cover the cost of printing additional Planners not covered by the revenue from ad sales. 	<ul style="list-style-type: none"> ● Budget increase including 3.4% CPI increase. ● The 2022-2023 budget was \$33,376. ● The 2021-2022 actual was \$22,762.
<p>GSA Awards Night</p> <p>\$12,150 budget</p>	<ul style="list-style-type: none"> ● Expenses for the annual GSA Awards Night (normally in March). Awards distributed are funded by the Graduate Student Support Fund (see the Restricted and Other Funding Budget Narrative). 	<ul style="list-style-type: none"> ● Applied 3.4% CPI increase. ● The 2022-2023 budget was \$11,750. ● The 2021-2022 actual was \$1,542.

Governance		
Directly-Elected Officer Stipends		
Directly-Elected Officers (DEOs) Stipends \$188,052 budget	<ul style="list-style-type: none"> DEOs include the President, the VP Academic, the VP External, the VP Student Life, and the VP Student Services. In 2023-2024, the President will receive an annual stipend of \$44,772 and the four VP positions will each receive \$35,820. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw and Policy, Section D.BYL.1.4.b). Note that the stipends are gross stipends and include income tax, and Canada Pension Plan (CPP) deductions. Remittances are made on behalf of DEOs from their stipend totals. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$181,868. The 2021-2022 actual was \$177,012.
Directly-Elected Officer Benefits		
GSA Health and Dental Plan \$2,758 budget	<ul style="list-style-type: none"> The estimated 2023-2024 rate is \$552 per DEO per annum (assumes a 5% increase with the actual fee set by GSA Council in March). 	<ul style="list-style-type: none"> Projected increase in the 2023-2024 budget. The 2022-2023 budget was \$2,627. The 2021-2022 actual was \$2,502.
U-Pass \$2,700 budget	<ul style="list-style-type: none"> The U-Pass is set at \$180 each term in 2023-2024 per agreement with the transit systems and municipal student associations. This amount is reimbursed in May, September, and January. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$2,700. The 2021-2022 actual was \$1,440.
Directly-Elected Officer Employer Contributions		
Employer CPP Contributions \$10,308 budget	<ul style="list-style-type: none"> CPP is calculated at the Government of Canada rate for 2023. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> Detailed calculation performed on actual salaries. The 2022-2023 budget was \$9,369. The 2021-2022 actual was \$8,872.
Directly-Elected Officers - Other Expenses		
Insurance \$1,406 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance paid annually in January. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$1,360. The 2021-2022 actual was \$1,133.
Election Expenses \$3,841 budget	<ul style="list-style-type: none"> This is used to cover expenses associated with the GSA General Election that takes place in February/March. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$3,715. The 2021-2022 actual was \$1,602.
Transition/Discover Governance (Early Call) \$5,140 budget	<ul style="list-style-type: none"> Discover Governance (formerly known as the Early Call for Talent and Training) programming occurs in the fall and early winter. Transition programming typically occurs in March and April. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$5,140. The 2021-2022 actual was \$0.00.
Training/Development	<ul style="list-style-type: none"> Expenses for the training and development of the DEOs to promote the effective performance of their duties. 	<ul style="list-style-type: none"> Budget increased for 2023-2024.

GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

8.20

<p>\$6,000 budget</p>	<ul style="list-style-type: none"> ● Increase in the budget for 2023-2024 to meet DEO training needs. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$4,000. ● The 2021-2022 actual was: \$3,575.
<p>Directly-Elected Officers' Expenses</p> <p>\$3,034 budget</p>	<ul style="list-style-type: none"> ● Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. (eg, one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students). 	<ul style="list-style-type: none"> ● Applied a 3.4% CPI increase. ● The 2022-2023 budget was \$2,934. ● The 2021-2022 actual was \$686.
<p>GSA Standing Committee Food and Other Expenses</p> <p>\$517 budget</p>	<ul style="list-style-type: none"> ● Provision of light refreshments, where warranted, at GSA standing committees meetings. 	<ul style="list-style-type: none"> ● Applied a 3.4% CPI increase. ● The 2022-2023 budget was \$500. ● The 2021-2022 actual was \$0.00.
GSA Council Expenses		
<p>GSA Council Food and Other Expenses</p> <p>\$6,204 budget</p>	<ul style="list-style-type: none"> ● The estimate is based on 12 meetings per year. ● Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses. ● Includes printing of GSA Council placards and celebratory/acknowledgement events. 	<ul style="list-style-type: none"> ● Applied a 3.4% CPI increase. ● The 2022-2023 budget was \$6,000. ● The 2021-2022 actual was \$0.00.
<p>GSA Council Speaker Honorarium</p> <p>\$2,220 budget</p>	<ul style="list-style-type: none"> ● Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting). 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$2,220. ● The 2021-2022 actual was \$1,850.
<p>Chief Returning Officer (CRO) Honorarium</p> <p>\$1,500 budget</p>	<ul style="list-style-type: none"> ● The CRO is paid an honorarium for managing the GSA General Election, including any by-elections and referenda. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$1,500. ● The 2021-2022 actual was \$1,500.
<p>Other Honoraria</p> <p>\$1,500 budget</p>	<ul style="list-style-type: none"> ● This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO (eg, the Deputy Returning Officer needs to significantly assist the CRO for a significant period). 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$1,500. ● The 2021-2022 actual was \$1,500.

GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

8.21

Human Resources		
Support Staff (Represented by NASA)		
Support Staff – Salaries \$313,380 budget	<ul style="list-style-type: none"> ● There are four full-time support staff positions (Executive Coordinator/Communications, Elections Coordinator, Strategic Planning Coordinator and Initiatives Lead and Outreach Coordinator). ● Includes contractual cost of living increases and one-time payments (eg, responsibility pay). 	<ul style="list-style-type: none"> ● Applied a 3.4% CPI increase. ● The 2022-2023 budget was \$301,306. ● The 2021-2022 actual was \$285,328.
Support Staff – Benefits \$24,710 budget	<ul style="list-style-type: none"> ● Calculated based on 8% of salary. 	<ul style="list-style-type: none"> ● Budget increased for 2023-2024. ● The 2022-2023 budget was \$23,745. ● The 2021-2022 actual was \$23,129.
Support Staff – RRSP \$33,977 budget	<ul style="list-style-type: none"> ● Support staff receive RRSP payments for contribution to their own plans. ● Calculated based on 11% of salary. 	<ul style="list-style-type: none"> ● Budget increased for 2023-2024. ● The 2022-2023 budget was \$32,649. ● The 2021-2022 actual was \$31,802.
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program \$2,295 budget	<ul style="list-style-type: none"> ● The estimated 2023-2024 rate is \$552 per support staff member per annum (assumes a 5% increase with the actual fee set by GSA Council in March). ● The Graduate Student Assistance Program (GSAP) is \$21.80 per support staff per annum. 	<ul style="list-style-type: none"> ● Budget increased for 2023-2024. ● The 2022-2023 budget was \$2,188. ● The 2021-2022 actual was \$2,001.
Support Staff – Employer CPP Contributions \$15,286 budget	<ul style="list-style-type: none"> ● CPP is calculated at the Government of Canada rate for 2023. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● Detailed calculation performed on actual salaries. ● The 2022-2023 budget was \$13,999. ● The 2021-2022 actual was \$12,970.
Support Staff – Employer EI Contributions \$5,716 budget	<ul style="list-style-type: none"> ● EI is calculated at the Government of Canada rate for 2023. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● Detailed calculation performed on actual salaries. ● The 2022-2023 budget was \$5,336. ● The 2021-2022 actual was \$5,021.
Support Staff Development \$6,000 budget	<ul style="list-style-type: none"> ● The support staff’s NASA collective agreement provides for support of \$1,500 per support staff for courses related to staff development. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$6,000. ● The 2021-2022 actual was \$4,500.
Support Staff Required Professional Development \$1,500 budget	<ul style="list-style-type: none"> ● This line is to support staff training and professional development opportunities as required by management. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$1,500. ● The 2021-2022 actual was \$0.00.

GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

8.22

Administrative/Professional Staff		
Administrative/ Professional Staff -- Salaries \$247,038 budget	<ul style="list-style-type: none"> ● There are 2 full-time administrative/professional staff (Executive Director and Associate Director) and 2 part-time administrative/professional staff (Financial Manager and Accountant (CPA)). ● The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement. 	<ul style="list-style-type: none"> ● Applied a 3.4% CPI increase. ● The 2022-2023 budget was \$242,108. ● The 2021-2022 actual was \$232,221.
Administrative/ Professional Staff -- Merit Pay \$23,776 budget	<ul style="list-style-type: none"> ● In accordance with the ED’s contract, the ED can receive an annual merit payment. ● Additionally, the other administrative/professional staff are eligible to receive merit payments. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$23,776. ● The 2021-2022 actual was \$23,776.
Administrative/ Professional Staff -- Benefits \$17,914 budget	<ul style="list-style-type: none"> ● Calculated based on 8% of salary. 	<ul style="list-style-type: none"> ● Moderate change to the 2023-2024 budget. ● The 2022-2023 budget was \$17,590. ● The 2021-2022 actual was \$17,398.
Administrative/ Professional Staff -- RRSP \$24,632 budget	<ul style="list-style-type: none"> ● Administrative/professional staff receive RRSP payments for contribution to their own plans calculated based on 11% of salary. 	<ul style="list-style-type: none"> ● Moderate change to the 2023-2024 budget. ● The 2022-2023 budget was \$24,186. ● The 2021-2022 actual was \$23,923.
Administrative/ Professional Staff -- GSA Health and Dental Plan and Graduate Student Assistance Program \$1,721 budget	<ul style="list-style-type: none"> ● The estimated 2022-2023 rate is \$552 per administrative/professional staff per annum (assumes a 5% increase with the actual fee set by GSA Council in March). ● The GSAP is \$21.80 per administrative/professional staff per annum. 	<ul style="list-style-type: none"> ● Budget increased for 2023-2024. ● The 2022-2023 budget was \$1,639. ● The 2021-2022 actual was \$1,501.
Administrative/ Professional Staff -- Employer CPP Contributions \$10,277 budget	<ul style="list-style-type: none"> ● CPP is calculated at the Government of Canada rate for 2023. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● Detailed calculation performed on actual salaries. ● The 2022-2023 budget was \$9,340. ● The 2021-2022 actual was \$8,728.
Administrative/ Professional Staff – Employer EI Contributions \$3,766 budget	<ul style="list-style-type: none"> ● EI is calculated at the Government of Canada rate for 2023. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● Detailed calculation performed on actual salaries. ● The 2022-2023 budget was \$3,575. ● The 2021-2022 actual was \$3,477.

	Other HR Expenses	
Office Recognition \$1,000 budget	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g., when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$1,000. The 2021-2022 actual was \$331.
Professional Expense Allowance \$6,886 budget	<ul style="list-style-type: none"> Contractual arrangement with the ED. Budget also used for the professional development of administrative/professional staff. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$6,886. The 2021-2022 actual was \$5,900.
Workers' Compensation \$2,659 budget	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation. WCB-Alberta requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> Per 2022-2023 annual premium summary plus 3.4% CPI increase. The 2022-2023 budget was \$2,227. The 2021-2022 actual was \$2,243.

GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

8.24

Office Administration and Operational Costs		
<p>Capital Items</p> <p>\$3,000 budget</p>	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan. 	<ul style="list-style-type: none"> Budget decreased for 2023-2024. The 2022-2023 budget was \$5,500. The 2021-2022 actual was \$5,707.
<p>Information Technology Service Agreement</p> <p>\$6,000 budget</p>	<ul style="list-style-type: none"> The GSA has a service agreement with Information Service Technology to support the GSA's IT and provide troubleshooting services. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$6,000. The 2021-2022 actual was \$3,150.
<p>Telephone and Cable</p> <p>\$3,345 budget</p>	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$3,235. The 2021-2022 actual was \$2,960.
<p>Office Supplies and Maintenance</p> <p>\$3,500 budget</p>	<ul style="list-style-type: none"> General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses. 	<ul style="list-style-type: none"> Budget decreased for 2023-2024. The 2022-2023 budget was \$7,052. The 2021-2022 actual was \$4,856.
<p>Computer Software</p> <p>\$10,291 budget</p>	<ul style="list-style-type: none"> Monthly or annual fees for Adobe Creative Cloud, Canva, JibJab, Zoom, ActiveCampaigner, Microsoft 365, and Sage Simply Accounting. Usage of computer software has increased because of additional on-line delivery of services. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$9,953. The 2021-2022 actual was \$8,392.
<p>Payroll and Banking Service Charges</p> <p>\$1,948 budget</p>	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and corporate MasterCard annual fees. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$1,884. The 2021-2022 actual was \$1,427.
<p>Photocopier Lease and Meter</p> <p>\$4,000 budget</p>	<ul style="list-style-type: none"> The GSA leases a photocopier from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly. 	<ul style="list-style-type: none"> Decrease to the 2023-2024 budget per new Xerox agreement. The 2022-2023 budget was \$6,000. The 2021-2022 actual was \$4,426.
<p>General Liability Insurance (Office)</p> <p>\$756 budget</p>	<ul style="list-style-type: none"> General liability insurance to cover property damage, personal injury, tenants' legal liability, etc. 	<ul style="list-style-type: none"> Applied a 3.4% CPI increase. The 2022-2023 budget was \$731. The 2021-2022 actual was \$535.
<p>AMICCUS-C Membership</p> <p>\$725 budget</p>	<ul style="list-style-type: none"> Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$725. The 2021-2022 actual was \$725.

GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

8.25

Professional		
Financial Auditing \$14,250 budget	<ul style="list-style-type: none"> ● GSA has an annual audit performed by RSM. ● Required by the <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors. ● Slight budget increase for 2023-2024 based on higher actual in 2022-2023. 	<ul style="list-style-type: none"> ● Budget increase for 2023-2024. ● The 2022-2023 budget was \$13,000. ● The 2021-2022 actual was \$13,454.
Consultants \$5,000 budget	<ul style="list-style-type: none"> ● Consultancy fees should a need arise. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$5,000. ● The 2021-2022 actual was \$4,016.
Investment Advisor \$21,000 budget	<ul style="list-style-type: none"> ● Investment advisor fees for ATB Wealth. ● These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased) so an increase has been applied for 2023-2024. 	<ul style="list-style-type: none"> ● Budget increase for 2023-2024. ● The 2022-2023 budget was \$20,000. ● The 2021-2022 actual was \$20,765.
Legal Fees - General \$20,000 budget	<ul style="list-style-type: none"> ● Legal advice on significant operational issues as needed. ● If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$20,000. ● The 2021-2022 actual was \$5,383.
Operating/Contingency Fund		
Operating /Contingency Fund \$15,000 budget	<ul style="list-style-type: none"> ● A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$15,000. ● The 2021-2022 actual was \$0.00.

The Graduate Students' Association of the University of Alberta
 2023-2026 Labour Union Restricted Fund Budget

DRAFT ONLY-FOR DISCUSSION PURPOSES

GSA Labour Union Fund - Revenue

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Approved Budget	2021-2022 Actual	
GSA Labour Union Dues Collected	196,403	196,403	196,403	180,000	57,391	COLLECTION OF GSA UNION DUES COMMENCED IN SEPTEMBER 2021 TOTAL AMOUNT ESTIMATED ON DUES AMOUNTS COLLECTED IN 2022-2023 PLUS THE RECENTLY RATIFIED MOS WHICH PROVIDES A 1.50% INCREASE
GSA Labour Union Fund - Expenses						
GSA Labour Union PSAC Service Agreement	75,000	75,000	75,000	75,000	37,150	YEARLY PSAC CONTRACT
GSA Labour Union Sundry Expenses	5,000	5,000	5,000	1,000	20,241	SUNDRY EXPENSES IN COMPLIANCE WITH RELEVANT LEGISLATION
GSA Directly-Elected Associate Vice-President Labour Stipend, Benefits, and Employer Contributions	38,867	39,735	40,573	N/A	N/A	PER GSA COUNCIL APPROVAL OF OFFICER PORTFOLIO RESTRUCTURING THE STIPEND AND BENEFITS ARE TO BE PAID FROM THE LABOUR UNION FUND
TOTAL	118,867	119,735	120,573	76,000	57,391	
Revenues Exceed Expenditures	77,536	76,668	75,830	104,000	0.00	

GSA 2023-2024 Labour Union Restricted Fund Budget (Narrative)

8.27

Account Name and Budget	Brief Description	Narrative
Labour Union Restricted Fund Revenue		
GSA Labour Union Dues Collected \$196,403 budget	<ul style="list-style-type: none"> Beginning in September 2021 the GSA commenced collection of labour union dues from Academically-Employed Graduate Students. Based on the dues received to date for 2022-2023 plus the recently ratified Memorandum of Settlement which provides for a 1.5% increase in September 2023. 	<ul style="list-style-type: none"> Increase to the 2023-2024 budget. The 2021-2022 actual was \$57,391.
Labour Union Restricted Fund Expenses		
GSA Labour Union PSAC Service Agreement \$75,000 budget	<ul style="list-style-type: none"> In October 2021 the GSA signed a service agreement with the Public Service Alliance of Canada (PSAC). The annual cost of this is \$75,000 per annum, assessed quarterly. 	<ul style="list-style-type: none"> No change to the 2023-2024 budget. The 2022-2023 budget was \$75,000. The 2021-2022 actual was \$37,150.
GSA Labour Union Sundry Expenses \$5,000 budget	<ul style="list-style-type: none"> In compliance with relevant legislation this budget line covers incidental expenses (such as printing of materials, steward training, etc.). Expenses in the implementation year 2021-2022 were higher than on an ongoing basis due to one-time expenses such as legal fees. 	<ul style="list-style-type: none"> Increase to the 2023-2024 budget. The 2022-2023 budget was \$1,000. The 2021-2022 actual was \$20,241.
GSA Directly-Elected Associate Vice-President Labour Stipend, Benefits, and Employer Contributions \$38,867 budget	<ul style="list-style-type: none"> Per GSA Council approval of officer portfolio restructuring the GSA Assoc VP Labour stipend and benefits (Health and Dental Plan and U-Pass) and employer CPP contributions are to be paid from the Labour Union Fund revenue. GSA Assoc VP Labour to be elected effective May 1, 2023. 	<ul style="list-style-type: none"> Change to expenses effective May 1, 2023.

The Graduate Students' Association of the University of Alberta 2023-2026 Restricted and Other Funding Budget

GSA - Restricted and Other Funding - Revenue

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Approved Budget	2021-2022 Actual	
Fundraised Activity						
GSA Planner	3,620	3,620	3,620	3,620	1,191	BASED ON TWO CONTRACTUAL AD COMMITMENTS AND NO AD SALES IN 2023-2026
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)						
GSA Recognition Awards	18,000	18,000	18,000	18,000	17,000	PER THE AGREEMENT WITH THE UNIVERSITY FOR THE TOTAL GSSF FOR 2023-2024
GSA Child Care Grants	331,100	331,100	331,100	331,100	331,100	
GSA Emergency Bursaries	378,400	378,400	378,400	378,400	141,900	
GSA Academic Travel Awards	236,500	236,500	236,500	236,500	407,776	
	964,000	964,000	964,000	964,000	897,776	
Other Restricted Funding						
CJSR Fees Collected Per Referendum	16,610	16,776	16,944	16,432	16,469	BASED ON GRADUATE STUDENT ENROLMENT
GSAP (Graduate Student Assistance Program) Fees Collected Per Referendum	181,049	182,859	184,688	179,109	133,397	BASED ON GRADUATE STUDENT ENROLMENT
GSA Health Plan Fees Collected Per Referendum	1,838,316	1,856,699	1,875,266	1,750,777	1,668,429	ESTIMATE - THE ACTUAL FEE RATE IS DETERMINED BY GSA COUNCIL AT A SEPARATE MEETING
GSA Dental Plan Fees Collected Per Referendum	1,373,988	1,387,728	1,401,605	1,308,560	1,270,633	ESTIMATE - THE ACTUAL FEE RATE IS DETERMINED BY GSA COUNCIL AT A SEPARATE MEETING
	3,409,963	3,444,062	3,478,503	3,254,878	3,088,928	
	4,377,583	4,411,682	4,446,123	4,222,498	3,987,895	

**The Graduate Students' Association of the University of Alberta
2023-2026 Restricted and Other Funding Budget**

Restricted and Other Funding - Expenses

	2023-2024 Budget for Approval	2024-2025 Budget	2025-2026 Budget	2022-2023 Budget	2021-2022 Actual	
Fundraised Activity						
GSA Planner	3,620	3,620	3,620	3,620	0.00	TWO CONTRACTUAL ADS AND NO AD SALES IN 2023-2026
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)						
GSA Graduate Student Recognition Awards	18,000	18,000	18,000	18,000	17,000	PER THE AGREEMENT WITH THE UNIVERSITY FOR THE TOTAL GSSF FOR 2023-2024
GSA Child Care Grants	331,100	331,100	331,100	331,100	391,000	
GSA Emergency Bursaries	378,400	378,400	378,400	378,400	450,900	
GSA Academic Travel Grants	236,500	236,500	236,500	236,500	39,876	
	964,000	964,000	964,000	964,000	898,776	
Other Restricted Funding						
CJSR Fees Collected Per Referendum	16,610	16,776	16,944	16,432	16,469	BASED ON GRADUATE STUDENT ENROLMENT
GSAP (Graduate Student Assistance Program) Fees Collected Per Referendum	181,049	182,859	184,688	179,109	133,397	BASED ON GRADUATE STUDENT ENROLMENT
GSA Health Plan Revenue	1,838,316	1,856,699	1,875,266	1,750,777	1,611,857	ESTIMATE - THE ACTUAL FEE RATE IS DETERMINED BY GSA COUNCIL AT A SEPARATE MEETING
GSA Dental Plan Revenue	1,373,988	1,387,728	1,401,605	1,308,560	1,156,067	ESTIMATE - THE ACTUAL FEE RATE IS DETERMINED BY GSA COUNCIL AT A SEPARATE MEETING
	3,409,963	3,444,062	3,478,503	3,254,878	2,917,790	
	4,377,583	4,411,682	4,446,123	4,222,498	3,816,566	

GSA 2023-2024 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Planner \$3,620 budget	<ul style="list-style-type: none"> ● The GSA sells advertising space in its yearly graduate student planner to subsidize printing costs. ● There are agreements with the Office of the Dean of Students and Studentcare for the purchase of ad space. The cost of printing Planners is offset from the “Engagement, Orientation and Outreach” line in the Operating budget. 	<ul style="list-style-type: none"> ● No change to the 2023-2024 budget. ● The 2022-2023 budget was \$3,620. ● The 2021-2022 actual was \$1,191.
Graduate Student Support Fund (Restricted Revenue) The funding provided for the Graduate Student Support Fund (GSSF) for 2023-2024 has remained at the level provided in 2022-2023 (total of \$964,000).		
GSA Recognition Awards \$18,000 budget	<ul style="list-style-type: none"> ● Funds provided for various awards presented at the annual GSA Awards Night. ● Revenue is received in the form of GSSF funds. ● Expenses for the GSA Awards Night event itself are processed in March from the Operating budget. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$18,000. ● The 2021-2022 actual was \$17,000.
GSA Child Care Grants \$331,100 budget	<ul style="list-style-type: none"> ● Graduate students can apply for this grant to offset the cost of child care. ● Revenue is received in the form of GSSF funds. ● Expenses are processed throughout the year. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$331,100. ● The 2021-2022 actual was \$391,000.
GSA Emergency Bursaries \$378,400 budget	<ul style="list-style-type: none"> ● Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. ● Revenue is received in the form of GSSF funds. ● Expenses are processed throughout the year. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$378,400. ● The 2021-2022 actual was \$450,900.
GSA Academic Travel Grants \$236,500 budget	<ul style="list-style-type: none"> ● Graduate students can apply for this grant to participate in academic activities such as conferences and research trips. ● Revenue is received in the form of GSSF funds. ● Expenses are processed throughout the year. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$236,500. ● The 2021-2022 actual was \$39,876.

GSA 2023-2024 Restricted and Other Funding Budget (Narrative)

<p>CJSR Fees</p> <p>\$16,610 budget</p>	<ul style="list-style-type: none"> ● The U of A campus radio station (CJSR) receives \$1 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999. ● Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$16,432. ● The 2021-2022 actual was \$16,469.
<p>GSAP (Graduate Student Assistance Program)</p> <p>\$181,049 budget</p>	<ul style="list-style-type: none"> ● In February 2021 a referendum was held during the GSA elections to approve continuation of the GSAP at a cost of up to \$21.80 per graduate student. Collection of the new fee began in September 2021. ● From 2009 until March 2021 the GSAP fee was \$12 per graduate student per annum. ● The University provides a subsidy against the cost of the GSAP until March 2025. ● Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$179,109. ● The 2021-2022 actual was \$133,397.
<p>GSA Health Plan</p> <p>\$1,838,316 budget</p>	<ul style="list-style-type: none"> ● This is the fee that is charged to graduate students for the health part of the GSA Health and Dental Plan. ● The 2022-2023 fee is \$299.89 per graduate student per year and is estimated to increase by 5%. ● Revenue and related expenses are processed in October, February, and March. ● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$1,750,777. ● The 2021-2022 actual was \$1,611,857.
<p>GSA Dental Plan</p> <p>\$1,373,988 budget</p>	<ul style="list-style-type: none"> ● This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan. ● The 2022-2023 fee is \$225.49 per graduate student per year and is estimated to increase by 5%. ● Revenue and related expenses are processed in October, February, and March. ● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> ● The 2022-2023 budget was \$1,306,560. ● The 2021-2022 actual was \$1,156,067.

Dear Colleagues,

16 February 2023

I am pleased to report we are **on track overall as we approach the end of our fiscal year** and we are **projecting a positive balance** at the end of the 2022-2023 fiscal year (this is largely the result of interest income exceeding our original projections and our expenses continuing to be reduced). As was the case last year, the projected positive balance, can be used to grow the Financial Stabilization Fund, Legal Defence Fund, and/or Health and Dental Plan Reserve Fund (pending consultation with the GSA's auditor and the GSA Budget and Finance Committee). While the numbers we are projecting may change over the next few months before the fiscal year-end, I have highlighted a few areas below to draw your attention to.

1) Operating Budget

GSA Fees Revenue

As a fee-based organization, graduate student enrolment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team closely monitors these. As you can see, enrollment proved to be fairly on track with our projections.

Interest Revenue

As previously reported, our interest income is higher than originally projected as a result of the Bank of Canada rate hikes and the higher interest we have accrued.

Human Resources

We have projected a surplus in our human resources budget line as a result of not needing to utilize a standard amount budgeted annually for possible staff transition and vacation pay outs, as well as savings related to staffing changes within the office (in particular, the departure of the GSA Executive Director). We do anticipate some further expenses associated with staff replenishment to come out of the HR budget line.

Professional

The Professional expenses budget is projected to be overspent as a result of unanticipated costs in Consultancy and Legal fees related to the hiring of a new GSA Executive Director and other matters.

2) Restricted Funds

We do anticipate our GSA Health and Dental Plan Reserve Fund to decrease, as we will be utilizing part of this fund to offset the cost of the GSA Health and Dental Plan for graduate students in the 2022-2023 year (as approved by GSA Council in March 2022). This will be reported in our annual audit at the end of the fiscal year.

In closing, the financial team will continue to closely monitor our financial position for the remaining months of the fiscal year and we are on track thus far. My thanks to the other members of the GSA's



financial team (CPA Seidy Louangxay, Financial Manager Dorte Sheikh, and Acting Executive Director Erika Heiberg) for their work on this report and I will be happy to answer any questions.

A handwritten signature in black ink, appearing to read 'Hireen Kaklotar', written over a white background.

Hireen Kaklotar, Vice Chair of GSA BFC

Outline of Issue

GSA 2022-2023 Winter Term Budget and Expenditure Report

Suggested Motion:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2022-2023 Winter Term Budget and Expenditure Report.

Background:

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the third and last budget and expenditure report on the 2022-2023 GSA's fiscal year.

The Financial Team (Acting Executive Director Erika Heiberg, CPA and Accountant Seidy Louangxay, and Financial Manager Dorte Sheikh) agrees that the GSA's budget is on track and there are no issues of concern at the end of this reporting period.

The GSA Budget and Finance Committee and the GSA Board reviewed and received the GSA 2022-2023 Winter Term Budget and Expenditure Report at their 3 February 2023 meeting and 8 February 2023, respectively.

Additional information can be found in the attached cover letter.

Jurisdiction:

GSA Bylaw and Policy, Section K.POL.3.4.a:

"The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Protection Act and other applicable laws."

GSA Bylaw and Policy, Section K.POL.5.7:

"The GSA BFC will receive for information and forward to the GSAB reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division."

	CURRENT YEAR April 1, 2022 to March 31, 2023				PRIOR YEAR Comparative				
	2022-2023	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual 2021-2022
	Approved Budget	Apr 2022 to Dec 2022	Jan 2023 to Mar 2023					Apr 2021 to Dec 2021	Apr 2021 to Mar 2022
REVENUE									
GSA Fees Revenue	1,217,693	957,924	259,769	1,217,693	-		0%	924,825	1,216,543
Interest Income	15,000	62,595	25,000	87,595	72,595	1	484%	10,609	16,110
External Committed Funding	26,880	4,190	22,690	26,880	-		0%	4,190	31,190
Revenue from Commercial Activities	25,929	13,060	3,741	16,801	(9,128)	2	-35%	-	3,889
Other Revenue	1,300	-	1,300	1,300	-		0%	-	2,286
Total Revenue	1,286,802	1,037,769	312,500	1,350,269	63,467		5%	939,624	1,270,018
EXPENSES									
Advocacy	56,949	15,005	41,372	56,377	572		1%	1,754	33,978
Services	146,876	86,525	33,147	119,672	27,204	3	19%	81,817	92,489
Governance	225,434	152,179	63,169	215,348	10,086	4	4%	151,566	201,993
Human Resources	719,050	498,011	160,364	658,375	60,675	5	8%	521,231	684,249
Office Administration and Operational Costs	41,079	21,409	10,637	32,046	9,033	6	22%	20,140	32,177
Professional	58,000	59,983	10,950	70,933	(12,933)	7	-22%	43,648	43,618
Operating/Contingency Fund	15,000	10,000	-	10,000	5,000	8	33%	-	-
Total Expenses	1,262,388	843,112	319,639	1,162,751	99,637		8%	820,156	1,088,504
BALANCE	24,414	194,657	(7,139)	187,518	163,104		668%	119,468	181,514

Explanatory notes:

Variance formula: for Revenue the variance is the total for the 2022-2023 year subtracted by the approved budget amount.
for Expenses the variance is the approved budget amount subtracted by the total for the 2022-2023 year.
Projected surplus funds will be applied to the Financial Stabilization Fund.

Variance column references:

1. Projected surplus in Interest Income since interest rates have increased since the budget was developed and approved.
2. Projected shortfall in revenue from Commercial Activities due to slow recovery of Chopped Leaf outlet in the PAW Centre earnings after COVID-19.
3. Projected savings in Services due to reduced expenses in Graduate Student Group Grants, Council Remuneration and Engagement, Orientation and Outreach.
4. Projected savings in Governance due to lower Council food expenses, and lower Training and Directly-Elected Officers expenses.
5. Projected savings in Human Resources due to savings in staff salaries due to Executive Director vacancy for approximately 4 months and lower spending in Professional Development.
6. Projected savings in Office Administration and Operational costs due to savings in Capital Items purchases and lower costs for the photocopier.
7. Projected over expenditure in Professional due to expenses related to the hiring of a new Executive Director.
8. Projected savings in the usage of the Operating/Contingency Fund.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2022-2023 GSA Restricted and Other Funding

Budget and Expenditure Report

Winter Update, April to December 2022 actuals and January 2023 to March 2023 forecast

	CURRENT YEAR April 1, 2022 to March 31, 2023							PRIOR YEAR Comparative	
	2022-2023	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2022 to Dec 2022	Jan 2023 to Mar 2023					Apr 2021 to Dec 2021	Apr 2021 to Mar 2022
Fundraised Activity									
GSA Planner	3,620	5,110	-	5,110	1,490		41%	1,191	2,885
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	17,000
GSA Child Care Grants	331,100	327,000	4,100	331,100	-		0%	324,000	391,337
GSA Emergency Bursaries	378,400	-	141,900	141,900	236,500		63%	119,746	450,900
GSA Academic Travel Grants	236,500	241,856	231,144	473,000	- 236,500		-100%	22,458	39,876
	964,000	568,856	395,144	964,000	-		0%	466,204	899,113
Other Restricted Funding									
CISR Fees Collected - \$1.00 per student goes to the radio station's operations	16,432	6,384	10,048	16,432	-		0%	6,137	16,469
GSAP (Graduate Student Assistance Program) Fees Collected	179,109	89,043	90,066	179,109	-		0%	88,002	133,397
Health Plan Revenue	1,750,777	1,051,877	698,900	1,750,777	-		0%	1,031,536	1,611,857
Dental Plan Revenue	1,308,560	789,698	518,862	1,308,560	-		0%	774,877	1,156,067
	3,254,878	1,937,002	1,317,876	3,254,878	-		0%	1,900,552	2,917,790
BALANCE	4,222,498	2,510,968	1,713,020	4,223,988	1,490		0%	2,367,947	3,819,788

Since only three months of actuals are being reported the budget variances are very preliminary.
 0% means no variance at this point, budget is on target.
 For further reference see the attached narrative.

The Graduate Students' Association of the University of Alberta

2022-2023 GSA Labour Union Fund Dues

Budget and Expenditure Report

Winter Term Update, April to December 2022 actuals and January 2023 to March 2023 forecast

	CURRENT YEAR April 1, 2022 to March 31, 2023				PRIOR YEAR Comparative				
	2022-2023 Approved Budget	Actual Apr 2022 to Dec 2022	Forecast Jan 2023 to Mar 2023	Total	Variance	Ref #	% Variance	Actual Apr 2021 to Dec 2021	Total Actual 2021-2022 Apr 2021 to Mar 2022
REVENUE									
Labour Union Fund Dues	180,000	99,449	80,551	180,000	-		0%	50,626	57,391
Bank interest		2786	1,470	4,256	4,256		N/A		
		102,235	82,021	184,256	4,256				
EXPENSES									
Labour Union Fund Dues	76,000	45,797	29,377	75,174	826		1%	19,152	57,391
BALANCE	104,000	56,438	52,644	109,082	5,082				

Explanatory notes:

Revenue: Effective September 1, 2021 Academically Employed Graduate Students have union dues deducted by HR from their pay and these deductions are submitted to the GSA monthly.

Expenses (in compliance with applicable legislation) include quarterly payments to PSAC for the GSA's service agreement and incidental expenses such as printing of labour booklets and posters for departments.

Balance: Projected surplus funds will be transferred to the GSA Labour Union Investment Fund (which was set up in September 2021 per approval by the GSA Council on July 19, 2021).

GSA NOMINATING COMMITTEE (GSA NoC)**SPEAKER (ONE (1) POSITION FOR A GSA MEMBER) and DEPUTY SPEAKER (ONE (1) POSITION FOR A GSA MEMBER): THREE (3) NOMINEES FOR SPEAKER AND ONE (1) NOMINEE FOR DEPUTY SPEAKER**

As per GSA Bylaw and Policy, the GSA NoC will open nominations for Speaker, Deputy Speaker, CRO and DRO “on or about 1 May of every year” and nominations will be submitted in writing to the GSA NoC “by 30 May or the next working day” (Section D.BYL.3.1.b and Section D.BYL.3.1.c). These positions were advertised in the GSA newsletters of 3, 10, and 16 February 2023, with a deadline of 22 February 2023. Two (2) nominations were received for the position of Speaker.

One (1) nomination was received for the position of Deputy Speaker.

There will be paper ballots vote held at the 27 February 2023 GSA Council meeting.

If you and your alternate are unable to attend the Monday 27 February 2023 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Elections Coordinator (gsanomco@ualberta.ca) BEFORE 3:00 PM on Monday 27 February 2023 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name. ‘None of the Candidates’ will also be considered a nominee.

Speaker

1. Russell Anthony Fernandez (Mechanical Engineering)
2. Farhan Khalid (Chemical & Materials Engineering)
3. Eklovepreet Singh (Engineering Management)

Deputy Speaker

1. Camila Rodrigues de Freitas (Agricultural, Food and Nutritional Science)

Jurisdiction:Section D.BYL.3.1.d

“The Speaker, Deputy Speaker, CRO, and DRO will be elected by a simple majority vote of GSA Council.”

Section E.POL.3.2.a

“The GSA NoC provides GSA Council with the names of nominees for all GSA Council-Elected Officer positions. These positions will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

Section E.POL.3.2.b

“Prior to forwarding the names of nominees for GSA Council-Elected Officer positions, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.”

Biographies and brief resumes of the nominees for Speaker is BELOW on pages x.x-x.x. Biographies and brief resumes are presented as received (ie not edited).

Speaker and Deputy Speaker

Qualifications as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.12

- D.POL.12.4.a “The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.”

Duties as set out in Section D: GSA Officers, GSA Bylaw, GSA Officers, D.BYL.3

- D.BYL.3.3.c “The Speaker is responsible for presiding over all meetings of GSA Council.”
 D.BYL.3.3.d “Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.”

Duties as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.12

D.POL.12.1 Duties of the Speaker

- D.POL.12.1.a The Speaker is responsible for presiding over all meetings of GSA Council and for acting in a neutral capacity and maintaining order and decorum in GSA Council so that GSA Council can conduct its business in a fully-informed, fair fashion.
- D.POL.12.1.b The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council.
- D.POL.12.1.c The Speaker will see that an agenda package is prepared for all meetings of GSA Council.
- D.POL.12.1.d The Speaker is ultimately responsible for review of the Minutes of meetings of GSA Council prior to their being distributed to GSA Council for approval.
- D.POL.12.1.e The Speaker is responsible for tracking attendance at meetings of GSA Council.
- D.POL.12.1.f The Speaker oversees the archiving of the official copies of the GSA’s governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the GSA website.
- D.POL.12.1.g The position of Speaker totals approximately two (2) hours per week on average, except for weeks where there is a GSA Council meeting, in which case there is an average of approximately five (5) hours.

D.POL.12.2 Duties of the Deputy Speaker

- D.POL.12.2.a As per Section D: GSA Officers, GSA Bylaw, GSA Officers, D.BYL.3.3.d, the “duties of the Deputy Speaker [...] are to assist the Speaker [...] as needed.”

D.POL.12.3 Restrictions

- D.POL.12.3.a The Speaker and Deputy Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.
- D.POL.12.3.b “The CRO, DRO, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA ACB [GSA Appeals and Complaints Board], and members of the GSA ERC will remain neutral and not serve as a Campaign Volunteer for any candidate whatsoever” in an election (Section I: Elections, GSA Policy, Elections, Section I..POL.10.9) and “not serve as a Campaign Representative or Campaign Volunteer for any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Policy, Referenda, Section J.POL.11.4).

**Nominations for SPEAKER
(ONE (1) VACANCY FOR A GSA MEMBER)
Three (3) Nominees**

1. Russell Anthony Fernandez

Other governance bodies you currently serve on (whether GSA or UAlberta)	N/A
Statement of Interest	
I have organized and volunteered many activities in my undergrad both at the college and at the national level. I have special skills in mono-acting and poetry and participated and won prizes at the national level. I have been a member of various clubs in the past (ASME- American Society of Mechanical Engineers, ISHRAE – Indian Society of Heating, Refrigerating and Air Conditioning Engineers, IEEE – Institute of Electrical and Electronics Engineers) and I know their functioning. I also love working with GSA and would like to put my public speaking skills to the best use as a speaker.	
Bio	
I am currently pursuing my masters in Mechanical Engineering (Specializing in Industrial Engineering and Management) This is my final year at the University. Talking a little bit about my hobbies I love stamp and coin collection. I also perform poetry and mono-acting as recreational activities. I participated and won prizes in various competitions organized by IEEE and ASME. I also organized a number of competitions at my University during my undergrad and volunteered as the head of certain events for charity. I am also the Ecumenical Minister for SJC at University of Alberta. Thus, I possess a wide range of skills and my good experience in organizing makes me stand out of the crowd. I shall do my work sincerely and put in all my efforts so as to benefit my team.	

2. Farhan Khalid

Other governance bodies you currently serve on (whether GSA or UAlberta)	Director of Academic Affairs ISA UAlberta
Statement of Interest	
I would like to further my experience of being involved in student body by being a Speaker. I think a speaker should guide the debate to a positive conclusion and they should be impartial and unbiased. Being a speaker will help me to enhance by communication and critical thinking skills.	
Bio	
I am a first-year international graduate student pursuing my MSc in Materials Engineering. I did my bachelors from the Hong Kong Polytechnic University in Mechanical Engineering. I have student body experience being the Director of Academic Affairs at ISA UAlberta where I have successfully held two workshops focused on library resources and mental health. I am also involved with the Association for Materials Protection and Performance (AMPP) as Graduate Chair of Edmonton Chapter. In my undergrad at Hong Kong I co-founded and served as Head of Events of South Asian Society which comprised of students from Pakistan, India, Bangladesh, Sri Lanka and Nepal. Serving in all these positions and being an international student for the past 5 years has given me tremendous opportunities to serve students and to help them solve their collective issues.	

3. Eklovepreet Singh

Other governance bodies you currently serve on (whether GSA or UAlberta)	N/A
--	-----

Statement of Interest

I am writing to apply for the Speaker position that became open recently. I am confident that I have the skills and experience that you are looking for, and I am eager to put my abilities to work GSA. I have been a moderator at almost every event at my previous employment for the past five years, and during that time I have ensured strict adhere to the rules and dignity of the meeting. Not only as moderator, I have even hosted number of meetings with government directors and convinced them to invest with us in the projects. I am confident in my ability to mediate meetings with utmost responsibility, no matter how large or small. I am also experienced leading discussions.

I understand the importance of keeping the audience’s attention to the written bylaws and rules & regulations, and I always work to ensure that meetings are not distracted and stay on agenda. In addition to my skills of a mediator, I am also a highly effective negotiator. I have a proven track record of working collaboratively with colleagues to achieve common goals and even train new hires of the organization. I am also an excellent listener, and I always take the time to understand the needs and wants of my clients and colleagues.

I look forward to hearing from you soon.

Bio

I have more than 5 years of experience at my previous employment at “Hindustan Petroleum” in the field of project management which was not limited to management but included reading and preparing tenders. The tendering required critical review of documents, rules & regulations, compliances and detailed list of expectations. The amalgamation of management experience with ability to engage with the audience thru event moderation and training new hires would make me a perfect fit for the job.

Moreover, Hindustan Petroleum is a Government of India Undertaking and being a project lead needed to handle lot of meeting with government directors. The tracking and monitoring of minutes of minutes, feedbacks, remarks and comments of each government official was required to be managed effectively and the skill of multitasking would bring a perfect skill set at table for the job.

**Nomination for DEPUTY SPEAKER
(ONE (1) VACANCY FOR A GSA MEMBER)
One (1) Nominee**

1. Camila Rodrigues de Freitas

Other governance bodies you currently serve on (whether GSA or UAlberta)	N/A
---	-----

Statement of Interest
I would like to be part of the University of Alberta students community. Volunteering as a deputy speaker is a chance to build connections, learn, share experiences and engage with this community.

Bio
<p>I am a Brazilian veterinarian with Msc. in Animal Reproduction, and nowadays, I am doing MSc. in Animal Science. My passion for communication and public speaking has come since I was a teenager, being involved in church and school community activities.</p> <p>My academic and work experiences and volunteer activities until now helped create a solid foundation for public speaking. During my BSc. I was the class leader, president of the degree ceremony organization team and Speaker at the graduation ceremony. Also, I was a Volunteer lecturer talking about zoonosis for the women's farmer's associations. After that, I worked as a poultry veterinarian, interacting with the different public, which helped me learn how to adapt my language to the audience.</p>

**GSA NOMINATING COMMITTEE (GSA NoC)
SENATOR (ONE (1) POSITION FOR A GSA MEMBER): ONE (1) NOMINEE**

Information regarding the vacancy for one (1) GSA Senator position was circulated via the GSA newsletter on 3, 10, and 16 February 2023 with a nomination deadline of 22 February 2023. One (1) nomination was received.

Duties

“The Senator is the GSA’s representative to the University of Alberta Senate” (Section D.BYL.3.2.b)

“All GSA Council-Elected Officers and Deputies are non-voting members of GSA Council” (Section D.BYL.3.2.e)

“The Senator is a non-voting member of the GSA Board (F.POL.3.1.d)

Qualifications

“The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University” (Section D.POL.11.2.a)

There will be a paper ballot vote held at the 27 February 2023 GSA Council meeting.

If you and your alternate are unable to attend the Monday 27 February 2023 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Elections Coordinator (gsanomco@ualberta.ca) BEFORE 3:00 PM on Monday 27 February 2023 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name. ‘None of the Candidates’ will also be considered a nominee.

1. Peter Isesele (Agricultural, Food and Nutritional Science)

Jurisdiction:

Section D.BYL.3.1.d

“The Senator will be elected by a simple majority vote of GSA Council.”

Section E.POL.3.2.a

“The GSA NoC provides GSA Council with the names of nominees for all GSA Council-Elected Officer positions. These positions will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

Section E.POL.3.2.b

“Prior to forwarding the names of nominees for GSA Council-Elected Officer positions, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.”

Biography and brief resume of the nominee for Senator is BELOW on pages x.x-x.x. Biography and brief resume are presented as received (ie not edited).

**Nominations for SENATOR
(ONE (1) VACANCY FOR A GSA MEMBER)
One (1) Nominee**

1. Ola Mabrouk

Other governance bodies you currently serve on (whether GSA or UAlberta)	N/A
---	-----

Statement of Interest:
I think it will be a good experience and learning opportunity for me to act as a representative for the GSA and see how things are different here compared to my previous experience in Egypt. It will give me the chance to grow and nourish my self-esteem. This will also help me meet people from diverse backgrounds. Volunteering as Senator will be a way to give back to the GSA and to the UofA community.
Bio:
<p>I believe I have good experience acting as a representative for student associations. I have also previous experience as a member of the postgraduate committee at the Faculty of Pharmacy Ain Shams University-Egypt (where I got my Masters degree), this committee serves to develop and improve postgraduate programs and courses (September 2018 to August 2019). My role in the committee was to create surveys targeting the students and staff and collect feedback on the postgraduate courses and provide suggestions to improve the courses.</p> <p>I was also a member of the purchasing committee of the department of Pharmaceutical Analytical Chemistry, Faculty of Pharmacy Ain Shams University. This involved negotiating deals with several companies and publishing requests for tenders to purchase new equipment for the department and the faculty (May 2018 to August 2019). And a member of the Quality Assurance committee of the department of Pharmaceutical Analytical Chemistry, Faculty of Pharmacy Ain Shams University (January 2014 to August 2019). This committee helped achieve the Egyptian accreditation requirements for the faculty. My role was to monitor the implementation of these requirements within the Analytical Chemistry department. It involved reviewing documents and suggesting corrective actions, etc.</p> <p>I am currently Safety Officer for the McDermott research labs in CCIS at University of Alberta. This involves doing annual lab inspections, chemical inventory management and update, implementing preventive measures to control hazards and minimize risks, etc. (September 2021 to present).</p>

**GSA Board
Report to GSA Council for the 27 February 2023 Meeting**

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The Directly-Elected Officers and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 21 (Acting Executive Director's Report to GSA Council) on pages 21.1 – 21.4.

25 January 2023 GSA Board Meeting

Main Agenda Items:

Council Debrief; Teaching, Learning and Evaluation (TLE) Policy Suite; Meeting reports.

Motions and Agreements:

None to report.

1 February 2023 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan Fee for 2023-2024; Virtual Health Care Pilot Review; Vacation Leave Approval; Tuition Protest Discussion with the Public Service Alliance of Canada (PSAC); Meeting reports.

Motions and Agreements:

None to report.

8 February 2023 GSA Board Meeting

Main Agenda Items:

Operating and Capital Budget (2023-2024), Labour Union Dues (2023-2024), and Restricted and Other Funding Budget (2023-2024) AND Operating and Capital Three-Year Budget/Business Plan (2023-2025), Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026); 2022-2023 GSA Winter Term Budget and Expenditure Report; Tuition Action and Protesting; GSA President's Citations; Meeting reports.

Motions and Agreements:

MOTION #1: That the GSA Board **RECOMMEND TO GSA COUNCIL FOR APPROVAL**, having also been unanimously and separately recommended by the GSA Budget and Finance Committee, the Operating and Capital Budget (2023-2024) (found on pages 3.6 to 3.14 in the attached material in the "2023-2024 Budget for Approval" column bordered in red on each page), the Labour Union Dues Budget (2023-2024) (found on pages 3.26 in the attached material in the "2023-2024 Budget for Approval" column bordered in red on each page), and the Restricted and Other Funding Budget (2023-2024) (found on pages 3.28-3.29 in the attached material in the "2023-2024 Budget for Approval" column bordered in red). **JR MOVED. MV Seconded. CARRIED.**

MOTION #2: That the GSA Board **RECOMMEND TO GSA COUNCIL TO RECEIVE FOR INFORMATION**, having also been reviewed and advised upon by the GSA Budget and Finance Committee, the Operating and Capital Three-Year Budget/Business Plan (2023-2026), the Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and the Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) (pages 3.6 to 3.14, 3.26, and 3.28-3.29 in the attached material). **JR MOVED. MV Seconded. CARRIED.**

MOTION: That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2022-2023 Fall Term Budget and Expenditure Report. **JR MOVED. MV Seconded. CARRIED.**

Members **MOVED** into **Closed Session**.

Board Members discussed **the President's Citations**.

Members **MOVED** out of **Closed Session**.

15 February 2023 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan Fee for 2023-2024; Tuition Hike Event; GSA President's Citations; TD Insurance Meloche Monnex Annual Participation Report for the Period 1 January 2022 to 31 December 2022; Campus Food Bank Client Survey Results – 2022; Meeting reports.

Motions and Agreements:

Members **MOVED** into **Closed Session**.

Board Members discussed **the Tuition Hike Event and President's Citations**.

Members **MOVED** out of **Closed Session**.

MOTION: That the GSA Board **receive for information** the attached annual participation report, as provided by TD Meloche Monnex Insurance. JR **MOVED**. HK Seconded. **CARRIED**.

MOTION: That the GSA Board **receive for information** the attached client survey report, as provided by the Campus Food Bank. JR **MOVED**. HK Seconded. **CARRIED**.

22 February 2023 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan Reserve Fund Drawdown; GSA President's Citations; Meeting reports.

Motions and Agreements:

MOTION: That the GSA Board **PROPOSE TO THE GSA BUDGET AND FINANCE COMMITTEE** (for recommendation to GSA Council) that the GSA Health and Dental Plan Reserve Fund be drawn down by approximately \$69.44 per Plan member for 2023-2024 to partially offset a projected increase in the GSA Health and Dental Plan Fee. **JR MOVED. HK Seconded. CARRIED.**

MOTION: That the GSA Board **APPROVE** the awarding of GSA President's Citations to the individuals noted in the attached list of 2023 proposed recipients. **JR MOVED. HK Seconded. CARRIED.**

**GSA Budget and Finance Committee
Report to GSA Council for the 27 February Meeting**

To: GSA Council
From: Hiren Kaklotar (on behalf of Anas Fassih)
Date: 24 February 2023

Dear Council Colleagues,

On 3 February, the GSA Budget and Finance Committee (GSA BFC) met to review and advise on the Operating and Capital Three-Year Budget/Business Plan (2023-2026), the Labour Union Dues Three-Year Budget/Business Plan (2023-2026), and the Restricted and Other Funding Three-Year Budget/Business Plan (2023-2026) and to consider a motion to recommend to GSA Council the Operating and Capital Budget (2023-2024), the Labour Union Dues Budget (2023-2024), and the Restricted and Other Funding Budget (2023-2024). There is a lot of positive news in this budget (while still maintaining a cautious outlook), which will be before GSA Council for consideration on Monday, and I thank members of the committee for their insightful feedback and discussion. My thanks as well to those of you who participated in the Budget 101 session in anticipation of this item coming before GSA Council.

Additionally, on 3 February, the GSA BFC reviewed the GSA's Winter Term Budget and Expenditure Report. The report will also be before you on Monday and I encourage you to read the associated cover letter and the financial statements themselves for additional information.

The GSA BFC will meet in the coming weeks to discuss the GSA Health and Dental Plan Reserve Fund and will be reviewing the GSA's investment portfolio

I am happy to answer any questions.

Sincerely,
Hiren Kaklotar, Vice-President Labour and Vice-Chair of the GSA BFC

**Vice-President Academic
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
Date: 24 February 2023

The Vice-President Academic is on leave and was not able to file a report this month. Please find below a list of meetings attended by the Vice-President Academic between 24 January and 24 February 2023 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing. The Vice-President Academic will report in full at the April meeting of GSA Council following the end of their leave.

25 January	GSA Executive Director Hiring Committee Interviews
26 January	GSA GFC Caucus
26 January	Internal Meeting RE: Striking and Tuition
26 January	General Faculties' Council - Council on Student Affairs (GFC COSA)
27 January	Executive Director Hiring Committee Interviews
27 January	University Research and Innovation Advisory Committee (URIAC)
30 January	General Faculties Council (GFC)
30 January	Gateway Interview
31 January	Meeting with R Epp, Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)
31 January	Meeting with a Graduate Student
1 February	Meeting with M Padfield, Vice Provost & Registrar, Provost & Vice-President Academic
1 February	Public Health Response Team (PHRT) Associations Update
1 February	Tuition and Strike Discussion with Public Service Alliance of Canada (PSAC)
2 February	GSA Executive Director Hiring Committee Interviews
3 February	Meeting with E MacDonald, VP External Relations
3 February	GSA Budget and Finance Committee (GSA BFC)
6 February	Meeting with T Kung, Graduate Psychology Association Co-Chair RE: Tuition Hikes
6 February	GSA Executive Director Hiring Committee Interview
6 February	GSA Executive Director Hiring Committee Meeting
6 February	General Faculties' Council Executive Subcommittee on Governance and Procedural Oversight (GFC Exec GPO)
7 February	GSA Executive Director Hiring Committee Meeting
7 February	Faculty of Graduate Studies and Research (FGSR) Council Caucus
8 February	Faculty of Graduate Studies and Research (FGSR) Council
9 February	Meeting with K Peters, GFC Secretary and H Richholt, Assistant Secretary to GFC
9 February	General Faculties Council Programs Committee (GFC PC)
9 February	Academic Integrity Policy Working Group
9 February	Meeting with A Monteiro, Students' Union (SU) President RE: SU/GSA Direct Action Plan
19 February	Meeting with M Padfield, Deputy Provost (Student & Enrolment)
13 February	General Faculties Council Executive Council (GFC Exec)

**Vice-President External
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Janmejy Rao
Date: 24 February 2023

Dear Council Colleagues,

I hope you are doing well. This month's schedule is busy with engagements with the Government and University stakeholders. Below is the important summary of the meetings I attended:

Tuition Cap and other measures introduced by Government:

I am glad to see the steps taken by the government regarding our concerns. We have been advocating for these changes for the last couple of years. These changes will assist graduating students, those in school and those who are expecting to start in the coming years.

For students completing their postgraduate studies, extending the student loan interest-free grace period will give students more time to find a job in their line of work and not just a job to pay back their student loans.

Increasing thresholds for the Repayment Assistance Plan will allow our members to pay back their loans at a more affordable rate, especially considering the rising costs of living that students are experiencing. The tuition cap will alleviate concerns about ever-rising tuition fees from next year onwards.

I believe these actions are a step in the right direction to help students to focus on their education. We will continue to engage with the provincial government to seek more support for our graduate students.

Get Out The Vote (GOTV) Campaign

As a part of ab-GPAC, our GSA is being a part of Get Out the Vote (GOTV) campaign organized by the Council of Alberta University Students (CAUS). We are honored to collaborate in this critical effort to promote civic engagement and increase student voter turnout. As a student advocacy group, we are committed to promote and protect the democratic process. This GOTV campaign is a critical part of this effort, and it will be exciting to join forces with CAUS and other organizations in this important work.

GSA Awards and Selection Committee

As the chair of the GSA Awards and Selection Committee, I am happy to announce that we have finalized the awards list for this year. I am very thankful for the hard work of volunteers and our Events and Outreach Coordinator to make this happen.

Tuition Hike Protests

Due to an increase in tuition fees by as much as 5.5 % for the year 2023-24, GSA is planning to do a protest against this hikes along with the Students' Union on 24 March 2023. Find more information on these efforts [here](#).

Apart from the aforementioned updates, I also spent time on internal meetings as listed below. Additionally, I worked diligently alongside the other Directly- Elected Officials for matters within our GSA.

These were the main highlights in terms of external advocacy. If you have any further questions, please do not hesitate to ask in the GSA Council meeting or reach out to me via gsa.vpexternal@ualberta.ca. I hope to bring a positive change to external advocacy and appreciate working with you all.

Thank you,
Janmejy Rao, Vice-President External 2022-2023

Please find below a list of meetings I attended between 24 January 2023 to 26 February 2022 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

25 January	Alumni Careers Committee
27 January	GSA Coffee Break
31 January	GSA Awards Selection Committee Adjudication (ASC)
26 January	Internal Meeting RE: Striking and Tuition
27 January	GSA Executive Director Hiring Committee Interviews
1 February	GSA Awards Selection Committee
1 February	Tuition and Strike Discussion with Public Service Alliance of Canada (PSAC)
2 February	GSA Executive Director Hiring Committee Interviews
3 February	Meeting with E MacDonald, V-ce-President External Relations
6 February	GSA Executive Director Hiring Committee Interview
7 February	GSA Executive Director Hiring Committee
7 February	GSA Awards Selection Committee
8 February	Post-Secondary Education (PSE) Task Force
10 February	University Strategic Planning Steering Committee
13 February	Meeting with K Husing, AVP Campus Services
14 February	Alberta Graduate Provincial Advocacy Council (ab-GPAC) and the Council of Alberta University Students (CAUS)
15 February	Meeting with S Reddy Paspula Re: PointsBet Internships for Graduate Students
15 February	Meeting with A Monteiro, Students' Union (SU) President and other SU stakeholders
15 February	GSA Winter Social Event
16 February	Alberta Graduate Provincial Advocacy Council (ab-GPAC) and the Council of Alberta University Students (CAUS)
16 February	Special Meeting of GSA Council
17 February	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board
23 February	GSA Executive Director Hiring Committee
24 February	Tuition Increase Info Session #1

**GSA Awards Selection Committee (GSA ASC)
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Janmejay Rao
Date: 27 February 2023

Dear Council Colleagues,

The GSA ASC is “responsible for selecting the recipients of the GSA Council approved GSA Recognition Awards” (GSA Bylaw and Policy, Section O.POL.5.1). Additionally, “the GSA ASC Chair will report the list of the recipients of the awards to GSA Council for information as soon as possible after the recipients are selected” (GSA Bylaw and Policy, Section O.POL.5.5).

On 13 February 2023, the GSA ASC finalized the following names as recipients of the 2023 GSA Recognition Awards:

Non-Academic Staff Awards	Heather Cook Jomana Haymour
Academic Staff Award	Justice Asomaning
Graduate Student Supervisor Awards	NSERC – Jane Batcheller SSHRC – Astrid Ensslin CIHR – Salima Meherali
Graduate Student Service Awards	Yeon Soo Ha Julieanna Karathra Laura Munevar-Ortiz Christina Saed
TDIMM Award	Bingxin Hai
Graduate Student Principal Instructor Awards	Maha Ead Joao Henrique Falk Neto Megan Tipler
Martha Piper Awards	Mona Ahmadirad Heba Aref Seyed Mohammad Mirsoleimani Azizi
Graduate Student Teaching Assistant Awards	Hussain Al-Rikabi Marina Banuet Martinez Odey Bsharat Salam Khalife Artem Khegay Jason Rygus Avontay Williams
Graduate Student Research Assistant Awards	Alesia Au Oscar Baron Ruiz Angelina Fedorenko Elena Kosareva Yina Liu Mohamed Saleh
Graduate Student Rising Star Awards	Amber Hussain Montserrat Montes de Oca Ibarra Syeda Narmeen Zehra
International Graduate Student Award	Helene Jørgensen
Graduate Student Spirit Awards	Emmanuel Marfo Yasser Tabana
Graduate Student Group Award	Bench to Bedside Students' Association

Congratulations to all the recipients!

I would also like to thank the members of the GSA ASC for their time and effort in adjudicating the applications we received this year.

Best,
Janmejay Rao, Vice-President External and Chair of the GSA ASC

**Vice-President Labour
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Hiren Kaklotar
Date: 24 February 2023

Dear Council Colleagues,

I hope everyone is doing well and keeping themselves warm. Last month was quite busy with meetings related to the hiring of a new GSA Executive Director and tuition hikes. Here are the main takeaways from those meetings:

Tuition Hike and Protest:

Before we got any emails from students regarding student tuition concerns, the GSA was already in conversation with the University, and has been trying to find solutions. When we started hearing from students, we immediately met and planned to organize an info session by which we could explain the difference between strikes and protests, because as per the GSA Collective Agreement, strikes could only be held if we are still in bargaining.

Meetings with PSAC:

As you all know, we partnered with the Public Service Alliance of Canada (PSAC) to support us with labour-related matters. In the previous month, with the help of PSAC, we organised an info session focused on educating students about the differences between strikes and protests. The session was held in an online format for all the graduate students with some Q&A at the end. We have been also working with the Students' Union on organising a university-wide info session and PSAC has offered to be involved in these actions as well. Also, in PSAC's Solidarity Meeting, representatives from various universities around the province shared their experiences and collective approaches to moving forward.

Meeting with the Dean of Students:

I met with E MacDonald, VP External Relations and H Vallianatos, Acting Vice-Provost and Dean of Students. We discussed the current work that I was doing and how they could help our long-term goals.

Executive Director Hiring Committee:

For the past few months, we have been working with our external HR consultant to hire a new Executive Director for the GSA. We have completed two rounds of interviews and hope to select one candidate before the end of the next month.

Please do not hesitate to contact me if you have any concerns or suggestions. I'm here to serve you!

In solidarity,
Hiren Kaklotar, Vice-President Labour 2022-2023

Please find below a list of meetings I attended between 24 January 2023 to 26 February 2022 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing. The VP Labour is on academic leave intermittently from 28 November – 22 December

26 January	Meeting with Public Service Alliance of Canada (PSAC)
27 January	Meeting with a Graduate Student
26 January	Internal Meeting RE: Striking and Tuition
27 January	GSA Executive Director Hiring Committee Interviews
27 January	GSA Coffee Break
1 February	General Faculties Council Academic Planning Committee (GFC APC)
6 February	Meeting with a Graduate Student
6 February	Meeting with a Graduate Student

1 February	Tuition and Strike Discussion with Public Service Alliance of Canada (PSAC)
3 February	Meeting with E MacDonald, Vice-President External Relations
3 February	GSA Budget and Finance Committee (GSA BFC)
6 February	GSA Executive Director Hiring Committee Interview
6 February	GSA Executive Director Hiring Committee
9 February	Public Service Alliance Canada (PSAC)
10 February	Faculty Steward Training
15 February	GSA Winter Social Event
15 February	Meeting with H Vallianatos, Acting Vice-Provost and Dean of Students
16 February	Public Service Alliance of Canada (PSAC) Solidarity
16 February	Special Meeting of GSA Council
21 February	University of Alberta Safety and Security Committee (UASSC)
23 February	GSA Executive Director Hiring Committee
24 February	Tuition Increase Info Session #1

**Vice-President Student Services
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Monisha Vinod
Date: 24 February 2023

Dear Council Colleagues,

It's elections season and I'm looking forward to continuing important projects with my successor. I hope your midterms went well and I cannot believe we are already halfway through another semester. I hope all of you are taking care of your wellness and have a support system you can depend on while we are dealing with all the uncertainty this new year has brought.

Here are some of the highlights from my meetings the past month. Most were confidential.

- With the provincial elections coming up, I participated in discussions with the Campus Food Bank (CFB) Board on developing a provincial advocacy communications plan to amplify the students' voices and needs in a non-partisan manner. The Board also discussed service expansion while maintaining food security as the top priority. There is a CFB fundraiser running from February 14-28, 2023 as they aim to raise \$20,000 for the purchase of fresh produce and meat (especially halal) in February, March, and April. CFB would appreciate any help [here](#).
- The Student Experience Action Plan is in full swing in the planning phase. As co-sponsor, I encourage you to participate in any form found [here](#). The project is on track and we are drafting our value proposition and student experience principles currently. Please look out for invitations to engage in the next step in the process where we will have focus groups and surveys to co-create this initiative.
- My meeting with Kevin Friese, Assistant Dean of Students, Health & Wellness, revolved around Counselling and Clinical Services being expanded with dedicated funding allocated by the University towards the needs of the community. The project aims to increase the size of the University's mental health team, as well as have an online booking system and a single-session model being deployed later this year.
- The National Standard Mental Health Survey is out, and the Advisory committee is looking for participation while we're rolling out the Standard National Standard for Mental Health and Wellbeing for Post-Secondary Institutions on campus. We'd appreciate all input [here](#).
- I met with the Campus and Community Recreation (CCR) Committee to help create their goals and initiatives for this year, out of which one that is most interesting where paid opportunities can be created to support the needs of CCR, including collection and analysis of data through surveys, focus groups; GSA in turn plans to engage more, to better understand whether graduate students are aware of all the services offered by CCR.

I have enjoyed working with each one of you as I am nearing the end of my term this April 2023. As always, I am open to feedback and questions and can be reached at gsa.vpstudentservices@ualberta.ca.

Thank you and with Warm Regards,
Monisha Vinod, Vice-President Student Services 2022-2023

Please find below a list of meetings I attended between 24 January 2023 to 26 February 2022 (not inclusive of weekly GSA Board meetings). Monisha was on leave from 6 - 13 January. The meetings were accurate at the time of printing.

25 January	Campus Food Bank Lunch with E O'Neil, CFB Executive Director
25 January	Days of Action Committee
25 January	Meeting with K Friese, Assistant Dean (Health and Wellness)
25 January	Dean's Advisory Committee

26 January	Student Mental Health Network
27 January	Campus and Community Recreation
27 January	Meeting with a Graduate Student
30 January	Student Experience Action Plan Project
31 January	Visiting Lectureship in Human Rights (VLHR) Selection Committee
26 January	Internal Meeting RE: Striking and Tuition
27 January	GSA Executive Director Hiring Committee Interviews
27 January	GSA Coffee Break
6 February	Student Housing Stability Working Group
7 February	Bi-weekly Sponsor Updates
7 February	Meeting with a Graduate Student
1 February	Tuition and Strike Discussion with Public Service Alliance of Canada (PSAC)
2 February	GSA Executive Director Hiring Committee Interviews
3 February	Meeting with E MacDonald, Vice-President External Relations
6 February	Executive Director Hiring Committee Interview
7 February	Executive Director Hiring Committee Interview
7 February	GSA Awards Selection Committee
9 February	Meeting with K Pratt, Writing Services Director and J Simmons, Graduate Writing Advisor, Academic Success Centre (ASC)
9 February	Meeting with a Graduate Student
9 February	Campus Food Bank
10 February	Meeting with a Graduate Student
14 February	Meeting with K Friese, Assistant Dean (Health and Wellness)
15 February	Meeting with H Vallianatos, Acting Vice-Provost and Dean of Students
15 February	GSA Winter Social Event
16 February	Campus and Community Recreation
16 February	Special Meeting of GSA Council
23 February	GSA Executive Director Hiring Committee
23 February	Meeting with R Sanghera, Acting Associate Dean of Students
23 February	MNIF Joint Oversight Committee Meeting - Athletics Fee Discussion
24 February	MNIF Joint Oversight Committee Meeting- MNIF Agreement
24 February	Tuition Increase Info Session #1
27 February	Student Housing Stability Working Group

**GSA Chief Returning Officer
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Sophie Shi
Date: 24 February 2023

Hello everyone,

Voting in the GSA General Election and the GSA Election of the Associate Vice-President Labour will begin tomorrow, Tuesday, 28 February at 10:00 AM and will close on Thursday, 2 March at 10:00 AM. The link to the ballot for the General Election will be circulated directly to all graduate students on Tuesday morning. The link to the ballot for the Election of the Associate Vice-President Labour will be circulated directly to all academically-employed graduate students.

Alongside the Chair of the GSA Elections and Referenda Committee, my main message to you is:

I urge you to encourage all graduate students to vote in the 2023 GSA General Election and the 2023 GSA Election of Associate Vice-President Labour! You can learn more by visiting:

<https://www.ualberta.ca/graduate-students-association/governance/elections-and-referenda/index.html>

If you have questions in regard to anything related to the voting process, please don't hesitate to contact me via email at gsacroff@ualberta.ca, and I will be glad to help.

Best,

Sophie Shi, GSA Chief Returning Officer

**GSA Nominating Committee
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Elisabeth Widjaja
Date: 24 February 2023

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the committee has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,
Elisabeth Widjaja, Chair of the GSA NoC

Memorandum to GSA Councillors

As reported previously on multiple occasions, there are a number of vacancies on GSA Standing Committees for GSA Council Members (Departmental Councillors, Alternates, and Councillors-at-Large). These positions play a pivotal role in the GSA's ongoing efforts to keep its processes transparent and itself accountable and long-term vacancies adversely impact these efforts. **GSA Councillors (including Alternates) are strongly encouraged to consider serving on these committees.**

It is important to note that the time commitment for these committees varies greatly. While some meet regularly throughout the year (usually every two (2) to three (3) months) others meet less frequently, and some do almost all of their work over email. Additionally, **there is an appreciation of people's schedules and other commitments and accommodations are routinely made for those who cannot attend all meetings.**

Service on these bodies is an excellent way to make sure your voice is heard and a great opportunity to add to your CV/resume!

On behalf of the GSA NoC, I strongly encourage GSA Councillors (and Alternates) and Councillors-at-Large to consider the next round of vacancies, which will be circulated to GSA Council electronically and which are listed below. Questions can be directed to me at ewidjaja@ualberta.ca or GSA Elections Coordinator Monica Brzak at gsanomco@ualberta.ca.

GSA Standing Committees

1) GSA Appeals and Complaints Board (GSA ACB) (One (1) GSA Councillor Position)

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 3, 10, and 16 February with a nomination deadline of 21 February 2023. **No nominations were received; this vacancy will be advertised again.**

2) GSA Elections and Referenda Committee (GSA ERC) (One (1) GSA Councillor Position)

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 3, 10, and 16 February with a nomination deadline of 22 February 2023. **No nominations were received; this vacancy will be advertised again.**

3) GSA Governance Committee (GSA GC) (One (1) GSA Councillor Positions)

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 3, 10, and 16 February with a nomination deadline of 22 February 2023. **No nominations were received; this vacancy will be advertised again.**

4) GSA Board (GSAB) (One (1) GSA Councillor Position)

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 3, 10, and 16 February with a nomination deadline of 22 February 2023. **No nominations were received; this vacancy will be advertised again.**

5) GSA Board and GSA Nominating Committee (GSAB/NoC) (One (1) Joint GSA Councillor Position)

Information regarding the position for one (1) GSA Councillors was circulated via email to GSA Council on 3, 10, and 16 February with a nomination deadline of 22 February 2023. **No nominations were received; this vacancy will be advertised again.**

GSA Officers

1) GSA Senator (One (1) Position for a GSA Member)

Information regarding this position for one (1) GSA member was circulated via the GSA newsletters of 3, 10, and 16 February with a nomination deadline of 22 February 2023. **One nomination was received; There will be a paper ballot vote (see Item x – Nominee for GSA Senator).**

2) GSA Speaker (One (1) Position for a GSA Member)

Information regarding this position for one (1) GSA member was circulated via the GSA newsletters of 3, 10, and 16 February with a nomination deadline of 22 February 2023. **Four nominations were received; There will be a paper ballot vote (see Item x – Nominees for GSA Speaker and Deputy Speaker).**

3) GSA Deputy Speaker (One (1) Position for a GSA Member)

Information regarding this position for one (1) GSA member was circulated via the GSA newsletters of 3, 10, and 16 February with a nomination deadline of 22 February 2023. **One nomination was received; There will be a paper ballot vote (see Item x – Nominees for GSA Speaker and Deputy Speaker).**

4) GSA Deputy Returning Officer (One (1) Position for a GSA Member)

Information regarding this position for one (1) GSA member was circulated via the GSA newsletters of 3, 10, and 16 February with a nomination deadline of 22 February 2023. **No nominations were received.**

External

1) Faculty of Science, Dean Selection Committee (One (1) Position for a GSA Member)

Information regarding this position for one (1) GSA member was circulated directly to Faculty of Science graduate students on 16 and 20 February with a nomination deadline of 22 February 2023. **No nominations were received.**

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Jennifer Bertrand
Date: 24 February 2023

Dear Council Colleagues,

The campaign period for the General Election and Election of the Associate Vice-President Labour started on 15 February 2023 and is ongoing; voting in the 2023 GSA General Election and the 2023 GSA Election of the Associate Vice-President Labour will begin on Tuesday, 28 February at 10:00 AM and will close on Thursday, 2 at 10:00 AM. Throughout the campaigning and voting periods, and as per GSA Bylaw and Policy, Section I.POL.18.1, “the GSA ERC will advise the CRO on all matters pertaining to elections, referenda, and by-elections.”

My main message as GSA ERC chair, along with that from the CRO is:

I urge you to encourage all graduate students to vote in the 2023 GSA General Election and the 2023 GSA Election of Associate Vice-President Labour! You can learn more by visiting:

<https://www.ualberta.ca/graduate-students-association/governance/elections-and-referenda/index.html>

Sincerely,
Jennifer Bertrand, Chair of the GSA ERC

**Acting Executive Director
Report to GSA Council for the 27 February 2023 Meeting**

To: GSA Council
From: Erika Heiberg
Date: 24 February 2023

Dear GSA Council Members,

Below are a few highlights of the GSA office team's work since my last report to you in January:

2023-2024 GSA Budget – The 2023-2024 GSA operating budget and associated three-year budget projections is before you and I am very pleased to note that the GSA remains in solid financial shape and next year's proposed budget reflects this. My thanks to Seidy Louangxay, Dorte Sheikh, and the members of the GSA Budget and Finance Committee for this work on this budget.

GSA Events – We were happy to host a GSA Winter Social event earlier this month and have also been working with the GSA Executive and the Students' Union regarding information and education events around tuition increases. We are excited to be planning ahead to the GSA Volunteer Appreciation event next week, as well as our return to a fully in-person GSA Awards Night at the end of March.

2023 GSA General Election and Election of the Associate Vice-President Labour – the office has been providing support to the Chief Returning Officer (CRO) and the GSA Elections and Referenda Committee (GSA ERC) as they oversee the 2023 GSA General Election and Election of the Associate Vice-President Labour. I would like to echo the CRO and the Chair of the GSA ERC in encouraging you all to, in turn, encourage your colleagues and friends to vote!

In addition to the above, the office team, as always, remains engaged in offering support to the executive team in an array of areas, despite being short-staffed. We are working hard to ensure we are able to offer the same level of service to our members and are working to bring on additional support as needed. The detailed weekly reports from the management team to the GSA Board are attached for your review and I am happy to answer any questions.

Best,
Erika Heiberg, Acting Executive Director

Management Report to the GSA Board, 25 January 2023

Management has been engaged with the following issues since the last GSA Board meeting on 18 January 2023:

Strategic

- Follow up from GSA Council.
- Development of the 2023-2024 operating budget and most recent term financial report in advance of the GSA Budget and Finance Committee (GSA BFC) on 27 January.
- Continued support for the GSA Elections and Referenda Committee as it plans the 2023 GSA General Election and Election of the Associate Vice-President Labour and preparing for the opening of nominations on 31 January.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, planning for Labour 101 in January, distribution of new agreement).

Operations

- GSA Recognition Awards adjudication support
- GSA Executive Director Hiring Committee work is ongoing – interviews are scheduled
- Council remuneration for 2021-2022.
- Forward planning for GSA Winter Social (mid-February), GSA Volunteer Appreciation (early March), and GSA Awards Night (mid-March).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised directly to GSA Council), GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council). Also soliciting nominations for the positions of Senator, Deputy Speaker, and Deputy Returning Officer (advertised via the GSA newsletter), and assisting the Elementary Education Graduate Students' Association (EEGSA) GSA Councillor election.
- Facebook = 1961 followers (up 3 from 11 January); Facebook posts reached 137 users since 11 January. Twitter = 1,323 followers (up 2 from 11 January; our tweets earned 331 "impressions" over the past week. Instagram = 976 followers (up 4 from 11 January); Instagram posts reached 34 users last week.
- GSA Academic Travel Grants = new funding period started 1 January (travel applications remain open, with links to Travel Directive and Field Research Office; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 January. All funding continues to be closely monitored so we can direct it to where the most need is.

Management Report to the GSA Board, 1 February 2023

Management has been engaged with the following issues since the last GSA Board meeting on 25 January 2023:

Strategic

- Human Resources work.
- Drafting GSA reports to external governing bodies and reviewing meeting materials associated with various University committees.
- Participating in a meeting of the GSA Budget and Finance Committee to review a draft 2022-2023 GSA operating budget and other associated documents..

- Nominations for GSA General Election and Election of the Associate Vice-President Labour opened 31 January.
- Tuition and protesting event with PSAC.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, planning for Labour 101 in January, distribution of new agreement).

Operations

- Supporting the GSA Awards Selection Committee with the adjudication process for GSA Recognition Awards. 110 applicants in total.
- GSA Executive Director Hiring Committee – interviews are ongoing
- Council remuneration for 2021-2022.
- Forward planning for GSA Winter Social (mid-February), GSA Volunteer Appreciation (early March), and GSA Awards Night (mid-March).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised directly to GSA Council), GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council). Also soliciting nominations for the positions of Senator, Speaker, Deputy Speaker, and Deputy Returning Officer (advertised via the GSA newsletter), and assisting the Elementary Education Graduate Students' Association (EEGSA) GSA Councillor election.
- Facebook = 1962 followers (up 1 from 31 January); Facebook posts reached 225 users since 31 January. Twitter = 1,329 followers (up 6 from 31 January; our tweets earned 926 "impressions" over the past week. Instagram = 975 followers (down 1 from 31 January); Instagram posts reached 349 users last week.
- GSA Academic Travel Grants = new funding period started 1 January (travel applications remain open, with links to Travel Directive and Field Research Office; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 January. All funding continues to be closely monitored so we can direct it to where the most need is.

Management Report to the GSA Board, 8 February 2023

Management has been engaged with the following issues since the last GSA Board meeting on 1 February 2023:

Strategic

- Participating in a meeting of the GSA Budget and Finance Committee to review a draft 2023-2024 GSA operating budget and other associated documents..
- Nominations for 2023 GSA General Election and Election of the Associate Vice-President Labour opened 31 January.
- Reviewing claims data associated with the GSA Health and Dental Plan and potential fee scenarios for 2023-2024.
- Beginning to plan 2022 transition programming.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, planning for Labour 101 in January, distribution of new agreement).

Operations

- Supporting the GSA Awards Selection Committee with the adjudication process for GSA Recognition Awards.

- GSA Executive Director Hiring Committee – interviews are ongoing
- Council remuneration for 2021-2022.
- Planning GSA Winter Social (February 15), GSA Volunteer Appreciation (early March), and GSA Awards Night (mid-March).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised directly to GSA Council), GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council). Also soliciting nominations for the positions of Senator, Speaker, Deputy Speaker, and Deputy Returning Officer (advertised via the GSA newsletter), and assisting the Elementary Education Graduate Students' Association (EEGSA) GSA Councillor election and the Communications Awards Selection Committee (advertised in the GSA newsletter).
- Facebook = 1962 followers (up 0 from 31 January); Facebook posts reached 95 users since 31 January. Twitter = 1,329 followers (up 0 from 31 January; our tweets earned 109 "impressions" over the past week. Instagram = 977 followers (up 2 from 31 January); Instagram posts reached 222 users last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 January. All funding continues to be closely monitored so we can direct it to where the most need is.

Management Report to the GSA Board, 15 February 2023

Management has been engaged with the following issues since the last GSA Board meeting on 8 February 2023:

Strategic

- Assisted with receiving nominations for the 2023 GSA General Election and Election of the Associate VP Labour and assisting the Chief Returning Officer with their review and planning 2023 transition programming.
- Reviewing claims data associated with the GSA Health and Dental Plan and potential fee scenarios for 2023-2024.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, planning for Labour 101 in January, distribution of new agreement).
- Onboarding of new GSA Standing Committee members.

Operations

- Finalizing the adjudication process for GSA Recognition Awards. Notifications to go out this week.
- Planning the 2023 GSA General Election forum (to be hosted by the Speaker) and forward planning for other events (both online and, hopefully, pending the ability to book space through the University, a small in-person ceremony to distribute GSA Recognition Awards).
- GSA Executive Director Hiring Committee – interviews are ongoing
- Council remuneration for 2021-2022.
- Planning GSA Volunteer Appreciation (early March), and GSA Awards Night (mid-March).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised directly to GSA Council), GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council). Also soliciting nominations for the positions of Senator, Speaker, Deputy

Speaker, and Deputy Returning Officer (advertised via the GSA newsletter), the Communications Awards Selection Committee (advertised in the GSA newsletter), and the Faculty of Science Dean Selection Committee (sent directly to FoS students), also assisting the Elementary Education Graduate Students' Association (EEGSA) GSA Councillor Election.

- Facebook = 1962 followers (up 0 from 7 February); Facebook posts reached 170 users since 7 February. Twitter = 1,330 followers (up 1 from 7 February); our tweets earned 266 "impressions" over the past week. Instagram = 986 followers (up 9 from 7 February); Instagram posts reached 390 users last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 January. All funding continues to be closely monitored so we can direct it to where the most need is.

Management Report to the GSA Board, 22 February 2023

Management has been engaged with the following issues since the last GSA Board meeting on 15 February 2023:

Strategic

- Supporting the Chief Returning Officer with the 2023 GSA General Election and Election of the Associate Vice-President Labour.
- Preparing for transition to a new executive team.
- Action associated with Thursday's Special Meeting of GSA Council and supporting the tuition hike info session planning.
- Reviewing claims data associated with the GSA Health and Dental Plan and potential fee scenarios for 2023-2024.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network, advising individual graduate student workers, and supporting the work of the GSA Labour Relations Committee, planning for Labour 101 in January, distribution of new agreement).

Operations

- Planning the 2023 GSA General Election forum (to be hosted by the GSA Elections and Referenda Committee Chair) and supporting the GSA Chief Returning Officer with the campaign period
- GSA Executive Director Hiring Committee – interviews are ongoing
- Council remuneration for 2021-2022.
- Planning GSA Volunteer Appreciation (8 March), and GSA Awards Night (24 March).
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee has vacancies on the GSA Appeals and Complaints Board (advertised directly to Council), GSA Governance Committee (advertised directly to GSA Council), GSA Board (advertised directly to GSA Council), GSA Board/GSA Nominating Committee (advertised directly to GSA Council), GSA Elections and Referenda Committee (advertised directly to Council), Senator (advertised via GSA newsletter), Speaker (advertised via GSA newsletter), Deputy Speaker (advertised via GSA newsletter), Deputy Returning Officer (advertised via GSA newsletter), Faculty of Science Dean Selection Committee (advertised directly to FoS students), and the GSA General Election and Election of Associate Vice-President Labour.
- Facebook = 1962 followers (up 0 from 14 February); Facebook posts reached 550 users since 14 February. Twitter = 1,334 followers (up 4 from 14 February); our tweets earned 999 "impressions" over the past week. Instagram = 991 followers (up 5 from 14 February); Instagram posts reached 546 users last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 January. All funding continues to be closely monitored so we can direct it to where the most need is.

