

GSA Council Meeting AGENDA
Monday, 15 November 2021 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.

Speaker Lauren Hill in the Chair

OPEN SESSION

**Attached
Numbered Pages**

1. Approval of the 15 November 2021 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 18 October 2021 GSA Council Meeting (*suggested time: 1 min*)
Attachment:
 - i. Minutes from the 18 October 2021 GSA Council Meeting
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*)

2.0 - 2.4

GSA Council Member Announcements

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

Action Item

5. 2021-2022 GSA Fall Term Budget and Expenditure Report (*suggested time: 15 min*)
Anas Fassih (President and Chair of the GSA Budget and Finance Committee (GSA BFC)) will present the item. The GSA's Accountant and Financial Manager will also be in attendance.

GSA BFC Members Who Are Members of GSA Council: A Fassih (President and GSA BFC Chair); J Grenke (Vice-President Labour and GSA BFC Vice-Chair); O Ekambaram (Chemical and Materials Engineering)

GSA BFC Members Invited to GSA Council as Guests: M Bartoli and S Seo

Attachments:

- i. Cover Letter from the President and Chair of the GSA BFC to GSA Council
- ii. Outline of Issue
- iii. 2021-2022 GSA Fall Term Budget and Expenditure Report
- iv. 2021-2022 GSA Operating Budget Narrative
- v. 2021-2022 GSA Restricted and Other Funding Narrative

5.0

5.1

5.2 - 5.3

5.4 - 5.14

5.15 - 5.16

6. 2022 Referendum and Associated Draft Question Initiated by the International Students' Association
(*suggested time: 30 min*)
Muneeb Muhiuddin (Chief Returning Officer) and Sophie Shi (Deputy Returning Officer) will present the item.

Guest: Chanpreet Singh, International Students' Association President

Attachments:

- | | | |
|-----|--|-------------------|
| i. | Outline of Issue | 6.0 - 6.1 |
| ii. | International Students' Association Fee Collection Proposal and Associated Draft Referendum Question | 6.2 - 6.51 |

7. Recommended Changes to GSA Bylaw and Policy, Section O: Recognition Awards (*suggested time: 5 min*)
Mohd Tahsin Bin Mostafa (Vice-President External and Chair of the GSA Awards Selection Committee) will present the item.

Attachments:

- | | | |
|-----|---|------------|
| i. | Outline of Issue | 7.0 |
| ii. | Recommended Changes to GSA Bylaw and Policy, Section O: Recognition Awards – Track Changes Document | 7.1 |

Discussion Items

8. Academic Restructuring Update (*suggested time: 5 min*)
Anas Fassih (President) will present the item.

Elections

9. GSA Council Elections (*suggested time: 5 min*)
Violet Sun (GSA Nominating Committee Vice-Chair) will present the item.

GSA Standing Committees

- a. GSA Awards Selection Committee (GSA ASC) (4 GSA member vacancies)

Attachment:

- | | | |
|----|--------------------------|------------------|
| i. | Nominees for the GSA ASC | 9.0 - 9.2 |
|----|--------------------------|------------------|

- b. GSA Elections and Referenda Committee (GSA ERC (1 GSA Councillor vacancy)

Attachment:

- | | | |
|----|-------------------------|------------------|
| i. | Nominee for the GSA ERC | 9.3 - 9.4 |
|----|-------------------------|------------------|

Reports (*suggested time: 15 min*)

- | | | |
|---|---|--------------------|
| 10. President (Anas Fassih, President) | | |
| i. | President's Report | 10.0 - 10.1 |
| ii. | GSA Board Report | 10.2 |
| iii. | GSA Budget and Finance Committee Report | 10.3 |
| 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) | |
| 11. Vice-President Academic (Kathy Haddadkar, Vice-President Academic) | | |
| i. | Vice-President Academic's Report | 11.0 - 11.1 |
| 12. Vice-President External (Mohd Tahsin Bin Mostafa, Vice-President External) | | |
| i. | Vice-President External's Report | 12.0 - 12.1 |
| ii. | GSA Awards Selection Committee Report (no written report at this time) | |
| 13. Vice-President Labour (Jessica Grenke, Vice-President Labour) | | |
| i. | Vice-President Labour's Report | 13.0 - 13.1 |
| ii. | GSA Labour Relations Committee Report | 13.2 |

14. Vice-President Student Services (**Paresh Kumar, Vice-President Student Services**)
i. Vice-President Student Services' Report **14.0 - 14.1**
15. Senator (**Peter Iselele, Senator**)
i. Senator's Report (**no written report at this time**)
16. Speaker (**Lauren Hill, Speaker**)
i. Speaker's Report (**no written report at this time**)
17. Chief Returning Officer (**Muneeb Mohiuddin, Chief Returning Officer**)
i. Chief Returning Officer's Report **17.0**
18. GSA Nominating Committee (**Violet Sun, GSA Nominating Committee Vice-Chair**)
i. GSA Nominating Committee Report **18.0 - 18.1**
19. GSA Elections and Referenda Committee (**Jennifer Bertrand, GSA Elections and Referenda Committee Chair**)
i. GSA Elections and Referenda Committee Report **19.0**
20. GSA Management (**Courtney Thomas, Executive Director**)
i. Executive Director's Report **20.0 - 20.4**

Question Period

21. Written Questions (**none received**)
22. Oral Questions

Adjournment

GSA Council Meeting MINUTES
Monday, 18 October 2021 at 6:00 pm
Held online via Zoom

IN ATTENDANCE:

Anas Fassih (President)	Devyn Caldwell (Anthropology)	Lauren Trafford; Devon Heath (Educational Psychology)	Alexia Maheux (Pharmacology)
Kathy Haddadkar (VP Academic)	Madeleine Fleming (Biochemistry)	Kapil Gangwar (Electrical & Computer Engineering)	Fadumo Isse (Pharmacy & Pharmaceutical Sciences)
Mohd Tahsin Bin Mostafa (VP External)	Andrew Cook (Biological Science)	Yina Liu (Elementary Education)	Avontay Williams (Philosophy)
Jessica Grenke (VP Labour)	Kodi Cheng (Biomedical Engineering)	Jesse Alook (Indigenous GSA)	Bryanna Chan (Physical Therapy)
Paresh Kumar (VP Student Services)	Juan Carlos Alcantara (Business MBA)	Sukhpreet Kaur Khalsa (Internetworking)	Pramodh Senarath Yapa (Physics)
Lauren Hill (Speaker)	Jennifer Sloan (Business PhD)	Matt Ormandy (KSR)	Isha Ralhan (Physiology)
Sana Amjad (Deputy Speaker)	Brenna Hourigan (Cell Biology)	Janet Zhou (Laboratory Medicine & Pathology)	Telisa Courtney (Political Science)
Sophie Shi (DRO)	Omnath Ekambaram (Chemical & Materials Engineering)	Kim Jones (Library & Information Studies)	Emilie Desnoyers (Psychiatry)
Hope Eze (Councillor-at-Large)	Karen Hoy (Chemistry)	Hannah Lam (Linguistics)	Angela Ma (Psychology)
Laura Manerus (Councillor-at-Large)	Michelle Gauthier (Communication Sciences & Disorders)	Alain Gervais (Mathematical & Statistical Sciences)	Jenna Mulji (Public Health)
Sanhita Pal (Councillor-at-Large)	Ifaz Kabir (Computing Science)	David Gordon (Mechanical Engineering)	Kathryn Lambert (Rehabilitation Science)
Varshini Prakash (Councillor-at-Large)	Nathalia Fernandes Fagundes (Dentistry)	Luthfia Friskie (Media and Technology Studies)	Elena Schaefer (Renewable Resources)
Abigail Ameley Quaye (Councillor-at-Large)	Xavia Publius (Drama)	Adrienne Watson (Medical Genetics)	Robert Piazza (Secondary Education)
Janmejy Rao (Councillor-at-Large)	Avni Patel (Earth & Atmospheric Sciences)	Calvin Gordon (Medical Microbiology & Immunology)	
MD Tanzil Shahriar (Councillor-at-Large)	Kasjan Koziak (Economics)	Benjamin Schultz (Oncology)	
Zhiying Wang (AFNS)	Gillian Robinson (Educational Policy Studies)	Shubham Soni (Paediatrics)	

Guests: Kenzie Gordon (GSA Nominating Committee Chair); Elisabeth Kezia Widjaja (AFNS); Lafemiwa Adeyoyin (Renewable Resources).

Speaker Lauren Hill in the Chair.

The meeting was called to order at 6:06 pm. Speaker acknowledged the Traditional Territory of Treaty Six. Speaker then noted that, following consultation with GSA Council support staff, GSA Council meetings would continue to be held via Zoom in the winter semester and that members would be given significant advance notice before returning to in-person meetings.

Approval of Agenda**1. Approval of the 18 October 2021 Consolidated Agenda**

Prepared by M Toghrai and F Robertson for GSA Council 18 October 2021

Members had before them the 18 October 2021 Consolidated Agenda, which had been previously distributed on 15 October 2021. A Cook **MOVED**; M Fleming **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes

2. Minutes from the 20 September 2021 GSA Council Meeting

Members had before them the 20 September 2021 GSA Council meeting minutes, which had been previously distributed on 7 October 2021. R Piazza **MOVED**; A Ma **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership

3. Changes in GSA Council Membership

- i. **Introduction of New GSA Council Members:** D Heath (Educational Psychology); A Williams (Philosophy); E Desnoyers (Psychiatry); B Schultz (Oncology); JC Alcantara (Business MBA); H Lam (Linguistics); K Cheng (Biomedical Engineering); D Caldwell (Anthropology); K Gangwar (Electrical & Computer Engineering).
- ii. **Farewell to Departing GSA Council Members:** L Trafford (Educational Psychology).

GSA Council Member Announcements

4. GSA Council Member Announcements:

A Fassih invited members to join the upcoming GSA peer-panel event, Surviving and Thriving in Grad School, on 20 October and 22 October, where current graduate students will share their experiences of what they wish they had known when they started grad school, give practical advice, and engage in informal conversation with new graduate students.

Action Items

5. Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officers

A Fassih (President) presented the item and explained that this was the second reading of this editorial change, which was required for changes to GSA Bylaw. The suggested changes were minor and involved updated the term of office for the GSA Senator to align with those of other Council-Elected Officers.

MOTION BEFORE GSA COUNCIL: That GSA Council, on the unanimous recommendation of the GSA Board, **APPROVE** recommended changes to GSA Bylaw, Section D: GSA Officers, as shown in the attached track changes document and effective upon the second reading by GSA Council.

There was no further discussion.

MOTION: That GSA Council, on the unanimous recommendation of the GSA Board, **APPROVE** recommended changes to GSA Bylaw, Section D: GSA Officers, as shown in the attached track changes document and effective upon the second reading by GSA Council. A Ma **MOVED**; I Kabir **SECONDED**.

Motion **PASSED**. 4 Abstentions.

Discussion Items

6. GSA Board Strategic Work Plan 2021-2022: Update to GSA Council

A Fassih (President) presented the item and reminded members that the GSA Board Strategic Work Plan was created to guide the GSA's advocacy priorities for their term and first came to GSA Council during the summer. Further updates would come forward throughout the year.

A Fassih highlighted: the passing of the Supervisory Initiative by General Faculties Council (GFC), which would now advance to the Board of Governors, after years of work from previous GSA executive teams; advocacy work related to the Exceptional Tuition Increase proposals and the need for more meaningful student consultation; engaging in discussions with the Provost's Office regarding centralized funding packages and how the GSA would approach this; the ongoing work of the GSA Equity, Diversity, and Inclusion Committee (GSA EDIC); working to secure longer term funding for the Graduate Student Assistance Program (GSAP) from University administration; engagement with the Alberta Graduate Provincial Advocacy Council (ab-GPAC) to discuss immigration and Tri-Council funding; working to establish a Canadian society of graduate student associations for federal advocacy purposes; and ongoing discussions about graduate student housing needs. A Fassih also highlighted recent progress in the labour portfolio, spearheaded by J Grenke, in establishing the steward network.

GSA Council Members then posed a series of questions, including but not limited to: a request for clarification around the centralization of funding proposed by the Office of the Provost (current model of recruitment was departmentalized; a centralized model would mean funding coming from Provost); if there was significant variation between departments for graduate funding and the goal for graduate funding was centralization, would this mean less funding available in some

departments (the GSA was in the earliest stages of drafting a funding model proposal, as requested by the Provost, but this would be considered; this discussion was just beginning and may take years, and work from multiple executive teams, to come to fruition); and concern about advocating for vaccine hesitant individuals with no grounds for medical exemptions (the GSA and the Students' Union (SU) supported the vaccine mandate and the majority of members were vaccine compliant; the GSA was supporting individuals with legitimate grounds for an exemption, of which there were very, very few).

7. Academic Restructuring Update

A Fassih (President) presented the item and began by reminding members that the current operating model, which was first introduced in 2020, was launched in Summer 2021. The restructuring had resulted in a surplus of academic leader positions—that is, associate chairs and associate deans, among others—and current efforts were aimed at addressing this inefficiency in the face of upcoming budget cuts slated for 2022. Meanwhile, on the administrative side, there was also the topic of the Student Service Centre (SSC). Last month there were concerns from GSA Council members about the availability of resources for graduate students and it was important to note that while the SSC was the designated first step for all students, other student service offices would continue to carry out their specialized work. For example, International Student Services would continue to be available, and the Faculty of Graduate Studies and Research (FGSR) front desk would continue to operate.

Elections

8. GSA Council Elections

K Gordon (GSA Nominating Committee Chair) presented the item.

- a. GSA Governance Committee (3 GSA Councillor vacancies)
Hope Eze (English & Film Studies)

K Gordon asked the nominee the following: “please tell us why you’d like to serve on the GSA Governance Committee” and the nominee was given the opportunity to respond.

Reports

9. President

i. President’s Report:

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted. In addition, A Fassih stated that efforts were ongoing to increase accessibility to the technology and devices that were often essential for graduate studies. An equipment lending library, similar to that being offered by the office of the Dean of Students, represented inherent challenges related to software program licensing. Therefore, the possibility of equipment bursaries was being discussed with stakeholders.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted.

iii. GSA Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted.

iv. GSA Equity, Diversity, and Inclusion Committee Report

Members had before them a written report, which had been previously distributed on 15 October 2021. 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 15 October 2021. The report stood as submitted. In addition, K Haddadkar brought attention to graduate teaching awards and the possibility of expanding the current offering from just one award. Secondly, she highlighted the teaching and learning evaluation policy suite, which was undergoing review and consultation by the General Faculties Council Committee on the Learning Environment (GFC CLE). She also emphasized that she was available for one-on-one meetings with graduate students who required support in the areas relevant to her portfolio.

11. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted. In addition, M T Bin Mostafa reminded members that municipal polls were still open for a bit longer that evening, if anyone eligible still wished to cast their vote. He also highlighted work by the Alberta Graduate Provincial Advocacy Council (ab-GPAC). In particular, he brought attention to the ab-GPAC advocacy week during which graduate student leaders would be meeting with a range of government figures. Lastly, the Alberta Student Congress was slated for 23 October 2021 and registration was still open.

ii. GSA Awards Selection Committee

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted.

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 15 October 2021. The report stood as submitted. In addition, J Grenke noted that there were a number of significant developments on the labour side. The GSA had entered a service agreement with the Public Service Alliance of Canada (PSAC), which meant increased capacity for the union and union members. The recruitment and training of faculty stewards was now ongoing, and there were available positions remaining for interested persons who wished to apply. And lastly, with the next round of collective agreement bargaining set to start in December 2021, the GSA Labour Relations Committee (GSA LRC) had appointed the members of the GSA Negotiating Team.

ii. GSA Labour Relations Committee

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted.

13. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted. In addition, P Kumar highlighted the mandated CampusReady Pass for all campus community members.

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

No written report at this time.

17. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted. In addition, K Gordon drew attention to a number of important vacancies for GSA Departmental Councillors, Departmental Alternates, or Councillors-at-Large on GSA Standing Committees. These included the GSA Governance Committee (GSA GC), GSA Board (GSAB), GSA Nominating Committee (GSA NoC), and the GSA Elections and Referenda Committee (GSA ERC). Vacancies on these bodies hindered the governing processes of the GSA and also adversely impacted essential GSA annual events like the upcoming 2022 GSA General Election. Members were strongly encouraged to consider these opportunities and to email the GSA Elections Coordinator at gsanomco@ualberta.ca with any additional questions or concerns.

18. GSA Elections and Referenda Committee

i. GSA Elections and Referenda Committee Report

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted.

19. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 15 October 2021. The report stood as submitted. In addition, C Thomas stated that the Fall 2021 budget report would be forthcoming to GSA Council at the 15 November 2021 meeting. In order to prepare and support members in considering these items, a GSA Budget 101 session would be offered prior to the next GSA Council meeting.

Question Period

20. Written Questions: None.

21. Oral Questions: None.

Adjournment

The meeting was adjourned at 7:32 pm.

Dear Council Colleagues,

I am pleased to report we are **on track overall after the end of the first six months of our fiscal year** and we are **projecting a positive balance** at the end of the 2021-2022 fiscal year (one that aligns with the projections made earlier and which brings us closer to a balanced budget position). It should be noted that, although we are confident in the forecast, we may see further variances in various areas as the year progresses. I have highlighted a few areas to draw your attention to below.

GSA Fees Revenue

As a fee-based organization, graduate student enrollment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team closely monitors these. As the attached report covers the period ending 30 September, and enrollment was not yet finalized by this time, the projected fees revenue provided is based on the estimated number utilized when the 2021-2022 operating budget was initially developed. However, now that we have recently received a report on fall enrollment levels and associated fee collection (subsequent to the preparation of the attached), I am happy to report that our fees revenue aligns with our initial projections (indeed, enrollment numbers are up slightly, which should result in a slight surplus being reported in the next term financial report).

Expenses

Our most significant variance is the projected loss of revenue associated with the Commercial Activities line due to the partial closure of the Chopped Leaf outlet in the PAW Centre as a result of the ongoing pandemic. This negative variance is, however, offset by lines in which a surplus at year-end is projecting (including in the Contingency line, the Governance line (owing to decreased expenses associated with hosting meetings of GSA Council and GSA standing committees), and the Human Resources line (as we are not anticipating any turnover in staff in the coming months, we will surplus the amount we budget annually for staff transition/overlap costs)). We are also projecting a small negative variance in the Capital Items line as we have had to make a few unanticipated expenditures related to computer hardware in order to equip the GSA office to better host online meetings (such as a Bluetooth microphone for the GSA Boardroom, etc). This negative variance is likewise offset by positive variances in other lines.

GSA Labour Union Fund

Please note that, at the time this report was generated, funds (both the \$100,000 to be transferred from the 2020-2021 GSA operating budget (as directed by GSA Council) and union dues collected as of 1 September) had yet to be deposited into the new bank account and investment account set up to hold them (with collected dues going into the bank account and the operating surplus transfer going into the investment account). Accordingly, information related to the GSA Labour Union Fund does not appear in the attached, but it will be included in future term financial reports. Likewise, as previously reported, the GSA, on the direction of the GSA Labour Relations Committee, has entered into a service agreement with the Public Service Alliance of Canada to help support the GSA's work as a union and the costs associated with said agreement will be paid from the bank account portion of the GSA Labour Union Fund; this will also be reflected in the next term financial report.

In closing, the financial team will continue to closely monitor our financial position for the remaining six months of the fiscal year and we are on track thus far. My thanks to the GSA's Financial Team (CPA Shirley Ball, Financial Manager Dorte Sheikh, Executive Director Courtney Thomas, and Associate Director Erika Heiberg) for their work on this report and I will be happy to answer any questions.



Anas Fassih, GSA President and Chair of the GSA Budget and Finance Committee

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Outline of Issue

GSA 2021-2022 Fall Term Budget and Expenditure Report

Suggested Motion:

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2021-2022 Fall 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 second budget and expenditure report on the 2021-2022 GSA's fiscal year.

The Financial Team (Executive Director Courtney Thomas, CPA and Accountant Shirley Ball, Financial Manager Dorte Sheikh, as well as Associate Director Erika Heiberg) agrees that the GSA's budget is on track.

The GSA Budget and Finance Committee and the GSA Board reviewed and received the GSA 2021-2022 Fall Term Budget and Expenditure Report at their meetings of 29 October 2021 and 3 November 2021, respectively.

Jurisdiction:

GSA Bylaw and Policy, Section F.POL.3.2.a:

"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."

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 GSA Board (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."

The Graduate Students' Association of the University of Alberta

2021-2022 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

Fall Term Update, April to September 2021 actuals and October 2021 to March 2022 forecast

	CURRENT YEAR April 1, 2021 to March 31, 2022					PRIOR YEAR Comparative			
	2021-2022	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2021 to Sep 2021	Oct 2021 to Mar 2022					Apr 2020 to Sep 2020	Apr 2020 to Mar 2021
REVENUE									
GSA Fees Revenue	1,184,184	473,674	710,510	1,184,184	-		0%	467,823	1,180,800
Interest Income	15,000	6,076	8,924	15,000	-		0%	5,133	14,484
External Committed Funding	26,880	4,190	22,690	26,880	-		0%	3,000	28,690
Revenue from Commercial Activities	25,929	-	1,286	1,286	(24,643)	1	-95%	3,347	3,347
Other Revenue	1,300	-	1,300	1,300	-		0%	-	-
Total Revenue	1,253,293	483,940	744,710	1,228,650	(24,643)		-2%	479,303	1,227,321
EXPENSES									
Advocacy	48,472	1,376	47,096	48,472	-		0%	525	32,532
Services	142,842	67,946	74,896	142,842	-		0%	48,174	72,965
Governance	219,978	102,807	111,632	214,439	5,539	2	3%	98,294	197,712
Human Resources	700,575	335,598	355,330	690,928	9,647	3	1%	326,238	681,681
Office Administration and Operational Costs	43,946	15,040	29,457	44,497	(551)	4	-1%	8,413	23,988
Professional	60,700	38,543	22,157	60,700	-		0%	25,495	62,348
Operating/Contingency Fund	15,000	344	-	344	14,656	5	98%	-	417
Total Expenses	1,231,513	561,654	640,568	1,202,222	29,291		2%	507,139	1,071,643
BALANCE	21,780	(77,714)	104,142	26,428	4,648		21%	(27,836)	155,678

Explanatory notes:

Under the variance column red numbers indicates less revenue received than budgeted. Black numbers indicate an expense savings. 0% means no variance at this point, budget is on target.

Variance formula: for Revenue the variance is the total for the 2021-2022 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2021-2022 year.

Projected surplus funds will be applied to the Financial Stabilization Fund.

1. Projected decrease in Revenue from Commercial Activities due to partial closure of Chopped Leaf outlet in the PAW Centre due to COVID-19.
2. Projected savings in Governance due to lower GSA Board and GSA Council expenses due to COVID-19.
3. Projected savings in Human Resources due to surplus of budgeted funds for possible staff transitioning.
4. Modest deficit due to Capital Items expenses being slightly higher than budgeted.
5. Projected savings in the Operating/Contingency Fund.

Since only six months of actuals are being reported the budget variances are very preliminary.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2021-2022 GSA Restricted and Other Funding

Budget and Expenditure Report

Fall Update, April to September 2021 actuals and October 2021 to March 2022 forecast

	CURRENT YEAR April 1, 2021 to March 31, 2022						PRIOR YEAR Comparative		
	2021-2022 Approved Budget	Actual Apr 2021 to Sep 2021	Forecast Oct 2021 to Mar 2022	Total	Variance	Ref #	% Variance	Actual Apr 2020 to Sep 2020	Total Actual 2020-2021 Apr 2020 to Mar 2021
Fundraised Activity									
GSA Planner	3,620	1,191	-	1,191	(2,429)	1	-67%	7,787	2,885
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,000
GSA Child Care Grants	331,100	235,000	96,100	331,100	-		0%	250,337	391,337
GSA Emergency Bursaries	141,900	119,746	22,154	141,900	-		0%	106,791	454,376
GSA Academic Travel Grants	473,000	11,787	461,213	473,000	-		0%	3,179	25,300
	964,000	366,533	597,467	964,000	-		0%	360,307	889,013
Other Restricted Funding									
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	15,980	-	15,980	15,980	-		0%	-	16,028
GSAP (Graduate Student Assistance Program) Fees Collected	82,000	-	82,000	82,000	-		0%	-	71,433
Health Plan Revenue	1,667,407	-	1,667,407	1,667,407	-		0%	-	1,451,507
Dental Plan Revenue	1,246,248	-	1,246,248	1,246,248	-		0%	-	1,030,601
	3,011,635	-	3,011,635	3,011,635	-		0%	-	2,569,569
BALANCE	3,979,255	367,724	3,609,102	3,976,826	(2,429)		0%	368,094	3,461,467

Explanatory notes:

1. GSA Planner deficit due to a decrease in ad revenue.

Since only six 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.

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees		
Annual GSA Membership Fees \$1,184,184 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 6 February 2019, 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"> ● For 2021-2022, the projected GSA revenue is \$1,184,184. This is based on fees paid by a projected 6,390 full-time graduate students (6,390 @ \$156.02 per graduate student) and a projected 1,600 part-time graduate students (1,600 @ \$117.01 per graduate student). ● On target. ● Actual April to September: \$473,674. ● Forecast October to March: \$710,510. ● The 2020-2021 actual was \$1,064,297.
Interest Income		
Interest Income \$15,000 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"> ● On target. ● Actual April to September: \$6,076. ● Forecast October to March: \$8,924. ● The 2020-2021 actual was \$14,484.

	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, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding must be requested yearly and was reduced by \$2,000 in 2020-2021. 	<ul style="list-style-type: none"> On target. Actual April to September: \$4,190. Forecast October to March: \$3,000. The 2020-2021 actual was \$7,190.
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"> On target. Actual April to September: \$0. Forecast October to March: \$8,190. The 2020-2021 actual was \$8,190.
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"> On target. Actual April to September: \$0. Forecast October to March: \$11,500. The 2020-2021 actual was \$11,500.
Revenue from Commercial Activities		
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue \$25,929 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. In 2020 there was an interruption in revenue due to the COVID-19 pandemic and a decrease in revenue is continuing through 2021-2022. 	<ul style="list-style-type: none"> Revenue decrease. Actual April to September: \$0. Forecast October to March: \$1,286. The 2020-2021 actual was \$3,347.
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"> On target. Actual April to September: \$0. Forecast October to March: \$1,300. The 2020-2021 actual was \$0.

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy \$11,500 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). ● In its Strategic Work Plan (SWP), the GSA Board (GSAB) identified the need for a strong voice at the table with the government (the Alberta government in particular) and other decision-making and influential groups at the local and national levels in order to promote the best interests of graduate students. ● Reduced spending from April 2021 until September 2021 due to COVID-19 restrictions. Normal spending projected for the remainder of the year. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$1,376. ● Forecast October to March: \$10,124. ● The 2020-2021 actual was \$471.
University Relations \$1,017 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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,017. ● The 2020-2021 actual was \$225.
Alberta Graduate Provincial Advocacy Council \$35,955 budget	<ul style="list-style-type: none"> ● Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at \$4 per graduate student per year, effective September 2018. ● 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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$35,955. ● The 2020-2021 actual was \$31,836.
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"> ● On target. ● Actual April to September: \$12,000. ● Forecast October to March: \$0. ● The 2020-2021 actual was \$12,000.
External Grants \$4,000 budget	<ul style="list-style-type: none"> ● Funds request for external grants such as a grant for the Student Advisors' Conference and International Week. ● Budget increase due to increased requests. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$1,500. ● Forecast October to March: \$2,500. ● The 2020-2021 actual was \$1,350.
Campus Food Bank \$23,000 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"> ● On target. ● Actual April to September: \$23,000. ● Forecast October to March: \$0. ● The 2020-2021 actual was \$20,000.

<p>Child Care Access (NEW)</p> <p>\$5,000 budget</p>	<ul style="list-style-type: none"> ● New budget line to support a partnership with the Students’ Union for a membership with a local daycare provider to facilitate limited child care services for students who parent. 	<ul style="list-style-type: none"> ● New budget line for 2021-2022. ● On target. ● Actual April to September: \$4,583. ● Forecast October to March: \$417.
Graduate Student Groups		
<p>GSA Council Remuneration</p> <p>\$17,250 budget</p>	<ul style="list-style-type: none"> ● Funding of \$250 for eligible graduate student groups based on the attendance of their Councillor at GSA Council meetings from 1 May to 30 April. Increased to reflect the actual numbers of eligible groups. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$12,000. ● Forecast October to March: \$5,250. ● The 2020-2021 actual was \$14,750.
<p>GSA Graduate Student Group Grant</p> <p>\$36,000 budget</p>	<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"> ▪ 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"> ● On target. ● Actual April to September: \$2,175. ● Forecast October to March: \$33,825. ● The 2020-2021 actual was \$6,837.
Other Expenses		
<p>Annual Strategic Work Plan Initiatives</p> <p>\$2,500 budget</p>	<ul style="list-style-type: none"> ● Any new SWP initiatives may be funded from this account. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$1,250. ● Forecast October to March: \$1,250. ● The 2020-2021 actual was \$1,441.
<p>Engagement, Orientation, and Outreach</p> <p>\$31,342 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, 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"> ● On target. ● Actual April to September: \$12,337. ● Forecast October to March: \$19,005. ● The 2020-2021 actual was \$12,887.
<p>GSA Awards Night</p> <p>\$11,750 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"> ● On target. ● Actual April to September: \$292. ● Forecast October to March: \$11,458. ● The 2020-2021 actual was \$3,701.

Governance		
Directly-Elected Officer Stipends		
Directly-Elected Officers Stipends \$177,259 budget	<ul style="list-style-type: none"> Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2021-2022, the President receives an annual stipend of \$42,203 and the four VP positions each receive \$33,764. 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 tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals. 	<ul style="list-style-type: none"> On target. Actual April to September: \$88,383. Forecast: June to March: \$88,630. The 2020-2021 actual was \$174,013.
Directly-Elected Officer Benefits		
GSA Health and Dental Plan \$2,627 budget	<ul style="list-style-type: none"> The 2021-2022 rate is \$500.36 per DEO per annum. 	<ul style="list-style-type: none"> On target. Actual April to September: \$2,001. Forecast October to March: \$0. The 2020-2021 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 2021-2022 per agreement with the transit systems and municipal student associations. This amount is reimbursed in May, September, and January. Since U-Pass did not resume until September 2021 there will be a modest surplus. 	<ul style="list-style-type: none"> Spending decrease. Actual April to September: \$1,440. Forecast October to March: \$500. The 2020-2021 actual was \$0.
Directly-Elected Officer Employer Contributions		
Employer CPP Contributions \$8,707 budget	<ul style="list-style-type: none"> CPP is calculated at the Government of Canada rate for 2021. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to September: \$4,419. Forecast October to March: \$4,356. The 2020-2021 actual was \$8,427.
Employer EI Contributions \$3,917 budget	<ul style="list-style-type: none"> EI is calculated at the Government of Canada rate for 2021. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to September: \$1,955. Forecast October to March: \$1,962. The 2020-2021 actual was \$3,849.

GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

Directly-Elected Officer - Other Expenses		
Insurance \$1,326 budget	<ul style="list-style-type: none"> ● Directors and Officers Liability Insurance paid annually in January. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,035. ● The 2020-2021 actual was \$1,035.
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. ● Transition programming typically occurs in March and April. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$1,164. ● Forecast October to March: \$3,976. ● The 2020-2021 actual was \$0.
Training/Development \$3,102 budget	<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"> ● On target. ● Actual April to September: \$2,336. ● Forecast October to March: \$766. ● The 2020-2021 actual was: \$1,584.
Directly-Elected Officers' Expenses \$2,860 budget	<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"> ● On target. ● Actual April to September: \$184. ● Forecast October to March: \$2,676. ● The 2020-2021 actual was \$161.
GSA Standing Committee Food and Other Expenses \$500 budget	<ul style="list-style-type: none"> ● Provision of light refreshments, where warranted, at GSA standing committees meetings. ● Due to COVID-19 restrictions GSAB meetings are currently held via Zoom so there are not refreshment expenses. 	<ul style="list-style-type: none"> ● Spending decrease. ● Actual April to September: \$0. ● Forecast October to March: \$0. ● The 2020-2021 actual was \$307.
GSA Council Expenses		
GSA Council Food and Other Expenses \$3,000 budget	<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. Budget decreased for 2021-2022 as COVID-19 restrictions will likely preclude in-person meetings. ● Includes printing of GSA Council placards and celebratory/acknowledgement events. 	<ul style="list-style-type: none"> ● Spending decrease. ● Actual April to September: \$0. ● Forecast October to March: \$0. ● The 2020-2021 actual was \$0.00.
Election Expenses \$3,621 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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$3,621. ● The 2020-2021 actual was \$1,502.
GSA Council Speaker Honorarium \$2,220 budget	<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"> ● On target. ● Actual April to September: \$925. ● Forecast October to March: \$1,110.

		<ul style="list-style-type: none"> ● The 2020-2021 actual was \$2,035.
Chief Returning Officer (CRO) Honorarium \$1,500 budget	<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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,500. ● The 2020-2021 actual was \$1,500.
Other Honoraria \$1,500 budget	<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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,500. ● The 2020-2021 actual was \$750.
Human Resources		
Support Staff (Represented by NASA)		
Support Staff – Salaries \$293,773 budget	<ul style="list-style-type: none"> ● There are four full-time support staff positions. ● Includes contractual cost of living increases and one-time payments (eg, responsibility pay). 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$144,411. ● Forecast October to March: \$144,862. ● The 2020-2021 actual was \$291,344.
Support Staff – Benefits \$23,142 budget	<ul style="list-style-type: none"> ● Calculated on the basis of 8% of salary. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$11,553. ● Forecast October to March: \$11,589. ● The 2020-2021 actual was \$22,500.
Support Staff – RRSP \$31,820 budget	<ul style="list-style-type: none"> ● Support staff receive RRSP payments for contribution to their own plans. ● Calculated on the basis of 11% of salary. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$15,885. ● Forecast October to March: \$15,935. ● The 2020-2021 actual was \$31,013.
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program \$2,188 budget	<ul style="list-style-type: none"> ● The 2021-2022 rate is \$500.36 per support staff member per annum. ● The Graduate Student Assistance Program (GSAP) is \$21.80 per support staff per annum. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$2,188. ● The 2020-2021 actual was \$2,001.
Support Staff – Employer CPP Contributions \$12,664 budget	<ul style="list-style-type: none"> ● CPP is calculated at the Government of Canada rate for 2021. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$7,837. ● Forecast October to March: \$4,827. ● The 2020-2021 actual was \$10,369.
Support Staff – Employer EI Contributions	<ul style="list-style-type: none"> ● EI is calculated at the Government of Canada rate for 2021. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$3,042.

GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

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\$4,981 budget		<ul style="list-style-type: none"> ● Forecast October to March: \$1,939. ● The 2020-2021 actual was \$4,209.
Support Staff Development \$6,000 budget	<ul style="list-style-type: none"> ● The support staff NASA contract provides for support of \$1,500 per support staff for courses related to staff development. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$4,429. ● Forecast October to March: \$1,571. ● The 2020-2021 actual was \$4,121.
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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,500. ● The 2020-2021 actual was \$600.
Administrative/Professional Staff		
Administrative/ Professional Staff – Salaries \$236,087 budget	<ul style="list-style-type: none"> ● The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$115,106. ● Forecast October to March: \$116,481. ● The 2020-2021 actual was \$232,527.
Administrative/ Professional Staff – Merit Pay \$23,776 budget	<ul style="list-style-type: none"> ● In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit payment. ● Additionally, the other administrative/professional staff are eligible to receive merit payments. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$4,276. ● Forecast October to March: \$19,500. ● The 2020-2021 actual was \$23,776.
Administrative/ Professional Staff – Benefits \$17,144 budget	<ul style="list-style-type: none"> ● Calculated on the basis of 8% of salary. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$8,672. ● Forecast October to March: \$8,472. ● The 2020-2021 actual was \$16,860.
Administrative/ Professional Staff – RRSP \$23,573 budget	<ul style="list-style-type: none"> ● Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$11,924. ● Forecast October to March: \$11,649. ● The 2020-2021 actual was \$23,182.
Administrative/ Professional Staff – GSA Health and Dental Plan and Graduate Student Assistance Program \$1,639 budget	<ul style="list-style-type: none"> ● The 2021-2022 rate is \$500.36 per administrative/professional staff per annum ● The GSAP is \$21.80 per administrative/professional staff per annum. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,639. ● The 2020-2021 actual was \$1,501.

Administrative/ Professional Staff – Employer CPP Contributions \$8,520 budget	<ul style="list-style-type: none"> ● CPP is calculated at the Government of Canada rate for 2021. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$4,440. ● Forecast October to March: \$4,080. ● The 2020-2021 actual was \$8,707.
Administrative/ Professional Staff – Employer EI Contributions \$3,378 budget	<ul style="list-style-type: none"> ● EI is calculated at the Government of Canada rate for 2021. ● This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$1,722. ● Forecast October to March: \$1,656. ● The 2020-2021 actual was \$3,664.
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 (eg, when a staff member leaves or reaches significant benchmarks). ● Decrease in spending projected due to COVID-19 restrictions. 	<ul style="list-style-type: none"> ● Spending decrease. ● Actual April to September: \$53. ● Forecast October to March: \$350. ● The 2020-2021 actual was \$182.
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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$6,886. ● The 2020-2021 actual was \$696.
Workers’ Compensation \$2,504 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"> ● On target. ● Actual April to September: \$2,248. ● Forecast October to March: \$256. ● The 2020-2021 actual was \$2,277.

GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

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Office Administration and Operational Costs		
<p>Capital Items</p> <p>\$4,980 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. Projected spending came in slightly higher than expected. 	<ul style="list-style-type: none"> Spending increase. Actual April to September: \$5,707. Forecast October to March: \$0. The 2020-2021 actual was \$4,108.
<p>Information Technology Service Agreement</p> <p>\$6,000 budget</p>	<ul style="list-style-type: none"> Effective 2017 a service agreement was established with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services. 	<ul style="list-style-type: none"> On target. Actual April to September: \$0. Forecast October to March: \$6,000. The 2020-2021 actual was \$3,150.
<p>Telephone and Cable</p> <p>\$3,153 budget</p>	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target. Actual April to September: \$1,313. Forecast October to March: \$1,839. The 2020-2021 actual was \$2,959.
<p>Office Supplies and Maintenance</p> <p>\$13,000 budget</p>	<ul style="list-style-type: none"> General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses. A physical office reorganization was planned in 2020-2021 but was deferred until 2021-2022 to maximize the effective use of the office space. There will be a one-time expense of approximately \$8,000 for this. 	<ul style="list-style-type: none"> On target. Actual April to September: \$827. Forecast October to March: \$11,623. The 2020-2021 actual was \$901.00.
<p>Computer Software</p> <p>\$7,541 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 as a result of additional on-line programming. 	<ul style="list-style-type: none"> On target. Actual April to September: \$3,970. Forecast October to March: \$3,571. The 2020-2021 actual was \$5,789.
<p>Payroll and Banking Service Charges</p> <p>\$1,836 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"> On target. Actual April to September: \$869. Forecast October to March: \$967. The 2020-2021 actual was \$1,500.
<p>Photocopier Lease and Meter</p> <p>\$6,000 budget</p>	<ul style="list-style-type: none"> The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly. 	<ul style="list-style-type: none"> On target. Actual April to September: \$1,818. Forecast October to March: \$4,182. The 2020-2021 actual was \$4,320.
<p>General Liability Insurance (Office)</p> <p>\$712 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"> On target. Actual April to September: \$535. Forecast October to March: \$0. The 2020-2021 actual was \$535.

AMICCUS-C Membership \$725 budget	<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"> On target. Actual April to September: \$0. Forecast October to March: \$725. The 2020-2021 actual was \$725.
Professional		
Financial Auditing \$12,700 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. Invoice for 2020-2021 annual audit was slightly higher than the budget. 	<ul style="list-style-type: none"> Spending increase. Actual April to September: \$12,954. Forecast October to March: \$0. The 2020-2021 actual was \$12,679.
Consultants \$10,000 budget	<ul style="list-style-type: none"> Consultancy fees, should a need arise (eg, labour relations consultant). 	<ul style="list-style-type: none"> On target. Actual April to September: \$6,888 Forecast October to March: \$3,112. The 2020-2021 actual was \$21,000.
Investment Advisor \$16,000 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 a moderate increase has been applied for 2021-2022. 	<ul style="list-style-type: none"> On target. Actual April to September: \$9,788. Forecast October to March: \$6,212. The 2020-2021 actual was \$18,589.
Legal Fees – General \$22,000 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"> On target. Actual April to September: \$8,913. Forecast October to March: \$13,087. The 2020-2021 actual was \$10,080.
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"> On target. Actual April to September: \$344. Forecast October to March: \$14,656. The 2020-2021 actual was \$417.

GSA 2021-2022 Restricted and Other Funding Budget (Narrative)

5.15

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. For 2021-2022 it was anticipated that no other ad space will be purchased as a result of COVID-19-related financial pressures. The cost of printing Planners will be accordingly offset from the "Engagement, Orientation and Outreach" line in the Operating budget. The Office of the Dean of Students was not able to purchase ad space in the 2021-2022 planner so we have a deficit of \$2,429 which will be offset from the Engagement, Orientation and Outreach budget line. 	<ul style="list-style-type: none"> On target. Actual April to September: \$0. Forecast October to March: \$1,810. The 2020-2021 actual was \$2,885.
<p style="text-align: center;">Graduate Student Support Fund (Restricted Revenue) In January 2021 the University advised the GSA that the Graduate Student Support Fund (GSSF) funds would remain at the 2020-2021 level of funding for 2021-2022 (total of \$964,000).</p>		
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) monies. Expenses for the GSA Awards Night event itself are processed in March from the Operating budget. 	<ul style="list-style-type: none"> On target. Actual April to September: \$0. Forecast October to March: \$18,000. The 2020-2021 actual was \$18,000.
GSA Child Care Grants \$331,100 budget	<ul style="list-style-type: none"> Graduate students who parent 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"> On target. Actual April to September: \$235,000. Forecast October to March: \$96,100. The 2020-2021 actual was \$391,337.
GSA Emergency Bursaries \$141,900 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"> On target. Actual April to September: \$119,746. Forecast October to March: \$22,154. The 2020-2021 actual was \$454,376.
GSA Academic Travel Grants	<ul style="list-style-type: none"> Graduate students can apply for this grant to participate in academic activities such as conferences and research trips. 	<ul style="list-style-type: none"> On target. Actual April to September: \$11,787.

GSA 2021-2022 Restricted and Other Funding Budget (Narrative)

5.16

<p>\$473,000 budget</p>	<ul style="list-style-type: none"> ● Revenue is received in the form of GSSF funds. ● Expenses are processed throughout the year. 	<ul style="list-style-type: none"> ● Forecast October to March: \$461,213. ● The 2020-2021 actual was \$25,300.
<p>CJSR Fees</p> <p>\$15,980 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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$15,980. ● The 2020-2021 actual was \$16,028.
<p>Graduate Student Assistance Program</p> <p>\$82,000 budget</p>	<ul style="list-style-type: none"> ● Graduate Student Assistance Program (GSAP) began in September 2009, and until 30 March 2021 was funded in part by a \$12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. ● In February 2021 a referendum was held during the GSA elections to approve continuation of this program at a cost of up to \$21.80 per graduate student. Collection of the new fee began in September. ● The University provides a subsidy against the cost of the GSAP until March 2022. ● Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$82,000. ● The 2020-2021 actual was \$71,433.
<p>GSA Health Plan</p> <p>\$1,667,407 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 2021-2022 fee is \$285.61 per graduate student per year. ● 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 Health and Dental Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,667,407. ● The 2020-2021 actual was \$1,451,507.
<p>GSA Dental Plan</p> <p>\$1,246,248 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 2021-2022 fee is \$214.75 per graduate student per year. ● 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"> ● On target. ● Actual April to September: \$0. ● Forecast October to March: \$1,246,248. ● The 2020-2021 actual was \$1,030,601.

Outline of Issue

2022 Referendum and Associated Draft Question Initiated by the International Students' Association

Suggested Motion:

That GSA Council **APPROVE** the holding of a referendum on the collection of a fee from international graduate students to support the International Students' Association, to run concurrently with the 2022 GSA General Election (with only international graduate students deemed eligible to vote) and using the draft question as attached.

Background:

Pursuant to the provisions of GSA Bylaw and Policy on referenda, an 'Asker' who wishes to initiate a referendum can contact the Chief Returning Officer (CRO), who works with them to draft a referendum question and then extends an invitation to the Asker to present to the GSA Board (GSAB). Following a review by the GSAB, should the proposed referendum be deemed relevant to the GSA and/or GSA members, the matter proceeds to GSA Council, with that body ultimately deciding whether to approve the holding of a referendum and the wording of the question. Following this process, the International Students' Association (ISA), a separate entity unaffiliated with the GSA and registered under the *Societies Act*, has initiated a referendum process to collect a fee from international graduate students.

Should GSA Council approve the holding of a referendum (and the wording of the associated question), it would run concurrently with the 2022 GSA General Election. As indicated in the motion, notwithstanding GSA Bylaw and Policy, Section B.BYL.3.1, only international graduate students would be eligible to vote as only they would be assessed the fee and be eligible to access the described services.

The attached question (pages 6.20-6.22) was drafted by the ISA, in consultation with the CRO. Additional information concerning the fee and its proposed usage provided by the ISA can be found throughout the remainder of the proposal. The ISA presented these materials to the GSAB at meetings on 20 October 2021 and 27 October 2021. Following the provision of feedback to the ISA and a special GSAB meeting on 1 November 2021, GSAB members voted to extend an invitation to the ISA to present this matter to GSA Council.

Jurisdiction:

GSA Bylaw and Policy, Section J.BYL.2.1

"A referendum on a clearly worded 'Yes' or 'No' question regarding any dedicated, on-going fee for a service, facility, or lobbying effort can be initiated by the GSA Board (GSAB) subject to a simple majority vote at any meeting of GSA Council. Normally a referendum will be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSAB."

GSA Bylaw and Policy, Section J.BYL.2.3

"Notwithstanding the process by which a referendum is initiated, a clearly worded referendum question will be developed in consultation with the Chief Returning Officer (CRO), the GSAB, and GSA Council. GSA Council will approve the holding of a referendum and the wording of a referendum question."

GSA Bylaw and Policy, Section J.BYL.3.1

"Referenda questions will be submitted to GSA Council for approval no later than the first mailing for the November GSA Council meeting, unless a referendum is determined to be urgent by the GSAB as noted above."

GSA Bylaw and Policy, Section J.POL.7.1

"If an Asker wishes to initiate a referendum, they will contact the Chief Returning Officer (CRO)."

GSA Bylaw and Policy, Section J.POL.7.2

"The CRO will extend an invitation to present to the GSA Board (GSAB). The Asker must state how their organization or proposed referendum question relates to the GSA and/or GSA members. The Asker will provide the GSAB with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc."

GSA Bylaw and Policy, Section J.POL.7.2.a

"A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and an accountability mechanism for the money collected. The criteria above provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question."

GSA Bylaw and Policy, Section J.POL.7.3

"The CRO and Asker will work together to draft a referendum question, which will be subject to change after input from the GSAB and GSA Council."

GSA Bylaw and Policy, Section J.POL.7.4

"Following the presentation to the GSAB by the Asker, the GSAB will either decide to extend the Asker an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSAB does not extend an invitation to GSA Council, the Asker can find a GSA Council member to place the matter on the GSA Council agenda as per the procedures governing GSA Council."

GSA Bylaw and Policy, Section J.POL.7.5

"If the GSAB has invited the Asker to present at GSA Council, at that point the CRO and the Asker will work together to finalize the wording of the question (subject to change if GSA Council has concerns with the wording) and the Asker then presents to GSA Council."

GSA Bylaw and Policy, Section J.POL.7.6.

"GSA Council will vote whether to approve the holding of a referendum and the wording of the question."

GSA Bylaw and Policy, Section J.POL.7.7

"If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Bylaw and Policy on referenda."



Grad ISAF Proposal

INTERNATIONAL STUDENTS' ASSOCIATION FEE

Submission to the
University of Alberta
Graduate Students' Association (UAGSA)



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About us

UAISA advocate for all 9,000+ international graduate and undergraduate students. The UASU has delegated its representative authority to the UAISA for all undergraduate international students on all 5 UAlberta campuses.



Advocacy

The ISA is a strong advocate of international students. Last year we advocated on online learning issues, Ride Transit Program, frozen food issues on Augustana campus, etc.



Unified

ISA is proactively working on unifying the entire international students body at the University by creating platforms such as Committee on International Students Affairs (CoISA) for all regional group leaders to meet and discuss the challenges faced by their communities.



Programs and Services

ISA takes an active role in campus orientation to better prepare international students when they start university. This year we are launching ICard program that shall help students to save money.



Town hall hears Int'l Students' Association plans

Richard Catangay-Liew
GATEWAY STAFF • @THEPICKERMAN

Representatives from the Students' Union and various international groups gathered at a town hall last Friday to discuss the implementation of the International Students' Association (ISA). The assembly comes after the Board of Governors approved a five per cent tuition hike for international undergraduate students in December 2013, which triggered a cry for equal representation from the SU from those affected.

Individuals or groups from the U of A's international community were tasked with presenting proposals as to what the ISA should look like and what the organization would do. Proposals were required to outline the ISA's organizational structure, executive structure and decision-making processes.

William Lau, SU Vice-President (Student Life), said proposals should detail how the ISA will enhance communications and build relationships on campus, connect with the SU through advocacy efforts and branch out to the university's International Student Services and the International Centre.

"We want to build a truly international environment," Lau said. "We want to build cultural awareness between the various cultures on campus."

Parijaya Joshi, Zhaoyi Chen, Diego Lucas and Chevy Bui presented a collaborative presentation after realizing their original separate proposals aligned similarly.

The town hall was set up to facilitate discussion and critique between groups proposing and students in attendance, but the four



ISA DEAS December's BoG meeting to hike tuition by 5 per cent spurred efforts to create an ISA. THE PHOTO WOULD BE HERE

collaborators were the only group who shared their vision for the ISA. Joshi, who arrived in Edmonton from India in 2011, noted how the ISA has the potential to create change on campus for international students. The establishment of a unified voice for international students is something that seemed improbable when he first came to Canada, he said.

"Back then we never thought we'd be treated unfairly like cash cows and that our tuition would be increased arbitrarily," he said. "We never thought that we would actually do something about it."

"(The ISA) is the sum total of all the beliefs of the students who want

this change to happen." Chen, who said she felt incredibly passionate for international student rights, stated that a collective body for international students has been a dream and goal of hers since she came to Canada from China.

"This campus should be a safe haven for international students to succeed," she said. "The ISA is here to advocate, protect and fight for our privileges."

The four collaborators proposed that all international undergraduate students would automatically be enrolled as ISA members.

They also outlined a three-year plan, where the ISA would start out as an official student group at the

university and eventually move up to a policy-making body. The ISA would also include a council consisting of a speaker, elected executives and representatives from international student groups. The council would then vote on policies and discuss issues pertaining to international students.

So far, 18 stakeholders across campus have expressed interest in the ISA's prospects, with 13 stakeholders having committed fully.

Dustin Chelen, SU Vice-President (Academic), added that although the creation of the ISA has seen positive interest and feedback, there are several barriers including time, commitment and how to make the

ISA relevant to all stakeholders. One of the concerns raised in the town hall was the role of international graduate students in the ISA. Chelen said that approximately 35 per cent of those in graduate studies are international students, compared to the 12 per cent in undergraduate studies.

The collaborators said they believed the Graduate Students' Association provided ample representation for international students already.

"They added that the first step for the ISA is to get registered as an official student group before the semester ends, and that they would further discuss graduate student membership when they are more fully developed.

SU President Petros Kasumz recounted that mobilizing international student support back in December was a difficult challenge and said he anticipates seeing what the ISA can do.

"I think we did a fantastic job... but now we have an opportunity to engage with a whole bunch of international students and I think this is an excellent start," he said. "It seems like this three-year plan is going in the right direction."

Lau, the incoming 2014-15 SU President, said he's extremely satisfied with how far planning for the ISA has gone. For the time being, it's important for students to stay engaged regarding the formation of the ISA and prepare for the future, he said.

"International student issues are things we all hear about," he said. "I hope that all international undergraduate and graduate students keep their ears to the ground and see what next steps are up."

Our History

- UAISA was first founded in 1961 and operated until 1991.
- Later in 2013, the UofA Board of Governors suddenly decided to increase the international students' tuition fees.
- 100+ international students protested at the BoG meeting to stop the fee increase.
- Due to the lack of any unified international student body to advocate on such matters, the Students' Union Council initiated the process of forming the ISA.
- Students Union hosted a Town Hall in Telus Center and a few SU International Councillors along with SU VP SL made the ISA in 2014.
- 23 regional groups joined in making the first ISA Board.
- In 2020, ISA was revived with a new and more sustainable structure consisting of Councils and board. ISA has both graduate and undergraduate international students as its members.



LETTER FROM GRAD CHANCELLOR



Dear GSA Council,

I write this letter on behalf of the Graduate Council of the University of Alberta International Students' Association (UAISA) as its Chancellor and its representative.

Today, I would like to inform you that the ISA Graduate Council has passed this referendum proposal unanimously, and thus we send this proposal for your final approval. While many of you might be concerned about the additional cost to international students, I would like to bring to your attention, that this proposal is itself being drafted and being proposed by the international students for solemnly one singly purpose, i.e. to enable ISA to provide services to the international students and fulfill its mandate to better serve the international students.

On behalf of the graduate council, I would like to thank you all for reading this proposal and hope that you all will honor the will of international students' representatives to hold this referendum and let the international graduate students make the final decision and vote on it in the next GSA Elections.

Best Regards,
Janmejy Rao
Grad Chancellor

LETTER FROM ISA PRESIDENT



Dear GSA Council,

I hope you all are doing well. I would like to write this letter on behalf of the ISA to support our Fee Proposal. ISA and GSA strong relationship has enabled us to jointly present student issues more boldly and help resolve the issues of thousands of students. Today, the ISA is requesting the GSA Council to approve the proposed ISAF proposal and thus allow the international graduate students to vote on the fee.

The ISA has been preparing for this referendum for almost a year now, we have spent extensive time in consultation with the students and truly believe that this is the proposal that is supported by the will of the international students. Our community pays an enormous amount of money as tuition but still as international students we bring this proposal before you as we believe that these few additional dollars will give international students a strong voice, and association that could be with them in this country where they are alone and new. In true essence, the ISA is the voice of thousands of international students and this fee shall strengthen this voice and enable it to provide services to the international students.

This fee shall help ISA to provide international students with a family thousands of miles away from their homes and shall enable ISA to build programs and services that shall help international students be better prepared for the Canadian job market and ensure their overall success as young professionals. I look forward to the council meetings and your support to pass this proposal and allow the international graduate students to vote on it and make their decision.

Best Regards,
Chanpreet Singh
ISA President



PURPOSE

The International Students' Association (ISA) is a voice of all international students at the University of Alberta and advocates on issues concerning international students exclusively, in order to enhance the living and learning experience. We advocate on issues like discrimination, language barriers, mental health and loneliness which are of serious concern to our community given that we are living in a foreign nation far away from home. We are a student-run organization, consisting of both graduate and undergraduate students and are dependent on the support of our sponsors and the hard work of our volunteers. In order to carry our mission forward and remain sustainable in the long run, we cannot rely on sponsorship alone. The ISA fee will allow ISA to sustainably continue supporting and offering its services to all international students at the University of Alberta, which will help international students to better succeed in their life as professionals.

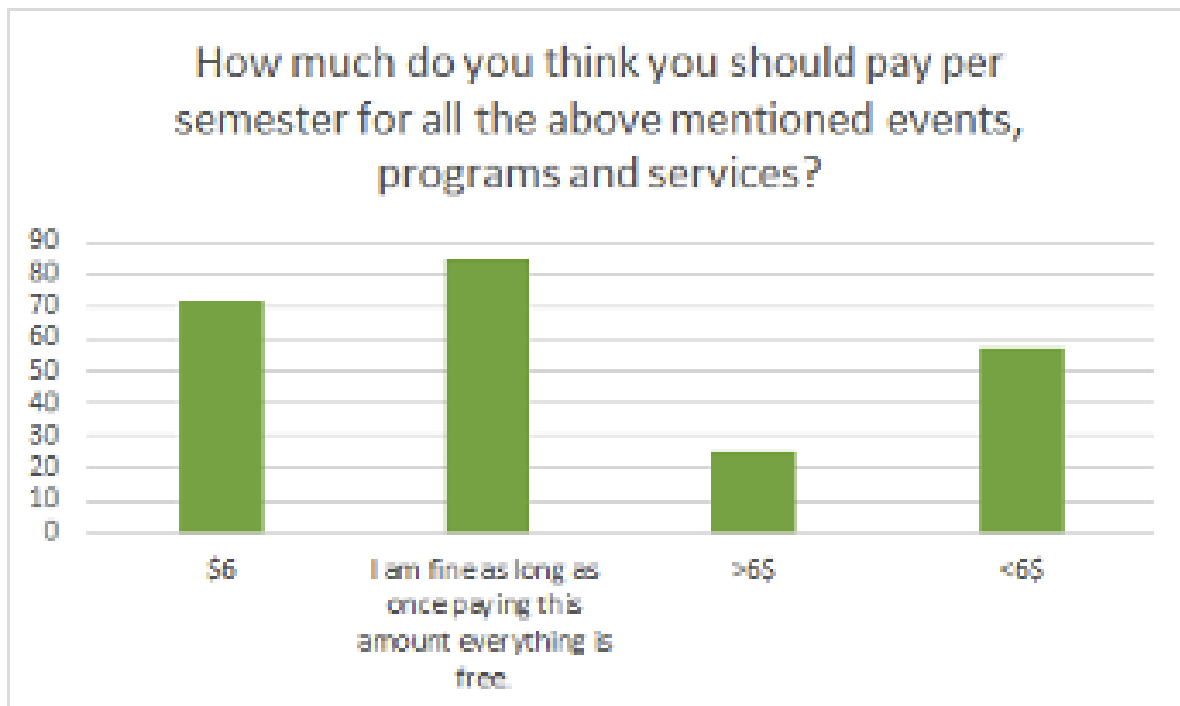
SCOPE

The ISA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term. The Fee shall be charged to every full-time and part-time graduate international student on University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term, and campus, due to the availability of services to the students based on those parameters.



AMOUNT

1. *Each full-time graduate international student on all university campuses except for the Campus St. Jean will be paying \$3.50 per fall, winter, and spring/summer semester.*
2. *The full-time graduate international students on the Campus St. Jean campus will be paying \$0.00 per fall, winter, and spring/summer semester.*
3. *Part-time graduate international students will be paying \$1.50 per fall, winter, and spring/summer semester.*
4. *Off-campus thesis registration international graduate students will pay \$0.00 per term.*



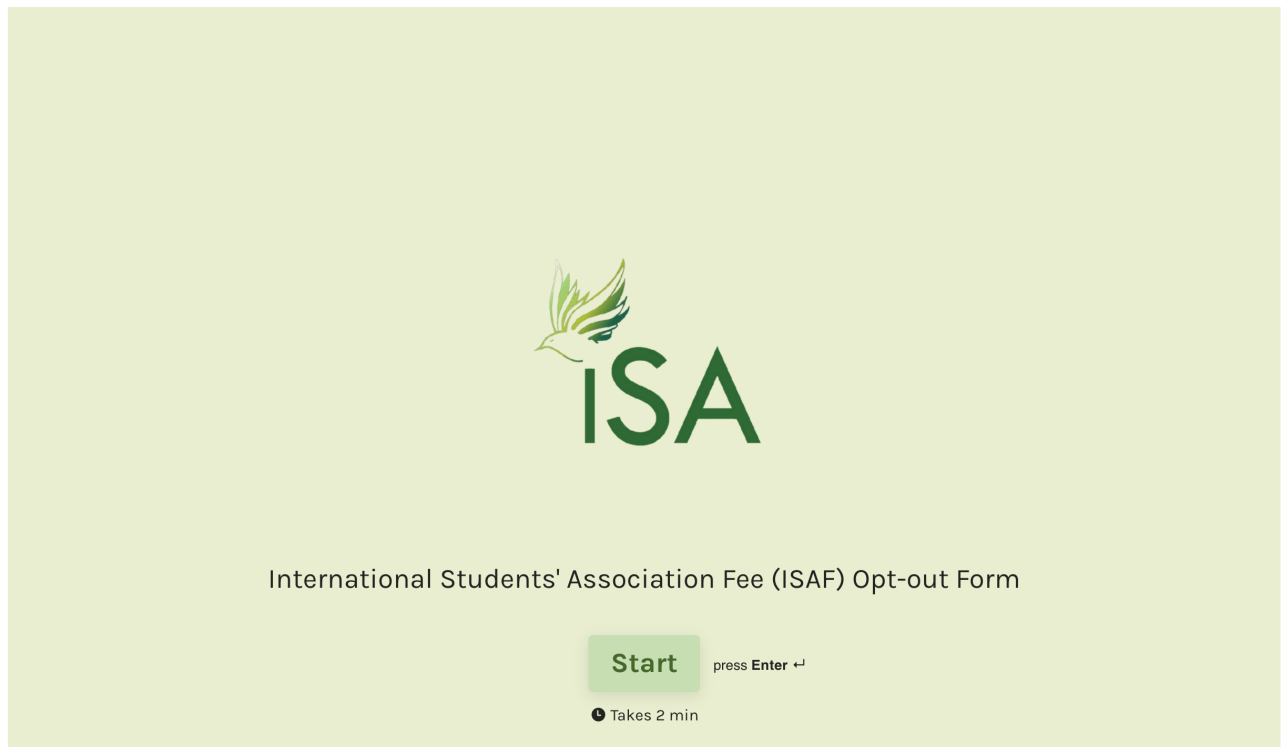


FEE TIMELINE

*The ISA Fee will be implemented for a **three-year** period from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term.*



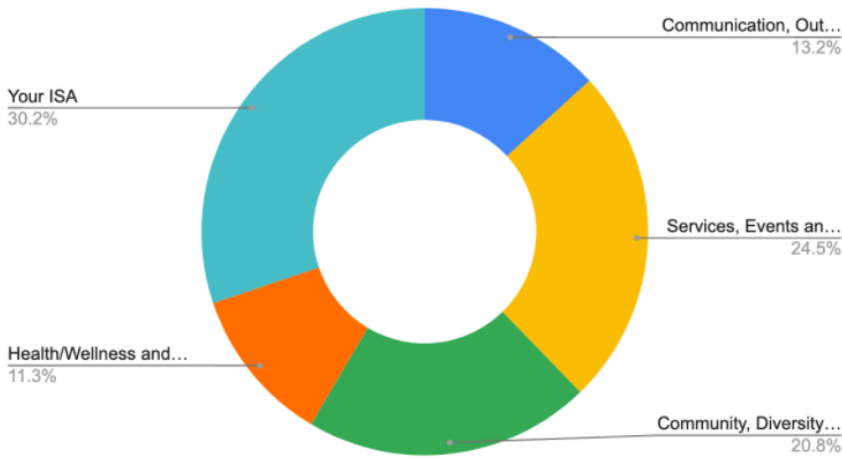
ISAF Opt-out Form



Opt-out Mechanism

isa.ualberta.ca/opt-out

- To receive reimbursement from ISA, for the Fee, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out) within the first thirty (30) days of the semester starting.
- A student is only eligible if they have paid the fee as part of their tuition fees, as collected by the Registrar's Office and the Graduate Students' Association (GSA). The fee is a voluntary fee and filling out this form is the only way to opt-out of payment.
- **International Graduate students shall be able to fully opt-out of the fee.**
- The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.



ALLOCATIONS

<i>Allocation</i>	<i>Value</i>	<i>Description</i>	<i>Amount</i>
<i>Communication, Outreach and Advocacy</i>	<i>that Connects</i>	<i>Welcome Booklet Gateway Graduate Writers Initiative Advocacy and Awareness Fund</i>	<i>15%</i>
<i>Services, Events and Programs</i>	<i>that Matter</i>	<i>General events as per the interests of the graduate international students. International Students Benefit Card (ICard) program to save money for students.</i>	<i>25%</i>
<i>Community, Diversity and Culture</i>	<i>that Embrace</i>	<i>Provide UofA student groups ability to apply for funding to host cultural and community focussed events. Empower students to initiate their own events on campus. Host welcome services for international graduate students to give a solid start at the University.</i>	<i>20%</i>
<i>Health/wellness and Professional Development</i>	<i>that Helps</i>	<i>For the ISA to cover the costs of health/wellness and professional development services and programs</i>	<i>12%</i>
<i>Your ISA</i>	<i>that Stands by You!</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>30%</i>

The ISA Graduate Council shall adjust any allocation(s) percentages by plus or minus 10% as per the student feedback, interests, and priorities to ensure that funds are utilized to provide maximum benefit to the students. Ability to make adjustments with a cap of 10% shall also enable more effective utilization of funds with Grad and Undergrad ISAF joint usage.



ISAF OVERSIGHT

The fee shall be bound to the financial reporting, this includes ongoing financial reporting by the ISA Vice President Finance, a statement of the audit and budget be submitted to ISA Graduate Council for full oversight and transparency. The budget and audit statements shall be public on the ISA website and also be presented to the international graduate students at the Annual General Meeting. Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board. The ISA shall also submit an annual financial report on the usage of the fee in accordance with relevant policy or procedures to the University of Alberta Graduate Students Association (UAGSA).

As a registered Society under the Societies Act of Alberta, the ISA shall be complying with the act's reporting and transparency requirement, which includes but not is limited to, an annual AGM, disclosure of finance to members, annual audit submission to the province, etc.

Additional financial oversight mechanics could be implemented by the University of Alberta Graduate Students Association Council as per its discretion on the fee.



Let's Dive Deep into ISAF !

What does the ISAF provides?

The programs mentioned under each allocation unit shall be subject to change as per the student feedback and engagement. We shall always aim to provide the services and programs that are well received by the international students and positively contribute to their university experience. All excess or unutilized funds in each allocation unit shall be added to the Endowment Fund of the ISA, to generate interest and use the fund when international students or the ISA deem necessary.

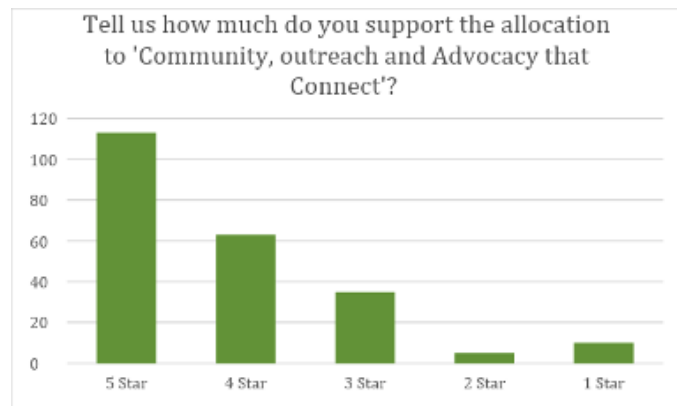
ALLOCATION 1**Communications,
Outreach, and
Advocacy***that Connects*

International students coming from 100+ countries around the world, ISA's top priority is to make each one of them feel at home here, at the University of Alberta. This allocation will be used to develop and provide resources like a **Welcome guide** that target the initial transition difficulties faced by all international students. The annual welcome guide shall help graduate students to better understand the University and its Services to avail them as needed. The guide has proven to be a very valuable resource for new international students as it is tailored by keeping cultural differences and varied student experiences in mind.

This allocation shall also be used for dedicated graduate students' focussed news articles in the Gateway. ISA will have a team of graduate writers to cover all major events related to GSA, FGSR policy changes, and updates, to publish in the Gateway. This will help in ensuring that graduate students are able to exhibit their writing skills and create a more well-informed graduate students' community. The **Gateway Graduate Writers initiative** shall make the advocacy effort of the GSA or ISA more visible to graduate students and thus increase the students' participation in our organizations.

VALUE:

Amplifying the voices of international students at UofA while providing customized resources that address their unique needs and concerns.



*From there on, ISA will focus on maintaining a consistent connection with international students and offer support in navigating the financial, social, and cultural challenges throughout their stay at the UofA through regular events like **Financial Literacy Week, Awareness, and Advocacy Fund**.*

The allocation shall be used for all necessary communications tools such as ISA website, canva account, etc. International graduate students are all over UofA campuses and faculties, thus it's essential for us to have a strong communication/outreach budget to ensure constant communications and staying close to the students.

ALLOCATION 2

Services, Events and Programs

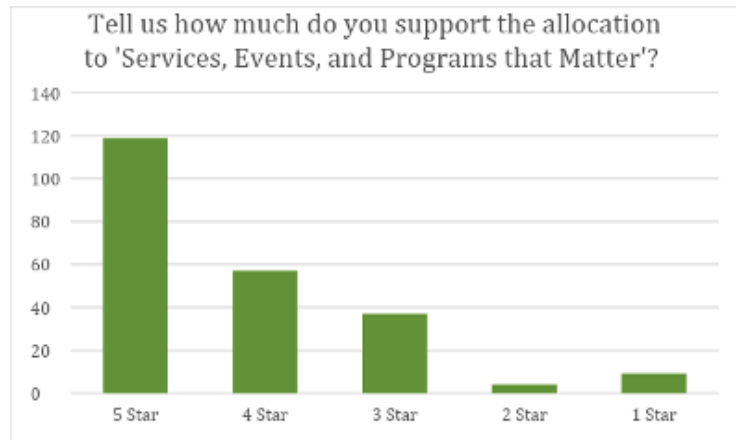
that Matter

Value:

Enriching international students' experience on campus by offering great services, events and programs while building strong relationships with other students.

Events:

This allocation is aimed at providing students with quality events to help them make the most of their university student experience. These events shall help ISA to engage with students on a regular basis and better cater to their needs. Our events shall in general promote intercultural friendship and inclusivity. These general events shall help students stay engaged on campus while they are miles away from their friends and family. ISA shall also conduct tours for students to be able to explore Alberta and surrounding provinces, as most international students lack means of transportation to explore this beautiful country.



Program:

There will also be an International Student Benefit Card (ICard) to connect with retail, food and entertainment partners and offer discounts for international students. The ICard program shall help graduate students to save money while living in Edmonton and in fact help graduate students to recover the ISA Fee amount by using this program. The Program shall also enable graduate students' family members to avoid the discounts available under the ICard program. This program shall be primarily customized to ensure that it helps graduate students lower their living expenses in Edmonton. The Program shall also partner with the residential companies to provide incentives for students to rent at lower and affordable rates.

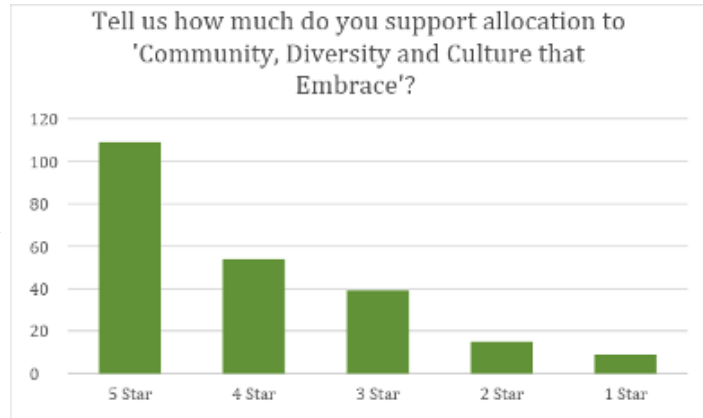
ALLOCATION 3

Community, Diversity and Culture

that Embrace

*Value:
Better engagement for international students with the diverse communities at the UofA.*

The GSA Graduate Student Group Grant supports the academic activities of graduate student groups by offering modest start-up funds for the formation of new Graduate Student Groups and providing funding to offset the costs of seminars, guest lecturers, colloquia or other academic events.[2] This allocation is aimed to help UofA registered student groups to get funding from the “Community Support Fund” to do programs that promote diversity, community building, and counter international students' loneliness. Graduate groups do not have the resources to get funding for cultural or community gathering events, leading to a lot of graduate students relying on undergraduate groups such as INDSA, CSSA, etc to get engaged with their community. This Community Support Fund shall help graduate/undergraduate students groups to get funding for community/cultural focussed events for international graduate students. Also in the future, with the ISA Undergraduate Fee in place and these undergrad groups using the grant from that fee shall have to limit the access to the event to undergraduate students and this shall lead to further limitations on graduate students to engage with undergraduate cultural focussed groups. By graduate students contributing to this program through this Fee proposal, all these events by undergrad groups shall be open to graduate students at no additional cost.



Students interested in hosting culturally focussed events shall be also empowered by ISA through this allocation funding and logistical/administrative support by the ISA as required. Thus graduate students will be able to tell ISA about the events that they are interested in and ISA shall help them accordingly.

*The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services offered by the ISA. As well as a *Yearly Kick off for Welcome Services* and hosting new international student orientation. By being miles away from family and friends, we want to use this allocation to build a community that is diverse and inclusive, with the goal of being a family.*

[2] GSA website

ALLOCATION 4

Health/wellness and Professional Development

that Helps

Value:

Enhancing individual mental, physical and professional growth while building a strong community and life-long connections.

Health and Wellness Program:

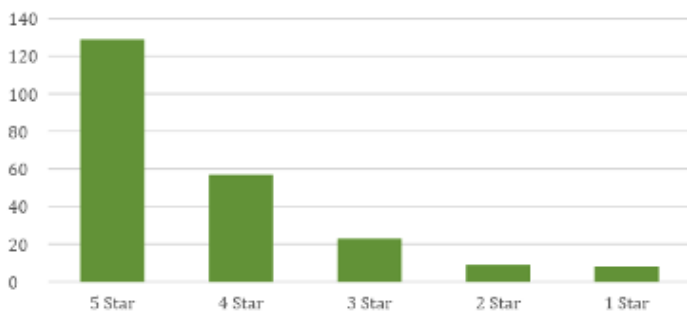
The purpose of this fund is to focus on the well-being of international students. ISA's approach is to build a strong and supportive community of international students through shared activities and programs encouraging recreation and adventure. ISA understands the challenges and stressors that international students face by being alone in this country. Hence, ISA will organize events and resources to help alleviate student loneliness. These programs shall be very active during the busy exam seasons enabling international students to take a break, focus on their mental health and wellness. International students in general are quite hesitant to discuss their mental health and such programs shall support students to open up and take mental health seriously.

Professional Development:

ISA encourages the ambitious zeal in our international student community and recognizes their extraordinary efforts to make a niche for themselves in Canada or elsewhere in the world. ISA aspires to give students the chance to learn from mentors that have been in the same shoes as them and successfully achieved their career objectives.

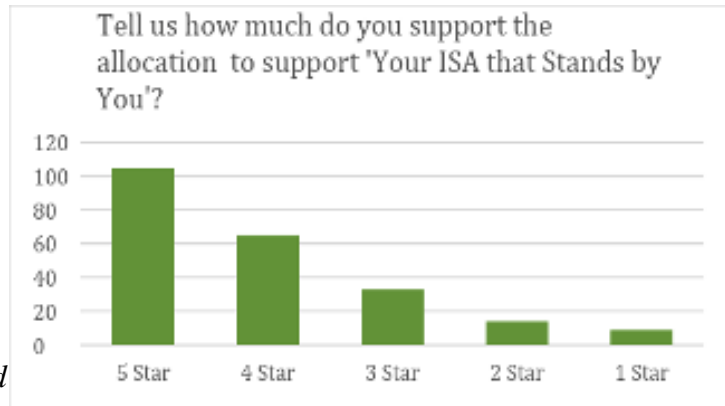
ISA plans to organize Monthly Alumni Networking Nights that will allow international students to connect with UofA alumni so that they can get grassroots advice and gain insights regarding how to make the best out of their university experience and achieve all-round development. ISA will organize Road to Success Workshops for the academic and professional advancement of international students. ISA will invite experts who can guide students through the challenges of juggling goals and responsibilities as international students, without compromising their professional and academic performance. ISA also wants to take the initiative of connecting students to professionals in their desired career sectors. These Career Series Workshops will be customized as per the demands of students interested in given careers. In addition to a general overview of the industry, students will have the opportunity to interact with the guests and gain clarifications on their queries.

☑ Tell us how much you do support the allocation to 'Health/Wellness and Professional Development that Helps'?

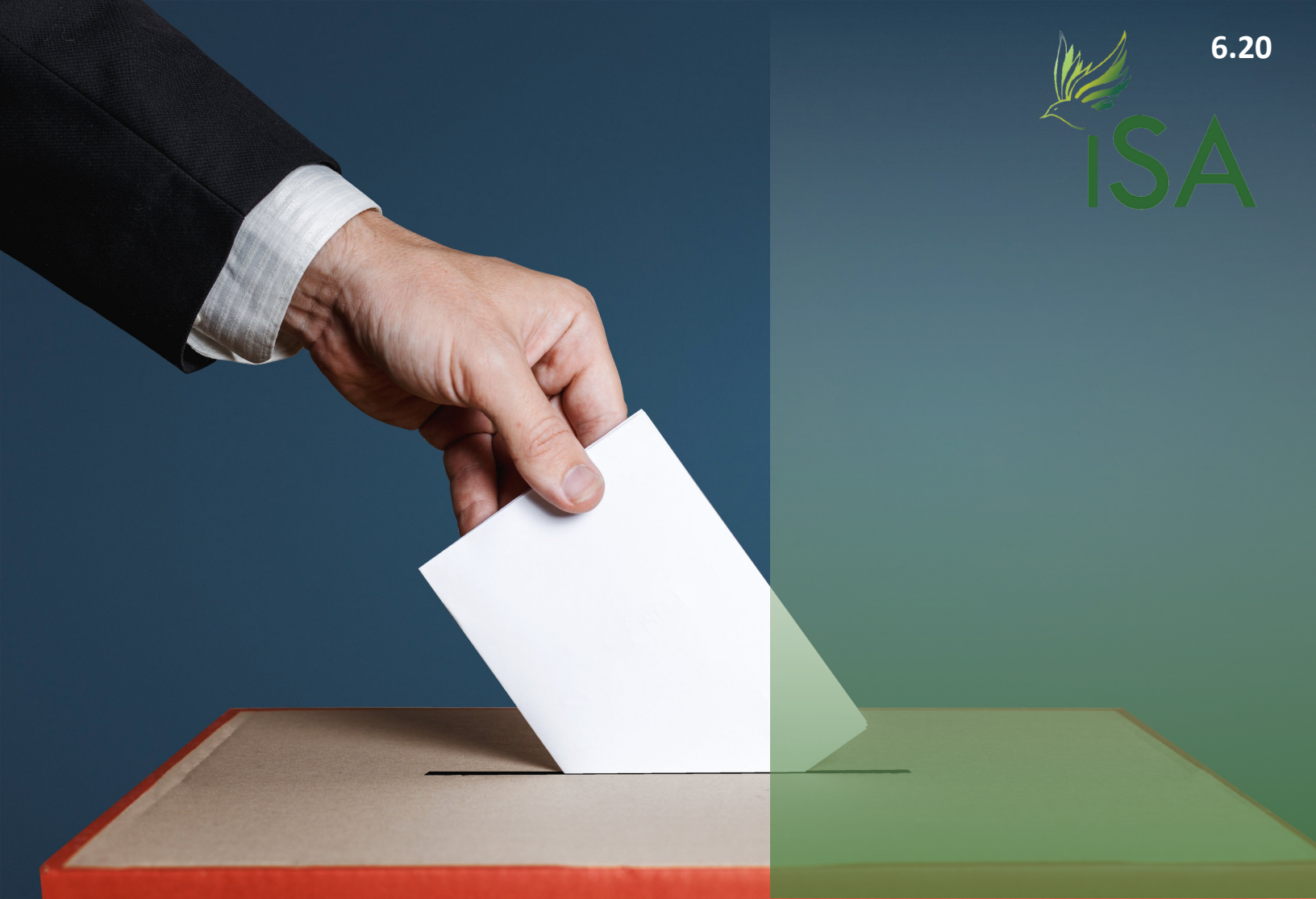


ALLOCATION 5**Your ISA***that Stands by You!**Value: A stronger ISA is essential to safeguard international students' interests and more strongly advocate for them.*

This allocation shall be used for covering various expenses that come along with running the largest student association on all five campuses. The money shall mostly be used for operational costs and administrative expenses associated with the ISA Office space. As there are 24 governance positions within ISA Board and Councils, thus this allocation shall also cover the election expenses associated with it. ISA is huge with 130+ directors and coordinators, taking enormous hours of dedicated internal members thus this allocation shall be used for organizing Volunteer Appreciation Programs, to keep people motivated and dedicated to executing all the tasks that this referendum shall stand for. The fund shall also be used to cover any election expenses, operational costs, provide administration and office support. The ISA shall use this allocation to make an "International Students Hub" on the campus. The fund shall also be used for general insurance of the ISA that shall insure all its event participants and is a requirement of the Dean of Students office.

*Additionally:*

ISA shall also create on-campus part-time opportunities for students wherever possible in the programming/services to support the students such as paying student tutors to do exam review sessions for courses in which international students struggle.



Referendum Question

Referendum Question

Preamble: The International Students' Association (ISA) is a student association registered with the University of Alberta with international students as its members. The ISA is proposing an International Students' Association Fee (ISAF), assessed solely to international graduate students.

Question: Do you support the collection of an International Students' Association Fee (ISAF), assessed solely to international graduate students, to support the services and programming provided by the International Students' Association (ISA), subject to the following conditions and with services and programs funded as noted below?

Yes or No

Conditions:

- *The fee will be assessed in the amount of \$3.50 per full-time international graduate student per semester and \$1.50 per part-time international graduate student per semester, for each of the Fall, Winter, and Spring/Summer semesters.*
- *ISAF is an optional fee, and thus every student charged with the fee can voluntarily opt-out by filling an online form, within the first 30 days over every semester. Refunds will then be processed.*
- *ISAF will be collected from Fall 2022 until and including Spring/Summer 2025. The fee shall be subject to a potential future referendum vote concerning its continuation upon expiration.*
- *The ISAF will not be charged to graduate students with an off-campus thesis registration and graduate international students at Campus St Jean.*
- *The ISAF is explicitly not a fee for a GSA service or advocacy work (and is distinct from other GSA fees) and the GSA has no involvement in the management and oversight (including opt-outs and refunds) of the collected fee, or its usage by the ISA.*
- *Collection of the fee is contingent on the ISA's maintenance of registration and good standing under the Societies Act of Alberta for accountability purposes. The Societies Act will entail an annual AGM, financial reporting, and the submission of an audit, etc. Every graduate international student shall be eligible to view the audited statements of the ISA.*

Referendum Question (Cont'd)

The ISAF shall fund the following programs/services:

- The International Students Benefit Card (ICard), to provide graduate international students with discounts from restaurants, stores, retails, etc. Family members included.
- Communication, outreach, and advocacy that connects students with the ISA and resources available to them. This shall also include a program for international graduate students to write articles in the *Gateway* as part of the “Gateway Graduate Writers Initiative”
- A “Community Support Fund” program that shall provide funding for student groups, including BIPOC and regional groups (INDSA, CSSA, etc) for events/programs for graduate students. Additionally, ISA Welcome services for new graduate international students, with a custom orientation program and welcome guide booklets, will be provided.
- Health/wellness and professional development activities such as Alumni Networking nights, workshops, panels etc.
- The “Your ISA” allocation shall fund ISA operations and election expenses, along with the creation of an International Students’ Hub on campus.
- Events and programs around the year, such as International Students Day, and others will also be provided to enhance the international graduate student campus experience. International graduate students may also apply for funding to host special events on campus with ISA support.
- This is the link to a detailed budget allocation for all the programs/services and here is the link to more information about the programs and services.

Referendum Task Force



Task Force Members and Contact Details

Members and Contact



Meeting Minutes

Check out the work that we did and how we made our proposal.

Meeting Minutes



Date: February 27, 2021

ISA Board

Motion

Motion Title: Motion for creation of a task force for ISA referendum
Presented by: Chansreet Singh
Seconded by:
Meeting Date: Feb 29, 2021
Action Needed: Vote immediately
 The motion shall also need the undergrad council approval.

L. Details:
 The Board of ISA is requested to approve the creation of a task force to plan the ISA Referendum.
 This task force shall be working on creation of a referendum proposal, strategize the whole referendum process, and ultimately take the form of election campaign team.
 The task force shall consist of 6 members and have the following mandate:

Task Force Mandate and Duties

The motion that created this task force with its unique mandate and strong rights.

Mandate and Role

Consultation and Feedback

Referendum proposal Drafting Process:

The ISA Board made a Task Force for the Referendum Proposal, consisting of President, VP Finance, VP Coms, VP Internal, VP External and three student-at-large from within the ISA. This Task Force met weekly to draft the proposal, engage in consultation, and directly report to the ISA Councils and the Board. The Task Force made a publicly accessible web page for transparency (meeting minutes) and open consultation,

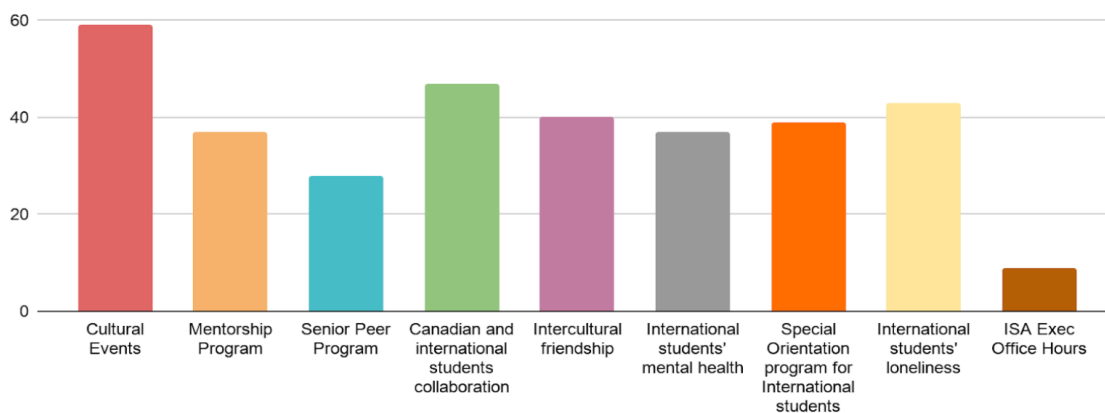
<https://isa.ualberta.ca/isaf>



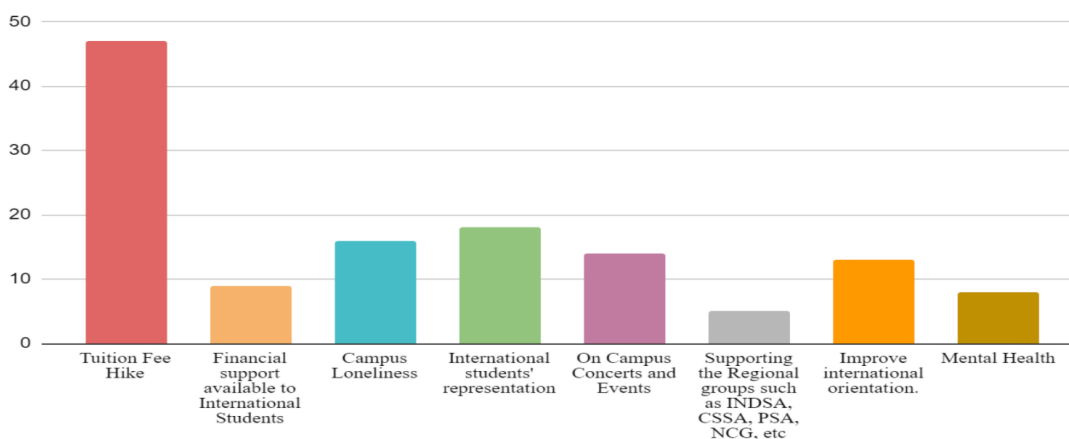
INITIAL SURVEY

The ISA conducted an initial survey in February 2021, before starting the work on this proposal to understand the needs and priorities of our community. This initial survey had approx 80 students as participants. The key results are:

What are the programs that you are interested in or ISA should start?



In your opinion, what should the ISA make their priority in the upcoming school year?



JAMBOARD COUNCIL AND PUBLIC CONSULTATION.

The ISA made initial general allocations and shared a jamboard with our Councils and Community/Public to learn more about the programs that interest the students.

#SpeakUp Consultation

We invite you to tell us what ISA should spend money on?

Click on the JamBoard link in Bio and tell us about your idea using a sticky.

#SRAFFEE Consultation

How this work? LETS TALK

1. Click on the Jamboard link
2. Click on a sticky on the right side.
3. Write your opinion or idea.
4. We will work on your idea and include it in our referendum proposal.
5. Email isa.president@ualberta.ca for any questions.

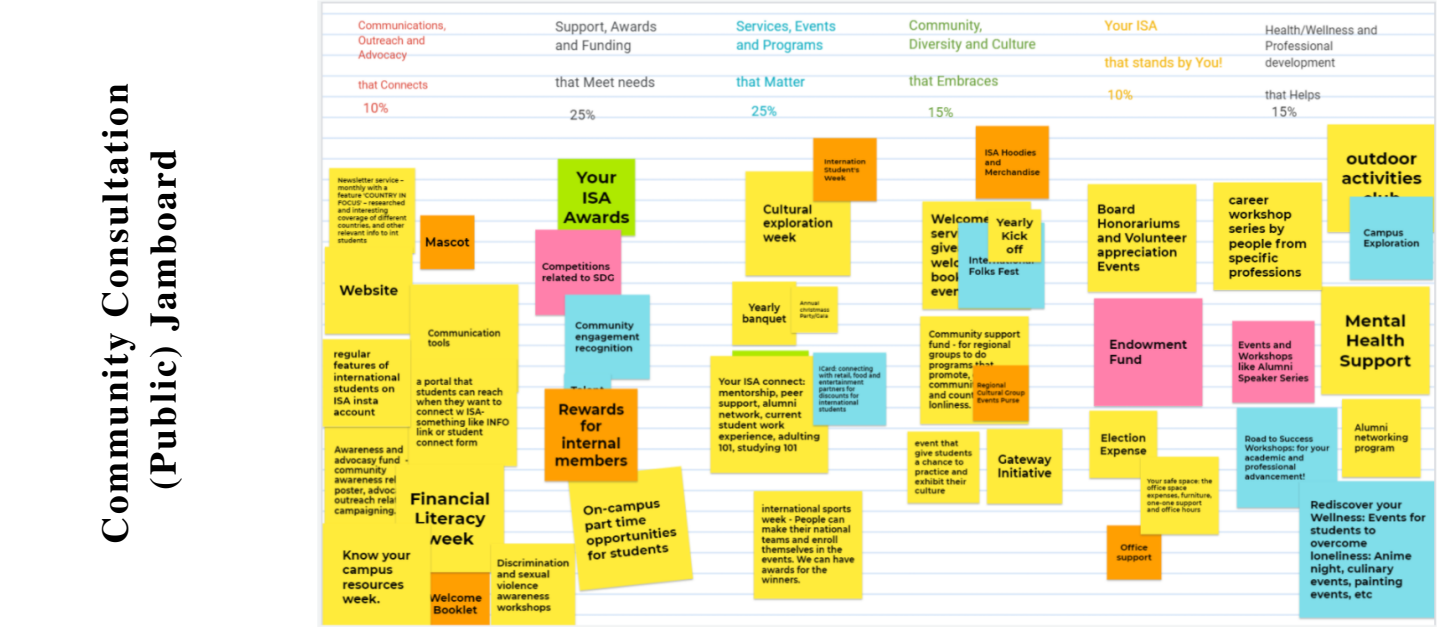
ISA

JAMBOARD -- BIT.LV/3FNDRDA

We are looking forward to your ideas.



ISA Council Jamboard :



Community Consultation (Public) Jamboard

STAKEHOLDERS ONE-ON-ONE CONSULTATIONS.

ISAF Fee Consultation

ISA invite all culturally, regionally or international student focussed UofA registered undergraduate student groups to meet and provide us feedback on our fee proposal.

Email
isa.manager@ualberta.ca
to arrange a meeting.



ISA also used the Student Group Services (SGS) NewsLetter, to invite all campus student groups to meet with ISA for the ISAF Proposal Consultation.

We also made a news announcement on BearsDen to invite all student group leaders for consultation.

<i>Date (DD/MM/YYYY)</i>	<i>Organization</i>	<i>Members</i>
15.04.2021	<i>Engineering Students' Society (ESS) - Faculty of Engineering SRA.</i>	<i>ESS President ESS President-Elect ESS VP Student Services</i>
09.05.2021	<i>Interdepartmental Science Students' Society (ISSS)</i>	<i>President-Elect, VP internal</i>
13.04.2021	<i>Augustana Students' Association (ASA) - Augustana Campus SRA</i>	<i>ASA President ASA President-Elect ASA Councillor to UASU ASA International Rep.</i>
16.04.2021	<i>Business Students' Association (BSA)</i>	<i>VP Internal</i>
03.05.2021	<i>Association des universitaires de la Faculté Saint-Jean (AUFJSJ)</i>	<i>President and VPs</i>
29.04.2021	<i>Organization for Arts Students and Interdisciplinary Studies (OASIS)</i>	<i>President-Elect, Departing Exec.</i>
April 2021	<i>HUB Community Association (HCA)</i>	<i>President</i>
April 2021	<i>I-House</i>	<i>Co-Facilitator</i>
17.04.2021	<i>Chinese Students and Scholars Association (CSSA)</i>	<i>President</i>
17.04.2021	<i>Indian Students' Association (INDSA)</i>	<i>President</i>
06.05.2021	<i>Pakistani Students' Association (PSA)</i>	<i>President</i>
17.05.2021	<i>Muslim Students' Association (MSA)</i>	<i>President</i>
15.04.2021	<i>Black Students' Association (UABSA)</i>	<i>President</i>
28.06.2021	<i>East Asian Studies Undergraduate Association - KGK</i>	<i>President and Vice President</i>
29.06.2021	<i>Ukrainian Students' Society (USS)</i>	<i>President</i>



ISA SRA Fee Town Hall

ISA invites you to join our Town Hall to discuss the ISA SRA Fee.



25 May 5-6 PM MDT
Fill Survey: isa.ualberta.ca/survey



Townhall

The ISA hosted a Public Town Hall on May 25, 5-6pm. The proposal was publicly presented to the international students and we engaged in direct/public consultation with the students.

The Town Hall was live-streamed on the ISA Social Media. The Gateway also regarding our Town Hall. During the Town Hall, the ISA asked all the participants to fill our survey to better understand the opinions of the participants at the Town Hall.

The ISA ensured that the questions asked during the Town Hall were answered, thus we sent the response document to all participants to answer the questions. While the anonymous nature of engagement tools used in the Town Hall was great for consultation but they led to their own challenges, such as few individuals trying to shape or present their personal opinion as public opinions, thus our survey data collected during the Town Hall adequately demonstrates the opinion of the students present in the Town Hall.

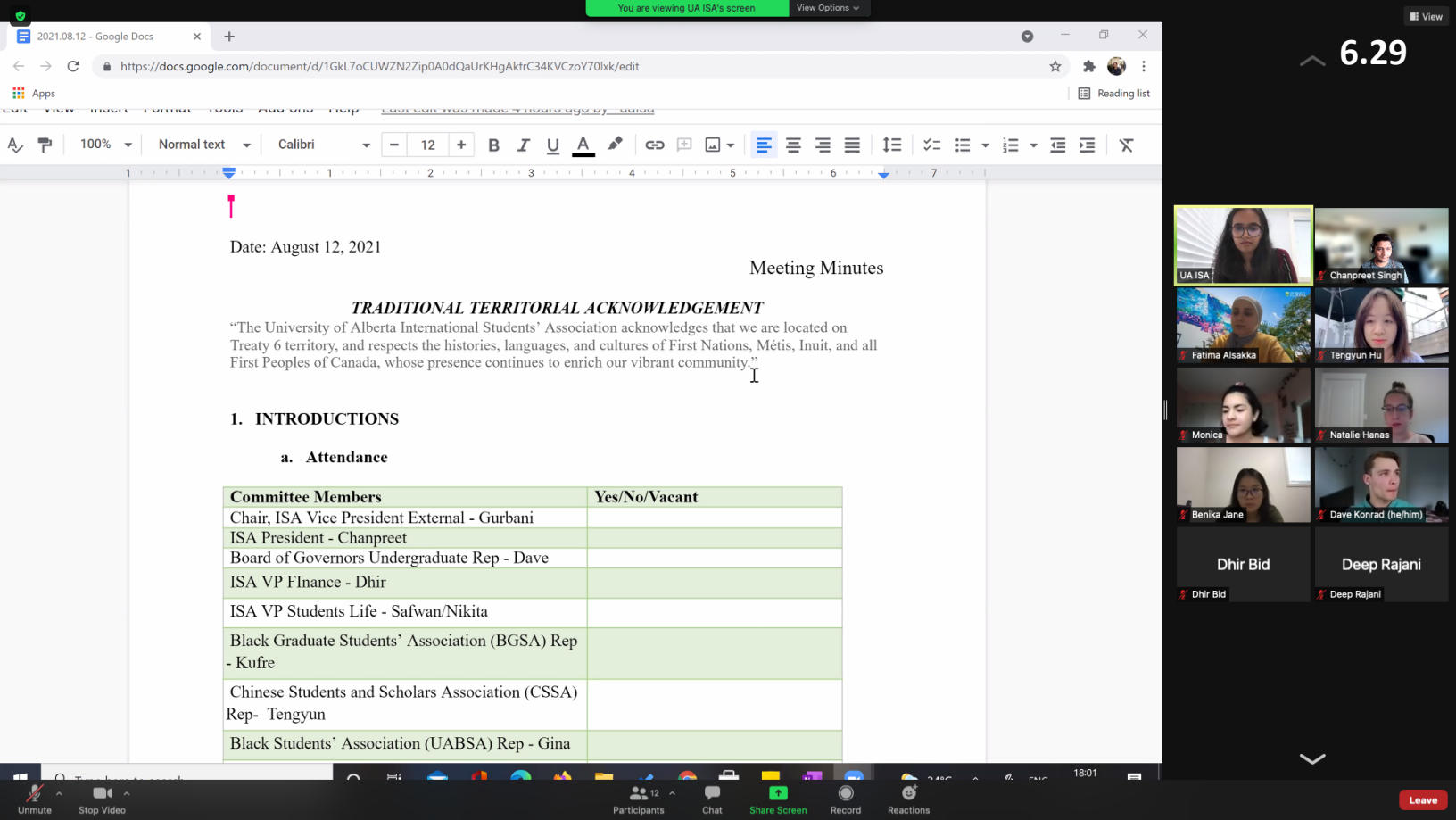


Final Survey

The ISA sent a final Survey to the students in June. This survey has 227 graduate students from 38+ countries as participants. The ISA conducted the survey over a period of a month, to give adequate time to students to fill the survey. The Survey was also emailed to all international students on June 11, to ensure that survey reached our entire constituency. The ISA Referendum Task Force also made a 2 min video to encourage students to fill the survey. The survey has an ISA Branded Jacket and Gift Cards as rewards for students to fill it.

As approx 61% of international students are from China, thus the ISA worked with the Chinese Students and Scholars Association (CSSA), the UofA's largest Chinese student group, to ensure that survey was translated into Mandarin and shared with students from China over WeChat. We did everything possible to make our Survey reach our constituency.


Most Faculty Associations were also contacted to share the survey with their membership via newsletters. The results of this final survey are attached along with each allocation in this proposal. Raw data of survey can be shared with GSA if required.



Committee on International Students' Affairs (CoISA)

The ISA presented the final proposal to its Committee on International Students' Affairs (CoISA) on Aug 12, 2021 to consult and take feedback on all changes made to the proposal after the one-on-one stakeholder meetings. Committee members were requested to take the changes back to their association and provide feedback.

ISA also asked its members to reach out to all the individuals, stakeholders or associations whom we ever consulted, to inform them about the changes made to the proposal after the meeting and take final feedback.



Consulting

Consultation Meetings – ISA/GSA and ISA/GSA/SU

ISA engaged in multiple 1-on-1 meetings with GSA President, gave a consultation presentation to the GSA Board on Oct 20, 2021. Based on the feedback and constructive suggestions, we enhanced our proposal. ISA/GSA/SU also had a trilateral meeting discuss common concerns and we the ISA worked with board organizations on resolving concerns.

Thank you

INTERNATIONAL
STUDENTS'
ASSOCIATION



Feel free to reach out at isa.president@ualberta.ca
for any query or clarification.





APPENDIX

Note: All items in the appendix are subject to change over time and thus are not considered as a part of this proposal.

- More detailed program descriptions; and,
- Predicted budget.



INTERNATIONAL STUDENTS' ASSOCIATION

ISAF Program Details

Welcome Guide

International students coming from 100+ countries around the world, ISA's top priority is to make each one of them feel at home here, at the University of Alberta. This allocation will be used to develop and provide resources like [Welcome guide](#) that target the initial transition difficulties faced by all international students. The annual welcome guide shall help graduate students to better understand the University and its Services to avail them as needed. The guide has proven to be a very valuable resource for new international students as it is tailored by keeping cultural differences and varied student experiences in mind.

- ISAF Proposal

Every year the ISA releases a welcome booklet in Aug, for all new students to learn more about the campus resources, City of Edmonton, and in general the information that we feel is important to know when you come to Edmonton/University for the first time. We have attached the last two editions for your reference, [2020 Edition](#), and [2021 Edition](#). ISA normally has a kiosk during the international students campus check-in, organized by the UAI in Telus Center, and with funding from the ISAF we will be able to print the booklets in future and provide the essential information to the students. Our welcome booklet was rated as one of the top resource books for students last year by the Gateway and often we have heard from the students that they wish they got the book when they joined the University, thus overall highlighting the importance and students opinion about this initiative. We would also like to work with GSA in creating custom sections, highlighting GSA specific resources on campus for the students.



INTERNATIONAL STUDENTS' ASSOCIATION

Gateway Graduate Writers Initiative

This allocation shall also be used for dedicated graduate students focussed news articles in the Gateway. ISA will have a team of graduate writers to cover all major events related to GSA, FGSR policy changes and updates, to publish in the Gateway. This will help in ensuring that graduate students are able to exhibit their writing skills and create a more well-informed graduate students' community. The Gateway Graduate Writers initiative shall make the advocacy effort of the GSA or ISA more visible to graduate students and thus increase the students' participation in our organizations.

- ISAF Proposal

ISA and Gateway have a partnership allowing the ISA to publish articles in the Gateway. Some of the most recent articles can be [found here](#). Our partnership could be used to provide graduate students an opportunity to write articles which the ISA could publish through Gateway. We would also like to cover more graduate specific student issues or important updates thus better engaging the graduate community with the things that impact them. As highlighted in the proposal, this will help GSA to have campus media coverage for its advocacy achievements and elections, thus overall making a more well informed graduate student community.

INTERNATIONAL STUDENTS' ASSOCIATION

General Events:

This allocation is aimed at providing students with quality events to help them make the most of their university student experience. These events shall help ISA to engage with students on a regular basis and better cater to their needs. Our events shall in general promote intercultural friendship, and inclusivity. These general events shall help students stay engaged on campus while they are miles away from their friends and family. ISA shall also conduct tours for students to be able to explore Alberta and surrounding provinces, as most international students lack means of transportation to explore this beautiful country.

-ISAF Proposal

Background: Due to the huge scope and a vast variety of programs we as ISA would be doing a very limited set of events every year. Basically, regional groups are going to do events, then student initiated events are going to be done by the ISA, welcome program day, monthly alumni nights, professional development sessions, are also some form of events catering specific needs. Students ideally do not agree on paying a huge cost for events and thus the ISAF is designed to charge a minimum amount for direct events and in fact use alternative revenue sources to cover the additional costs.

This allocation will be used for following events:

- Fall bonfire
 - This gives students a back to school get together program. Our welcome program is very focussed on new students thus this program gives us time to engage with current higher year students. This also gives new students an opportunity to engage with students with a similar background as them.
- International Students' Day
 - Every Nov 17, the ISA will celebrate the international students day on campus.
 - This is a very comprehensive set of events, with cultural performances which will include fashion, art, music, dances, food from all cultures across the world. Regional groups will also do a fundraising event by selling cultural food items.
- Reading week party for Fall and Winter.
 - ISA normally will just book beercade or any other venue on Whyte Ave and give students to do a themed party before starting of the reading week.
- Trips to Banff and Jasper
 - Annually we will only organize one trip to Banff and another to Jasper.
 - This is something that a lot of international students really miss while they are in Edmonton and do not have the means to go and visit places in Alberta. The main issue that we identified is transportation. Thus the ISA will only engage in providing transportation with the ISAF, so students could then book airbnb or hotels as per their budget for 1-2 nights and engage in activities as per their



INTERNATIONAL STUDENTS' ASSOCIATION

interest. This gives students the flexibility to spend as per their budget and also not add a huge travel agency bill for the ISA to pay.



INTERNATIONAL STUDENTS' ASSOCIATION

ICard Program:

*There will also be an **International Student Benefit Card (ICard)** to connect with retail, food and entertainment partners and offer discounts for international students. The ICard program shall help graduate students to save money while living in Edmonton and in fact help graduate students to recover the ISA Fee amount by using this program. The Program shall also enable graduate students' family members to avoid the discounts available under the ICard program. This program shall be primarily customized to ensure that it helps graduate students lower their living expenses in Edmonton. The Program shall also partner with the residential companies to provide incentives for students to rent at lower and affordable rates.*

- ISAF Proposal

ISA has many major sponsors like RBC, Telus, ATB, CIBC and many more. Thus we see a value in leveraging our connections without sponsors to provide benefits to our membership. Additionally, our partners from the food stall program can also be used as leverage to enhance both our community and other potential local restaurant partners. Many international students don't know much about local businesses and thus it would be in the interest of businesses to work with ISA to expand their clientele to thousands of international students

Plan: As of now the ISA is planning on using a sticker model for vendors to identify ISA members, and provide discounts. However, we have already realized the need for a custom card with barcode enabling vendors to better identify and integrate our program into their business models. The barcodes or chips shall also help ISA to track the positive business that the vendors get by enrolling in ICard. This shall provide us data to show full benefit to new vendors.

Vendor Enrollment: ISA would normally meet with vendors in Edmonton, and give them the choice to enroll into the ICard program for free. Vendors would decide the manner in which they would want to provide discounts or attract students. For instance a restaurant could either decide to give a flat percentage discount on the total bill to ISA members, or give a free finger food item to every member going there for a dinner. Vendors will have flexibility to decide the offer and change it as required.

Student Accessibility and continued support: ISA shall maintain an active website page to reflect the most updated vendor discount option to students. Over the period, our goal is to ensure that students are able to save more money every semester than they are paying to the ISA (i.e 6\$ per semester). This will ensure that students always renew the ISAF to continue enjoying all programs and save the money by using ICard. Thus this program shall help the ISA to ensure that it never lands in a situation that students do not see value in paying ISAF.

Cost Element: While the ICard does not cost us anything from the vendor side, it does create few issues for other programs. For instance, a few of our sponsors might not be willing to sponsor



INTERNATIONAL STUDENTS' ASSOCIATION

ISA for advertising purposes as ICard will give them free exposure. We cannot generate revenue easily from this program either. If we made the vendor pay an enrollment fee, then vendors might simply prefer to not give discounts to students. Thus, this program does not have a path to make it become a business or self-sustain itself. Only once we have a barcode capability, then we would be able to track how much interaction each vendor gets from the ICard. If the numbers are very optimistic, we could then charge the vendor, but this is highly subjective and a dangerous agenda to consider. ISA would in fact have to bear cost associated with our teams going to the vendors in person and negotiating discounts. We would also have to significantly invest in professional promotional materials for vendors to see the program as important and long lasting to enroll into it. We would also have to create stickers for vendors to use and highlight that they accept ICard and provide discounts. Not to forget, the cost associated with printing ICard stickers for students or cards with barcodes/chips.

In following years, the sticker model shall move to a physical card. As per our quote it would cost around 1500-2000 CAD to have barcode cards, with a unique card number but our overall expense in promotion material and campus awareness shall significantly decrease. Also finding card printing companies that would want to be a part of ICard and give discounts on printing services, would also help bring this cost down. However this is a very subjective idea and thus we are not planning on relying on it.

Conclusion: This program will grow over time and keep adding more value to students. ICard shall also help ISA in ensuring that our fee renewals are easier and students continue seeing value in paying the fee and recovering the amount by using ICard.

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Community Support Fund:

The GSA Graduate Student Group Grant supports the academic activities of graduate student groups by offering modest start-up funds for the formation of new Graduate Student Groups and providing funding to offset the costs of seminars, guest lecturers, colloquia or other academic events.[2] This allocation is aimed to help graduate student groups to get funding from the "Community Support Fund" to do programs that promote diversity, community building and counter loneliness. Graduate groups do not have resources to get funding for cultural or community gathering events, leading to a lot of graduate students relying on undergraduate groups such as INDSA, CSSA, etc to get engaged with their community. This Community Support Fund shall help graduate students groups to get funding for community/cultural focussed events for graduate students. Also in future, with the ISA Undergraduate Fee in place and these undergrad groups using the grant from that fee shall have to limit the access to the event to undergraduate students and this shall lead to further limitations on graduate students to engage with undergraduate cultural focussed groups. By graduate students contributing in this program through this Fee proposal, all these events by undergrad groups shall be open to graduate students at no additional cost.

[2] [GSA website](#)

-ISAF Proposal

Historic Example: The Students' Union in the past worked on creation of a Cultural Group Concill, and worked with the International Students' Services (ISS) to create an event grant for the regional/cultural groups. This program cost ISS around 6,000 CAD annually for funding 8-12 groups per year based on the proposals. The program however was stopped, as the Cultural Group Council stopped operating and due to staff hours spent on this program ISS considered to stop the program eventually.

Details: The regional and culturally focussed student groups have expressed a strong interest in reinitiating this program. We also tried discussing with the ISS on restarting the program and this time the ISA could handle it so they don't have to spend their staff hours on it. However, they refused to restart the program.

Vision for the Program: ISA wants to create a granting pool, where the regional groups decide the best mechanism for the funds distribution. We want to keep it very open for any group that is doing any event which is culturally/internationally focussed could utilize money from this program.



INTERNATIONAL STUDENTS' ASSOCIATION

Fund Allocation Details:

Procedure:

1. Group shall submit a proposal during Spring/Summer for any event in Fall or winter. We would mostly accept applications within May and June. Thus giving two months to new execs to plan an event and apply.
2. ISA's Committee on International Students' Affairs (CoISA) shall review all the applications. ISA shall distribute the proposals to committee members randomly by hiding the group's name. We will ensure that no regional group rep gets applications from its own group. Committee members will read the proposals and give a rating within the committee meeting to avoid collusion. We will rotate the applications, so each application get at least 3 committee members rating. Then the committee as whole shall discuss the proposals and agree on a fair distribution of funds as per the ratings. This all will be done in a single 3-4 hr meeting in July.
3. ISA External department will notify the groups who get the funding prior to Fall semester starting. Our Finance department will provide digital credit card credentials (Using Journal Platform) which the group could use to make all the expenses as per the proposal budget submitted. The digital card shall only have an amount that is approved.

Accountability:

Each time the group uses the card provided by the ISA, the transaction is made. No ISA approval required. The Journal platform asks for a receipt to the group that used the card after each usage, and thus the group gets the chance to upload the receipt. With this mechanism, the ISA is able to always monitor in real time the usage of funds, and also stop any card from being used if anything goes wrong. At the end of the Semester in which the event occurred, the group has to provide ISA an excel with all the expenses, especially highlighting how the expenses were different from the budget that was submitted to CoISA. This will enable ISA to ensure that groups spend budget as closely as possible as approved. However, things go off many times in events and unexpected expenses occur and we would fully understand it. Our Journal Card mechanism ensures that we get all receipts and we never have to give a check or transfer funds to groups which could get lost or misused. If a group requires a physical card, we could also provide it. Not submitting a report at the end of semester shall result in the group not being able to use the fund again. However, with or without a report, ISA shall still have a record of money being spent.

Application for the Funding shall require:

- A document outlining the overall event benefit to the international undergraduate students.
- Event need to be:
 - International focussed, thus majority of participants need to be international students.



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- Contribute to the celebration of culture or heritage of any country or region.
- Not duplicate an event already being annually conducted by any other group.
- Draft Budget.

Limitation on Funding:

- Money cannot be used for paying any group members for the service that they could have provided as volunteers. In Short ensuring that groups don't pay its execs for editing a video, arranging chairs and all.
- Money cannot be used for giveaways or gifts for any event participants, hosts or organizers.
- The percentage cost of an event that is covered by this fund, shall be the percentage discount that participants will get on the event ticket, if a ticket exists. For instance, if 50% of event cost is provided by this Fund, and the group charges 5\$ per person entry ticket, then international undergraduate students would have to get a 2.5\$ discount at minimum.

Funding: Any group could get a maximum of net 1000 CAD per year. Group could submit only one fall and one winter event per year.

Logistics: Considering that only 8-10 regional groups exist, and only 6,000 being the total amount. Thus, we could get a maximum of around 16-20 applications and 8-10 getting approved. CoISA has 18 members so this should be manageable especially with accountability being fully automated.

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Student Initiated Program:

Students interested in hosting culturally focussed events shall be also empowered by ISA through this allocation funding and logistical/administrative support by the ISA as required. Thus graduate students will be able to tell ISA about the events that they are interested in and ISA shall help them accordingly.

- ISAF Proposal

Background: Based on our survey responses, we do not have very strong support for ISA providing regional groups with a lot of funding. This allocation has had the lowest support from students. Reason being that a lot of international students do not relate themselves with any of the regional groups as we have only 8-12 regional groups and students from 150+ countries. Thus the ISA decided that it could fill in the gap, so students not being represented by regional groups still get a value from our fee and this allocation.

Procedure:

- ISA shall have a form on its website where the students could propose an idea for any culturally focussed event.
- Our Student Life team will look into all such applications, prepare a budget for a few feasible events and submit it to the CoISA.
- CoISA will look into the idea as per the proposal and budget submitted by our SL team on behalf of the student and approve the funding from this pool.
- ISA could match the amount allocated by CoISA, or request CoISA to move the amount from Community Support Fund, for additional funding if needed.
- Ultimately, ISA would host the event.

Value: This program will enable students to celebrate their culture and heritage and ISA get a chance to promote the culture/heritage and get a wider international students community to learn and get engaged in such cross cultural activities.

Logistics: Due to the limited funding nature and also the huge time commitment for ISA SL team, thus we would ideally only have 1 or 2 events under this program every year. We will aim every year to go with a new event from a new region to keep these student-initiated events valuable and non-repetitive. If any event is very well received by students, then ISA could look into having it as a part of our annual programming.

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Welcome Kickoff Programs:

*The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services offered by the ISA. As well as a **Yearly Kick off for Welcome Services** and hosting new international student orientation. By being miles away from family and friends, we want to use this allocation to build a community that is diverse and inclusive, with a goal of being a family.*

- ISAF Proposal

Program Details:

Venue: Telus center auditorium and Lobby

Time: Ideally 10 am - 2 pm.

Average Attendance: 300-400 students

Plan:

- New students come to the Telus Auditorium.
- ISA gives a quick Know your ISA session, where we lay out our role on campus and the services/programs that the ISA offers.
- We do quick ice breaker sessions.
- Then ISA does 2-3 sessions on topics such as, success in academics in University, the social life/cultural adjustment, Work as an international student or manage finances.
- Regional Groups Intros - for a max of 30 min.
- Then we conclude the day with a student panel, where students are able to ask questions.
- Students leave the auditorium and the telus lobby has free pizzas, along with an Infomart.
- Infomart:
 - ISA sponsors and many companies have booths so students could open bank accounts, buy a sim plan, etc.
 - Regional groups also table to interact with students directly and share their own programs.
 - Students also get to collect welcome booklets and other ISA goodies.

Financial side:

- ISAF allocates only 4,000 CAD for the welcome program, and 4,200 CAD for welcome book printing.
- However, the welcome program is one of the ISAs most revenue generating programs. This year alone we were able to generate 3,000 for our online welcome booklet. If we had an Infomart then easily 4,000 could be generated more.
- The program revenue is used toward other allocations which could require more funding from the ISA such as International Student Hub and regional group funding.



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Health and Wellness Program

The purpose of this fund is to focus on the well-being of international students. ISA's approach is to build a strong and supportive community of international students through shared activities and programs encouraging recreation and adventure. ISA understands the challenges and stressors that international students face by being alone in this country. Hence, ISA will organize events and resources to help alleviate student loneliness. These programs shall be very active during the busy exam seasons enabling international students to take a break, focus on their mental health and wellness. International students in general are quite hesitant to discuss their mental health and such programs shall support students to open up and take mental health seriously.

-ISAF Proposal

Programing:

- ISA shall fund recreational resources, such as board games, for students to come to our office space and engage in.
- We will facilitate sessions on relevant topics, such as Mental health care during exam season, Burnout Handling, and speed friending activities in our HUB space. These events are aimed to serve the students and would be organized in a scale such that students seeking support would get individual attention during the events.
- ISA will also organize a one-on-one appointment system for students to book and meet with an ISA Volunteer, who could help the student to be more comfortable to visit Peer Support Center or Campus Counselling and Clinical Services. Our duty is not to provide any therapy but rather to provide proper support to the students in approaching the right services/resources on campus. This is extremely important, given the language barrier faced by some international students and the stigma surrounding the issues.

The outlined items do not incur major cost, because the lecture hall/venues are always available free of cost. The major cost incurring areas are food and gift/honorariums for event facilitators. Since the facilitators and theme of sessions are expected to change from time to time, permanent posters or banners are not necessary. We will be making use of our social media and mailing list for the publicity and promotion of the events.



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Professional Development Programs:

ISA encourages the ambitious zeal in our international student community and recognizes their extraordinary efforts to make a niche for themselves in Canada or elsewhere in the world. ISA aspires to give students the chance to learn from mentors that have been in the same shoes as them and successfully achieved their career objectives.

*ISA plans to organize **Monthly Alumni Networking Nights** that will allow international students to connect with UofA alumni so that they can get grassroot advice and gain insights regarding how to make the best out of their university experience and achieve an all-round development. ISA will organize **Road to Success Workshops** for the academic and professional advancement of international students. ISA will invite experts who can guide students through the challenges of juggling goals and responsibilities as international students, without compromising their professional and academic performance. ISA also wants to take the initiative of connecting students to the professionals in their desired career sectors.*

*These **Career Series Workshops** will be customized as per the demands of students interested in given careers. In addition to a general overview of the industry, students will have the opportunity to interact with the guests and gain clarifications on their queries.*

- ISAF Proposal

Program Detail:

- **Monthly Alumni Nights:** We will invite our own alumni/alumnae from different fields to share their work experience in order to cater to the needs of our diverse membership which is spread across the different faculties. We are hoping to have one session every month conducted by an individual/company.
- **Career Fair and Road to Success Workshops:** We would be organizing a blended version of career fair with workshops/sessions running parallelly for two days. The program shall have a venue where companies could interact with students but at the same time few companies could take a more proactive approach and conduct few workshops/sessions to help students professionally. We will be organizing the event at a location which allows the students an opportunity to interact with the companies individually and at the same time will have provisions for some companies to hold workshops/sessions to enhance the professional experience of the students.



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Finances:

- It is a common courtesy to give an honorarium to invited personnel for sharing their valuable time, hence. Also, it is expected that we will be providing refreshment. Ideally, we would look into inviting indicative speakers from companies, so that the company is responsible for the cost of the refreshment. Only, if we invite individuals in personal capacity then we will be in charge of refreshment.
- Blended Career Fair and Road to Success workshops for two days will give ISA a good revenue stream. Companies will be charged at a standard rate of approximately CAD 300-400 per table per day and CAD 800-1000 for a 30-45 min session/workshop. Overall, this program would in fact generate revenue that could be used at other programs. Estimated we would be able to generate 6000-8000 from this two-day program. We are estimating to generate about CAD 6000-8000 from this venture with which we plan to sponsor some of our other events.

Potential venues for alumni nights will be lecture halls. The Career Fair will be conducted either in the Dinwoodie lounge, SUB or the ETLC solarium. Venues such as the Business or Telus Atrium could be explored as well, however, lack of audio support will lead to additional cost.

		Revenue - G&U Together								
	Source	Fee	Semester	Students	Amount					
	Undergraduate - Full Time	4.5	2	4800	43200			ISAF Total Undergrad:	47200	
	Undergraduate - Part Time	2	2	1000	4000			ISAF Total Grad:	26715	
	Graduate - Full	3.5	3	2300	24150					
	Graduate - Part	1.5	3	570	2565			Total	73915	
				Revenue	73915					
	Possible Revenue									
	Sponsorship and marketing (Highly Fluctuation)				7000					
	Additional Grants and Funding				2000					
	UAI - Based on ISA's Annual Submission				5000					
	SGS - General Grant by UASU				2000					
				Auxiliary Funding	16000					
	Supplimentary Note:	Total number of graduate international students for fall, winter and spring/summer = 8649								
		Part-time students are calculated as 20% of full total students.								

Predicted Budget - Grad and Undergrad ISAF Combined

Allocation	Sub Division	Combined Grad&Undergrad	Grad ISAF Alone - Limited Funding Model	Undergrad ISAF Alone - Limited Funding Model
<i>Communication, Outreach and Advocacy</i>	<i>Welcome Booklet</i>	5500	2000	3000
	<i>Advocacy and Awareness Fund</i>	1500	1000	1000
	<i>Gateway/Campus Voice Initiative</i>	700	500	200
<i>Support, Awards and Funding</i>	<i>Community Engagement Recognition Awards</i>	5200	<i>Not included in Grad Proposal</i>	5200
	<i>Last Resort Funding</i>	5700	<i>Not included in Grad Proposal</i>	5700
<i>Services, Events and Programs</i>	<i>International Student's Benefit Card (ICard)</i>	6000	2500	4000
	<i>Events</i>	8000	4000	6000
<i>Community, Diversity and Culture</i>	<i>Community Support Fund</i>	8000	3000	5000
	<i>Student Events Program</i>	1000	500	800
	<i>Welcome Services</i>	5000	2000	3000
<i>Health/Wellness and Professional Developm</i>	<i>Mental Health/Wellness Program</i>	3500	1500	2000
	<i>Professional Development Program</i>	3500	1500	2000
<i>Your ISA</i>	<i>Volunteer Appreciation Program</i>	6000	4000	4000
	<i>Insurance</i>	3000	2500	2500
	<i>International Students' Hub</i>	2000	1000	1000
	<i>Cost of Elections</i>	1000	500	500
Total		65600	26500	45900

Total from Individual ISAFs

72400

Note: Support, Awards and Funding allocation is not included in the Grad ISAF Proposal to avoid duplication of services which the GSA already provides i.e awards and funding.

Detailed Budgeting for GSA ISAF - Limited Funding Model

University of Alberta International Students' Association (UAISA)

Line Number	Department	Initiative/Project/Entity	Item	Amount - Limited Funding Model
1	Office of the President			
2	Vice President Academic			
2.1.1		Health and Wellness Program	Board games	300
2.1.2			Food	500
2.1.3			One-one-One sessions	0
2.1.4			Welfare Sessions	700
2.2.1		Professional Development Programs - Alumni Nights	Audience Pizzas	500
2.2.2			Gift budget for Speakers time	500
			Workshop Budget	500
2.3.1		Professional Development Programs - Career Fair and Work	Table and chair rental	0
2.3.2			Banners	0
2.3.3			Posters	0
2.3.4			Venue Set Up	0
3	Vice President Communciations			
3.1.1		Advocacy and Awareness Fund	ISA Website	300
3.1.3			Canva - Annual Subscription	150
3.1.4			Stripo Annual Subscriptin - for newsletters	150
3.1.5			RSS.com for a podcast	125
3.1.6			Additional	275
3.2.1		Welcome Booklet	150 copies with 40 pages on average	2000
3.3.1		Graduate Gateway Writers Ininitiative	Gift cards to encourage students to write a	500
3.4.1		Food Stall	Gloves	0
3.4.2			Hairnet	0
3.4.3			Table Skirt	0
3.4.4			Cleaning Equipment	0
3.4.5			Banners	0
3.4.6			Advertisement Posters	0
3.4.8			Food Subsidy	0
4	Vice President External			
5	Vice President Finance			
5.1.1		Community Support Fund	As per the event applications of the region	3000
5.2.1		Student Initated Events		500
6	Vice President Internal			
6.1.1		International Students Benfit Card	Promotional Material	750

6.1.2			Volunteers recognition in form of pizza for distr	600
6.1.3			Campus Posters	650
6.1.4			Sticker Printing	500
6.2.1		Your ISA - Election Office	CRO salary	150
6.2.2			Election Forum - Posters, food, venue setu	150
6.2.3			Candidate Budgets	200
6.3.1		Your ISA - Insurance	General Liability and officers legal protecti	2500
6.4.1		Your ISA - International Students Hub	General office supplies.	1000
6.5.1		Your ISA - Volunteer Appreciation Program	One Semester Ending party for all voluntee	2000
6.6.1			Council Food - 150\$ per meeting x 10 - pa	800
6.6.2			Board Food - 70\$ per meeting x 40 - partia	1200
6.6.3				
7	Vice President Student Life			
7.1.1		General Events - Bonfire	Pizza and marshmallow	750
7.1.2			Venue setup and additional equipment such as se	300
7.2.1		General Events - International Students' Day	Banners and posters	250
7.2.2			Tables and chairs for regional groups tabling	250
7.2.3			Giveaways and prizes for fashion show and per	450
7.2.3			Venue setup	2000
7.3.1		General Events - Reading week parties	No Cost, as per our contract with urbanspa	0
7.4.1		General Events - Trips	Bus rental	0
7.5.1		Yearly Welcome Kickoff Program	Food	1000
7.5.2			Giveaways for ice breaker games	0
7.5.3			Table and chair rental - Informart	700
7.5.4			Banners	300
			Net	26500

Headcount by RO: Provided by UASU

Academic Career	Academic Year	Term Season				Grand Total
		Fall	Winter	Spring	Summer	
Undergraduate	2020-21	4,834	4,611	1,875	1,149	12,469
	2019-20	4,864	4,564	2,303	1,609	13,340
	2018-19	4,733	4,479	1,954	1,141	12,307
Graduate	2020-21	3,028	3,148	2,339	2,282	10,797
	2019-20	3,274	3,180	2,494	2,451	11,399
	2018-19	2,947	2,858	2,409	2,325	10,539

Headcount : Provided by UAI	

Faculty	2020-21 Headcount by Level			2020-21 Share of Total of Level		
	Undergraduate	Graduate	Total	Undergraduate	Graduate	Total
Agric, Life & Environ Scier	287	245	532	5.90%	8.10%	6.70%
Arts	1,254	249	1,503	25.79%	8.20%	19.00%
Augustana Faculty	169	-	169	3.48%	0.00%	2.10%
Business	465	287	752	9.56%	9.50%	9.50%
Education	19	67	86	0.39%	2.20%	1.10%
Engineering	1,000	1,149	2,149	20.57%	37.90%	27.20%
Faculté Saint-Jean	40	1	41	0.82%	0.00%	0.50%
Faculty of Native Studies	4	-	4	0.08%	0.00%	0.10%
Kinesiology, Sport, & Rec	40	22	62	0.82%	0.70%	0.80%
Law	2	2	4	0.04%	0.10%	0.10%
Medicine and Dentistry	2	177	179	0.04%	5.80%	2.30%
Nursing	25	37	62	0.51%	1.20%	0.80%
Pharmacy & Pharmaceutic	12	23	35	0.25%	0.80%	0.40%
Public Health	-	61	61	0.00%	2.00%	0.80%
Rehabilitation Medicine	-	31	31	0.00%	1.00%	0.40%
Science	1,455	667	2,122	29.93%	22.00%	26.90%
Undeclared	88	10	98	1.81%	0.30%	1.20%
Totals	4,862	3,028	7,890	100.00%	100.00%	100.00%

Provided by the FGSR

ACAD YEAR	TYPE	FALL	WINTER	SPRING	SUMMER	OVERALL
2020-21	M-C	705	763	280	375	
	M-T	815	844	782	749	
	OTH	33	35	21	20	
	PHD	1475	1464	1432	1387	
	TOT	3028	3106	2515	2531	11180
2019-20	M-C	789	748	330	348	
	M-T	904	850	798	762	
	OTH	86	44	16	17	
	PHD	1495	1414	1357	1332	
	TOT	3274	3056	2501	2459	11290
2018-19	M-C	634	619	326	291	
	M-T	834	781	747	715	
	OTH	64	57	31	32	
	PHD	1416	1327	1295	1277	
	TOT	2948	2784	2399	2315	10446

Outline of Issue

Recommended Changes to GSA Bylaw, Section O: GSA Recognition Awards

Suggested Motion:

That GSA Council on the recommendation of the GSA Awards Selection Committee, **APPROVE** recommended changes to GSA Policy, Section O: GSA Recognition Awards, as shown in the attached track changes document and effective upon approval by GSA Council.

Background:

The GSA Awards Selection Committee, with the approval of TD Insurance Meloche Monnex and in pursuant of the GSA's agreement with TD, voted via email on 12 October 2021, to recommend proposed editorial changes to GSA Bylaw and Policy, Section O, to GSA Council. The changes are proposed to ensure the description of the TD sponsored award in GSA Policy align with that provided in the GSA's agreement with TD with respect to the name of the award and the noted adjudication criteria. The purpose and value of the award remain unchanged. The GSA Board reviewed the proposed changes on 27 October 2021.

Jurisdiction:

GSA Bylaw and Policy, Section A.BYL.2.2

"GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council."

GSA Bylaw and Policy, Section F.POL.3.2.a

"The GSAB [GSA Board] is the senior administrative authority of the GSA as delegated to it by GSA Council."

GSA Bylaw and Policy, Section O.POL.5.2

"The GSA ASC will review GSA Policy on GSA Recognition Awards annually and make any recommendations to GSA Council."

GSA Policy: GSA Recognition Awards and Adjudication Criteria¹

O.POL.1 General - O.POL.2.6.c ... *no changes*.

O.POL.2.7 TD Insurance Meloche Monnex (TDIMM) Award for Outstanding Graduate Student Community Service

- O.POL.2.7.a The purpose of this award is to recognize outstanding graduate student service. The terms of reference and criteria for adjudication of this scholarship are determined in consultation with TDIMM.
- O.POL.2.7.b The TDIMM Award for Outstanding Graduate Student Community Service is adjudicated on the basis of three (3) criteria: leadership in community service; contribution to service at the University; and contribution to service in the greater Edmonton and Alberta community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.7.c One (1) award valued at \$500 may be conferred annually. Funding for this award has been donated for a fixed term.

Commented [CT1]: As per the renegotiated agreement between the GSA and TDIMM (signed in December 2020), the name of this award and the adjudication criteria were modified slightly to provide greater clarity and remove redundant statements. The language that parallels the agreement in GSA Bylaw and Policy is amended here accordingly.

Deleted: GSA Student Service

Deleted: GSA Student Service

Deleted: excellence of service to graduate students and the University community; leadership in service to graduate students and the University community; and contribution to graduate students, the University, and to the greater Edmonton and Alberta community.

No further changes.

¹ Amended by GSA Council on 21 October 2013, 17 November 2014, 23 November 2015, 20 November 2017, 18 June 2018, 15 April 2019, 16 September 2019, 19 October 2020, and 15 November 2021. Editorial revisions made by the GSA Governance Committee on 9 August 2013, 16 January 2015, 22 August 2016, 7 February 2019, 18 April 2019, and 10 September 2020.

Deleted: and

GSA NOMINATING COMMITTEE (GSA NoC)

GSA AWARDS SELECTION COMMITTEE (GSA ASC) (FOUR (4) POSITIONS FOR GSA MEMBERS): FOUR (4) NOMINEES

Information regarding what were, initially, three (3) vacancies for GSA members was advertised in the GSA newsletters of 15, 22, and 29 October 2021 with a nomination deadline of 3 November 2021. Four (4) nominations were received. However, since circulation of that initial advertisement, another vacancy on the GSA ASC opened up. In place of having to run this ad once again, the GSA NoC agreed to move all four (4) names forward to GSA Council for the now four (4) vacant positions. There are thus now four (4) nominees for four (4) vacancies, although only three (3) vacancies were previously advertised.

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).

There will be an electronic vote held at the 15 November 2021 GSA Council meeting.

If you and your alternate are unable to attend the 15 November 2021 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsanomco@ualberta.ca) BEFORE 3:00 PM on Monday, 15 November 2021 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. Shing Kit Lao (Internetworking)**
- 2. Erika Nelson (Educational Policy Studies)**
- 3. Fernanda Laís Fengler Dal Pizzol (Nursing)**
- 4. Dweej Nimesh Shah (Mechanical Engineering)**

Current GSA ASC membership can be found [here](#).

Jurisdiction:GSA Bylaw and Policy, Section O.POL.3.3

The GSA ASC is composed of “a minimum of eight (8) and up to twelve (12) GSA members elected by GSA Council as voting members. The GSA ASC Chair, in consultation with the GSA ASC Vice-Chair and the Chair of the GSA Nominating Committee, can decide to increase the number of GSA members on the GSA ASC.”

GSA Bylaw and Policy, Section E.POL.3.1.a

“The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

The names and biographies received for the four (4) nominees are BELOW on pages 9.1-9.2. The biographies and resumes are presented as received (ie not edited).

**NOMINATIONS FOR GSA AWARDS AND SELECTION COMMITTEE (GSA ASC)
(FOUR (4) VACANCIES FOR GSA MEMBERS)
Four (4) Nominees**

Shing Kit Lao (Internetworking)

Statement of Interest:

Due to the pandemic, I have already spent 1 year for taking online courses only. Now, I am in Edmonton and can study in campus this year, I would like to participate more in school life. During my first year of study, apart from the information from UofA, most valuable information is all from GSA, like newsletter, studentcare, professional development, etc. So, I would like to participate and contribute more to GSA to help the new students this year.

Bio:

I have been working as a Manager, System Analyst in HSBC, Hong Kong for 17 years. My project management skills including project budgeting, stakeholders' management, project implementation and retrospective review will be helpful for me to take the GSA committee role and give valuable advice.

Besides, HSBC is a very diverse organization. I have a lot of chance working with colleagues and vendors all over the world including Canada, UK, India, China and Taiwan. I worked in India for 3 months in 2006 for system testing. I travelled to UK various time (from 2009 to 2014) for system integration and numerous times to China for project implementation. This helped to improve my interpersonal communication skills and understanding how to work with people in different cultures. These skills are essential for me to fulfill the GSA standing committee role.

Erika Nelson (Educational Policy Studies)

Statement of Interest:

I am the type of person who always wants to know more about the “whys” behind decision making - I like to be involved in the process. Working behind the scenes on behalf of graduate students would be such a benefit to my U of A experience. Volunteering is something that I have placed in high regard throughout my professional and academic life and sitting on this committee would be a fantastic way to springboard into the community and make some solid connections.

Bio:

I am a middle school Administrator from New Brunswick who has returned to academia to pursue my PhD in EPS – Ed Administration and Leadership. I am no stranger to navigating academic policies, initiatives, and interests. I feel my vast professional experience, knack for organization, strong analytic skills (combined with my commitment to excellence) makes me an excellent candidate for the GSA ASC. Thank you.

Fernanda Laís Fengler Dal Pizzol (Nursing)

Statement of Interest:

I am interested in this position as I would like to better understand the steps involved in an award selection process. In addition, I aim to develop skills related to governance and knowledge about the University bodies. This opportunity has a lot to contribute to my journey as a researcher and future professor.

Bio:

My name is Fernanda, I am 31 years old, and I am in the second year of the PhD program at the Faculty of Nursing. I am from Brazil, and I arrived in Canada about 4 months ago. My academic experiences involve research development, publication of scientific articles, peer reviewer, etc. In addition, I worked as a registered nurse in Brazil. Regarding volunteer activities, I developed activities in hospitals and also in the community, but in recent years I have not developed any more volunteer activities and I would like to join this volunteer work again. I am eager to learn, and I understand that I need to develop my knowledge about general processes in Canada. Thus, I am sure this opportunity will bring many benefits to my professional and personal life in Canada.

Dweej Nimesh Shah (Mechanical Engineering)

Statement of Interest:

I am an enthusiast personality who genuinely believes in karma (you get out of life what you are prepared to put in). I am a generous person who loves working with other people who want to make a notable positive impact in the work they are doing. In the last few years I have possessed several transferable skills and qualities that I feel I can do

justice to the position of volunteer. I am emphatic, a good communicator, a good organizer, and I work well as a active team member. Its fact that you get lots of people applying to volunteer but my own morals, my work ethic, and my goodwill for wanting to help students will help me to stand out. If get this opportunity I promise to be a dedicated volunteer who acts as a positive role model. I want to serve a volunteer because this is a cause I am very passionate about and want to cultivate my time in best possible manner for good cause in welfare of students. I want the diverse skills, vivid experience and attributes I have gained since years to be used in right direction and working as a volunteer will help me to achieve that goal. I am also at the stage in my life where I want to gain different experiences working for an organization that genuinely wants to make a difference.

Bio:

I love to be peoples representative

I am interested in opportunities that may be available to volunteer at the GSA Councillor at the large . As a long-time advocate of the needs and welfare of the students in our community, I have experience working with various student association in my alma matter as well as in several employee welfare group of my last employer (Amul) and would be thrilled to continue to do so in a volunteer capacity.

I volunteered in Training and placement cell of L.D college of engineering Gujarat for an year,our collective effort led 600+ students getting job offers in the campus placement. I was also the volunteer for the Gujarat's largest technical fest which handled 15000+ students in 500+ activities for over 4 days.I have also served as the positions like class representative, Speaker and various other roles.

Highlighting more about my management and communication skills i have worked in Asia's largest FMCG brand "AMUL" as an Purchase executive. I was the sole responsible for the procurement related activity of Asia;s largest Packaging film plant having annual procurement capacity of 40000+ MT of plastic granules. I dealt with 150+ vendors and 400+ commodities were looked after by me including Raw material packaging material and maintenance spares.

To add I was responsible to finalize PAN India transportation contracts.

If the GSA Award selection committee needs a dedicated volunteer, I would be thrilled to have the opportunity to assist you. I have all three courses online this fall and only scattered on 2 days rest 5 days i am completely available to volunteer at your convenience.

Eager to learn more about your mission, successes, and challenges in serving our students, I would be grateful for the opportunity to interview with you at a mutually convenient time. I am eagerly waiting to meet your kind team.

Thank you for your consideration.

GSA NOMINATING COMMITTEE (GSA NoC)

GSA ELECTIONS AND REFERENDA COMMITTEE (GSA ERC) (ONE (1) POSITION FOR A GSA COUNCILLOR): ONE (1) NOMINEE

Information regarding this position for a GSA Councillor was circulated via email on 29 October and 5 November 2021 with a deadline of 8 November 2021. One (1) nomination was received.

The GSA ERC acts to “advise the CRO on all matters pertaining to the GSA General Election, by-elections, and referenda” (GSA Bylaw and Policy, Section I.POL.18.1).

There will be an electronic vote held at the 15 November 2021 GSA Council meeting.

If you and your alternate are unable to attend the 15 November 2021 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsanomco@ualberta.ca) BEFORE 3:00 PM on Monday, 15 November 2021 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. Juan Orozco (Business - MBA)

Current GSA ERC membership can be found [here](#).

Jurisdiction:GSA Bylaw and GSA Policy, Section I.POL.16.1

The GSA ERC is composed of “a total of six (6) GSA members including at least one (1) Councillor elected by GSA Council, as voting members.”

GSA Bylaw and Policy, Section E.POL.3.1.a

“The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

The name and biography received for the one (1) nominee is BELOW on page 9.4 The biography and resume are presented as received (ie not edited).

**NOMINATIONS FOR THE GSA ELECTIONS AND REFERENDA COMMITTEE (GSA ERC)
(ONE (1) VACANCY FOR A GSA COUNCILLOR)
One (1) Nominee**

1. Juan Orozco

Statement of Interest
I would like to volunteer for the GSA Elections and Referenda Committee to get more involved in the GSA activities, contribute to the future of the organization and have an impact on the future operation of the University of Alberta.
Bio
I recently moved to Canada after living in New Zealand for the past 8 years. I have developed in industries like Journalism and Hospitality, where I have help management jobs. As such, I have developed a wide range of skills focused on providing great experiences for guests and customers. I am also very well organized, have attention to details and capable of handling large project with the outmost professionalism and care. I now want to use those skills to contribute to the University.

**President Report
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Anas Fassih, President
Date: 10 November 2021

Dear Council Colleagues,

I hope this report finds you well. In the last month, I have attended a couple of meetings that I would like to report on. It has been a busy month as the University rounds off discussion on the academic leaders and the administration of graduate student services in the new college model. Equally important is the GSA's work on mitigating the impact of COVID-19 and dealing with queries regarding vaccination requirements from our members. We have dealt with those queries on a case-by-case basis but we have remained stern about the importance of mandatory vaccination to keep the campus community safe as we anticipate a full return to campus soon. Further, I am happy to report that we have made strides in executing a number of key priorities in our strategic work plan, befitting the will and best interest of GSA Council and the graduate student community. I summarize these developments in the following:

First, the Vice-President (Student Services), Vice-President (Labour) and I have managed to negotiate the University's commitment to continue funding our Graduate Student Assistance Program (GSAP), which provides an important set of services including those relating to mental health and counselling. Each year, the University generously provides a supplementary fund of \$84,000 that is renewed on a year-by-year basis. While this is helpful, it puts us in an uncertain and risky situation because we do not know if the University will commit funding again each year. As a strategic response, we relied on every advocacy avenue we have and mobilized our social capital with University administrators (President Bill Flanagan, Provost Steve Dew, Deputy Provost Wendy Rodgers) to this matter. We pitched an ask to commit at least three years of funding to the program. As a result, the Office of the Provost finally committed to provide \$84,000 for the GSAP for the next 3 fiscal years, starting in 2022-23. I am thrilled to boast this achievement in ensuring the program's stability for the next three years.

Second, I have been engaged in intense conversation with University administration about graduate student services that currently inhabit the Faculty of Graduate Studies and Research (FGSR), advocating for the latter remaining a standalone faculty that provides services for graduate students, a distinct unit from their undergraduate counterparts. While nothing official to report yet, I can say that the conversation is positive and administration has been responsive to the GSA's stance on this matter. Details on the impact of restructuring on graduate student services and their place in FGSR, the Graduate Office in the Colleges, and the Registrar's Office will be announced soon.

Third, I am happy to report that there is considerable development in our discussions with several member GSAs and student groups in the U15 regarding the formation of the Graduate Student Society of Canada that specifically advocates for graduate students across Canada, interacting directly with the federal government. As a Vice-Chair of the Society, I devote a reasonable bulk of my time to chairing meetings and assisting our colleagues from the University of British Columbia Graduate Student Society in the member recruitment process. To that end, we have already signed a memorandum of understanding to join the society.

Fourth, as we have always advocated for a safe campus for graduate students, that is totally free from harassment, bullying and sexual misconduct, we have moved further with the recruitment of the Sexual Violence Response Coordinator. The search committee is already in place and will start reviewing applications very soon. We collectively decided that the GSA VP Labour would represent graduate students on the committee, and she was informed with the necessary information to that effect. We anticipate announcing that the position is filled in our next council meeting.

Fifth, as President I work hard on fostering good relationships with University administration and the provincial government on the benefit of graduate students. This also includes engaging with our peer associations in the province through the Alberta Graduate Provincial Advocacy Council (ab-GPAC). We are currently preparing for what looks like is going to be a successful advocacy week in which both the GSA Vice-President External and I will be meeting with MLAs from both the UCP and opposition parties to discuss priorities of 20,000 graduate students in the province. We will report about this success in the next Council meeting.

Last, I continue to work closely with my Vice-Presidents as we all aim to collaborate in achieving our goals this year. We are doing well and working closely in symbiosis, an incentive for all of us to serve you and advocate for you to the best of our abilities.

That concludes my report. Please feel free to contact me if you have any questions or ask in the council meeting

Anas Fassih, GSA President, 2021-2022 President

Please find below a list of meetings I attended between 19 October and 15 November 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

19 October	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
20 October	Joint Student/University Oversight Committee on Mandatory Non-instructional Fees (MNIFs)
20 October	General Faculties Council Academic Planning Committee (GFC APC)
20 October	Surviving and Thriving in Grad School Peer Panel
21 October	Meeting with L Chandler, Press Secretary, Ministry of Advanced Education
21 October	Meeting with Representatives from UBC GSA
21 October	Meeting with B Flanagan, President
22 October	Meeting with C Singh, International Students' Association (ISA) President
22 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Advocacy and Outreach Committee
25 October	Ministry of Advanced Education Student Leaders Orientation
25 October	General Faculties Council (GFC)
26 October	Bill Briefing with the Ministry of Advanced Education
26 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Bill Briefing Debrief Meeting
27 October	Joint Residence Oversight Committee
27 October	Graduate Student Societies of Canada
27 October	Tuition Budget Advisory Committee (TBAC)
28 October	Monthly meeting with the Dean of Students
28 October	Meeting with C Swindlehurst, Chief Strategy Officer, Office of the President
29 October	GSA Budget and Finance Committee (GSA BFC)
29 October	Meeting with W Rodgers, Deputy Provost, and R Ley, Students' Union (SU) President re the Sexual Violence Coordinator Position Meeting
1 November	Graduate Student Societies of Canada
1 November	Association Presidents' Meeting
2 November	Meeting with M Ross-Graham, Chair of the Board Human Resources and Compensation Committee (BHRCC) and G Bridgeman, Vice-Chair of the Board of Governors (BoG) and BHRCC
2 November	Meeting with S Pal, International Students' Association (ISA) Vice-President Graduate Affairs
2 November	Meeting with R Ley, Students' Union (SU) President
3 November	General Faculties Council Academic Planning Committee (GFC APC)
4 November	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
4 November	Graduate Student Assistance Program (GSAP) Discussion
4 November	Council on Student Affairs (COSA)
5 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
10 November	Upcoming Tuition Planning Discussion
12 November	Meeting with B Flanagan, President

GSA Board
Report to GSA Council for the 15 November 2021 Meeting

To: GSA Council
 From: Anas Fassih, President

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 President, Vice-Presidents, 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 20 (Executive Director's Report to GSA Council) on pages 20.0-20.4.

20 October 2021 GSA Board Meeting:

Main Agenda Items:

2022 International Students' Association Referendum Question; GSA Council Debrief; Recommend Changes to GSA Policy, Section O: Recognition Awards; and Meeting reports.

Motions and Agreements:

None to report.

27 October 2021 GSA Board Meeting:

Main Agenda Items:

2022 International Students' Association Referendum Question; GSA Return to Campus Survey; GSA Council Debrief; COVID-19 Update; and Meeting Reports.

Motions and Agreements:

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

Board Members discussed the **Revised ISA Submission to the GSA**.

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

Members **AGREED** to have a special GSA Board meeting on 1 November 2021 to conclude their discussion of the International Students' Association fee collection proposal and associated draft referendum question and whether to extend an invitation to the International Students' Association to present the matter to GSA Council.

1 November 2021 Special GSA Board Meeting:

Main Agenda Item:

2022 International Students' Association Referendum Question.

Motions and Agreements:

MOTION: That the GSA Board **INVITE** the International Students' Association to present a draft referendum question to GSA Council at the 15 November 2021 meeting. Members **AGREED** to extend an invitation to the International Students' Association to present the matter to GSA Council. MM **MOVED**. PK Seconded. JG opposed. **CARRIED**.

3 November 2021 GSA Board Meeting:

Main Agenda Items:

GSA 2021-2022 Fall Term Budget and Expenditure Report; COVID-19 Update; and Meeting Reports.

Motions and Agreements:

MOTION: That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2021-2022 Fall Term Budget and Expenditure Report. MM **MOVED**. PK Seconded. **CARRIED**.

10 November 2021 GSA Board Meeting:

Main Agenda Items:

COVID-19 Update and Meeting reports.

Motions and Agreements:

None to report.

**GSA Budget and Finance Committee
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Anas Fassih
Date: 10 November 2021

Dear Council Colleagues,

The GSA Budget and Finance Committee (GSA BFC) met on 29 October 2021 to review the 2021-2022 Fall Term Budget and Expenditure Report that is now before you. As outlined in the materials, we are in a strong budget position at the halfway point of our fiscal year. I look forward to discuss the report with you at the upcoming meeting. Additionally, at this most recent meeting, GSA BFC members further discussed the GSA's investment portfolio and options with respect to our investment advisory/management team and agreed to move forward (with the assistance of our investment advisors at ATB Wealth) with updating our investment policy, which was also noted in the previous GSA BFC report to GSA Council.

The GSA BFC will meet again on 1 December to begin review of the GSA's investment policy, and to begin the process of building the 2022-2023 GSA operating and restricted budgets, which will come forward to GSA Council in February.

I am happy to answer any questions.

Sincerely,
Anas Fassih, President and Chair of the GSA BFC

**Vice-President Academic
Report to GSA Council for 15 November 2021 Meeting**

To: GSA Council
From: Kathy Haddadkar
Date: 10 November 2021

Dear Council Colleagues,

I trust that you have all had a restful and productive reading week. I am especially grateful for the extra hour we have gained from daylight savings – it's so important to rest our minds! I am astounded that December is a mere month away and that we will soon have the chance to wrap up the year. As always, it is a privilege to serve our graduate student community. I am continually moved by our council's engagement and responsiveness at each monthly meeting and look forward to reporting at this council, as always!

Here are some of my meeting highlights:

19 October/4 November – Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean

- Updates from the meeting Anas and I had with Dean Milne in October include that the Student Supervisory Initiatives passed at the Board of Governors level and this initiative will be moving into the implementation stage; the progress report (effective January 2022) is currently undergoing user testing prior to publication
- Subsequently, a list of core competencies (ie, a substantive thesis must be completed, candidacy exams must be fulfilled to receive a degree successfully etc) is being drafted by FGSR for each graduate degree designation at the University of Alberta which will reiterate the collective requirements for graduate students in course-based and thesis-based masters as well as doctorate programs
- Updates from the November meeting include a discussion regarding the ongoing impacts of the Academic Restructuring Initiative, especially regarding the potential for the Office of the Registrar to handle some administrative work currently done by FGSR
- While this is just a proposal at this stage and would certainly pose a significant shift supports for graduate students, the GSA will continue to be on top of this matter to ensure that graduate students are the top priority
- Finally, I introduced the issue of teaching assistantship and research assistantship distributions across graduate programs at the University of Alberta and how this continues to be an equity, diversity and inclusion (EDI) concern, considering the lack of standardized criteria and qualifications for graduate students selected for such positions despite their letters of funding

21 October – Working Group on the Equity, Diversity and Inclusions (EDI) Review of Teaching Awards

- Relating to the above point from my November meeting with Dean Milne, this involved members using breakout rooms as time to review the criteria of select teaching awards
- Upon concluding our effective breakout sessions, multiple areas of improvement arose regarding the criteria of the application and how it should be written out in a more inclusive manner in the languages of English, French and any other Indigenous language (as needed)
- Additionally, members expressed how applicants should be permitted to submit their application in any of these languages and that the University should take care of costs for translation
- Other points worthy of inclusion for award criteria included placing EDI as the first point in the list, having a separate bullet point for the inclusion of Indigenous aspects in the applicant's teachings, use of third person pronouns (ie, they) within the body of the criteria, as well as a significant change in the requirements to allow persons with leaves of absence to remain eligible for such awards; this will aid in assisting with the gender disparity apparent in the criteria of teaching awards

22 October – General Faculties Council (GFC) *ad hoc* Review Committee

- This being the first session for this GFC *ad hoc* Review Committee, our end goal was promptly identified as was our purpose: to report back to GFC on the formal review of the consultations and action processes for the academic restructuring in the Fall of 2020
- The meeting focused on brainstorming how we can retrieve insightful information regarding consultations during the formation of this initiative and how this will inform our steps forward in the future, should a similar initiative arise
- We quickly came to realize that each member in the room had a very different take on the restructuring; simply because of what committees and circumstances they were placed in during the time that this was taking place from September-December 2020 (with the concept of the Academic Restructuring initially emerging in April 2020)
- While there is much work to be done on this front, our next steps, while arduous, will require each member to pull from their knowledge and inquire respectfully from others who were involved in this process through possible mediums including interviews, consultations (internal and external), etc in order to find functionality and purpose in this review process

I warmly welcome further discussion and correspondence on this report, as well as any other academic-related matters and can be reached at gsa.vpacademic@ualberta.ca.

Respectfully,

Kathy Haddadkar, Vice-President Academic 2021-2022

Please find below a list of meetings I attended between 19 October and 15 November 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

19 October	Public Event Organized by the Chancellor: Two Women Who Went First
19 October	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
20 October	Joint Student/University Oversight Committee on Mandatory Non-instructional Fees (MNIFs)
20 October	Surviving and Thriving in Grad School Peer Panel
21 October	GSA General Faculties Council (GFC) Caucus
21 October	Working Group on the EDI Review of Teaching Awards
22 October	General Faculties Council (GFC) <i>ad hoc</i> Review Committee
25 October	General Faculties Council (GFC)
27 October	General Faculties Council Committee on the Learning Environment (GFC CLE)
1 November	Graduate Program Support Team (GPST)
3 November	Centre for Teaching and Learning (CTL) OpenEd Symposium Steering Committee
4 November	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
5 November	Graduate Supervisory Video Vignette
10 November	Faculty of Graduate Studies and Research (FGSR) Policy Review Committee (PRC)
10 November	Upcoming Tuition Planning Discussion
15 November	General Faculties Council (GFC) Executive Committee

**Vice-President External
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Mohd Tahsin Bin Mostafa
Date: 10 November 2021

Dear Council Colleagues,

The lion's share of my meetings this past month were with the Alberta Graduate Provincial Advocacy Council (ab-GPAC). We prepared for the student leader orientation with the provincial government, and it went quite well. Furthermore, we have finally integrated Bitrix as a communication and information platform for ab-GPAC directors as everything from Google Drive was transferred to this website. Another good news is the return of Concordia University of Edmonton's (CofE) engagement in ab-GPAC. Two newly elected executives from CofE joined the team and actively participated in the last ab-GPAC board meeting. As a result, it will be much easier to reach quorum now with having at least one member from all four member organizations being present.

We also developed our advocacy asks and position policies on childcare, student aid, and international students' immigration. And the Executive Director of ab-GPAC has been working towards arranging meetings with both the UCP and NDP leaders during our advocacy week starting 21 November.

The Residence Advisory Committee conducted a budget meeting in which they proposed a 2.25% increase on rental rates and a 3% increase in meals in the coming year. They were estimating a much larger increase due to the adverse effect of the pandemic. However, the sale of Newton Place helped them generate much needed revenue, which ultimately helped in keeping the increases at a minimum. An update concerning graduate students is that they would be looking into forming working groups to investigate the creation of couples housing on campus.

Besides those, I had regular meetings with the Alumni Council Careers Committee, where I helped in adjudicating grants and giving feedback on ways to improve communication through the UAlberta Switchboard and other methods. The Edmonton Student Alliance, after hosting the Mayoral Forum last month, is now brainstorming to fix their annual priorities and as always, I will be looking out for the best interests of graduate students.

Thank you,

Mohd Tahsin Bin Mostafa, Vice-President External 2021-2022

Please find below a list of meetings I attended between 19 October to 10 November 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

19 October	Meeting with K Huising, Associate Vice-President (Campus Services)
19 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Committee
19 October	Student Services and Experience Meeting
20 October	Surviving and Thriving in Grad School Peer Panel
21 October	Meeting with L Chandler, Press Secretary, Ministry of Advanced Education
22 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Governance Committee
23 October	Alberta Student Congress
25 October	Ministry of Advanced Education Student Leaders Orientation
26 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Committee
26 October	Bill Briefing with the Ministry of Advanced Education

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26 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Bill Briefing Debrief Meeting
27 October	Graduate Student Societies of Canada
27 October	Mayoral Forum Planning Working Group Post-Meeting
27 October	Residence Advisory Committee (RAC)
28 October	Alberta Student Post-Secondary Council
29 October	University Research Policy Committee (URPC)
29 October	Edmonton Student Alliance (ESA)
2 November	Meeting with K Husing, Associate Vice-President (Campus Services)
2 November	Student Services and Experiences Meeting
2 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Committee
3 November	Alumni Careers Committee Meeting #3
5 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
5 November	GSA Emergency Bursary Appeal
9 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Committee
10 November	Post-Secondary Education Task Force Meeting

**GSA Vice-President Labour
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Jessica Grenke
Date: 10 November 2021

Dear Council Colleagues,

The last month was another busy and productive one thanks to our committed and engaged union community. We are hard at work gathering input from our community members, union professionals, and our Labour Relations Committee (GSA LRC) in preparation for collective bargaining. These efforts are outlined in more detail below:

Collective Bargaining

The operationalization of grassroots level input is my main priority as Vice-President Labour. As such, in preparation for collective bargaining (early December), I've focussed on: 1) collecting the input of our Academically-Employed Graduate Student (AEGS) community; and 2) taking that input forward to experts in order to put it in action. Thank you to all who participated in our collective bargaining town halls (October 20-21)! The issues you identified at those forums are the foundation for our follow-up survey of collective agreement bargaining priorities which will be sent to all union members. Following review by the GSA LRC, we're working with the Public Service Alliance of Canada (PSAC) to release this survey shortly. Please keep an eye out for it in your inbox and take a union/snack break to fill it out. Our strength at the bargaining table comes from you. The more engaged the union, the more it's worth listening to.

Stewardship Network

I am excited to announce our first batch of faculty stewards have been appointed and begun training. Welcome to faculty stewards MD Habibur Rahaman (Engineering), Kevin Joannou (Medicine & Dentistry), Molly Swain (Native Studies), Mohammed Abdel Wahd Elkhatab (Pharmacy & Pharmaceutical Sciences), and Brette Harris (Science). Following appointment by the GSA LRC, I led an orientation training session for our new members and they will continue training with resources provided by the PSAC. As they are the community representatives of our union, don't hesitate to reach out to your faculty steward with any questions that come up. We continue to recruit stewards for faculties currently not represented, so if this role interests you, please apply!

I look forward to reporting our progress over the next month. Please don't hesitate to contact me with any questions or comments.

In solidarity,
Jessica Grenke, Vice President Labour, 2021-2022

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Please find below a list of meetings I attended between 19 October and 15 November 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

19 October	Non-Academic Staff Association (NASA) Steward Training
20 & 22 October	Surviving and Thriving in Grad School Peer Panels
20 & 21 October	GSA Labour Town Halls
21 October	Alberta Innovation Network
21 October	Meeting with a Departmental GSA
25 October	Meeting with the Public Service Alliance of Canada (PSAC)
25 October	Faculty Steward Training
26 October	Meeting with GSA Vice-President Labour Counterparts at the University of Calgary and University of Lethbridge
28 October	Monthly meeting with the Dean of Students
29 October	Meeting with a Graduate Student
29 October	GSA Budget and Finance Committee (GSA BFC)
30 October	Talking Union Basics Course
3 November	University of Alberta Safety and Security Committee (UASSC)
4 November	Meeting with a Graduate Student
4 November	Graduate Student Assistance Program (GSAP) Discussion
9 November	Meeting with a Graduate Student

**GSA Labour Relations Committee
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Jessica Grenke
Date: 10 November 2021

Dear GSA Council Colleagues,

The GSA Labour Relations Committee (GSA LRC) has been working over email to implement various union initiatives.

On 20 and 21 October, town halls were held to inform Academically-Employed Graduate Students of the upcoming collective bargaining process and to solicit input on bargaining priorities. A survey will also be circulated to all current AEGSs and I ask that you encourage your members to keep an eye out for this in their Ualberta email.

The GSA also started recruiting Faculty Stewards, and the GSA LRC has been charged with reviewing applications and appointing individuals to these roles. The GSA LRC has currently appointed seven (7) faculty stewards in the following faculties: Agriculture, Life and Environmental Sciences, Engineering, Kinesiology, Sport and Recreation, Medicine and Dentistry, Native Studies, Pharmacy and Pharmaceutical Sciences, and Science. We will continue to recruit from unrepresented faculties until all fifteen (15) positions are filled.

The committee will be meeting this week to discuss the bargaining process with members from the Public Service Alliance of Canada.

I am happy to answer any questions.

Sincerely,
Jessica Grenke, Vice-President Labour and Chair of the GSA LRC

**Vice-President Student Services
Report to GSA Council for 15 November 2021**

To: GSA Council
From: Paresh Kumar
Date: 10 November 2021

Dear Council Colleagues,

I hope you all are doing well and fall is treating you well. I am happy to share a few highlights from the meetings I attended last month:

- **Rapid Testing:** Rapid testing is available only for those who have an approved vaccine exemption. Tests need to be performed every 72 hours if the person is coming to campus. There is no decision yet on whether rapid testing will be continued for next year or not.
- **CampusReady app:** More than 40k people have registered in the system, out of which only 965 are not vaccinated. Among those 965, there are some for which it is showing not vaccinated because of a technical issue. Event coordinators are asking for the CampusReady pass now. There is an audit team also working on checking the records for false data. Visitors are also being asked for proof of vaccination. They can show their provincial QR code as an alternate for CampusReady app. 250 requests have been received so far for exemptions, including a mix of religious and medical exemptions. Faculties will receive a list of those who are undeclared/missing from record.
- **Mental Health:** As per the inputs from Clinical and Counselling Services and the Wellness Support team, more people are seeking mental health assistance on campus. As per my discussion with the Days of Action committee, the plan for the upcoming World Social Justice Day will focus on mental health.

Sexual Violence Response Coordinator: a position for a Sexual Violence Response Coordinator has been posted online and applications are being reviewed as received. The hiring team is working to select the best fit among the received applications.

- **U-Pass:** More than 70% of students have accessed for the U-Pass for fall term and have activated their ARC cards. Distribution process has slowed down now as most students have already collected their ARC card.
- **Graduate Students Assistance Program (GSAP):** Currently, the GSA receives confirmation of the University's funding towards the GSAP on a yearly basis. We wanted the University to give us longer term commitment for the funds so that we can more accurately budget for providing this service to graduate students and plan any referenda needed to increase the case paid by graduate students. As per our discussion with Vice-Provost Dr. Wendy Rogers, the University has committed 3 years of funding.
- For safety related updates or COVID measures, please refer to the University's safety measure general directives:

<https://www.ualberta.ca/covid-19/campus-safety/safety-measures-general-directives/index.html>

Feel free to reach out to me with any comments/concerns regarding this report or any other specific issue you want to discuss regarding student services at gsa.vpstudentservices@ualberta.ca.

Thank you,
Paresh Kumar, Vice-President Student Services 2021-2022

Please find below a list of meetings I attended between 19 October and 15 November 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.

19 October	Meeting re: World Social Justice Day
20 October	Joint Student/University Oversight Committee on Mandatory Non-instructional Fees (MNIFs)
20 & 22 October	Surviving and Thriving in Grad School Peer Panels
21 October	U-Pass Administrative Committee
26 October	Meeting with K Friese, Associate Dean of Students (Health and Wellness)
27 October	Days of Action (DOA) Committee
28 October	Monthly meeting with the Dean of Students
29 October	Meeting with Campus and Community Recreation
4 November	Graduate Student Assistance Program (GSAP) Discussion
5 November	Coalition for Action on High-Risk Drinking (CAHRD) Meeting
15 November	E-Scooter Meeting

**GSA Chief Returning Officer
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Muneeb Mohiuddin
Date: 10 November 2021

Dear GSA Council Colleagues,

I met with the GSA Elections and Referenda Committee (GSA ERC) on 12 and 25 October 2021. As reported by Jennifer in the GSA ERC report, the committee is discussing an array of matters related to the 2022 General Election and possible referendum initiated by the International Students' Association (ISA). As Chief Returning Officer, I have been an active participant in these ongoing discussions and recently approved the official communications timeline on the recommendation of the GSA ERC.

Additionally, I have worked with the GSA office staff and the ISA to develop the draft question associated with the possible referendum initiated by the ISA. Should GSA Council approve the holding of this referendum, it will run concurrently with the 2022 GSA General Election, as specified in GSA Bylaw and Policy.

If you have any questions or concerns, please feel free to contact me: gsacroff@ualberta.ca.

Sincerely,
Muneeb Mohiuddin, GSA Chief Returning Officer

**GSA Nominating Committee
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Kenzie Gordon
Date: 10 November 2021

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,
Kenzie Gordon, 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 mlgordon@ualberta.ca or GSA Elections Coordinator Monica Brzak at gsanomco@ualberta.ca.

GSA Standing Committees

1) 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 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. **One (1) nomination was received; there will be an electronic vote (see item 9 - Nominee for the GSA ERC).**

2) GSA Governance Committee (GSA GC) (Two (2) GSA Councillor Positions)

Information regarding the position for two (2) GSA Councillors was circulated via email to GSA Council 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. **No nominations were received; these vacancies will be advertised again.**

3) 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 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. **No nominations were received; this vacancy will be advertised again.**

4) GSA Board and GSA Nominating Committee (GSAB/GSA NoC) (Two (2) Joint GSA Councillor Positions)

Information regarding the position for two (2) GSA Councillors was circulated via email to GSA Council on 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. **No nominations were received; these vacancies will be advertised again.**

5) GSA Awards Selection Committee (GSA ASC) (Three (3) GSA Member Positions)

Information regarding the position for three (3) GSA members was circulated via the GSA newsletter on 15, 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. Since circulation of that initial advertisement, another vacancy on the GSA ASC opened up and four (4) nominations were received. There are thus now four (4) nominees for four (4) vacancies, although only three (3) vacancies were previously advertised. **Four (4) nominations were received; there will be an electronic vote (see item 9 - Nominees for the GSA ASC).**

External Committees: Vacancies**6) Faculty of Graduate Studies and Research Council (Four (4) Graduate Student Positions)**

Information regarding the four (4) vacancies for Alternates on the Faculty of Graduate Studies and Research Council was circulated via the GSA newsletter on 22 and 29 October with a nomination deadline of 3 November 2021. **No nominations were received; these vacancies will be advertised again.**

7) Student Library Advisory Committee (One (1) Graduate Student Position)

Information regarding the one (1) vacancy on the Student Library Advisory Committee was circulated via email to GSA Council on 22 and 29 October, and 5 November 2021 with a nomination deadline of 8 November 2021. **No nominations were received.**

Addendum – Election of GSA NoC Vice-Chair

As per GSA Bylaw and Policy, “two members (2) from amongst the five (5) voting members of the [GSA NoC] will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The persons elected will be reported to GSA Council” (GSA Bylaw and Policy, Section E.POL.5.3). On 7 October 2021, GSA NoC members were informed of the vacancy in the position of Vice-Chair and were invited to submit nominations for this position. One (1) nomination was received in advance of the deadline of 12 October 2021. As of 18 October 2021, GSA NoC members have elected **Violet Sun (Pediatrics)** to serve as GSA NoC Vice-Chair.

**GSA Elections and Referenda Committee
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Jennifer Bertrand
Date: 10 November 2021

Dear GSA Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on 25 October 2021 to review advertising of the 2022 GSA General Election and possible referendum initiated by the International Students' Association, including social media communications (format, content, etc) and associated timelines and timelines related to official communications from the Chief Returning Officer. The GSA ERC will next meet on Friday, 18 November 2021 to continue the planning process.

Sincerely,
Jennifer Bertrand, Chair of the GSA ERC

**Executive Director
Report to GSA Council for the 15 November 2021 Meeting**

To: GSA Council
From: Courtney Thomas
Date: 10 November 2021

Dear GSA Council Members,

The office has been engaged in the preparation of the Fall Term Financial Report, the initial development of the 2022-2023 operating budget, and supporting the GSA Budget and Finance Committee as it meets to review these items and also to begin the process of updating the GSA's investment policy (as discussed in the report to GSA Council from the GSA Budget and Finance Committee. With respect to the organization's finances, I am happy to report that the GSA remains in a strong financial position at the mid-point of our fiscal year.

On 22 November the GSA Nominating Committee will be hosting a Discover Governance event for those thinking about running for elected office with the GSA in the 2022 General Election, or those who just want to know more about the GSA and how they can get involved. Further Discover Governance events will be planned for the new year and we are also developing some associated resources that will be posted shortly on the [GSA website](#).

Finally, the office is working to plan an end of term, online event with Rapid Fire Theatre. The event is scheduled for 2 December and features some excellent door prizes, including an iPad and a pair of Oilers tickets) – I hope many of you will be able to join us.

As always, 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,
Courtney Thomas, Executive Director

Management Report to the GSA Board, 20 October 2021

Management has been engaged with the following issues since the last GSA Board meeting on 13 October 2021:

Strategic

- Planning the 2022 GSA General Election as well the annual Discover Governance initiative (the GSA Elections and Referenda Committee will be meeting again shortly).
- Ongoing conversations (internally and with the Students' Union) concerning the fee proposal from the International Students' Association.
- Facilitating a GSA Emergency Bursary appeal.
- Developing the fall term financial report (the GSA Budget and Finance Committee will meet to review this at the end of the month, prior to it advancing to the GSA Board and GSA Council) and beginning to plan the development of the 2022-2023 operating budget.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network and planning training sessions for newly appointed stewards, advising individual graduate student workers, and preparing for the next round of negotiations) and supporting the work of the GSA Labour Relations Committee (planning townhalls related to bargaining, etc, with assistance from PSAC).
- Drafting a proposal to amend the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large (hoping to bring forward to GSA Council in January, following consultation with the GSA Appeals and Complaints Board, the GSA Governance Committee, and the GSA Board).

Operations

- Facilitating the GSA Council meeting.
- Planning an end of term event with Rapid Fire Theatre (set for 2 December).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the 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), the GSA Awards Selection Committee (advertised via the GSA newsletter), the Student Library Advisory Committee (advertised directly to GSA Council), the Faculty of Graduate Studies and Research Council (advertised via the GSA newsletter), and the Faculty of Native Studies Council (advertised directly to graduate students in the Faculty). The GSA Nominating Committee is also assisting with the election of members to the Human Ecology Graduate Students' Association and the Indigenous Graduate Students' Association (advertised directly to Indigenous graduate students via First Peoples' House), and the GSA Elections and Referenda Committee is beginning to plan the 2022 GSA General Election and a potential International Students' Association initiated referendum.
- Facebook = 1,729 likes (up 13 from 5 October); Facebook posts reached 1862 users since 13 October. Twitter = 1,233 followers (up 2 from 13 October); our tweets earned 134 "impressions" over the past week. Instagram = 748 followers (up 0 from 13 October); Instagram posts reached 422 users last week.
- GSA Academic Travel Grants = new funding period started 1 October (now accepting applications for travel within Canada as well as online; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 October. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 27 October 2021

Management has been engaged with the following issues since the last GSA Board meeting on 20 October 2021:

Strategic

- Continued support for the GSA Elections and Referenda Committee as it plans the 2022 GSA General Election (the committee met on Monday).
- Reviewing the GSA website for needed editorial updates and discussing feedback received about GSA communications with the Vice-President Labour.
- Beginning to compile the materials for the upcoming GSA Council meeting.
- Developing the fall term financial report (the GSA Budget and Finance Committee will meet to review this on Friday, prior to it advancing to the GSA Board and GSA Council) and beginning to plan the development of the 2022-2023 operating budget.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network and planning training sessions for newly appointed stewards, advising individual graduate student workers, and preparing for the next round of negotiations) and supporting the work of the GSA Labour Relations Committee (hosting townhalls related to bargaining, etc, with assistance from PSAC and developing an associated survey).
- Drafting a proposal to amend the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large (hoping to bring forward to GSA Council in January, following consultation with the GSA Appeals and Complaints Board, the GSA Governance Committee, and the GSA Board).

Operations

- Hosting peer-panel events (low participation rate but this is not surprising for new events).
- Planning an end of term event with Rapid Fire Theatre (set for 2 December).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the 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), the GSA Awards Selection Committee (advertised via the GSA newsletter), the Student Library Advisory Committee (advertised directly to GSA Council), the Faculty of Graduate Studies and Research Council (advertised via the GSA newsletter), and the Faculty of Native Studies Council (advertised directly to graduate students in the Faculty). The GSA Nominating Committee is also assisting with the election of members to the executive of the Indigenous Graduate Students' Association (advertised directly to Indigenous graduate students via First Peoples' House).
- Facebook = 1,729 likes (up 0 from 20 October); Facebook posts reached 412 users since 20 October. Twitter = 1,237 followers (up 4 from 20 October); our tweets earned 452 "impressions" over the past week. Instagram = 756 followers (up 8 from 20 October); Instagram posts reached 201 users last week.
- GSA Academic Travel Grants = new funding period started 1 October (now accepting applications for travel within Canada as well as online; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 October. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 3 November 2021

Management has been engaged with the following issues since the last GSA Board meeting on 27 October 2021:

Strategic

- Continued support for the GSA Elections and Referenda Committee as it plans the 2022 GSA General Election (the committee will meet next in mid-November).
- Facilitating the appeal process of a denied GSA Emergency Bursary (the hearing will be held on Friday).
- Reviewing the GSA website for needed editorial updates and updating the GSA's database of inventory for insurance purposes.
- Preparing for the first mailing of GSA Council meeting materials on Friday.
- Beginning to plan the development of the 2022-2023 operating budget (reviewing the current budget, setting up meetings of the GSA Budget and Finance Committee (GSA BFC), etc) and embarking on a review of the GSA's investment policy the GSA BFC.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network and planning training sessions for newly appointed stewards, advising individual graduate student workers, and preparing for the next round of negotiations) and supporting the work of the GSA Labour Relations Committee (developing a survey regarding bargaining priorities, with assistance from PSAC).
- Drafting a proposal to amend the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large (hoping to bring forward to GSA Council in January, following consultation with the GSA Appeals and Complaints Board (this body is reviewing the proposal now), the GSA Governance Committee, and the GSA Board).

Operations

- Planning an end of term event with Rapid Fire Theatre (set for 2 December, we will be having door prize draws for an iPad, Oilers Tickets (donated by TD), and GSA swag packs).
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the 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), the GSA Awards Selection Committee (advertised via the GSA newsletter), and the Faculty of Graduate Studies and Research Council (advertised via the GSA newsletter).
- Facebook = 1,720 likes (down 9 from 27 October); Facebook posts reached 422 users since 27 October. Twitter = 1,235 followers (down 2 from 27 October); our tweets earned 445 "impressions" over the past week. Instagram = 756 followers (up 0 from 27 October); Instagram posts reached 187 users last week.
- GSA Academic Travel Grants = new funding period started 1 October (now accepting applications for travel within Canada as well as online; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 October. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 10 November 2021

Management has been engaged with the following issues since the last GSA Board meeting on 3 November 2021:

Strategic

- Continued support for the GSA Elections and Referenda Committee as it plans the 2022 GSA General Election and possible referendum initiated by the International Students' Association (the committee will meet next week).
- Drafting GSA reports to various University governing bodies.
- Preparing for the second mailing of GSA Council meeting materials on Wednesday.
- Beginning to plan the development of the 2022-2023 operating budget (reviewing the current budget, setting up meetings of the GSA Budget and Finance Committee (GSA BFC), drafting recommendations from the financial team for the GSA BFC to consider, etc) and preparing to support a review of the GSA's investment policy by the GSA BFC.
- Work associated with the Collective Agreement (soliciting expressions of interest for the steward network and planning training sessions for newly appointed stewards, printing material to help promote awareness, advising individual graduate student workers, and preparing for the next round of negotiations) and supporting the work of the GSA Labour Relations Committee (developing a survey regarding bargaining priorities, with assistance from PSAC).
- Drafting a proposal to amend the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large (hoping to bring forward to GSA Council in January, following consultation with the GSA Appeals and Complaints Board (this body has just completed a very thorough review), the GSA Governance Committee, and the GSA Board).

Operations

- Planning an end of term event with Rapid Fire Theatre and forward planning for GSA Awards Night (an in-person event, scaled down and with appropriate safety measures, may be possible by late March) and online winter orientation.
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the 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), and the Faculty of Graduate Studies and Research Council (advertised via the GSA newsletter).
- Facebook = 1,721 likes (up 1 from 1 November); Facebook posts reached 29 users since 1 November. Twitter = 1,235 followers (up 0 from 1 November; our tweets earned 52 "impressions" over the past week. Instagram = 755 followers (down 1 from 1 November); Instagram posts reached 4 users last week.
- GSA Academic Travel Grants = new funding period started 1 October (now accepting applications for travel within Canada as well as online; uptake on travel option remains very low); GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods; GSA Graduate Student Group Grants = new funding period started 1 October. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.