

GSA Council Meeting CONSOLIDATED AGENDA

Monday, 16 July 2018 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA acknowledges that the University of Alberta is situated on Treaty Six territory and Métis homelands.

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 (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

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

Deputy Speaker Pranidhi Baddam in the Chair

A pizza dinner will be served at 5:15 pm.

OPEN SESSION

Attached Numbered Pages

1. Roll Call
2. Approval of the 16 July 2018 Agenda
3. Approval of the Minutes from the 18 June 2018 GSA Council Meeting
Attachment:
 - i. Minutes from the 18 June 2018 GSA Council Meeting **3.0 - 3.5**
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Action Items:

6. 2017-2018 GSA Audited Financial Statements
Sasha van der Klein (President) will introduce the guest.

Guest: Tom Gee, GSA Auditor, MBA, FCPA, FCA, Collins Barrow LLP

GSA BFC Members Who Are Members of GSA Council: Sasha van der Klein (GSA President and GSA BFC Chair); Beth Richardson (GSA Vice-President Labour and GSA BFC Vice-Chair); Dasha Smirnow (Councillor-at-Large)

GSA BFC Members Invited to GSA Council as Guests: Michele DuVal and Sina Yansori

Attachments:

- i. Outline of Issue **6.0**
- ii. 2017-2018 GSA Audited Financial Statements **6.1 - 6.17**

7. 2018-2019 GSA Spring/Summer Term Budget and Expenditure Report
Sasha van der Klein (President) will present the item.

Attachments:

- | | | |
|------|--|-------------|
| i. | Cover Letter to the GSA Council From the GSA President and Chair of the GSA Budget and Finance Committee | 7.0 |
| ii. | Outline of Issue | 7.1 |
| iii. | GSA 2018-2019 Spring/Summer Term Budget and Expenditure Report | 7.2 - 7.3 |
| iv. | GSA 2018-2019 Operating Budget Narrative | 7.4 - 7.15 |
| v. | GSA 2018-2019 Restricted and Other Funding Narrative | 7.16 - 7.17 |

8. Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures

Sasha van der Klein (President) will present the item.

Attachments:

- | | | |
|-----|--|-----------|
| i. | Outline of Issue | 8.0 |
| ii. | Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures: Double Column | 8.1 - 8.2 |

For Discussion:

9. GSA Health and Dental Plan Orientation
Fahed Elian (Vice-President Student Services) will introduce the guest.

Guest: Colten Yamagishi, Program Manager, Studentcare

Attachments:

- | | | |
|----|--|-----------|
| i. | GSA Health and Dental Plan Orientation Prepared by Studentcare | 9.1 - 9.9 |
|----|--|-----------|

Action Items:

10. GSA Board 2018-2019 Strategic Work Plan
Sasha van der Klein (President) will present the item.

Attachments:

- | | | |
|------|--|-------------|
| i. | Cover Letter from the President to GSA Council | 10.0 |
| ii. | Outline of Issue | 10.1 |
| iii. | GSA Board 2018-2019 Strategic Work Plan | 10.2 - 10.8 |

Elections, Appointments, Special Business, Updates

11. GSA Council Elections
Kenzie Gordon (GSA Nominating Committee Vice-Chair) will present the item

Speaker and Deputy Returning Officer (DRO)

Attachment:

- | | | |
|----|---|-------------|
| i. | Nominees for Speaker and Deputy Returning Officer (DRO) | 11.0 - 11.8 |
|----|---|-------------|

GSA Standing Committees

- a. GSA Appeals and Complaints Board (3 vacancies)

Attachments:

- | | | |
|----|--|--------------|
| i. | Nominee for the GSA Appeals and Complaints Board (3 vacancies) | 11.9 - 11.10 |
|----|--|--------------|

- b. GSA Nominating Committee (1 vacancy)

Attachments:

- i. Nominee for the GSA Nominating Committee (1 vacancy) 11.11 - 11.12

Reports

- 12. President (Sasha van der Klein, President)**
 - i. President's Report 12.0 - 12.1
 - i. GSA Board 12.2
 - ii. GSA Budget and Finance Committee 12.3
 - iii. GSA Governance Committee 12.4
- 13. Vice-President Academic (Masoud Aliramezani, Vice-President Academic)**
 - i. Vice-President Academic's Report 13.0 - 13.1
- 14. Vice-President External (Zhihong Pan, Vice-President External)**
 - i. Vice-President External's Report 14.0 - 14.1
 - ii. GSA Awards Selection Committee (no meetings this reporting period)
- 15. Vice-President Labour (Beth Richardson, Vice-President Labour)**
 - i. Vice-President Labour's Report 15.0 - 15.1
 - ii. GSA Labour Relations Committee (no meetings this reporting period)
- 16. Vice-President Student Services (Fahed Elian, Vice-President Student Services)**
 - i. Vice-President Student Services' Report 16.0 - 16.1
- 17. Senator (Ahsan Ahmed, Senator)**
 - i. Senator's Report (no written report at this time)
- 18. Speaker (Pranidhi Baddam, Deputy Speaker)**
 - i. Speaker's Report (no written report at this time)
- 19. Chief Returning Officer (Vahid Ayan, Chief Returning Officer)**
 - i. Chief Returning Officer's Report (no written report at this time)
- 20. GSA Nominating Committee (Kenzie Gordon, GSA Nominating Committee Vice-Chair)**
 - i. GSA Nominating Committee Report 20.0 - 20.1
- 21. GSA Elections and Referenda Committee (Leigh Spanner, Elections and Referenda Committee Chair)**
 - i. GSA Elections and Referenda Committee Report 21.0
- 22. GSA Management (Courtney Thomas, Executive Director)**
 - i. Executive Director's Report 22.0 - 22.8

Question Period

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

Adjournment

GSA Council Meeting MINUTES
Monday, 18 June 2018 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Masoud Aliramezani (VP Academic)	Vicki Kwon (Art & Design)	Chantal Labonté (Educational Psychology)	Daniel Krysz; Braden Chow (Oncology)
Zhihong Pan (VP External)	Brianna Greenwood (Biochemistry)	Salah Al Heejawi (Electrical and Computer Engineering)	Anisa Viveiros (Pharmacology)
Beth Richardson (VP Labour)	Enezi Khalid (Biological Sciences)	Nicole Jamison (Elementary Education)	Hamdah Al Nebaihi (Pharmacy and Pharmaceutical Sciences)
Fahed Elian (VP Student Services)	Karl Roesner (Cell Biology)	Miriam Mabrouk (English & Film Studies)	Mattia Sorgon (Philosophy)
Darcy Bemister (Chief Returning Officer)	Alyssa Fu (Chemistry)	Adrian Christ (History & Classics)	Scott Karbashewski (Physics)
Ahsan Ahmed (Senator)	Pedro Mateo (Civil & Environmental Engineering)	Jonathan Lai (Human Ecology)	Megan Aiken (Political Science)
Mahmud Rashedul Amin (Councillor-at-Large)	Jessica Klassen (Communication Sciences & Disorders)	Jiaao Yu (Lab Med & Pathology)	Jessica Luki (Psychiatry)
Teddy Carter (Councillor-at-Large)	Dylan Ashley (Computing Science)	Catherine Ford (Linguistics)	Joanna Scanlon; William Service (Psychology)
Osman Hojanepesov (Councillor-at-Large)	Julie Piche (Dentistry)	Milad Nazarahari (Mechanical Engineering)	Alesha Reed (Rehabilitation Science)
Natalie Liang (Councillor-at-Large)	Kenzie Gordon (Digital Humanities)	Nicole Noel (Medical Genetics)	Owain Bamforth (Religious Studies)
Melissa Woghiren (Councillor-at-Large)	John Musyoki (Drama)	Quinten Kieser (Medical Microbiology & Immunology)	Jared Fath (Renewable Resources)
Andrew Woodman (Councillor-at-Large)	Benjamin Gruber (Earth & Atmospheric Sciences)	Shahnaz Shahtoosi (Modern Languages and Cultural Studies)	Yangzhe Cao (Resource Economics & Environmental Sociology)
Hongbing Fan (AFNS)	Kenchera Ingraham (Educational Policy Studies)	Trevor Poitras (Neuroscience)	Robert Piazza (Secondary Education)

Guests: Philip Stack (Associate Vice-President of Risk Management Services); Rob Munro (Director, Risk Management Services – Environment, Health & Safety); James Allen (Associate Vice-President of Operations and Maintenance); Kristine Wray (REES); Marc Waddingham (Biological Sciences); Sofia Karabatsos (Biological Sciences); Pranidhi Baddam (Deputy Speaker candidate; Medical Sciences).

Speaker Josh Connauton in the Chair.

The meeting was called to order at 6:00 pm.

Roll Call**1. Roll Call of GSA Council Members in Attendance****Approval of Agenda****2. Approval of the 18 June 2018 Consolidated Agenda**

Members had before them the 18 June 2018 Consolidated Agenda, which had been previously distributed on 15 June 2018. K Gordon **MOVED**; B Richardson **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes**3. Minutes from the 14 May April 2018 GSA Council Meeting**

Members had before them the 14 May 2018 GSA Council Minutes, which had been previously distributed on 8 June 2018. D Ashley **MOVED**; K Gordon **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership**4. Changes in GSA Council Membership****i. Introduction of New Councillors:**

This was the first meeting for a number of Councillors: T Carter (Councillor-at-Large), M Woghiren (Councillor-at-Large), A Ahmed (Senator).

Councillor Announcements**5. Councillor Announcements**

N Noel (Medical Genetics GSA Departmental Councillor) invited GSA Council members to attend the Medical Genetics Research Day on 11 July 2018 from 9 AM to 3 PM, in the atrium of the Katz Group Centre for Pharmacy and Health Research building.

Presentation**6. Campus Safety and Security**

B Richardson (Vice-President Labour) presented the item and introduced the guests, Philip Stack (Associate Vice-President of Risk Management Services), Rob Munro (Director, Risk Management Services – Environment, Health & Safety) and James Allen (Associate Vice-President of Operations and Maintenance).

The guests presented on the Campus and Facilities Safety and Security Working Group, on which the GSA VP Labour served. They noted that the working group drafted a framework to inform its efforts and was tasked with finding an institution-wide strategy to approach safety and security incidents and to make recommendations to the Vice-President (Facilities and Operations), Andrew Sharman and the Vice-President (Finance and Administration), Gitta Kulczycki. They noted that the working group was aiming to complete a draft report by 28 September 2018 and a final report by the end of 2018. They added that the working group will also seek consultation after they present its draft report in September and that the working group would make ongoing assessments but immediate needs would continue to be addressed immediately.

The also noted that there was a heat map of campus that showed the number and types of incidents and the working group wanted to include additional information such as descriptions of the nature of incidents, when they occurred, and what response times were. They added that four components were identified as crucial to an integrated security system: creating trust through people, tech and control systems, policies and procedures, and physical barriers. They indicated that the working group also completed a benchmarking study to assess the U of A in comparison to our peers and decide what was sufficient for the University's needs. They added that they conducted an initial survey to establish a baseline and will continue to revisit it to measure concerns and perceptions. They conclude by noting that the working group would continue to engage with bodies such as GSA Council to gauge outcomes.

B Richardson explained that this working group was specifically interested in input from graduate students and asked GSA Councillors to visit the [working group website](#) and to not hesitate to email her with any questions or concerns.

GSA Councillors then posed a series of questions including, but not limited to, whether the group had any intention to hold town halls for other faculties or departments, as they did with the Faculty of Arts (they responded that they were trying to gain as much input as quickly as possible and that there will be further town halls in the future); if they were planning a mechanism for online reporting (they responded that one priority was education in terms of whom to call for what and they added that for suspicious activity to contact 780-492-5050 and to contact 911 for any type of emergency or criminal activity); issues with break-ins on South Campus (they responded that they were aware of issues and was looking into strategies for increased security); concern over how funding for security was allocated (they noted that this was a fundamental concern for the working group and they added that the working group would prioritize what needed to be done and funded first); what proportion of incidents related to homeless people looking for shelter (they responded that incidents were tracked and recorded, but added that there was no way of knowing whether individuals that trespassed were homeless).

Action Items:**7. Proposed Changes to GSA Bylaw and Policy and Introduction of GSA Bylaw and Policy on Collective Bargaining**

B Richardson (Vice-President Labour) presented the item.

MOTION BEFORE GSA COUNCIL: That GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy and the introduction of GSA Bylaw and Policy on Collective Bargaining, as shown in the attached double column document and effective upon approval by GSA Council.

A member asked a series of questions, including: whether there will be adverse effects on graduate students if a new agreement is not ratified upon expiry of the previous agreement (the old agreement remains in force until a new one is concluded and it is fairly common in other areas of employment for agreements to be negotiated during an ongoing employment situation), whether University administration were aware of the potential implications of the new policies (it was noted they were), and the rationale for making changes to GSA Bylaw and Policy on Collective Bargaining before July 1 (it was noted that this was a requirement for the GSA to be compliant with the Labour Relations Code).

MOTION: That GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy and the introduction of GSA Bylaw and Policy on Collective Bargaining, as shown in the attached double column document and effective upon approval by GSA Council. B Richardson **MOVED**; K Gordon **SECONDED**.

Motion **PASSED** unanimously

8. Proposed Changes to GSA Bylaw and Policy, GSA Bylaw, Section B: Membership

B Richardson (Vice-President Labour) presented the item.

MOTION BEFORE GSA COUNCIL: That GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy, GSA Bylaw, Section B: Membership, as shown in the attached double column document and effective upon approval by GSA Council.

B Richardson briefly provided some context for the changes, noting that they clarified that Postgraduate Medical Education (PGME) students could only access the U-Pass program by paying GSA membership fees, and no other GSA services.

MOTION: That GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy, GSA Bylaw, Section B: Membership, as shown in the attached double column document and effective upon approval by GSA Council. B Richardson **MOVED**; F Elia **SECONDED**.

Motion **PASSED**. One Abstention (J Fath).

9. Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section P: Grants, Awards, and Bursaries

B Richardson (Vice-President Labour) presented the item.

MOTION BEFORE GSA COUNCIL: That the GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy, Section P: GSA Grants, Awards, and Bursaries, GSA Policy, GSA Grant Application Policy and Information and Section O: GSA Recognition Awards, GSA Policy, Recognition Awards and Adjudication Criteria, as noted below and effective upon approval by GSA Council.

B Richardson explained that this proposal was non-substantive in nature and only consisted in name changes to ensure a better distinction between GSA Recognition Awards, which are adjudicated and merit-based, and GSA grant and bursary funding which was offered on a first-come, first-served basis and was not merit-based.

GSA Councillors' questions included, but were not limited to, whether or not there would be changes to the GSA Emergency Bursary criteria (it was responded no and that those bursaries were given based on need); a question to clarify the difference between grants and awards (it was noted that GSA Recognition Awards were given based on merit and accomplishments and were adjudicated by a committee, while grants were not); why these changes were being made (it was noted that they were the result of regular Bylaw and Policy review).

MOTION: That the GSA Council, on the recommendation of the GSA Governance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy, Section P: GSA Grants, Awards, and Bursaries, GSA Policy, GSA Grant Application Policy and Information and Section O: GSA Recognition Awards, GSA Policy, Recognition Awards and Adjudication Criteria, as noted below and effective upon approval by GSA Council. B Richardson **MOVED**; M Aliramezani **SECONDED**.

Motion **PASSED** unanimously

Elections

10. GSA Council Elections

i. GSA Council-Elected Positions

K Gordon (Vice-Chair of the GSA Nominating Committee) presented the item and introduced the nominees, who were given the opportunity to address GSA Council by responding to a question provided in advance. K Gordon noted that the nominee for GSA Chief Returning Officer was not able to attend GSA Council, and asked the following question of the candidate for GSA Deputy Speaker. The candidate for GSA Deputy Speaker was given 45 seconds to respond: "Please tell GSA Council what motivated you to run for this position."

Nominees for GSA Chief Returning Officer:

Vahid Ayan (MBA)

Nominees for GSA Deputy Speaker:

Pranidhi Baddam (Medical Sciences)

ii. GSA Standing Committees

a. GSA Appeals and Complaints Board (3 vacancies)

J Connauton (GSA Speaker) presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance. J Connauton asked the following question of the candidate and the candidate was given 45 seconds to respond: "Taking 45 seconds, please tell us why you'd like to serve on the GSA Appeals and Complaints Board."

Nominee for GSA Appeals and Complaints Board:

Kenzie Gordon (Digital Humanities)

b. GSA Board (1 vacancy)

K Gordon presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance. K Gordon asked the following question of the candidate and the candidate was given 45 seconds to respond: "Taking 45 seconds, please tell us why you'd like to serve on the GSA Board."

Nominee for GSA Board:

Nuanyi Liang (Councillor-at-Large; Agriculture, Food, and Nutritional Sciences)

c. GSA Board and Nominating Committee (1 vacancy)

K Gordon presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance. K Gordon asked the following question of the candidate and the candidate was given 45 seconds to respond: "Taking 45 seconds, please tell us why you'd like to serve in a joint capacity on the GSA Board and GSA Nominating Committee."

Nominee for GSA Board and Nominating Committee:

Dylan Ashley (Computing Science)

d. GSA Governance Committee (1 vacancy)

K Gordon presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance. K Gordon asked the following question of the candidate and the candidate was given 45 seconds to respond: "Taking 45 seconds, please tell us why you'd like to serve on the GSA Governance Committee."

Nominee for GSA Governance Committee:

Nuanyi Liang (Councillor-at-Large; Agriculture, Food, and Nutritional Sciences)

For Discussion:

11. GSA Board Strategic Work Plan – 2018-2019

B Richardson (Vice-President Labour) presented the item and explained to GSA Council that the GSA Board decided to restructure the GSA Board Strategic Work Plan (SWP) this year. She noted that there would be two documents: one shorter, outward-facing document that outlined this year's priorities and one longer document that provides a task list for each Directly-Elected Officer (DEO). She indicated that the DEOs held a session in late May to develop the SWP and then hosted an engagement session to invite graduate student members to give feedback. She added that the DEOs were now interested in GSA Council's feedback. She concluded that the SWP would be presented for information at the July meeting of GSA Council.

GSA Councillors were asked two questions and given time to discuss them in small groups: 1) What issues or concerns are you encountering in your graduate program? And 2) What priorities do you think should be included in the 2018-2019 GSA Board Strategic Work Plan?

GSA Councillors raised a number of areas of concern including pro-rated or equitable government funding models and clarification around funding allocation within the University; the need for guaranteed minimum funding packages; the funding gap after the fourth year; needed supports for international masters students transitioning into PhDs; targeted supports for new masters students; the removal or expansion on caps on number of working hours for RAs/TAs; improving advertising for existing workshop opportunities; improved supervisor/student relationships (clear expectations, training, reviews, etc); more transparency around times to completion; adaptation of PD requirements and participation in program review (opportunities for feedback were needed and that the requirement was not well suited to every department); a focus on safety and security was needed; mental health (specifically in relation to supervisor/student relationship (include anonymized review system)) needed to be a priority; workshops for graduate students about GSA policies would be helpful; and that there should be ways of opting out of the GSA Health and Dental Plan and UPass.

GSA Councillors further discussed their concerns about the PD requirement and how it could be better tailored to departments. GSA Councillors also discussed the supervisor/student relationship, the inherent power imbalance, and the barriers to reporting. B Richardson asked GSA Council to bring these issues to her attention and noted that, even if nothing could be done in certain situations, it was helpful for the GSA to be aware of issues. She also explained that the GSA could not try to address issues if students did bring them forward to the GSA.

B Richardson also clarified that with Bill 30 (the Act to Protect the Health and Well-being of Working Albertans), the law now required that supervisors be trained and responsible for positive working conditions and she added that the University was taking this very seriously. She added that Bill 30 put a big emphasis on harassment and bullying with a focus on mental wellbeing.

Reports

12. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted.

iii. GSA Budget and Finance Committee

No meetings this reporting period.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted.

13. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted. In addition, M Aliramezani, who was unable to attend the May meeting of GSA Council, expressed his gratitude to the graduate student body for entrusting him with the responsibilities of this position. He also highlighted the following elements of his report: that updates regarding the University cannabis policy could be accessed via URL link in his report, and that as part of the ongoing development of the 2018-2019 SWP, he would be tackling graduate student mental health, implementing regulations for graduate supervisory committees, and expanding professional opportunities for graduate students would continue to be priorities for the VP Academic.

14. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted. In addition, Z Pan highlighted the ongoing work of the Housing for Students Who Parent Committee.

ii. GSA Awards Selection Committee's Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted.

15. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted.

ii. GSA Negotiating Committee

No meetings this reporting period.

iii. GSA Labour Relations Committee

No meetings this reporting period.

16. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted. In addition, F Elian encouraged GSA Council members to inform their respective departments of the upcoming Days of Action highlighted in his report.

17. Senator

i. Senator's Report

No written report at this time.

18. Speaker

i. Speaker's Report

No written report at this time. In honour of his final appearance as GSA Speaker, J Connauton expressed his gratitude to GSA Council for allowing him to serve in this capacity and encouraged graduate students to consider the still-vacant position of GSA Speaker for the 2018-2019 term.

19. Chief Returning Officer

i. Chief Returning Officer's Report

No written report at this time.

20. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted. In addition, K Gordon highlighted the remaining vacancies for the positions of GSA Speaker and GSA DRO, as well as those remaining on the GSA ACB.

21. GSA Elections and Referenda Committee

ii. GSA Elections and Referenda Committee Report

No meetings this reporting period.

22. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 15 June 2018. The report stood as submitted. In addition, C Thomas stated that the GSA's audit would be brought to GSA Council at the July meeting and that the GSA office would be hosting GSA Budget 101 sessions for any interested GSA Council members. She further noted that S van der Klein (GSA President) could not attend the GSA Council meeting as she was attending an event for Michener Park residents announcing the closure of Michener Park effective August 2020 and she invited GSA Council to encourage Michener Park residents to attend a consultation session on Housing for Students Who Parent on 23 June 2018 at 9 AM in the Michener Park Community Room.

Question Period

23. Written Questions

None at this time.

24. Oral Questions

Adjournment

The meeting was adjourned at 7:49 pm.

Outline of Issue

2017-2018 GSA Audited Financial Statements

Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the 2017-2018 GSA Audited Financial Statements.

Background:

The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our auditor is with the firm Collins Barrow LLP (Auditor Tom Gee, MBA, FCA).

Note from the Executive Director: The audit process begins with a Letter of Engagement, which sets out the parameters of the audit. Members of our audit firm, Collins Barrow LLP, then visit the GSA office to review relevant financial information and other files. The audit representative(s) have access to any info they wish to see, and pose questions to the GSA's Accountant, Financial Manager, and Executive Director. The President and Executive Director review and sign off on the audit and the audited financial statements then proceed to the GSA Budget and Finance Committee, GSA Board, GSA Council, and, ultimately, the University Board of Governors for information. They are also posted on the GSA website.

The GSA Budget and Finance Committee received the 2017-2018 GSA Audited Financial Statements for information at their meeting of 20 June 2018 and the GSA Board approved them at their meeting of 27 June 2018. Members of the GSA Budget and Finance Committee have been invited to attend the 16 July 2018 meeting of GSA Council.

According to our Auditor, the GSA's financial position continues to be very good and is, indeed, improving.

Jurisdiction:

Post-Secondary Learning Act, Section 97(1):

"Each student organization of a public post-secondary institution shall provide audited financial statements annually to the board of the public post-secondary institution and shall make the audited financial statements available to students of the public post-secondary institution on request."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.5.a:

"Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the ED, will arrange for an audit of the GSA's financial records by the approved auditor as required by the PSLA. Audited financial statements are normally due ninety (90) days after year-end. Audited financial statements will be submitted by the Auditor to the President and ED; then to GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager will prepare draft financial statements and the year-end working papers."

**THE GRADUATE STUDENTS' ASSOCIATION OF
THE UNIVERSITY OF ALBERTA**
Financial Statements
Year Ended March 31, 2018

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

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Year Ended March 31, 2018

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INDEPENDENT AUDITORS' REPORT

To the Members of the Graduate Students' Association of the University of Alberta

We have audited the accompanying financial statements of the Graduate Students' Association of the University of Alberta, which comprise the statement of financial position as at March 31, 2018 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Graduate Students' Association of the University of Alberta as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Collins Barrow Edmonton LLP

Edmonton, Alberta
 June 27, 2018

Chartered Professional Accountants

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Financial Position

March 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 1,362,537	\$ 1,223,101
Accounts receivable	141,451	109,558
Prepaid expenses	1,366	981
	1,505,354	1,333,640
RESTRICTED CASH AND INVESTMENTS (Note 3)	1,339,264	1,129,837
PROPERTY AND EQUIPMENT (Note 4)	-	18,315
	\$ 2,844,618	\$ 2,481,792
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 72,038	\$ 81,840
Health and Dental Plan payable	246,018	253,211
Deferred contributions (Note 5)	237,577	235,334
	555,633	570,385
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT (Note 6)	-	9,166
	555,633	579,551
NET ASSETS		
Invested in property and equipment	-	9,149
Internally restricted (Note 7)	1,335,413	1,100,603
Unrestricted	953,572	792,489
	2,288,985	1,902,241
	\$ 2,844,618	\$ 2,481,792

LEASE COMMITMENTS (Note 8)

APPROVED ON BEHALF OF THE BOARD

President

Vice President

Executive Director

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Operations

Year Ended March 31, 2018

	2018	2017
REVENUES <i>(Schedule 1)</i>		
Graduate Student Support Fund	\$ 823,431	\$ 773,925
Administration, GSA fees and services	1,283,599	1,251,580
Other restricted	100,248	104,531
Commercial activities	51,542	47,643
	2,258,820	2,177,679
EXPENSES <i>(Schedules 2 and 3)</i>		
Graduate Student Support Fund	823,431	773,925
Administration and services	1,022,784	1,049,134
Other restricted	91,257	82,714
Commercial activities	10,113	8,795
	1,947,585	1,914,568
	311,235	263,111
Health and Dental Plan - net <i>(Schedule 1)</i>	75,509	(19,911)
REVENUES OVER EXPENSES	\$ 386,744	\$ 243,200

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Changes in Net Assets

Year Ended March 31, 2018

	Internally Restricted Net Assets (Note 7)							Unrestricted	2018	2017
	Invested in Property and Equipment	Health and Dental Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Human Resource Fund	Total Internally Restricted Funds				
NET ASSETS - BEGINNING OF YEAR	\$ 9,149	\$ 132,989	\$ 160,063	\$ 746,953	\$ 60,598	\$ 1,100,603	\$ 792,489	\$ 1,902,241	\$ 1,659,041	
Revenues over (under) expenses	(9,149)	75,509	-	-	-	75,509	320,384	386,744	243,200	
Transfers	-	-	107,332	25,640	26,329	159,301	(159,301)	-	-	
NET ASSETS - END OF YEAR	\$ -	\$ 208,498	\$ 267,395	\$ 772,593	\$ 86,927	\$ 1,335,413	\$ 953,572	\$ 2,288,985	\$ 1,902,241	

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Cash Flows
Year Ended March 31, 2018

	2018	2017
CASH PROVIDED BY (USED IN):		
OPERATING ACTIVITIES		
Revenues over expenses	\$ 386,744	\$ 243,200
Items not affecting cash:		
Amortization	18,315	38,715
Amortization of deferred contributions related to property and equipment <i>(Note 6)</i>	(9,166)	(10,000)
	395,893	271,915
Changes in non-cash working capital <i>(Note 9)</i>	(47,030)	40,070
	348,863	311,985
INVESTING ACTIVITY		
Increase in restricted cash and investments	(209,427)	(18,869)
	(209,427)	(18,869)
INCREASE IN CASH	139,436	293,116
Cash - beginning of year	1,223,101	929,985
CASH - END OF YEAR	\$ 1,362,537	\$ 1,223,101

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2018

1. NATURE OF OPERATIONS

The Graduate Students' Association of the University of Alberta (the "Association") is a not-for-profit organization incorporated on December 20, 1972 pursuant to Section 94(1) of The Post-Secondary Learning Act. The purpose of the Association is to represent the interests of graduate students before the University administration and the general public. As a not-for-profit organization under the Income Tax Act (Canada), the Association is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

(c) Restricted cash and investments

Restricted cash consists of guaranteed investment certificates that are being held for short-term or long-term purposes.

Restricted investments have quoted prices in an active market and are carried at fair value. Unrealized gains or losses are reported in operations.

(d) Property and equipment

Property and equipment are recorded at cost and amortized on the straight-line basis over their estimated useful lives using the following annual rates:

Leasehold improvements	10%
Furniture and fixtures	20%
Computer equipment	30%

(e) Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Student fees cover the academic year from September to August. A portion of fees received for the period from April to August is recorded as unearned fees and recognized as revenue in the following fiscal year. Other revenue is recorded in the period in which it is earned.

(continues)

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

(f) Donated goods and services

The work of the Association is dependent on the donated goods and voluntary services of many members. The value of donated goods and services is not recognized in these statements.

(g) Activity expenses

The Association has chosen to classify their expenses by function. Detailed revenue and expenses for each function are disclosed in the supporting schedules.

(h) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant estimates used in the preparation of the financial statements include estimated useful life of property and equipment for purposes of calculating amortization, accrued liabilities and deferred contributions related to property and equipment. Actual results could differ from those estimates.

(i) Financial instruments

Measurement of Financial Instruments

Financial instruments are financial assets or financial liabilities of the Association where, in general, the Association has the right to receive cash or other financial asset from another party or the Association has the obligation to pay another party cash or other financial assets.

The Association initially measures its financial assets and financial liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost except for restricted investments which are measured at fair value.

Financial assets measured at amortized cost include cash, accounts receivable and restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and health and dental plan payable.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. A previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2018

3. RESTRICTED CASH AND INVESTMENTS

	2018	2017
Health and Dental Plan Reserve Fund, Financial Stabilization Fund, Legal Defense Fund, and Human Resources Fund:		
Investments, recorded at fair value	\$ 1,039,988	\$ 907,016
Guaranteed investment certificates, bearing interest from 2.02% to 2.18% per annum, maturing in February and March 2019	299,276	222,821
	\$ 1,339,264	\$ 1,129,837

Restricted cash has been designated for specific purposes described in Note 7.

4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Leasehold improvements	\$ 198,000	\$ 198,000	\$ -	\$ 18,315
Furniture and fixtures	104,373	104,373	-	-
Computer equipment	73,622	73,622	-	-
	\$ 375,995	\$ 375,995	\$ -	\$ 18,315

5. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent resources externally restricted for specific purposes as follows:

	2017	Contributions received during the year	Amounts recognized as revenue	2018
Graduate Student Support Fund	\$ 100,815	\$ 814,000	\$ 823,431	\$ 91,384
Graduate Student Assistance Program	133,079	89,307	76,193	146,193
Alberta Graduate Provincial Advocacy Council	1,440	-	1,440	-
	\$ 235,334	\$ 903,307	\$ 901,064	\$ 237,577

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2018

6. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent funds received from the University of Alberta which have been used to fund the renovation of the Killam Centre for Advanced Studies. The deferred contributions related to property and equipment is amortized on the same basis as the related leasehold improvements.

Changes to the deferred contributions related to property and equipment balance were as follows:

	2018	2017
Balance at beginning of year	\$ 9,166	\$ 19,166
Amount recognized as revenue	(9,166)	(10,000)
	\$ -	\$ 9,166

7. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are comprised of the following funds:

Legal Defense Fund

The Legal Defense Fund was established to provide resources to enter into legal action where appropriate. Any unspent funds at year-end from the budgeted legal fees are placed into the fund.

During the year, \$107,332 (2017 - \$10,063) was transferred into the fund.

Health and Dental Plan Reserve Fund

The Health and Dental Plan Reserve Fund was established to ensure that adequate funds would be available in the event the Health and Dental Plan costs exceed the amounts collected in fees from graduate students. The fund balance fluctuates to allow for the addition or withdrawal of investment funds depending on when fees collected exceed or are less than Plan costs.

During the year, the fund increased by \$75,509 (2017 - \$19,911 decrease) and \$nil (2017 - \$2,223) was transferred into the fund.

Financial Stabilization Fund

The Financial Stabilization Fund was established to safeguard the Association against uncertainty and to provide for unknown, unexpected expenditures that would provide for the ongoing operations of the Association. The balance will be adjusted annually at the discretion of the Budget and Finance Committee and will grow until it is equal to at least one years' operating costs.

During the year, \$25,640 (2017 - \$46,953) was transferred into the fund.

Human Resource Fund

The Human Resource Fund was established to fund medical and parental leave for the staff and the managers.

During the year, \$26,329 (2017 - \$598) was transferred into the fund.

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2018

8. LEASE COMMITMENTS

The Association has a five year lease which expires June 2021, to lease a portion of the Killam Centre for Advanced Studies from the University of Alberta at \$1 per year and utilities at no cost.

The Association leases photocopiers under operating leases expiring in 2019. The future minimum annual lease payments to the expiry of the lease is \$3,833.

9. CHANGES IN NON-CASH WORKING CAPITAL

	2018	2017
Accounts receivable	\$ (31,893)	\$ (2,215)
Prepaid expenses	(385)	1,020
Accounts payable and accrued liabilities	(9,802)	(5,730)
Health and Dental Plan payable	(7,193)	28,740
Deferred contributions	2,243	18,255
	\$ (47,030)	\$ 40,070

10. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, restricted cash and investments, accounts payable and accrued liabilities and Health and Dental Plan payable.

The Association is exposed to various risks through its financial instruments. The following provides information about the Association's risk exposure as of March 31, 2018.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association does not believe it is subject to any significant concentration of credit risk. Cash is in place with a major financial institution. Accounts receivable are generally amounts receivable from the University of Alberta.

Liquidity risk

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is the Association's opinion that there is no significant liquidity risk as of March 31, 2018.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing guaranteed investment certificates. As the guaranteed investment certificates are cashable at any time, the Association is not subject to interest rate risk.

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Revenues

(Schedule 1)

Year Ended March 31, 2018

	2018	2017
Graduate Student Support Fund		
Child Care Grants	\$ 274,000	\$ 373,000
Emergency Bursaries	126,095	45,220
Graduate Student Recognition Awards	18,000	18,000
Academic Travel Awards	405,336	337,705
	823,431	773,925
Administration, GSA Fees and Services		
Awards Night	2,550	1,550
Graduate Students' Association fees	1,171,822	1,126,136
Investment and interest	69,532	78,016
Killam Centre for Advanced Studies	9,167	10,000
TDIMM funding	11,500	11,500
Dean of Students funding	4,190	4,190
Studentcare funding	5,190	5,190
Other	4,648	7,498
Orientation	5,000	7,500
	1,283,599	1,251,580
Other Restricted		
Graduate Student Assistance Program fees	76,193	68,014
CJSR fees	15,063	14,700
Alberta Graduate Provincial Advocacy Council fees	8,992	21,817
	100,248	104,531
Commercial Activities		
Handbook	11,380	8,755
PAW revenue	40,162	38,888
	51,542	47,643
TOTAL REVENUES	\$ 2,258,820	\$ 2,177,679
Health and Dental Plan		
Plan fees	\$ 2,618,547	\$ 2,525,937
Plan expenses	(2,543,038)	(2,545,848)
	\$ 75,509	\$ (19,911)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Expenses

(Schedule 2)

Year Ended March 31, 2018

	2018	2017
Graduate Student Support Fund		
Child Care Grants	\$ 274,000	\$ 373,000
Emergency Bursaries	126,095	45,220
Graduate Student Recognition Awards	18,000	18,000
Academic Travel Awards	405,336	337,705
	823,431	773,925
Administration and Services (Schedule 3)		
Governance	195,207	189,892
Advocacy	26,769	30,614
Human resources	642,949	653,588
Office administration	22,847	29,969
Professional	47,278	45,001
Services	69,419	61,355
Amortization	18,315	38,715
	1,022,784	1,049,134
Other Restricted		
Graduate Student Assistance Program	76,194	68,014
CJSR fees	15,063	14,700
	91,257	82,714
Commercial Activities		
Handbook	10,113	8,795
TOTAL EXPENSES	\$ 1,947,585	\$ 1,914,568

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses

(Schedule 3)

Year Ended March 31, 2018

	2018	2017
Governance		
Elected officers stipends and benefits	\$ 168,865	\$ 166,324
Employer contributions		
Employer CPP contributions	7,457	7,023
Employer EI contributions	3,765	3,983
	11,222	11,006
Elected officers - Other		
Insurance (directors' and officers' liability insurance)	1,035	1,215
Transition/Early Call for Talent	883	2,671
Executive officers recognition	563	-
Executive officers discretionary expenses	564	268
Board and other committees	3,154	1,019
	6,199	5,173
Council		
Council/food/other	3,490	3,349
Election	1,081	1,098
Council Speaker honorarium	1,850	1,860
Chief Returning Officer honorarium	1,500	1,082
Other honorarium	1,000	-
	8,921	7,389
	\$ 195,207	\$ 189,892
Advocacy		
Government and external relations	\$ 4,315	\$ 8,425
University relations	545	372
Alberta Graduate Provincial Advocacy Council fees	21,909	21,817
	\$ 26,769	\$ 30,614

(continues)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

(Schedule 3)

Year Ended March 31, 2018

Human Resources		
Salaries and benefits	\$ 610,580	\$ 610,587
Employer contributions		
Employer CPP contributions	19,390	18,935
Employer EI contributions	9,008	9,672
	28,398	28,607
Other human resources		
Staff recognition	458	503
Professional expense allowance	1,489	10,845
Workers' Compensation Board	1,947	1,495
Parking	77	1,551
	3,971	14,394
	\$ 642,949	\$ 653,588
Office Administration and Operational Costs		
Small equipment purchases	\$ 2,833	\$ 13,058
Telephone and cable	3,107	3,291
Office supplies	2,245	1,630
Repairs and maintenance	7,303	2,696
Payroll and bank service charges	1,352	1,319
Photocopier lease/office	5,472	7,440
Insurance	535	535
	\$ 22,847	\$ 29,969
Professional		
Financial audit	\$ 11,588	\$ 11,025
Consultants	700	-
IT consultants	6,000	6,732
Legal fees - general	16,500	16,486
Investment advisor	12,490	10,758
	\$ 47,278	\$ 45,001

(continues)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

(Schedule 3)

Year Ended March 31, 2018

Services		
Grants and Subsidies		
Academic workshop subsidies	\$ 5,500	\$ 5,500
External grants	1,050	1,525
	6,550	7,025
Student Groups		
Academically-Related Graduate Student Group Awards	22,617	14,957
Council remuneration student groups	11,000	4,700
	33,617	19,657
Other		
Annual Strategic Plan Initiatives	3,760	6,528
Association of Managers in Canadian College University and Student Centre membership	650	650
Food Bank	9,000	9,000
Fall and Winter Engagement Events	5,907	-
Awards Night	7,265	12,967
Orientation	2,670	5,528
	29,252	34,673
	\$ 69,419	\$ 61,355
Amortization	\$ 18,315	\$ 38,715
TOTAL ADMINISTRATION AND SERVICES EXPENSES	\$ 1,022,784	\$ 1,049,134

See notes to financial statements



Date: July 13, 2018

To: GSA Council

Re: 2018-2019 GSA Spring/Summer Term Budget and Expenditure Report

Dear Colleagues,

I am pleased to report we are **on track overall after the end of the first two months of our fiscal year** and we are **projecting a positive balance** at the end of our fiscal year. However, since we are only working with two months' worth of data related to our revenue and expenses, it must be noted that although we are confident in our forecast it is too early to be definitive. Below I have highlighted a few areas to draw your attention to.

GSA Fees Revenue

As a fees based organization, graduate student enrolment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team will closely monitor these as the fall term begins and report back to the GSA Budget and Finance Committee, the GSA Board, and GSA Council on how any increases or decreases in enrolment will affect our budget.

Advocacy

As you know, we will be closely reviewing ThinkGrad's growth as an advocacy organization over the remainder of the year in order to assess whether it is prudent for the GSA to eventually join the group.

Human Resources

While one of the GSA's part-time administrative/professional members retired from the organization the end of April, they remain on staff in a consulting capacity; we will ultimately be underspent in the human resources budget line as a result and will adjust accordingly as we build the 2019-2020 operating budget.

Professional

We have now filed our GSA Council approved bylaw and policy concerning collective bargaining with the Alberta Labour Relations Board. The next step in fulfilling our responsibilities as a trade union will be to examine the mechanics of establishing and administering a strike fund. I believe the best way to start this process is to employ a consultant to do some analysis for the GSA and we are anticipating using funds from the professional line to achieve this.

Contingency

Some of the funding from the contingency line was used to purchase some needed new chairs for office staff, as well as to refurbish the GSA's two lounge spaces on Triffo Hall in advance of using these spaces for various GSA events (coffee breaks, Early Call programming, etc) to encourage more engagement with the organization. These items were budgeted for and ordered in the 2017-2018 fiscal year but the GSA was not billed for them until after the 2018-2019 fiscal year had begun, necessitating that contingency funds be used.

In closing, let me stress that, overall, we continue to be in excellent shape financially. My thanks to the Financial Team, Courtney Thomas, Shirley Ball, Dorte Sheikh, and Julie Tanguay.

Sasha van der Klein, President and Chair of the GSA Budget and Finance Committee

Outline of Issue

GSA 2018-2019 Spring/Summer Term Budget and Expenditure Report

Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2018-2019 Spring/Summer Term Budget and Expenditure Report.

Background:

These financial reports have been created to build 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 first budget and expenditure report on the 2018-2019 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 Julie Tanguay) agree that the GSA's budget is on track and there are no issues of concern at this stage in the fiscal year.

The GSA Budget and Finance Committee and the GSA Board received for information the GSA 2018-2019 Spring/Summer Term Budget and Expenditure Report at their meetings of 20 June 2018 and 27 June 2018, respectively.

Additional information can be found in the attached cover letter.

Jurisdiction:

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, 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: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.6.4.a:

"The GSA Accountant and the GSA 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), 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: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.3:

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

2018-2019 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

1st Update, April to May 2018 actuals and June 2018 to March 2019 forecast

	CURRENT YEAR April 1, 2018 to March 31, 2019						PRIOR YEAR Comparative	
	2018-2019	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual
	Approved Budget	Apr 2018 to May 2018	Jun 2018 to Mar 2019				Apr 2017 to May 2017	Apr 2017 to March 2018
REVENUE								
GSA Fees Revenue	1,164,155	465,662	698,493	1,164,155	-	0%	453,335	1,171,822
Interest Income	12,000	4,156	7,844	12,000	-	0%	2,286	14,554
External Committed Funding	24,190	-	24,190	24,190	-	0%	-	25,880
Revenue from Commercial Activities	40,162	6,694	33,468	40,162	-	0%	6,694	40,162
Other Revenue	1,300	-	1,300	1,300	-	0%	1,300	7,198
Total Revenue	1,241,807	476,512	765,295	1,241,807	-	0%	463,615	1,259,616
EXPENSES								
Governance	208,912	32,378	175,915	208,293	619	0%	31,650	195,207
Advocacy	47,269	3,932	43,337	47,269	-	0%	1,185	19,494
Human Resources	739,454	121,527	569,045	690,572	48,882	7%	109,609	642,766
Office Administration and Operational Costs	28,347	3,130	23,711	26,841	1,506	5%	7,526	27,493
Professional	65,000	7,343	57,657	65,000	-	0%	-	41,278
Services Expenses	96,800	29,116	67,684	96,800	-	0%	27,044	69,619
Operating/Contingency Fund	25,000	3,653	-	3,653	21,347	85%	-	1,088
Total Expenses	1,210,782	201,079	937,349	1,138,428	72,354	6%	177,014	996,945
BALANCE	31,025	275,433	(172,054)	103,379	72,354	233%	286,601	262,671

Explanatory notes:

Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.

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

Since only two 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
2018-2019 GSA Restricted and Other Funding
 Budget and Expenditure Report
 1st Update, April to May 2018 actuals and June 2018 to March 2019 forecast

	CURRENT YEAR				PRIOR YEAR			
	April 1, 2018 to March 31, 2019				Comparative			
	2018-2019	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual
	Approved Budget	Apr 2018 to May 2018	Jun 2018 to Mar 2019				Apr 2017 to May 2017	2017-2018 Apr 2017 to March 2018
Fundraised Activity								
GSA Planner	11,000	-	11,000	11,000	-	0%	-	10,113
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)								
GSA Graduate Student Recognition Awards	18,000	-	18,000	18,000	-	0%	-	18,000
GSA Child Care Grants	254,720	117,000	137,720	254,720	-	0%	108,000	274,000
GSA Emergency Bursaries	143,280	19,255	124,025	143,280	-	0%	44,236	126,095
GSA Academic Travel Grants	398,000	80,012	317,988	398,000	-	0%	37,506	405,336
	814,000	216,267	597,733	814,000	-	0%	189,742	823,431
Other Restricted Funding								
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	14,700	-	14,700	14,700	-	0%	-	15,063
GSAP (Graduate Student Assistance Program) Fees Collected	68,000	-	68,000	68,000	-	0%	-	76,194
Health Plan Revenue	1,588,007	-	1,588,007	1,588,007	-	0%	-	1,455,371
Dental Plan Revenue	1,186,903	-	1,186,903	1,186,903	-	0%	-	1,087,667
	2,857,610	-	2,857,610	2,857,610	-	0%	-	2,634,295
BALANCE	3,682,610	216,267	3,466,343	3,682,610	-	0%	189,742	3,467,839

Explanatory notes:

Since only two months of actuals are being reported a balanced budget is presented. As such the budget is neither over spent or under spent.

0% means no variance at this point, budget is on target.

For further reference, see attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,164,155 budget	<ul style="list-style-type: none"> • The Graduate Students’ Association (GSA) is supported by graduate student annual 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 March 2, 2016, 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 2018-2019, the projected GSA revenue is \$1,164,155. This is based on fees paid by a projected 6,035 full-time graduate students (6,035 @ \$165.84 per graduate student) and a projected 1,313 part-time graduate students (1,313 @ \$124.38 per graduate student). • On target. • Actual April to May: \$465,662 • Forecast June to March: \$698,493 • The 2017-2018 actual was: \$1,171,822
Interest Income		
Interest Income \$12,000 budget	<ul style="list-style-type: none"> • Interest income on bank accounts is deposited monthly. • Previous years budgets included the income on the portfolio investments which is re-invested and is reported in the annual audited financial statements. Since this income is re-invested it was determined that it should not be part of the Operating Budget. • ATB Investment Management Inc. 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 May: \$4,156 • Forecast June to March: \$7,844 • The 2017-2018 actual was: \$14,554

Account Name and Budget	Brief Description	Narrative and Variance
External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR \$7,500 budget	<ul style="list-style-type: none"> This funding is described in letters from the Dean of 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 has to be requested yearly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$7,500 The 2017-2018 actual was: \$9,190
Funding from Studentcare \$5,190 budget	<ul style="list-style-type: none"> Studentcare provides \$5,190 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: 2015-2020. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$5,190 The 2017-2018 actual was: \$5,190
Funding from TDIMM \$11,500 budget	<ul style="list-style-type: none"> Signed agreement with TD Insurance Meloche Monnex (from 2016-2021) 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 May: \$0.00 Forecast June to March: \$11,500 The 2017-2018 actual was: \$11,500
Revenue from Commercial Activities		
Chopped Leaf (in Physical Activity and Wellness (PAW Centre) Revenue \$40,162 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. 	<ul style="list-style-type: none"> On target. Actual April to May: \$6,694 Forecast June to March: \$33,469 The 2017-2018 actual was: \$40,162
Other Revenue		
Other Revenue \$1,300 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities such as an Unwind Your Mind grant. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$1,300 The 2017-2018 actual was: \$7,198

GOVERNANCE		
Directly-Elected Officer Stipends		
Directly-Elected Officers Stipends \$167,202 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 2018-2019, the President receives an annual stipend of \$39,809 and the four VP positions each receive \$31,848. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw & Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.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 May: \$27,634 Forecast June to March: \$139,334 The 2017-2018 actual was: \$164,205
Directly-Elected Officer Benefits		
GSA Health and Dental Plan \$2,550 budget	<ul style="list-style-type: none"> The 2018-2019 rate is \$500.36 per DEO per annum. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$2,550 The 2017-2018 actual was: \$2,502
U-Pass \$2,220 budget	<ul style="list-style-type: none"> The U-Pass is set at \$148 each term in 2018-2019 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January. 	<ul style="list-style-type: none"> On target. Actual April to May: \$725.00 Forecast June to March: \$1,480 The 2017-2018 actual was: \$2,158
Directly-Elected Officer Employer Contributions		
Employer CPP Contributions \$7,410 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to May: \$1,259 Forecast June to March: \$6,151 The 2017-2018 actual was: \$7,458
Employer EI Contributions \$3,886 budget	<ul style="list-style-type: none"> This is the GSA's contribution for EI which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to May: \$642.00 Forecast June to March: \$3,244 The 2017-2018 actual was: \$3,765

Directly-Elected Officers - Other Expenses		
Insurance \$1,271 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 May: \$0.00 Forecast June to March: \$1,271 The 2017-2018 actual was: \$1,035
Transition/Early Call for Talent \$4,848 budget	<ul style="list-style-type: none"> The Early Call for Talent and Training occurs in the fall. Transition activity typically occurs in March and April. 	<ul style="list-style-type: none"> On target. Actual April to May: \$1,088 Forecast June to March: \$3,840 The 2017-2018 actual was: \$883.00
Training/Development \$3,051 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 May: \$145.00 Forecast June to March: \$2,906 The 2017-2018 actual was: \$563.00
Directly-Elected Officers' Expenses \$2,698 budget	<ul style="list-style-type: none"> Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. 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 May: \$42.00 Forecast June to March: \$2,656 The 2017-2018 actual was: \$564.00
GSA Board and Other Committee Expenses \$1,440 budget	<ul style="list-style-type: none"> Provision of light refreshments at weekly 10 a.m. - 12 p.m. GSA Board (GSAB) meetings. 	<ul style="list-style-type: none"> On target. Actual April to May: \$24.00 Forecast June to March: \$1,416 The 2017-2018 actual was: \$3,154
GSA Council Expenses		
GSA Council Food and Other Expenses \$4,680 budget	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$390 per meeting. Alternates between pizza and sandwich offerings. 	<ul style="list-style-type: none"> On target. Actual April to May: \$529.00 Forecast June to March: \$4,151 The 2017-2018 actual was: \$3,490
Election Expenses \$2,436 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 May: \$0.00 Forecast June to March: \$2,436 The 2017-2018 actual was: \$1,081
GSA Council Speaker Honorarium	<ul style="list-style-type: none"> Speaker is paid an honorarium for chairing (and related duties) each GSA 	<ul style="list-style-type: none"> On target.

<p>\$2,220 budget</p>	<p>Council meeting (\$185 per meeting).</p>	<ul style="list-style-type: none"> • Actual April to May: \$370.00 • Forecast June to March: \$1,665 • The 2017-2018 actual was: \$1,850
<p>Chief Returning Officer Honorarium \$1,500 budget</p>	<ul style="list-style-type: none"> • Chief Returning Officer (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 May: \$0.00 • Forecast June to March: \$1,500 • The 2017-2018 actual was: \$1,500
<p>Other Honoraria \$1,500 budget</p>	<ul style="list-style-type: none"> • This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO. • Example, Deputy Returning Officer needs to fill in for CRO for a significant period. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$1,500 • The 2017-2018 actual was: \$1,000
<p>ADVOCACY</p>		
<p>Government and External Relations \$16,763 budget</p>	<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 GSAB identified the need for a strong voice at the table with government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$3,502 • Forecast June to March: \$13,261 • The 2017-2018 actual was: \$4,315
<p>University Relations \$1,115 budget</p>	<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 May: \$430.00 • Forecast June to March: \$685.00 • The 2017-2018 actual was: \$545.00
<p>ab-GPAC \$29,391 budget</p>	<ul style="list-style-type: none"> • Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at \$4.00 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 May: \$0.00 • Forecast June to March: \$29,391 • The 2017-2018 actual was: \$14,634

HUMAN RESOURCES		
Support Staff (Represented by NASA)		
Support Staff - Salaries \$204,435 budget	<ul style="list-style-type: none"> • There are four full-time support staff positions (one is unfilled). • Includes contractual cost of living increases and one-time payments (e.g. responsibility pay). • The 2018-2019 budget is understated by approximately \$58,000 due to an unfilled staff position. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$33,282 • Forecast June to March: \$166,410 • The 2017-2018 actual was: \$195,639
Support Staff – Benefits \$15,995 budget	<ul style="list-style-type: none"> • In 2013 the GSA began to provide benefit compensation for support staff. The budget was calculated on the basis of 8% of salary. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$2,663 • Forecast June to March: \$13,313 • The 2017-2018 actual was: \$15,673
Support Staff – RRSP (NEW) \$21,993 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 beginning in 2018-2019. The GSA is working to provide a competitive benefit package for the support staff. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$3,661 • Forecast June to March: \$18,305 • New budget line for 2018-2019.
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program \$1,593 budget	<ul style="list-style-type: none"> • The 2018-2019 rate is \$500.36 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is \$21 per support staff per annum. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$1,564 • The 2017-2018 actual was: \$1,501
Support Staff – Employer CPP Contributions \$7,692 budget	<ul style="list-style-type: none"> • This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,913 • Forecast June to March: \$7,845 • The 2017-2018 actual was: \$7,680
Support Staff – Employer EI Contributions \$3,606 budget	<ul style="list-style-type: none"> • This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$920.00 • Forecast June to March: \$3,752 • The 2017-2018 actual was: \$3,548
Support Staff Development	<ul style="list-style-type: none"> • The support staff NASA contract provides for support of \$800.00 per support staff for courses related to staff development, commencing in 2016-2017. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$800.00

<p>\$2,400 budget</p>		<ul style="list-style-type: none"> • Forecast June to March: \$1,600 • The 2017-2018 actual was: \$887
<p>Administrative/Professional Staff</p>		
<p>Administrative/ Professional Staff - Salaries</p> <p>\$356,308 budget</p>	<ul style="list-style-type: none"> • The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement. • The Associate and Assistant Director work full-time. • The Financial Manager and Chartered Accountant work part-time. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. 	<ul style="list-style-type: none"> • Under budget. • Actual April to May: \$55,049 • Forecast June to March: \$262,980 • The 2017-2018 actual was: \$326,543
<p>Administrative/ Professional Staff - Merit Pay</p> <p>\$33,300 budget</p>	<ul style="list-style-type: none"> • In accordance with the ED’s contract as of 2017-2018, the ED has the opportunity to receive an annual merit increment. • Additionally the other administrative/professional staff are eligible to receive merit payments. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. 	<ul style="list-style-type: none"> • Under budget. • Actual April to May: \$7,026 • Forecast June to March: \$24,500 • The 2017-2018 actual was: \$27,776
<p>Administrative/ Professional Staff - Benefits</p> <p>\$25,867 budget</p>	<ul style="list-style-type: none"> • In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% of salary. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. 	<ul style="list-style-type: none"> • Under budget. • Actual April to May: \$3,923 • Forecast June to March: \$21,040 • The 2017-2018 actual was: \$25,197
<p>Administrative/ Professional Staff - RRSP</p> <p>\$35,566 budget</p>	<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. The GSA is working to provide a competitive benefit package for the administrative/professional staff and this line was increased from 6% to 11% in 2018-2019. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. 	<ul style="list-style-type: none"> • Under budget. • Actual April to May: \$5,395 • Forecast June to March: \$28,930 • The 2017-2018 actual was: \$15,748

<p>Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan</p> <p>\$2,655 budget</p>	<ul style="list-style-type: none"> • The 2018-2019 rate is \$500.36 per administrative/professional staff per annum. • The GSAP is \$21 per administrative/professional staff per annum. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. 	<ul style="list-style-type: none"> • Under budget. • Actual April to May: \$0.00 • Forecast June to March: \$2,085 • The 2017-2018 actual was: \$2,502
<p>Administrative/ Professional Staff - Employer CPP Contributions</p> <p>\$12,182 budget</p>	<ul style="list-style-type: none"> • This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$3,107 • Forecast June to March: \$9,075 • The 2017-2018 actual was: \$11,709
<p>Administrative/ Professional Staff - Employer EI Contributions</p> <p>\$5,711 budget</p>	<ul style="list-style-type: none"> • This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,520 • Forecast June to March: \$4,191 • The 2017-2018 actual was: \$5,461
<p>Other HR Expenses</p>		
<p>Office Recognition</p> <p>\$1,220 budget</p>	<ul style="list-style-type: none"> • This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$40.00 • Forecast June to March: \$350 • The 2017-2018 actual was: \$458
<p>Professional Expense Allowance</p> <p>\$6,495 budget</p>	<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"> • Under budget. • Actual April to May: \$1,286 • Forecast June to March: \$1,836 • The 2017-2018 actual was: \$418.00
<p>Workers' Compensation</p> <p>\$2,136 budget</p>	<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 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$943.00 • Forecast June to March: \$1193 • The 2017-2018 actual was: \$1,947

	each year.	
Parking \$300 budget	<ul style="list-style-type: none"> Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events. 	<ul style="list-style-type: none"> Under budget. Actual April to May: \$0.00 Forecast June to March: \$75.00 The 2017-2018 actual was: \$78.00
OFFICE ADMINISTRATION AND OPERATIONAL COSTS		
Capital Items \$0.00 budget	<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 (2014-2024). According to this plan no capital item purchases are required in 2018-2019. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$0.00 The 2017-2018 actual was: \$4,250
Information Technology Service Agreement \$6,000 budget	<ul style="list-style-type: none"> Effective 2017 established a service agreement 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 May: \$0.00 Forecast June to March: \$6,000 The 2017-2108 actual was: \$6,000.
Telephone & Cable \$4,330 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> Under spent. Actual April to May: \$470.00 Forecast June to March: \$2,490 The 2017-2018 actual was: \$3,107
Office Supplies and Maintenance \$6,509 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing/photocopying, and miscellaneous office expenses. 	<ul style="list-style-type: none"> On target. Actual April to May: \$934.00 Forecast June to March: \$5,575 The 2017-2018 actual was: \$2,245
Computer Software \$3,105 budget	<ul style="list-style-type: none"> Monthly fees for Adobe Creative Cloud and for Smilebox, as needed. Yearly upgrade costs for Sage Simply Accounting. 	<ul style="list-style-type: none"> On target. Actual April to May: \$155.00 Forecast June to March: \$2,950 The 2017-2018 actual was: \$4,983
Payroll and Banking Service Charges \$1,732 budget	<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 May: \$152.00 Forecast June to March: \$1,580 The 2017-2018 actual was: \$1,351

<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 May: \$884.00 Forecast June to March: \$5,116 The 2017-2018 actual was: \$5,472
<p>General Liability Insurance (Office)</p> <p>\$671 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"> Under spent. Actual April to May: \$535.00 Forecast June to March: \$0.00 The 2017-2018 actual was: \$535.00
<p>PROFESSIONAL</p>		
<p>Financial Auditing</p> <p>\$12,200 budget</p>	<ul style="list-style-type: none"> GSA has an annual audit performed by Collins Barrow. Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$12,200 The 2017-2018 actual was: \$11,588
<p>Consultants</p> <p>\$14,800 budget</p>	<ul style="list-style-type: none"> Consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2018-2019. 	<ul style="list-style-type: none"> On target. Actual April to May: \$770 Forecast June to March: \$14,030 The 2017-2018 actual was: \$700.00
<p>Investment Advisor</p> <p>\$12,000 budget</p>	<ul style="list-style-type: none"> As of 2016-2017 there are investment advisor fees for ATB Investment Management Inc. 	<ul style="list-style-type: none"> On target. Actual April to May: \$3,319 Forecast June to March: \$8,681 The 2017-2018 actual was: \$12,490
<p>Legal Fees - General</p> <p>\$26,000 budget</p>	<ul style="list-style-type: none"> Legal advice on significant operational issues as needed. A modest increase was applied in addition to CPI as expenses related to ensuring compliance with Bill 7 were anticipated in 2018-2019. 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 May: \$3,254 Forecast June to March: \$22,746 The 2017-2018 actual was: \$16,500

Services Expenses		
Grants and Subsidies		
Academic Workshop Subsidies \$9,000 budget	<ul style="list-style-type: none"> Subsidies to the Academic Success Centre and the Career Centre increased in 2018-2019 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 May: \$9,000 Forecast June to March: \$0.00 The 2017-2018 actual was: \$5,500
External Grants \$2,400 budget	<ul style="list-style-type: none"> Funds request for external grants such as a grant for the Student Advisors' Conference and International Week. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$2,400 The 2017-2018 actual was: \$1,050
Campus Food Bank \$12,000 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. CFB Executive Director and Board Chair report annually to the GSAB. 	<ul style="list-style-type: none"> On target. Actual April to May: \$12,000 Forecast June to March: \$0.00 The 2017-2018 actual was: \$9,000
Graduate Student Groups		
GSA Council Remuneration \$11,200 budget	<ul style="list-style-type: none"> GSA funding program for eligible graduate student groups based on the attendance of their councillor over the GSA Council year. Divided evenly amongst the eligible groups. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$11,200 The 2017-2018 actual was: \$11,200
GSA Graduate Student Group Grant \$30,000 budget	<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 academic-style events. Support the academic activities of graduate students. Provide modest start-up funding for new groups. Budget increased in 2018-2019 to meet strong demand for this grant. 	<ul style="list-style-type: none"> On target. Actual April to May: \$7,116 Forecast June to March: \$22,884 The 2017-2018 actual was: \$22,617

Other Expenses		
Annual Strategic Plan Initiatives \$3,000 budget	<ul style="list-style-type: none"> Any new GSAB Strategic Work Plan initiatives may be funded from this account. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$3,000 The 2017-2018 actual was: \$3,760
Engagement, Orientation, and Outreach \$20,000 budget	<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, and swag purchases. Depending on student demand for the yearly planner, and the ad revenue, this budget can be used to cover the cost of printing additional planners. 	<ul style="list-style-type: none"> On target. Actual April to May: \$1,000 Forecast June to March: \$19,000 The 2017-2018 actual was: \$8,577
AMICCUS-C Membership \$700 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 May: \$0.00 Forecast June to March: \$650 The 2017-2018 actual was: \$650
GSA Awards Night \$8,500 budget	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). Increase to the budget in 2018-2019 to improve the Awards Night experience. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$8,500 The 2017-2018 actual was: \$7,265
Operating/Contingency Fund		
Operating /Contingency Fund \$25,000 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. Expenses this year have included the lounge refurbishment and purchase of new office chairs. Budget line decreased as expenses to the budget line have been modest in recent years. 	<ul style="list-style-type: none"> On target. Actual April to May: \$3,653 Forecast June to March: \$0.00 The 2017-2018 actual was: \$3,340

GSA 2018-2019 Restricted and Other Funding Budget (Narrative)

7.16

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Planner \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student planner to subsidize printing costs. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$11,000 The 2017-2018 actual was: \$10,113
	<p>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</p> <p>Negotiations for the Memorandum of Settlement for the GSSF for 2018-2020 have not been completed. In 2017-2018 the Memorandum of Settlement provided for total funds of \$814,000 for the GSSF and the budget is based on the anticipated funding remaining the same. Individual budgets have been set for the components of GSA Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards. Reallocation of funds between these components are done as necessary throughout the year.</p>	
GSA Recognition Awards \$18,000 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual GSA Awards Night. Revenue is received in the form of GSSF funds. Expenses for the GSA Awards Night are processed in March. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$18,000 The 2017-2018 actual was: \$18,000
GSA Child Care Grants \$254,720 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target. Actual April to May: \$117,000 Forecast June to March: \$137,720 The 2017-2018 actual was: \$274,000
GSA Emergency Bursaries \$143,280 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 May: \$19,255 Forecast June to March: \$124,025 The 2017-2018 actual was: \$126,095
GSA Academic Travel Grants \$398,000 budget	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in academic activities such as conferences and research trips. Revenue is received in the form of GSSF funds. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target. Actual April to May: \$80,012 Forecast June to March: \$317,988 The 2017-2018 actual was: \$405,336
CJSR Fees	<ul style="list-style-type: none"> The U of A campus radio station (CJSR) receives \$1.00 per graduate student 	<ul style="list-style-type: none"> On target.

GSA 2018-2019 Restricted and Other Funding Budget (Narrative)

7.17

Account Name and Budget	Brief Description	Narrative
<p>\$14,700 budget</p>	<p>per term. This is a dedicated fee that was implemented by a referendum in 1999.</p> <ul style="list-style-type: none"> Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> Actual April to May: \$0.00 Forecast June to March: \$14,700. The 2017-2018 actual was: \$15,063
<p>GSAP (Graduate Student Assistance Program)</p> <p>\$68,000 budget</p>	<ul style="list-style-type: none"> GSAP began in September 2009, and is 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. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$68,000. The 2017-2018 actual was: \$76,194
<p>Health Plan</p> <p>\$1,588,007 budget</p>	<ul style="list-style-type: none"> This is the fee that is charged to graduate students for the health part of the Health and Dental Plan. The 2018-2019 fee is \$285.61 per graduate student per year. Revenue and the related expenses are processed in October, February, and March. There is a 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 May: \$0.00 Forecast June to March: \$1,588,007 The 2017-2018 actual was: \$1,455,371
<p>Dental Plan</p> <p>\$1,186,903 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 2018-2019 fee is \$214.75 per graduate student per year. Revenue and the related expenses are processed in October, February, and March. There is a 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 May: \$0.00 Forecast June to March: \$1,186,903 The 2017-2018 actual was: \$1,087,667

Outline of Issue

Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures

Suggested Motion for GSA Council:

That GSA Council, following on a recommendation from the GSA Budget and Finance Committee and the GSA Board, **APPROVE** the proposed changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures, as shown in the attached double column document and effective upon approval by GSA Council.

Background:

As part of the GSA's ongoing review of its governing documents, this proposal concerns recommended changes to a section of GSA Policy on budget principles, practices, and procedures (last reviewed in 2011). The recommended changes, administrative in nature, include revising the current section on business travel to ensure a more logical ordering of the various clauses and the elimination of outdated wording, as well as the addition of a parallel section concerning non-travel related external and University relations and advocacy expenses.

The GSA Budget and Finance Committee and the GSA Board recommended these proposed changes to GSA Council at their meetings of 20 June 2018 and 27 June 2018, respectively.

Jurisdiction:

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2

"GSA Policy is under the jurisdiction of GSA Council (Section C: GSA Council, GSA Bylaw, 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: GSA Standing Committees, GSA Policy, GSA Standing Committees, 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: Finances, GSA Policy, Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.2.b

The GSA BFC will fulfil the following advisory function: *"advising the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies."*

Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures

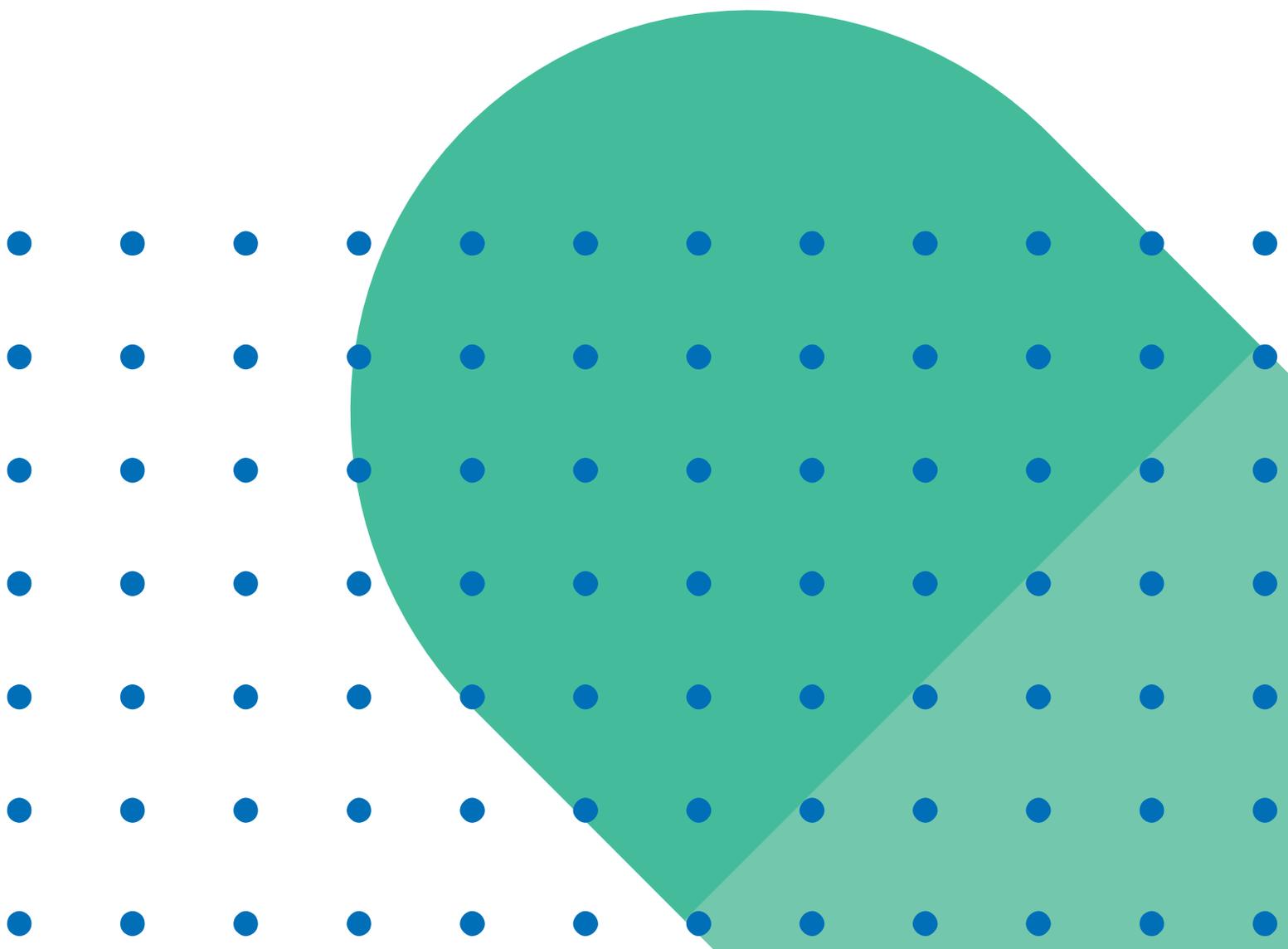
Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
K.POL.7.2 Business Travel	<i>No change.</i>
K.POL.7.2.a. The GSAB approves all estimated expenses related to business travel for external relations and advocacy purposes <u>External Relations (eg Western Summit, GU15)</u> . Such travel shall be reported to GSA Council.	<i>Removal of specific examples of business travel and standardization of the naming of such travel.</i>
K.POL.7.2.b <u>With respect to allowable business travel expenses, University regulations as specified in University of Alberta Policies and Procedures Online, will be observed. The purchase of alcohol is not an allowable business travel expense. Travel and other expense claims by the DEOs or management (such as meals) must include a receipt and details about the event. Exclusions are contractual expenses, such as parking, professional expense allowance claims, etc, or expenses related to the venue/hosting of GSA Board, GSA Council, Orientation, Awards Night, or similar GSA service events (these are reported to the GSA BFC, GSA Board, and GSA Council in the quarterly reports on expenses and revenues).</u>	<i>Suggested addition moved from current K.POL.7.3.a. below, and specific note that alcohol is not an allowable expense (aligns with current practice).</i> <i>Section shown with strikethrough has been modified below in proposed K.POL.7.2.d and K.POL.7.2.e.</i>
K.POL.7.2.c. All allowable estimated expenses associated with business travel and other expense claims must be pre-approved by the President, <u>in consultation with</u> or the ED (<u>or delegate</u>) and the Financial Manager, to ensure that they fit within the <u>GSA Council approved budget and align with the GSA Board Strategic Work Plan University policy</u> before being considered for approval approved by the GSAB. Receipts for reimbursement must be submitted to the GSA Financial Manager with appropriate details. Summaries of actual expenses will be reviewed by the GSA Board prior to posting on the GSA website.	<i>Stipulate that the President consults with the ED and Financial Manager with respect to estimated business travel expenses rather than being the sole pre-approver.</i> <i>Standardization of the term “business travel.”</i> <i>Stipulate that business travel must fit with the approved budget and align with the Board SWP, as opposed to University policy.</i> <i>Section shown with strikethrough has been modified below in proposed K.POL.7.2.e.</i>
K.POL.7.2.d <u>Approved, allowable business travel expense claims must be submitted to the Financial Manager and include receipts and details about the expense incurred.</u>	<i>Modified current sections K.POL.7.2.b and K.POL.7.2.c.</i>
K.POL.7.2.e <u>Summaries of all actual business travel expenses will be received for information by the GSAB, reported to GSA Council, and posted on the GSA website.</u>	<i>Modified current sections K.POL.7.2.b and K.POL.7.2.c.</i>
K.POL.7.3 Allowable Travel Expenses	<i>Moved to proposed K.POL.7.2.b, above.</i>
K.POL.7.3.a University regulations will be observed (available on the University of Alberta Policies and Procedures Online website under the “Supply of Goods and Services” Policy).	<i>Moved to proposed K.POL.7.2.b, above.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<u>K.POL.7.3 External and University Relations and Advocacy</u>	<i>Proposed new section on non-travel related external and University relations and advocacy expenses.</i>
<u>K.POL.7.3.a Non-travel related estimated expenses associated with external and University relations and advocacy (such as hosting expenses, etc) must be discussed with the President, the ED (or delegate), and the Financial Manager to ensure that they fit within the GSA Council approved budget and align with the GSA Board Strategic Work Plan. The purchase of alcohol is not an allowable expense.</u>	<i>Proposed new section on non-travel related external and University relations and advocacy expenses.</i>
<u>K.POL.7.3.b Non-travel related expense claims associated with external and University relations and advocacy by DEOs or staff must be submitted to the Financial Manager and include receipts and details about the expense incurred. Expenses will be reported to the GSA BFC, GSAB, and GSA Council in the regularly prepared Budget and Expenditure Reports.</u>	<i>Proposed new section on non-travel related external and University relations and advocacy expenses.</i>



GSA HEALTH & DENTAL PLAN

Orientation Report
July 2018



1. HEALTH & DENTAL PLAN OVERVIEW

The GSA Health & Dental Plan serves over 6,000 students and is one of the largest and most complex services provided to GSA members. The Plan is managed by the GSA and is professionally administered by Studentcare.

Established by student referendum, the GSA Health & Dental Plan is designed to provide all GSA members with accessible and affordable extended health and dental care. The Plan is designed specifically for GSA members to complement the coverage provided by AHCIP and other provincial health-care plans.

WHY A HEALTH & DENTAL PLAN?

A growing number of important health-care services are not covered by provincial health care. For many students, paying for these services can lead to financial hardship, while others simply cannot afford them at all. The Plan is specifically designed for your members to pick up where provincial health care and other private health coverage end, helping students pay for the services they need. The Plan has evolved over time in response to students' claims experience and changes to provincial health care.

WHY A GROUP PLAN?

Individual insurance plans have always been available for purchase, but they suffer from several drawbacks.

- They are very expensive—up to 5 times the cost of a student Health & Dental Plan.
- They discriminate by sex and age.
- They exclude individuals with pre-existing illnesses (people who need a plan the most).

As a result, individual health and dental plans are not a real solution. Experience shows that only group insurance programs can meet students' health and dental needs at a reasonable cost. A student health and dental plan is a collective investment to ensure a minimum standard of health care for the student body.

WHAT IS COVERED?

The Plan provides the following coverage for the entire duration of the policy year (Sept. 1 – Aug. 31).



Health-Care Coverage

Over \$10,000 including prescription drugs, vaccinations, psychologists, physiotherapists, chiropractors, ambulance, and more



Vision Coverage

Over \$300 including eye exams, eyeglasses and contact lenses, and laser eye surgery



Dental Coverage

Up to \$500 including checkups, cleanings, fillings, root canals, gum treatments, extractions, etc.



Travel Coverage

120 days per trip for an unlimited number of trips and up to \$5,000,000 per incident, plus trip interruption and cancellation in the event of a medical emergency

WHO IS COVERED?

All graduate students registered full-time (for 9 or more graduate credits) in the Fall or Winter Terms, including on-campus, off-campus, and eligible international students, are automatically covered by the GSA Health & Dental Plan.

Part-time students are not automatically covered, but may be eligible to enrol themselves in the Plan during the Change-of-Coverage Period.

Students who are enrolled may choose to enrol their spouse and/or dependent children in the Plan during the Change-of-Coverage Period.

Change-of-Coverage Dates:

Fall	Winter
Sept. 1 – 25, 2017	Jan. 3 – 24, 2018

2. THE ROLE OF STUDENTCARE

THE ROLE OF STUDENTCARE

Studentcare was founded by students in 1996. Frustrated with the offerings of traditional insurance brokers and outdated approaches to student health care, we built our organization around the health-care needs of students and the health and dental plan needs of student associations.

The student-oriented mindset remains with the organization to this day, with the majority of our management team consisting of former student leaders. We have infused our organization with the values and principles that we ourselves developed while working for students: integrity, respect, and trustworthiness.

The result is an organization uniquely suited to working with and for students. Serving over 85 student associations in six provinces, we have extensive experience with student organizations of all shapes and sizes, from 500 members to more than 50,000.

WHAT DO WE DO FOR YOU?

Studentcare works for the GSA in two important ways. First, as the **program consultant**, Studentcare provides professional consulting and brokerage services, including:

- Ongoing negotiation with insurers to obtain the best deal for GSA members, using the combined purchasing power of over 800,000 students
- Program set-up with university administration
- Creation and execution of an annual communications strategy
- Transparent, accountable measurement and reporting of Plan performance

Studentcare also works for the GSA as the **Plan administrator**, providing complete Plan management and administrative services, including:

- Front-line services through our full-service office on campus
- Professional communications strategies to ensure optimum Plan awareness
- Full-service Member Services Centre to help students via telephone, live chat, email, or regular mail
- Processing of all opt outs and enrolments, both manually and through our exclusive online system
- Online Plan administration and service through www.studentcare.ca
- Management of enrolment data lists with insurer
- Ability to conduct surveys of your members

3. THE ROLE OF THE GSA

→**Communications & Awareness:** The GSA provides strategic supervision of all communications initiatives.

→**Evaluation of Member Appeals and Requests**

→**Policy Decisions, Setting Fees and Benefits:** The GSA reviews detailed reports from Studentcare on Plan finances, enrolment statistics, and cost projections. It uses this information to evaluate potential Plan changes to ensure the best possible deal and long-term Plan stability for students.

4. EVOLUTION OF THE PLAN

THE GSA AND STUDENTCARE

The GSA and Studentcare have worked closely together since 2004, collaborating to ensure that benefits and fees best meet students' needs.

THE GSA AND DESJARDINS FINANCIAL SECURITY LIFE ASSURANCE COMPANY

The insurance policies that underlie the GSA Health & Dental Plan are one-year contracts that must be renewed each year for the subsequent year. Desjardins Financial Security Life Assurance Company has been the insurer of the Plan from 2012 to the present day. The policy renewal process generally begins in February and is concluded by mid-to-late May in order to set the Plan fee, premiums, and benefits for the following academic year.

DEFINITIONS OF PLAN PREMIUMS AND FEES

Plan premiums are the amounts remitted by the GSA to Studentcare and the insurer, as required to fund all benefits and services associated with the Plan.

Plan fees are the amounts assessed to eligible students by the university, and are approved each year by the GSA and the appropriate university departments.

The executives may choose to make changes to benefits for the following year based on the student concerns and claims experience they review throughout the year. As the executives receive input from students about the coverage they want, the Plan evolves with students' changing needs, resulting in a customized plan for the student body.

5. REACHING OUT TO STUDENTS

As the Plan administrator, Studentcare partners with the GSA and campus stakeholders to ensure a high level of awareness of the GSA Health & Dental Plan by producing numerous high-quality communications campaigns. The following is a brief overview of some of the communications categories we cover:

- 1. Plan Info Guide**
- 2. Publications & Editorial Pieces**
- 3. Flyers & Posters Distributed on Campus**
- 4. Presentations & Info Tables**
- 5. Website & Emails**

6. THE NETWORKS

Studentcare provides Plan members with additional complementary coverage through our Professional Networks. This coverage functions as a direct discount to students and can be used by visiting a Network provider. GSA members have access to over 3,000 providers nation-wide.

PSYCHOLOGY NETWORK	<ul style="list-style-type: none"> ➤ Reduction on 50-minute individual adult therapy or coaching sessions
CHIROPRACTIC NETWORK	<ul style="list-style-type: none"> ➤ No more than \$35 for an initial assessment ➤ \$25 for subsequent visits ➤ 20% discount at PT Health Clinics
MASSAGE THERAPY NETWORK	<ul style="list-style-type: none"> ➤ \$30 for a 30-minute treatment ➤ \$55 for a 60-minute treatment ➤ 20% discount at PT Health Clinics
PHYSIOTHERAPY NETWORK	<ul style="list-style-type: none"> ➤ No more than \$60 for an initial assessment ➤ \$30 for subsequent visits ➤ 20% discount at PT Health Clinics
VISION NETWORK	<ul style="list-style-type: none"> ➤ Up to \$200 off laser eye surgery ➤ 30% (up to \$75) off prescription eyeglasses with select independent vision specialists ➤ \$115 off eyeglasses with Varsity Optical + 25% off eye exams (up to \$60) and up to 25% off contact lenses ➤ \$100 off eyeglasses with Bijan Optical ➤ 10% off contact lenses and 25% off eyeglasses (excluding Oakley/Arnette brands) with Clearly
DENTAL NETWORK	<ul style="list-style-type: none"> ➤ 30% off dental services
PHARMACY NETWORK	<ul style="list-style-type: none"> ➤ 10% off prescription drug costs (up to a max of \$40) at participating locations ➤ 20% off select regularly priced Rexall brand non-prescription products

7. PLAN REPORTING AND MONITORING

As key decision makers, GSA staff and executives need reliable, timely, and accurate information about their Health & Dental Plan. We provide the GSA with regular claims information and reports. In addition, annual Plan utilization reports are used to provide a strategic overview and guidance.

Our team meets regularly with you to provide updates on all elements of the Plan, and to tackle all operational, service, and coverage issues. Our team is also available throughout the year to make presentations and to respond to any concerns or requests regarding the Plan.

In addition to regular reporting, Studentcare conducts a periodic survey—professionally designed and executed by our research team—of GSA members to evaluate students' needs. The surveys are used to measure service and satisfaction targets and are an extremely effective planning tool. They also present a great opportunity for the GSA to gather feedback on other issues by “piggy-backing” additional questions onto the survey.



1200 McGill College Avenue, Suite 2200
Montreal, Quebec H3B 4G7



Dear Colleagues,

July 6, 2018

Each spring the GSA Directly-Elected Officers (DEOs) produce a GSA Board Strategic Work Plan (SWP). The SWP serves to identify key priorities and initiatives, direct the GSA's efforts for the coming year and beyond, and identify areas where we can work with others in the University community.

While this Plan builds upon past SWPs, my team and I engaged in a thorough review of our goals and expanded upon elements of earlier SWPs to develop an SWP focused on four broad themes: *foster, support, advocate, and connect*. We have also significantly revised the layout of our SWP, based on a critical assessment of the primary audiences for this document. In contrast to previous years, we have now divided the content of the SWP in two parts: an outward facing document and an internal task list.

After reviewing several other organizations' strategic work plans, we worked to make the GSA's SWP shorter, more focused, and more visual in order to make it more accessible and hopefully encourage wider circulation and enhanced engagement. The outward facing document is shorter and visually attractive; the main audiences will include University Administration, the U of A Board of Governors, the Government of Alberta, and other graduate students.

The internal task list will be a living document that is amended and refined continuously; this document will be circulated in hard-copy during the July meeting of GSA Council. We see this task list as a living document that will constantly evolve as my team strategizes issues and approaches and as goals are realized or otherwise addressed. This task list is where we outline the specific actions we will be taking to work towards our goals and identify the DEOs responsible for each task. We will also use the content in this document to provide GSA Council with updates on our progress over the course of our term. Normally, these updates are brought forward to GSA Council during our October, January, and April meetings.

Following GSA Council's receipt of our SWP for information, it will be circulated to University Administrators and we will begin meeting with key individuals to present our plan and start working through items on our internal task list.

I am very proud of our restructured SWP and, along with the Vice-Presidents, I am looking forward to a productive and engaging year working closely with the University's administration team, and other stakeholders, as we pursue these goals on behalf of our graduate student constituents. I encourage you all to read the full 2018-2019 SWP, and look forward to discussing it in more detail at our July meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sasha van der Klein'.

Sasha van der Klein
2018-2019 President

Outline of Issue

GSA Board 2018-2019 Strategic Work Plan

Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the GSA Board 2018-2019 Strategic Work Plan.

Background:

The GSA Board 2018-2019 Strategic Work Plan (SWP) is prepared by the GSA Directly-Elected Officers (DEOs), to direct efforts in the coming year and identify areas in which to work with others in the University community.

This year's SWP development started with a complete restructuring. The content was split in two parts: an outward facing document and an internal task list. The outward facing document is shorter and visually attractive. The internal task list will be a living document that is amended and refined continuously; it will not be shared publically.

After this restructuring, the DEOs participated in an evening session that centred upon reviewing the new format of the SWP and adding new initiatives for 2018-2019 to the internal task list. Following this initial session, the GSA Board further reviewed and discussed the SWP on 6 June and 20 June. The DEOs hosted an engagement session to seek feedback from graduate students on 14 June and an online survey was also circulated through the GSA newsletter and the June GSA Council Summary. There were also small group discussions on issues facing graduate students and priorities to be included in the SWP at the 18 June 2018 GSA Council meeting. The GSA Board approved and forwarded for information to GSA Council the SWP on 27 June 2018.

Jurisdiction:

Post-Secondary Learning Act (PSLA), Section 94(3):

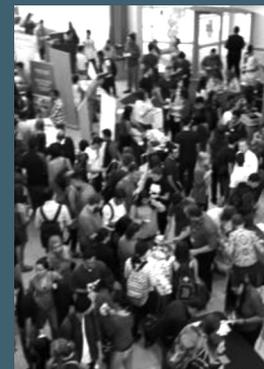
"The graduate students association of a university shall provide for the administration of graduate student affairs at the university, including ... the promotion of the general welfare of the graduate students consistent with the purposes of the university."

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section 3.2.a:

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

The Graduate Students' Association Board Strategic Work Plan 2018-2019

Foster
Support
Advocate
Connect



Our Vision and Mission

To advocate for all graduate students to the University of Alberta and the Alberta Government for a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.



WHAT IS THE GRADUATE STUDENTS' ASSOCIATION?

The Graduate Students' Association (GSA), as mandated by the *Post-Secondary Learning Act*, represents graduate students at the University of Alberta. The GSA, as a separate corporation, is both a part of the University of Alberta and apart from the institution. The GSA Board believes that a healthy organization is nurtured through effective relationships with all stakeholders. To sustain the organization's long-term health and excellent reputation, the GSA fosters a culture of respect and professionalism among staff and graduate student leaders, engages in regular review of governance processes, and ensures an annual transition process that facilitates the on-going education of elected graduate student leaders.

WHAT IS A GRADUATE STUDENT?

A graduate student is a junior colleague who contributes to their field of study in pursuit of an advanced degree through collaborative work with the professoriate in research, teaching, and the development of University learning environments. These contributions may be accomplished through: extensive coursework, for which graduate students pay tuition; academic employment, for which graduate students are paid; the co-creation and writing of scholarly work; the securing of academic funding; presentations, conferences, and community engagement; and capstone projects, theses, or dissertations. This multi-faceted position takes place in an environment of mutual respect and fairness aimed at developing skills and knowledge for future careers and is one that provides appropriate remuneration for labour in service of the enhancement of the institution.

WHAT IS THE GSA BOARD'S STRATEGIC WORK PLAN?

The GSA Board's Strategic Work Plan is the document that steers and prioritizes the work and initiatives of the GSA. The GSA sees this as a living document, shifting directions as needed as the provincial, federal, and University landscapes change. It is developed annually with reference to the Strategic Work Plans of previous GSA Boards, and provides a planning document for this and future years.



Graduate students elect GSA leaders each February. Here are the 2018-2019 GSA Directly-Elected Officers (from left to right): Vice-President Academic, Masoud Aliramezani; Vice-President Student Services, Fahed Elian; President, Sasha van der Klein; Vice-President Labour, Beth Richardson; and Vice-President External, Zhihong Pan.

Our Goals

Foster a welcoming environment and an equitable, sustainable, safe, and healthy campus.

The GSA values the contributions and diversity of graduate students and fosters a culture of inclusion and acceptance. The GSA will work to sustain a respectful, supportive, and welcoming environment for all graduate students, (including Indigenous graduate students, international graduate students, and graduate students who parent, among others), and will further sustain working relationships with stakeholders to ensure an inclusive campus free from discrimination; one that offers support for graduate students in diverse circumstances and with diverse needs.

The GSA will advocate for and support:

- Initiatives and programs that specifically support Indigenous and international graduate students.
- Leadership in environmental sustainability.
- Review and improvement of safety and security on campus.
- Campus-wide health and wellness initiatives.



Support graduate students by working with the University and government to ensure affordable tuition, cost-effective housing, and food security, and to provide access to financial means to empower graduate students to complete their programs.

The GSA advocates for:

- Guaranteed, transparent and sustainable funding packages that support a reasonable standard of living for all thesis-based graduate students for the duration of their programs.
- Greater financial supports for all graduate students, including higher compensation for assistantships, increased merit based and non-merit based financial support (as well as greater accessibility to these supports), and increases to the Graduate Student Support Fund.
- A predictable tuition model that ties graduate student tuition increases (for both domestic and international graduate students) to the Alberta Consumer Index.
- Sustainable, affordable, and well-maintained graduate student housing (for individuals and families).
- Enhanced resources and supports for graduate students who parent, and their families.
- Implementation of initiatives to prevent homelessness, improve (mental) wellness, and enhance supports for graduate students with dependents.

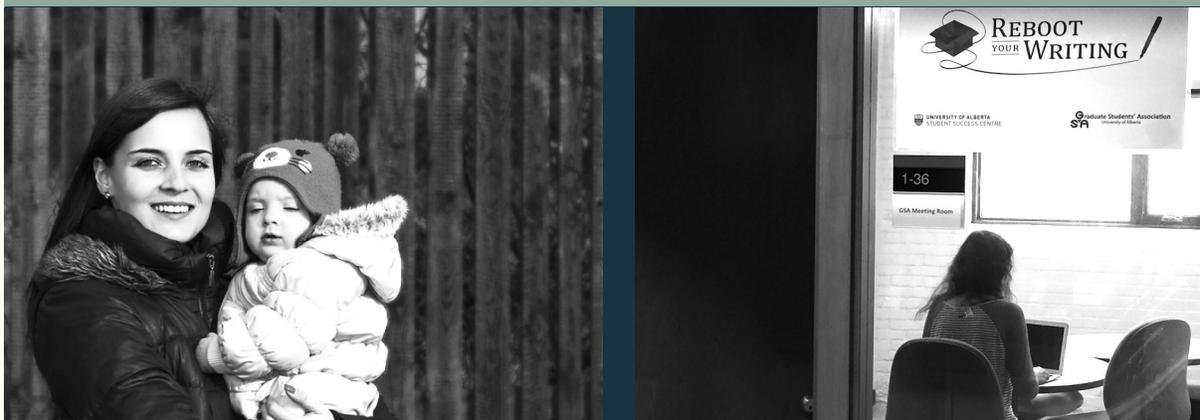
Did you know?

The GSA offers:

- GSA Emergency Bursaries
- GSA Child Care Grants
- GSA Academic Travel Grants
- GSA Graduate Student Group Grants
- GSA Recognition Awards
- GSA Health and Dental Plan
- Graduate Student Assistance Program
- Collective Agreement Advice

Graduate education plays an important role in a prosperous society. Graduate students' success is dependent upon access to sustainable and appropriately sized funding packages and predictable expenses for the duration of their programs. A lack of sustainable graduate student funding and unpredictable increases in educational costs create significant strain on graduate students' health and wellness and can lead to increased drop-out rates.

In furtherance of the goal of supporting graduate students, the GSA will continue to support the Campus Food Bank, as well as workshops and services that assist graduate students with their academic progress. Additionally, the GSA will assist graduate students living in residences, and their Residence Associations, to ensure safe living conditions and excellent services.



Advocate for a supportive learning and work environment based on respectful and professional relationships, and for compliance with the GSA's Collective Agreement (CA) governing graduate student assistantships.

Graduate student success relies on quality education and quality supervision throughout a degree program. In addition, professional development opportunities for graduate students are essential for future career success. Furthermore, all graduate students are entitled to a safe and respectful study and work environment, free from harassment, discrimination, and bullying; the GSA is dedicated to working toward this. With specific reference to academically-employed graduate students, the CA negotiated by the GSA is a legally binding document between the GSA and the University of Alberta Board of Governors that outlines expectations for fair compensation and a healthy work environment and the GSA is committed to ensuring campus-wide compliance with its provisions.

The GSA will:

- Advocate for high-quality graduate-level programs and courses and opportunities to provide graduate students with international research and study opportunities.
- Collaborate with and advocate to the Faculty of Graduate Studies and Research and senior University administrators to make quality graduate student supervision an institutional priority (including creating an accountability structure for supervisory evaluation and establishing a means of safe disclosure and reporting of concerning supervisory behaviour).

Did you know?

The GSA:

- meets regularly with the Dean of the Faculty of Graduate Studies and Research and the Dean of Students
- is a member of the provincial advocacy group the Alberta Graduate Provincial Advocacy Council
- has seats on the Board of Governors, the General Faculties Council, and their sub-committees
- works individually with students to help them

The GSA will:

- Support and collaborate with partners and stakeholders with respect to the establishment of a variety of high-quality professional development and internship opportunities in recognition of the diverse future career paths ahead of graduate students.
- Support and advocate for graduate students with CA issues and ensure University-wide awareness of and compliance with the CA while highlighting that, as per the *Labour Relations Code*, the GSA is a “trade union for the purposes of acting as bargaining agent for the academically employed graduate students” at the University.
- Provide guidance to graduate students experiencing issues outside the scope of the CA and aid them in navigating University processes and structures.



Connect

with GSA stakeholders to support graduate student success and build connections between graduate students and the GSA.

Relationship building is key to the mission of the GSA to create a common vision of excellence in graduate education at the University, as well as across Alberta and Canada.

The GSA will reinforce strong relationships with:

- Key players of the Government of Alberta (such as the Minister of Advanced Education).
- Members of senior University Administration (such as the University's President, the Dean of the Faculty of Graduate Studies and Research, the Provost and Vice-President (Academic), the Dean of Students, the Chair of the Board of Governors, and the Chancellor).
- Other campus stakeholder associations (such as the Students' Union, the Association of Academic Staff, University of Alberta, the Postdoctoral Fellows' Association, and the Non-Academic Staff Association).

Did you know?

The GSA has:

- graduate student lounges at Triffo Hall
- rooms available for booking
- several fun events per year
- two large orientations specific to graduate students and participates in 40-45 departmental orientations
- a weekly newsletter, website, and social media profiles that highlight events and ways to get involved

Relationship building between the GSA and its members is also pivotal to foster a strong basis for our mission and vision of advocacy. The GSA will create opportunities for graduate student awareness of and engagement with the GSA by:

- Exploring and utilizing effective communication methods.
- Offering orientation sessions and 101s on key issues.
- Offering engagement and celebratory events.
- Maintaining involvement in discussions concerning dedicated graduate student social space.
- Supporting and connecting with departmental graduate student groups and networks.



Events:

GSA Fall Orientation	Late August
GSA Fall Event	Early October
GSA Winter Orientation	Early January
GSA Winter Event	Mid February
GSA GSA General Election	Late February
GSA Volunteer Appreciation	Early March
GSA Awards Night	Late March
GSA Coffee Breaks	One Friday Monthly



Come visit us at
 The Graduate Students' Association
 1-49 Triffo Hall
 University of Alberta
 T6G 2E1

780-492-2175
gsa.frontdesk@ualberta.ca

www.ualberta.ca/graduate-students-association

GSA NOMINATING COMMITTEE (GSA NoC)
DEPUTY RETURNING OFFICER (DRO) (1 POSITION) AND SPEAKER (1 POSITION)
NOMINEES

As per GSA Bylaw and Policy, “[the GSA NoC] will open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about May 1 of every year by email to every graduate student” and “nominations [...] will be submitted in writing to the GSA NoC by May 30 or the next following working day” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Sections D.BYL.3.1.b and D.BYL.3.1.c). These positions were advertised weekly in the GSA newsletter beginning on 27 April with a nomination deadline of 30 May 2018. No nominations were received. These positions were advertised again in the GSA newsletters of 28 June and 6 July with a nomination deadline of 11 June 2018. One (1) nomination was received for the position of GSA Speaker and one (1) nomination was received for the position of GSA DRO.

There will be two separate anonymous paper ballot votes held at the 16 July 2018 GSA Council meeting to elect the Speaker and Deputy Returning Officer for 2018-2019.

If you and your alternate are unable to attend the 16 July 2018 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 16 July 2018 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 and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.

GSA DRO

1. Amritha Prasad (Agricultural, Food, and Nutritional Science)

GSA Speaker

1. Pranidhi Baddam (Medical Sciences)

Jurisdiction:

Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.3.1.d

“The GSA NoC will follow its legislated process in forwarding one or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline.”

Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.2.a

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

Biographies and brief resumes of the nominees for DRO (1) and Speaker (1), are ATTACHED on pages 11.4 - 11.5 and 11.7 - 11.8. Biographies and brief resumes have been attached as received (ie not edited).

Biographies and Resumes of Nominees

GSA DEPUTY RETURNING OFFICER

Qualifications as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10

D.POL.10.4.a “The CRO and DRO should ideally have previous experience with administration of student elections.

D.POL.10.4.b Other ideal competencies and qualities for both the CRO and DRO positions include:

- D.POL.10.4.b.i Experience acting in a neutral or impartial position
- D.POL.10.4.b.ii Thorough understanding of GSA Bylaw and Policy, especially with items pertaining to elections and referenda
- D.POL.10.4.b.iii Thorough knowledge of the organization and its role in the graduate student community
- D.POL.10.4.b.iv Demonstrated ability to bring disputing parties together to reach decisions based on mutual interests
- D.POL.10.4.b.v Patience, tact, and discretion
- D.POL.10.4.b.vi Previous experience effectively dealing with contentious issues (elections or otherwise)
- D.POL.10.4.b.vii Experience working in a highly politicized environment requiring quick and fair decisions
- D.POL.10.4.b.viii A schedule that allows for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks)
- D.POL.10.4.b.ix Experience with mediation and/or conflict resolution
- D.POL.10.4.b.x Collaborative approach with others (eg members of a committee) in reaching fair-minded decisions
- D.POL.10.4.b.xi Capable of handling a wide range of tasks effectively and impartially
- D.POL.10.4.b.xii Sound judgment and good decision-making skills
- D.POL.10.4.b.xiii Good team player and good communicator
- D.POL.10.4.b.xiv Can manage stressful situations and
- D.POL.10.4.b.xv Experience with not-for-profit organizations.”

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

D.BYL.3.3.a “The CRO is responsible for running all GSA elections and referenda.”

D.BYL.3.3.d “Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.”

Duties as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10

D.POL.10.1 “Duties of the Chief Returning Officer

- D.POL.10.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Elections, and Referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
- D.POL.10.1.b The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaw and Policy as provided for in GSA Elections and Referenda Bylaw and Policy.

- D.POL.10.1.c The CRO serves as a non-voting member on the GSA ERC.
- D.POL.10.2 Duties of the Deputy Returning Officer
- D.POL.10.2.a The Deputy Returning Officer (DRO) reports directly to the CRO.
- D.POL.10.2.b Duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.
- D.POL.10.2.c The DRO serves as a non-voting member of the GSA ERC.
- D.POL.10.3 Restrictions for CRO and DRO
- D.POL.10.3.a The CRO and DRO may not hold any other elected position in the GSA.
- D.POL.10.3.b “The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever” in an election (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.3) and “not campaign for or endorse any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.6.1).
- D.POL.10.3.c Council-Elected Officers will be GSA members. As set out in GSA Bylaw, GSA Council may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate (Section B: Members, GSA Bylaw, Members, Section B.BYL.1.2).
- D.POL.10.3.d The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.”

Roles and Responsibilities of the CRO as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10

- D.POL.10.5 Roles and Responsibilities of the CRO
- D.POL.10.5.a The CRO, with advice from the GSA ERC, oversees GSA Elections, By-Elections, and Referenda processes within the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
- D.POL.10.5.b Preparing for the General Election, By-Elections, and Referenda
- D.POL.10.5.b.i Participating in all GSA ERC meetings and serving as a non-voting member of the GSA ERC.
- D.POL.10.5.b.ii With advice from the GSA ERC, approving timelines for the GSA General Election, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaw and Policy and communicating these timelines to graduate students.
- D.POL.10.5.b.iii With advice from the GSA ERC, advertising the nomination period for any GSA General Election or By-Election, the registration period for any Referendum, and voting periods for the General Election, By-Elections, and Referenda.
- D.POL.10.5.b.iv With advice from the GSA ERC, working to prepare nomination forms for the GSA General Election and By-Elections and registration forms for Referenda with the GSA ERC in accordance with GSA Elections and Referenda Bylaw and Policy.

D.POL.10.5.b.v	With advice from the GSA ERC, approving nomination and registration forms and ensuring that they comply with GSA Bylaw and Policy.
D.POL.10.5.b.vi	Approving, in consultation with the GSA ERC, the ED or delegate, and the GSA Financial Manager, the electronic software or applications used to run the GSA General Election, By-Elections, or Referenda.
D.POL.10.5.b.vii	With advice from the GSA ERC, approving the format of the electronic ballots for the GSA General Election, By-Elections, and Referenda.
D.POL.10.5.c	All-Candidates Meeting
D.POL.10.5.c.i	Holding at least one (1) All-Candidates Meeting during a GSA General Election or By-Election, and at least one (1) Meeting of the Campaign Representatives in a Referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election, By-Election, or Referendum.
D.POL.10.5.d	Planning and Hosting a GSA Election Forum
D.POL.10.5.d.i	In consultation with the GSA ERC, planning a GSA Election Forum for graduate students to ask candidates questions.
D.POL.10.5.e	Managing and Deciding on Complaints
D.POL.10.5.e.i	Reviewing and approving campaign materials as per Section I: Elections and Section J: Referenda.
D.POL.10.5.e.ii	Receiving complaints regarding alleged breaches of GSA Bylaw or Policy, while also actively monitoring any campaign activities during GSA Elections, By-Elections, and Referenda campaign periods.
D.POL.10.5.e.iii	Managing and ruling on complaints and alleged violations of GSA Bylaw and Policy. The CRO upholds GSA Bylaw and Policy pertaining to GSA Elections, By-Elections, and Referenda, but consults with the DRO, available members of the GSA ERC, and the ED or delegate regarding penalties, remedial action, and/or referrals.
D.POL.10.5.e.iv	Ensuring candidates or Campaign Representatives in a referendum respect the campaigning spending limits and present receipts by the set deadlines.
D.POL.10.5.e.v	Observing fair process when dealing with complaints. The CRO observes procedural fairness, and consults with the ED or delegate on fair process.
D.POL.10.5.e.vi	The CRO keeps a written record. The written record is defined as all actions, communications with candidate(s) and any other(s) also involved and includes but is not restricted to cellphone messages, cellphone text messages, and emails. The written record also includes any written complaints received and the CRO's written reasons for all decisions.
D.POL.10.5.f	Reporting
D.POL.10.5.f.i	Communicating the results of all GSA General Elections, By-Elections, and Referenda to graduate students.
D.POL.10.5.f.ii	Submitting a written report to GSA Council following any GSA General Election, By-Election, or Referendum.
D.POL.10.5.f.iii	Report to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election or By-Election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.7.1)."

Nomination for GSA Deputy Returning Officer (GSA DRO)
(1 Vacancy for a Graduate Student)
One (1) Nominee

1 Amritha Jaya Prasad

Other governance bodies you currently serve on (whether GSA or UAlberta)	Member of GSA Elections and Referenda and Awards Selection Committee
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Statement of Interest

The experience I gained as a member of GSA ERC during the general elections in 2017 would help me in performing the duties of DRO effectively. As one of the adjudicators, in the GSA ASC, I have acted fairly in every aspect of its work. Moreover, being the event coordinator of the Health club and one of the organizers of GraVITas (technical fest at VIT University) has given me plenty of experience in conducting and coordinating different kinds of events which would be beneficial for the organization of the GSA election events. The volunteering of different events conducted by my club has helped to become an efficient team player. Broadly speaking, I am a hard-working person, who tries to do work well before time and come up with new ideas.

Bio

I was born and brought up in Delhi, India. I am fluent in English and in some other regional languages of India. I did my B. Tech in Biotechnology at Vellore Institute of Technology, Tamil Nadu, India. During my undergraduate years, I was actively involved as a participant, volunteer and organizer in clubs, fests and in other extra co-curricular activities. I love travelling and playing badminton. I am always interested in pursuing new things. At University of Alberta, I am currently serving as a member of GSA ERC and GSA ASC and as a mentor in AFNS, GSA.

Summary Resume

Currently, I am a second year Ph.D. student at the Department of Agricultural, Food and Nutritional Sciences. I am working in the food safety engineering lab under the supervision of Dr. Roopesh Syamaladevi. My research focuses on the development of non-thermal food processing technology for low- moisture foods. It involves working with people coming from different backgrounds. I have worked as an event coordinator and article reviewer in the Heath club, which also involved working with people belonging to different discipline and cultural background and involves decision-making in every step. I was one of the organizers of a technical fest at VIT University. Moreover, my experience as a member in GSA ERC and GSA ASC, would help me in making fair decisions and work productively. My schedule is flexible to incorporate the works related to the events and elections pertaining to the esteemed GSA Elections and

Referenda committee.

GSA SPEAKER

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

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

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

D.BYL.3.3.c “The Speaker is responsible for presiding over all meetings of GSA Council.”

D.BYL.3.3.d “Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.”

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

D.POL.12.1 “Duties

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

D.POL.12.2 Duties of the Deputy Speaker

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

D.POL.12.2 Restrictions

- D.POL.12.3.a The Speaker and Deputy Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.
- D.POL.12.3.b The Speaker and Deputy Speaker will not campaign for or endorse any candidate or team whatsoever in a GSA General Election or By-Election (see Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.4).

**Nomination for GSA Speaker
(1 Vacancy for a Graduate Student)
One (1) Nominee**

1. Pranidhi Baddam

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA Deputy Speaker
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Statement of Interest
<p>The skills I've gained from being involved with the University of Alberta's Student Group Services will benefit me in quickly grasping the processes and policies a GSA Speaker requires. I'm exceptionally committed and organized in any thing that I take up and thus, would serve as an asset for the Speaker role. Currently, I am GSA's representative for the standing Committee. However, I want to be more involved such that I can get an in-depth experience of student governance. Furthermore, I'm passionate about learning something new and meeting like-minded people who want to make a difference for graduate students at the University of Alberta. Lastly, an expectation of the Speaker is to attend all GSA council meetings outlined below and I am able to do so.</p>
Bio
<p>I was born in India and raised in Edmonton. Thus, I am fluent in Hindi, Telugu, Punjabi and English. I completed my Bachelor of Science Degree with a Major in Biological Sciences and Minor in Sociology at the University of Alberta in 2012. While at University of Alberta, I have been part of several student-run and student group services organized committees including being the Vice-President of the Heart and Stroke Students' Association; President of Canadian Foundation for AIDS Research Students' Association; Member of Student Group Services Granting Committee, Student Group Services Constitution Review Committee, Bears and Pandas Sports Legacy Fund Granting Committee as well as Interdepartmental Science Students' Society Granting and Constitution committees. I was also part of the organizing committee of Women in Scholarship, Engineering, Science and Technology's (WISEST) 35th Anniversary. Currently, I am the Support Group Facilitator for Diabetes Canada and serve as GSA's representative for the Standing Committee on Convocation.</p>
Summary Resume
<p>I am a second-year Master student in the Department of Medical Sciences (Oral Biology Specialization) studying the effect, Bone Morphogenetic Protein 7(Bmp7), a bone signalling molecule, has on airway obstruction. I work in Dr. Daniel Graf's lab and</p>

collaborate with several departments on campus including the Metabolomic Information Centre and Physiology. I am interested in being a Speaker as this unique opportunity was not available for us during my undergraduate degree. In addition, I wanted to try something new as I have had prior experience in granting, constitution and event organization committees but not in student council. Furthermore, I am interested in learning the procedures and policies related to GSA council and GSA Board. Lastly, I believe that I have a schedule that is flexible to accommodate the council meetings outlined below.

GSA NOMINATING COMMITTEE (GSA NoC)
**GSA APPEALS AND COMPLAINTS BOARD (GSA ACB) (2 POSITIONS FOR GSA COUNCIL MEMBERS AND 1 POSITION FOR A
 GRADUATE STUDENT):
 ONE NOMINEE**

Information regarding the position for one (1) graduate student was circulated on two instances in the GSA newsletter with a deadline of 10 July 2018. No nominations were received, so this vacancy will be advertised again. Information regarding the positions for two (2) GSA Council members was circulated on two instances via email to GSA Council with a deadline of 10 July 2018. One (1) nomination was received.

The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC member Ahsan Ahmed, both of who have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present for the interview. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness).

There will be a paper ballot vote held at the 16 July 2018 GSA Council meeting.

If you and your alternate are unable to attend the 16 July 2018, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 16 July 2018 in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot.

1. **Nicholas Ruel (Pharmacology)**

The Ballot

- There will be one ballot with candidates listed in reverse alphabetical order.
- For each candidate, there will be a “yes” box and a “no” box.

Voting

- The voter ticks one box per candidate, or abstains by not voting for a particular candidate (both boxes are left empty).

Counting

- If a candidate has more “no” votes than “yes” votes, the candidate is eliminated.
- If after the elimination round, there are **fewer candidate(s) or an equal number of candidates as there are positions**, the candidate(s) with at least one “yes” vote is/are successful.
- If after the elimination round, there are **more candidates than positions**, the candidates with the highest number of “yes” votes, equivalent to the number of positions, are the successful candidates.
- If, after the elimination round, there is a **tie for last place** in the number of “yes” votes, the candidate with the fewest number of “no” votes is successful. If the tied vote has the same number of both “yes” and “no” votes, the Speaker will draw one (1) name from a hat.

Jurisdiction:

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.1.a
“Eight (8) graduate students elected by GSA Council as voting members.”

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.10.4
“The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council.”

The name and biography received for the one (1) nominee is BELOW on page 11.10. The biography and brief resume is presented as received (ie not edited).

Nomination for GSA Appeals and Complaints Board (GSA ACB)
(2 Vacancies for GSA Council Members)
One (1) Nominee

1. Nicholas Ruel

Other governance bodies you currently serve on (whether GSA or UAlberta)	Pharmacology Graduate Students' Association (PGSA)
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Statement of Interest
I am interested in this role due to my previous background as being a soccer referee from the age of 14-20. In this role I had to remain neutral and impartial in times of high energy and stress to ensure the calls I made on the field were accurate and timely. It was also my responsibility to ensure I maintained control and fairness when making these decisions. I believe the years as a referee make me a highly suitable candidate for this role. Furthermore, I have also been in executive positions in two other student group like Run For Support and Health and my current position as Treasurer of the PGSA.
Bio
I was born in Calgary and lived in Leduc for most of my young life. I moved to Cold Lake for high school before moving to Edmonton where I received my BSc Specialization in Pharmacology at the University of Alberta. Currently, I am a MSc student in the Department of Pharmacology looking to switch over to the PhD program. My passion is to help and guide undergraduates and younger students to further their education the way others in the past have guided me.
Summary Resume
I received my BSc Specialization in Pharmacology at the University of Alberta and currently am in the MSc program in Pharmacology looking to switch to PhD. I work in Dr. Hammond's lab investigating the role of SLC43A3 in 6-mercaptopurine transport and toxicity. I have been a part of several student groups like: Science Mentors, Science FUNdamentals, RuSH, and PGSA. I served as an executive in RuSH as the Run With Kids program Director and am the current Treasurer of the PGSA giving me the experience necessary for this role. I will ensure to make sure I am available for the times this committee is intended to meet or is needed.

SPEAKER AND EXECUTIVE DIRECTOR
GSA NOMINATING COMMITTEE (GSA NoC) (1 POSITION FOR A GSA COUNCIL MEMBER):
1 NOMINEE

Swai Mon Khaing has stepped down from her position on the GSA NoC, leaving a vacancy for a voting member on the GSA NoC. Information regarding this position for GSA Council members was circulated on two instances via email to GSA Council with a deadline of 12 July 2018. One (1) nomination was received.

The GSA NoC is charged with selecting graduate student representatives to serve on councils, committees, and other bodies requiring such representation. The GSA NoC also leads an annual initiative in October known as the "Early Call for Talent and Training", during which graduate students interested in running for elected office are invited to attend a Get-to-Know Dinner and training sessions (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Sections E.POL.7.2 and E.POL.7.7).

There will be a paper ballot vote held at the 16 July 2018 GSA Council meeting.

If you and your alternate are unable to attend the 16 July 2018 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 16 July 2018 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 and will be presented in reverse alphabetical order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. David Tandio (Pharmacology)

Member Leaving GSA NoC: Swai Mon Khaing (Biochemistry)

Members Staying on GSA NoC: Radim Barta (Oncology) (GSA NoC Chair), Kenzie Gordon (Humanities Computing), Ahsan Ahmed (Civil and Environmental Engineering), Dylan Ashley (Computing Science)

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.1.e

"Up to three (3) members of GSA Council elected by GSA Council as non-voting members."

Section E: Nominating, GSA Policy, Nominating, Section E.POL.4.4

"Vacancies on the GSA NoC will be advertised by the ED or delegate and GSA Speaker. The ED or delegate and GSA Speaker will provide GSA Council with the names of nominees for the GSA NoC who meet the criteria set out in Section E.POL.5, below. These vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement."

Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.4.2

"A total of five (5) graduate student members, including at least two (2) voting members of GSA Council (who may be alternates) elected by GSA Council, and three (3) additional graduate student members elected by GSA Council, as voting members."

Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.4.2.a

"The voting members of GSA Council on the GSA NoC will normally be members elected by GSA Council to the GSA Board (GSAB). This will provide the GSA NoC with context regarding the work of various University and external committees, councils, and others bodies, and the strategic issues discussed by the GSAB, given that GSA Council members on the GSAB are meant to have a high-level understanding of GSAB operations and business as per GSA Board Policy."

The name and biography received for the one (1) nominee is BELOW on pages 11.12. The biography and resume is presented as received (ie not edited).

Nomination for GSA Nominating Committee (GSA NoC)
(1 Vacancy for a GSA Council Member)
One (1) Nominee

1. David Tandio

Other governance bodies you currently serve on (whether GSA or UAlberta)	
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Statement of Interest

As part of my undergraduate and now post-graduate programme, I would have shown that I have developed both my communication and time management skills which will be useful when serving this committee.

Bio

I was born in Indonesia, and was raised in Singapore. I went to England for my undergraduate programme in King's College London (2016), and now I am pursuing post-graduate studies in the U of A. In completing my undergraduate programme, I volunteered as a mentor in different capacities. For example, I helped under-represented high school students better understand the university application process, and explaining the different courses in the umbrella of biomedical sciences. At the U of A, I recently took up the position of president in the Pharmacology Graduate Student Association, and with it, GSA councillor for my department.

Summary Resume

I am a Masters student working with Dr James Hammond in Pharmacology. My project aims to investigate the role of a nucleoside transporter when blood supply to the heart is occluded. Between my undergraduate and masters programme, I worked as an intern in an electronic cigarette company for 3 months. I have a flexible schedule to accommodate meetings on this committee.

GSA President
Report to GSA Council for the 16 July 2018 Meeting

To: GSA Council
 From: Sasha van der Klein
 Date: 13 July 2018

Dear Council Colleagues,

Hope you are all doing well! This will likely be our last meeting until the Fall when everything at the University and the GSA will get extremely busy again. Also, feel free to drop by our orientation on August 28 in the PCL Lounge in CCIS to meet all the new GSA members!

External

Alberta Graduate Provincial Advocacy Council (ab-GPAC) – I attended the Student Leaders Orientation with the Government of Alberta on behalf of ab-GPAC. We also had our yearly Board Retreat where we developed our three main themes for advocacy for the upcoming year: 1) tuition and fees, 2) post-graduate employment, and 3) the indigenization of graduate education. Both events shaped our direction for the next year, which will mostly consist of preparations for the upcoming provincial election.

University Auditor – Courtney and I met with Allen Amyotte, the University Auditor, and Lisa Nykolyshyn, the Associate University Auditor, to discuss some of the special characteristics of graduate education and to provide input on their annual audit planning. We focused on how the risks around a poor experience in graduate school can negatively influence the reputation of the U of A, the safety of work environments, and the role of graduate students as employees.

Internal

Strategic Planning – You will find in the meeting material the finalized GSA Board Strategic Work Plan (SWP), which we have been working on over the last few months. We incorporated the feedback we received from GSA Council last meeting both in this document and in our Internal Task List, along with feedback received through an engagement session and survey. The Internal Task List is a living document in which we specify our tasks for this year, and which we will use to report back to you in throughout the year.

Team Building – We plan to go to the newly renovated U of A Botanical Gardens, and while I'm writing this, I'm still hoping it will be nice weather.

Guaranteed Minimum Funding Packages – I haven't heard updates yet from the Faculty of Graduate Studies and Research (FGSR) or the Provost's office, but as the FGSR is transitioning to an Interim Dean (Dr. Debby Burshtyn), I'm planning to meet with her as soon as possible to discuss their progress.

Supervision – The Occupation Health and Safety (OHS) Department of the Government of Alberta gave a presentation during the Student Leaders Orientation with the Government of Alberta. As violence and harassment now falls under OHS legislation, graduate students employed by the University could potentially follow reporting routes under the OHS legislation when dealing with poor supervision.

Don't feel afraid to shoot me an email, or knock on my door in Triffo Hall, I always like to hear from you! And don't forget to enjoy the summer, because before you know it, it will be snowing again.

Thanks,

Sasha van der Klein, GSA President

12.1

Please find below a list of meetings I attended between 18 June 2018 and 16 July 2018. The meetings were accurate at the time of printing.

19 June	Faculty of Graduate Studies and Research Dean H Zwicker Farewell Open House
19 June	Meeting with D Turpin, University President
20 June	GSA Budget and Finance Committee (GSA BFC)
20 June	General Faculties Council Academic Planning Committee (GFC APC)
22 June	Lunch with G Kulczycki, Vice-President (Finance and Administration)
25-26 June	Government of Alberta Student Leaders Meeting
25 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) BBQ
26 June	GSA/Postdoctoral Fellows Association (PDFA) Research Day Discussion
28 June	Monthly Meeting with A Costopoulos, Dean of Students
28 June	Lunch with University Governance
28 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
4 July	Meeting with T McCrackin, Career Advisor (Graduate Student Internship Program)
4 July	Meeting with Campus Food Bank re: Client Intake and Referrals
5 July	Engineering Graduate Student Poster Session
5 July	Active Transportation Advisory Group Meeting
5 July	Coffee meeting with K Husing, Associate Vice President, Ancillary Services
6 July	Meeting with the University Auditor
6 July	Follow-Up re: Tri-Agencies Consultation on Research Data Management (RDM)
7 July	Alberta Graduate Provincial Advisory Council (ab-GPAC) Board Retreat
9 July	Meeting with GSA Councillor
10 July	Meeting with A Bernier, Former GSA President
11 July	Meeting with D Turpin, University President
12 July	Meeting with H Zwicker, Dean, and D Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research (FGSR)
12 July	Meeting with Students' Union (SU) President, Non-Academic Staff Association (NASA) President, Association of Academic Staff University of Alberta (ASSUA) President, and Postdoctoral Fellows Association (PDFA)
12 July	Meeting with R Larsen, Students' Union (SU) President
12 July	Copyright and Research Data Management Meeting
13 July	Meeting with D Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research (FGSR)

GSA Board (GSAB)
Report to GSA Council for the 16 July 2018 Meeting

To: GSA Council
 From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director
 Date: 13 July 2018

The 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 22 (Executive Director's Report to GSA Council) on pages 22.5 – 22.8.

20 June 2018 GSA Board Meeting:

Main Agenda Items:

2018-2019 GSA Board Strategic Work Plan; and meeting reports.

Motions and Agreements: None at this time.

27 June 2018 GSA Board Meeting:

Main Agenda Items:

2017-2018 GSA Audited Financial Statements; 2018-2019 GSA Spring/Summer Term Budget and Expenditure Report; Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures; GSA Board Strategic Work Plan 2018-2019; and Proposed Changes to GSA Board Policy.

Motions and Agreements:

MOTION: That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the 2017-2018 GSA Audited Financial Statements. SvK **MOVED**. BR Seconded. **CARRIED**.

MOTION: That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2018-2019 Spring/Summer Term Budget and Expenditure Report. SvK **MOVED**. ZP Seconded. **CARRIED**.

MOTION: That the GSA Board, following on a recommendation from the GSA Budget and Finance Committee, **RECOMMEND TO GSA COUNCIL** the proposed changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures, as shown in the attached double column document and effective upon approval by GSA Council. SvK **MOVED**. MA Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL FOR INFORMATION** the GSA Board Strategic Work Plan 2018-2019. SvK **MOVED**. FE Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** the recommended changes to the GSA Board Policy as noted in the attached "track changes" and "if approved" documents, effective immediately. SvK **MOVED**. ZP Seconded. **CARRIED**.

4 July 2018 GSA Board Meeting:

Main Agenda Items:

Resources for Students Who Parent; and meeting reports.

Motions and Agreements:

Members **AGREED** to move in **CLOSED SESSION**.

Members discussed the **CFSS Meeting**.

Members **AGREED** to move out of **CLOSED SESSION**.

11 July 2018 GSA Board Meeting:

Main Agenda Items:

Occupational Therapy Services; Matters Arising From a GFC Academic Standards Committee Meeting; and meeting reports.

Motions and Agreements:

Members **AGREED** to move in **CLOSED SESSION**.

Members discussed the **GFC Academic Standards Committee Meeting**.

Members **AGREED** to move out of **CLOSED SESSION**.

Members **AGREED** to move in **CLOSED SESSION**.

Members discussed the **Meeting with K Huising**.

Members **AGREED** to move out of **CLOSED SESSION**.

**GSA Budget and Finance Committee (GSA BFC)
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: 13 July 2018

Dear Council Colleagues,

The GSA BFC met on 20 June 2018 to review the GSA's 2016-2017 audited financial statements as presented by our Auditor. The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have an annual audit.

At this meeting, we also reviewed and discussed the draft Spring/Summer Term Budget and Expenditure Report prepared by the GSA's Financial Team (Courtney Thomas (Executive Director), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Julie Tanguay (Associate Director)). Heather Hogg, former Director of Operations, was also in attendance at this meeting to provide input as she was part of the GSA's Financial Team for many years.

Both of these items were reviewed and approved by the GSA Board at their 27 June meeting and are now presented for GSA Council information.

Sincerely,
Sasha van der Klein, GSA President and Chair of the GSA BFC

**GSA Governance Committee (GSA GC)
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: 13 July 2018

Dear Council Colleagues,

At the 27 June meeting of the GSA Board, a motion was passed to remove some sections of GSA Board Policy. As per GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.3.1, "GSA Board Policy details high-level operational policies of the GSA," and is under the jurisdiction of the GSA Board.

Accordingly, the GSA Governance Committee (GSA GC) was notified on 28 June that any references in GSA Bylaw and Policy to these sections of GSA Board Policy that no longer exist were now factually incorrect, and would be updated accordingly. Members were invited to raise any questions they had as well.

Additionally, there are certain sections of the previous GSA Board Policy that will be moved into GSA Policy. As such, over the summer and fall, the GSA GC will be bringing forward to GSA Council a series of proposed changes to policy.

Sincerely,
Sasha van der Klein, GSA President and Chair of the GSA GC

**GSA Vice-President Academic
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Masoud Aliramezani
Date: 13 July 2018

Dear Council Colleagues,

I hope you are enjoying the summer! Just make sure you do not miss the upcoming Edmonton festivals in July and August. During the past month, I attended several meetings and I will share the highlights with you in this report.

Let me start with the Council on Experiential Learning (CEL) meeting where the Riipen Platform was briefly presented. This platform provides a service to students who want to manage and advertise their microlearning experiences. Students can make their own profile on the Riipen Platform and manage their own portfolio. Users can include all of their academic and experiential learning experiences. More information about this platform can be found [here](#).

Another platform that I want to draw your attention to is the Alumni Association's new Student-Alumni Switchboard. This [platform](#) connects students to each other and to other organizations through an "Ask and Offer" format. Although this platform was established recently, many students have already started using it to communicate with each other and to ask for or offer a variety of services. I strongly encourage you to utilize this platform so that you constantly have access to information about volunteer, employment, or professional development opportunities. In addition, you can offer any services through this platform that you can provide to the community or to other students. Fahed has also arranged for a brief presentation on this platform for the October meeting of GSA Council.

I also attended the Provosts' Digital Learning Committee (PDLC), where we discussed the University Digital Learning Strategy. In this meeting, I highlighted that students should be better informed regarding the ethical use of digital data and be aware of their responsibilities when they take a course, when they are a Teaching Assistant (TA) for a course, or when they do research. Please note that Information Services and Technology ([IST](#)) supports digital research, teaching and learning. For those of you who are TAing a course and want to learn more about eClass, I suggest you visit this [page](#).

Finally, I attended a PhD Onboarding Advisory Group meeting, where we discussed the upcoming PhD onboarding event, which is designed for incoming PhD students and will be held the last week of August.

Should you have any questions or comments about this report, please let me know and I will be more than happy to answer. Please do not hesitate to share your suggestions or concerns regarding any academic-related issue you or anyone from your department may have.

Warm Regards,

Masoud Aliramezani,
GSA Vice-President Academic

Please find below a list of meetings I attended between 18 June 2018 and 16 July 2018. The meetings were accurate at the time of printing.

19 June	Faculty of Graduate Studies and Research Dean H Zwicker Farewell Open House
21 June	Campus Food Bank Meeting
22 June	Lunch with G Kulczycki, University Vice-President (Finance and Administration)
26 June	GSA/Postdoctoral Fellows Association (PDFA) Research Day
26 June	Provost's Digital Learning Committee (PDLC)
28 June	Council on Experiential Learning Meeting
28 July	Lunch with University Governance
4 July	Meeting with T McCrackin, Career Advisor (Graduate Student Internship Program)
5 July	Engineering Graduate Student Poster Session
9 July	Meeting with Writing Resources re: GSA DEO Training
12 July	Meeting with H Zwicker, Dean, and D Burshtyn, Vice-Dean, Faculty of Graduate Studies and Research (FGSR)

**GSA Vice-President External
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Zhihong Pan
Date: 13 July 2018

Dear Council Colleagues,

Hopefully you all have time to go out and enjoy the beauty and sunshine of summer in the city. If not, please do so, since life is short and summer is even shorter here. As GSA VP External, I have attended several meetings and have been involved with various discussions during last month. I will share the highlights with you in this report.

Government of Alberta Student Leaders Meeting

As Sasha reported, we attended the Student Leader Orientation meeting with Advanced Education, which also included leaders from other student associations across the province. I learned a lot during this meeting and many topics were discussed, including tuition fees, mental health issues, indigenous students' education, and student representation on Boards of Governors. During Minister Schmidt's session, he announced that the government would be announcing their decisions regarding tuition regulations in the fall. Additionally, the orientation included two sessions specifically for graduate students. One was a conversation with Alberta Innovates, which is a provincially funded corporation with the mandate to deliver 21st-century solutions for the most compelling challenges facing Albertans. They do this by building on the province's research and technology development strengths in the core sectors of health, environment, energy, food, artificial intelligence, nanotechnology, and omics. The second session was to discuss the new Occupational Health and Safety legislation, which outlines the roles and responsibilities of worksite parties to ensure safe and healthy working spaces.

Alberta Graduate Provincial Advisory Council (ab-GPAC) Board Retreat

As a director of ab-GPAC, I attended the Board Retreat. As Sasha also outlines in her report, we reviewed the 5 Year Strategic Plan, along with internal policies and advocacy policies. We also worked on our advocacy planning for the upcoming year. The top three advocacy priorities for this term will include focusing on tuition and fees, indigenization of graduate education, and professional development and post-graduate employment. Additionally, other priorities which we will continue to support include the government's mental health funding for campuses, and the establishment of minimum funding packages at the U of A.

Lunches with University Vice-President (Finance and Administration) and University Governance

In the last month, our group has also met with several University administrators. During these meetings, we introduced our priorities for this term and they also shared their priorities. Maintaining good relationships with our stakeholders is one of the most important parts of my portfolio, and I will work to continue these relationships.

Please feel free to contact if you have any questions or concerns regarding the report.

Sincerely,

Zhihong Pan, GSA 2018-2019 Vice-President External

14.1

Please find below a list of meetings I attended between 18 June 2018 and 16 July 2018. The meetings were accurate at the time of printing.

19 June	Faculty of Graduate Studies and Research Dean H Zwicker Farewell Open House
22 June	Lunch with G Kulczycki, University Vice-President (Finance and Administration)
25 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) BBQ
25-26 June	Government of Alberta Student Leaders Meeting
26 June	Institutional Equity, Diversity, and Inclusion (EDI) Scoping Group Meeting
28 June	Lunch with University Governance
28 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
7 July	Alberta Graduate Provincial Advisory Council (ab-GPAC) Board Retreat
9 July	Meeting with Writing Resources re: GSA DEO Training

**GSA Vice-President Labour
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Beth Richardson
Date: 13 July 2018

Dear Council Colleagues,

It's been a stormy few weeks in Edmonton, but I hope you've all had a chance to get some sun! At the GSA we've been working hard to prepare for the fall semester and ensure that graduate students here have the best experience doing their research in the new year that they possibly can. To that end, my report mostly concerns places that graduate students can make their voices heard over the next month to have a happy and healthy Fall 2018.

Safety, Security and Environmental Health

The Campus Facilities Safety and Security Committee has created a Personal Safety Survey to assess security and safety issues across all areas of campus. I urge all members of Council to fill out this survey and to encourage all of their colleagues to do so as well, as the recommendations made based on this survey may influence the allocation of resources for security going forward. It can be found [here](#). The survey is anonymous and has space for comments on security, so please make any specific comments you feel are appropriate (e.g. broken doors, areas where you feel unsafe, etc.).

I would also like to reiterate that as of June 1, the new Occupational Health and Safety legislation came into effect. Under this updated legislation, your supervisor is responsible not just for your physical safety, but also for your mental, emotional and social well-being in your work environment. If you feel like your workplace needs are not being met or you are being put into a situation where you cannot work to your full potential, you can report this to me confidentially, or you can make an anonymous disclosure to the University of Alberta Office of Safe Disclosure and Human Rights.

Childcare for Student Parents

This month I had the pleasure of attending both the Student Parent Project committee meeting, as well as a barbecue at the University Infant and Toddler Childcare Centre. We are particularly interested in hearing how graduate students handle childcare during work hours and the experience of parenting on campus, and how to improve these experiences. Please let me know if you have any comments you would like to make about your own experiences.

Best wishes,

Beth Richardson, your Vice-President Labour.

Please find below a list of meetings I attended between 18 June 2018 and 16 July 2018. The meetings were accurate at the time of printing.

19 June	Meeting with a Graduate Student
19 June	Campus Facilities Safety and Security (CFSS) Meeting
19 June	Faculty of Graduate Studies and Research Dean H Zwicker Farewell Open House
20-21 June	Applied Suicide Intervention Skills Training (ASIST)
21 June	University Infant Toddler Centre BBQ
22 June	Lunch with G Kulczycki, University Vice-President (Finance and Administration)
27 June	Mental Health Information Meeting with Graduate Students
27 June	Student Parent Project Committee Meeting
28 June	Monthly Meeting with A Costopoulos, Dean of Students
28 June	Lunch with University Governance
3 July	Campus Facilities Safety and Security (CFSS) Meeting
4 July	Meeting with Campus Food Bank re: Client Intake and Referrals
12 July	Copyright and Research Data Management Meeting

**GSA Vice-President Student Services
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Fahed Elian
Date: 13 July 2018

Dear Council Colleagues,

Hey colleagues! I hope you are enjoying your summer time and have/had some time off for a vacation to forget the long-lasting winter we had and drop all responsibilities from your shoulders for a brief time. I would like to share with you the latest updates regarding my meetings and the activities I had in the last month:

Meeting with Alumni Association and Students' Union re: Switchboard

As Masoud also notes in his report, the Alumni Association has launched a website to connect U of A alumni with each other and with current U of A students. The idea is to have a digital platform where people can ask for services/jobs/help/connections or can post offers for such things. The website is accessible to all groups (students, staff, alumni). I hope that this platform will have the potential to bridge connections between students and increase support, especially for those who join the University from different cities/countries. Please check the website [here](#) and if you have any questions about it, do not hesitate to raise them with me during the GSA Council meeting. I also encourage all of you to spread the word on this platform among your peers in your department.

Workplace Impairment Policy Working Group Meeting

This meeting was set to hear the GSA's opinion about the University's current impairment policies as some graduate students are employees under the Graduate Student Assistantship Collective Agreement (CA). The U of A currently does not have established policies for alcohol impairment or substance use at work. We touched on impairment and fitness for work and how to find the limits where policies can be applied. The policy will need to address that impairment can be caused by various substances (alcohol, medication, and/or cannabis). I communicated that the University has to clearly communicate the responsibilities on all parties and determine consequences for work spaces where impairment would pose a major safety concern. For example, labs where biological or other hazards are present could be an issue, or buildings on campus that have security concerns. We also touched on worksite manager/supervisor responsibilities, and the importance of having training for supervisors and managers so they can provide property safety training for their students and/or employees. We agreed that not expecting students to start their program already knowing everything about safety requirements and impairment policies is part of a culture shift that needs to occur within departments and labs.

Meeting with Academic Success Centre

The GSA continues to financially support the Academic Success Centre, and these funds are used to provide writing resources targeted at graduate students. For this year, I agreed that the GSA subsidy be used to initiate a new workshop for graduate students which will help students learn how to structure their thesis early on in the writing stage, including learning about the corpus analysis method. The GSA also continues its support for the Reboot Your Writing sessions held regularly in Triffo Hall. This workshop will occur in the fall and I encourage you to keep an eye out for the advertisement. Additionally, during this meeting they informed us that their fees for services will be decreased next academic year.

Sincerely,
Fahed Elian, 2018-2019 GSA Vice-President Student Services

Please find below a list of meetings I attended between 18 June 2018 and 16 July 2018. The meetings were accurate at the time of printing.

19 June	Faculty of Graduate Studies and Research Dean H Zwicker Farewell Open House
19 June	Days of Action Committee Meeting
19 June	Suicide Prevention Implementation Policy Review Subcommittee
20-21 June	Applied Suicide Intervention Skills Training (ASIST)
22 June	Meeting with Alumni Association and Students' Union re: Switchboard
22 June	Lunch with G Kulczycki, University Vice-President (Finance and Administration)
27 June	Mental Health Information Meeting with Graduate Students
28 June	Workplace Impairment Policy Working Group Meeting
28 June	Monthly Meeting with A Costopoulos, Dean of Students
28 June	Lunch with University Governance
4 July	Meeting with Campus Food Bank re: Client Intake and Referrals
9 July	Meeting with Academic Success Centre re: GSA Support
12 July	Suicide Prevention Implementation Committee

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Radim Barta
Date: 13 July 2018

Dear GSA Council Colleagues,

The report from the 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,

Radim Barta, Chair of the GSA NoC

Elected Officers

1) GSA Speaker and GSA Deputy Returning Officer (GSA DRO) (2 Graduate Student Positions in Total)

As per GSA Bylaw and Policy, “[the GSA NoC] will open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about May 1 of every year by email to every graduate student” and “nominations [...] will be submitted in writing to the GSA NoC by May 30 or the next following working day” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Sections D.BYL.3.1.b and D.BYL.3.1.c). These positions were advertised weekly in the GSA newsletter beginning on 27 April with a nomination deadline of 30 May 2018. No nominations were received. These positions were advertised again in the GSA newsletters of 28 June and 6 July with a nomination deadline of 11 June 2018. One (1) nomination was received for the position of GSA Speaker and one (1) nomination was received for the position of GSA DRO. There will be a paper ballot vote. **See Item 11 – Nominees for Speaker and DRO.**

GSA Standing Committees

1) GSA Appeals and Complaints Board (GSA ACB) (2 GSA Council Members and 1 Graduate Student Position)

Information regarding the position for one (1) graduate student was circulated on two instances in the GSA newsletter with a deadline of 10 July 2018. No nominations were received, so this vacancy will be advertised again. Information regarding the positions for two (2) GSA Council members was circulated on two instances via email to GSA Council with a deadline of 10 July 2018. One (1) nomination was received.

The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC member Ahsan Ahmed, both of who have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present for the interview. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness). There will be a paper ballot vote. **See Item 11a – Nominee for GSA Appeals and Complaints Board.**

2) GSA Nominating Committee (GSA NoC) (1 GSA Council Member)

Information regarding this position for GSA Council members was circulated on two instances via email to GSA Council with a deadline of 12 July 2018. One (1) nomination was received. There will be a paper ballot vote. **See Item 11b – Nominee for GSA Nominating Committee.**

External Committees

None to report at this time.

Current Vacancies

None to report at this time.

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Leigh Spanner
Date: 13 July 2018

Dear GSA Council Colleagues,

The GSA ERC met on 6 July and 12 July to continue discussing the development of proposed changes to GSA Election Bylaw and Policy that will be recommended to GSA Council for consideration in the fall.

The major substantive changes in development include:

- Restructuring the GSA Chief Returning Officer's (GSA CRO) portfolio to ensure that the current duties of the CRO and the current mandate of the GSA ERC are aligned and that the approvals and recommendations that the GSA CRO and GSA ERC make, respectively, are clearly delineated;
- Removal of the extensive list of qualifications for the GSA CRO position, given that it has been difficult to ensure that any candidate for this position possesses these qualifications;
- New requirement that all candidate campaign printing will need to be done using SUBPrint to provide a level playing field for candidates;
- Removing restrictions to campaign in spaces where swipe card access is needed, given that current wording in GSA Bylaw and Policy prohibits candidates from campaigning within their own departments or labs if they are located behind locked doors;
- Introduction of a new section on alleged breaches that outlines the elements candidates will be required to submit when bringing forward a formal complaint about any alleged breach of GSA Bylaw and Policy on elections; *and*
- Removal of slates and emphasizing that candidates will campaign individually. The removal of slates has been discussed continuously by the GSA ERC since 2014, and when reviewing the bylaws and policies of other graduate student associations in Canada, the GSA ERC found that the majority do not allow slates. Following extensive discussion, the GSA ERC has determined that slates have the potential to create an overly oppositional environment and, as candidates can only be elected as individuals, they should also campaign as individuals.

Finally, the GSA ERC continues to discuss removing access to moderated mailing lists during the campaign period and emphasizing that candidates may only distribute campaign materials to their personal contacts when they choose to campaign via email (current regulations surrounding the use of other campaign tools, such as social media, remain as they currently appear).

I am happy to answer any questions.

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to GSA Council for the 16 July 2018 Meeting**

To: GSA Council
From: Courtney Thomas
Date: 13 July 2018

Dear GSA Council Members,

As I reported last month, the GSA has recently concluded its annual audit. Our auditor will be in attendance on Monday and I am happy to report that the GSA's financial position has improved since last year, when it was already very solid. After discussions with our auditor, the GSA Budget and Finance Committee recommends using a portion of our budget surplus to continue to grow our Financial Stabilization Fund. Additionally, the financial team has compiled the first of the GSA's 2018-2019 term financial reports, which will be before you on Monday. Our financial position is strong and my thanks to those of you who attended the Budget 101 sessions offered by the office for your insightful questions.

While I presented the attached list of corporate documents a few months ago, given the recent conclusion of the annual audit it is timely to again share with you the list of all the various agreements (many with monetary implications) to which the GSA is a signatory. You will find that list, along with our detailed reports submitted to the GSA Board, attached.

In closing, and as you will have seen in the report from the GSA Elections and Referenda Committee (GSA ERC), the office staff has been provided support this month to the GSA ERC as they prepare a series of recommended changes to GSA Bylaw and Policy on elections and referenda for your consideration. Some of these recommended changes are very significant and I urge you to bring any questions you may have to the attention of the chair of the GSA ERC.

As always, I and the other members of the team are happy to answer questions.

Courtney

NAME	SUMMARY	STATUS
Agreements with Expiry Dates		
Campus Food Bank	Regulates GSA involvement with Food Bank.	GSA gives \$12,000/annum to Campus Food Bank (increased from \$9,000 in 2018-2019 budget). MoU expired 30 April 2015. New agreement is set out annually in letters to the Campus Food Bank.
Graduate Student Assistantship Collective Agreement	Sets out terms and conditions for graduate students serving as GTAs, GRAs, and GRAFs.	Current agreement with the Board of Governors expires 31 August 2018.
Agreement re GSAP and GSSF	MoU that provides for funding allocations to the GSA for the GSSF.	Normally negotiated concurrently with collective agreement negotiations
Collective Agreement with NASA covering office staff	Sets out terms of employment for GSA staff.	Renegotiated in April 2012 and 2015. Current agreement expires in 2020.
Graduate Student Assistance Program (GSAP)	Provides for a wide range of personal counselling.	Referendum held; originally signed 31 December 2010 for a 2-year period with the possibility of four 2-year extensions; reviewed and re-signed in August 2013. Dependents added in December 2013. Current agreement expired 31 December 2014 but is described by Administration as a rolling plan. Reviewed annually.
Health and Dental Agreement with Studentcare	Provides for Health and Dental Plan.	Provider changed in 2012. Re-signed in 2014. Current agreement expires 31 August 2020 (renegotiated agreement was signed in October 2014). Service levels, claims, etc are reviewed annually.
Liability Insurance	General Liability insurance and Directors and Officers insurance.	Doubled our liability insurance in 2012. The GSA is not covered for alcohol use. Discussions in 2013-2014 and 2016-2017 with Administration and insurance experts surrounding the creation of an alcohol liability waiver for graduate student groups. Current General Liability insurance expires 17 May 2019.
North Power Plant and Dewey's	2009 Memorandum of Agreement with the Students' Union regarding the operation of Dewey's. 2010 Memorandum of Understanding with the U of A for use of North Power Plant Space for the Tory Building decant.	Expired August 2012 - conversations about use of space are ongoing. No Expiration - conversation regarding Dewey's/NPP ongoing as part of this MoU.

	<p>1997 Memorandum of Agreement with the U of A guaranteeing graduate social space in North Power Plant or at another location; 2004 Letter of Confirmation on this MoU from the Dean of Students. The space includes the current sustainability offices.</p>	<p>No Expiration - conversation regarding Dewey's/NPP ongoing as part of this MoA.</p>
Officers/Directors' Insurance	Covers elected officials and administrative/professional staff.	Doubled coverage in 2013; switched brokers in 2016 and signed a new agreement. Current agreement expires 28 January 2019.
TDIMM	Provides for group auto and home insurance as well as some funding for GSA events and the TD Student Service Award (given out at GSA Awards Night).	Renewed in 2016 for a period of 5 years and with an increase in the sponsorship funds provided by TD. Current agreement expires 16 September 2021.
Triffo Hall Lease	Detailed lease covering Triffo Hall office space.	First-ever lease was signed in June 2011; 5-year term, four renewals (three now remaining). Re-signed in 2016 and current agreement expires 30 May 2021 (notification of desire to renew must be given 6-12 months before expiry).
U of A Financial Services	Stipulates when GSA receives membership fees collected by the U of A on our behalf.	Re-negotiated and signed in April 2012. Re-negotiated again in 2013 for the academic years 2013-2014, 2014-2015, and 2015-2016. Re-negotiated again in 2016 for the academic years 2016-2017, 2017-2018, and 2018-2019. Current agreement expires 30 April 2019.
U-PASS Transit Agreement with U of A	Governs U-PASS.	Referendum held in March 2013. New agreement signed in September 2013. Referendum for a new four-year agreement passed in March 2017. The current agreement was signed in April 2018 and will expire when the U of A agreement with the municipalities expires.
U-PASS Agreement with Transit Providers	Governs U-PASS.	The University signs this agreement with the municipalities and the U of A and the GSA and SU then each sign a separate agreement. Current agreement expires in 2021.

NAME	SUMMARY	STATUS
Agreements with No Expiry Dates (Ongoing)		
Alberta Graduate Provincial Advocacy Council	Society under the <i>Societies Act</i> .	Registered in March 2015 along with U of C, U of L and AU GSAs. Annual Societies Act filing required. (The former Alberta Graduate Council disbanded in 2013).
ATB Financial Banking	Operating account.	Reviewed with BMO in April 2012. Switched to ATB in May 2016 (as they also manage the GSA's investments). Signing authorities reviewed/updated annually.
ATB Financial Investments	GICs, investments.	Agreement was signed on 11 April 2016. Reviewed regularly.
Career Centre and Writing Resources Agreements	Provides for subsidy of certain Career Centre and Writing Resources courses for grad students.	Annual subsidy of \$9,000. Reviewed annually.
Ceridian (Payroll)	GSA staff and elected officials are paid by direct deposit.	Outsourcing is cheaper/more efficient than in-house production of cheques. Agreement signed 30 May 2011.
Info Sharing with Studentcare and University	Allows Studentcare access to specified graduate student personal information for strictly defined purposes regarding the GSA's Health and Dental Plan.	Reviewed with the U of A Privacy Officer and Studentcare in 2012 and new agreement signed on 3 May 2013. GSA to give notice of 6 months if wanting to terminate.
PAW Centre	Sets out terms of operation of PAW. SU also a signatory to the Agreement.	Referendum held, agreement signed in April 2012.
PAW Centre Leased Space	Sets out terms of rights and obligations of SU and GSA with respect to the leased space in PAW.	Negotiated business terms with SU concerning the food vendor space (currently occupied by Chopped Leaf) – agreement signed in April 2017. Reviewed annually.
Personal Information Sharing Agreement with the U of A	Provides specified graduate student personal information for strictly defined purposes, e.g. emailing the newsletter, elections.	Signed in May 2013.
Student Connect (Office of the Registrar)	Administers the GSA's Emergency Bursary program. GSA distributes funds.	2006 AEGS Memorandum of Settlement between GSA/BoG provides for establishment of emergency bursary program with terms of reference developed by GSA and "distributed through the University Bursary Program."

Student Group Services	Outlines the responsibilities of the GSA and Student Group Services with respect to the registration and oversight of graduate student groups.	Developed in 2011 and redrafted in 2018. Reviewed annually.
U of A Human Resources Direct Deposit	Provides for direct deposit through Bear Tracks of GSSF allocations to graduate students and T4A production by U of A.	Agreement negotiated in 2012. Major infrastructure change from cheque processing by GSA.
U of A IST	Provides service, support, and regular review of the GSA's IT infrastructure.	Signed in June 2017. Reviewed annually.
Western Archives	Provides secure shredding of GSA material once every two months.	Signed in July 2018 for a term of two years with automatic renewals annually after that. Review annually.
Xerox	Covers the leasing of two photocopiers.	Original agreement expired 31 March 2018. Thereafter the agreement renews automatically on a yearly basis. Reviewed annually.
NAME	SUMMARY	STATUS

Other Corporate Documents		
Audit (based on GSA Council-approved budget)	As a separate corporation from the University, we hire our own auditor. Requirement of the <i>Post-Secondary Learning Act</i> to provide audited financial statements to the Board of Governors annually.	Audit occurs annually in May/June. Audit field workers are typically on-site in late May/early June.
GSA Council Bylaw and Policy	Enabled by the <i>Post-Secondary Learning Act</i> .	Reviewed regularly.
Contract with ED/Letters of Appointment	Sets out terms of employment for administrative/professional staff.	The ED's contract and other standard appointment letters for administrative/professional staff have been reviewed by our lawyers.
Referenda Master File	All referenda questions that actively impact graduate students (eg U-PASS, PAW Centre, GSAP, GSA Health and Dental Plan, etc).	Compiled and filed. Ongoing as referenda arise.

Management Report to the GSA Board, 20 June 2018

Management has been engaged with the following issues since the last GSA Board meeting on 6 June 2018:

Strategic

- Meeting with the GSA Auditor, finalizing the 2017-2018 audited financial statements, and preparing for a meeting of the GSA Budget and Finance Committee.
- Submitting GSA Bylaw and Policy on collective bargaining to the Labour Relations Board.
- Action arising from the 18 June 2018 meeting of GSA Council.
- Organizing feedback received about the GSA Board Strategic Work Plan and making suggestions for possible additions.
- Work associated with changes to the Collective Agreement and supporting negotiations processes.
- Ongoing review of relevant GSA Bylaw and Policy following the 2018 GSA General Election and providing support for meetings of the GSA Elections and Referenda Committee (drafting recommended changes to GSA Bylaw and Policy for review by the committee) and drafting proposed changes to GSA Bylaw and Policy associated with an array of other issues (ie, overhaul of GSA Board Policy, GSA Bylaw and Policy on Graduate Student Groups, GSA Bylaw and Policy on Budget Principles, Practices, and Procedures).
- Strategic discussions about preparing for tuition discussions with the University in the fall.

Grants and Office Operations

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (preparing for GSA Council elections to fill vacancies on the GSA Appeals and Complaints Board, the GSA Governance Committee, the GSA Board, and the GSA Nominating Committee, GSA Council election of the Deputy Speaker and CRO, AFNS by-election, OT election, and a vacancy on the Green and Gold Grant Adjudication Committee).
- Designing the 2018-2019 GSA Planner (we have fewer advertisers this year so will likely need to supplement the printing costs using the appropriate operating budget line) and ongoing redesign of the weekly GSA newsletter.
- Annual GSA Council remuneration process; lots of cheques handed out at the GSA Council meeting.
- Verifying the “cave” space is fully cleaned out.
- Facebook = 1,139 likes (up 5 from 6 June); Facebook posts reached 675 users this week and our “post engagement” count was 250. Twitter = 857 followers (down 3 from 6 June); our tweets earned 3,300 “impressions” over the last week.
- GSA Academic Travel Awards = new funding period started 1 April and closed 22 May; GSA Child Care Grants = new funding period started 1 April and closed later the same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grant = new funding period started 1 April and closed on 17 May. New granting period opens on July 1.

Management Report to the GSA Board, 27 June 2018

Management has been engaged with the following issues since the last GSA Board meeting on 20 June 2018:

Strategic

- Meeting with the GSA Auditor, finalizing the 2017-2018 audited financial statements, and participating in a meeting of the GSA Budget and Finance Committee.
- Training sessions for the incoming Deputy Speaker and Chief Returning Officer.
- Organizing feedback received about the GSA Board Strategic Work Plan and making suggestions for possible additions, as well as finalizing the design of the outward facing version of the Plan and developing a release strategy for the Plan.
- Work associated with changes to the Collective Agreement and supporting negotiations processes.
- Ongoing review of relevant GSA Bylaw and Policy following the 2018 GSA General Election and providing support for meetings of the GSA Elections and Referenda Committee (drafting recommended changes to GSA Bylaw and Policy for review by the committee) and drafting proposed changes to GSA Bylaw and Policy associated with an array of other issues (ie, GSA Bylaw and Policy on Graduate Student Groups and GSA Bylaw and Policy on Officer Portfolios and GSA Standing Committee terms of reference).
- Research on exam deferral processes and constructing a background document on previous GSA advocacy strategies with respect to tuition.

Grants and Office Operations

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (preparing for the next round of GSA Council elections to fill vacancies on the GSA Nominating Committee and seeking nominees for the GSA Council election of the Speaker and DRO).
- Designing the 2018-2019 GSA Planner (almost completed) and ongoing redesign of the weekly GSA newsletter.
- Tracking GSA Council attendance.
- Updating all internal documents, the website, etc with new names for GSA Academic Travel Grants and GSA Graduate Student Group Awards.
- Facebook = 1,144 likes (up 5 from 20 June); Facebook posts reached 389 users this week and our “post engagement” count was 65. Twitter = 856 followers (down 1 from 20 June); our tweets earned 1,100 “impressions” over the last week.
- GSA Academic Travel Awards = new funding period will start 1 July (290 applications funded in period 1, \$134,394 disbursed); GSA Child Care Grants = new funding period will start 1 July (70 applications funded in period 1, \$126,000 disbursed); GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries; 7 applications have been funded thus far and \$23,216 disbursed); GSA Graduate Student Group Grant = new funding period will start 1 July (8 applications funded in period 1, \$7,116 disbursed).

Management Report to the GSA Board, 4 July 2018

Management has been engaged with the following issues since the last GSA Board meeting on 27 June 2018:

Strategic

- Preparing for the first mailing of GSA Council meeting material.
- Budget 101 session.
- Discussions with the one of the GSA's lawyers concerning labour consultants.
- Work associated with changes to the Collective Agreement and supporting negotiations processes.
- Ongoing review of relevant GSA Bylaw and Policy following the 2018 GSA General Election and providing support for meetings of the GSA Elections and Referenda Committee (engaging in an internal first review of drafted recommended changes to GSA Bylaw and Policy in advance of the committee meeting on Friday) and planning the governance route a series of other recommended changes to GSA Bylaw and Policy associated with an array of other issues (ie, GSA Bylaw and Policy on Graduate Student Groups and GSA Bylaw and Policy on Officer Portfolios and GSA Standing Committee terms of reference).
- Drafting a background document on previous GSA advocacy strategies with respect to tuition and researching current U of A policies on exam deferrals.

Grants and Office Operations

- Scheduling GSA departmental orientations (29 requests received so far).
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (preparing for the next round of GSA Council elections to fill vacancies on the GSA Nominating Committee and GSA Appeals and Complaints Board and seeking nominees for the GSA Council election of the Speaker and Deputy Returning Officer).
- Designing the 2018-2019 GSA Planner (almost completed) and ongoing redesign of the weekly GSA newsletter (almost completed).
- Work on setting up the GSA's Instagram account.
- Looking into employing professional document management companies to handle the GSA's shredding.
- Updating GSA Board Policy following the GSA Board's approval last week of recommended changes.
- Facebook = 1,149 likes (up 5 from 27 June); Facebook posts reached 1,277 users this week and our "post engagement" count was 1887. Twitter = 859 followers (up 3 from 27 June); our tweets earned 1,200 "impressions" over the last week.
- GSA Academic Travel Awards = new funding period started 1 July; GSA Child Care Grants = new funding period started at 8 am on 1 July and closed at 10:30 am that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grant = new funding period started 1 July.

Management Report to the GSA Board, 11 July 2018

Management has been engaged with the following issues since the last GSA Board meeting on 4 July 2018:

Strategic

- First mailing of GSA Council meeting material and preparing for the second mailing of materials.
- Developing strategies to enhance effective communication of GSA budgeting information and preparing for a second Budget 101 session.
- Working on updating the language concerning the GSA in the University Calendar.
- Preparing for the release of the GSA Board Strategic Work Plan post-GSA Council.
- Developing a plan to improve connections with graduate student groups.
- Discussions concerning engaging a labour consultant and seeking advice from our lawyer and a labour professional in this regard.
- Work associated with changes to the Collective Agreement and supporting negotiations processes.
- Providing support for meetings of the GSA Elections and Referenda Committee (making updates to drafted recommended changes to GSA Bylaw and Policy following a meeting of the committee on Friday).
- Drafting a background document on previous GSA advocacy strategies with respect to tuition and researching current U of A policies on exam deferrals.

Grants and Office Operations

- Scheduling GSA departmental orientations (29 requests received so far).
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (preparing for the next round of GSA Council elections to fill vacancies on the GSA Nominating Committee and GSA Appeals and Complaints Board and seeking nominees for the GSA Council election of the Speaker and Deputy Returning Officer).
- Designing the 2018-2019 GSA Planner (almost completed) and ongoing redesign of the weekly GSA newsletter (almost completed).
- Setting up the GSA's Instagram account.
- Looking into employing professional document management companies to handle the GSA's shredding.
- Facebook = 1,150 likes (up 1 from 4 July); Facebook posts reached 671 users this week and our "post engagement" count was 298. Twitter = 860 followers (up 1 from 4 July); our tweets earned 1,500 "impressions" over the last week.
- GSA Academic Travel Awards = new funding period started 1 July; GSA Child Care Grants = new funding period started at 8 am on 1 July and closed at 10:30 am that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grant = new funding period started 1 July.