

GSA Council Meeting Consolidated AGENDA

Monday, 18 November 2019 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA respectfully acknowledges that the University of Alberta is located on Treaty 6 territory, traditional lands of First Nations and Métis people.

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

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

Speaker Pranidhi Baddam in the Chair

A dinner will be served at 5:15 pm.

OPEN SESSION

**Attached
Numbered Pages**

1. Approval of the 18 November 2019 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 28 October 2019 GSA Council Meeting (*suggested time: 1 min*)
Attachment:
 - i. Minutes from the 28 October 2019 GSA Council Meeting **2.0 - 2.6**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
 - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

GSA Council Member Announcements

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

Presentations

5. University of Alberta National College Health Assessment (NCHA) Data (*suggested time: 20 mins*)
Chantal Labonté (Vice-President Student Services) will present the item and introduce the guests.

Guests: Kevin Friese (Assistant Dean of Students, Health and Wellness), and Janice Causgrove Dunn (Faculty of Graduate Studies and Research Associate Dean (Graduate Student Wellness, Policy & Governance))

Action Items

6. GSA 2019-2020 Fall Term Budget and Expenditure Report (*suggested time: 15 mins*)
Fahed Elian (President) will present the item. Shirley Ball (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.

GSA BFC members who are members of GSA Council: Fahed Elian (President and GSA BFC Chair), and Shanawaz Mohammad (Vice-President Labour and GSA BFC Vice-Chair)

GSA BFC voting members invited to GSA Council as guests: Maggie Cascadden and Gary Grewal

Attachments:

Prepared by C Thomas and J Tanguay for GSA Council 18 November 2019

Google Drive: My Drive: GSA Council: Meetings: 2019 - 2020: November 2019: Second Mailing: GSA Council 18 November 2019 Item 1 - GSA Consolidated Council 18 November 2019 Item 1 - Agenda (Second Mailing).docx

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|------|---|-------------|
| i. | Cover Letter from the President to GSA Council | 6.0 - 6.1 |
| ii. | Outline of Issue | 6.2 |
| iii. | GSA 2019-2020 Fall Term Budget and Expenditure Report | 6.3 - 6.4 |
| iv. | GSA 2019-2020 Operating Budget Narrative | 6.5 - 6.16 |
| v. | GSA 2019-2020 Restricted and Other Funding Narrative | 6.17 - 6.18 |
7. Recommended Changes to GSA Policy, Section K: Budget Principles and Procedures (*suggested time: 10 mins*)
Fahed Elian (President) will present the item.
- Attachments:*
- | | | |
|-----|--|-----|
| i. | Outline of Issue | 7.0 |
| ii. | Recommended Changes to GSA Policy, Section K: Double Column Document | 7.1 |

For Discussion: None at this time

Elections

8. GSA Council Elections (*suggested time: 6 mins*)
Damandeep Singh (GSA Nominating Committee Member) will present the item.
- GSA Standing Committees
- a. GSA Awards Selection Committee (GSA ASC) (2 vacancies)
Attachment:
- | | | |
|----|--|-----------|
| i. | Nominees for the GSA ASC (2 vacancies) | 8.0 - 8.2 |
|----|--|-----------|
- b. GSA Nominating Committee (GSA NoC) (1 vacancy)
Pranidhi Baddam (Speaker) will present the item.
- Attachment:*
- | | | |
|----|--------------------------------------|-----------|
| i. | Nominees for the GSA NoC (1 vacancy) | 8.3 - 8.5 |
|----|--------------------------------------|-----------|

Reports (*suggested time: 15 mins*)

9. President (**Fahed Elian, President**)
- | | | |
|------|---|-----------|
| i. | President's Report | 9.0 - 9.1 |
| ii. | GSA Board Report | 9.2 |
| iii. | GSA Budget and Finance Committee Report | 9.3 |
| iv. | GSA Governance Committee Report (no written report at this time) | |
10. Vice-President Academic (**Dylan Ashley, Vice-President Academic**)
- | | | |
|----|----------------------------------|-------------|
| i. | Vice-President Academic's Report | 10.0 - 10.1 |
|----|----------------------------------|-------------|
11. Vice-President External (**Marc Waddingham, Vice-President External**)
- | | | |
|-----|---|-------------|
| i. | Vice-President External's Report | 11.0 - 11.1 |
| ii. | GSA Awards Selection Committee Report (no written report at this time) | |
12. Vice-President Labour (**Shanawaz Mohammad, Vice-President Labour**)
- | | | |
|-----|---|-------------|
| i. | Vice-President Labour's Report | 12.0 - 12.1 |
| ii. | GSA Labour Relations Committee Report (no written report at this time) | |
13. Vice-President Student Services (**Chantal Labonté, Vice-President Student Services**)
- | | | |
|----|---|-------------|
| i. | Vice-President Student Services' Report | 13.0 - 13.1 |
|----|---|-------------|
14. Senator (**Alesha Reed, Senator**)
- | | | |
|----|--|--|
| i. | Senator's Report (no written report at this time) | |
|----|--|--|

15. Speaker (**Pranidhi Baddam, Speaker**)
i. Speaker's Report (**no written report at this time**)
16. Chief Returning Officer (**Amritha Prasad, Chief Returning Officer**)
i. Chief Returning Officer's Report (**no written report at this time**)
17. GSA Nominating Committee (**Damandeep Singh, GSA Nominating Committee Member**)
i. GSA Nominating Committee Report **17.0 - 17.1**
18. GSA Elections and Referenda Committee (**GSA Elections and Referenda Committee Chair**)
i. GSA Elections and Referenda Committee Report (**no written report at this time**)
19. GSA Management (**Courtney Thomas, Executive Director**)
i. Executive Director's Report **19.0 - 19.3**

Question Period

20. Written Questions

One written question was submitted by Collette Slevinsky, Drama Councillor, and the question reads:
"It has come to the attention of the Drama Graduate Students Society that many of our members have not yet received their funding through various scholarships and GRAs. We have entered discussions with the department around this issue and - in the interests of inter-departmental solidarity - are wondering if graduate students in other departments are experiencing similar delays and lack of clarity around graduate funding."

21. Oral Questions

Adjournment

GSA Council Meeting MINUTES
Monday, 28 October 2019 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Fahed Elian (President)	Allan Yarahmady (Biochemistry)	Saurabh Jingade (Internetworking)	Shubham Soni (Paediatrics)
Dylan Ashley (VP Academic)	Jessica Grenke (Biological Science)	Abbie Schenk; Elaine Yip (Kinesiology, Sport, & Recreation)	Nicholas Ruel (Pharmacology)
Marc Waddingham (VP External)	Kevin Solar (Biomedical Engineering)	Nishaka William; Anusha Sajja (Laboratory Medicine & Pathology)	Hamdah Al Nebaihi (Pharmacy & Pharmaceutical Sciences)
Shanawaz Mohammad (VP Labour)	Ke Feng (Business PhD)	Julia Guy (Library & Information Studies)	Julian Chow (Philosophy)
Chantal Labonté (VP Student Services)	Calvin Chow (Cell Biology)	Nishant Agrawal (Mathematical & Statistical Sciences)	Robert Reklow (Physiology)
Pranidhi Baddam (Speaker)	Alvaro Omaña (Chemistry)	Shahed Taghian Dehaghani (Mechanical Engineering)	Elise Sammons (Political Science)
Alesha Reed (Senator)	Kalvin Eng (Computing Science)	Nathan Nadolski (Medical Genetics)	Lane Liddle (Psychology)
Harleen Kaur Dhaliwal (Councillor-at-Large)	Julie Piche (Dentistry)	Kevin Joannou (Medical Microbiology & Immunology)	Misha Miazga-Rodriguez (Public Health)
Braulio Marfil Garza (Councillor-at-Large)	Colette Slevinsky (Drama)	Marcus Jackson (Medicine)	Noor Al-Zanoon (Rehabilitation Science)
Claudia Holody (Councillor-at-Large)	Qi Chen (Earth and Atmospheric Sciences)	Amber Peters (Modern Languages & Cultural Studies)	Lea Lavy (Religious Studies)
Ronan Noble (Councillor-at-Large)	Jasen Aussant (Economics)	Subash Giri (Music)	Jared Fath (Renewable Resources)
Armin Norouzi Yengeje (Councillor-at-Large)	Areej Alshammiry (Ed Policy Studies)	Brittany Fedor; Charbel Baaklini (Neuroscience)	Yunxuan Chen (Resources Economics & Environmental Sociology)
Konstantin Tebenev (Councillor-at-Large)	Jingyang Gao (Educational Psychology)	Arnel Ramic (Nursing)	Robert Piazza (Secondary Education)
Sasha van der Klein (Councillor-at-Large)	Yina Liu (Elementary Education)	Valene Cheah (Occupational Therapy)	
Srujana Mekala (Ag, Food & Nutritional Science)	Jane Allred (History & Classics)	Braden Chow; Shayla Mosley (Oncology)	
Kyla Cangiano (Anthropology)	Deanna Starr (Indigenous Graduate Students' Association)	Matthew Benson (Ophthalmology)	

Guests: Dr Lesley Cormack (Dean of the Faculty of Arts); Marcel Roth (Director, University of Alberta Protective Services); Dr Brooke Milne (Dean of the Faculty of Graduate Studies and Research); Nayar Shahid (Pharmacology); Joanne Smith (Oncology); Alex Ouellette Zuk (Neuroscience; GSA ACB nominee); Atm Abir (Civil and Environmental Engineering, GSA ACB Nominee).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:01 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

Approval of Agenda**1. Approval of the 28 October 2019 Consolidated Agenda**

Members had before them the 28 October 2019 Consolidated Agenda, which had been previously distributed on 25 October 2019. L Liddle **MOVED**; D Ashley **SECONDED**.

Motion **PASSED** unanimously.

Prepared by F Robertson and M Toghrai for GSA Council 28 October 2019

Approval of Minutes**2. Minutes from the 16 September 2019 GSA Council meeting**

Members had before them the 16 September 2019 GSA Council Minutes, which had been previously distributed on 18 October 2019. D Ashley **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership**3. Changes in GSA Council Membership****i. Introduction of New GSA Councillor Members**

New GSA Council members introduced themselves: S Mekala (Agricultural, Food & Nutritional Science); S Taghian Dehaghani (Mechanical Engineering); E Sammons (Political Science); Q Chen (Earth & Atmospheric Sciences); S Mosley (Oncology); Y Liu (Elementary Education); A Ramic (Nursing); J Aussant (Economics).

ii. Farewell to Departing GSA Council Members

This was the last meeting for J Smith (Oncology).

Councillor Announcements**4. GSA Council Member Announcements**

J Grenke noted that the Field Research Activities Council was looking for graduate student members from fields outside of STEM. She asked to be contacted for more information.

M Miazga-Rodriguez noted that the School of Public Health was hosting This is Public Health Week from 4 November to 8 November 2019, and it would include a key note presentation on health and climate change on 7 November at 6 PM in 2-190 ECHA.

M Waddingham noted that the Free Expression Advisory Group would be hosting a town hall on 1 November 2019 at 12 PM in Council Chamber to present the final draft of the Statement on Freedom of Expression at the University of Alberta.

F Elian noted that the GSA had sent out, through the GSA newsletter, a survey on student-supervisor relationships and he invited GSA Council members to fill out the survey and encourage their peers to also fill it out. He added that the survey would close at 12 PM on 4 November 2019.

Presentations**5. University of Alberta United Way Campaign**

Marc Waddingham (Vice-President External) presented the item and introduced the guest, Dr Lesley Cormack (Dean of the Faculty of Arts and former U of A United Way Committee Co-Chair). L Cormack noted that United Way funds community programming aimed at reducing poverty. She also noted that any funds raised in Edmonton would stay in the Edmonton community. She specified that over 135,000 people in the Edmonton area lived in poverty and that about 40,000 of those were children. She explained that the United Way supported a suite of charities focused on breaking the cycle of poverty, lifting people out of poverty, and creating support networks. She added that, for graduate students who wanted to participate in the campaign but weren't able to do so financially, there were volunteering opportunities. She then presented a short video featuring the work of the United Way. She noted in closing that the campaign began on 9 November and was ongoing until 25 November 2019.

C Baaklini asked how graduate students could find out more about volunteering; L Cormack directed GSA Council members to the University's United Way webpage.

6. Proposed Changes to Code of Student Behaviour

Fahed Elian (President) presented the item and introduced the guest, Marcel Roth (Director, University of Alberta Protective Services). M Roth presented on proposed changes to Code of Student Behavior (CoSB) with regards to weapons on campus. He indicated that this change would consist of an addition to the CoSB to prohibit actual and imitation weapons on campus, as incidents with weapons had been increasing (including robbery) to ensure the safety of the community. It was noted that other institutions had similar policies. He presented a short clip on imitation weapons and the consequences associated with them with respect to the response from officers, who might presume an imitation weapon to be real. It was noted that they were hoping to have Board of Governors approval for this new provision before the fall of 2020 but that they would consult widely with stakeholders before moving forward with the approval process. He also added that they were hoping to develop a prohibition on weapons that would apply to faculty members and staff at the University. It was also noted that the majority of weapons complaints were from residences, campus was not an appropriate place to bring weapons (even if no criminal intent was present), and most weapons complaints on campus were for imitation weapons.

Prepared by F Robertson and M Toghrai for GSA Council 28 October 2019

Matters raised in discussion included (among others): if incidents involving weapons were concerned students or members of the public (M Roth noted that more than half of weapons complaints were in residences, and not all were substantiated; in cases where culprits of robberies were identified they were perpetrated by individuals without any affiliation to the University); if any of the weapons complaints were due to hunting equipment (M Roth responded that most complaints were imitation weapons so there was little connection there); if there was any theory as to why there was an increase in incidents (it was explained that imitation weapons were becoming more popular and easier to access); clarification on how imitation guns were used for recreation (it was noted that there had been reports of irresponsible use in such circumstances, not always by the owner, and that “responsible ownership” would be considered in a later phase of the consultation process and later rollout); whether there was a link between possession of weapons and likelihood of suicide on campus, and if so whether, there should be better partnership with other resources on campus (M Roth noted that weapons were not frequently used in suicide cases on campus); how law enforcement responded to reports of weapons on campus (it was noted that the response would vary depending on the initial report but that it could include interventions from patrol members and the Edmonton Police Services tactical team); and whether this update to the CoSB would impact law enforcement responses (M Roth clarified that this update would only shape how the University reprimanded the offender). Further inquiries can be directed to roth@ualberta.ca.

7. Introduction to Faculty of Graduate Studies and Research Dean and Strategic Priorities

F Elian, introduced Dr Brooke Milne (Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)) who presented on FGSR’s strategic priorities. She noted that the first year of her term her team would be evaluating what had been done in the last few years and establishing where to go next. She added that where to go next would be developed in consultation with graduate students. She also noted that the quality of student-supervisory relationships was paramount to her and that it was important that there was consistency and transparency for graduate students around expectations (including what was expected of them, what they expect from their supervisors, and FGSR expectations of supervisors and graduate students). She also noted that the Provost’s office would be supporting FGSR in these efforts. She mentioned that the FGSR was working on developing two proposals related to this issue and that they would be thoroughly shared with stakeholders for feedback, including with GSA Council. She hoped that these proposals would be in effect starting in September 2020. She noted that other issues that her team was working on were graduate student mental health and graduate student funding. For the latter, she added that guarantee minimum funding would probably not be happening in the short term but that her team was looking at developing new awards. Finally, she noted that she wanted more clarity in graduate program structure.

Matters raised in discussion included (among others): enquiries as to how FGSR intended to navigate the balance between over and under regulating student-supervisory relationships (B Milne noted that there was currently no standardized regulations and that FGSR would work to centralize regulations to foster the best student-supervisory relationships); if there was any data on how acute the issue of bad student-supervisory relationship was (she noted there was currently no centralized data and that, coming from a different institution, that was something that a concern to her); what channels existed to relay information on equity, diversity, and inclusivity initiatives (it was noted that FGSR was looking at how they could present information on this topic and that this would fall under the portfolio of Bryan Hogeveen, FGSR Vice-Dean); initiatives FGSR was pursuing for improving overall supervisory skills (she noted that there was a number of possible avenues as demonstrated by other institutions that FGSR was currently exploring); what mechanisms were currently in place for supervisors who had received multiple complaints (she responded that there were degrees of escalation, with one of the more severe outcomes being that the professor in question would lose supervisory privileges and she noted that students could also bring complaints forward through the mechanisms outlined in the Association of Academic Staff at the University of Alberta Collective Agreement); and whether there were any policies for departments or initiatives targeted to graduate students who parent, specifically new parents (B Milne noted that there was a general policy of accommodation and she noted that the FGSR provided parental leaves).

In concluding, B Milne encouraged graduate students to utilize existing pathways to address pressing issues, such as contacting the GSA or FGSR Associate Deans. She then thanked GSA Council for having her and encouraged graduate students with any concerns to reach out to herself or any of the FGSR Associate Deans.

Action Items

8. Recommended Changes to GSA Bylaw and Policy on Elections and Referenda

Pranidhi Baddam (Speaker) presented the item.

MOTION BEFORE GSA COUNCIL: That the GSA Council, on the unanimous recommendation of the GSA Elections and Referenda Committee, **APPROVE** recommended changes to GSA Bylaw and Policy, Section I: Elections and Section J: Referenda, as shown in the attached double column document and effective upon approval by GSA Council.

P Baddam explained that, unfortunately, J Bertrand, Vice-Chair of the GSA Elections and Referenda Committee, was unable to attend. She explained that if there were any questions GSA management would answer them as best as they could, in the event they couldn't answer the question, it would be forwarded to the GSA ERC and the motion would be reported to a later meeting. There were no questions.

MOTION: That the GSA Council, on the unanimous recommendation of the GSA Elections and Referenda Committee, **APPROVE** recommended changes to GSA Bylaw and Policy, Section I: Elections and Section J: Referenda, as shown in the attached double column document and effective upon approval by GSA Council. J Fath **MOVED**; M Miazga-Rodriguez **SECONDED**.

Motion **PASSED**; F Elian, D Ashley, M Waddingham, S Mohammad, and C Labonté Abstained.

Discussion Items

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

F Elian (President) presented an update on the GSA Board 2019-2020 SWP and encouraged GSA Council members to read the full update. Each Directly-Elected Officer (DEO) then presented their highlights.

F Elian highlighted work being done on student-supervisory relationships and strengthening the relationship between the GSA and the city of Edmonton (including TEC Edmonton). He noted that improving supervisory relationships were a priority for the GSA and one shared by FGSR. He also added that this issue was a standing item for the Board of Governors Learning, Research and Student Experience Committee (BLRSEC) and was on the agenda for the upcoming meeting in November. F Elian added that he had met with representatives from the City of Edmonton to strengthen the GSA's relationship with the City in several ways and further discussions with City Councillors on graduate student issues.

D Ashley highlighted his and F Elian's attendance at the Canadian Association of Graduate Studies Conference and presentation on the topic of student-supervisory relationships and how they related to mental health. D Ashley also noted that he had met with a number of students with academic issues.

M Waddingham reported on the recent establishment of the Michener Park Transition Advisory Committee and defining of the Committee Terms of Reference and major milestones. M Waddingham also highlighted his work with the Alberta Graduate Provincial Advocacy Council (ab-GPAC), including hiring a new Executive Director, establishing Government Relations training for future directors, scheduling Advocacy Week, and developing a proposal for express entry for graduate students.

S Mohammad highlighted his work on the ratification of the Graduate Assistantship Collective Agreement (CA). He added that the proposed CA was awaiting ratification by the Board Human Resources Compensation Committee (BHRCC), after which we collective bargaining for the next CA would commence. He further encouraged GSA Councillors to attend Labour town halls when they were held later in the year. S Mohammad also noted that he participated in the Coalition of Graduate Employee Unions conference, attended by 145 unions representing academically-employed students from across Canada and the US.

C Labonté reported on developing an engagement plan for graduate student groups, which kicked off with a workshop held in August that was well received with another event being held soon. She also noted that, along with GSA management and F Elian, the GSA had recently circulated a Request For Proposals (RFP) for a GSA Health and Dental Plan provider as the GSA's agreement with Studentcare was expiring in August. C Labonté highlighted the importance for due diligence in the GSA exploring options to ensure the best Plan possible for its members.

Questions asked of the DEOs included, but were not limited to, the process of how the Plan provider was selected (C Labonté noted that the GSA Board would make the final decision, after an interview process with selected providers who submitted a proposal; this decision would be reported to GSA Council) and if any further details could be provided in relation to the proposal for express entry for graduate students (M Waddingham noted that the proposal was still under discussion with the Ministers of Advanced Education and Immigration; any proposal must go through many stages of governance so it would likely take a few years but GSA Council would be updated whenever possible).

Elections

10. GSA Council Elections

Fahed Elian (President and non-voting member of the GSA Nominating Committee) presented the items and asked all nominees the following question, "taking 45 seconds, please tell us why you'd like to serve on the GSA ACB/ASC/Board."

Standing Committees

- a. Nominees for the GSA Appeals and Complaints Board (GSA ACB) (1 vacancy):
Atm Abir (Civil and Environmental Engineering)
Alexandra Ouellette Zuk (Neuroscience)
- b. Nominees for the GSA Awards Selection Committee (GSA ASC) (2 vacancies):
Arshad K. Khalafzai (Earth and Atmospheric Sciences)
- c. Nominees for the GSA Board (GSAB) (1 vacancy):
Shahed Taghian Dehaghani (Mechanical Engineering)

Reports

11. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted. In addition, F Elian stated that the survey and feedback request from the Advisory Search Committee for the President had been sent to the campus community. He also noted that the government sent a letter regarding scholarships offered through FGSR, which the GSA could hopefully update GSA Council on soon. He also noted that, with the Provincial Government budget announced late last week, it was indicated that the cap on domestic tuition increase was now 7% (an increase from the previous cap which was tied to the Consumer Price Index). He also noted that it had been announced a 6.9% cut to the University's Campus Alberta Grant and an increase to student loan interest.

GSA Council members asked F Elian questions including, but not limited to, if there would be an increase to international student fees (F Elian responded that it had not been discussed yet and he added that there had been discussion on increasing internationals enrollment for the upcoming year to offset the cut in the Campus Alberta Grant, in conjunction with discussion around student financial support and aid); how the cut to the Campus Alberta Grant could affect the GSA (F Elian responded that at this stage the GSA was not looking at increasing GSA membership fees, noted that the GSA negotiates for the Graduate Student Support Fund from the University, which could be impacted, and emphasized that the GSA would push hard against tuition increases without sufficient rationale); if any specific action was being taken to lessen the impact of these cuts on students (F Elian noted that these conversations had started with University administration and they would be ongoing for many months); if there were any dates graduate students should pay attention to for further announcements (it was noted that the University budget for next year would be approved by the Board of Governors in March); clarification on the right to strike (it was clarified that rights as employees under the CA were separate from rights of individuals as students to protest and that the right to strike as an academically-employed graduate student was defined by Alberta labour legislation and could only occur in specific contexts, as opposed to protest action); and if there would be opportunities for graduate students to make their voices heard (F Elian invited graduate students to attend the University's budget town hall that Wednesday).

ii. GSA Board

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted.

iii. GSA Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted.

12. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 28 October 2019. The report stood as submitted. In addition, D Ashley stated that if international graduate students were looking into completing internships outside the University they should first speak to International Student Services to ensure they had a clear understanding of what rights under the conditions of their student visa.

13. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 28 October 2019. The report stood as submitted. In addition M Waddingham noted that he was still reading through the provincial budget document and would work with ab-GPAC to address graduate student concerns.

ii. GSA Awards Selection Committee's Report

No written report at this time.

iii. Alberta Graduate Provincial Advocacy Council (ab-GPAC) Report

No written report at this time.

14. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted. In addition S Mohammad noted that in early October academically-employed graduate students voted to ratify the proposed 2018-2020 Graduate Student Assistantship Collective Agreement (CA). He added that the Board of Governors would vote to ratify the proposed CA in late November and that negotiations for the next CA would commence shortly.

ii. GSA Labour Relations Committee

No written report at this time.

15. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted. In addition, C Labonté stated that the Dean of Students office had circulated a call for volunteers including graduate students to work with both the Suicide Prevention program and the Students Who Parent program. She also encouraged GSA Council members to attend a town hall hosted by the GSA on the Mental Health Standard for Post-Secondary developed by the Mental Health Commission of Canada the following day at 1 PM to reflect on standards and what "good mental health" means for graduate students.

16. Senator

i. Senator's Report

No written report at this time.

17. Speaker

i. Speaker's Report

No written report at this time.

18. Chief Returning Officer

i. Chief Returning Officer's Report

No written report at this time.

19. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted.

20. GSA Elections and Referenda Committee

ii. GSA Elections and Referenda Committee Report

No written report at this time.

21. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 25 October 2019. The report stood as submitted.

Question Period

22. Written Questions

S van der Klein, Councillor-at-Large, asked if, considering the announcement of a \$500 fee for the Alberta Immigration Nominee Program, the GSA or ab-GPAC was considering advocating for waiving this fee for those who completed their degree within Alberta. M Waddingham responded that the GSA planned to push back on this decision as an arbitrary fee did not incentivize international students to stay here in the long term and contribute to the provincial economy.

23. Oral Questions

Adjournment

The meeting was adjourned at 8:35 pm.



Dear GSA Council Colleagues,

7 November 2019

I am pleased to report that our Fall Term Update on our 2019-2020 budget and expenditure indicates that we are **on track overall** and we are **projecting a positive balance** at the end of the this fiscal year. I have highlighted a few areas to draw your attention to below.

GSA Fees Revenue

As a fee-based organization, graduate student enrolment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team continues to closely monitor these.

Investment Revenue

Our investment revenue is higher than originally projected as a result of the higher interest we have accrued.

Human Resources

We have projected a surplus in our human resources budget line as a result of not needing to utilize a standard amount budgeted annually for overlap between staff and vacation pay outs, as well some savings related to recent staffing changes within the office. These savings are offset slightly by higher spending for professional expenses (utilized in this fiscal year to support The Executive Director and the Associate Director's attendance at the AMICCUS-C conference in Calgary, and the Associate Director's training through the University Management Course).

Office Administration

We are also projecting a surplus in this budget line owing to a decrease in photocopier usage and office supply usage, coupled with a lack of anticipated capital purchases (computers, etc). As you are aware, the GSA follows an evergreening plan with respect to the replenishment/purchases of office electronics and it is not anticipated that such equipment will need to be purchased in this current fiscal year.

Professional

The budget division of "Professional" is currently projected to be fully spent and there are a few comments to offer with respect to this line. We are still in the process of exploring best practices associated with the development of a strike fund (in support of our role as a union) and the costs associated with working with a consultant on this project will be drawn from the "Consultants" line, although this expense may not be incurred until the next fiscal year. If this occurs, we will be under spent in this line. We are also exploring the possibility of utilizing our legal counsel more prominently in the upcoming collective bargaining process for the Assistantship Collective Agreement and costs related to this in the current fiscal year are projected to be drawn from the "Legal Fees" line.

Contingency

In order to enhance engagement with (and awareness of) the GSA, and help us better connect with our members, we have worked with a marketing firm to develop a series of short videos. The costs associated with this will be drawn from the "Contingency" line and we will be slightly over spent in this line. Additionally, as was previously reported to the GSA Budget and Finance Committee (in October, January, and July), we are still in the process of working with the Project Management Office (Facilities and Operations) concerning the reconfiguration of space within the GSA office to ensure staff workspaces are reflective of work task needs. Some funding from the "Contingency" line would need to be utilized to support this if the project was to go ahead in the current fiscal year.



Restricted Revenue

As noted in July, ad sales in the GSA were slightly down this year, resulting in a small deficit in "GSA Planner" line.

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

A handwritten signature in black ink, appearing to read 'Fahed Elain', with a long, sweeping flourish extending to the right.

Fahed Elain, President and Chair of the GSA Budget and Finance Committee

Outline of Issue

GSA 2019-2020 Fall Term Budget and Expenditure Report

Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2019-2020 Fall Term Budget and Expenditure Report.

Background:

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the second budget and expenditure report on the 2019-2020 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) agrees that the GSA's budget is on track and there are no issues of concern at the end of this reporting period.

The GSA Budget and Finance Committee and the GSA Board reviewed and received the GSA 2019-2020 Fall Term Budget and Expenditure Report at their meetings of 30 October 2019 and 6 November 2019, 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 and Procedures, Section K.POL.3.4.a:

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

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.5.7:

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

2019-2020 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

Fall Term Update, April to September 2019 actuals and October 2019 to March 2020 forecast

	CURRENT YEAR April 1, 2019 to March 31, 2020							PRIOR YEAR Comparative	
	2019-2020	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual 2018-2019
	Approved Budget	Apr 2019 to Sep 2019	Oct 2019 to Mar 2020					Apr 2018 to Sep 2018	Apr 2018 to Mar 2019
REVENUE									
GSA Fees Revenue	1,183,291	473,307	709,984	1,183,291	-		0%	465,662	1,225,799
Interest Income	18,000	16,898	14,400	31,298	13,298	1	74%	10,670	29,651
External Committed Funding	25,880	9,190	16,690	25,880	-		0%	9,190	25,880
Revenue from Commercial Activities	40,162	20,081	20,081	40,162	-		0%	20,081	40,162
Other Revenue	1,300	-	1,300	1,300	-		0%		4,115
Total Revenue	1,268,633	519,476	762,455	1,281,931	13,298		1%	505,603	1,325,607
EXPENSES									
Advocacy	48,848	15,175	33,673	48,848	-		0%	12,533	40,117
Services	109,700	53,998	53,903	107,901	1,799	2	2%	51,158	86,822
Governance	214,959	102,395	111,666	214,061	898		0%	97,448	199,374
Human Resources	684,749	316,369	341,294	657,663	27,086	3	4%	325,640	658,827
Office Administration and Operational Costs	32,579	6,642	16,234	22,876	9,703	4	30%	8,144	19,102
Professional	58,200	18,982	38,568	57,550	650		1%	26,323	35,054
Operating/Contingency Fund	20,000	8,145	13,235	21,380	(1,380)	5	-7%	3,653	3,653
Total Expenses	1,169,035	521,706	608,573	1,130,279	38,756		3%	524,899	1,042,949
BALANCE	99,598	(2,230)	153,882	151,652	52,054		52%	(19,296)	282,658

Explanatory notes:

Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings. 0% means no variance at this point, budget is on target.

Variance formula: for Revenue the variance is the total for the 2019-2020 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2019-2020 year.

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

1. Interest income positive variance due to increase in interest rates.
2. Services surplus projected due to lower than expected expenditure in Annual Strategic Plan Initiatives line.
3. Human Resources budget surplus due to projected salary savings.
4. Office Administration and Operational Costs surplus due to lower expenses for Capital Items, Office Supplies and Photocopier.
5. Operating/Contingency Fund over expenditure due to GSA promotional videos expenses.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2019-2020 GSA Restricted and Other Funding

Budget and Expenditure Report

Fall Term Update, April to September 2019 actuals and October 2019 to March 2020 forecast

	CURRENT YEAR April 1, 2019 to March 31, 2020				PRIOR YEAR Comparative				
	2019-2020 Approved Budget	Actual Apr 2019 to Sep 2019	Forecast Oct 2019 to Mar 2019	Total	Variance	Ref #	% Variance	Actual Apr 2018 to Sep 2018	Total Actual 2018 2019 Apr 2018 to Mar 2019
Fundraised Activity									
GSA Planner	9,500	8,570	-	8,570	(930)	1	-10%	10,408	10,408
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,000
GSA Child Care Grants	334,720	225,000	109,720	334,720	-		0%	187,000	366,000
GSA Emergency Bursaries	188,280	42,903	145,377	188,280	-		0%	39,426	101,096
GSA Academic Travel Grants	523,000	251,051	271,949	523,000	-		0%	216,520	357,090
	1,064,000	518,954	545,046	1,064,000	-		0%	442,946	842,186
Other Restricted Funding									
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	15,288	-	15,288	15,288	-		0%	-	15,542
GSAP (Graduate Student Assistance Program) Fees	68,680	36,897	31,783	68,680	-		0%	-	80,525
Health Plan Revenue	1,667,407	-	1,667,407	1,667,407	-		0%	-	1,451,874
Dental Plan Revenue	1,246,248	-	1,246,248	1,246,248	-		0%	-	1,137,394
	2,997,623	36,897	2,960,726	2,997,623	-		0%	-	2,685,335
BALANCE	4,071,123	564,421	3,505,772	4,070,193	(930)		0%	453,354	3,537,929

Explanatory notes:

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

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

For further reference see the attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,183,291 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 Feb 6, 2019, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment; ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i> ○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled. 	<ul style="list-style-type: none"> • For 2019-2020, the projected GSA revenue is \$1,183,291. This is based on fees paid by a projected 6,191 full-time graduate students (6,191 @ \$162.52 per graduate student) and a projected 1,453 part-time graduate students (1,453 @ \$121.89 per graduate student). • On target • Actual April to September: \$473,307 • Forecast October to March: \$709,984 • The 2018-2019 actual was \$1,225,799
Interest Income		
Interest Revenue \$18,000 budget	<ul style="list-style-type: none"> • Interest income on bank accounts is deposited monthly. • Currently interest rates are higher than anticipated so a surplus is forecast. • 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"> • Surplus projected • Actual April to September: \$16,898 • Forecast October to March: \$14,400 • The 2018-2019 actual was \$29,651

Account Name and Budget	Brief Description	Narrative and Variance
External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR \$9,190 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 September: \$9,190 Forecast October to March: \$0.00 The 2018-2019 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 September: \$0.00 Forecast October to March: \$5,190 The 2018-2019 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 September: \$0.00 Forecast October to March: \$11,500 The 2018-2019 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 September: \$20,081 Forecast October to March: \$20,081 The 2018-2019 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. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,300 The 2018-2019 actual was \$4,115

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy \$17,132 budget	<ul style="list-style-type: none"> Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. In its Strategic Work Plan (SWP), the GSA Board (GSAB) identified the need for a strong voice at the table with 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 September: \$7,275 Forecast October to March: \$9,857 The 2018-2019 actual was \$9,646
University Relations \$1,140 budget	<ul style="list-style-type: none"> Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. 	<ul style="list-style-type: none"> On target Actual April to September: \$190.00 Forecast October to March: \$950.00 The 2018-2019 actual was \$614.00
ab-GPAC \$30,576 budget	<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 September: \$7,709 Forecast October to March: \$22,867 The 2018-2019 actual was \$29,856
Services		
Grants and Subsidies		
Academic Workshop Subsidies \$9,500 budget	<ul style="list-style-type: none"> Subsidies to the Academic Success Centre and the Career Centre increased in 2019-2020 to ensure that their graduate student programs can be accessed by more students. Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding. 	<ul style="list-style-type: none"> On target Actual April to September: \$9,500 Forecast October to March: \$0.00 The 2018-2019 actual was \$9,000
External Grants \$2,400 budget	<ul style="list-style-type: none"> Funds requested for external grants to support events such as the Student Advisors' Conference, International Week, the Canadian Association of Student Financial Aid Administrators Conference, and the Senate Show and Tell Research Celebration event. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,500 Forecast October to March: \$900.00 The 2018-2019 actual was \$1,100

<p>Campus Food Bank \$15,000 budget</p>	<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 September: \$15,000 • Forecast October to March: \$0.00 • The 2018-2019 actual was \$12,000
<p>Graduate Student Groups</p>		
<p>GSA Council Remuneration \$14,400 budget</p>	<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. • Budget was increased in 2019-2020 to reflect the total number of department groups that could be eligible. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$14,000 • Forecast October to March: \$0.00 • The 2018-2019 actual was \$11,100
<p>GSA Graduate Student Group Grant \$30,000 budget</p>	<ul style="list-style-type: none"> • The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to: <ul style="list-style-type: none"> ▪ Bring in special guest lecturers or host academic-style events. ▪ Support the academic activities of graduate students. ▪ Provide modest start-up funding for new groups. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$10,614 • Forecast October to March: \$19,386 • The 2018-2019 actual was \$25,501
<p>Other Expenses</p>		
<p>Annual Strategic Plan Initiatives \$3,000 budget</p>	<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"> • Under budget • Actual April to September: \$101.00 • Forecast October to March: \$1,500 • The 2018-2019 actual was \$2,093
<p>Engagement, Orientation, and Outreach \$26,000 budget</p>	<ul style="list-style-type: none"> • Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, and swag purchases. • Depending on student demand for the yearly planner, and the ad revenue, this budget is also used to cover the cost of printing additional planners not covered by the revenue from ad sales. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$3,283 • Forecast October to March: \$22,717 • The 2018-2019 actual was \$17,701
<p>AMICCUS-C Membership \$700 budget</p>	<ul style="list-style-type: none"> • Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$700.00 • The 2018-2019 actual was \$650.00

<p>GSA Awards Night</p> <p>\$8,700 budget</p>	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$8,700 The 2018-2019 actual was \$7,677
Governance		
Directly-Elected Officer Stipends		
<p>Directly-Elected Officers Stipends</p> <p>\$170,881 budget</p>	<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 2019-2020, the President receives an annual stipend of \$40,685 and the four VP positions each receive \$32,549. 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 September: \$85,133 Forecast October to March: \$85,440 The 2018-2019 actual was \$166,968
Directly-Elected Officer Benefits		
<p>GSA Health and Dental Plan</p> <p>\$2,627 budget</p>	<ul style="list-style-type: none"> The 2019-2020 rate is \$500.36 per DEO per annum. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,502 Forecast October to March: \$0.00 The 2018-2019 actual was \$2,502
<p>U-Pass</p> <p>\$2,295 budget</p>	<ul style="list-style-type: none"> The U-Pass is set at \$153 each term in 2019-2020 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 September: \$1,505 Forecast October to March: \$765.00 The 2018-2019 actual was \$2,205
Directly-Elected Officer Employer Contributions		
<p>Employer CPP Contributions</p> <p>\$7,822 budget</p>	<ul style="list-style-type: none"> CPP is calculated at a rate of 5.10% 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 September: \$4,062 Forecast October to March: \$3,760 The 2018-2019 actual was \$7,689

Employer EI Contributions \$3,879 budget	<ul style="list-style-type: none"> • EI is calculated at a rate of 2.27% 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 September: \$1,931 • Forecast October to March: \$1,948 • The 2018-2019 actual was \$3,857
Directly-Elected Officers - Other Expenses		
Insurance \$1,278 budget	<ul style="list-style-type: none"> • Directors and Officers Liability Insurance. Paid annually in January. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$1,278 • The 2018-2019 actual was \$1,035
Transition/Early Call for Talent \$4,955 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 September: \$286.00 • Forecast October to March: \$4,669 • The 2018-2019 actual was \$1,879
Training/Development \$2,500 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"> • Over budget • Actual April to September: \$2,930 • Forecast October to March: \$0.00 • The 2018-2019 actual was: \$355.00
Directly-Elected Officers’ Expenses \$2,757 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 September: \$1,436 • Forecast October to March: \$1,321 • The 2018-2019 actual was \$527.00
GSA Board and Other Committee Expenses \$1,472 budget	<ul style="list-style-type: none"> • Provision of light refreshments at weekly GSAB meetings. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$161.00 • Forecast October to March: \$1,211 • The 2018-2019 actual was \$810.00
GSA Council Expenses		
GSA Council Food and Other Expenses \$5,783 budget	<ul style="list-style-type: none"> • The estimate is based on 12 meetings per year. • Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses. • Includes printing of GSA Council member placards and celebratory/acknowledgement events. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$1,523 • Forecast October to March: \$3,674 • The 2018-2019 actual was \$4,091
Election Expenses	<ul style="list-style-type: none"> • This is used to cover expenses associated with the GSA General Election that 	<ul style="list-style-type: none"> • On target

<p>\$3,490 budget</p>	<p>takes place in February/March.</p> <ul style="list-style-type: none"> Budget increased by \$1,000 in 2019-2020 to allow for livestreaming of the election forum. 	<ul style="list-style-type: none"> Actual April to September: \$0.00 Forecast October to March: \$3,490 The 2018-2019 actual was \$3,606
<p>GSA Council Speaker Honorarium</p> <p>\$2,220 budget</p>	<ul style="list-style-type: none"> Speaker is paid an honorarium for chairing each GSA Council meeting (and related duties) (\$185 per meeting). 	<ul style="list-style-type: none"> On target Actual April to September: \$925.00 Forecast October to March: \$1,110 The 2018-2019 actual was \$1,850
<p>Chief Returning Officer Honorarium</p> <p>\$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 September: \$0.00 Forecast October to March: \$1,500 The 2018-2019 actual was \$500.00
<p>Other Honoraria</p> <p>\$1,500 budget</p>	<ul style="list-style-type: none"> This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO. 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 September: \$0.00 Forecast October to March: \$1,500 The 2018-2019 actual was \$1,500
Human Resources		
Support Staff (Represented by NASA)		
<p>Support Staff - Salaries</p> <p>\$214,268 budget</p>	<ul style="list-style-type: none"> There are four full-time support staff positions (one was unfilled and is currently in the process of being filled for December). Includes contractual cost of living increases and one-time payments (e.g., responsibility pay). The 2019-2020 budget will be overspent due to the reconfiguring of staff positions. 	<ul style="list-style-type: none"> Over budget Actual April to September: \$103,258 Forecast October to March: \$129,901 The 2018-2019 actual was \$195,860
<p>Support Staff – Benefits</p> <p>\$16,781 budget</p>	<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. Benefit payments increased as a result of hiring a fourth staff member in December. 	<ul style="list-style-type: none"> Over budget Actual April to September: \$8,261 Forecast October to March: \$10,392 The 2018-2019 actual was \$16,027
<p>Support Staff – RRSP</p> <p>\$23,075 budget</p>	<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. Benefit payments increased as a result of hiring a fourth staff member in December. 	<ul style="list-style-type: none"> Over budget Actual April to September: \$11,359 Forecast October to March: \$14,288 The 2018-2019 actual was \$22,037

GSA 2019-2020 Operating Budget (including Capital Budget) Narrative

Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program \$1,639 budget	<ul style="list-style-type: none"> The 2019-2020 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 September: \$1,501 Forecast October to March: \$0.00 The 2018-2019 actual was \$1,501
Support Staff – Employer CPP Contributions \$8,247 budget	<ul style="list-style-type: none"> CPP is calculated at a rate of 5.10% 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 September: \$5,211 Forecast October to March: \$3,229 The 2018-2019 actual was \$8,070
Support Staff – Employer EI Contributions \$3,613 budget	<ul style="list-style-type: none"> EI is calculated at a rate of 2.27% 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 September: \$2,258 Forecast October to March: \$1,555 The 2018-2019 actual was \$3,666
Support Staff Development \$2,400 budget	<ul style="list-style-type: none"> The support staff NASA collective agreement provides for support of \$800.00 per support staff member for courses related to staff development, commencing in 2016-2017. 	<ul style="list-style-type: none"> On target Actual April to September: \$800.00 Forecast October to March: \$1,600 The 2018-2019 actual was \$1,333
Administrative/Professional Staff		
Administrative/ Professional Staff - Salaries \$306,501 budget	<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. There will be a surplus due to the resignation of the Assistant Director and the reconfiguration of the position to a NASA staff position. 	<ul style="list-style-type: none"> Under budget Actual April to September: \$133,795 Forecast October to March: \$125,884 The 2018-2019 actual was \$301,548
Administrative/ Professional Staff - Merit Pay \$28,800 budget	<ul style="list-style-type: none"> In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit increment. Additionally the other administrative/professional staff are eligible to receive merit payments. 	<ul style="list-style-type: none"> On target Actual April to September: \$4,276 Forecast October to March: \$24,500 The 2018-2019 actual was \$31,526
Administrative/ Professional Staff - Benefits	<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. 	<ul style="list-style-type: none"> Under budget Actual April to September: \$11,175 Forecast October to March: \$8,605

<p>\$22,116 budget</p>	<ul style="list-style-type: none"> • There will be a modest surplus due to the resignation of the Assistant Director. 	<ul style="list-style-type: none"> • The 2018-2019 actual was \$22,002
<p>Administrative/ Professional Staff - RRSP \$30,410 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. • There will be a modest surplus due to the resignation of the Assistant Director. 	<ul style="list-style-type: none"> • Under budget • Actual April to September: \$15,365 • Forecast October to March: \$11,784 • The 2018-2019 actual was \$30,253
<p>Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan \$2,186 budget</p>	<ul style="list-style-type: none"> • The 2019-2020 rate is \$500.36 per administrative/professional staff per annum. • The GSAP is \$21 per administrative/professional staff per annum. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$2,001 • Forecast October to March: \$0.00 • The 2018-2019 actual was \$2,001
<p>Administrative/ Professional Staff - Employer CPP Contributions \$10,241 budget</p>	<ul style="list-style-type: none"> • CPP is calculated at a rate of 5.10% 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 September: \$5,378 • Forecast October to March: \$4,863 • The 2018-2019 actual was \$10,248
<p>Administrative/ Professional Staff - Employer EI Contributions \$4,501 budget</p>	<ul style="list-style-type: none"> • EI is calculated at a rate of 2.27% 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 September: \$2,317 • Forecast October to March: \$2,184 • The 2018-2019 actual was \$4,784

Other HR Expenses		
Office Recognition \$1,000 budget	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g., when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> On target Actual April to September: \$24.00 Forecast October to March: \$976.00 The 2018-2019 actual was \$571.00
Professional Expense Allowance \$6,638 budget	<ul style="list-style-type: none"> Contractual arrangement with the ED. Budget also used for the professional development of administrative/professional staff. Over spent due to higher than anticipated costs for the AMICCUS-C conference and the University Management Training course. 	<ul style="list-style-type: none"> Over budget Actual April to September: \$8,590 Forecast October to March: \$0.00 The 2018-2019 actual was \$5,176
Workers' Compensation \$2,183 budget	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation. WCB-Alberta requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> On target Actual April to September: \$788.00 Forecast October to March: \$1,395 The 2018-2019 actual was \$2,131
Parking \$150 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"> On target Actual April to September: \$13.00 Forecast October to March: \$137.00 The 2018-2019 actual was \$93.00
Office Administration and Operational Costs		
Capital Items \$6,850 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 2019-2020 resulting in savings. 	<ul style="list-style-type: none"> Under budget Actual April to September: \$0.00 Forecast October to March: \$0.00 The 2018-2019 actual was \$0.00
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 September: \$0.00 Forecast October to March: \$6,000 The 2018-2109 actual was \$3,000

GSA 2019-2020 Operating Budget (including Capital Budget) Narrative

Telephone & Cable \$3,100 budget	<ul style="list-style-type: none"> • Billed monthly. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$1,548 • Forecast October to March: \$1,411 • The 2018-2019 actual was \$2,960
Office Supplies and Maintenance \$5,000 budget	<ul style="list-style-type: none"> • General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses. • Office expenditures have been lower than projected resulting in a savings. 	<ul style="list-style-type: none"> • Under budget • Actual April to September: \$789.00 • Forecast October to March: \$2,876 • The 2018-2019 actual was \$3,016
Computer Software \$3,173 budget	<ul style="list-style-type: none"> • Monthly fees for Adobe Creative Cloud and for Smilebox or CANVA, as needed. • Yearly upgrade costs for Sage Simply Accounting. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$821.00 • Forecast October to March: \$2,230 • The 2018-2019 actual was \$2,494
Payroll and Banking Service Charges \$1,770 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 September: \$753.00 • Forecast October to March: \$1,017 • The 2018-2019 actual was \$1,239
Photocopier Lease and Meter \$6,000 budget	<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. • Under spent as monthly billings for black/white and color photocopying has decreased. 	<ul style="list-style-type: none"> • Under budget • Actual April to September: \$2,195 • Forecast October to March: \$2,700 • The 2018-2019 actual was \$5,858
General Liability Insurance (Office) \$686 budget	<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 budget • Actual April to September: \$535.00 • Forecast October to March: \$0.00 • The 2018-2019 actual was \$535.00

Professional		
Financial Auditing \$12,200 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by RSM. 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 September: \$11,550 Forecast October to March: \$0.00 The 2018-2019 actual was \$11,550
Consultants \$10,000 budget	<ul style="list-style-type: none"> Consulting services (e.g., marketing consultant, labour relations consultant) will potentially be utilized in 2019-2020. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$10,000 The 2018-2019 actual was \$3,498
Investment Advisor \$14,000 budget	<ul style="list-style-type: none"> Investment advisor fees for ATB Investment Management Inc. These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased). 	<ul style="list-style-type: none"> On target Actual April to September: \$7,432 Forecast October to March: \$6,568 The 2018-2019 actual was \$14,167
Legal Fees - General \$22,000 budget	<ul style="list-style-type: none"> Legal advice on significant operational issues as needed. If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$22,000 The 2018-2019 actual was \$5,839
Operating/Contingency Fund		
Operating /Contingency Fund \$20,000 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. This line is projected to be over spent due to the engagement of Habit Creations, Inc., to produce GSA promotional videos. 	<ul style="list-style-type: none"> Over budget Actual April to September: \$8,145 Forecast October to March: \$13,235 The 2018-2019 actual was \$3,653

GSA 2019-2020 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Planner \$9,500 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly GSA Planner for graduate students to subsidize printing costs. Ad revenue is lower than anticipated in 2019-2020 resulting in a small deficit of \$930. Additional funding to cover the printing of the planner will come from the Engagement, Orientation, and Outreach line in the Operating Budget. 	<ul style="list-style-type: none"> Under budget Actual April to September: \$6,760 Forecast October to March: \$1,810 The 2018-2019 actual was \$10,408
	<p>Graduate Student Support Fund (Restricted Revenue)</p> <p>The negotiations for the 2018-2020 Memorandum of Settlement were concluded in January 2019 and were approved by the University Board of Governors. The agreement is for \$914,000 in 2018-2019 and for \$964,000 in 2019-2020. The budget for 2018-2019 was approved as \$814,000 but included an additional \$100,000. Since it was not possible to utilize these funds before the end of the 2018-2019 fiscal year (end of March 2019) the funds have been deferred to 2019-2020 which means that the total GSSF (Graduate Student Support Fund) budget for the year is \$1,064,000. Individual budgets have been set for the components of GSA Academic Travel Grants, Child Care Grants, Emergency Bursaries, and Recognition 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 provided for various awards presented at the annual GSA Awards Night. Revenue is received in the form of GSSF funds. Expenses for the GSA Awards Night are processed in March. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$18,000 The 2018-2019 actual was \$18,000
GSA Child Care Grants \$334,720 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 September: \$225,000 Forecast October to March: \$109,720 The 2018-2019 actual was \$366,000
GSA Emergency Bursaries \$188,280 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 September: \$42,903 Forecast October to March: \$145,377 The 2018-2019 actual was \$101,096
GSA Academic Travel	<ul style="list-style-type: none"> Graduate students can apply for this grant to participate in academic 	<ul style="list-style-type: none"> On target

GSA 2019-2020 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
Grants \$523,000 budget	<ul style="list-style-type: none"> 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"> • Actual April to September: \$251,051 • Forecast October to March: \$271,949 • The 2018-2019 actual was \$357,090
CJSR Fees \$15,288 budget	<ul style="list-style-type: none"> • The U of A campus radio station (CJSR) receives \$1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$15,288 • The 2018-2019 actual was \$15,542
GSAP (Graduate Student Assistance Program) \$68,680 budget	<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. • The University provides a subsidy against the cost of this plan. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$36,897 • Forecast October to March: \$31,783 • The 2018-2019 actual was \$80,525
Health Plan \$1,667,407 budget	<ul style="list-style-type: none"> • This is the fee that is charged to graduate students for the health part of the GSA Health and Dental Plan. • The 2019-2020 fee is \$285.61 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$1,667,407 • The 2018-2019 actual was \$1,451,874
Dental Plan \$1,246,248 budget	<ul style="list-style-type: none"> • This is the fee that is charged to graduate students for the dental part of the GSA Health and Dental Plan. • The 2019-2020 fee is \$214.75 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$1,246,248 • The 2018-2019 actual was \$1,137,394

Outline of Issue

Recommended Changes to GSA Policy, Section K: Budget Principles and Procedures

Suggested Motion for GSA Council:

That GSA Council, on the unanimous recommendation of the GSA Budget and Finance Committee and the GSA Board, **APPROVE** the recommended changes to GSA Policy, Section K: Budget Principles and Procedures, as shown in the attached double column document and effective upon approval by GSA Council.

Background:

The GSA Budget and Finance Committee reviewed and recommended this proposal to GSA Council at their meeting on 7 October 2019. The GSA Board also reviewed and recommended this proposal to GSA Council at their 23 October 2019 meeting.

The recommended changes are to align GSA Policy with current practice with regards to unspent funds, reallocations, and variances between budget lines.

Jurisdiction:

Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section F.POL.5.9

"The GSA BFC will review GSA Bylaw and Policy on finances annually and make any recommendations to GSA Council."

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, 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 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."

Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Finances

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Policy: Budget Principles and Procedures	<i>No change.</i>
K.POL.2 – K.POL.3.2.b ...	<i>No change.</i>
K.POL.3.3 <u>Unspent Funds and Reallocation and Variance Within a Division After the Budget is Approved</u>	<i>Recommended addition of mention of “unspent funds,” covered under current K.POL.3.2.b.</i>
K.POL.3.3.a Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported regularly (at least three (3) times per year) to the GSA BFC, the GSAB, and GSA Council. Unspent funds at year-end are rolled over, except that unspent funds for legal consultation are placed in the GSA LDF.	<i>Text stricken through moved to recommended K.POL.3.3.b, below, in favour of a stand-alone clause concerning unspent funds at year-end.</i>
K.POL.3.3.b <u>Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported regularly (at least three (3) times per year) to the GSA BFC, the GSAB, and GSA Council.</u>	<i>Moved from current K.POL.3.3.a, above.</i>
K.POL.3.3.b During the fiscal year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA BFC to the GSAB, which may approve the reallocation.	<i>Recommended change as the GSA does not, in practice, engage in reallocations between any budget lines (based on the manner in which our budget is structured and the comprehensive budget building process the GSA engages. Likewise, in the unlikely event that a reallocation were warranted, the reporting of such is already covered by Section K.POL.3.3.b.</i>
K.POL.3.4 – K.POL.3.9.b	<i>No change.</i>

GSA NOMINATING COMMITTEE (GSA NoC)
**GSA AWARDS SELECTION COMMITTEE (GSA ASC) (TWO (2) POSITIONS FOR A GSA MEMBER):
 TWO (2) NOMINEES**

Information regarding the position for one (1) GSA member was circulated via the GSA newsletters of 1 November and 8 November 2019 with a nomination deadline of 13 October 2019. Two (2) nominations were received.

A second position became vacant on the GSA ASC following the closing of the nomination period. The GSA NoC, in accordance with GSA Bylaw and Policy Section E.POL.1.3 voted to waive advertisement for this new vacancy as filling it was deemed urgent in order for new members to be trained in advance of award adjudication processes commencing. GSA Council is now asked to vote to fill two (2) positions for GSA members on the GSA ASC. There will be a paper ballot vote.

The GSA ASC is “responsible for selecting the recipients of the GSA Council approved GSA Recognition Awards” (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, Section O.POL.5.1).

There will be a paper ballot vote held at the 18 November 2019 GSA Council meeting.

If you and your alternate are unable to attend the Monday 18 November 2019 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 18 November 2019 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. Kirsten Hawson (Drama)**
- 2. Uchechukwu Peter Umezurike (English and Film Studies)**

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

Jurisdiction:

GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, Section O.POL.3.3

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

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

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

The nomination forms received for the two (2) nominees are BELOW on pages 8.1 – 8.2. The nomination forms are presented as received (ie not edited).

Nominations for GSA Awards Selection Committee (GSA ASC)
(2 Vacancies for GSA members)
Two Nominees

1. Kirsten Hawson

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

The skills I've gained from running my own performance studio for 8 years (www.KCHstudios.com) will benefit the award funding work this committee does. I was also the head judge on VanCity Idol and have a lot of experience in casting situations and choosing awards recipients. I'm exceptionally experienced at dealing with conflict and finding effective solutions which would serve as an asset as a member of this committee. Furthermore, I'm passionate about students rights and the lack of responsibility UofA is showing toward it's grad students, something that aligns with the mandate of this committee.

Bio

I was born in Canada, raised in Egypt and the UK. My parents are Scottish and have travelled to over 480 cities thus far in my life. After a BA degree in acting and Voice at Royal Central School of Speech and Drama (UK), I toured the world as an actor and singer. I then went to South Korea to present TV shows before moving to Canada to develop and run the Voice program at The Sarah McLachlan School of Music in Vancouver. Here at the U of A, I have served as the grad rep on my department council, GDSS. I also volunteer for VOKRA, where I'm a Kitten Care Specialist in Vancouver and voluntarily read audiobooks for the Royal National Institute for the Blind in the UK.

Summary Resume

I am now a first-year grad student in the Department of Drama studying Theatre Voice pedagogy and speech science. I work on Professor David Ley's with an international team. Between my undergraduate degree and my MFA, I worked as an actor, singer, editor, casting assistant, studio manager and performance coach. I am currently a GRA for the directing course under David Kennedy and run my studio remotely teaching clients in NYC, Vancouver, London and LA. I have a schedule that is flexible enough to accommodate sitting on a busy committee.

2. Uchechukwu Peter Umezurike

Other governance bodies you currently serve on (whether GSA or UAlberta)	Black Graduate Students Association, Graduate Students of English Collective
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Statement of Interest

The skills I have gained from my work/volunteer experience at BGSA and GSEC respectively will benefit the work this committee does. I am exceptionally experienced at adjudication and selection processes, which would serve as an asset as a member of the committee. Furthermore, I'm passionate about adjudication, having adjudged literary prizes/awards on several occasions, something that aligns with the mandate of this committee.

Bio

I was born in Lagos and raised in Nigeria. After a Bsc degree in Government and Public Administration at Abia State University (1997), I studied at the University of Port Harcourt and obtained an MA in English and Literary Studies (2014). An Alumnus of the International Writing Program (USA), I have participated in residencies in India, Switzerland, and Italy and mentored young writers. Here at the U of A, I am the Creative Writing Coordinator of GSEC and Vice President Media II of BGSA. I have volunteered with FGSR, ISS, EFS, etc.

Summary Resume

I am now a 4th year PhD student in the department of English and Film Studies studying the images of men and masculinities in Nigerian fiction. I work with Dr. Lahoucine Ouzgane. Between my undergraduate degree and my MA, I worked as a head of department in a transport and logistics company in Nigeria, returning to Alberta in 2016 to begin my PhD. I'm currently a Vanier Scholar and research assistant for Dr. Philomina Ihejirika-Okeke. I also serve as a member of the WRITE and Writer-in-Residence committees, part of our mandate is to select writers for the residence program in the EFS department. I am free at the times this committee will meet.

SPEAKER AND EXECUTIVE DIRECTOR
**POSITION ON THE GSA NOMINATING COMMITTEE (GSA NoC) (ONE (1) POSITION FOR A GSA COUNCILLOR):
 ONE (1) NOMINEE**

Information regarding the position for one (1) GSA Councillor was circulated to GSA Council via emails on 1 November 2019 and 7 November 2019, with a nomination deadline of 13 November. 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.8.2 and E.POL.8.7).

There will be a paper ballot vote held at the 18 November 2019 GSA Council meeting.

If you and your alternate are unable to attend the 18 November 2019 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 18 November 2019 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. Shahed Taghian Dehaghani (Mechanical Engineering)

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

Jurisdiction:

Section E: Nominating, GSA Policy, Nominating, Section E.POL.4.1

“Vacancies on the GSA Nominating Committee (GSA NoC) will be advertised by the Executive Director (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 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.5.1

“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.”

The nomination form received for the one (1) nominee is BELOW on pages 8.4 - 8.5. The nomination form is presented as received (ie not edited).

Nominations for GSA Nominating Committee (GSA NoC)
(1 Vacancy for GSA Councillors)
One Nominee

1. Shahed Taghian Dehaghani

Other governance bodies you currently serve on (whether GSA or UAlberta)	GFC, GFC Student Conduct Policy Committee, GSA Council, GSAB, MEGSA (Mechanical Engineering Graduate Students' Association)
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Statement of Interest

Serving on the General Faculties Council and one of its standing committees was a truly valuable experience for me. Through this experience, and that of serving on GSA Council, and GSAB, I was acquainted with the structure of the university governance and gained precious insight about leadership and effective communication. Moreover, I have been recently elected to serve as VP External for the Mechanical Engineering Graduate Students' Association (MEGSA), which makes me a GSA Councillor. Owing to the industrial nature of my MSc thesis, I have gained valuable experience in collaborating with partners and sponsors from industry. During my first year as a PhD student at the University of Alberta, I have been able to guide and help other students in our research group in research-related areas. Collaborating with professors and students from the Chinese Academy of Sciences, Fraunhofer institute in Germany, and Concordia University in Montreal, has helped me create synergistic integration through teamwork.

Bio

I was born in Isfahan, Iran in 1988. After finishing high school, I decided to pursue my education in Mechanical Engineering. After getting my BSc degree from Isfahan University of Technology in 2011, I participated in Nationwide University Entrance Exam for Master of Science in Mechanical Engineering and was admitted to the University of Isfahan. In 2017, I was admitted to the PhD program in mechanical engineering here at the University of Alberta. Persian is my native language. I am fluent in English and have a fair knowledge of Arabic. Aside from my academic background, I have good acquaintance with Persian classic literature.

Summary Resume

I am a first-year PhD student at the Department of Mechanical Engineering at the University of Alberta. I work under the supervision of Prof. Andre McDonald from University of Alberta and Prof. Ali Dolatabadi from Concordia University. My area of research mainly involves development and improvement of functional resistive heating coatings to serve as de-icing elements for wind turbine blades and aircraft wings. One of

the most important achievements that I have gained by working in our laboratory is learning how to be really punctual, vigilant, and responsible. Besides, I have gained a number of quite valuable technical skills and hands-on experiences. With regards to volunteer work, I recently participated in the Open House event and presented our laboratory to a number of young enthusiastic individuals. This was a great experience for me since I was able to encourage students to join the Faculty of Engineering in the future.

**GSA President
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Fahed Elian
Date: 15 November 2019

Dear Council Colleagues,

Let me start my report by respectfully acknowledging that we are on Treaty 6 territory, the traditional lands of First Nations and Métis people.

In the following report, I will share with you highlights of my advocacy work from this last month.

Student-Supervisor Relationships

- I met with Kate Chisholm, Chair of the Board of Governors and a couple of other Board of Governors members to discuss student-supervisor relationships. I was able to reflect on my own experience and many other graduate students' experience. We discussed mandatory training for supervisors, the desirability of professors' evaluations to include student-supervisor relationships, and enforcement strategies and early support mechanisms for both professors and graduate students. I will also be presenting on this topic at the upcoming Board Human Resources and Compensation Committee meeting at the end of November.
- Thank you everyone who had the chance to fill the student-supervisor relationship survey. We had 68 graduate students filled it out and, as I said before, anonymized data and feedback will be shared at the upcoming meeting of the Board Learning, Research, and Student Experience Committee on 26 November.
- In my last report, I mentioned that Dr Brooke Milne, Vice-Provost and Dean of Faculty of Graduate Studies and Research (FGSR) has been active in addressing student-supervisor relationships, specifically in the form of two documents prepared by the FGSR: the Supervisor-Student Guidelines and the Progress Report Form. These documents were a discussion item at the FGSR Council meeting on 12 November. I was not able to attend the meeting, but Dylan attended and he provides an update on this in his report.
- As Dylan mentions in his report, we attended the Canadian Association for Graduate Studies Conference in November, with the support of the FGSR. Dylan delivered a short presentation on "Improving Graduate Student Success in Higher Education." The presentation was well received and we had further discussion on this topic, in particular how students-supervisor relationships impact graduate students' success. Additionally, along with graduate student leaders from the University of Calgary, I facilitated a town hall between graduate students, deans, and associate deans where we discussed student-supervisor relationships, minimum funding packages, and mental health supports for graduate students.

City of Edmonton

- I met with Dr Deborah James, Associate VP Research and Innovation who leads TEC Edmonton's consultations and communications on campus, and Bobbi Elliott, TEC Edmonton's Chief Operating Officer. One of the outcomes of this meeting was the potential of adding a GSA representative as one of the stakeholders on the Innovation Committee that is being established on campus. I will provide more details on this once I hear back from Dr James.
- I will be meeting with Cheryl Watson, Vice-President, Innovate Edmonton, a division of Edmonton Economic Development Corporation (EDDC). C Watson is passionate about technology and innovation ecosystems. Our meeting will touch on how the GSA can be involved in more initiative of TEC Edmonton (since EEDC partially funds TEC Edmonton), some of the new innovative projects in the city of Edmonton, and new technologies that have friendly impacts on our ecosystem.
- As I shared in one of my previous Council reports, my meeting with City Councilor Michael Walters and University Administration to discuss affordable housing is scheduled for 12 December 2019.

Black Graduate Students' Association Event: Equity, Diversity and Inclusion (EDI) in the Canadian Academy Conference

- Chantal and I were invited by the Black Graduate Students' Association to provide introductory remarks at the Equity, Diversity and Inclusion (EDI) in the Canadian Academy conference. I had the opportunity to speak on my lived experience as an international student on campus. For more details, click [here](#) for the Gateway coverage of this conference.

Please do not hesitate to contact me if you have any concerns, ideas, suggestions, or just to grab a coffee and chat.

Warmly,
Fahed, President

Please find below a list of meetings I attended between 29 October 2019 and 18 November 2019. The meetings were accurate at the time of printing. Please note that I was away 11-15 November 2019.

29 October	Board of Governors (BoG)/General Faculties Council (GFC)/Senate Working Group
29 October	Meeting with Presidents of Association of Academic Staff of University of Alberta (AASUA), Non-Academic Staff Association (NASA), and Students' Union (SU)
29 October	Meeting with D James, Associate Vice-President (Innovation), and TEC Edmonton
29 October	Meeting with a Graduate Student
29 October	Meeting with K Chisholm, Board of Governors (BoG) Chair and BoG Members
30 October	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
30 October	University Forum on Provincial Budget
30 October	GSA Budget and Finance Committee (GSA BFC)
31 October	GSA Halloween Event
1 November	Black Graduate Students' Association Event: Equity, Diversity and Inclusion (EDI) in the Canadian Academy Conference
4 November	Advisory Search Committee for the President
6-8 November	Canadian Association for Graduate Studies (CAGS) Conference
18 November	Meeting with C Watson, City of Edmonton

**GSA Board
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Courtney Thomas, Executive Director; and Julie Tanguay, Associate Director
Date: 25 October 2019

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 19 (Executive Director's Report to GSA Council) on pages 19.1 – 19.3.

30 October 2019 GSA Board Meeting:

Main Agenda Items:

Health and Safety Training Proposal; GSA Promotional Videos Prepared by Habit; and meeting reports.

Motions and Agreements: None at this time.

6 November 2019 GSA Board Meeting:

Main Agenda Items:

Campus Food Bank; 2019-2020 GSA Fall Term Budget and Expenditure Report; and meeting reports.

Motions and Agreements:

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO THE GSA COUNCIL (FOR INFORMATION)** the GSA 2019-2020 Fall Term Budget and Expenditure Report. CL **MOVED**. SM Seconded. **CARRIED**.

13 November 2019 GSA Board Meeting:

Main Agenda Items:

Attendance at the Field Law Post-Secondary Summit, 27-28 November 2019, in Calgary, AB: Estimated Expenses; and meeting reports.

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expense for one (1) representative to attend the Field-Law Post-Secondary Summit, 28 November 2019 in Calgary, AB, as noted below. CL **MOVED**. MW Seconded. **CARRIED**.

**GSA Budget and Finance Committee
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Fahed Elian
Date: 15 November 2018

Dear Council Colleagues,

On 30 October, the GSA Budget and Finance Committee (GSA BFC) met to review the GSA's Fall Term Budget and Expenditure Report. The report is before you and I encourage you to read the associated cover letter and the financial statements themselves for additional information.

The next GSA BFC meeting will be held on 19 November; at this meeting the committee will begin the process of developing the operating budget for next year.

I am happy to answer any questions.

Sincerely,
Fahed Elian, President and Chair of the GSA BFC

**GSA Vice-President Academic
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Dylan Ashley
Date: 15 November 2019

Hi Fellow Graduate Students,

A lot has happened in the past month while I've been working diligently in my role as your VP Academic, but here are a few highlights to give you a snapshot of what I've been up to:

- I attended the Canadian Association of Graduate Studies' 57th Annual Conference alongside Fahed. At this conference, I sat on a panel regarding graduate student mental health and gave a presentation on the importance of good student-supervisor relationships for graduate students' mental health. The presentation was well attended and well received. I was especially invigorated by the supportive comments and questions myself and the other presenters received afterwards. Speaking to the other student leaders who attended the conference, it became apparent that the student-supervisor relationship issue is prevalent across Canada. Still, I got the impression that most other institutions have more oversight in place than at the U of A.
At the conference, I also heard many interesting statistics related to graduate studies. The one that stood out to me most is that, supposedly, the U15s (top Canadian research universities) have an 80% completion-on-time rate. Given what I've heard on various governing bodies on campus, that means that the U of A's completion-on-time rate is extremely poor. I spoke to Dr Brooke Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean about this, and she noted that she had recently become aware of this problem and was working towards rectifying it.
I spoke to several individuals about the issue of off-campus internship access for international graduate students. It seems most other institutions don't feel impacted by this issue and have mitigated it through MITACS or department-specific co-op programs.
- We had a very interesting FGSR Council and FGSR Council Caucus meeting. FGSR Council was particularly notable because FGSR presented the Progress Report Form and the Supervisor-Student Guidelines documents. While I had expected significant resistance, it seemed as though most of the discussion focused instead around how specific programs would administer the use of these documents. This, along with the discussions I've had with Dr Milne, have given me a good feeling about the possibility of these documents being fully implemented for the next academic year.
- I attended the joint-oversight committee on Mandatory Non-Instructional Fees (MNIFs). I was reminded at this meeting that when tuition was frozen several years ago, so too were MNIFs. With the freeze lifted, these can now increase. There was a significant appetite among many members of the committee to increase the fees, but committee members were generally reluctant to let MNIFs suddenly spike. There was also some concerns about how the likely upcoming tuition increases should be taken into account when increasing MNIFs.

As always if you have any questions or concerns feel free to email me at gsa.vpacademic@ualberta.ca.

Sincerely,

Dylan Ashley, VP Academic

10.1

Please find below a list of meetings I attended between 29 October 2019 and 18 November 2019. The meetings were accurate at the time of printing.

29 October	Selection Advisory Committee for the Vice-Provost and University Registrar
30 October	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
30 October	Public Speaking Session with W Doughty
30 October	Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC)
31 October	GSA Halloween Event
1 November	Selection Advisory Committee for the Vice-Provost and University Registrar
6-8 November	Canadian Association for Graduate Studies (CAGS) Conference
12 November	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
12 November	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus
12 November	Joint Oversight Committee on Mandatory Non-Instructional Fees (MNIFs)
12 November	Meeting with J Agarwal, Students' Union (SU) Vice-President Academic
13 November	Faculty of Graduate Studies and Research (FGSR) Council
18 November	Vice-Provosts' Council

**GSA Vice-President External
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Marc Waddingham
Date: 15 November 2019

To my colleagues in Council,

Let us begin with the big issue: the Government of Alberta's 2019 Budget, and specifically the budget produced by the Ministry of Advanced Education. Following the budget announcement, I attended a meeting with Minister Demetrios Nicolaides alongside my colleagues from the Council of Alberta University Students, the Alberta Student Executive Council (ASEC), and the Alberta Graduate Provincial Advocacy Council (ab-GPAC), at which we had an opportunity to share our concerns on the post-secondary budget, alongside proposals for how the effects of the budget may be mitigated. ASEC had a few notable proposals, including a modified tax rebate program to replace the discontinued tuition tax credit and a more gradual tuition increase model, but it is not clear if any of these suggestions will be implemented, either in part or fully. The directors of ab-GPAC remain committed to our key priorities of accessible/affordable tuition, ensuring professional development opportunities, and an update to the Alberta Immigration Nomination Program (AINP). Our AINP write-up is now complete, and will be brought to the Minister D Nicolaides on 21 November for review and discussion. My sense is there are a lot of questions and uncertainties around the current financial situation at the University of Alberta and how this may affect graduate students; please get in touch if you have anything to share.

On a more upbeat note, the inaugural Michener Park Transition Advisory Committee met at the end of October, which is the first step towards ensuring the closure process of the Michener Park residence complex is as productive and supportive as possible to those still living there. Muhammad Safder, the President of the Michener Park Residence Association, stressed that the key element of the closure is the tight-knit and interconnected community of Michener Park, the loss of which is the most significant casualty of the process. While there is not much that can be done to remedy this specific disruption, I remain committed to seeing that all relevant deliverables, either service-based or financial, be directed to the move-out efforts, and to ensure the transition occurs smoothly. We will be planning a follow-up meeting within the next month.

Another update related to residences was the Graduate Residence Town Hall event hosted by Emilie Heaton, the Residence Coordinator for East Campus Village. It was a great opportunity to speak with graduate student residents directly to address their advocacy priorities, which naturally intersect with other elements of the graduate experience. A follow-up event is being planned for Winter Semester 2020, to check-in on recent developments and to meet other students, which I am very much looking forward.

It should be noted that by the time Council meets, the "Students Not Silent" demonstration will have taken place earlier in the day, alongside a meeting with Minister D Nicolaides; I will be giving you all a fresh account of the day when I see you at the meeting.

Cheers,
Marc Waddingham, VP External

Please find below a list of meetings I attended between 29 October 2019 and 18 November 2019. The meetings were accurate at the time of printing.

29 October	Edmonton Student Alliance (ESA) Meeting (29 Oct)
29 October	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director (29 Oct)
30 October	Michener Park Transition Advisory Committee (MPTAC)
30 October	University Forum on Provincial Budget
31 October	GSA Halloween Event
31 October	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
1 November	Free Expression Policy Town Hall
1 November	Black Graduate Students' Association Event: Equity, Diversity and Inclusion (EDI) in the Canadian Academy Conference
4 November	Meeting with H Vallianatos, Associate Dean of Students
4 November	Meeting with D Nicolaides, Minister of Advanced Education
5 November	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
5 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Strategic Communications Plan Meeting
6 November	Dean of Students InService Planning Session
6 November	GSA Emergency Bursary Appeal
6 November	Alberta Post-Secondary Education Advocacy Group Meeting
7 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
7 November	Residence Advisory Committee (RAC) Meeting
7 November	Graduate Residence Town Hall Night
12 November	Dean of Students InService Planning Session
12 November	Meeting with C Bell, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
13 November	Board of Governors (BoG)-General Faculties Council (GFC)-Senate Summit Advisory Group
13 November	Free Expression Advisory Group
14 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Forum
14 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Officers Meeting
15 November	Alberta Union of Provincial Employees (AUPE) Alternative Budget Event
15 November	Early Call Info Session

**GSA Vice-President Labour
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Shanawaz Mohammad
Date: 15 November 2019

Dear Council Colleagues,

I hope everyone is doing well. Below, I have summarized the list of meetings I have attended in the past month.

Graduate Student Assistantship Collective Agreement and Future Collective Bargaining:

As noted previously, the 2018-2020 Graduate Student Assistantship Collective Agreement (CA) has been ratified by academically-employed graduate students in October. Now we are waiting for the University of Alberta Board of Governors to ratify the CA at their meeting on 13 December. We will then meet with the University to establish a collective bargaining timeline for the next CA.

Meeting with Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources) and Wade King, Director of the Safe Disclosure and Human Rights Office

Recent changes in Alberta's Occupation Health and Safety Act provide for mandatory training on health and safety and also, more importantly, expanded the definition of workplace hazards to include bullying, discrimination, and harassment. I met with W Patterson and W King to discuss a proposal for what elements should be included in this mandatory health and safety training for employment supervisors of academically-employed graduate students and shared some issues that are faced by academically-employed graduate students.

Community Helpers Program

I attended the two-day Community Helpers Program training offered by the University of Alberta Community Social Work Team. The goal of this training is to develop natural helping abilities and skills to support the health and wellbeing of the campus community. The Community Helpers Program focuses on prevention and early identification of young adults at risk of suicide. This training enhances knowledge of mental health issues and reduces stigma around mental illness by increasing community awareness. I encourage graduate students who are interested in mental health to attend this training.

As always, I kindly request that every Councillor ensures that their departmental colleagues who are academically-employed graduate students are aware of the CA and communicate to their departmental GSAs that I am happy to provide information sessions on the CA. Moreover, if any graduate student comes to you regarding collective agreement issues (or harassment, safety, or security issues), please have them email me (gsa.vplabour@ualberta.ca), and I would be very happy to meet with them.

Best Regards,
Shanawaz Mohammad, VP Labour

12.1

Please find below a list of meetings I attended between 29 October 2019 and 18 November 2019. The meetings were accurate at the time of printing.

29 October	Meeting with a Graduate Student
30 October	GSA Budget and Finance Committee (GSA BFC)
31 October	Public Speaking Session with W Doughty
31 October	GSA Halloween Event
1 November	Black Graduate Students' Association Event: Equity, Diversity and Inclusion (EDI) in the Canadian Academy Conference
5 November	Meeting with a Graduate Student
5 November	Laboratory Inspection Follow-Up
6 November	Public Speaking Session with W Doughty
7 November	Meeting with a Graduate Student
8 November	Meeting with W Patterson, Vice-Provost and Associate Vice-President (Human Resources) and W King, Director of the Safe Disclosure and Human Rights Office
12 November	U of A Safety and Security Committee Meeting
13-14 November	Community Outlook Program
15 November	Early Call Info Session

**GSA Vice-President Student Services
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Chantal Labonté
Date: 15 November 2019

Dear Council Colleagues,

As you all know, the Government of Alberta budget was released on 24 October with significant changes and cuts to post-secondary education. How the University will absorb in-year budget cuts has been an ongoing discussion across University governance, and one that all DEOs to some extent have been involved in. As President Turpin shared in his Campus Forum on 30 October, many uncertainties remain as the University waits for specifications from the Government of Alberta in a formal letter. Touching directly on my portfolio, I am happy to share that I have been told that the Dean of Students has received confirmation that they will receive the mental health funding grant as expected for the 2019-2020 year. The receipt of this funding signals hope for future years' funding; however, nothing is yet known or guaranteed. I am pleased to provide you with highlights and updates on some of the areas and initiatives of focused over the past month.

Health and Dental Plan

Fahed and I, along with the GSA office staff, have received some proposals from insurance brokers. We selected a number of them for an interview in order to forward the decision-making process. These interviews are scheduled for next week. Some of the proposals failed to meet our requested specifications, so we have decided to not pursue an interview with those companies. As a reminder, the decision on the next insurance broker will be made at the GSA Board level and will be reported to GSA Council. As per GSA Bylaw and Policy, if there are any changes to GSA Health and Dental Plan benefits, GSA Council will be asked to approve these changes. I am looking forward to your input on these further discussions.

Mental Health

Thank you to those members who attended the Mental Health Standards for Post-Secondary Students Town Hall to share their views of psychological health and wellbeing and the Post-Secondary Standards on Mental Health. The important discussion informed feedback that was provided to the Mental Health Commission of Canada on behalf of the University of Alberta campus community. Thank you to all members who also took the time to submit feedback directly through the draft of the standards website.

Students who Parent

I am delighted to be contributing to the work of the Dean of Students to develop students who parent policies and to develop an information/resource website. The work is only beginning, and we are collecting information and brainstorming what each project could look like. The project team is hosting a coffee networking event for students who parent on November 28 from 9:30 to 11:00 am in SUB 2-275. I encourage any graduate student parent to attend and join the discussion on how the University can better serve your needs. The project team has also created a [Facebook page](#) for online connections. The Facebook page is moderated by the team from the Office of the Dean of Students.

For Halloween, the GSA team held a Halloween event for graduate students and their families. Thank you to the office for planning a wonderful event with games, prizes, and, of course, candy.

I welcome any questions or concerns regarding this report. Please do not hesitate to share your suggestions and comment regarding any student service-related issue you or anyone from your department may be experiencing.

Sincerely,

Chantal Labonté, VP Student Services

Please find below a list of meetings I attended between 29 October 2019 and 18 November 2019. The meetings were accurate at the time of printing.

29 October	Mental Health Standards for Post-Secondary Students Town Hall
29 October	Meeting with a Graduate Student
30 October	Day of Remembrance and Action on Violence Against Women Planning Meeting
30 October	Student Caregivers Website/Information Working Group
31 October	GSA Halloween Event
31 October	Review of the Mental Health Standards for Post-Secondary Students Draft
1 November	Meeting with N McLeod on Executive Coaching
1 November	Black Graduate Students' Association Event: Equity, Diversity and Inclusion (EDI) in the Canadian Academy Conference
4 November	Review of GSA Health and Dental Insurance Broker Proposals
4 November	General Faculties Council Executive Committee (GFC Exec)
5 November	Healthy Campus Alberta 2019 Community of Practice Meeting
6 November	General Faculties Council Academic Planning Committee (GFC APC)
8 November	General Faculties Council (GFC) Secretary Search Committee
12 November	Hello Day Working Group Meeting
12 November	Joint Oversight Committee on Mandatory Non-Instructional Fees (MNIFs)
14 November	Canadian Association for Suicide Prevention (CASP) Conference Debrief
14 November	Campus Food Bank Board Meeting
15 November	General Faculties Council (GFC) Secretary Search Committee
15 November	Early Call Info Session
18 November	Vice-Provosts' Council
18 November	General Faculties Council (GFC) Secretary Search Committee
18 November	Educational Psychology Student Services Talk

**GSA Executive Director
Report to GSA Council for the 18 November 2019 Meeting**

To: GSA Council
From: Courtney Thomas
Date: 15 November 2019

Dear GSA Council Members,

In October the GSA Nominating Committee's annual Early Call for Talent and Training was launched. The initiative was kicked off this year with a Get-to-Know Dinner and, since then, we have offered a series of sessions to Early Call participants on subjects such as governance, the GSA Board's Strategic Work Plan, the GSA's budget, and GSA services. We have seen a lower than usual turnout for the program thus far this year and you are reminded that, even if you don't think you'd like to run for a Directly-Elected Officer position, the sessions still offer a great opportunity to learn more about the GSA. Anyone interested in participating is invited to contact gsanomco@ualberta.ca.

Additionally, the Fall Budget and Expenditure Report was circulated to GSA Council this month. As you will note in the item itself, our budget is on track. Work associated with the building of the 2020-2021 GSA budget has also recently begun and the GSA Budget and Finance Committee will be meeting later this week for discuss budget proposals for the coming year.

Finally, the office has been engaged with providing support concerning the request for proposals process associated with the provider of the GSA Health and Dental Plan and with various human resources matters; as always, the detailed weekly reports from the management team to the GSA Board are attached for your review and I am happy to answer any questions.

Best,
Courtney Thomas, Executive Director

Management Report to the GSA Board, 30 October 2019

Management has been engaged with the following issues since the last GSA Board meeting on 23 October 2019:

Strategic

- Reviewing the three GSA engagement videos produced by Habit and collating response feedback/discussing potential revisions.
- Human resources work.
- Initial review of responses received in relation to the GSA Health and Dental request for proposals process.
- Early stage development of the GSA 2020-2021 operating budget in advance of consultations with the President and the GSA Budget and Finance Committee.
- Reviewing the most recent term financial report in advance of a meeting of the GSA Budget and Finance Committee.
- Supporting the 2019 Early Call program (updating training materials, hosting various information sessions, etc).
- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining and education concerning the terms of the new Collective Agreement following the recent ratification vote, etc), assessing the benefits of utilizing a professional negotiator for upcoming collective bargaining processes, and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Initial planning for winter orientation.
- Action associated with the recent GSA Council meeting.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Nominating Committee (1 GSA Councillor), GSA Governance Committee (2 GSA Councillors), GSA Elections and Referenda Committee (1 GSA Councillor), GSA Appeals and Complaints Board (2 GSA Councillors), and GSA Awards Selection Committee (1 GSA member).
- Facebook = 1,398 likes (down 1 from 23 October) and 1,478 followers (0 from 23 October); Facebook posts reached 395 users last week and our “post engagement” count was 25. Twitter = 984 followers (down 1 from 23 October); our tweets earned 1,100 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 October. New granting periods open 1 January 2020.

Management Report to the GSA Board, 4 November 2019

Management has been engaged with the following issues since the last GSA Board meeting on 23 October 2019:

Strategic

- Collating feedback on the videos produced by Habit and discussing potential revisions.
- Human resources work.
- Meeting with the University to discuss the timelines associated with the negotiation of the GSSF and GSAP.
- Review of responses received in relation to the GSA Health and Dental request for proposals process and discussing responses with the President and Vice-President Student Services.
- Development of the GSA 2020-2021 operating budget in advance of a consultation with the GSA Budget and Finance Committee on 19 November.
- Supporting the 2019 Early Call program (updating training materials, hosting various information sessions, etc).
- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining and education concerning the terms of the new Collective Agreement following the recent ratification vote, etc), assessing the benefits of utilizing a professional negotiator for upcoming collective bargaining processes, and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Planning for winter orientation.
- Drafting the next GSA report to the Senate.
- Processing an appeal of a GSA Emergency Bursary decision.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Nominating Committee (1 GSA Councillor), GSA Governance Committee (2 GSA Councillors), GSA Elections and Referenda Committee (1 GSA Councillor), GSA Appeals and Complaints Board (2 GSA Councillors), and GSA Awards Selection Committee (1 GSA member).
- Facebook = 1,399 likes (up 1 from 30 October) and 1,479 followers (up 1 from 30 October); Facebook posts reached 354 users last week and our “post engagement” count was 27. Twitter = 986 followers (up 2 from 30 October); our tweets earned 686 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 October. New granting periods open 1 January 2020.

Management Report to the GSA Board, 13 November 2019

Management has been engaged with the following issues since the last GSA Board meeting on 6 November 2019:

Strategic

- Collating feedback on the videos produced by Habit and discussing potential revisions.
- Human resources work.
- Planning the next Board Strategic Work Plan update to GSA Council.
- Collating responses from the survey on student-supervisor relationships.
- Review of responses received in relation to the GSA Health and Dental request for proposals process and scheduling interviews.
- Development of the GSA 2020-2021 operating budget.
- Supporting the 2019 Early Call program (updating training materials, hosting various information sessions, etc).
- Work associated with the Collective Agreement, including supporting negotiations processes (discussion of next steps concerning the next round of collective bargaining and education concerning the terms of the new Collective Agreement following the recent ratification vote, etc), assessing the benefits of utilizing a professional negotiator for upcoming collective bargaining processes, and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.

Grants and Office Operations

- Planning for winter orientation.
- Developing a new GSA Council member spotlight.
- Circulation of the first mailing of GSA Council material and preparing for the second mailing.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Nominating Committee (1 GSA Councillor), GSA Governance Committee (2 GSA Councillors), GSA Elections and Referenda Committee (1 GSA Councillor), GSA Budget and Finance Committee (1 GSA Councillor), GSA Appeals and Complaints Board (2 GSA Councillors), GSA Awards Selection Committee (1 GSA member), the GSA Labour Relations Committee (4 academically-employed graduate students), and the Working Group on Clinical Research.
- Facebook = 1,399 likes (up 0 from 6 November) and 1,479 followers (up 0 from 6 November); Facebook posts reached 368 users last week and our “post engagement” count was 31. Twitter = 987 followers (up 1 from 6 November); our tweets earned 1,100 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started 1 October; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 October. New granting periods open 1 January 2020.