GSA Council Meeting CONSOLIDATED AGENDA
Monday, 19 November 2018 at 6:00 pm
2-100 University Hall, Van Vliet Complex

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

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

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

Speaker Pranidhi Baddam in the Chair

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

OPEN SESSION   **Attached Numbered Pages**

1. Roll Call

2. Approval of the 19 November 2018 Agenda

3. Approval of the Minutes from the 15 October 2018 GSA Council Meeting
   Attachment:
   i.   Minutes from the 15 October 2018 GSA Council Meeting   **3.0 - 3.6**

4. Changes in GSA Council Membership
   i.   Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
   ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. GSA Council Member Announcements

Presentations

6. University Budget and Graduate Tuition Fees
   Sasha van der Klein (President) will present the item and introduce the guests.

   Guests: Dr. Steven Dew (Provost and Vice-President Academic) and Gitta Kulczycki (Vice-President Finance and Administration)

Action Items:

7. GSA 2018-2019 Fall Term Budget and Expenditure Report
   Sasha van der Klein (President) will present the item. Shirley Ball (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.

   GSA BFC members who are member of GSA Council: Sasha van der Klein (GSA President and GSA BFC Chair), Beth Richardson (GSA Vice-President Labour and GSA BFC Vice-Chair)

   GSA BFC voting members invited to GSA Council as guests: Dasha Smirnow and Sina Yansori

Prepared by C Thomas, L Hareuther and J Tanguay for GSA Council 19 November 2018

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Attachments:
- Cover Letter from the President to GSA Council — **7.0 - 7.1**
- Outline of Issue — **7.2**
- GSA 2018-2019 Fall Term Budget and Expenditure Report — **7.3 - 7.4**
- GSA 2018-2019 Operating Budget Narrative — **7.5 - 7.16**
- GSA 2018-2019 Restricted and Other Funding Narrative — **7.17 - 7.18**
- GSA 2018-2019 Fall Term Report Comparative Charts – FOR INFORMATION — **7.19**

8. **Recommended Changes to GSA Bylaw and Policy on Graduate Student Groups**
   Sasha van der Klein (President) and Fahed Elian (Vice-President Student Services) will present the item.
   Attachments:
   i. Cover Letter from the President and Vice-President Student Services — **8.0**
   ii. Outline of Issue — **8.1**
   iii. Recommended Changes to GSA Bylaw and Policy on Student Groups: Double Column — **8.2 - 8.6**

9. **Recommended Changes to GSA Bylaw and Policy on GSA Council and GSA Standing Committees**
   Sasha van der Klein (President) will present the item.
   Attachments:
   i. Cover Letter from the President and Speaker — **9.0 - 9.1**
   ii. Outline of Issue — **9.2**
   iii. Recommended Changes to GSA Bylaw and Policy on GSA Council and GSA Standing Committees — **9.3 - 9.12**
   iv. Letter of Support from Dean Andersen, Faculty of Native Studies — **9.13 - 9.14**

10. **Recommended Changes to GSA Bylaw and Policy on GSA Officer Portfolios**
    Sasha van der Klein (President) will present the item.
    Attachments:
    i. Outline of Issue — **10.0**
    ii. Recommended Changes to GSA Bylaw and Policy on GSA Officer Portfolios — **10.1 - 10.2**

For Discussion: None at this time

Elections, Appointments, Special Business, Updates

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

    GSA Councillor-at-Large (2 vacancies)
    Attachment:
    i. Nominees for GSA Councillor-at-Large (2 vacancies) — **11.0 - 11.7**

    GSA Standing Committees

    a. GSA Appeals and Complaints Board (GSA ACB) (4 vacancies)
    Attachment:
    i. Nominees for the GSA ACB (4 vacancies) — **11.8 - 11.13**

    b. GSA Board (GSAB) (1 vacancy)
    Attachment:
    i. Nominees for the GSAB (1 vacancy) — **11.14 - 11.16**

    c. GSA Budget and Finance Committee (GSA BFC) (1 vacancy)
    Attachment:
    i. Nominees for the GSA BFC (1 vacancy) — **11.17 - 11.19**

Reports

Prepared by C Thomas, L Hareuther and J Tanguay for GSA Council 19 November 2018

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12. President **(Sasha van der Klein, President)**
    i.   President's Report   **12.0 - 12.1**
    ii.   GSA Board   **12.2**
    iii.   GSA Budget and Finance Committee   **12.3**
    iv.   GSA Governance Committee   **12.4**

13. Vice-President Academic **(Masoud Aliramezani, Vice-President Academic)**
    i.   Vice-President Academic's Report   **13.0 - 13.1**

14. Vice-President External **(Zhihong Pan, Vice-President External)**
    i.   Vice-President External's Report   **14.0 - 14.1**
    ii.   GSA Awards Selection Committee   **14.2**

15. Vice-President Labour **(Beth Richardson, Vice-President Labour)**
    i.   Vice-President Labour's Report   **15.0 - 15.1**
    ii.   GSA Labour Relations Committee **(no written report at this time, next meeting is scheduled for 27 November 2018)**

16. Vice-President Student Services **(Fahed Elian, Vice-President Student Services)**
    i.   Vice-President Student Services' Report   **16.0 - 16.1**

17. Senator **(Ahsan Ahmed, Senator)**
    i.   Senator's Report **(no written report at this time)**

18. Speaker **(Pranidhi Baddam, Speaker)**
    i.   Speaker's Report **(no written report at this time)**

19. Chief Returning Officer **(Vahid Ayan, Chief Returning Officer)**
    i.   Chief Returning Officer's Report **(no written report at this time)**

20. GSA Nominating Committee **(Kenzie Gordon, GSA Nominating Committee Vice-Chair)**
    i.   GSA Nominating Committee Report   **20.0 - 20.2**

21. GSA Elections and Referenda Committee **(Leigh Spanner, Elections and Referenda Committee Chair)**
    i.   GSA Elections and Referenda Committee Report   **21.0**

22. GSA Management **(Courtney Thomas, Executive Director)**
    i.   Executive Director's Report   **22.0 - 22.4**

Question Period

23. Written Questions **(none at this time)**

24. Oral Questions

Adjournment

Prepared by C Thomas, L Hareuther and J Tanguay for GSA Council 19 November 2018

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GSA Council Meeting MINUTES
Monday, 15 October 2018 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Sasha van der Klein (President)	Rongrong Zhang (Business PhD)	Jonathan Lai (Human Ecology)	David Tandio (Pharmacology)
Masoud Aliramezani (VP Academic)	Karl Roesner; Brett Roughead (Cell Biology)	Shweta Sridharan (Internetworking)	Hamdah Al Nebaihi (Pharmacy and Pharmaceutical Sciences)
Zhihong Pan (VP External)	Michael Armstrong (Chemistry)	Janita Frantsi (Kinesiology, Sport & Recreation)	Mattia Sorgon (Philosophy)
Beth Richardson (VP Labour)	Pedro Mateo (Civil & Environmental Engineering)	Jiaao Yu (Lab Med & Pathology)	Kimberley Dice (Physical Therapy)
Fahed Elian (VP Student Services)	Craig St. Jean (Communication Sciences & Disorders)	Tabatha Plesuk; Julia Guy (Library & Info Studies)	Scott Karbashewski (Physics)
Pranidhi Baddam (Speaker)	Dylan Ashley (Computing Science)	Alexander Rice (Linguistics)	Yilun Wu (Physiology)
Vahid Ayan (Chief Returning Officer)	Julie Piche (Dentistry)	Michelle Michelle (Math & Statistical Sciences)	Jason Zhang (Political Science)
Amritha Prasad (Deputy Returning Officer)	Kenzie Gordon (Digital Humanities)	Milad Nazarahari (Mechanical Engineering)	Daniela Gomez (Psychiatry)
Ahsan Ahmed (Senator)	Deneh'Cho Thompson (Drama)	Nicole Noel (Medical Genetics)	William Service (Psychology)
Radhika Chakraberty (Councillor-at-Large)	Alex Sheen (Earth & Atmospheric Sciences)	Kevin Joannou (Medical Micribiology & Immunology)	Alexandra Loverock (Public Health)
Marc Waddingham (Councillor-at-Large)	Alexandra San Diego (East Asian Studies)	Sabitha Rajaruban (Medicine)	Alesha Reed (Rehab Science)
Melissa Woghiren (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Shahnaz Shahtoosi (Modern Languages and Cultural Studies)	Melody Everest (Religious Studies)
Andrew Woodman (Councillor-at-Large)	Chantal Labonté (Educational Psychology)	Rebecca Long (Neuroscience)	Jared Fath (Renewable Resources)
Elizabeth Goldberg (Anthropology)	Golam Kibria Chowdhury; Salah Al Heejawi (Electrical & Computer Engineering)	Albina Karpman (Nursing)	Yicong Luo (Resources Economics & Environmental Sociology)
Brianna Greenwood (Biochemistry)	Nicole Jamison (Elementary Education)	Heather Capel (Occupational Therapy)	Robert Piazza (Secondary Education)
Ruhul Amin (Biological Sciences)	Krista Coté (English & Film Studies)	Braden Chow; Joanne Smith (Oncology)	Jon Mora (Surgery)
Ashmita De (Biomedical Engineering)	Bethany McMillan (History & Classics)	Khushmol Dhaliwal (Paediatrics)	Esra Kazanbas (Women's & Gender Studies)
Teddy Carter (Business MBA)			

Guests: Marion Haggarty-France (University Secretary and United Way Campaign Co-Chair); Doug Stollery (Chancellor); Chloe Chalmers (Manager, Alumni Career Services); Raji Chokkalingam (Internetworking; Deputy Speaker Candidate); Christie Li (Medical Genetics; Deputy Speaker Candidate); Ambuj Punia (Mechanical Engineering; GSA Awards Selection Committee

Candidate); Abubakar Abdulkadir (History & Classics; GSA Awards Selection Committee Candidate); Prashanth Karupothula (Mechanical Engineering; GSA Awards Selection Committee Candidate); Brent Constantin (Earth & Atmospheric Sciences; GSA Awards Selection Committee Candidate; GSA Elections & Referenda Committee Candidate); Nashwan Naji (Biomedical Engineering; GSA Elections & Referenda Committee Candidate); Siddharth Patel (Mechanical Engineering; GSA Elections & Referenda Committee Candidate); Victor Silvo (Computing Science); Deanna Starr (Occupational Therapy).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:01 pm.

Roll Call
1. **Roll Call of GSA Council Members in Attendance**

Approval of Agenda
2. **Approval of the 15 October 2018 Consolidated Agenda**
Members had before them the 15 October 2018 Consolidated Agenda, which had been previously distributed on 12 October 2018. K Gordon **MOVED**; D Ashley **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes
3. **Minutes from the 17 September 2018 GSA Council meeting**
Members had before them the 17 September 2018 GSA Council Minutes, which had been previously distributed on 5 October 2018. K Gorden **MOVED**; J Lai **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership
4. **Changes in GSA Council Membership**
    i. **Introduction of New GSA Council Members:** A Sheen (Earth & Atmospheric Sciences); A San Diego (East Asian Studies); E Kazanbas (Women's & Gender Studies); M Waddingham (CAL); J Smith (Oncology); K Coté (English & Film Studies); K Joannou (Medical Microbiology & Immunology).

    ii. **Farewell to Departing GSA Council Members:** K Roesner (Cell Biology).

Council Member Announcements
5. **Council Member Announcements**

S van der Klein invited graduate students to attend the GSA Halloween event for parents and kids. She indicated that there would be candy, games, and prizes for kids and coffee and candy for parents. The event was on 31 October 2018 at 2 PM in Triffo Hall; all were welcome (whether you accompany a child or not) and costumes were encouraged.

F Elian reminded GSA Council of the GSA Funding 101 taking place on 18 October 2018 at 1:00 PM and invited members to visit the GSA website for more information.

Presentations:
6. **University of Alberta United Way Campaign**
Zhihong Pan (VP External) presented the item and introduced the guests, Marion Haggarty-France (University Secretary and United Way Campaign Co-Chair) and Doug Stollery (Chancellor).

D Stollery and M Haggarty-France introduced themselves; D Stollery gave GSA Council a brief introduction to the United Way, a charitable agency with the mission to create pathways out of poverty in the community. He explained that United Way was an international organization with chapters based in different communities; money raised stays in each community. He indicated that the United Way supported more than 145,000 people living in poverty by funding more than 50 social agencies in the Edmonton region and programs include those that help children succeed in school, financial literacy, affordable housing and food, supports for mental health, domestic violence, and support for high-risk youth, including the 211 network (24-7 referral service for counselling and crisis intervention).

D Stollery noted that the University supported the United Way and their services were open to all students. He added that some programs on campus were supported by the United Way, including Community Service Learning and various co-ops, and

that the 211 Service had expanded to provide information about on and off campus services for students. He added that graduate students could take on a leadership role in the United Way and share their time and talent with their community, including sharing information about United Way services, making donations, and joining in volunteer activities to drive donations. S van der Klein acknowledged that most graduate students did not have much money to donate but encouraged GSA Council members to speak to their Deans or Chairs and encourage them to donate.

GSA Council members posed a series of question, including but not limited to, details about the 211 services (funding for 211 came from a variety of places, including donations and government funding); details about different programs that received funding from the United Way (All in for Youth - provides wraparound services for kids from vulnerable communities; volunteers to help kids get ready for school, provided food and after school care); whether there were any programs for graduate students in particular (all United Way services were available to all, including graduate students); and what the U of A's fundraising goal was ($800,000; all funds stay in the community).

7. Alumni Career Services: UAlberta Switchboard

Fahed Elian (VP Student Services) presented the item and introduced the guest, Chloe Chalmers (Manager, Alumni Career Services).

C Chalmers introduced the online UAlberta Switchboard tool, noting that graduate students could use it to ask for, or offer, a variety of services and networking opportunities, and that the overall intention of the tool focused on career and professional growth. C Chalmers indicated that UAlberta students, staff, and alumni could utilize Switchboard and that anyone logging in with a ualberta email address would be automatically approved. She explained that, if users chose to include more personal information on their profiles, this helped the website send them more relevant content. She added that the Alumni Association launched this tool in May and was now in the process of rolling it out to students. C Chalmers indicated that graduate students could use Switchboard to find professional development opportunities and reviewed how users could utilize the platform.

GSA Council members posed a series of questions including, but not limited to, how Switchboard differed from LinkedIn (Switchboard was not focused on an individual's profile and it could be less intimidating for users to network with individuals on Switchboard, compared to LinkedIn; Alumni wanted to use this tool to connect with and provide assistance to students); whether there was the option to post anonymously on the site (users were encouraged to make things personal, as the tool tried to mirror a real-life community and to connect individuals through sincere personal requests); whether users had to login every day to check posts, or if they could receive notifications within certain categories (notifications relevant to the user could be sent, based on the interests and areas of expertise they select in their profiles); whether there was a mobile friendly app for Switchboard (there was an app, but C Chalmers encouraged utilization of the website and noted that the website was mobile friendly); having Switchboard personal profiles linked to an individual's name through Google searches (C Chalmers indicated that she did not know the answer to this question and would look into it); how the Switchboard license was paid for and if there were any user costs (it was free to use the tool and there were no advertisements, as the Alumni Association paid for the license); and whether there could be specific tags to advertise positions related to the Graduate Student Internship Program (GSIP) (C Chalmers reviewed the various ways to search for posts).

Action Items:

8. Recommended Changes to GSA Bylaw and Policy on Elections

Yilun Wu (GSA Elections and Referenda Committee member) presented the item.

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

Y Wu summarized the recommended changes that were also addressed at the September meeting of GSA Council, which included changes in the qualifications to the GSA Chief Returning Officer (CRO) position, the removal of slates, prohibiting the use of moderated mailing lists, requiring that all campaign printing be done through SUBPrint, removal of the current prohibition on campaigning in any spaces that require swipe card access, and establishing a more formal process for bringing forward complaints to the GSA CRO. There were no questions.

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

Motion **PASSED**. Six Abstentions (S van der Klein, M Aliramezani, Z Pan, B Richardson, F Elian, and M Waddingham).

9. **Recommended Changes to GSA Bylaw and Policy on Graduate Student Groups**
Sasha van der Klein (President) and Fahed Elian (VP Student Services) presented the item.

> **MOTION BEFORE GSA COUNCIL**: That the GSA Council, on the recommendations of GSA Governance Committee and GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy and the addition of GSA Policy on Graduate Student Groups, as shown in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

S van der Klein explained that these changes were mostly editorial and concerned clarifying the nature of groups for the purpose of the GSA Council remuneration policy.

GSA Council Members posed a series of questions, including but not limited to, the distinction between academic and non-commercial groups and those classified as social or recreational and if the language could be more representative (wording was meant to capture the nature of academic groups, which departmental groups were; the point was to distinguish these from groups that were purely social in nature while allowing for social components among academic groups) and clarification on if graduate students interested in pursuing social clubs registered through Student Groups Services (groups had to be registered through Student Group Services regardless; the GSA designation was primarily so the GSA can fund academic events, not social events).

> **MOTION**: That the GSA Council, on the recommendations of GSA Governance Committee and GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy and the addition of GSA Policy on Graduate Student Groups, as shown in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy. S van der Klein **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED** unanimously.

For Discussion:
10. **GSA Board Strategic Work Plan: Update to GSA Council**
Sasha van der Klein (President) presented the item.

S van der Klein presented GSA Council members with a new format for the updates to GSA Council on the GSA Board Strategic Work Plan (SWP); each Vice-President providing their own update on aspects of their own portfolios. She added that updates would be provided again in January and April as well. She indicated that her team and herself continued to advocate for guaranteed, transparent, and sustainable funding for graduate students and added that there was willingness within University administration but this was a slow moving process. She noted they were also working on making quality supervision an institutional priority. She added that both these goals were important long-term goals.

M Aliramezani noted that his two main objectives within his portfolio were monitoring the frequency of supervisory committee meetings and expanding networking and mentorship opportunities for graduate students. He explained that supervisory committee meetings were mandatory for PhD students but not for all Masters students (dependent on department). He added that the GSA would be circulating a survey on supervisory meetings to graduate students shortly and encouraged GSA Council members and their fellow graduate students to participate. He noted that he had shared his concern about graduate students not always having regular supervisory committee meetings with the Dean of the Faculty of Graduate Studies and Research (FGSR), stating that the GSA would like supervisory committee meetings to be included in any FGSR initiative to track academic milestones. M Aliramezani noted that funding for opportunities through the Graduate Student Internship Program was available until 2019 and that he was working, through the Professional Development Advisory Board, to increase the awareness of the program with external stakeholders.

Z Pan also highlighted two items: finalizing the discussion with the Students' Union concerning the collection of residence fees (following a GSA Board survey to graduate students in residences); and attendance at the ThinkGrad conference in Winnipeg to connect with other leaders from across Canada.

B Richardson focused on items in her portfolio that were finished noting that the nature of her portfolio was such that many aspects could never really be concluded (advocacy, conflict resolution, etc). She noted that she was currently working on advocating for safe working and living conditions on campus through the Campus and Facilities Safety and Security (CFSS) Working Group. She added that the Working Group's report would soon be presented to University governance to ensure

safety on campus. She also noted that she had been working on open access data and research collection with the Tri-Council agencies to address issues faced by graduate students in terms of data management practices.

F Elian reported two accomplishments, noting that representatives from the Academic Success Centre would bring in a new initiative targeted to graduate students using the GSA subsidy provided annually. He also noted that GSA Council recently voted to add occupational therapy services to the GSA Health and Dental Plan with no change to the annual Plan fee.

GSA Council members posed a series of questions, including but not limited to, specific details around the "Indigenous initiatives" referred to in the SWP, how these metrics can be marked by an indigenous perspective, and who is developing the metrics (regular meeting with representatives of the Indigenous Graduate Students' Association (IGSA) to learn about barriers and challenges, advocating for group space; meeting with the informal Indigenous representative on the Board of Governors; meeting with representatives from the Indigenous Initiatives office about the importance of Indigenous graduate students; the IGSA is advocating for ways to have Indigenous voices heard at different student leader summits, through the Alberta Graduate Provincial Advocacy Council (ab-GPAC)).

Elections
11. GSA Council Elections

K Gordon (Vice-Chair of the GSA Nominating Committee) presented the item and introduced the nominees, who were given the opportunity to address GSA Council by responding to a question provided in advance. K Gordon asked the following question of the candidates for GSA Deputy Speaker and the candidates were given 45 seconds to respond: "Please tell GSA Council what motivated you to run for this position."

> Nominees for GSA Deputy Speaker:
> Raji Chokkalingam (Internetworking)
> Christie Li (Medical Genetics)

GSA Standing Committees

a. GSA Appeals and Complaints Board (1 vacancy)

> Nominee for GSA Appeals and Complaints Board:
> Samantha Wesch (Women's and Gender Studies)

b. GSA Awards Selection Committee (2 vacancies)

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

> Nominee for GSA Awards Selection Committee:
> Abubakar Sadiq Abdulkadir (History & Classics)
> Brent Constantine (Earth & Atmospheric Sciences)
> Prashanth Karupothula (Mechanical Engineering)
> Ambuj Punia (Mechanical Engineering)

c. GSA Elections and Referenda Committee (1 vacancy)

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

> Nominee for GSA Elections and Referenda Committee:
> Brent Constantine (Earth & Atmospheric Sciences)
> Nashwan Naji (Biomedical Engineering)
> Siddharth Patel (Mechanical Engineering)

Reports

12. **President**
    i. **President's Report:**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted.

    ii. **GSA Board**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted.

    iii. **GSA Budget and Finance Committee**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted.

    iv. **GSA Governance Committee**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, S van der Klein stated that the GSA Governance Committee would soon be looking at a proposal to create a seat for an Indigenous graduate student representative on GSA Council. A GSA Council member asked whether this would overlap with the current GSA Council position for a representative from the Faculty of Native Studies (S van der Klein responded that these would be two separate positions, as not all students within the Faculty of Native Studies were Indigenous, and that the new position would be elected by the Indigenous Graduate Students' Association, which represented Indigenous graduate students across campus), and another GSA Councillor asked whether the new position would be voting or non-voting (S van der Klein responded that the full proposal would be brought forward to GSA Council on 19 November).

13. **Vice-President Academic**
    i. **Vice-President Academic's Report:**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, M Aliramezani stated that there would be a survey distributed through the GSA newsletter later in the week to help collect data from graduate students regarding the frequency of supervisory committee meetings. He encouraged members to fill out the survey, and to encourage their colleagues to participate as well.

14. **Vice-President External**
    i. **Vice-President External's Report**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, Z Pan stated that the deadline for the Government of Alberta Graduate Citizenship Awards was on 16 October, and that the GSA Awards Selection Committee's adjudication of these awards would begin shortly thereafter.

    ii. **GSA Awards Selection Committee's Report**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted.

15. **Vice-President Labour**
    i. **Vice-President Labour's Report**
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, B Richardson stated that as part of her work with the CFSS Working Group, she was looking for informal feedback on attitudes about working after hours and on weekends on campus. A number of members provided feedback including, but not limited to, the fact that there were situations where certain types of experiments required graduate students to stay late; whether access to buildings on campus after-hours would be restricted (B Richardson responded that through her work with the CFSS on the creation of a report addressing increasing safety measures on campus, they had been discussing ways to address security in buildings with low occupancy levels after hours, and emphasized that graduate students would not lose after hour access to their buildings); what could be done in situations where professors force graduate students to work late hours (B Richardson indicated that any graduate students in this situation under a Graduate Research Assistant Fellowship (GRAF) contract could come and talk to her); *and* a GSA Councillor shared that within their department, they had a new safety officer, who was more proactive about ensuring students were not working after hours in the lab, and there was now better awareness that students working with hazardous substances should not be working after hours. B Richardson indicated these were the types of stories she was interested in hearing, and encouraged members to email her with any safety concerns or additional opinions on this matter.

    ii. **GSA Labour Relations Committee**

No meetings this reporting period.

16. Vice-President Student Services
i. Vice-President Student Services' Report
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted.

17. Senator
i. Senator's Report
No written report at this time.

18. Speaker
i. Speaker's Report
No written report at this time.

19. Chief Returning Officer
i. Chief Returning Officer's Report
No written report at this time.

20. GSA Nominating Committee
i. GSA Nominating Committee Report
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, K Gordon stated that she wanted to draw attention to the Early Call for Talent and Training, which was offered each year in advance of the GSA General Election. She added that the program provided training to individuals were interested in running for one of the GSA Directly-Elected Officer and GSA Councillor-at-Large positions. There was a dinner scheduled for 25 October, and the training sessions would begin on 29 October. She reported that there were posters advertising the Early Call program, and encouraged any interested GSA Councillors to take one to put up in their department.

21. GSA Elections and Referenda Committee
ii. GSA Elections and Referenda Committee Report
No written report at this time.

22. GSA Management
i. Executive Director's Report
Members had before them a written report, which had been previously distributed on 12 October 2018. The report stood as submitted. In addition, C Thomas stated that there was still a vacancy for a GSA Council member on the GSA Budget and Finance Committee (GSA BFC). It was emphasized that there was a minimal time commitment for this committee, with about 4 – 6 meetings each year, and that GSA BFC members did not need to have prior financial knowledge to join the committee.

Question Period

23. Written Questions
None at this time.

24. Oral Questions
None at this time.

The meeting was adjourned at 7:33 pm.

Graduate Students' Association
University of Alberta

Date: 8 November 2018
To: GSA Council
From: Sasha van der Klein
Re: 2018-2019 GSA Fall Term Budget and Expenditure Report

Dear Council Colleagues,

I am pleased to report we remain **on track overall after the end of the first six months of our fiscal year** and we are **projecting a positive balance** at the end of that year (the surplus we are projecting is down from that last year, which reflects that our spending thus far this year is more closely aligned with our initial budget). While the numbers we are projecting may change a bit as the remainder of the year unfolds, I have highlighted a few areas to draw to your attention 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 closely monitors these and, so far, we are on track.

Other Revenue
Currently no funds have been received in this revenue line as the Unwind Your Mind initiative that we previously applied to for funding of events such as GSA Coffee Breaks no longer exists. Also, we have not yet received the annual funding provided to us in connection with Studentcare's continuum funding (received in February of the 2017-2018 fiscal year).

Advocacy
As previously noted, expenses in this line are up over those from last year as, per the GSA Council approved operating budget, we are now paying all (rather than just a portion) of the Alberta Provincial Advocacy Council membership fee from our operating budget, rather than collecting a portion of it directly from graduate students via a dedicated fee unit. Likewise, the membership fee has increased since the previous fiscal year. This year the GSA has also participated in two meetings of the recently formed ThinkGrad group; as I have reported before, we continue to participate in this national group as observers to determine if there is a benefit to joining as full members.

Human Resources
As noted in the previous Term Financial Report, one of the GSA's part-time administrative/professional members retired from the organization at the end of April and so we will ultimately be underspent in the human resources budget line as a result and will adjust accordingly as we build the 2019-2020 operating budget.

Office Administration and Professional Costs
We are underspent in this line as a result of some savings across many of the individual expenditure lines in this category, especially in our telephone expenses.

Professional

In the interests of fulfilling our responsibilities as a trade union we have started the process of examining the mechanics of establishing and administering a strike fund by employing a law firm with a specialization in labour matters to do some preliminary research for the GSA. We are reviewing the results of this and also initiating discussions with other Alberta GSAs concerning the possibility of pooling resources with respect to a strike fund. A strike fund is relatively complex to establish and administer so we are proceeding cautiously and with all due diligence. Currently our consultants and legal fees lines are projected to be underspent.

Services Expenses

Spending is up in this line over last year because, as per the GSA Council approved budget, we increased the subsidies we provide to the Campus Food Bank, the Career Centre, and the Student Success Centre, as well increased the amounts available for engagement initiatives and graduate student group funding. Nevertheless, we are still projecting a surplus in this line.

Operating/Contingency Fund

Following up on the recent refurbishment of the GSA's public lounge space, we will be using a portion of this line to reconfigure space within the GSA office to ensure staff workspaces are reflective of their work task needs.

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

Sasha van der Klein, GSA President and Chair of the GSA Budget and Finance Committee
cc: GSA BFC members

Outline of Issue

GSA 2017-2018 Fall Term Budget and Expenditure Report

Suggested Motion for the GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2018-2019 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. The last update focused on the 2018-2019 GSA's fiscal year and was presented to GSA BFC, GSA Board, and GSA Council in June and July 2018.

The Financial Team (GSA Executive Director Courtney Thomas, CPA and GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, as well as GSA 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.

At its meeting of 24 October 2018, the GSA BFC received for information and forwarded to the GSA Board the GSA 2018-2019 Fall Term Budget and Expenditure Report. At its meeting of 31 October 2018 received for information and forwarded to GSA Council the GSA 2018-2019 Fall Term Budget and Expenditure Report. Members of the GSA BFC have been invited to attend the 19 November 2018 GSA Council meeting.

Additional information can be found in the attached draft cover letter.

Jurisdiction:

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a:
"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.6.4.a:
"The 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.3.3:
"The GSA BFC will receive for information and forward to the GSAB reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division."

Prepared by L Hareuther, C Thomas and J Tanguay for GSA Council 19 Nov 2018

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The Graduate Students' Association of the University of Alberta
2018-2019 GSA Operating Budget (including Capital Budget)
Budget and Expenditure Report
2nd Update, April to September 2018 actuals and October 2018 to March 2019 forecast

	CURRENT YEAR April 1, 2018 to March 31, 2019						PRIOR YEAR Comparative	
	2018-2019	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual 2017-2018
	Approved Budget	Apr 2018 to Sep 2018	Oct 2018 to Mar 2019				Apr 2017 to Sep 2017	Apr 2017 to Mar 2018
REVENUE								
GSA Fees Revenue	1,164,155	465,662	698,493	1,164,155	-	0%	453,335	1,171,822
Interest Income	12,000	10,670	6,000	16,670	4,670	39%	7,667	14,554
External Committed Funding	24,190	9,190	16,690	25,880	1,690	7%	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%	3,068	7,198
Total Revenue	1,241,807	505,603	742,564	1,248,167	6,360	1%	493,341	1,259,616
EXPENSES								
Governance	208,912	97,448	109,170	206,618	2,294	1%	95,030	195,207
Advocacy	47,269	12,533	34,736	47,269	-	0%	2,026	19,494
Human Resources	739,454	325,640	349,559	675,199	64,255	9%	306,328	642,766
Office Administration and Operational Costs	28,347	8,144	17,299	25,443	2,904	10%	12,283	25,690
Professional	65,000	26,323	31,295	57,618	7,382	11%	30,201	41,278
Services Expenses	96,800	51,158	42,606	93,764	3,036	3%	42,287	69,619
Operating/Contingency Fund	25,000	3,653	3,000	6,653	18,347	73%	184	3,340
Total Expenses	1,210,782	524,899	587,665	1,112,564	98,218	8%	488,339	997,394
BALANCE	31,025	(19,296)	154,899	135,603	104,578	337%	5,002	262,222

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 2018-2019 year subtracted by the approved budget amount. i.e. Total Revenue variance is 1,248,167 - 1,241,807 = 6,360
      for Expenses the variance is the approved budget amount subtracted by the total for the 2018-2019 year. i.e. Total Expenses variance is 1,210,782 - 1,112,564 = 98,218
Explanations for the variances are noted in the cover letter from the GSA President and in the attached narrative.
Projected surplus funds will be applied to the Financial Stabilization Fund.
For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2018-2019 GSA Restricted and Other Funding

Budget and Expenditure Report

2nd Update, April to September 2018 actuals and October 2018 to March 2019 forecast

	2018-2019 Approved Budget	Actual Apr 2018 to Sep 2018	Forecast Oct 2018 to Mar 2019	Total	Variance	% Variance	Actual Apr 2017 to Sep 2017	Total Actual 2017-2018 Apr 2017 to Mar 2018
	CURRENT YEAR April 1, 2018 to March 31, 2019						PRIOR YEAR Comparative	
Fundraised Activity								
GSA Planner	11,000	10,408	-	10,408	(592)	-5%	10,113	10,113
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)								
GSA Graduate Student Recognition Awards	18,000	-	18,000	18,000	-	0%	-	18,000
GSA Child Care Grants	254,720	187,000	67,720	254,720	-	0%	172,000	274,000
GSA Emergency Bursaries	143,280	39,426	103,854	143,280	-	0%	62,302	126,095
GSA Academic Travel Grants	398,000	216,520	181,480	398,000	-	0%	260,310	405,336
	814,000	442,946	371,054	814,000	-	0%	494,612	823,431
Other Restricted Funding								
CJSR Fees Collected - $1.00 per student goes to the radio station's operations	14,700		14,700	14,700	-	0%	-	15,063
GSAP (Graduate Student Assistance Program) Fees Collected	68,000	-	68,000	68,000	-	0%	-	76,194
Health Plan Revenue	1,588,007	-	1,588,007	1,588,007	-	0%	-	1,455,371
Dental Plan Revenue	1,186,903	-	1,186,903	1,186,903	-	0%	-	1,087,667
	2,857,610	-	2,857,610	2,857,610	-	0%	-	2,634,295
BALANCE	3,682,610	453,354	3,228,664	3,682,018	(592)	0%	504,725	3,467,839

Explanatory notes:

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

For further reference, see attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
	REVENUE	
	GSA Fees	

GSA Fees (annual membership fee)
 	
$1,164,155 budget
	• The Graduate Students' Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.
	• Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive:
	   o 40% advance in May based on the projected fall/winter enrollment;
	   o 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, *after the fall term 100% withdrawal deadline in October;*
	   o 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms*, after the winter term 100% withdrawal deadline in February;*
	   o Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.
		• **For 2018-2019, the projected GSA revenue is $1,164,155.** This is based on fees paid by a projected 6,035 full-time graduate students (6,035 @ $165.84 per graduate student) and a projected 1,313 part-time graduate students (1,313 @ $124.38 per graduate student).
		• **On target.**
		• **Actual April to September: $465,662**
		• **Forecast October to March: $698,493**
		• **The 2017-2018 actual was: $1,171,822**

	Interest Income	
Interest Income **$12,000 budget**	• Interest income on bank accounts is deposited monthly. • Previous years budgets included the income on the portfolio investments which is re-invested and is reported in the annual audited financial statements. Since this income is re-invested it was determined that it should not be part of the Operating Budget. • ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.	• **On target.** • **Actual April to September: $10,670** • **Forecast October to March: $6,000** • **The 2017-2018 actual was: $14,554**

Account Name and Budget	Brief Description	Narrative and Variance
	External Committed Funding	
Funding from the Dean of Students and the Dean of FGSR **$7,500 budget**	• 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.	• **On target.** • **Actual April to September: $9,190** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $9,190**
Funding from Studentcare **$5,190 budget**	• 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.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $5,190** • **The 2017-2018 actual was: $5,190**
Funding from TDIMM **$11,500 budget**	• 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.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $11,500** • **The 2017-2018 actual was: $11,500**
	Revenue from Commercial Activities	
Chopped Leaf (in Physical Activity and Wellness (PAW Centre) Revenue **$40,162 budget**	• 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.	• **On target.** • **Actual April to September: $20,081** • **Forecast October to March: $20,081** • **The 2017-2018 actual was: $40,162**
	Other Revenue	
Other Revenue **$1,300 budget**	• This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,300** • **The 2017-2018 actual was: $7,198**

GOVERNANCE		
	Directly-Elected Officer Stipends	
Directly-Elected Officers Stipends **$167,202 budget**	• Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2018-2019, the President receives an annual stipend of $39,809 and the four VP positions each receive $31,848. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw & Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b). • Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals.	• **On target.** • **Actual April to September: $83,368** • **Forecast October to March: $83,601** • **The 2017-2018 actual was: $164,205**
	Directly-Elected Officer Benefits	
GSA Health and Dental Plan **$2,550 budget**	• The 2018-2019 rate is $500.36 per DEO per annum.	• **On target.** • **Actual April to September: $2,502** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $2,502**
U-Pass **$2,220 budget**	• The U-Pass is set at $148 each term in 2018-2019 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.	• **On target.** • **Actual April to September: $1,465** • **Forecast October to March: $740.00** • **The 2017-2018 actual was: $2,158**
	Directly-Elected Officer Employer Contributions	
Employer CPP Contributions **$7,410 budget**	• This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $3,890** • **Forecast October to March: $3,520** • **The 2017-2018 actual was: $7,458**
Employer EI Contributions **$3,886 budget**	• This is the GSA's contribution for EI which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $1,938** • **Forecast October to March: $1,943** • **The 2017-2018 actual was: $3,765**

Directly-Elected Officers - Other Expenses		
Insurance **$1,271 budget**	• Directors and Officers Liability Insurance. Paid annually in January.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,271** • **The 2017-2018 actual was: $1,035**
Transition/Early Call for Talent **$4,848 budget**	• The Early Call for Talent and Training occurs in the fall. • Transition activity typically occurs in March and April.	• **On target.** • **Actual April to September: $1,008** • **Forecast October to March: $3,840** • **The 2017-2018 actual was: $883.00**
Training/Development **$3,051 budget**	• Expenses for the training and development of the DEOs to promote the effective performance of their duties.	• **On target.** • **Actual April to September: $295.00** • **Forecast October to March: $2,756** • **The 2017-2018 actual was: $563.00**
Directly-Elected Officers' Expenses **$2,698 budget**	• 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.	• **On target.** • **Actual April to September: $347.00** • **Forecast October to March: $2,351** • **The 2017-2018 actual was: $564.00**
GSA Board and Other Committee Expenses **$1,440 budget**	• Provision of light refreshments at weekly 10 a.m. - 12 p.m. GSA Board (GSAB) meetings.	• **On target.** • **Actual April to September: $252.00** • **Forecast October to March: $1,188** • **The 2017-2018 actual was: $3,154**
GSA Council Expenses		
GSA Council Food and Other Expenses **$4,680 budget**	• The estimate is based on 12 meetings per year at $390 per meeting. • Alternates between pizza and sandwich offerings.	• **On target.** • **Actual April to September: $1,460** • **Forecast October to March: $1,600** • **The 2017-2018 actual was: $3,490**
Election Expenses **$2,436 budget**	• This is used to cover expenses associated with the GSA General Election that takes place in February/March.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $2,436** • **The 2017-2018 actual was: $1,081**
GSA Council Speaker Honorarium	• Speaker is paid an honorarium for chairing (and related duties) each GSA	• **On target.**

$2,220 budget	Council meeting ($185 per meeting).	• **Actual April to September: $925.00** • **Forecast October to March: $925.00** • **The 2017-2018 actual was: $1,850**
Chief Returning Officer Honorarium **$1,500 budget**	• Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,500** • **The 2017-2018 actual was: $1,500**
Other Honoraria **$1,500 budget**	• 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.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,500** • **The 2017-2018 actual was: $1,000**
	ADVOCACY	
Government and External Relations **$16,763 budget**	• Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. • In its Strategic Work Plan (SWP), the GSAB identified the need for a strong voice at the table with government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.	• **On target.** • **Actual April to September: $4,640** • **Forecast October to March: $11,659** • **The 2017-2018 actual was: $4,315**
University Relations **$1,115 budget**	• Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses.	• **On target.** • **Actual April to September: $430.00** • **Forecast October to March: $685.00** • **The 2017-2018 actual was: $545.00**
ab-GPAC **$29,391 budget**	• 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 *Societies Act* in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.	• **On target.** • **Actual April to September: $7,464** • **Forecast October to March: $22,392** • **The 2017-2018 actual was: $14,634**

	HUMAN RESOURCES	
	Support Staff (Represented by NASA)	
Support Staff - Salaries **$204,435 budget**	• There are four full-time support staff positions (one is unfilled). • Includes contractual cost of living increases and one-time payments (e.g. responsibility pay). • The 2018-2019 budget is understated by approximately $58,000 due to an unfilled staff position.	• **On target.** • **Actual April to September: $99,846** • **Forecast October to March: $100,884** • **The 2017-2018 actual was: $195,639**
Support Staff – Benefits **$15,995 budget**	• In 2013 the GSA began to provide benefit compensation for support staff. The budget was calculated on the basis of 8% of salary.	• **On target.** • **Actual April to September: $7,988** • **Forecast October to March: $8,048** • **The 2017-2018 actual was: $15,673**
Support Staff – RRSP (NEW) **$21,993 budget**	• 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.	• **On target.** • **Actual April to September: $10,983** • **Forecast October to March: $11,058** • **New budget line for 2018-2019.**
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program **$1,593 budget**	• The 2018-2019 rate is $500.36 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is $21 per support staff per annum.	• **On target.** • **Actual April to September: $1,501** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $1,501**
Support Staff – Employer CPP Contributions **$7,692 budget**	• This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $4,960** • **Forecast October to March: $2,732** • **The 2017-2018 actual was: $7,680**
Support Staff – Employer EI Contributions **$3,606 budget**	• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $2,278** • **Forecast October to March: $1,328** • **The 2017-2018 actual was: $3,548**

Support Staff Development **$2,400 budget**	• The support staff NASA contract provides for support of $800.00 per support staff for courses related to staff development, commencing in 2016-2017.	• **On target.** • **Actual April to September: $976.00** • **Forecast October to March: $1,424** • **The 2017-2018 actual was: $887.00**
	Administrative/Professional Staff	
Administrative/ Professional Staff - Salaries **$356,308 budget**	• The Executive Director's (ED) salary and other employment related expenses are established in a contractual agreement. • The Associate and Assistant Director work full-time. • The Financial Manager and Chartered Accountant work part-time. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus.	• **Under budget.** • **Actual April to September: $149,281** • **Forecast October to March: $157,800** • **The 2017-2018 actual was: $326,543**
Administrative/ Professional Staff - Merit Pay **$33,300 budget**	• 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. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus.	• **Under budget.** • **Actual April to September: $7,026** • **Forecast October to March: $24,500** • **The 2017-2018 actual was: $27,776**
Administrative/ Professional Staff - Benefits **$25,867 budget**	• In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% of salary. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus.	• **Under budget.** • **Actual April to September: $11,097** • **Forecast October to March: $10,800** • **The 2017-2018 actual was: $25,197**
Administrative/ Professional Staff - RRSP **$35,566 budget**	• Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary. The GSA is working to provide a competitive benefit package for the administrative/professional staff and this line was increased from 6% to 11% in 2018-2019. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus.	• **Under budget.** • **Actual April to September: $15,258** • **Forecast October to March: $15,600** • **The 2017-2018 actual was: $15,748**

Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan **$2,655 budget**	• The 2018-2019 rate is $500.36 per administrative/professional staff per annum. • The GSAP is $21 per administrative/professional staff per annum. • The Labour Professional retired as of May 1, 2018 and this has created a budget surplus.	• **Under budget.** • **Actual April to September: $2,001** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $2,502**
Administrative/ Professional Staff - Employer CPP Contributions **$12,182 budget**	• This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $5,739** • **Forecast October to March: $7,740** • **The 2017-2018 actual was: $11,709**
Administrative/ Professional Staff - Employer EI Contributions **$5,711 budget**	• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **On target.** • **Actual April to September: $2,660** • **Forecast October to March: $2,520** • **The 2017-2018 actual was: $5,461**
	## Other HR Expenses	
Office Recognition **$1,220 budget**	• This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks).	• **Under budget.** • **Actual April to September: $300.00** • **Forecast October to March: $480.00** • **The 2017-2018 actual was: $458.00**
Professional Expense Allowance **$6,495 budget**	• Contractual arrangement with the ED. • Budget also used for the professional development of administrative/professional staff.	• **On target.** • **Actual April to September: $2,398** • **Forecast October to March: $4,097** • **The 2017-2018 actual was: $418.00**
Workers' Compensation **$2,136 budget**	• 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	• **On target.** • **Actual April to September: $1,302** • **Forecast October to March: $359.00** • **The 2017-2018 actual was: $1,947**

	each year.	
Parking $300 budget	• Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events.	• **Under budget.** • **Actual April to September: $46.00** • **Forecast October to March: $90.00** • **The 2017-2018 actual was: $78.00**
OFFICE ADMINISTRATION AND OPERATIONAL COSTS		
Capital Items $0.00 budget	• This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan (2014-2024). According to this plan no capital item purchases are required in 2018-2019.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $4,250**
Information Technology Service Agreement $6,000 budget	• 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.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $6,000** • **The 2017-2108 actual was: $6,000**
Telephone & Cable $4,330 budget	• Billed monthly.	• **Under spent.** • **Actual April to September: $1,549** • **Forecast October to March: $1,411** • **The 2017-2018 actual was: $3,107**
Office Supplies and Maintenance $6,509 budget	• General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.	• **Under spent.** • **Actual April to September: $1,924** • **Forecast October to March: $4,200** • **The 2017-2018 actual was: $2,245**
Computer Software $3,105 budget	• Monthly fees for Adobe Creative Cloud and for Smilebox, as needed. • Yearly upgrade costs for Sage Simply Accounting.	• **Under spent.** • **Actual April to September: $759.00** • **Forecast October to March: $1,928** • **The 2017-2018 actual was: $4,983**
Payroll and Banking Service Charges $1,732 budget	• The payroll processing charges to CERIDIAN (payroll service provider). • Business banking plan fees and corporate MasterCard annual fees.	• **Under spent.** • **Actual April to September: $712.00** • **Forecast October to March: $760.00** • **The 2017-2018 actual was: $1,351**

Photocopier Lease and Meter **$6,000 budget**	• 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.** • **Actual April to September: $2,664** • **Forecast October to March: $3,000** • **The 2017-2018 actual was: $5,472**
General Liability Insurance (Office) **$671 budget**	• General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.	• **Under spent.** • **Actual April to September: $535.00** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $535.00**
	PROFESSIONAL	
Financial Auditing **$12,200 budget**	• GSA has an annual audit performed by Collins Barrow. • Required by *Post-Secondary Learning Act* and submitted to the University Board of Governors.	• **Under spent.** • **Actual April to September: $11,550** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $11,588**
Consultants **$14,800 budget**	• Consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2018-2019.	• **Under spent.** • **Actual April to September: $3,498** • **Forecast October to March: $8,000** • **The 2017-2018 actual was: $700.00**
Investment Advisor **$12,000 budget**	• Investment advisor fees for ATB Investment Management Inc.	• **On target.** • **Actual April to September: $6,705** • **Forecast October to March: $5,295** • **The 2017-2018 actual was: $12,490**
Legal Fees - General **$26,000 budget**	• 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.	• **Under spent.** • **Actual April to September: $4,570** • **Forecast October to March: $18,000** • **The 2017-2018 actual was: $16,500**

	Services Expenses	
	Grants and Subsidies	
Academic Workshop Subsidies $9,000 budget	• Subsidies to the Academic Success Centre and the Career Centre increased in 2018-2019 to ensure that their graduate student programs can be accessed by more students. • Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.	• **On target.** • **Actual April to September: $9,000** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $5,500**
External Grants $2,400 budget	• Funds request for external grants such as a grant for the Student Advisors' Conference and International Week.	• **Under spent.** • **Actual April to September: $0.00** • **Forecast October to March: $1,550** • **The 2017-2018 actual was: $1,050**
Campus Food Bank $12,000 budget	• 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.	• **On target.** • **Actual April to September: $12,000** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $9,000**
	Graduate Student Groups	
GSA Council Remuneration $11,200 budget	• 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.	• **Over spent.** • **Actual April to September: $11,500** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $11,200**

GSA Graduate Student Group Grant
 	
$30,000 budget
	• The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:
	  ▪ Bring in special guest lecturers or host academic-style events.
	  ▪ Support the academic activities of graduate students.
	  ▪ Provide modest start-up funding for new groups.
	• Budget increased in 2018-2019 to meet strong demand for this grant.
		• **On target.**
		• **Actual April to September: $12,851**
		• **Forecast October to March: $17,194**
		• **The 2017-2018 actual was: $22,617**

	Other Expenses	
Annual Strategic Plan Initiatives **$3,000 budget**	• Any new GSAB Strategic Work Plan initiatives may be funded from this account.	• **On target.** • **Actual April to September: $293.00** • **Forecast October to March: $2,707** • **The 2017-2018 actual was: $3,760**
Engagement, Orientation, and Outreach **$20,000 budget**	• Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, and swag purchases. • Depending on student demand for the yearly planner, and the ad revenue, this budget can be used to cover the cost of printing additional planners.	• **Under spent.** • **Actual April to September: $5,515** • **Forecast October to March: $12,000** • **The 2017-2018 actual was: $8,577**
AMICCUS-C Membership **$700 budget**	• Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $700.00** • **The 2017-2018 actual was: $650.00**
GSA Awards Night **$8,500 budget**	• Expenses for the annual GSA Awards Night (normally in March). • Increase to the budget in 2018-2019 to improve the Awards Night experience.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $8,500** • **The 2017-2018 actual was: $7,265**
	Operating/Contingency Fund	
Operating /Contingency Fund **$25,000 budget**	• A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget. • Expenses this year have included the lounge refurbishment and purchase of new office chairs. • Budget line decreased as expenses to the budget line have been modest in recent years.	• **Under spent.** • **Actual April to September: $3,653** • **Forecast October to March: $3,000** • **The 2017-2018 actual was: $3,340**

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

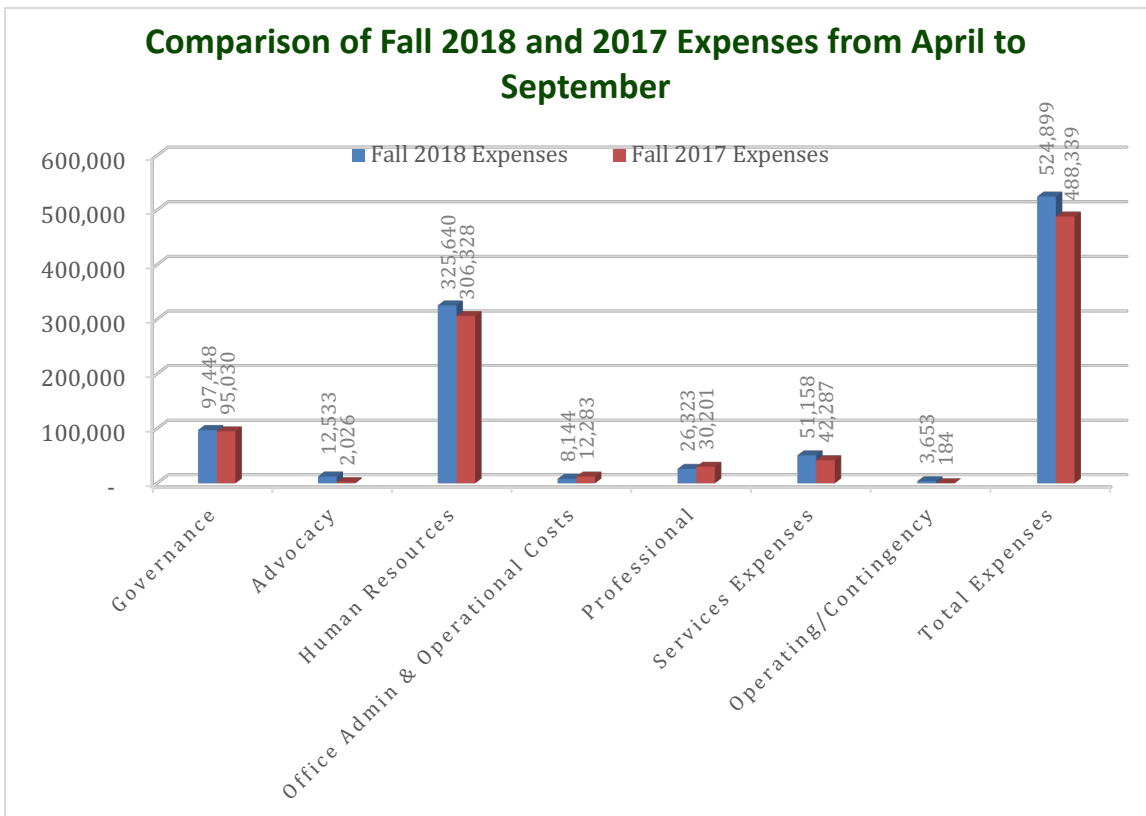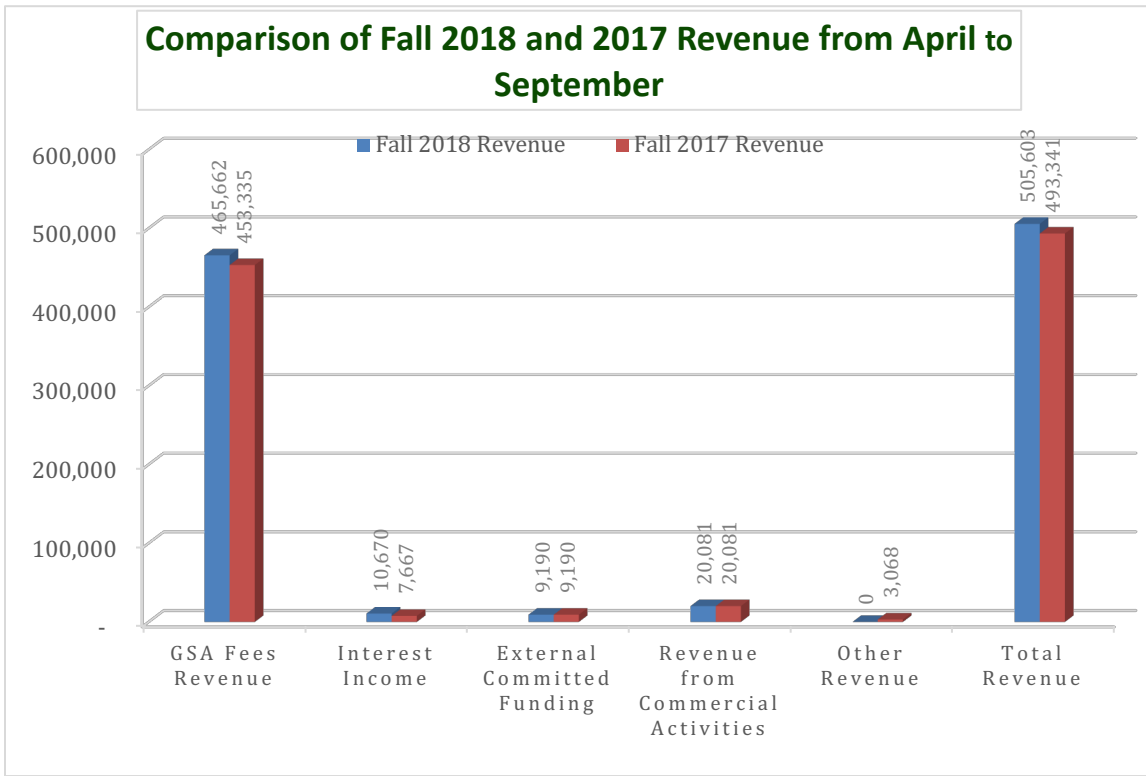| Account Name and Budget	Brief Description	Narrative
	Restricted and Other Funding	
	Fundraised Activity	
GSA Planner $11,000 budget	• The GSA sells advertising space in the yearly graduate student planner to subsidize printing costs.	• **On target.** • **Actual April to September: $10,408** • **Forecast October to March: $0.00** • **The 2017-2018 actual was: $10,113**
	Graduate Student Support Fund (GSSF) Projects (Restricted Revenue) Negotiations for the Memorandum of Settlement for the GSSF for 2018-2020 have not been completed. In 2017-2018 the Memorandum of Settlement provided for total funds of $814,000 for the GSSF and the budget is based on the anticipated funding remaining the same. Individual budgets have been set for the components of GSA Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards. Reallocation of funds between these components are done as necessary throughout the year.	
GSA Recognition Awards $18,000 budget	• Funds provide for various awards presented at the annual GSA Awards Night. • Revenue is received in the form of GSSF funds. • Expenses for the GSA Awards Night are processed in March.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $18,000** • **The 2017-2018 actual was: $18,000**
GSA Child Care Grants $254,720 budget	• 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.	• **On target.** • **Actual April to September: $187,000** • **Forecast October to March: $39,426** • **The 2017-2018 actual was: $274,000**
GSA Emergency Bursaries $143,280 budget	• 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.	• **On target.** • **Actual April to September: $39,426** • **Forecast October to March: $103,854** • **The 2017-2018 actual was: $126,095**
GSA Academic Travel Grants $398,000 budget	• Graduate students can apply for this award to participate in academic activities such as conferences and research trips. • Revenue is received in the form of GSSF funds. • Expenses are processed throughout the year.	• **On target.** • **Actual April to September: $216,520** • **Forecast October to March: $181,480** • **The 2017-2018 actual was: $405,336**
CJSR Fees	• The U of A campus radio station (CJSR) receives $1.00 per graduate student	• **On target.**

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

Account Name and Budget	Brief Description	Narrative
$14,700 budget	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.	• **Actual April to September: $0.00** • **Forecast October to March: $14,700.** • **The 2017-2018 actual was: $15,063**
GSAP (Graduate Student Assistance Program) $68,000 budget	• GSAP began in September 2009, and is funded in part by a $12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The $12 is split up as $4 per fall term, and $8 per winter term. • Revenue and the related expenses are processed in October and February.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $68,000.** • **The 2017-2018 actual was: $76,194**
Health Plan $1,588,007 budget	• This is the fee that is charged to graduate students for the health part of the Health and Dental Plan. • The 2018-2019 fee is $285.61 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,588,007** • **The 2017-2018 actual was: $1,455,371**
Dental Plan $1,186,903 budget	• This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan. • The 2018-2019 fee is $214.75 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.	• **On target.** • **Actual April to September: $0.00** • **Forecast October to March: $1,186,903** • **The 2017-2018 actual was: $1,087,667**

Comparison of GSA 2017-2018 and 2016-2017 Fall Term Revenue and Expense Charts – FOR INFORMATION

Comparison of Fall 2018 and 2017 Revenue from April to September

Comparison of Fall 2018 and 2017 Expenses from April to September

**The Graduate Students' Association
of the University of Alberta**

Dear GSA Council Colleagues,   4 October 2018

Attached you will find a proposal for recommended changes to GSA Bylaw and Policy on graduate student groups developed by the Vice-President Student Services (under whose portfolio graduate student groups falls) and myself. The recommended changes to GSA Bylaw and Policy presented in the attached proposal can be summarized thusly:

- Addition of former GSA Board Policy on GSA Council remuneration to GSA Policy, as well as the addition of some elements currently followed in practice but not contained with GSA Policy proper

- Renaming of "Academically-Related Graduate Student Groups" to "GSA Graduate Student Groups" (aligns with changes to GSA Policy on grants and awards approved earlier by GSA Council)

- Adding former GSA Board Policy concerning the definitions associated with academically-related graduate student group to GSA Policy, as well removing redundant definitions in order to streamline GSA Policy

- Moving the section of current GSA Bylaw on graduate student groups to GSA Policy, in keeping with the GSA's practice of keeping bylaw short and high-level and accompanied by more detailed policy

- Removing sections of current GSA Bylaw and Policy that are already contained within UAPPOL and the policy and procedure of Student Group Services

- Editorial revisions to the portfolio of the Vice-President Student Services to reflect the above-noted recommended changes

- Removing redundant wording and associated editorial updates

Please note that the recommended changes will not substantively alter the GSA's current practices with respect to either GSA Council remuneration or graduate student groups; they are aimed at streamlining our governing documents and providing enhanced clarity.

We look forward to discussing these recommended changes with you in October.

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

Fahed Elian,
GSA Vice-President Student Services

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<u>**Outline of Issue**</u>

Recommended Changes to GSA Bylaw and Policy and Addition of GSA Policy on Graduate Student Groups

Suggested Motion for the GSA Council:

> That the GSA Council, on the recommendations of GSA Governance Committee and GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy and the addition of GSA Policy on Graduate Student Groups, as shown in the attached double column document and effective upon approval by GSA Council.

NOTE 1: The recommended changes apply to Section C: GSA Council, GSA Bylaw, GSA Council; Section C: GSA Council, GSA Policy, GSA Council Attendance, Section N: Academically-Related Graduate Student Groups, GSA Bylaw Academically-Related Graduate Student Groups, and Section D: GSA Officers, GSA Policy, GSA Officer Portfolios. This document also introduces the new Section N: GSA Graduate Student Groups, GSA Policy, GSA Graduate Student Groups.

NOTE 2: The is the second reading of recommended changes to GSA Bylaw and first and only reading of recommended changes to GSA Policy. The first reading of recommended changes to GSA Bylaw was approved at the October GSA Council meeting.

Background:

At its meeting of 27 June 2018, the GSA Board approved a proposal to move the sections of GSA Board Policy dealing with GSA Council remuneration and the definitions of graduate student groups into GSA Policy. The GSA Board is now asked to recommend the addition of these sections to GSA Policy on GSA Council, alongside other recommended changes aimed at streamlining existing GSA Bylaw and Policy on graduate student groups.

The GSA Governance Committee review and recommend this proposal to GSA Council at its 24 September 2018 meeting. The GSA Board review and made its own recommendation to GSA Council at its 26 September 2018 meeting.

Please see the attached draft cover letter to GSA Council from the President and Chair of the GSA Governance Committee and the Vice-President Student Services for additional information.

Jurisdiction:

Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a
The GSA GC will *"advise GSA Council on GSA Bylaw, matters of GSA Policy not in the purview of any other GSA Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled GSA Council meeting."*

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A. BYL.1.2
"These Bylaws … may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart."

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 on Student Groups	
Current GSA Bylaw and Policy (*deletions noted by a strikethrough*) and **Proposed Changes** (*additions underlined*)	**Rationale/Background**
Section C: GSA Council	*No change.*
GSA Bylaw: GSA Council	
C.BYL.2.1 – C.BYL.2.2.b.iii	*No change.*
C.BYL.2.2.c <u>For the benefit of graduate students in each department, faculty, or extra-departmental unit at the University</u> ~~Departmental graduate student groups~~, as represented by their Departmental Councillors <u>or alternates</u> <u>that meet the attendance requirements, GSA Council remuneration will be provided</u> ~~will be eligible to receive a portion of the GSA Council remuneration budget~~ , <u>as</u> specified in GSA Policy.	*Moving away from the terminology of departmental graduate student groups, since if there is no departmental group to receive Councillor remuneration, the GSA works to provide the money to the department so that it can benefit the academic activities of its graduate students. GSA Board voted on 27 June 2018 to move the GSA Council remuneration process from GSA Board Policy to GSA Policy.*
GSA Policy: GSA Council Attendance	
C.POL.5 – C.POL.5.3.a	*No change.*
C.POL.5.3.b <u>The GSA will provide, for the benefit of graduate students in each department, faculty, or extra-departmental unit, remuneration based on a Departmental Councillor or alternate attendance rate of at least 50% at GSA Council meetings in a given year, which is defined as 1 May to the following 30 April.</u>	*Language was located within GSA Board Policy. GSA Board voted on 27 June 2018 to move the GSA Council remuneration process from GSA Board Policy to GSA Policy.*
C.POL.5.3.c <u>The yearly amount budgeted for GSA Council remuneration shall be divided equally amongst the total number of eligible departments.</u>	*See above rationale.*
C.POL.5.3.d <u>GSA Council remuneration funds will normally be distributed no later than 31 August of each year.</u>	*See above rationale.*
C.POL.5.3.e <u>GSA Council remuneration funds must be deposited within three (3) months of the funds being issued. Any GSA Council remuneration funds that have not been deposited within three (3) months from the date they were originally issued will not be re-issued and funds will be considered forfeit.</u>	*New statement to accord with best financial practices.*

C.POL.5.4 - C.POL.5.4.a	*No change.*
Section N: ~~Academically-Related~~ GSA Graduate Student Groups	*Simplifying the names of these groups. The eligibility criteria below outline that any group registered with the GSA must be academically-related.*
GSA Bylaw: ~~Academically-Related~~ GSA Graduate Student Groups	*See above rationale.*
N.BYL.1 General	*No change.*
N.BYL.1.1 ~~Any Academically-Related~~ GSA Graduate Student Group will be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.	*Simplifying the names of these groups. The eligibility criteria below outline that any group registered with the GSA must be academically-related.*
N.BYL.1.2 The GSA, the University of Alberta Office of the Dean of Students, and Student Group Services (SGS) are jointly responsible for the administration and oversight of such groups as per GSA Bylaw ~~on Academically-Related Graduate Student Groups and other relevant GSA Policy~~.	*GSA Board voted on 27 June 2018 to move information about graduate student groups from GSA Board Policy to GSA Policy.*
N.BYL.1.3 GSA Graduate Student Groups will be governed by GSA Policy (see Section N: GSA Graduate Student Groups, GSA Policy, GSA Graduate Student Groups).	*To align with conventions in other sections of GSA Bylaw (ie Section M, GSA Health and Dental Plan).*
GSA Policy: GSA Graduate Student Groups	*GSA Board voted on 27 June 2018 to move information about graduate student groups from GSA Board Policy to GSA Policy.*
Purpose: To outline policies and procedures related to GSA Graduate Student Groups.	*See above rationale.*
Scope: This policy governs procedures related to the registration requirements and privileges of student groups that register with the GSA through Student Group Services.	*See above rationale.*
Related GSA Bylaw and Policy Section D: GSA Officers, GSA Policy: GSA Officer Portfolios Section O: GSA Recognition Awards, GSA Policy: GSA Recognition Awards and Adjudication Criteria Section P: GSA Grants and Bursaries, GSA Policy: GSA Grant Application Policy and Information	*See above rationale.*

N.~~BYL~~POL.2 ~~Registration~~ Eligibility	*See above rationale.*
N.~~BYL~~.POL.2.1 In order to register ~~as an Academically-Related Graduate Student Group~~ with the GSA, a graduate student group must:	*Simplifying the names of these groups. The eligibility criteria below outline that any group registered with the GSA must be academically-related.*
N.~~BYL.2.1.a~~ POL.2.1.a Be registered annually as a student group with the University of Alberta, through Student Group Services, and comply with all relevant policies and procedures in University of Alberta Policies and Procedures Online, and GSA Bylaw and Policy,	*Streamlining language regarding registration requirements that are currently reflected in previous N.BYL.2.1.b, N.BYL.2.2, and N.BYL.2.2.a.*
N.POL.2.1.b Be non-commercial and exist for the purpose of organizing academically-related or professional development activities, as opposed to social functions or recreational activities,	*Language developed from GSA Board Policy. GSA Board voted on 27 June 2018 to move information about graduate student groups from GSA Board Policy to GSA Policy.*
N.~~BYL.2.1.b~~ POL.2.1.c Have an executive committee comprised of at least 3/4 graduate students. ~~As per the Student Groups Procedure in University of Alberta Policies and Procedures Online (UAPPOL), all of the executive members with voting privileges must also be currently part-time or full-time University of Alberta students~~, and	*Now addressed in N.POL.2.1.a, above. According to their own regulations, SGS only registers groups when all executive members are current part-time or full-time U of A students.*
N.~~BYL.2.1.c~~ POL.2.1.d Have a total membership of at least 2/3 graduate students~~,~~.	*Renumbering.*
~~N.BYL.2.1.d Submit bylaws or other governing documents to SGS that meet reasonable governance standards, at the discretion of SGS, and~~	*Proposal to remove this section, as this requirement will be met if the group is registered as a University of Alberta student group.*
~~N.BYL.2.1.e Any other roles or responsibilities set out in relevant GSA Bylaw, Policy, or Board Policy.~~	*Content incorporated into N.POL.2.1.a, above.*
~~N.BYL.2.2 As per the Student Groups Procedure in UAPPOL, a group's initial registration with the Office of the Dean of Students may occur at any time of the year; re-registration must be completed annually within two (2) months of the group's election of new executive members.~~	*See above rationale.*
~~N.BYL.2.2.a As such, it is the responsibility of Academically-Related Graduate Student Group to familiarize themselves with all policies pertaining to student group status, and to re-register within two (2) months of the group's election of new executive members to ensure their ongoing student group status.~~	*See above rationale.*

N.~~BYL.2.3~~ POL.2.2 The GSA reserves the right to suspend a GSA ~~n Academically-Related~~ Graduate Student Group's ~~GSA~~ registration, and all rights and privileges associated with such registration, and reserves the right to audit any GSA Graduate Student Group.	*Renumbering and simplifying the names of these groups; ability to audit a GSA Graduate Student Group is addressed in the current N.BYL.4.1, below.*
N.~~BYL.3~~ POL.3 Privileges	*Renumbering.*
N.~~BYL.3.1~~ POL.3.1 Only groups registered with the GSA may use the GSA's name or derivatives of that name ~~in their title and/ or promotional materials~~.	*No need to further limit the way in which these groups can use the GSA's name.*
N.~~BYL.3.2~~ POL.3.2 ~~Where there is a portion of the GSA's operating budget designated for grants to be paid to Academically-Related Graduate Student Group, o~~Only groups that are ~~fully~~ registered with the GSA are ~~will be~~ eligible to ~~receive a~~ apply for the GSA Graduate Student Group Grant and the GSA Graduate Student Group Award. For more information about the eligibility criteria, see ~~grant from that portion of the GSA's operating budget~~. Section O: GSA Recognition Awards, GSA Policy: GSA Recognition Awards and Adjudication Criteria and Section P: GSA Grants and Bursaries, GSA Policy: GSA Grant Application Policy and Information.	*A group cannot be partially registered with the GSA.*
~~**N.BYL.4 Responsibilities**~~	*Proposal to remove this entire section given that graduate student groups that register through Student Group Services are made aware of all of these responsibilities during the registration process.*
~~N.BYL.4.1 Academically-Related Graduate Student Group will manage their finances responsibly and maintain financial records, subject to auditing by the University of Alberta, SGS, or the GSA.~~	*See above rationale.*
~~N.BYL.4.2 Academically-Related Graduate Student Group will act on behalf of and for their members and according to all relevant regulations, including (but not limited to):~~	*See above rationale.*
~~N.BYL.4.2.a GSA Bylaw, Policy, and Board Policy pertaining to Academically-Related Graduate Student Groups,~~	*See above rationale.*
~~N.BYL.4.2.b The University of Alberta Code of Student Behaviour,~~	*See above rationale.*
~~N.BYL.4.2.c University of Alberta student group policies and procedures,~~	*See above rationale.*

N.BYL.4.2.d ~~The individual groups' own governing documents, as approved by SGS on delegated authority of the GSA through registration, and~~	*See above rationale.*
N.BYL.4.2.e ~~All applicable laws.~~	*See above rationale.*
N.BYL.4.3 ~~Academically-Related Graduate Student Group will serve their members in a way that is transparent, democratic, accountable, and fiscally prudent.~~	*See above rationale.*
N.BYL.4.4 ~~Academically-Related Graduate Student Group will promote community, benefit their members and the community, and be non-commercial.~~	*See above rationale.*
Section D: GSA Officers, GSA Policy, GSA Officer Portfolios	*No change.*
D.POL.4 – D.POL.9.1.b...	*No change.*
D.POL.9.1.c The VPSS is responsible for connecting with <u>GSA Graduate Student Groups and other student groups, and supporting said groups in their engagement with the GSA, as needed</u> ~~departmental graduate student associations, and supporting graduate student groups and graduate student engagement in the GSA~~.	*Streamlining section and updating to reflect the change in name for groups registered with the GSA.*
D.POL.9.1.d The VPSS will maintain awareness of <u>GSA Graduate S</u>student <u>G</u>groups with respect to risk management and work closely with the ED (or delegate) in this respect.	*Insertion of specific reference to GSA Graduate Student Groups.*
NO FURTHER CHANGES ASIDE FROM CROSS-REFERENCING ALL BYLAW AND POLICY FOR ANY REMAINING REFERENCES TO ACADEMICALLY-RELATED GRADUATE STUDENT GROUPS	

Graduate Students' Association
University of Alberta

Dear GSA Council Colleagues,   16 November 2018

Attached you will find a proposal for recommended changes to GSA Bylaw and Policy on GSA Council developed by the GSA Speaker (who is a non-voting member of the GSA Governance Committee and who is responsible for presiding over all meetings of GSA Council) and myself. The recommended changes to GSA Bylaw and Policy presented in the attached proposal can be summarized thusly:

- The Standing Orders of GSA Council currently exist as a freestanding document. It contains the rules by which GSA Council operates. The recommended changes have incorporated the core elements of the Standing Orders into current GSA Policy on GSA Council, and have made clarifications and removed redundancies where needed.

- The creation of a seat on GSA Council for an Indigenous graduate student. As members are aware, when myself and my Vice-Presidents developed the GSA Board Strategic Work Plan for 2018-2019 we included among our priorities:

    o "Initiatives and programs that specifically support Indigenous and international graduate students."

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

In pursuit of these goals, we discussed, among other matters, the lack of representation from Indigenous students in both the University and the GSA governance structure. Accordingly, over the summer, I (as GSA President) met with representatives from the Indigenous Graduate Students' Association (IGSA) to seek their assistance in developing a proposal concerning the addition of a seat for an Indigenous graduate student on GSA Council. As a result of those discussions, they have put forward the following background information regarding the creation of this seat:

    o "The Indigenous Graduate Student Association is a new graduate student group at the University of Alberta. We consist of graduate students who have come together from a variety of departments and faculties across the University of Alberta with the goal of expanding, developing and strengthening opportunities for Indigenous graduate student voices to be heard on campus

and in University governance. We support the creation of an Indigenous graduate student voting seat on the GSA Council for the following reasons.

(ONE) Alignment with broader institutional movements and previously established commitments: The greater institutions we live and work within (the University of Alberta, the Government of Canada, the United Nations) have recognized that making space for Indigenous peoples and their voices is a priority.

(TWO) Recognition: That Indigenous people in Canada have been historically and currently are marginalized in decision-making.

(THREE) Representation: Indigenous graduate students are found in every department and faculty at our University. However, there is no forum at the graduate level for these students to bring forth their specific concerns related to being an Indigenous student except through their departmental or faculty GSA representative. We suggest that Indigenous students rarely, if ever, approach their departmental or faculty GSA representative to carry forth a specific issue related to Indigenous graduate students, and we suspect that non-Indigenous GSA student representatives may not feel comfortable or equipped to bring these issues forward."

- Myself and my Vice-Presidents agree strongly with the points they put forward and, following this conversation, we developed this proposal, which details that the seat will be filled by an appointment process carried out by the IGSA and subject to the same GSA Council attendance and remuneration policies as departmental representatives, and clarifies that the representative will also be eligible to be elected by GSA Council to serve on various GSA Standing Committees.

- The recommended changes outline what occurs in the case of a tie vote within GSA Council and GSA Standing Committee, which is not addressed in current GSA Bylaw and Policy. Current practice is that a tie is considered a loss and the addition of wording to this effect is recommended.

We look forward to discussing these recommended changes with you in November.

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

and

Pranidhi Baddam,
GSA Speaker and non-voting member of the GSA Governance Committee

Outline of Issue

Recommended Changes to GSA Bylaw and Policy and Addition of GSA Bylaw and Policy on GSA Council and GSA Standing Committees

Suggested Motion for the GSA Council Board:

That the GSA Council, on the recommendations of GSA Governance Committee and GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy, Section C: GSA Council and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

NOTE 1: The recommended changes apply to Section C: GSA Council, GSA Bylaw, GSA Council; Section C: GSA Policy, GSA Council; Section C: GSA Council, GSA Policy, GSA Council Attendance; and Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees.

NOTE 2: The is the first reading of proposed changes to GSA Bylaw, proposed changes to GSA Policy are presented for information. The second reading of proposed changes to GSA Bylaw and approval of proposed changes to GSA Policy will be presented at the November GSA Council meeting.

Background:

The attached proposal for recommended changes to GSA Bylaw and Policy address the following:

- The addition of a seat on GSA Council for a representative from the Indigenous Graduate Students' Association, following consultation with this group over the summer.

- On the recommendation of the GSA Speaker, integrating the Standing Orders of GSA Council (currently a separate document) into existing GSA Bylaw and Policy on GSA Council, in the interests of streamlining the GSA's governing documents.

- The addition of language concerning what occurs in the event of a tie vote in a GSA Council or GSA Standing Committee meeting to align with current practice that a tie is considered a loss.

The GSA Governance Committee reviewed and recommended this proposal to GSA Council at its 25 October 2018 meeting. The GSA Board reviewed and made its own recommendation to GSA Council at its 31 October 2018 meeting.

Please see the attached cover letter to GSA Council from the President and Chair of the GSA Governance Committee and the GSA Speaker for additional information.

Jurisdiction:

Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a
The GSA GC will *"advise GSA Council on GSA Bylaw, matters of GSA Policy not in the purview of any other GSA Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled GSA Council meeting."*

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A. BYL.1.2
"These Bylaws … may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart."

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."

Recommended Additions to GSA Bylaw and Policy (GSA Council) and Rescision of the Standing Orders of GSA Council	
Current GSA Bylaw and Policy (*deletions noted by a strikethrough*) and **Recommended Changes** (*additions underlined*)	**Rationale/Background**
Section C: GSA Council	*No change.*
Purpose and Scope: This bylaw and associated policies govern procedures related to GSA Council, as well as attendance at GSA Council.	*No change.*
Definitions: "Working Day" is defined as a day that the GSA office is open	*No change.*
Other Specifically Related Sections of GSA Governing Documents: GSA Bylaw and Policy, Section D: GSA Officers, GSA Policy, GSA Officer Portfolios	*No change.*
C.BYL.1 …	*No change.*
C.BYL.2 General	*To parallel other sections of GSA Bylaw indicating the presence of an associated governing Policy.*
C.BYL.2.1 GSA Council and attendance at GSA Council will be governed by GSA Policy (see Section C: GSA Council, GSA Policy, GSA Council and Section C: GSA Council, GSA Policy, GSA Council Attendance).	*See above rationale.*
~~C.BYL.2 C.BYL.3.2.c …~~	*Recommended removal as incorporated into proposed sections of GSA Policy, below.*
~~C.BYL.3.2.d A petition signed by at least one hundred (100) members of the GSA.~~	*Recommended removal as a petition process already exists in the* PSLA.
~~C.BYL.3.3 C.BYL.4.1 …~~	*Recommended removal as incorporated into proposed sections of GSA Policy, below.*
GSA Policy: GSA Council	*Recommended relocation of items currently in GSA Bylaw (C.BYL.2-C.BYL.4) to GSA Policy (in keeping with the GSA's convention of having Bylaw be very high level and accompanied by more detailed Policy).*
C.POL.1 GSA Council Composition	*See above rationale.*
C.POL.1.1 GSA Council is comprised of:	*See above rationale.*
C.POL.1.1.a All Directly-Elected Officers (DEOs) as voting members,	*See above rationale.*
C.POL.1.1.b All GSA Council-Elected Officers and Deputies as non-voting members,	*See above rationale.*

C.POL.1.1.c One (1) graduate student elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program (Departmental Councillors) as voting members,	*See above rationale.*
C.POL.1.1.d One (1) Councillor elected by the Indigenous Graduate Students' Association (IGSA) as a voting member,	*See above rationale and recommended addition of a seat for the Indigenous Graduate Students' Association.*
C.POL.1.1.d Ten (10) Councillors-at-Large (CALs) as voting members, and	*Recommended relocation of items currently in GSA Bylaw (C.BYL.2-C.BYL.4) to GSA Policy (in keeping with the GSA's convention of having Bylaw be very high level and accompanied by more detailed Policy).*
C.POL.1.1.e The GSA Directors as non-voting members.	*See above rationale.*
C.POL.1.2 Departmental Councillors and the IGSA Councillor, and their alternates, will be elected (or, in the case of alternates, appointed) annually for a one (1) year term by graduate students from their department ('constituents') or from the membership of the IGSA according to their own procedures or their group Constitution.	*See above rationale and recommended addition of a seat for the Indigenous Graduate Students' Association.*
C.POL.1.2.a The duties of Departmental Councillors and the IGSA Councillor will be:	*See above rationale.*
C.POL.1.2.a.i To act as the primary liaison between the GSA and their constituents, including sending their constituents a brief report on GSA Council meetings and soliciting feedback,	*Recommended relocation of items currently in GSA Bylaw (C.BYL.2-C.BYL.4) to GSA Policy (in keeping with the GSA's convention of having Bylaw be very high level and accompanied by more detailed Policy).*
C.POL.1.2.a.ii To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place, and	*See above rationale.*
C.POL.1.2.a.iii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.	*See above rationale.*
C.POL.1.2.b For the benefit of graduate students in each department, faculty, or extra-departmental unit at the University, as represented by their Departmental Councillors or alternates that meet the attendance requirements, GSA Council remuneration will be provided, as specified in GSA Policy, GSA Council Attendance.	*See above rationale.*
C.POL.1.2.b.i The IGSA will be provided with GSA Council remuneration, as specified in GSA Policy, GSA Council Attendance.	
C.POL.1.3 CALs will be members of the GSA, excluding associate members, elected annually, with their terms to run from 1 May until 30 April of the following year.	*See above rationale.*
C.POL.1.3.a In the case of CALs, 'constituents' will refer to all members of the GSA.	*See above rationale.*

C.POL.2.3.b Substantive agenda items are circulated to GSA Council members at least one (1) week prior to the date of the meeting on instruction of the Speaker. Substantive items received after this will be added to the agenda at the discretion of the Speaker. Reports for information are circulated the Friday (or Thursday, in the event of a holiday related closure of the GSA office) before a Monday meeting.	*See above rationale.*
C.POL.2.3.c Changes to the agenda made at meetings require a two-thirds majority vote.	*See above rationale.*
C.POL.2.4 Special Meetings of GSA Council	*Recommended relocation of items currently in GSA Bylaw (C.BYL.2-C.BYL.4) to GSA Policy (in keeping with the GSA's convention of having Bylaw be very high level and accompanied by more detailed Policy).*
C.POL.2.4.a Special meetings of GSA Council will have specific and limited agendas and may be called when important matters arise for decision either between regular meetings or at a time when pressure of business would not allow them to be adequately disposed of at a scheduled meeting. Procedures governing scheduled meetings will apply to special meetings.	*See above rationale.*
C.POL.2.4.b With reasonable notice (when possible five (5) working days), special meetings will be called by the Speaker following receipt of any of the following:	*See above rationale.*
C.POL.2.4.b.i A Motion of GSA Council at any GSA Council meeting,	*See above rationale.*
C.POL.2.4.b.ii A Motion of the GSAB, or	*See above rationale.*
C.POL.2.4.b.iii A ~~petition~~ request to the GSAB made ~~signed~~ by ten (10) or more members of GSA Council~~, to be received by the GSAB, or~~	*Recommended to not use the terminology of petitioning as a petition process already exists in the* PSLA, *distinct from this different process of the GSA.*
C.POL.2.4.c Any request for a special meeting of GSA Council as ~~denoted~~ ~~in Section C.BYL.3.2~~ above will specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated ~~by GSA Bylaw~~, be restricted to the specified purpose of the meeting.	*Editorial and recommended relocation of items currently in GSA Bylaw (C.BYL.2-C.BYL.4) to GSA Policy (in keeping with the GSA's convention of having Bylaw be very high level and accompanied by more detailed Policy).*
C.POL.3 Procedure at GSA Council Meetings	*Recommended relocation of the current Standing Orders of GSA Council to GSA Policy.*
C.POL.3.1 The duties of the Speaker are outlined in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios.	*See above rationale.*
C.POL.3.1.a If the Speaker is unable to perform any of his/her duties, the Deputy Speaker will act. If neither is available, the President and the Executive Director (ED) (or delegate) will consult on the action(s) to be taken.	*See above rationale.*

C.POL.3.2 Motions (formal proposals that GSA Council take certain actions), are normally accompanied by a Notice of Motion (advance written notice that a Motion will be presented and debated at an upcoming meeting of GSA Council). Notices of Motion must be presented in time to be circulated with the first mailing of the GSA Council material, as described above.	*See above rationale.*
C.POL.3.2.a To move a Motion, voting members of GSA Council must first be recognized by the Speaker. A Motion must be seconded; a second simply indicates that the seconder agrees that the Motion should be debated and not that the seconder necessarily favours the Motion.	*See above rationale.*
C.POL.3.2.b During discussion and debate, voting members of GSA Council may:	*See above rationale.*
C.POL.3.2.b.i Move an amendment to a Motion. Amendments to a Motion must be germane; that is, they must be closely related to the subject of the Motion.	*See above rationale and removal of language concerning friendly amendments (overly complicated and never used before by GSA Council).*
C.POL.3.2.b.ii Move a Motion to Defer, which enables the discussion of a substantive issue to be put off to a later, specified time.	*See above rationale.*
C.POL.3.2.b.iii Move a Motion to Table, which allows GSA Council to lay aside a Motion until some future time. This Motion is not debatable, except with respect to when the Motion will return to GSA Council.	*See above rationale.*
C.POL.3.2.c Following discussion and debate, a Motion goes to a vote.	*Recommended inclusion of text from the GSA Council Handbook in GSA Policy.*
C.POL.3.2.c.i A majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed.	*See above rationale.*
C.POL.3.2.d Voting members of GSA Council may also:	*Recommended relocation of the current Standing Orders of GSA Council to GSA Policy.*
C.POL.3.2.d.i Move a Motion to Refer, which allows GSA Council to refer an issue to another body, usually a GSA Standing Committee.	*See above rationale.*
C.POL.3.2.d.ii Move a Motion to Rescind, which allows GSA Council to cancel or stop an entire Motion that had already been adopted.	*See above rationale.*
C.POL.3.2.d.iii Move a Motion to Reconsider, which allows GSA Council to return to a Motion that has been voted on at the meeting, in an instance where new information emerges or the situation changes, allowing GSA Council to consider and vote anew, as if GSA Council had not previously voted on the Motion.	*See above rationale.*

C.POL.3.2.e GSA Council may choose to close meetings by a simple majority vote, in which case only GSA Council members and GSA staff may attend; others wishing to attend must have permission extended by GSA Council following a vote.	*See above rationale.*
C.POL.3.2.e.i Open session minutes of GSA Council will be posted on the GSA website. Closed session minutes are confidential.	*See above rationale.*
C.POL.3.3 Prerogatives of GSA Council Members	*See above rationale.*
C.POL.3.3.a After being recognized by the Speaker, any member of GSA Council may:	*See above rationale.*
C.POL.3.3.a.i Ask a question for information,	*See above rationale.*
C.POL.3.3.a.ii Provide a Point of Information (request or provide information),	*Recommended inclusion of text from the GSA Council Handbook in GSA Policy.*
C.POL.3.3.a.iii Provide a Point of Order (ask that the Speaker enforce procedures governing GSA Council),	*See above rationale.*
C.POL.3.3.a.iv Provide a Point of Personal Privilege (protest a personal remark),	*See above rationale.*
C.POL.3.3.a.v Call the Question (call for a vote on an associated Motion if it is felt that there has been a fulsome discussion and it is time to move to a vote), or	*See above rationale.*
C.POL.3.3.a.vi Motion for adjournment (separate from the adjournment as listed on the meeting agenda); this Motion must be moved and seconded by voting members, is not debatable, and requires a majority vote to pass.	*Recommended relocation of the current Standing Orders of GSA Council to GSA Policy.*
C.POL.3.4 If a member of GSA Council considers that a ruling made by the Speaker is not in order, they may appeal the Speaker's ruling. If this happens, the Speaker will give a brief explanation of their ruling. After questions and debate, the Speaker then asks voting members to vote on whether their ruling is upheld. If the ruling of the Speaker is overturned, the Speaker is bound to take the necessary remedial action to correct the situation.	*See above rationale.*
GSA Policy: GSA Council Attendance	*No change.*
C.POL.5 – C.POL.5.2	*No change aside from renumbering C.POL.5 – C.POL.5.2.e to C.POL.4 – C.POL.4.2.e.*

C.POL.4.2.a The Speaker, <u>Deputy Speaker,</u> Chief Returning Officer (CRO), <u>Deputy Returning Officer (DRO),</u> and Senator are expected to attend all GSA Council meetings.	*Editorial, to reflect the current content in C.POL.5.2.d.*
C.POL.<s>5.</s><u>4.</u>2.b	*Renumbering.*
C.POL.<s>5.</s><u>4.</u>2.c If the CRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the <s>Deputy Returning Officer (DRO)</s>. If the CRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the DRO, the Speaker, in consultation with the DRO and the ED (or delegate), will consider what action(s) should be taken.	*Editorial.*
C.POL.5.2.d – C.POL.5.2.e	*No change aside from renumbering C.POL.5.2.d – C.POL.5.2.e to C.POL.4.2.d – C.POL.4.2.e*
C.POL.<s>5.</s><u>4.</u>3 Departmental Councillors and <u>the Representative of the Indigenous Graduate Students' Association</u>	*Recommended addition of a seat for the Indigenous Graduate Students' Association.*
C.POL.<s>5.</s><u>4.</u>3.a It is a duty of <s>a</s> Departmental Councillor<u>s and the Indigenous Graduate Students' Association (IGSA) Councillor</u> "to attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place" (Section C: GSA Council, <s>GSA Bylaw, GSA Council, Section C.BYL.2.2.b.ii</s> <u>GSA Policy, GSA Council, Section C.POL.1.2.a.ii</u>). If both the Departmental Councillor and the alternate cannot attend a meeting, they will provide an advance written reason to the Speaker. If a Departmental Councillor<u>,</u> or alternate<u>, or the IGSA Councillor, or alternate,</u> misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings within a year, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED, will declare the position vacant and seek to have the position filled (see Section C: GSA Council, <s>GSA Bylaw, GSA Council, Section C.BYL.2.2.a</s> <u>GSA Policy, GSA Council, Section C.POL.1.2.a</u>).	*Recommended addition of a seat for the Indigenous Graduate Students' Association.*
<s>C.POL.5.3.b The GSA will provide, for the benefit of graduate students in each department, faculty, or extra-departmental unit, remuneration based on a Departmental Councillor or alternate attendance rate of at least 50% at GSA Council meetings in a given year, which is defined as 1 May to the following 30 April.</s>	*Replaced by new C.POL.4.3.b, below, which also recommends the addition of a seat for the Indigenous Graduate Students' Association.*

C.POL.4.3.b The GSA will provide, for the benefit of graduate students in each department, faculty, or extra-departmental unit, and for the benefit of graduate students represented by the IGSA, remuneration based on an attendance rate of at least 50% at GSA Council meetings in a given year, which is defined as 1 May to the following 30 April, by a Departmental Councillor, or alternate, and the IGSA Councillor, or alternate.	*See above rationale.*
C.POL.~~5.3.c~~ 4.3.c The yearly amount budgeted for GSA Council remuneration shall be divided equally amongst the total number of eligible ~~departments~~ recipients.	*Recommended addition of a seat for the Indigenous Graduate Students' Association.*
No further changes aside from renumbering the rest of the GSA Council Attendance policy and cross-checking all other sections of GSA Bylaw and Policy for any needed numbering updates or references to now amended sections and to the Standing Orders of GSA Council.	
GSA Policy: GSA Standing Committees	*No change.*
F.POL.2 General	*No change.*
F.POL.2.1-F.POL.2.5 …	*No change.*
F.POL.2.6 GSA Standing Committees will consider any matters referred to them by GSA Council, the GSA Board (GSAB), the President, or the ED (or delegate).	*No change.*
F.POL.2.6.a A majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed.	*To parallel recommended language in the section on GSA Council.*
No further changes aside from adding to Section H that the IGSA Councillor may serve on the GSA ACB.	

> **The Standing Orders of GSA Council will be rescinded as content has been relocated to GSA Policy, as outlined in the above double column document.**

Standing Orders of GSA Council

GSA Council Meeting Procedures
Authority of GSA Council:

Post-Secondary Learning Act:

95(2)d:"The council of a student organization may make bylaws governing … the calling of meetings of the council and the quorum and conduct of business at those meetings."

Composition of GSA Council: As set out in Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.2.1, GSA Council is comprised of the following:

- "All Directly-Elected Officers as voting members,
- All Council-Elected Officers and Deputies as non-voting members,
- One (1) graduate student elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program (Departmental Councillors) as voting members,
- Ten (10) Councillors-at-Large (CALs) as voting members, and
- The GSA Directors as non-voting members."

Meetings of GSA Council: The Speaker of GSA Council sets the meeting dates annually. GSA Council normally meets monthly on Mondays at 6:00 pm. If lacking sufficient agenda items, up to two (2) meetings may be cancelled at the discretion of the Speaker and President – but never two (2) sequential meetings.
GSA Council meetings are attended by GSA Council members, GSA management, staff and invited guests. Members of the public are required to sign in with the Speaker and will be given a guest placard. They may not speak or vote. GSA Council may choose to close meetings by a simple majority vote, in which case only GSA Council members and GSA staff may attend; others require a GSA Council vote.

Special meetings have specific and limited agendas and may be called when important matters arise for decision either between regular meetings or at a time when pressure of business would not allow them to be adequately disposed of at a scheduled meeting. Provisions governing scheduled meetings shall apply to special meetings. With reasonable notice (when possible five (5) working days ("Working Day" means a day the GSA office is open)), special meetings may be called by the Speaker following receipt of any of the following (as set out in Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.3.2):

- "A Motion of GSA Council at any GSA Council meeting,
- A Motion of the GSA Board,
- A petition signed by ten (10) or more members of GSA Council, to be received by the GSA Board, or
- A petition signed by at least one hundred (100) Members of the GSA."

Quorum for any GSA Council meeting shall consist of thirty (30) voting members of GSA Council.

GSA Council Coordinator and Recording Secretary: The GSA Executive Director will assign a manager as the Coordinator of GSA Council and a staff member as Recording Secretary to GSA Council.

Normal Agenda Template:

I: Approval of Agenda
II: Approval of Minutes
III. Receiving Names of New Councillors and Introductions
IV: Presentations and Councillor Announcements
V: Action Items, Elections, Appointments, Special Business, Updates
VI: Reports from Directly-Elected Officers, GSA Committees and Management, and Questions
VII: Question Period
VIII: Adjournment

Agenda: Agenda items normally come to GSA Council from the GSA Board or other GSA Standing Committees. Councillors who wish to place an item on the Agenda should contact the Speaker.

Copies of the first Agenda mailing (ie the bulk of the agenda material) is sent to all GSA Council members at least one (1) week prior to the date of the meeting by the Recording Secretary to GSA Council on instruction by the Speaker. Substantive items received after this initial mailing date are added at the discretion of the Speaker. Reports for information are emailed the Friday before a Monday meeting.

Changes to the Agenda made at meetings require a two-thirds majority vote of those present.

Minutes: GSA Council Minutes are taken by the GSA Council Recording Secretary and are circulated with the Agenda for the following meeting. Open session Minutes are posted on the GSA website. Closed session Minutes are confidential; brief notes will be taken by the Executive Director or delegate.

Role of Speaker: "The Speaker is responsible for presiding over all meetings of GSA Council" (Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.3.3.a). The Speaker strives to act in a neutral capacity and maintains order and decorum in GSA Council so that GSA Council can conduct its business in a fully-informed, fair fashion. If the Speaker is unable to perform any of his/her duties, the Deputy Speaker will act. If neither is available, the President will act.

Attendance: Attendance at GSA Council is governed by GSA Policy. See Section C: GSA Council, GSA Policy, GSA Council Attendance.

Discussion: The Speaker regulates the flow of discussion.

Motions: A Motion is a formal proposal that the GSA Council take certain action. To move a Motion, the member of GSA Council is recognized by the Speaker (ie raise your hand). A Motion must be seconded; a second simply indicates that the seconder agrees that the Motion should be debated and not that the seconder necessarily favours the Motion.

Notice of Motion: A Notice of Motion is a written advance notice that a Motion will be presented and debated at a future meeting of GSA Council. It must be presented in time to be circulated with the first mailing of the Agenda. Contact the Speaker for details.

Amendments to a Motion: An amendment must be germane; that is, it must be closely related to the subject of the Motion. Friendly Amendments are those which are acceptable to the mover and seconder of the Motion being amended.

Motion to Refer: A Motion to Refer allows GSA Council to refer an issue to another body, usually a committee of GSA Council.

Motion to Defer: A Motion to Defer enables the discussion of a substantive issue to be put off to a later, specified time.

Motion to Table: A Motion to Table allows GSA Council to lay aside a Motion until some future time. This Motion is not debatable, except with respect to when the Motion will return to GSA Council.

Motion to Rescind: A Motion to Rescind allows GSA Council to cancel or stop an entire Motion that had already been adopted.

Motion to Reconsider: A Motion to Reconsider allows GSA Council to return to a Motion that has been voted on *at the meeting*, in an instance where new information emerges or the situation changes, allowing GSA Council to consider and vote anew, as if GSA Council had not previously voted on the Motion.

Motion to Adjourn: This Motion must be seconded, is not debatable, and requires a majority vote of those present.

GSA Council Members' Prerogatives: Any member may ask a question for information or about the decorum of GSA Council.

Voting: Voting is by majority vote of those present unless otherwise stated. Abstentions are called for at the discretion of the Speaker.

Councillor Voting Ethics: All members of GSA Council are charged with promoting and protecting the well-being of the GSA and serving their constituents. Councillors are charged with acting ethically and rising above local interests.

Challenging the Speaker: If a member of GSA Council considers that a ruling made by the Speaker is not in order, a Councillor may appeal the Speaker's ruling. If this happens, the Speaker will give a brief explanation of his/her ruling. After questions and debate, the Speaker then asks this question: "Is the ruling of the Speaker upheld?" A majority (or tied) vote is needed for approval of the Speaker's ruling. If the ruling of the Speaker is overturned, the Speaker is bound to take the necessary remedial action to correct the situation.

November 2nd, 2018

To Whom It May Concern:

RE: Establishment of Indigenous Graduate Student Seat within the GSA

The newly formed Indigenous Graduate Student Association (IGSA) aims to serve all Indigenous graduate students (both Masters and PhD level) within the University of Alberta. They have completed the necessary paperwork to become an official student group, which has provided them the opportunity to elect a governing executive to speak on behalf of students. This group has filled a gap at the university by creating a formal mechanism for Indigenous graduate students to organize, come together to share ideas, and also support each other. While the membership of this group continues to grow, it is vital that IGSA be incorporated into university governance from the outset. As Dean of the Faculty of Native Studies and Co-Lead of the Indigenous Initiatives Office (in the Office of the Provost and Vice-President Academic) I am writing in support of the establishment of an Indigenous Graduate Student Association's representative seat on the Graduate Student Association.

While the Faculty of Native Studies (FNS) already holds a seat within GSA for our student body, it is important to note that FNS does not and cannot speak on behalf of all Indigenous graduate students. Furthermore, the Faculty of Native Studies is a student-centred, research-oriented faculty that provides a common ground for all students regardless of ethnic background to learn, research, explore, and critically examine the historical and contemporary experiences of Native peoples and communities, and their relationships with Canada and other countries. Therefore, it would be a disservice to the FNS students and all Indigenous Graduate Students at the University of Alberta to conflate the role of FNS and IGSA within the GSA.

In the spirit of reconciliation, I encourage the GSA to establish a voting seat on its council for the Indigenous Graduate Student Association to represent the voices of **all** Indigenous graduate students at the University of Alberta.

Pishshapmishko,

_____

Dr. Chris Andersen
Professor and Dean
Faculty of Native Studies
2-31 Pembina Hall
University of Alberta
Edmonton, AB, CANADA
T6G 2H8

Interim Co-Lead, Indigenous Initiatives
Office of the Provost, University of Alberta
2-40 South Academic Building
Edmonton, AB T6G 2G7

Member, Royal Society of Canada's College of New Scholars, Artists and Scientists

Outline of Issue

Recommended Changes to GSA Bylaw and Policy on GSA Officer Portfolios

Suggested Motion for the GSA Council:

> That the GSA Council, on the recommendations of the GSA Governance Committee and the GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy on GSA Officer Portfolios and GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council.

NOTE: The proposed changes apply to Section D: GSA Officers, GSA Policy, GSA Officer Portfolios and Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees.

Background:

The recommended changes are administrative and editorial in nature and can be summarized as follows:

- Moving several sections of GSA Board Policy to GSA Policy (including the status of the President as the official spokesperson of the GSA; the requirement that the President determine a line of succession for the position of President (currently stipulated in GSA Policy but with the associated process noted only in GSA Board Policy) and for chairing GSA Board meetings); the role of the GSA Board with respect to the selection of GSA Presidential Citation recipients; and the role of the three GSA Councillors serving on the GSA Board)

- Addition to GSA Policy of the current practice associated with the appointment of the GSA's third member to the Alberta Graduate Provincial Advocacy Council

- Various editorial revisions

The GSA Governance Committee reviewed and recommend this proposal to GSA Council at its 24 September 2018 meeting. The GSA Board reviewed and made its own recommendation to GSA Council at its 26 September 2018 meeting.

Jurisdiction:

Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a
The GSA GC will *"advise GSA Council on GSA Bylaw, matters of GSA Policy not in the purview of any other GSA Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled GSA Council meeting."*

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A. BYL.1.2
"These Bylaws … may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart."

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."

Recommended Additions to GSA Bylaw and Policy (Officer Portfolios and Standing Committees)	
Current GSA Bylaw and Policy (*deletions noted by a strikethrough*) and **Proposed Changes** (*additions underlined*)	**Rationale/Background**
Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Section D.POL.5, President	*No change.*
D.POL.5.1 - D.POL.5.1.a …	*No change.*
D.POL.5.1.b The President is the official spokesperson of the GSA.	*The GSA Board voted on 27 June 2018 to move this from GSA Board Policy to GSA Policy in order to preserve GSA Board Policy as containing only high-level administrative/operational policies.*
D.POL.5.1.~~b~~ c Prior to the first meeting of the GSAB for new DEOs, ~~T~~ the President will name an Executive Vice-President and, should the President be unable to act for any reason (eg illness, research field trip), as determined by the Speaker and ED, the Executive Vice-President will assume the President's duties; any such instance will be reported to GSA Council at its next subsequent meeting. At this time, the President will also name a ~~A~~ second Vice-President ~~will also be designated~~ to serve as Acting President should the President and Executive Vice-President be unable to act for any reason.	*The GSA Board voted on 27 June 2018 to move this from GSA Board Policy to GSA Policy in order to preserve GSA Board Policy as containing only high-level administrative/operational policies.*
D.POL.5.1.c.i The designation of Executive Vice-President and line of succession for Acting President will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.	*See above rationale.*
D.POL.5.1.c.ii In the event of multiple, overlapping absences on the part of the President, the Executive Vice-President, and the other Vice-President named in the line of succession for Acting President, the President, in consultation with the ED (or delegate), will name another available Vice-President to serve as Acting President during the period of absences. This will ensure that the GSA is able to fulfill its fiduciary duties and oversee the running of its corporate infrastructure in the event of such absences. In case of emergency, when no DEO is available, the ED (or delegate) will call on the Speaker or Deputy Speaker to represent the GSA.	*See above rationale.*
D.POL.5.1.d Prior to the first meeting of the GSAB for new DEOs, the President will designate three (3) Vice-Presidents to serve successively as Acting Chairs of the GSAB if the President is unable to serve as the Chair for any reason (eg illness, research field trip). The line of succession for Chair of the GSAB will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.	*See above rationale.*

D.POL.5.1.e The President, along with the Vice-President External (VPE), leads the GSA on the Alberta Graduate Provincial Advocacy Council (ab-GPAC). In advance of any deadline established by the ab-GPAC, and in consultation with the ED (or delegate) and the other DEOs, the President will appoint the GSA's third member to ab-GPAC. The appointment will be reported to the GSAB and GSA Council.	*Addition to procedure concerning the appointment of the GSA's third member of ab-GPAC; moving practice into GSA Policy.*
D.POL.5.1.f – D.POL.5.1.f.i	*No change.*
~~D.POL.5.1.f.ii Playing a lead role in provincial lobbying, along with the Vice-President External (VPE).~~	*Recommended removal as covered in proposed D.POL.5.1.f.ii, below.*
~~D.POL.5.1.f.iii Active participation in any national, provincial, and municipal advocacy groups or initiatives in which the GSA is involved, along with the VPE, and~~	*Recommended removal as covered in proposed D.POL.5.1.f.ii, below.*
~~D.POL.5.1.f.iv~~ D.POL.5.1.f.ii Advocating for graduate student issues at the municipal, provincial, and federal levels, <u>including active participation in any national, provincial, and municipal advocacy groups or initiatives in which the GSA is involved,</u> along with the VPE.	*See above.*
D.POL.5.1.g – D.POL.5.1.o	*No change.*
D.POL.5.1.p The position of President requires daily contact with the ED (or delegate) and Executive Coordinator (EC), weekly contact with the ED (or delegate) on financial matters, ~~daily or weekly contact with the VPL as needed,~~ and at least weekly contact with the ~~VPE,~~ Vice-President Academic (VPA), <u>VPE, Vice-President Labour (VPL),</u> and Vice-President Student Services (VPSS).	*Editorial, to reflect practice.*
D.POL.5.1.q - D.POL.7.2.a …	*No change.*
D.POL.7.2.b The VPE sits on the following University boards and committees:	*No change.*
D.POL.7.2.b.i ~~The Athletics and Recreation Fees Advisory Group,~~ <u>Committees related to Athletics and Recreation issues, budgets and fees,</u>	*Editorial; committee's name has changed multiple times so a more generic reference to athletic fees committees is recommended.*
D.POL.7.2.b.ii ~~The Residence Budget Advisory Committee,~~ <u>Committees related to residence issues, budgets, and fees,</u>	*Editorial; committee's name has changed multiple times so a more generic reference to residence committees is recommended.*
D.POL.7.2.b.iii The Council on Student Affairs, which the VPE may delegate,	*No change.*
D.POL.7.2.b.iv The Alumni Council and other Alumni Committees,	*No change.*
D.POL.7.2.b.v Committees related to student life (including those associated with student grants~~,~~ <u>and</u> awards~~, and residences~~), and	*Editorial; covered in recommended D.POL.7.2.b.ii, above.*

D.POL.7.2.b.vi Committees related to <u>community and University engagement</u> ~~the Festival of Ideas~~.	*Editorial; recommend a more generic reference to engagement committees.*
D.POL.7.3 Qualifications	*No change.*
D.POL.7.3.a Candidates should have some experience with student life <u>and residence</u> issues.	*Editorial.*
No further changes.	
Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3, GSA Board	*No change.*
F.POL.3.1 Composition	*No change.*
F.POL.3.1.a The President as Chair <u>(see also Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, President, Section D.POL.5.1.d)</u>.	*Addition of a cross-reference to above proposed policy concerning line of succession for the chair of the GSAB.*
F.POL.3.1.b - F.POL.3.1.d …	*No change.*
F.POL.3.1.e Up to three (3) members of GSA Council elected by GSA Council as non-voting members.	*No change.*
<u>F.POL.3.1.e.i These GSA Council members are expected to provide a link between the DEOs and GSA Council. Accordingly, they present information, as needed, to GSA Council when GSAB business is discussed and, likewise, represent the voice of GSA Council at GSAB meetings and advise DEOs on matters discussed by the GSAB.</u>	*The GSA Board voted on 27 June 2018 to move this from GSA Board Policy to GSA Policy in order to preserve GSA Board Policy as containing only high-level administrative/operational policies.*
F.POL.3.2 Mandate	*No change.*
F.POL.3.2.a - F.POL.3.2.e …	*No change.*
<u>F.POL.3.2.f For the GSAB's responsibilities with respect to the provision of GSA President's Citations, see GSA Board Policy, GSA President's Citation: Terms of Reference.</u>	*Insertion of cross reference to relevant GSA Board Policy.*
No further changes. All sections of GSA Bylaw and Policy have been cross-referenced to ensure that references to these former GSA Board Policies are amended to reflect their new position in GSA Bylaw and Policy.	

GSA NOMINATING COMMITTEE (GSA NoC)
GSA Councillor-at-Large GSA Council Election (2 POSITIONS):
5 NOMINEES

There are currently two (2) GSA Councillor-at-Large vacancy for a graduate student. As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). This position was advertised in the GSA newsletters of 2 November and 8 November 2018 with a nomination deadline of 14 November 2018. Five (5) nominations were received.

There will be a paper ballot vote held at the 19 November 2018 GSA Council meeting.

If you and your alternate are unable to attend the 19 November 2018 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 19 November 2018 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Prerit Budhiraja (Mechanical Engineering)**
2. **Harleen Kaur Dhaliwal (Agriculture, Food, and Nutritional Sciences)**
3. **Peter Jun (Rehabilitation Science)**
4. **Ronan Noble (Pediatrics)**
5. **Kanishk Patel (Mechanical Engineering)**

Jurisdiction:

Section I: Elections, GSA Policy, Elections, Section I.POL.16.3
"In the event that any CAL positions are not filled by the end of the GSA General Election, or a CAL position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement. If the matter is urgent, GSA Council can hold this election electronically."

The names and biographies received for the five (5) nominees are __BELOW on pages 11.1 - 11.7.__ Biographies and resumes are presented as __received__ (ie not edited).

Nominations for GSA Councillor-at-Large (GSA CAL)
(2 Vacancies for Graduate Students)
Five (5) Nominees

1. Prerit Budhiraja

Other governance bodies you currently serve on (whether GSA or UAlberta)	None

Statement of Interest
Being responsible for devising, critiquing and implementing numerous strategies for customer acquisition and market research during my previous professional experience, I possess tremendous decision making and analytical skills. I strongly believe that this skill set will be pivotal in making correct use of my vote during the monthly GSA Council meet. Moreover, as a placement coordinator for my university during my bachelors, I liaised with over a hundred recruiters along with managing and guiding students seeking employment opportunities. This experience made me assimilate the importance of prioritizing tasks and helped me in judging different situations correctly to take unbiased decisions. Henceforth, with conviction, I can vouch for the fact that I will be able to guide and help my department representatives in making logically correct decisions. Undoubtedly, my work involved the use of exemplary soft, negotiation and networking skills. These will come in handy in achieving this year's strategic work plan of foster, advocate, support and connect.
Bio
I was born and brought up in India. After completing my high school, I realized the omnipresent role that science plays in our daily lives, this lead me to undertake my bachelors in Mechanical Engineering. I completed my degree of Bachelors of Technology from Amity University in New Delhi, India. Having an interest to thrive outside the classroom, I completed extra courses like six sigma, risk management, digital marketing and product design in conjugation with my bachelors. Subsequently, working in the field of business development for almost one year, I gained interest in officiating, managing and completing projects. I strongly believed that my engineering acumen coupled with my managerial experience would transform me into an erudite for the industry. Henceforth, I decided to pursue Masters in Engineering Management at the University of Alberta. Currently, I am a full time international student here and I am in my first year.
Summary Resume

I completed my bachelors with a CGPA of 7.01 in first division. Being a firm believer of continuous growth, I applied and got elected as one of the placement coordinators for my university. In a span of two years, working in a team of 20 students taught me the importance of cooperation and team skills. Managing hundreds of students at one time also contributed towards my ability to take spontaneous decisions. To compliment my theoretical knowledge, I became an executive member of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers). Not only did it help me to fathom numerous concepts but I learnt the skills of organizing and running workshops. My work experience at Think and Learn Pvt Ltd and Magnum Telesystem Pvt Ltd was a great learning curve for me. Gaining deep insight on formulating business strategies, positioning and selling products on the right time at the right price contributed in developing my impeccable problem solving skills. Throughout my career, I made myself an integral part in community development. Being an avid dog lover, I volunteered for Society for the prevention of cruelty to animals (SPCA) and helped in the adoption of 45 dogs. As a member of Deepalaya, I conducted surveys in 15 slum areas to draft a report on the availability of basic needs of food, cloth and shelter. At the University of Alberta, I got selected as an Open House Ambassador (OHA) for the Open House Event held on 20th October, 2018. I contributed by officiating guided tours and information sessions. Also, I am available at the time when the council meets.

2. Harleen Kaur Dhaliwal

Other governance bodies you currently serve on (whether GSA or UAlberta)	No

Statement of Interest
In my two years of working experience as a technical executive, I have honed my skill set and accomplished a great deal. My responsibilities while working with different department caused me to develop my skills in problem-solving, decision making and complaint resolution. Throughout my industrial career, I have contributed to positive business results through effective organization prioritization. During my masters, I was a part of the hostel committee headed by the general secretary where the monthly meetings were conducted to discuss about the student issues on the food quality, menu and cleanliness etc. My strengths are an ideal match for the Councillor-at-Large position requirements and will be an immediate value to the committee.
Bio
I am from India. After obtaining a B.tech degree in Food technology, I did my masters in Food biotechnology. I then worked for two years in the research and development department of an Indian based MNC specialising in the innovative flavours and fragrances. My two year work experience has helped me gain a clear insight in the food industry and helped me in developing my interpersonal and communicational skills.
Summary Resume
I am working on a Ph.D. in Food Science and Technology studying the effects of hurdle technologies on low moisture food safety. My work and academic experiences have helped me developing analytical ability to understand and assimilate issues quickly and to review and clarify them regarding any conflict. Due to my flexible schedule, I can accommodate any meeting scheduled for the committee.

3. Peter Jun

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

Statement of Interest
I am currently serving as a board of directors in a non-profit scholarship foundation in Edmonton, where I also servied as an executive board member for a year. I was a VP executive in a departmental student association during my undergraduate years. The skills I gained from these experiences would be invaluable to the GSA Council. Also having done Masters degree at a different instituition could bring refreshing point of view to the council. As a parent and a PhD candidate, I can understand and speak for many facets of the grad student life which would be perfect for the role of Councillor-at-large.
Bio
I was born and raised in Korea until I was 19 years old. I finished my BSc in Molecular Biology and Genetics at the University of Guelph (2008). I earned my MSc in Kinesiology (biomechanics) at the Western University (2014). I was a member of a Chamber Ensemble and played in basketball and volleyball intramural teams during my undergraduate years. During my MSc I taught anatomy and biomechanics as a TA. I am happily married and have a daughter. I play violin and volunteer in an Ensemble group that visits and performs music at the various hospitals in Edmonton thoughout the year.
Summary Resume
I am a PhD candidate in Rehabilitation Science at the Faculty of Rehabilitation Medicine. I work at the Rehab Robotics Lab in ECHA with Dr. Greg Kawchuk. My research area is in low back pain and spine biomechanics. I also have a part-time job as a technology coach at the Faculty of Education. I used to work as a research assistant at the Glenrose Rehabilitation Hospital before I started PhD program. I have been volunteering for the Korean Scholarship Foundation in Edmonton for the past 2 years planning career conferences and hosting award ceremonies.

4. Ronan Noble

Other governance bodies you currently serve on (whether GSA or UAlberta)	NA

Statement of Interest
The skills I've gained from my time as the former (2017-2018) president of the mechanical engineering society will translate to the position of GSA Councilor. I have spent two years representing my former department in the Dalhousie Student Union, and believe I represented my classmates well not only at council meetings but also at weekly meetings with my department head. Furthermore as a first year student, I hope to express the interests of recently enrolled graduate students at these meetings, something hopefully of importance to this committee.
Bio
I was born and raised in Edmonton. After graduating from Jasper Place High School I obtained a degree in mechanical engineering at Dalhousie University (2018). While at Dalhousie I represented my class on the student council in my third year and was elected president of my class in my final year of undergrad, during this time I never missed a council meeting. I was also heavily involved in Dalhousie motorsports where I represented my school at international races, and rowed competitively on my University crew, something I hope to continue at the University of Alberta. I have volunteered at the Edmonton folk music festival for the past three years, and have founded a university climbing club.
Summary Resume
I am a first year MSc student in the department of Pediatrics studying the effects of maternal iron deficiency on the neonatal heart in Dr. Stephane Bourque's Lab. During my undergrad I worked as a summer student studying the effects of maternal iron deficiency on neonatal vascular function, this lead to my in my interest in neonatal cardiology. In the past I have been a TA for undergraduate courses and volunteered as a peer mentor. As I am just beginning my masters I will build my schedule around committee meetings.

5. Kanishk Patel

Other governance bodies you currently serve on (whether GSA or UAlberta)	None

Statement of Interest
I have volunteered for several organisations in India and abroad. During my volunteership with AIESEC, Russia I gained excellent communication skills which can help represent interests of graduate students at the GSA council. During my volunteership and research internship in Czech republic i came across myriad cultures and different people. My strong interpersonal skills could be an asset to GSA at the University of Alberta, where international students form a significant part of overall UofA community. Apart from this i have volunteered for various Non Profit Organisations in India, 'Kartavya', 'Fast Forward India' and 'Samitra' which aim at poverty eradication and community welfare. Working with them inculcated in me a strong sense of community building along with leadership and management qualities. As a graduate student at the University of Alberta my strong passion for community building and will to solve problems at the gound level can be an asset to GSA.

Bio
I am Kanishk Patel and i was born in a India and prety much lived my whole life there untill University of Alberta provided me with an opportunity to pursue masters in mechanical Engineering. My father is a government officer and is an active political member in India while my mother being a house wife. I am fluent in English, Hindi and Gujarati, which along with being my mother tongue is also a state language. I completed my undergraduation in Mechanical Engineering from Indian institute of Technology(Indian School of Mines), Dhanbad in May, 2017. During my undergraduation i was an actively involved in the student body and served on various committees responible for dispute resolution, social work and representing interest of students. During my undergraduation various research and volunteering opportunities helped me visit various place in India and roughly 10 countries across the globe. During my visits i often tried to learn languages and so i can understand some slovak languages including russian. I am active person and love to participate in sports. Here at UofA i am a member of Teble Tennis club and regularly follow kickboxing.

Summary Resume
Currently I am a first year Student in the Department of mechanical engineering pursuing research on the flow of fluids under the supervision of Alexandra Komrakova. After completion of my undergraduation i worked as research Assistant at the Indian

institutte of Technolgy, Mandi untill i started my masters at the University of Alberta. At presently at the university i am active member of Friends Across Campus(FAC) and I am also trying to develop a social and active photography group for graduate students. I am willing to provide my valuable time to GSA council meetings on Monday.

GSA NOMINATING COMMITTEE (GSA NoC)

GSA APPEALS AND COMPLAINTS BOARD (GSA ACB) (THREE (3) POSITIONS FOR A GSA MEMBER AND ONE (1) POSITION FOR A DEPARTMENTAL COUNCILLOR):
THREE (3) NOMINEES

Information regarding the position for one (1) Departmental Councillor was circulated on two (2) instances via email to GSA Council with a deadline of 13 November 2018. No nominations were received. This vacancy will be advertised again. Information regarding the three (3) vacancies for graduate students was advertised in the GSA newsletters of 2 November and 8 November 2018 with a nomination deadline of 13 November 2018. Three (3) nominations were received. The nominees were then interviewed by members of GSA NoC: GSA NoC Vice-Chair Kenzie Gordon conducted one (1) interview, and GSA NoC members Ahsan Ahmed and David Tandio together conducted two (2) interviews. These members have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present for all three interviews. During each of the interviews, the nominees were asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness).

There will be a paper ballot vote held at the 19 November 2018 GSA Council meeting.

If you and your alternate are unable to attend the 19 November 2018, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 19 November 2018 in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures

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

1. **Ludwig Paul Cabling (Civil and Environmental Engineering)**
2. **Ryan D'Orazio (Computing Science)**
3. **Marla Palakkamanil (Public Health)**

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

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

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

Jurisdiction:
Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.1.b
"Four (4) Departmental Councillors, alternates, or recent former Departmental Councillors, elected by GSA Council as voting members."

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

The names and biographies received for the three (3) nominees are BELOW on pages 11.8 - 11.13. The biographies and brief resumes are presented as received (ie not edited).

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Nominations for GSA Appeals and Complaints Board (GSA ACB)
(3 Vacancies for Graduate Students)
Three (3) Nominees

1. Ludwig Paul Cabling

Other governance bodies you currently serve on (whether GSA or UAlberta)	None

Statement of Interest
I have extensive skills in communication and collaboration developed from various positions held in academia and retail. I have worked with a broad group of people and stakeholders from government, industry, and the community. Particularly with regards to intercultural experience, I have spent two summers as an intern abroad and have consistenty been involved with international groups and opportunities. My values in transparency and objectivity aligns with the mandate of this committee in acting impartially and neutrally. My independent mindset has been shaped by my experience in research and academia, and influenced by various internship opportunities and mentorships. I am confident in holding the responsibilities for this committee position.

Bio
Having been raised in the Philippines and later in Canada, I am able to speak Filipino/Tagalog and am proficient in French at an intermediate-to-professional level. My affinity for languages has also led me to an intermediate proficiency in Spanish, having taken courses in high school and university. While pursuing a BSc degree in Earth and Atmospheric Sciences (Fall 2017) at the University of Alberta, I spent a summer as an intern in Dresden, Germany, became involved with two research projects, and received two embedded certificates with my degree (Certificate in Sustainability; Certificate in Community Engagement and Service-Learning). Since starting graduate school, I have gone back to Germany for an international entrepreneurship study tour and interned at the Norwegian University of Life Sciences in the previous summer. I have volunteered with various organizations as an english teaching assistant and as an advocate for community solar energy implementation in Alberta.

Summary Resume
I am a University of Alberta graduate with a BSc in Earth and Atmospheric Sciences (Human Geography minor) and am now completing my first year as an MSc student in Environmental Science at the Department of Civil and Environmental Engineering. My current research focuses on evaluating the environmental impacts of emerging wastewater treatment systems using life cycle assessment. In the final semester of my undergraduate studies until the beginning of my graduate program, I have been

involved with several reserach projects under three different professors. I have worked on a broad range of topics, from hydrologic modelling, sustainable wastewater treatment alternatives, and community-based research. Additionally, I have worked as a teaching assistant for a second-year environmental engineering course for civil engineering students. In my time at the University of Alberta, I have participated in several international opportunities, based in various cities in Europe. I am currently completing my course requirements for my program while conducting my research. My schedule is flexible to be able to accommodate sitting on this committee.

2. Ryan D'Orazio

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

Statement of Interest
My first job was a camp counselor, where I was trusted by my supervisor to watch over many kids. Often times there would be disagreements among children and I had to impartially mediate the situation and decide the appropriate action to take. In this experience, I learned to remain neutral in difficult situations and how to make difficult decisions that may involve disciplinary actions. I also learned the importance of understanding the various points of view of all parties involved. Additionally, I have also worked at various companies including research teams where I learned the value of being an independent thinker. I was also not afraid to express my point view to my superiors and learned how to do so respectfully.
Bio
I am from Montreal, Quebec, where I completed my B.Sc. in Actuarial Mathematics. I also participated in the co-op program where I worked at various financial and insurance institutions in Toronto. Throughout my studies in Montreal, I was involved with my local rugby club, volunteering for the junior team and playing on the senior team. After working for a year in insurance after my B.Sc. I decided to pursue a M.Sc. in computing science at the UofA. I enjoy playing many sports and currently play intramural soccer and regularly rock climb at the University of Alberta.
Summary Resume
Academically, I completed my B.Sc. in Actuarial Mathematics and am interested in research areas in artificial intelligence including A.I. safety. I have also completed 6 actuarial professional exams before starting my masters, including areas such as probability, economics, finance, and machine learning. Professionally, I've held internship positions in finance, life insurance, auto insurance, and reinsurance. I have also worked a year at TD insurance within one of their research teams. I have also held other positions like being a camp counselor and a tutor for high-school and college math. I currently am a teaching assistant for a first-year computer science course.

3. Marla Palakkamanil

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

Statement of Interest
In my role as Clinical Consultant Pharmacist with Medical Pharmacies Group Limited, I have been able to proficiently deal with a wide set of challenges at each of my five continuing care facilities. For example, there have been several instances of differing opinions, objectives, and some cases, friction between the pharmacy staff, facility staff, and facility management. In such situations, I took the lead to build consensus and ensured all parties were correctly understood and a resolution achieved. I was able to curb potential conflicts by gaining trust, actively listening and dealing with issues head-on. In addition, my experience as a dance instructor has taught me to be mindful of holding a positive disposition and outlook on life. As a leader, I believe it is important to elicit feedback and input from my own dance teacher, students, and their parents. In doing so, I am able to understand and incorporate new perspectives within my role as an instructor.

Bio: A brief description of yourself and your background.
I was born and raised in Edmonton, and am of East Indian heritage. I graduated from pharmacy school in 2014 from the University of Alberta, and have been practicing as a clinical pharmacist since then. I have been trained in the classical Indian dance forms of Kathak and Bharathanatyam for the past 25 years. I have performed at various festivals in Canada and the United States. I have also toured across India, performing in seven major cities. Since 2006, I have been working as a dance instructor at the Usha Kala Niketan School of Dance. In addition to dance, I enjoy playing sports and as well as cooking and reading. I also thoroughly enjoy travelling.

Summary Resume: A brief description of your academic, professional, and volunteer work as it pertains to this position.
I am in my final year as an MSc student at the School of Public Health. Having completed all coursework, I am in the process of writing my thesis on concurrent opioid and antidepressant use. I have a flexible schedule at this time, and would be able to accommodate sitting on a busy committee. Prior to returning to school this past September, I worked as a clinical consultant pharmacist with Medical Pharmacies Group Limited. In this role, I was responsible for

caring for over 464 patients across five continuing care facilities in Edmonton, Ponoka, Drayton Valley, and Wetaskiwin. I would regularly review patients' medications, and provide recommendations to physicians to optimize the service of care provided. In collaboration with the physician, I would lead a team of other healthcare professionals (nurses, occupational therapists, social workers) through patient care rounds each week to discuss patients' concerns, and review lab values, appropriate use of antipsychotics, behavioral changes, and recommend modifications to their medications, when appropriate.

I am currently serving as a dance instructor on the weekends. I also volunteer on campus as a USchool Classroom Mentor.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA BOARD (GSAB) (1 POSITION FOR A GSA COUNCIL MEMBER):
1 NOMINEE

Yilina Liubaoerjijin stepped down from her position on the GSAB, leaving one (1) vacancy for a non-voting member on the GSAB. Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 14 November 2018. One (1) nomination was received.

The GSAB is the senior administrative authority of the GSA. As set out in GSA Bylaw and Policy (pending 19 November 2018 approval; previously GSA Board Policy), GSA Councillors on GSAB "are expected to provide a link between the DEOs and GSA Council. Accordingly, they present information, as needed, to GSA Council when GSAB business is discussed and, likewise, represent the voice of GSA Council at GSAB meetings and advise DEOs on matters discussed by the GSAB."

There will be a paper ballot vote held at the 19 November 2018 GSA Council meeting.

If you and your alternate are unable to attend the 19 November 2018, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 19 November 2018 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Milad Rezvani Rad (Mechanical Engineering)**

GSA Council Members Leaving GSAB: Yilina Liubaoerjijin (Rehabilitation Science)

GSA Council Member Staying on GSAB: Dylan Ashley (Computing Science), Nuayni Liang (Councillor-at-Large, Agricultural, Food, and Nutritional Sciences)

Jurisdiction:
Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.1.e
"Up to three (3) members of GSA Council elected by GSA Council as non-voting members."

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 name and biography received for the one (1) nominee is BELOW on pages 11.15 - 11.16. The biography and resume is presented as received (ie not edited).

Nomination for GSA Board (GSAB)
(1 Vacancy for a GSA Councillor)
One (1) Nominee

1. Milad Rezvani Rad

Other governance bodies you currently serve on (whether GSA or UAlberta)	--Inside the University of Alberta: *GSA Council *Mechanical Engineering Graduate Students Association (MEGSA) *Iranian Students' Association of University of Alberta (ISAUA) --Out of University of Alberta: *Student Board Member, ASM International Thermal Spray Society *Member, The Green SEAM Training Committee (GSTC)

Statement of Interest
I have learned a few skills such as strategic planning, teamwork, and dicipline by sitting on several professional boards. Being chosen as a member in the board of directors of my field of study (Thermal Spray Society) on international level has enabled me to learn as much I can from the senior professors and industry leaders and to gain experience in organizing major events and conferences. Given that I am currently an active member in several international and local associations and boards, the experience that I have gained so far and the link between these communities, if needed, can be considered as an asset to my work in GSA board.
Bio
I was born in Tehran, Iran. After completion of high school and undergraduate studies, I managed to get accepted in the most prestigious school of engineering in my country, Sharif University of Technology. After completion of my Masters degree and working part-time on several research projects, I applied for a position at the University of Alberta that was similar to to my research background -that is- thermal spraying. Given the nature of my research and its application in industry, since January 2016 that I started my program, I have been in contact with several well-known companies and industrial partners for research collaborations. In addition to my professional commitments, I also enjoy serving in voluntary non-profit activities and so far, I have served as a volunteer in several events/associations.
Summary Resume

It is almost the end of my third year being enrolled in the Department of Mechanical Engineering Ph.D. program. Currently, I am an active member in several associations. The most important one of them is the ASM International thermal spray society board of directors, which is the leading global source in my field of study. Selection of me as one of the two student board members among many applicants worldwide has provided me with a unique and professional experience. Furthermore, I have been chosen as the only student member in the training committee of the network of researchers in my field in Canada (GSTC). Considering the experience and knowledge that I have gained through these years and I am determined to acquire more, I am highly motivated to serve as a member on GSA Board to contribute my share and provide consultation in decision making process. I am confident that engaging in this board will improve my strategic thinking skills and heighten my awareness of challenges associated with decision making process. Now that I have passed my candidacy (qualification) exam, my schedule is more flexible and I can attend the meetings of this committee on a regular basis.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA BUDGET AND FINANCE COMMITTEE (GSA BFC) (1 POSITION FOR A GSA COUNCIL MEMBER):
2 NOMINEES

Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 14 November 2018. Two (2) nominations were received.

The broad mandate of the GSA BFC is to "advise the President and management on the financial affairs of the GSA and to provide for the long-term financial health of the organization. Members are expected, by GSA Council, to rise above any local/departmental views or issues and to take into account the needs of the GSA as a whole" (GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.1).

There will be a paper ballot vote held at the 19 November 2018 GSA Council meeting.

If you and your alternate are unable to attend the 19 November 2018 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 19 November 2018 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Tabatha Plesuk (Library and Information Studies)**
2. **David Tandio (Pharmacology)**

Member Leaving GSA BFC: Michele DuVal (Biological Sciences)

Members Staying on GSA BFC: Sina Yansori (Mathematical and Statistical Sciences) and Dasha Smirnow (Business, former GSA Councillor-at-Large)

Jurisdiction:

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 names and biographies received for the two (2) nominees are <u>BELOW on pages 11.18 - 11.19.</u> The biographies and resumes are presented as <u>received</u> (ie not edited).

Nominations for GSA Budget and Finance Committee (GSA BFC)
(1 Vacancy for a GSA Councillor)
Two (2) Nominees

1. Tabatha Plesuk

Other governance bodies you currently serve on (whether GSA or UAlberta)	Library and Information Studies Students Association, Northern Alberta Health Libraries Association

Statement of Interest
In my undergraduate and graduate degree course work I have taken leadership and management courses, and I would bring a beginner level understanding of budget planning to this committee. I am interested in financial planning and am enthusiastic about learning more in this area.
Bio
I was born in Edmonton, and have lived in the North East of the city all my life. I completed a Bachelor of Science in Nursing in 2015, and from that time, until beginning my masters program in 2017, I worked in the Fort Saskatchewan community hospital, and the Sturgeon Hospital in St. Albert. Now, as I complete my second year of mt MLIS, I work on a research team in the Faculty of Nursing, with a focus on pediatric health. Outside of school I have been a dance instructor for 7 years, and I enjoy volunteering with the Edmonton Public Library, and the SPCA.
Summary Resume
I completed BSc Nursing at MacEwan University, and began my Masters in Library and Information Studies in September 2017. Since beginning my graduate studies I've worked for the John W. Scott Health Sciences Library, and for the Faculty of Nursing. I am the volunteer coordinator for a student conference planning committee (Forum for Information Professionals), I am a representative on the Library and Information Studies Students Association, and a student representative on the Northern Alberta Health Libraries Association. I enjoy being involved in these groups, but in my roles I have not had the opportunity to engage with the financial planning side of things. In my course work so far I have had introductions to budget and financial planning, and I would appreciate the opportunity to learn more about this as a member of the GSA Budget and Finance Committee.

2. David Tandio

Other governance bodies you currently serve on (whether GSA or UAlberta)	FGSR and GSA Council

Statement of Interest
I have began my term as my department's councilor and President of the Pharmacology Graduate Student Association (PGSA) for this academic year and am also serving on the GSA nominating committee. The work that I will be involved in, in the upcoming year, will complement the work of the GSA Budget and Finance Committee and would like to have the opportunity to serve the wider graduate student community.
Bio
I was born in Indonesia, and was raised in Singapore. I went to England for my undergraduate programme in King's Colleg London (2016), and now I am pursuing post-graduate studies in the U of A, in the department of pharmacology under Dr James Hammond supervision.
Summary Resume
My project is funded by the heart and stroke foundation of Canada and it aims to investigate the role of a nucleoside transporter when blood supply to the heart is occluded. Between my undergraduate and masters programme, I worked as an intern in an electronic cigraette company for 3 months. I have a flexible schedule to accommdation meetings on this committee. In completing my undergraduate programme, I volunteered as a mentor in different capacities. For example, I helped under-represented high school students better understand the univeristy application process, and explaining the different courses in the umbrella of biomedical scienecs. At the U of A, I volunteered for Let's Talk Science, International Student Services UofA, and Edmonton Regional Science Fair 2018. This is in addition to my current involvement with the GSA and PGSA.

GSA President
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Sasha van der Klein
Date: 16 November 2018

Dear Council Colleagues,

Halloween passed and the stores are full of Christmas decorations. I love it! This month I have been away at conferences a lot (Banff, Winnipeg, and Wolfville), so that has meant my days in Edmonton were pretty packed. Below is an overview.

External

Ab-GPAC – The Government of Alberta came out with a proposed tuition and fees framework on 29 November, which will introduce in legislation a cap of tuition to the consumer price index for domestic students, and regulations around international tuition that clarify at the time of admission the cost of tuition over the length of the program. We will need to follow up with Advanced Education to learn how this all will work out in practice, but as the legislation and regulation will only come into effect in February, we will have to wait until Bill 19 is officially approved. As the U of A GSA's representatives on ab-GPAC, Zhihong, Marc Waddingham, and I have also continued meeting with MLAs this past month. Marc attended the NDP convention as an observer, and I attended the Alberta Party convention as an observer as well. Ab-GPAC is a non-partisan organization, so it is good to be up-to-date about the positions of all parties on post-secondary education going into the election year. and to continue networking in these political circles.

CAGS – As noted in Masoud's report, the Canadian Association of Graduate Studies invited student leaders to their annual conference. We met with other student leaders from across Canada, and with Deans of Graduate Studies from other universities. My aim was to find out how other institutions have implemented guaranteed minimum funding packages, and how they deal with graduate supervision. The focus of the conference was on inclusion, and indigenous initiatives were extensively discussed. As a result, I have a lot to take home to discuss with the Indigenous Graduate Students' Association and the U of A.

Internal

U of A Board of Governors – Beth and I met with Michael Phair, Chair of the U of A Board of Governors, and Ray Muzyka, Chair of the Board Human Resources and Compensation Committee (BHRCC). We had a very fruitful discussion around minimum funding packages and supervision. We are also presenting to the BHRCC at the end of the month.

Social – I had very engaging conversations with graduate students during the GSA Coffee Break and during our first kid-friendly social Halloween event. It was a lot of fun to see the toddlers running and crawling around, and really nice to speak to the dedicated graduate student parents. It is truly amazing how they combine intense studies with caring for their kids. Also, as a GSA Board team building event, Zhihong, Dylan, Ahsan, Nuanyi, and I raced in the United Way Plasma Car race, all wearing cowboy hats. We didn't win, but it was a lot of fun!

Don't feel afraid to shoot me an email, or knock on my door in Triffo, I always like to hear from you!

Thanks,

Sasha van der Klein, GSA President

Please find below a list of meetings I attended between 15 October 2018 and 19 November 2018. The meetings were accurate at the time of printing. Please note that I was away 6-8 November 2018 at the Canadian Association for Graduate Studies Conference, and 13-15 November 2018.

19 October	Meeting with L Paradis, Board of Governors (BoG) Member
19 October	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Meeting
22 October	Meeting with A Brown, Students' Union (SU) VP External
22 October	General Faculties Council (GFC)
23 October	Meeting with L Sigurdson, Alberta Minister of Seniors and Housing
23 October	Meeting with M Phair, Board of Governors (BoG) Chair, and R Muzyka, Board of Governors (BoG) Member and Chair of the Board Human Resources and Compensation Committee (BHRCC)
24 October	GSA Budget and Finance Committee (GSA BFC)
24 October	Student Leaders Meeting with Advanced Education
25 October	Meeting with M Barnett, Board of Governors (BoG) Member
25 October	GSA Governance Committee (GSA GC)
25 October	GSA Early Call Dinner
25 October	Friends of the University Henry Tory Lecture
26 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director Review
26 October	United Way Plasma Car Race
26 October	GSA Coffee Break
29 October	Meeting with graduate student member of the General Faculties Council (GFC)
29 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Directors Meeting
29 October	Meeting with N Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
30 October	Meeting with R Larsen, Students' Union (SU) President
30 October	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
31 October	Meeting with V Ruétalo, Faculty of Graduate Studies and Research (FGSR) Associate Dean
31 October	Meeting with C Piquette, MLA
31 October	GSA Halloween Event
1 November	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
1 November	Meeting with J Askey, Office of the Provost Development Advisor
2 November	Meeting with Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive
2 November	Meeting with a Graduate Student
5 November	Meeting with D Turpin, U of A President
5 November	Meeting with S Dew, Provost and Vice-President Academic
5 November	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
5 November	Monthly Meeting with A Costopoulos, Dean of Students
6 - 8 November	Canadian Association for Graduate Studies (CAGS) Annual Conference
16 November	Meeting with a Graduate Student
16 November	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
16 November	Meeting Regarding Review of the University Calendar and Feedback Collection
19 November	Meeting with MP Barry, Board of Governors (BoG) Member
19 November	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean

GSA Board (GSAB)
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director
Date: 16 November 2018

The GSAB reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 22 (Executive Director's Report to GSA Council) on pages 22.1 - 22.4.

17 October 2018 GSA Board Meeting:
Main Agenda Items:
Campus Facilities Safety and Security Committee Feedback: Demographic-Specific Campus Safety Concerns; International Student Advisory Council; and Meeting reports.

Motions and Agreements: None at this time.

24 October 2018 GSA Board Meeting:
Main Agenda Items:
Attendance at the Studentcare Stakeholder Meeting, 28-30 November 2018, in Montreal, QC: Estimated Expense; and Meeting reports.

Motions and Agreements:
Members **AGREED** to approve the GSA Board Minutes of 17 October 2018, which had been previously distributed. SvK **MOVED**. ZP Seconded. **CARRIED.** It was noted that the document currently said 'transcript' and that it would be changed to say 'minutes'.
That the GSA Board **APPROVE** the estimated expense for one (1) representative of the GSA to attend the Studentcare Stakeholder meeting, 28-30 November 2018, in Montreal, QC, as noted below. SvK **MOVED.** ZP Seconded. **CARRIED.**
Members **AGREED** to move in **CLOSED SESSION.**
Members discussed **GSA Representation on the BoG.**
Members **AGREED** to move out of **CLOSED SESSION.**

31 October 2018 GSA Board Meeting:
Main Agenda Items:
Undergraduate Research Initiative; 2018-2019 Fall Term Budget and Expenditure Report; and Recommended Changes to GSA Bylaw and Policy on GSA Council and GSA Standing Committees.

Motions and Agreements:
That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2018-2019 Fall Term Budget and Expenditure Report. SvK **MOVED**. ZP Seconded. **CARRIED.**
That the GSA Board **RECOMMEND TO GSA COUNCIL** the recommended changes to GSA Bylaw and Policy, Section C: GSA Council and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council. SvK **MOVED**. ZP Seconded. **CARRIED.**

7 November 2018 GSA Board Meeting: Cancelled

14 November 2018 GSA Board Meeting:
Main Agenda Items:
International Week: Request for an External Grant; and Meeting reports.

Motions and Agreements:
That the GSA Board **APPROVE** an external grant of $800 for International Week 2019, as requested in the attached letter from Nancy J. Hannemann (Director, Global Education, UAI). ZP **MOVED**. BR Seconded. **CARRIED.**

GSA Budget and Finance Committee
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Sasha van der Klein
Date: 16 November 2018

Dear Council Colleagues,

On 24 October, the GSA Budget and Finance Committee (GSA BFC) met to review the GSA's Fall Term Financial Report. The report is before you and I encourage you to read the associated cover letter and the statements themselves for additional information, in advance of the GSA Council meeting on 19 November.

The next GSA BFC meeting will be held on 28 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,
Sasha van der Klein, GSA President and Chair of the GSA BFC

GSA Governance Committee (GSA GC)
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Sasha van der Klein
Date: 16 November 2018

Dear Council Colleagues,

The GSA GC met on 25 October 2018 to review and recommend to GSA Council recommended changes to GSA Bylaw and Policy. The recommended changes before you at the 19 November 2018 GSA Council meeting address the addition of a seat on GSA Council for a representative from the Indigenous Graduate Students' Association, integration of the Standing Orders of GSA Council into GSA Bylaw and Policy, and addressing what occurs in the event of a tie vote in a GSA Council or GSA Standing Committee meeting.

Additionally, at the 25 October 2018 GSA GC meeting, members continued discussing a series of editorial changes that will be brought forward to the GSA GC following the 19 November 2018 GSA Council meeting. As reported to GSA Council at the 15 October 2018 meeting of GSA Council, one of the main components of these editorial changes will be to include a "definitions" section for each section of GSA Bylaw and Policy, and to revise the tables at the beginning of each section of GSA Bylaw and Policy, as opposed to only sections of GSA Policy (but not Bylaw) having a table associated with them. Several additional editorial changes will also be considered. An update on these changes will be provided in the GSA GC's December report to GSA Council.

Sincerely,
Sasha van der Klein, 2018-2019 GSA President and Chair of the GSA GC

GSA Vice-President Academic
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Masoud Aliramezani
Date: 16 November 2018

Dear Council Colleagues,

In the past month, I have attended several meetings, and I am going to highlight some topics raised in those meetings in this report.

I attended the Faculty of Graduate Studies and Research (FGSR) Council on 17 October. It was announced in the FGSR Council that the Graduate Teaching and Learning Program (GTLP) is now updated. The new changes offer a better-structured program and made it more accessible to students. In addition, TA experience is not a requirement for the GTLP anymore, and students can use alternative practices to fulfill the teaching experience requirements. It was also finalized at the FGSR Council that the minimum IETLS score for admissions will increase from 5 to 5.5. This will be implemented for Fall 2019.

The final draft of the FGSR Supervisory Guide was also presented to the FGSR Council. The document will be sent to Faculty Deans to be distributed to all faculty members. As noted in Beth's report, the FGSR has also started working with the GSA to develop a mirror document for students based on this supervisory guide.

I also attended the General Faculties Council (GFC) meeting where the Cannabis Working Group provided an update. This group has been monitoring the legalization process and its effects on the on-campus policies. North Campus has four cannabis smoking spots and Campus Saint-Jean also has a smoking spot. The group is closely watching the smoking spot next to the Rutherford library, as it's located in a very busy place. The Cannabis Working Group continues to look for feedback from students and staff.

The University Teaching Awards Committee (UTAC) terms of reference were updated and presented to the GFC. It was clarified that the Universal Student Ratings of Instruction (USRI) play a pivotal role in nominating instructors for teaching awards. In addition, the nomination materials that nominees need to submit, along with their applications, include a variety of feedback from student.

It was announced during the GFC Academic Planning Committee (GFC APC) meeting that a new Academic Centre (Digital Scholarship Centre) will be established to manage digital scholarships. Students will be the main customers of this centre. In addition, the Centre will offer experiential learning opportunities for students, as well as Graduate Student Internship Program (GSIP) opportunities.

Finally, as Sasha notes, she and I attended the 56th annual conference of Canadian Association for Graduate Studies (CAGS) in Winnipeg, where we met Deans and grad student leaders from across Canada. Indigenous students and Indigenous initiatives, professional development in grad studies, individual development plans (IDP), experiential learning, web technology supports for future students, inclusion, and graduate students' mental health were a number of important topics discussed during this conference. Below are some useful links to resources for some of the aforementioned topics:

- Two useful online IDP platforms: My IDP platform and Imagine PhD.
- FRAYme: Includes the latest knowledge in youth mental health services around the world.

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

Warm Regards,
Masoud Aliramezani,
GSA Vice-President Academic

Please find below a list of meetings I attended between 15 October 2018 and 19 November 2018. The meetings were accurate at the time of printing. Please note that I was away 6-8 November 2018 at the Canadian Association for Graduate Studies Conference.

17 October	Faculty of Graduate Studies and Research (FGSR) Council
18 October	Community Engagement Advisory Committee Meeting
18 October	GSA General Faculties Council (GFC) Caucus
19 October	Centre LRT Line Meeting
22 October	General Faculties Council (GFC)
24 October	General Faculties Council Academic Planning Committee (GFC APC)
25 October	GSA Early Call Dinner
25 - 26 October	Applied Suicide Intervention Skills Training (ASIST)
29 October	Joint Student/University MNIFs Oversight Committee
29 October	Open Education Resources (OER) Awards
30 October	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
31 October	Faculty of Graduate Studies and Research (FGSR) Learning Outcomes Working Group
31 October	General Faculties Council Nominating Committee (GFC NC)
31 October	General Faculties Council Committee on the Learning Environment (GFC CLE)
1 November	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
5 November	Meeting with D Turpin, U of A President
6 - 8 November	Canadian Association for Graduate Studies (CAGS) Annual Conference
13 November	Provost's Digital Learning Committee (PDLC)
14 November	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
16 November	Meeting Regarding Review of the University Calendar and Feedback Collection
19 November	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
19 November	General Faculties Council Executive Committee (GFC Exec)

GSA Vice-President External
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Zhihong Pan
Date: 16 November 2018

Dear Council Colleagues,

Hey guys, I hope all is good and that you had time to relax a bit during the long weekend and reading week. As GSA Vice-President External, I have attended several meetings and been involved with some discussions during the last month, and I will share the highlights with you in my report.

Residence Related Meetings
During the past month, I attended two Residence Advisory Committee (RAC) meetings. The main issues discussed included how residence life programs and supports can best ensure the holistic personal, social, and community development needs of those living in residence, academic success, and how wellbeing needs are met. Another issue we discussed was the residence maintenance budget for the last fiscal year, including the details for each University residence. At RAC, the GSA, alongside the Students' Union, works to make sure that student voices are always being heard by University administration.

GSA Events and Early Call Information Session
As reported by other DEOs, the GSA continues to host a monthly coffee break, and this year hosted a Halloween event for our graduate students. During these events, I met with many graduate students and talked with them about their lives and studies, and they shared their problems and difficulties. These events are good opportunities for our GSA to know more about our students and to see what we can do to best serve them. Meanwhile, as mentioned in the GSA VP Labour, GSA Executive Director, and GSA Nominating Committee reports, we also have hosted several Early Call info sessions to help those who are interested in getting involved with the GSA.

Provincial Advocacy
During the last month, I attended several meetings of the Albert Graduate Provincial Advocacy Council (ab-GPAC), during which we discussed internal bylaw and policies. In addition, as noted in Sasha's report I attended a meeting with David Shepherd (MLA), during which I introduced him to ab-GPAC and our advocacy priorities for this term. Along with other members of ab-GPAC, I attended the Alberta Student Awards Personnel Association (ASAPA) Stakeholder Consultation, and we addressed that graduate students' funding is very limited and advocated that more awards and scholarships be established for graduate students.

Other Meetings
I also attended the Volunteerism with Students Committee Meeting. This committee has established a new program called the Alumni Student Support and Engagement Team (ASSET), which aim will is to help students and have a positive impact on their mental well-being. To date, we have discussed how to recruit skilled, talented volunteers, as well as the training that will be provided to them.

Finally, in November, the GSA Awards Selection Committee (GSA ASC) finished the adjudication of the Alberta Graduate Citizenship Award. For more details, please refer to the GSA ASC report to GSA Council.

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

Sincerely,
Zhihong Pan, GSA 2018-2019 Vice-President External

Please find below a list of meetings I attended between 15 October 2018 and 19 November 2018. The meetings were accurate at the time of printing.

17 October	Residence Advisory Committee (RAC)
17 October	Volunteerism with Students Committee Meeting
18 October	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
25 October	GSA Early Call Dinner
26 October	United Way Plasma Car Race
26 October	GSA Coffee Break
30 October	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
31 October	GSA Halloween Event
1 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Governance Committee Meeting
1 November	New Alumni Council Members Ambassador Toolkit Meeting
2 November	Meeting with D Shepherd, MLA
5 November	Meeting with D Turpin, U of A President
7 November	United Way Chillin' for Charity Event
7 November	GSA Awards Selection Committee (GSA ASC) Meeting
7 November	Residence Advisory Committee (RAC) Meeting
9 November	International Steering Committee (ISC)
13 November	Meeting for Alberta Graduate Provincial Advocacy Council (ab-GPAC) Re: Alberta Student Awards Personnel Association (ASAPA) Stakeholder Consultation
13 November	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Governance Committee Meeting
14 November	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
14 November	United Way Committee Meeting
14 November	Community Engagement Advisory Committee Meeting
14 November	Volunteerism with Students Committee Meeting

GSA Awards Selection Committee (GSA ASC)
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Zhihong Pan
Date: 16 November 2018

Dear Council Colleagues,

The GSA Awards Selection Committee (GSA ASC) is responsible for adjudicating applications for the Government of Alberta Graduate Citizenship Award (AGCA) on behalf of the province. As was reported last month, the deadline for the GSA to receive AGCA applications was 16 October 2018. The GSA received 103 applications, down slightly from the 123 received in 2017.

The members of the GSA ASC adjudicated these applications and, at their meeting of 7 November 2018, voted to recommend twenty nominees to the government. The list of nominees was provided to the Government of Alberta on 14 November 2018.

The names forwarded to the government for the 2018 AGCA are (note that recipients will be officially notified by the government in December):

Masoud Aliramezani	John Christy Johnson
Mischa Bandet	Helene Jørgensen
Larissa Brosinksy	Grace Lee
Cassidy Fleming	Mostafa Mohammed
Bradley Hauer	Hailey Pineau
Shelby Henry	Alesha Reed
Kim Ho	Paige Reeves
Karen Hoy	Robert Reklow
Nicole Jankovic	Sasha van der Klein
Peter Anto Johnson	Alexander Wong

Congratulations to those listed above and thank you to GSA ASC members for their hard work.

Sincerely,

Zhihong Pan, GSA Vice-President External, and Chair of the GSA ASC

GSA VP Labour
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Beth Richardson
Date: 16 November 2018

Dear Council Colleagues,

Remember, remember, the fifth of November: gunpowder, treason and plot! My traditional British celebrations of an attempted overthrow of one theocracy in order to install another are completed for another year. We had a more successful and less bonfire-y month at the GSA, the highlight of which for me was a standing-room-only Collective Agreement 101 session. I got some amazing questions, we had some great discussion and I was so happy to see so many people engaged with labour relations at the University of Alberta.

GTA and GRA Contracts
I am getting reports from all over campus of students having weirdly-formatted employment and Graduate Research Assistant Fellowships (GRAF) contracts, resulting in confusion over pay and hours. Your contact should be very clear on what you are receiving for each of your appointment; if you are working as a GRAF, Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) in the same semester, you should have THREE separate amounts outlined on a contract or THREE separate contracts. There is a handy contract template attached to the Collective Agreement, available on our website. If you do not have a clear contract that outlines duties and responsibilities for all your appointments, or if your contract does not look like the template, or it contains clauses you aren't sure about, please let me know.

Early Call for GSA Directly-Elected Officers
The 2018 Early Call for Talent (led by the GSA Nominating Committee (GSA NoC)) is ongoing, and I hope many people will consider running as candidates in the 2019 GSA General Election! If you're passionate about advocacy, supporting other students, and making sure that graduate students and graduate student employees at this university get a fair deal from their supervisors and the administration, the GSA VP Labour position provides opportunities to pursue this work. Please email me if you have any questions about the role – I'm happy to sit down with people and discuss it! As outlined in the GSA NoC report, and the GSA Executive Director's report, the GSA Early Call for Talent program and training is still ongoing.

Supervisory Relationship Guidelines for Students
In collaboration with the Faculty of Graduate Studies and Research (FGSR), Sasha and I have been working on guidelines for students embarking on thesis-related work, including information on expectations, norms, guidelines, and importantly, what NOT to expect as a graduate student and employee at the University of Alberta. As always, I welcome input from graduate students: what did you NOT expect when you started grad school? Is there any advice you would give your first-year self? What do you think new students in your department, faculty or programme need to know? I will pass this information on to the FGSR to ensure that these new guidelines are comprehensive, informative, and helpful.

Best wishes,
Beth Richardson, your Vice-President Labour

Please find below a list of meetings I attended between 15 October 2018 and 19 November 2018. The meetings were accurate at the time of printing.

17 October	Meeting with a Graduate Student
17 October	Faculty of Graduate Studies and Research (FGSR) Council
18 October	Meeting with a Graduate Student
18 October	Peter Lougheed Leadership College (PLLC) Academic Oversight Committee Meeting
18 October	International Student Advisory Committee
19 October	Meeting with a Graduate Student
23 October	Meeting with a Graduate Student
23 October	Campus Facilities Safety and Security (CFSS) Meeting
23 October	Meeting with M Phair, Board of Governors (BoG) Chair, and R Muzyka, Board of Governors (BoG) Member and Chair of the Board Human Resources and Compensation Committee (BHRCC)
24 October	GSA Budget and Finance Committee (GSA BFC)
25 October	General Faculties Council Student Conduct Policy Committee (GFC SCPC)
25 October	GSA Governance Committee (GSA GC)
25 October	GSA Early Call Dinner
29 October	GSA Collective Agreement 101
30 October	Meeting with a Graduate Student
30 October	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
31 October	Meeting with V Ruétalo, Faculty of Graduate Studies and Research (FGSR) Associate Dean
31 October	GSA Halloween Event
2 November	Meeting with a Graduate Student re: #HateFreeYEG
5 November	Meeting with D Turpin, U of A President
5 November	Monthly Meeting with A Costopoulos, Dean of Students
6 November	Phone Meeting with B Paris, U of C GSA President
6 November	Campus Facilities Safety and Security (CFSS) Working Group Meeting
7 November	Meeting with a Graduate Student
7 November	Meeting with a Graduate Student
7 November	Meeting with a Graduate Student
7 November	GSA Awards Selection Committee (GSA ASC) Meeting
14 November	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
14 November	Meeting with a Graduate Student
14 November	Meeting with S Buchsdruecker, Faculty Relations Officer and M Strong, Director Faculty and Staff Relations
15 November	Meeting with a Graduate Student

GSA Vice-President Student Services
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Fahed Elian
Date: 16 November 2018

Dear Council Colleagues,

I hope you are all doing well. The Christmas and new year holidays are almost here, and I hope you have something fun planned for your vacation and have some time off so you can connect with friends and family. My meetings last month were mostly focused on mental health advocacy, intervention, and awareness. I am happy to share my activities and to give you a brief update on the meetings I attended in the last month.

Canadian Mental Health Association (CMHA) Conference

The CMHA conference was held in Montreal (Oct 22-23). In order to efficiently serve the student body at the U of A (both undergrad and grad students), Andre Bourgeois (U of A Students' Union VP Student Life) and I attended this conference to learn more about mental health advocacy, awareness, and prevention/intervention. I attended sessions that focused on post-secondary students' experiences and daily practices (the ones that mostly relate to graduate students). Sessions included: 1) Mental health disclosure in the workplace 2) National standards for psychological health and safety of post-secondary students, 3) addressing and preventing suicide in communities, 4) The determinate of Indigenous mental health and strategies for promotion, 5) from science to practice: understanding the underpinning for mental health, 6) "Please help, I am being exploited", and 7) students in crisis: informed approaches to supporting post-secondary students in distress.

One of the outcomes of this meeting was providing my contact information to the committee that is drafting the national standards and recommendations on mental health for post-secondary education institutes in Canada. The goal is to have these standards adapted and applied within Canadian universities in order to improve and sustain mental wellness for all students. The expected date of completion for this project is 2020, and I will keep you posted with any updates that arise from this.

Healthy Campus Summit

I attended the Healthy Campus Summit that was held in Edmonton on Nov 8. This meeting was organized through Healthy Campus Alberta, the U of A Dean of Students office, and the ACCESS research team. I was able to meet and connect with students from the U of C, Mount Royal University, and Concordia University. Furthermore, I had the chance to meet with community social workers and counsellors. I was happy to connect as well with a few grad students attending this summit. Several conversations on mental health awareness, stigma, and advocacy occurred. The keynote speaker, Gabrielle Scrimshaw, was an Indigenous professional, first-generation University grad, and social entrepreneur, with a passion for creating social impact. She discussed her story of reconciliation through education, and how cultural resilience helped her during her life.

Please do not hesitate to contact me if you have any questions or shall require further information about any of these sessions or meetings. Also, please reach out if you have any ideas, suggestions, concerns, or comments. I would be more than happy to hear from you.

Sincerely,
Fahed Elian, GSA Vice-President Student Services

Please find below a list of meetings I attended between 15 October 2018 and 19 November 2018. The meetings were accurate at the time of printing. Please note that I was away 19-24 October 2018, and attended the Canadian Mental Health Association Conference on 22 - 23 October 2018.

16 October	Days of Action Committee
18 October	U-Pass Admin Committee Meeting
18 October	Campus Food Bank Board Meeting
22 - 23 October	Canadian Mental Health Association (CMHA) Conference
25 October	GSA Early Call Dinner
29 October	Restorative Initiative Review with Student Conduct and Accountability
29 October	Joint Student/University MNIFs Oversight Committee
30 October	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues
31 October	GSA Halloween Event
5 November	Meeting with D Turpin, U of A President
5 November	Monthly Meeting with A Costopoulos, Dean of Students
7 November	General Faculties Council Academic Planning Committee (GFC APC)
7 November	Dean of Students' Advisory Committee
8 November	Healthy Campus Summit
14 November	GSA Early Call Info Session: Strategic Work Plan (SWP) and Active Issues

GSA Nominating Committee (GSA NoC)
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Radim Barta
Date: 16 November 2018

Dear GSA Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

Early Call for Talent and Training

GSA Bylaw and Policy states that "GSA NoC will be proactive in seeking out potential candidates for all Directly-Elected Officer (DEO) and Council-Elected Officer positions" (Section E: Nominating, GSA Policy, Nominating, Section E.POL.1.5). It also states that:

> "The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During Early Call, graduate students interested in running for elected office are invited to a get-to-know event and are encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the DEO portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of the GSA as a corporate entity and for the carrying out of fiduciary duties." (Section E: Nominating, GSA Policy, Nominating, Section E.POL.7.7)

The 2018 GSA Early Call for Talent and Training is now in progress, after the initial advertisement went out through the GSA newsletter on 12 October 2018. The Get-to-Know Dinner, which was scheduled for 25 October 2018, gave graduate students the chance to get acquainted and have informal discussions with current Directly-Elected Officers. Training sessions on a variety of topics were offered as of 29 October 2018 and, though they have concluded, graduate students who are still interested in attending those are encouraged to contact us at gsa.nomcomm@ualberta.ca and we would be happy to make alternate arrangements. In closing of the 2018 Early Call, we invite interested students to join us for the Early Call Coffee Wrap-Up on 5 December 2018, 4pm to 5:30pm in Triffo Hall. Details will be found in the GSA newsletter of 30 November 2018.

As GSA Council members are aware, engagement from graduate students is key to the success of the GSA, and so I encourage all members of GSA Council to share this information with their colleagues and constituents and to please contact gsa.nomcomm@ualberta.ca if you are interested in receiving more information.

GSA Councillor-at-Large GSA Council Election

1)   GSA Councillor-at-Large (1 Graduate Student Position)
There are currently two (2) GSA Councillor-at-Large vacancies for graduate students. As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). This position was advertised in the GSA newsletters of 2 November and 8 November 2018 with a nomination deadline of 14 November 2018. Five (5) nominations were received. There will be a paper ballot vote. **See Item 11 – Nominees for GSA Councillor-at-Large By-Election.**

GSA Standing Committees

1) **GSA Appeals and Complaints Board (GSA ACB) (One (1) Departmental Councillor Position)**
Information regarding the position for one (1) Departmental Councillor was circulated on two (2) instances via email to GSA Council with a deadline of 13 November October 2018. No nominations were received. This vacancy will be advertised again.

2) **GSA Appeals and Complaints Board (GSA ACB) (Three (3) Graduate Student Positions)**
Information regarding the three (3) vacancies for graduate students was advertised in the GSA newsletters of 2 November and 8 November 2018 with a nomination deadline of 13 November 2018. Three (3) nominations were received. The nominees were then interviewed by members of GSA NoC: GSA NoC Vice-Chair Kenzie Gordon conducted one (1) interview, and GSA NoC members Ahsan Ahmed and David Tandio together conducted two (2) interviews. These members have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present for all three interviews. During each of the interviews, the nominees were asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness). There will be a paper ballot vote. **See Item 11a – Nominee for GSA Appeals and Complaints Board.**

3) **GSA Budget and Finance Committee (GSA BFC) (One (1) GSA Council Member Position)**
Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 14 November 2018. Two (2) nominations were received. There will be a paper ballot vote. **See Item 11c – Nominee for GSA Budget and Finance Committee.**

4) **GSA Board (GSAB) (One (1) GSA Council Member Position)**
Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 14 November 2018. One (1) nomination was received. There will be a paper ballot vote. **See Item 11b – Nominee for GSA Board.**

External Committees

1) **Arts Faculty Council and Associated Committees (Seven (7) Faculty of Arts Graduate Student Positions)**
Information regarding the positions for seven (7) Faculty of Arts graduate students was circulated to graduate students in the Faculty of Arts via email on two (2) instances with a nomination deadline of 13 November 2018. One (1) nomination was received for the one (1) remaining position on the Arts Faculty Council. The name of the elected student will be reported to GSA Council in December 2018. The remaining vacancies will be advertised again.

2) **Faculty of Graduate Studies and Research (FGSR) Council (Four (4) Graduate Student Positions)**
Information regarding the remaining vacant positions for four (4) graduate students to serve as Alternates was circulated on two (2) instances in the GSA newsletter with a deadline of 14 November 2018. One (1) nomination was received. **Ronan Noble (Pediatrics)** was elected to serve on the FGSR Council as Alternate. The remaining vacancies will be advertised again.

3) **Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC) and Academic Appeals Committee (FGSR AAC) (One (1) and Four (4) FGSR Councillor or Alternate Positions Respectively)**
Information regarding these vacancies was circulated to FGSR Councillors and Alternates on two (2) instances with a nomination deadline of 9 October 2018. One (1) nomination was received for the position on the FGSR PRC, and two (2) nominations were received for the positions on the FGSR AAC. **Mayank Sabharwal (Mechanical Engineering)** was elected to serve on the FGSR PRC. **Maryam Kebbe (Pediatrics)** and **Mayank Sabharwal (Mechanical Engineering)** were elected to serve on the FGSR AAC.

Information regarding the two (2) remaining vacancies on the FGSR AAC was circulated to FGSR Councillors and Alternates on two (2) instances with a nomination deadline of 6 November 2018. Two (2) nominations were received. **David Tandio (Pharmacology)** and **Tony Zheng (Civil and Environmental Engineering)** were elected to serve on the FGSR AAC.

4) **Festival of Teaching and Learning Steering Committee (One (1) Graduate Student Position)**
Information regarding the position for one (1) graduate student was circulated on two (2) instances in the GSA newsletter with a deadline of 5 November 2018. One (1) nomination was received. **Avneet Hayer (Public Health)** was elected to serve on the Festival of Teaching and Learning Steering Committee.

Upcoming Vacancies

The Office of the Provost has struck a Dean Selection Committee for the Faculty of Science. The mechanism for electing one (1) graduate student from the Faculty of Science to the Faculty of Science Dean Selection Committee is as follows:

> "Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification" (UAPPOL Faculty Deans Selection Procedure Appendix A: Dean Selection Committee for Individual Faculties).

Given the timing of this announcement and the associated meeting schedule set for the work of this committee, the GSA NoC will commence the process for electing one (1) graduate student from the Faculty of Science immediately and will forward nominees to the GSA Council for consideration, along with a request for an electronic vote, in December 2018.

GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Leigh Spanner
Date: 16 November 2018

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on 26 October 2018 to begin planning the 2019 GSA General Election. At this meeting, the GSA ERC discussed the venue for the 2019 GSA General Election Forum and the possibility of live streaming the event. The GSA ERC also reviewed the 2019 GSA General Election draft timeline and recommended it to the Chief Returning Officer.

At their next meeting on 23 November, the GSA ERC will continue its work on the 2019 GSA General Election, and will review the All-Candidates Meeting agenda and the 2018 GSA General Election nomination forms.

Additionally, GSA ERC members voted to elect Jennifer Bertrand as the new Vice-Chair of the GSA ERC.

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

GSA Executive Director
Report to GSA Council for the 19 November 2018 Meeting

To: GSA Council
From: Courtney Thomas
Date: 16 November 2018

Dear GSA Council Members,

As was noted at the previous meeting of GSA Council, the GSA Nominating Committee's annual Early Call for Talent and Training is now underway. The initiative was kicked off with a Get-to-Know Dinner on 25 October and twenty-four graduate students attended. 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. This year we rethought the content and length of all of the sessions and are pleased with the revised versions, which we think are more accessible for interested potential candidates. Anyone interested in participating is invited to contact gsanomco@ualberta.ca.

Also in October, the GSA hosted a Halloween event for graduate student parents and their children. We hope to continue hosting such events to connect with graduate student parents.

Finally, the Fall Term Financial 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 2019-2020 GSA budget has also recently begun and the GSA Budget and Finance Committee will be meeting next week.

As always, the detailed weekly reports from the management team to the GSA Board are attached for your review.

We will be happy to answer any questions.

Best,
Courtney Thomas, Executive Director

Management Report to the GSA Board, 17 October 2018

Management has been engaged with the following issues since the last GSA Board meeting on 10 October 2018:

Strategic
- Reviewing the most recent Term Financial Statements and preparing for an upcoming meeting of the GSA Budget and Finance Committee.

- Discussing the development of the 2019-2020 GSA budget.

- Preparing for the 25 October Early Call dinner.

- Action associated with the GSA Council meeting (updates to GSA Bylaw and Policy, etc).

- Preparing for an upcoming GSA Governance Committee meeting.

- Detailed discussions about the various categories of GSA members (honorary, associated, fees paying, etc) and the interchangeable use of "GSA member" and "graduate student" in GSA Bylaw and Policy and working on related recommendations to amend GSA Bylaw and Policy.

- Analyzing the GSA's office space with an eye to making adjustments to meet current staff needs (met with a space planner and working on some schematics).

- Moving forward with developing a "definitions" section for each section of GSA Bylaw and Policy, developing a proposal to integrate the Standing Orders of GSA Council into GSA Bylaw and Policy, and developing a proposal to add a seat for the Indigenous Graduate Students' Association to GSA Council following a meeting of the GSA Governance Committee.

- Work associated with changes to the Collective Agreement and supporting negotiations processes.

Grants and Office Operations
- Preparing for the upcoming Halloween event and hosting a GSA Funding 101 information session.

- Receipt of applications for the Alberta Graduate Student Citizenship Award (submission deadline was 16 October) and preparing for the associated adjudication process (providing training sessions for adjudicators, etc).

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Labour Relations Committee (members to be elected by academically-employed graduate students), the GSA Elections and Referenda Committee, the GSA Awards Selection Committee, the GSA Appeals and Complaints Board, the Faculty of Graduate Studies and Research Academic Appeals Committee, and the Faculty of Graduate Studies and Research Policy Review Committee) and facilitating an election for the Human Ecology GSA

- Facebook = 1,241 likes (up 0 from 10 October); Facebook posts reached 527 users this week and our "post engagement" count was 429. Twitter = 904 followers (up 4 from 10 October); our tweets earned 1,400 "impressions" over the last week.

- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started at 8 AM on 1 October and closed at 1:15 PM that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 October.

Management Report to the GSA Board, 24 October 2018

Management has been engaged with the following issues since the last GSA Board meeting on 17 October 2018:

Strategic

- Reviewing the most recent Term Financial Statements at meeting of the GSA Budget and Finance Committee and discussing the development of the 2019-2020 GSA budget.

- Preparing for the 25 October Early Call dinner and the associated 101 training sessions that will follow.

- Preparing for an upcoming GSA Governance Committee meeting and ongoing discussions about various in-progress proposals to amend GSA Bylaw and Policy.

- Updating the internal task list associated with the GSA Board Strategic Work Plan following the first progress report to GSA Council.

- Work associated with changes to the Collective Agreement and supporting negotiations processes.

- Planning holding future GSA Funding 101 information sessions (15 people attended the inaugural session on 18 October).

Grants and Office Operations

- Preparing for the upcoming Halloween event.

- Receipt of applications for the Alberta Graduate Student Citizenship Award (submission deadline was 16 October and 103 applications were received; 123 were received last year) and preparing for the associated adjudication process (providing training sessions for adjudicators, scheduling individual adjudication sessions, etc).

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Labour Relations Committee (members to be elected by academically-employed graduate students), the GSA Elections and Referenda Committee, the GSA Awards Selection Committee, the GSA Appeals and Complaints Board, the Faculty of Graduate Studies and Research Academic Appeals Committee, and the Faculty of Graduate Studies and Research Policy Review Committee) and facilitating an election for the Human Ecology GSA.

- Facebook = 1,243 likes (up 2 from 17 October); Facebook posts reached 396 users this week and our "post engagement" count was 31. Twitter = 905 followers (up 1 from 17 October); our tweets earned 2,727 "impressions" over the last week.

- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started at 8 AM on 1 October and closed at 1:15 PM that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 October.

Management Report to the GSA Board, 31 October 2018

Management has been engaged with the following issues since the last GSA Board meeting on 24 October 2018:

Strategic
- Action associated with the recent meetings of the GSA Budget and Finance Committee and the GSA Governance Committee.

- Discussing the development of the 2019-2020 GSA budget.

- Preparing for the upcoming first mailing of GSA Council material.

- Assisting with the hosting of the 25 October Early Call dinner (24 attendees) and beginning to host the associated 101 training sessions.

- Preparing various in-progress proposals to amend GSA Bylaw and Policy and planning when they will go to GSA Council.

- Work associated with changes to the Collective Agreement and supporting negotiations processes.

- Compiling a summary report following the closure of the GSA survey on the frequency of supervisory committee meetings.

Grants and Office Operations
- Preparing for the upcoming Halloween event.

- Adjudication of the Alberta Graduate Student Citizenship Award (final adjudication meeting will take place next week).

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Labour Relations Committee (members to be elected by academically-employed graduate students), the GSA Elections and Referenda Committee, the GSA Awards Selection Committee, the GSA Appeals and Complaints Board, the Faculty of Graduate Studies and Research Academic Appeals Committee, and the Faculty of Graduate Studies and Research Policy Review Committee) and facilitating an election for the Human Ecology GSA.

- Facebook = 1,244 likes (up 1 from 24 October); Facebook posts reached 400 users this week and our "post engagement" count was 48. Twitter = 908 followers (up 3 from 24 October); our tweets earned 2,515 "impressions" over the last week.

- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started at 8 AM on 1 October and closed at 1:15 PM that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 October.

Management Report to the GSA Board, 14 November 2018

Management has been engaged with the following issues since the last GSA Board meeting on 31 October 2018:

Strategic

- Preparing for an upcoming meeting of the GSA Budget and Finance Committee (reviewing the current GSA operating budget and thinking about any needed adjustments for next year's budget).

- Planning work flow within the office for over the holidays break – the office will be closed from 19 December to 3 January.

- Preparing for the upcoming second mailing of GSA Council material.

- Facilitating various 101 training sessions as part of the annual Early Call process.

- Planning for upcoming meetings of the GSA Elections and Referenda Committee and working on the timeline and associated work plan for the 2019 GSA General Election.

- Working on various in-progress proposals to amend GSA Bylaw and Policy and planning when they will go to GSA Council.

- Work associated with changes to the Collective Agreement and supporting negotiations processes.

Grants and Office Operations

- Preparing for Winter Orientation (will be held in a new location this year as we have outgrown the space available in Triffo Hall).

- Wrapping up the adjudication of the Alberta Graduate Student Citizenship and submitted selected recipient names to the Government of Alberta for final selection.

- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the Arts Faculty Council and associated committees, the Faculty of Graduate Studies and Research Council (4 alternates), the GSA Board, the GSA Budget and Finance Committee, and for a Councillor-at-Large).

- Facebook = 1,252 likes (up 8 from 31 October); Facebook posts reached 1203 users this week and our "post engagement" count was 1,012. Twitter = 911 followers (up 2 from 31 October); our tweets earned 1,100 "impressions" over the last week.

- GSA Academic Travel Grants = new funding period started 1 October; GSA Child Care Grants = new funding period started at 8 AM on 1 October and closed at 1:15 PM that same day; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 October.