

## GSA Council Meeting CONSOLIDATED AGENDA

Monday, 20 July 2020 at 6:00 pm

Held online via Zoom

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

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

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

**Speaker Pranidhi Baddam in the Chair**

### OPEN SESSION

**Attached  
Numbered Pages**

1. Approval of the 20 July 2020 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 15 June 2020 GSA Council Meeting (*suggested time: 1 min*)  
*Attachment:*
  - i. Minutes from the 15 June 2020 GSA Council Meeting **2.0 - 2.4**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
  - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

### GSA Council Member Announcements

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

### Action Items

5. 2020-2021 GSA Spring/Summer Term Budget and Expenditure Report (*suggested time: 15 min*)  
**Marc Waddingham (President and GSA Budget and Finance Committee Chair) will present the item.**

*Attachments:*

- i. Cover Letter from the President and Chair of the GSA BFC to GSA Council **5.0 - 5.1**
  - ii. Outline of Issue **5.2**
  - iii. 2020-2021 GSA Spring/Summer Term Budget and Expenditure Report **5.3 - 5.4**
  - iv. 2020-2021 GSA Operating Budget Narrative **5.5 - 5.15**
  - v. 2020-2021 GSA Restricted and Other Funding Narrative **5.16 - 5.17**
6. Recommended Changes to GSA Bylaw and Policy Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board (*suggested time: 5 min*)  
**Marc Waddingham (President and GSA Governance Committee Chair) will present the item.**  
*Attachments:*
    - i. Outline of Issue **6.0**
    - ii. Recommended Changes to GSA Bylaw and Policy, Section H: Track Changes Document **6.1 - 6.5**

## Elections

7. GSA Council Elections (*suggested time – 15 min*)  
**Radim Barta (GSA Nominating Committee Chair) will present the item.**

GSA Council-Elected Officer Positions

- a. Chief Returning Officer (CRO) and Deputy Returning Officer (DRO)

*Attachments:*

- i. Nominees for CRO (1 vacancy) and Nominees for DRO (1 vacancy) **7.0 - 7.8**

## Reports (*suggested time: 15 min*)

8. President (**Marc Waddingham, President**)
- i. President's Report **8.0 - 8.2**
  - ii. GSA Board Report **8.3**
  - iii. GSA Budget and Finance Committee Report **8.4**
  - iv. GSA Governance Committee Report **8.5**
9. Vice-President Academic (**Sachiketha Reddy, Vice-President Academic**)
- i. Vice-President Academic's Report **9.0 - 9.1**
10. Vice-President External (**Anas Fassih, Vice-President External**)
- i. Vice-President External's Report **10.0 - 10.2**
  - ii. GSA Awards Selection Committee Report (**no written report at this time**)
11. Vice-President Labour (**Umesh Nimmathi, Vice-President Labour**)
- i. Vice-President Labour's Report **11.0 - 11.1**
  - ii. GSA Labour Relations Committee Report (**no written report at this time**)
12. Vice-President Student Services (**Sridhar Parasharamatham, Vice-President Student Services**)
- i. Vice-President Student Services' Report **12.0 - 12.1**
13. Senator (**Marla Palakkamanil, Senator**)
- i. Senator's Report (**no written report at this time**)
14. Speaker (**Pranidhi Baddam, Speaker**)
- i. Speaker's Report (**no written report at this time**)
15. Chief Returning Officer (**Position Vacant**)
- i. Chief Returning Officer's Report (**no written report at this time**)
16. GSA Nominating Committee (**Radim Barta, GSA Nominating Committee Chair**)
- i. GSA Nominating Committee Report **16.0 - 16.1**
17. GSA Elections and Referenda Committee (**Jennifer Bertrand, GSA Elections and Referenda Committee Chair**)
- i. GSA Elections and Referenda Committee Report (**no written report at this time**)
18. GSA Management (**Courtney Thomas, Executive Director**)
- i. Executive Director's Report **18.0 - 18.4**

## Question Period

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

20. Oral Questions

## Adjournment

**GSA Council Meeting MINUTES**  
Monday, 15 June 2020 at 6:00 pm  
Held online via Zoom

**IN ATTENDANCE:**

Marc Waddingham (President)	Yashita Singh (Councillor-at-Large)	Jessica Kennedy (Human Ecology)	Hamdah Al Nebaihi (Pharmacy & Pharmaceutical Sciences)
Sachiketha Reddy (VP Academic)	Srujana Mekala (AFNS)	Muhammad Idrees Afzal (Internetworking)	Paolo Verdini (Philosophy)
Anas Fassih (VP External)	Jessica Grenke (Biological Science)	Elaine Yip (Kinesiology, Sport, & Recreation)	Clinton Potts (Physics)
Umesh Nimmathi (VP Labour)	Ashmita De (Biomedical Engineering)	Jenn Laskosky (Library & Information Studies)	Robert Reklow (Physiology)
Sridhar Parasharamatham (VP Student Services)	Georgio Cheruvellil (Business MBA)	Scott Perry (Linguistics)	Elise Sammons (Political Science)
Pranidhi Baddam (Speaker)	Ailin Chen (Business PhD)	Nishant Agrawal (Mathematical & Statistical Sciences)	Connor Lambert (Psychology)
Priyanka Maripuri (Deputy Speaker)	Omnath Ekambaram (Chemical & Materials Engineering)	Shahed Taghian Dehaghani (Mechanical Engineering)	McKenzie Tilstra (Public Health)
Amritha Prasad (Chief Returning Officer)	Arsh Hazrah (Chemistry)	Nicole Noel (Medical Genetics)	Carlee Wilson (Rehabilitation Science)
Reza Azadi (Deputy Returning Officer)	Fernando Hernandez (Computing Science)	Cole Delyea (Medical Microbiology & Immunology)	Lea Lavy (Religious Studies)
Marla Palakkamanil (Senator)	Julie Piche (Dentistry)	Aristeidis Boukouris (Medicine)	Beckett Stark (Renewable Resources)
Neslihan Akpınar (Councillor-at-Large)	Jennifer McDevitt (Digital Humanities)	Charbel Baaklini (Neuroscience)	Michael Huang (REES)
Dylan Ashley (Councillor-at-Large)	Collette Slevinsky (Drama)	Valene Cheah (Occupational Therapy)	Robert Piazza (Secondary Education)
Paramita Chaudhuri Basu (Councillor-at-Large)	Qi Chen (Earth and Atmospheric Sciences)	Braden Chow; Shayla Mosley (Oncology)	Prof-Collins Ifeonu (Sociology)
Nadia Daniel (Councillor-at-Large)	Lauren Trafford (Educational Psychology)	Matthew Benson (Ophthalmology)	Lindy Schaffrick (Surgery)
Tejasai Kommanpalli (Councillor-at-Large)	Md Monir Hossain (Electrical & Computer Engineering)	Shubham Soni (Paediatrics)	
Zeenat Ladak (Councillor-at-Large)	Jane Allred (History & Classics)	Erika Poitras; Nicholas Ruel (Pharmacology)	

Guests: Radim Barta (Chair, GSA Nominating Committee); Mike Trites (Physiology; GSA Speaker nominee); Janine Tine (Elementary Education; GSA Appeals and Complaints Board nominee).

Speaker Pranidhi Baddam in the Chair.

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

**Approval of Agenda****1. Approval of the 15 June 2020 Consolidated Agenda**

Members had before them the 15 June 2020 Consolidated Agenda, which had been previously distributed on 12 June 2020. D Ashley **MOVED**; J Kennedy **SECONDED**.

Motion **PASSED** unanimously.

**Approval of Minutes**

Prepared by F Robertson and M Toghrai for GSA Council 20 July 2020

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## 2. Minutes from the 25 May 2020 GSA Council Meeting

Members had before them the 25 May 2020 GSA Council meeting minutes, which had been previously distributed on 5 June 2020. R Piazza **MOVED**; M Idrees Afzal **SECONDED**.

Motion **PASSED**. D Ashley Abstained.

### Changes in GSA Council Membership

#### 3. Changes in GSA Council Membership

- i. **Introduction of New GSA Council Members:** E Poitras (Pharmacology); B Stark (Renewable Resources); and A Chen (Business PhD)
- ii. **Farewell to Departing GSA Council Members**  
This was the last meeting for a number of GSA Council members: R Azadi (Deputy Returning Officer) and N Ruel (Pharmacology)

### GSA Council Member Announcements

#### 4. GSA Council Member Announcements

M Waddingham (President) noted that with the arrival of the new University President, Bill Flanagan, a Presidential Installation Committee had been struck. Members interested in getting involved with the work of this group should email M Waddingham at [gsa.president@ualberta.ca](mailto:gsa.president@ualberta.ca).

### Action Items

#### 5. 2020-2021 GSA Board Strategic Work Plan

Marc Waddingham (GSA President) presented the item.

**MOTION BEFORE GSA COUNCIL:** That GSA Council **RECEIVE FOR INFORMATION** the 2020-2021 GSA Board Strategic Work Plan.

M Waddingham provided members with a brief overview of the document before them, including that the format mirrored that of recent years' GSA Board Strategic Work Plans (SWP) and that a number of priorities built on achievements and developments from last year. It was also noted that, while not explicitly mentioned in the SWP, the upcoming academic restructuring plan would likely shape much of the work of 2020-2021.

Members raised a number of questions in the ensuing discussion, including, among others: how the GSA intended to balance its priorities with the limited budget the University was expected to operate under (some of the GSA's strategic priorities are remedied by institutional centralization, which is expected to be a side effect of the limited budget and the academic restructuring); what steps the GSA was taking to show support for and collaboration with with the Black Graduate Students' Association (BGSA) and the Indigenous Graduate Students' Association (IGSA) (the GSA has consulted with both groups prior to releasing its 12 June 2020 statement in support of Black, Indigenous, and People of Colour graduate students, found [here](#), and is expecting to meet soon with both groups to discuss their key strategic priorities); and whether the GSA intended to consider creating a committee to address issues of equity, diversity, and inclusion to help its initiatives in the aforementioned vein (feedback on this matter was welcome and it would also be discussed with the BGSA and the IGSA).

**MOTION:** That GSA Council **RECEIVE FOR INFORMATION** the 2020-2021 GSA Board Strategic Work Plan. J Kennedy **MOVED**; B Stark **SECONDED**.

Motion **PASSED** unanimously

### Elections

#### 6. GSA Council Elections

Radim Barta (GSA Nominating Committee (GSA NoC) Chair) presented the items.

R Barta explained to members that the Speaker would recuse herself from this agenda item, as it pertained to the election of GSA Speaker and Deputy Speaker. R Barta asked the nominees the following question: "Taking 45 seconds, please tell us why you would like to serve as GSA Speaker/GSA Deputy Speaker?" All nominees were present and given the opportunity to respond in front of GSA Council members. R Barta then opened the floor for questions. Members posed a series of questions and nominees were given the opportunity to respond.

- a. **GSA Speaker (1 vacancy):**  
Pranidhi Baddam (Dentistry)  
Michael Trites (Physiology)

GSA Deputy Speaker (1 Vacancy):  
Priyanka Maripuri (Medical Genetics)

R Barta concluded the item by clarifying the role of Deputy Speaker. Members were then provided with the link for electronic voting.

#### Standing Committees

- b. GSA Appeals and Complaints Board (1 vacancy):  
Janine Tine (Elementary Education)

R Barta and S Taghian Dehaghani (Mechanical Engineering representative and GSA Nominating Committee (GSA NoC) member) outlined the role of the GSA Appeals and Complaints Board (GSA ACB) in hearing and deciding on complaints against GSA Officers and hearing appeals of Chief Returning Officer (CRO) decisions in GSA elections. R Barta also explained that GSA Policy related to filling vacancies on this committee stipulated that the GSA NoC interviewed and vetted nominees prior to GSA Council holding an election.

R Barta asked the nominee the following question: "Taking 45 seconds, please tell us why you would like to serve on the GSA Appeals and Complaints Board?" The nominee was present and given the opportunity to respond to in front of GSA Council members.

#### Reports

##### **7. President**

###### **i. President's Report:**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, M Waddingham noted that the GSA released a statement in solidarity with Black, Indigenous, and People of Colour (BIPOC) and that this was only a first step in supporting BIPOC graduate students and combatting racism.

M Waddingham also noted that campus was re-opening and some graduate student may be returning to regular activities; he stressed that, if a graduate student did not feel uncomfortable safe, they could anonymously contact the Office of Environment, Health, and Safety who could provide a walk-through to ensure safe working conditions.

He also noted that he hoped to invite the new University President and the Provost to GSA Council to consult with graduate students and advised that the GSA would update members about any town halls or round tables the new President might host.

M Waddingham next noted that the Alberta government's roll-out of the new performance-based funding system had been postponed until next year, along with expenditure targets as the proposed metrics are not feasible in the midst of a pandemic. However, he cautioned that this victory may be short lived and the Ministry may initiate further cuts. He also noted that, with the Alberta Vision 2020 sector-wide review, there was a new front for advocacy in the provincial context and student involvement was critical.

D Ashley asked, in light of the offered seat on the Public Health Response Team (PHRT), did the GSA get any seats on other committees? M Waddingham explained that the GSA now had a few seats under this umbrella: one seat on the subcommittee related to infrastructure that S Parasharamathan sat on and one seat (with a second offered) on the Academic Impacts Working Group (AIWG). Additionally, the Dean of the Faculty of Graduate Studies and Research (FGSR) sat on the AIWG and the GSA would continue to work closely with her at bi-weekly meetings.

###### **ii. GSA Board**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted.

###### **iii. GSA Budget and Finance Committee**

No written report at this time.

###### **iv. GSA Governance Committee**

No written report at this time.

##### **8. Vice-President Academic**

###### **i. Vice-President Academic's Report:**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, S Reddy outlined the items in his report, including ongoing meetings with the Dean of the Faculty of Graduate Studies and Research (FGSR), discussions around dual degree program requirements and the Public Health Response Team (PHRT) at the Faculty of Graduate Studies and Research (FGSR) Council, an open discussion about COVID-19 related challenges at the Dean of

Students' Retreat, changes to Mandatory Non-Instructional Fees (MNIFs) discussed by the Joint Student/University Oversight Committee, and the possibility of re-opening gym facilities and the costs involved.

N Daniel asked S Reddy to elaborate on the issues students are facing during this time, as discussed during the Dean of Students retreat. S Reddy responded that they discussed both undergraduate and graduate issues, cancellation of some fall courses, and the difficulties and differences associated with remote delivery. M Waddingham added that the retreat split participants into breakout groups and the discussions within his group focused on how associations are dealing with the transition to remote delivery of services. It was noted that the Dean of Students, André Costopoulos, was well aware of most issues facing students.

S Reddy further noted that some issues related to the Athletics and Recreation fee still needed to be resolved in terms of whether it would be applied and if exemptions would be permitted. M Huang asked if there was consideration to allow students to opt out of gym fees. S Reddy stated this was something that was yet to be confirmed. M Waddingham added that there would be new registration codes with different stipulations (involving residence requirements for graduate students), and that it was still unclear but possible that the Athletics and Recreation fee might be waived for certain types of students. The only fee that the GSA knew would likely be waived for Fall 2020 was the Physical Activity and Wellness (PAW) Centre fee. P Chaudhuri Basu asked what other specific changes to MNIFs were discussed in S Reddy's meetings and he responded that there could be separate fees for those physically present in comparison to those attending remotely but this was not confirmed yet and more information would be forthcoming.

## **9. Vice-President External**

### **i. Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, A Fassih highlighted the work of Graduate Students of Canada, a grassroots advocacy and activism network focusing on COVID-19-related tuition fee reductions, the Canadian Alliance of Student Associations (CASA) digital conference, at which the GSA was an observer, the continued strategic work of the Alberta Graduate Provincial Advocacy Council (ab-GPAC) with respect to a survey on student housing, the ongoing and challenging Michener Park transition, and the success of the open letter sent by Public Interest Alberta (PIA) to the Minister of Advanced Education.

### **ii. GSA Awards Selection Committee**

No written report at this time.

## **10. Vice-President Labour**

### **i. Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, U Nimmathi highlighted recent work on the Joint Workplace Health and Safety Committee (JWHSC) pertaining to procedures for a safe return to on-campus work, as well as workplace harassment and violence. He also noted that negotiations for the GSA Collective Agreement were underway and that the GSA Negotiating Team expected to receive the University's proposal shortly. He reminded Academically-Employed Graduate Students (AEGSs) to watch for the GSA's dedicated AEGS newsletter for detailed updates.

Members raised a number of questions, including: whether graduate students could refuse to return to work if they serve as carers or guardians for family members (U Nimmathi assured that he would look into it) and whether personal protective equipment would be provided to graduate students (this would be provided by employment supervisors).

### **ii. GSA Labour Relations Committee**

No written report at this time.

## **11. Vice-President Student Services**

### **i. Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, S Parasharamatham highlighted recent work regarding the U-Pass program as the current four-year term was ending soon, with the next agreement expected to span 2021-2025. He also highlighted with work of the Mandatory Non-Instructional Fee (MNIF) Oversight Committee, the Days of Action Committee, and the Campus Food Bank Board.

Members raised a number of questions, including: what graduate students could expect in terms of options for the Fall U-Pass (the U-Pass program is an all-or-nothing program (as established by referendum), and while discussions are ongoing, all parties mindful of students' reliance on the U-Pass for transportation to jobs or for essential errands) and when negotiations regarding the 2021-2025 U-Pass agreement term are expected to commence (right away, as negotiations typically last 4-5 months, after which the GSA will hold a referendum).

**12. Senator****i. Senator's Report**

No written report at this time.

**13. Speaker****i. Speaker's Report**

No written report at this time.

**14. Chief Returning Officer****i. Chief Returning Officer's Report**

No written report at this time.

**15. GSA Nominating Committee****i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, R Barta urged members to consider the vacancies for GSA Councillors on the GSA Appeals and Complaints Board (GSA ACB), and jointly on the GSA Board (GSAB) and GSA Nominating Committee (GSA NoC). For the joint position on the GSAB and GSA NoC, he noted that this position enabled GSA Council to hold the executive team accountable by participating in their weekly meetings. R Barta himself served in this capacity for a number of years and he encouraged members to consider the benefits of such a position to their professional development. Lastly, vacancies remained for graduate students who wish to serve as the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO).

**16. GSA Elections and Referenda Committee****ii. GSA Elections and Referenda Committee Report**

No written report at this time.

**17. GSA Management****i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 12 June 2020. The report stood as submitted. In addition, C Thomas informed members that the GSA audit and the spring/summer financial report would be brought to GSA Council in July, and the office would be offering a Budget 101 session in advance of that meeting to provide support and further information to GSA Council members.

**Question Period****18. Written Questions**

None submitted.

**19. Oral Questions**

P-C Ifeonu raised the question of why the University did not collect data on its population of racialized students. M Waddingham admitted that he was not equipped to answer the question at that time, he would be happy to raise it in upcoming conversations with Dr. Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean. A Fassih added, for information, that the University might have the capacity to collect such data as it collected intersectionality data concerning staff.

**Adjournment**

The meeting was adjourned at 8:10 pm.



Dear GSA Council Members,

10 July 2020

It goes without saying that the COVID-19 pandemic and associated prevention measures will have a profound effect on the GSA's budget, something that was, of course, not anticipated when the 2020-2021 GSA operating budget was prepared and approved by GSA Council. While the current situation will result in savings in some areas (for example, in costs associated with event hosting, orientation delivery, and advocacy travel costs for Directly-Elected Officers, among others), it will also adversely impact the GSA's main revenue stream: the number of enrolled graduate students who are levied the GSA membership fee.

While we do not yet have a reliable projection of fall 2020 enrollment levels, in preparing this budget and expenditure report, the financial team (consisting of the Financial Manager, Accountant, Executive Director, and Associate Director, in consultation with the GSA Budget and Finance Committee) has been conservative and estimated a 9% decrease – this number is based on the 5-7% estimate that was previously mentioned by University administration and then increased due to the higher percentage of international student registrations in graduate rather than undergraduate studies (as international students may defer their program start dates in light of current travel restrictions). After taking this revenue loss into consideration, as well as the revenue lost by the current non-collection of rent for the Chopped Leaf food venue in the PAW Center (a portion of which is distributed to the GSA) and the decreased interest levels associated with our investments as the markets respond to the pandemic, we have looked for areas of savings to offset these losses so that we can present a balanced budget at the end of the fiscal year.

It should be noted that, since we are only working with two months' worth of data related to our revenue and expenses, it is too early to be definitive as to how the GSA's budget will look by the end of the fiscal year. That said, the financial team is reasonably confident in this forecast and will readjust accordingly in future budget and expenditure reports as circumstances shift. Being mindful of that, I have highlighted a few areas to draw your attention to below.

### **Operating Budget**

*Revenue Losses (total projected loss of \$158,615 in revenue from the 2020-2021 GSA budget as approved by GSA Council)*

Projected 9% enrolment decrease, resulting in \$105,261 less in revenue through the GSA membership fee. This is coupled with our investment revenue decreasing by \$20,539 and a projected loss of \$5,000 in external committed funding (specifically, the funding we request annually from the Faculty of Graduate Studies and Research for orientation and other outreach programming as in-person events are cancelled for the foreseeable future). We have developed this report with the assumption that we will receive no payments related to our lease agreement with the Students' Union over Chopped Leaf until January 2021, resulting in a projected revenue loss of \$27,815.

*Areas of Saving (total projected savings of \$122,307 in revenue from the 2020-2021 GSA budget as approved by GSA Council)*

**Advocacy:** Projected savings of \$18,765 owing to opportunities involving travel being put on hold and events moved online (necessitating we pay only moderate registration costs but not travel costs), and reduced in-person meetings with University administration.



**Services:** Projected savings of \$34,550 as a result of cancelled events and associated hosting costs, reduced demand for GSA Graduate Student Group Grants, and reduced demand for external grants.

**Governance:** Estimated savings of \$15,451 owing to not needing to provide food for GSA Council meetings and GSA standing committee meetings, savings associated with Early Call programming being moved online, reduced costs for Directly-Elected Officer (DEO) training expenses as a result of sessions being offered online, and reduced DEO expenses owing to decreased in-person meetings with University administrators and others.

**Human Resources:** Projected savings of \$27,723 as a result of savings in contract hourly employment and budgeted funds for staff transition/overlap between staff appointment terms, reduced professional development opportunities in the current fiscal year, and other small areas (parking associated with work activities, office recognition, etc).

**Office Administration:** Estimated savings of \$6,679 as a result of suspending all planned computer and hardware purchases as per the GSA's evergreening schedule for the current year (the Executive Director has assessed IT needs with all staff and is confident that this can responsibly be done) and some small savings in other areas (office supplies, etc).

**Professional:** Estimated reduced need for consultant services in 2020-2021, resulting in a surplus of \$7,001. The costs of the labour lawyer from Chivers Carpenter, currently being utilized as a member of the GSA Negotiating Team for collective bargaining, will be paid from the "Legal Fees" line.

**Operating/Contingency:** Estimated reduced need to potentially utilize the contingency line in 2020-2021, resulting in a surplus of \$12,138.

#### **Restricted Budget**

We are forecasting reduced ad sales in the GSA Planner as a result of current economic realities. We are planning for a limited print run and will use funds already budgeted for in the "Engagement" line to offset the costs of printing.

In closing, through reconsideration of various budget lines and looking for savings where we can, as well as taking into consideration the original projection of a ~\$40,000 surplus at the end of the fiscal year, we are projecting an overall positive bottom line of \$4,736. This is down from the originally estimated positive balance of \$41,043 but also, importantly, not a deficit (please note that the budget approved by GSA Council in February 2020 noted a projected surplus of \$95,978, this was an addition error that has been amended in this current report). The financial team will continue to monitor this situation closely and adjust the budget as needed to address the challenges that arise from this unanticipated event. I look forward to discussing this further with you when we meet in July.

A handwritten signature in black ink, appearing to read 'Marc Waddingham'.

Marc Waddingham, President and Chair of the GSA Budget and Finance Committee, 2020-2021

### Outline of Issue

#### **GSA 2020-2021 Spring/Summer Term Budget and Expenditure Report**

#### **Suggested Motion for the GSA Council:**

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2020-2021 Spring/Summer Term Budget and Expenditure Report.

#### **Background:**

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the first budget and expenditure report on the 2020-2021 GSA's fiscal year.

The Financial Team (Executive Director Courtney Thomas, CPA and Accountant Shirley Ball, Financial Manager Dorte Sheikh, as well as Associate Director Erika Heiberg) recognize that, while a balanced budget is currently still possible, COVID-19 prevention measures will have a deep impact on the GSA's budget (for example, savings associated with events being cancelled and decreased grant applications, offset by costs associated with moving meetings and services online, and, most importantly, revenue losses due to projected decreased enrollment levels in the coming months and depressed interest rates on the GSA's investments). More information can be found in the attached cover letter.

The GSA BFC received, for information, and forwarded to the GSAB the GSA 2020-2021 Spring/Summer Term Budget and Expenditure Report at their meeting of 22 June 2020 and it will come before GSA Council, to be received for information, on 20 July 2020. GSA BFC members have been invited to attend both this meeting of the GSA Council meeting. The GSA Board, likewise, received the GSA 2020-2021 Spring/Summer Term Budget and Expenditure Report and forwarded it to GSA Council at its meeting of 8 July 2020.

#### **Jurisdiction:**

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.4.a:  
*"The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Protection Act and other applicable laws."*

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

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

	CURRENT YEAR April 1, 2020 to March 31, 2021							PRIOR YEAR Comparative	
	2020-2021	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual 2019-2020
	Approved Budget	Apr 2020 to May 2020	Jun 2020 to Mar 2021					Apr 2019 to May 2019	Apr 2019 to Mar 2020
<b>REVENUE</b>									
GSA Fees Revenue	1,169,559	467,823	596,475	1,064,298	(105,261)	1	-9%	473,307	1,234,299
Interest Income	30,000	1,461	8,000	9,461	(20,539)	2	-68%	4,815	39,292
External Committed Funding	25,880	-	20,880	20,880	(5,000)	3	-19%	-	26,380
Revenue from Commercial Activities	40,162	3,347	9,000	12,347	(27,815)	4	-69%	6,694	40,162
Other Revenue	1,300	-	1,300	1,300	-		0%	-	3,603
<b>Total Revenue</b>	<b>1,266,901</b>	<b>472,631</b>	<b>635,655</b>	<b>1,108,286</b>	<b>(158,615)</b>		<b>-13%</b>	<b>484,816</b>	<b>1,343,736</b>
<b>EXPENSES</b>									
Advocacy	54,935	-	36,170	36,170	18,765	5	34%	1,926	48,024
Services	129,650	31,997	63,103	95,100	34,550	6	27%	32,514	87,820
Governance	219,779	31,136	173,192	204,328	15,451	7	7%	34,833	204,838
Human Resources	693,026	118,728	546,575	665,303	27,723	8	4%	104,942	648,729
Office Administration and Operational Costs	44,267	3,286	34,302	37,588	6,679	9	15%	2,202	20,990
Professional	64,200	5,931	51,268	57,199	7,001	10	11%	3,500	30,575
Operating/Contingency Fund	20,000	-	7,862	7,862	12,138	11	61%	-	21,381
<b>Total Expenses</b>	<b>1,225,857</b>	<b>191,078</b>	<b>912,472</b>	<b>1,103,550</b>	<b>122,307</b>		<b>10%</b>	<b>179,917</b>	<b>1,062,357</b>
<b>BALANCE</b>	<b>41,044</b>	<b>281,553</b>	<b>(276,817)</b>	<b>4,736</b>	<b>(36,308)</b>		<b>-88%</b>	<b>304,899</b>	<b>281,379</b>

Explanatory notes:

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

Variance formula: for Revenue the variance is the total for the 2020-2021 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2020-2021 year.

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

1. Projected decrease in GSA Fees revenue due to anticipated decrease in graduate student registrations due to COVID-19.
2. Projected decrease in Interest Income revenue due to drop in bank interest rates.
3. Projected decrease in External Committed Funding due to expected loss of funding from the Faculty of Graduate Studies and Research.
4. Projected decrease in Revenue from Commercial Activities due to closure of Chopped Leaf outlet in the PAW Centre due to COVID-19.
5. Projected savings in Advocacy as a result of less travel due to COVID-19.
6. Projected savings in Services due to lower events expenses (such as orientation).
7. Projected savings in Governance due to lower DEO expenses and council expenses due to COVID-19.
8. Projected savings in Human Resources due to decrease in contract hourly expenses and lower expenses in the Professional Expense Allowance line.
9. Projected savings in Office Administration and Operational costs due to lower expenses for Capital Items and Office Supplies and Maintenance.
10. Projected savings in Professional due to lower expenses in the Consultants line.
11. Projected savings in the Operating/Contingency Fund due to the general slowdown of activity related to COVID-19.

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

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2020-2021 GSA Restricted and Other Funding

Budget and Expenditure Report

Summer Update, April to May 2020 actuals and June 2020 to March 2021 forecast

	CURRENT YEAR April 1, 2020 to March 31, 2021						PRIOR YEAR Comparative		
	2020-2021 Approved Budget	Actual Apr 2020 to May 2020	Forecast Jun 2020 to Mar 2021	Total	Variance	Ref #	% Variance	Actual Apr 2019 to May 2019	Total Actual 2019-2020 Apr 2019 to Mar 2020
<b>Fundraised Activity</b>									
GSA Planner	9,500	-	6,400	6,400	(3,100)	1	-33%	-	8,570
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	16,500
GSA Child Care Grants	331,100	146,000	185,100	331,100	-		0%	146,000	344,000
GSA Emergency Bursaries	141,900	-	141,900	141,900	-		0%	-	161,151
GSA Academic Travel Grants	473,000	301	472,699	473,000	-		0%	301	439,431
	964,000	146,301	817,699	964,000	-		0%	146,301	961,082
<b>Other Restricted Funding</b>									
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	15,730	-	15,730	15,730	-		0%	-	15,989
GSAP (Graduate Student Assistance Program) Fees Collected	82,000	-	82,000	82,000	-		0%	-	76,419
Health Plan Revenue	1,667,407	-	1,667,407	1,667,407	-		0%	-	1,568,790
Dental Plan Revenue	1,246,248	-	1,246,248	1,246,248	-		0%	-	1,092,649
	3,011,385	-	3,011,385	3,011,385	-		0%	-	2,753,847
<b>BALANCE</b>	3,984,885	146,301	3,835,484	3,981,785	(3,100)		0%	146,301	3,723,499

Explanatory notes:

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

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

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

For further reference see the attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
<p>GSA Fees (annual membership fee)</p> <p><b>\$1,064,297 budget reduced from approved \$1,169,558 budget</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Based on the three-year funding agreement signed between the GSA and the University on February 6, 2019, the GSA will receive:                         <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment;</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Revenue decrease</b></li> <li>● <b>For 2020-2021, the projected GSA revenue has been adjusted down 9% to \$1,064,297.</b> The approved budget of <b>\$1,169,558</b> was based on fees paid by a projected 6,390 full-time graduate students (6,390 @ \$156.02 per graduate student) and a projected 1,475 part-time graduate students (1,475 @ \$117.01 per graduate student). A decline in the total number of registered full-time and part-time students is projected due to the COVID-19 situation and associated changes to post-secondary program delivery.</li> <li>● <b>Actual April to May: \$467,823</b></li> <li>● <b>Forecast June to March: \$596,475</b></li> <li>● <b>The 2019-2020 actual was \$1,234,299</b></li> </ul>
<b>Interest Income</b>		
<p>Interest Income</p> <p><b>\$30,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Interest income on bank accounts is deposited monthly.</li> <li>● The GSA also holds an investment portfolio and the income from these investments is re-invested and is reported in the annual audited financial statements.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Revenue decrease due to lower interest rates the interest income is decreasing</b></li> <li>● <b>Actual April to May: \$1,461</b></li> <li>● <b>Forecast June to March: \$8,000</b></li> <li>● <b>The 2019-2020 actual was \$32,292</b></li> </ul>

<b>External Committed Funding</b>		
Funding from the Dean of Students and the Dean of FGSR  <b>\$9,190 budget</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Expect to lose this year’s funding from the Faculty of Graduate Studies and Research .</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Revenue decrease</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$4,190</b></li> <li>● <b>The 2019-2020 actual was \$9,190</b></li> </ul>
Funding from Studentcare  <b>\$5,190 budget</b>	<ul style="list-style-type: none"> <li>● 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. Renegotiation of the agreement commences soon.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$5,190</b></li> <li>● <b>The 2019-2020 actual was \$5,190</b></li> </ul>
Funding from TDIMM  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$11,500</b></li> <li>● <b>The 2019-2020 actual was \$12,000</b></li> </ul>
<b>Revenue from Commercial Activities</b>		
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue  <b>\$40,162 budget</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Revenue decrease due to COVID-19 and the closure of the food outlet for most of the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Revenue decrease</b></li> <li>● <b>Actual April to May: \$3,347</b></li> <li>● <b>Forecast June to March: \$9,000</b></li> <li>● <b>The 2019-2020 budget was \$40,162</b></li> </ul>
<b>Other Revenue</b>		
Other Revenue  <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>● This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$1,300</b></li> <li>● <b>The 2019-2020 actual was \$3,603</b></li> </ul>

<b>EXPENSES</b>		
<b>Advocacy</b>		
Business Travel and External Relations and Advocacy  <b>\$22,475 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>In its Strategic Work Plan (SWP), the GSA Board (GSAB) identified the need for a strong voice at the table with the government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.</li> <li>Decrease in expenses due to COVID-19 restrictions which restricts travel and changes conferences and/or meetings to an on-line format with less expense.</li> </ul>	<ul style="list-style-type: none"> <li><b>Spending decrease</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$4,350</b></li> <li><b>The 2019-2020 actual was \$16,554</b></li> </ul>
University Relations  <b>\$1,000 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses.</li> <li>Decrease in expenses projected due to COVID-19 restrictions</li> </ul>	<ul style="list-style-type: none"> <li><b>Spending decrease</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$360.00</b></li> <li><b>The 2019-2020 actual was \$634.00</b></li> </ul>
ab-GPAC  <b>\$31,460 budget</b>	<ul style="list-style-type: none"> <li>Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at \$4 per graduate student per year, effective September 2018.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$31,460</b></li> <li><b>The 2019-2020 actual was \$30,836</b></li> </ul>
<b>Services</b>		
<b>Grants and Subsidies</b>		
Academic Workshop Subsidies  <b>\$12,000 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2020-2021 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$12,000</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>The 2019-2020 actual was \$9,500</b></li> </ul>
External Grants  <b>\$2,900 budget</b>	<ul style="list-style-type: none"> <li>Funds request for external grants such as a grant for the Student Advisors' Conference and International Week.</li> <li>Fund requests expected to decrease due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li><b>Spending decrease</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,300</b></li> <li><b>The 2019-2020 actual was \$2,775</b></li> </ul>

<p>Campus Food Bank</p> <p><b>\$20,000 budget</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● CFB Executive Director and Board Chair report annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$20,000</b></li> <li>● <b>Forecast June to March: \$0.00</b></li> <li>● <b>The 2019-2020 actual was \$15,000</b></li> </ul>
<p><b>Graduate Student Groups</b></p>		
<p>GSA Council Remuneration</p> <p><b>\$16,250 budget</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$16,250</b></li> <li>● <b>The 2019-2020 actual was \$14,000</b></li> </ul>
<p>GSA Graduate Student Group Grant</p> <p><b>\$36,000 budget</b></p>	<ul style="list-style-type: none"> <li>● The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                             <ul style="list-style-type: none"> <li>▪ Bring in special guest lecturers or host academic-style events.</li> <li>▪ Support the academic activities of graduate students.</li> <li>▪ Provide modest start-up funding for new groups.</li> <li>▪ Decrease in grant requests expected due to COVID-19 restrictions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Spending decrease</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$18,000</b></li> <li>● <b>The 2019-2020 actual was \$24,105</b></li> </ul>
<p><b>Other Expenses</b></p>		
<p>Annual Strategic Plan Initiatives</p> <p><b>\$2,500 budget</b></p>	<ul style="list-style-type: none"> <li>● Any new SWP initiatives may be funded from this account.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$2,500</b></li> <li>● <b>The 2019-2020 actual was \$800.00</b></li> </ul>
<p>Engagement, Orientation, and Outreach</p> <p><b>\$29,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, swag purchases and SUTV ads.</li> <li>● Depending on student demand for the yearly planner, and the ad revenue, this budget is also used to cover the cost of printing additional planners not covered by the revenue from ad sales.</li> <li>● Decrease in expenses expected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Spending decrease</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$14,050</b></li> <li>● <b>The 2019-2020 actual was \$19,605</b></li> </ul>
<p>GSA Awards and Events</p> <p><b>\$11,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Expenses for the annual GSA Awards Night (normally in March).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$11,000</b></li> <li>● <b>The 2019-2020 actual was \$2,035</b></li> </ul>

<b>Governance</b>		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers Stipends  <b>\$174,298 budget</b>	<ul style="list-style-type: none"> <li>Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2020-2021, the President receives an annual stipend of \$41,498 and the four VP positions each receive \$33,200. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw &amp; Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b).</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$28,765</b></li> <li><b>Forecast June to March: \$145,248</b></li> <li><b>The 2019-2020 actual was \$170,573</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,627 budget</b>	<ul style="list-style-type: none"> <li>The 2020-2021 rate is \$500.36 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,502</b></li> <li><b>The 2019-2020 actual was \$2,502</b></li> </ul>
U-Pass  <b>\$2,370 budget</b>	<ul style="list-style-type: none"> <li>The U-Pass is set at \$158 each term in 2020-2021 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.</li> <li>Modest decrease expected due to transit service reduction due to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li><b>Spending decrease</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,975</b></li> <li><b>The 2019-2020 actual was \$2,270</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$8,232 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at the Government of Canada rate for 2020.</li> <li>This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$1,357</b></li> <li><b>Forecast June to March: \$6,860</b></li> <li><b>The 2019-2020 actual was \$8,078</b></li> </ul>
Employer EI Contributions  <b>\$3,852 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at the Government of Canada rate for 2020.</li> <li>This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$636.00</b></li> <li><b>Forecast June to March: \$3,213</b></li> <li><b>The 2019-2020 actual was \$3,874</b></li> </ul>

<b>Directly-Elected Officers - Other Expenses</b>		
Insurance  <b>\$1,304 budget</b>	<ul style="list-style-type: none"> <li>● Directors and Officers Liability Insurance. Paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$1,035</li> <li>● The 2019-2020 actual was \$1,035</li> </ul>
Transition/Early Call for Talent  <b>\$5,054 budget</b>	<ul style="list-style-type: none"> <li>● The Early Call for Talent and Training occurs in the fall.</li> <li>● Transition activity typically occurs in March and April.</li> <li>● Spending decrease expected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$800.00</li> <li>● The 2019-2020 actual was \$785.00</li> </ul>
Training/Development  <b>\$3,050 budget</b>	<ul style="list-style-type: none"> <li>● Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> <li>● Spending decrease expected due to COVID-19 restrictions and the move to on-line training.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$2,000</li> <li>● The 2019-2020 actual was: \$3,680</li> </ul>
Directly-Elected Officers' Expenses  <b>\$2,812 budget</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Spending decrease expected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$1,000</li> <li>● The 2019-2020 actual was \$1,887</li> </ul>
GSA Board and Other Committee Expenses  <b>\$1,501 budget</b>	<ul style="list-style-type: none"> <li>● Provision of light refreshments at weekly GSAB meetings.</li> <li>● Due to COVID-19 restrictions GSAB meetings are currently held via Zoom so there are no refreshment expenses. These may reoccur for part of the year.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$7.00</li> <li>● Forecast June to March: \$450.00</li> <li>● The 2019-2020 actual was \$497.00</li> </ul>
<b>GSA Council Expenses</b>		
GSA Council Food and Other Expenses  <b>\$5,899 budget</b>	<ul style="list-style-type: none"> <li>● The estimate is based on 12 meetings per year.</li> <li>● Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses.</li> <li>● Includes printing of GSA Council placards and celebratory/acknowledgement events.</li> <li>● Due to COVID-19 restrictions GSA Council meetings are currently held via Zoom so there are no food expenses. These may reoccur for part of the year.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$1,200</li> <li>● The 2019-2020 actual was \$3,577</li> </ul>
Election Expenses  <b>\$3,560 budget</b>	<ul style="list-style-type: none"> <li>● This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$3,560</li> <li>● The 2019-2020 actual was \$2,729</li> </ul>

<p>GSA Council Speaker Honorarium</p> <p><b>\$2,220 budget</b></p>	<ul style="list-style-type: none"> <li>• Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$370.00</li> <li>• Forecast June to March: \$1,850</li> <li>• The 2019-2020 actual was \$1,850</li> </ul>
<p>Chief Returning Officer Honorarium</p> <p><b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>• Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$1,500.00</li> <li>• The 2019-2020 actual was \$1,500.00</li> </ul>
<p>Other Honoraria</p> <p><b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Example, Deputy Returning Officer needs to fill in for CRO for a significant period.</li> <li>• Expense not anticipated this year.</li> </ul>	<ul style="list-style-type: none"> <li>• Spending decrease</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$0.00</li> <li>• The 2019-2020 actual was \$0.00</li> </ul>
<p><b>Human Resources</b></p>		
<p><b>Support Staff (Represented by NASA)</b></p>		
<p>Support Staff - Salaries</p> <p><b>\$285,752 budget</b></p>	<ul style="list-style-type: none"> <li>• There are four full-time support staff positions.</li> <li>• Includes contractual cost of living increases and one-time payments (e.g. responsibility pay).</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$46,875</li> <li>• Forecast June to March: \$234,376</li> <li>• The 2019-2020 actual was \$230,495</li> </ul>
<p>Support Staff – Benefits</p> <p><b>\$22,500 budget</b></p>	<ul style="list-style-type: none"> <li>• Calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$3,750</li> <li>• Forecast June to March: \$18,750</li> <li>• The 2019-2020 actual was \$18,157</li> </ul>
<p>Support Staff – RRSP</p> <p><b>\$30,938 budget</b></p>	<ul style="list-style-type: none"> <li>• Support staff receive RRSP payments for contribution to their own plans.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$5,156</li> <li>• Forecast June to March: \$25,781</li> <li>• The 2019-2020 actual was \$24,965</li> </ul>
<p>Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program</p> <p><b>\$2,185 budget</b></p>	<ul style="list-style-type: none"> <li>• The 2020-2021 rate is \$500.36 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is \$21 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0,00</li> <li>• Forecast June to March: \$2,185</li> <li>• The 2019-2020 actual was \$1,501</li> </ul>

Support Staff – Employer CPP Contributions <b>\$11,560 budget</b>	<ul style="list-style-type: none"> <li>● CPP is calculated at the Government of Canada rate for 2020.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$2,806</li> <li>● Forecast June to March: \$8,754</li> <li>● The 2019-2020 actual was \$9,499</li> </ul>
Support Staff – Employer EI Contributions <b>\$4,796 budget</b>	<ul style="list-style-type: none"> <li>● EI is calculated at the Government of Canada rate for 2020.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$1,234</li> <li>● Forecast June to March: \$3,562</li> <li>● The 2019-2020 actual was \$4,090</li> </ul>
Support Staff Development <b>\$3,200 budget</b>	<ul style="list-style-type: none"> <li>● The support staff NASA contract provides for support of \$1,500 (increased from \$800 per support staff for courses related to staff development).</li> </ul>	<ul style="list-style-type: none"> <li>● Estimated over expenditure</li> <li>● Actual April to May: \$2,200</li> <li>● Forecast June to March: \$2,500</li> <li>● The 2019-2020 actual was \$1,600</li> </ul>
Support Staff Required Professional Development <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>● New budget line to provide support staff training and professional development opportunities as required by management.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$1,500</li> <li>● New budget line for this year</li> </ul>
<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff - Salaries <b>\$243,441 budget</b>	<ul style="list-style-type: none"> <li>● The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement.</li> <li>● One position was reclassified to Support Staff (NASA) in November 2019.</li> <li>● Expense savings estimated due to fewer hours billed by a staff member on hourly contract.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$41,252</li> <li>● Forecast June to March: \$184,189</li> <li>● The 2019-2020 actual was \$254,963</li> </ul>
Administrative/ Professional Staff - Merit Pay <b>\$23,776 budget</b>	<ul style="list-style-type: none"> <li>● In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit increment.</li> <li>● Additionally the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$4,276</li> <li>● Forecast June to March: \$19,500</li> <li>● The 2019-2020 actual was \$28,776</li> </ul>
Administrative/ Professional Staff - Benefits <b>\$17,030 budget</b>	<ul style="list-style-type: none"> <li>● Calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$2,921</li> <li>● Forecast June to March: \$14,109</li> <li>● The 2019-2020 actual was \$20,234</li> </ul>
Administrative/ Professional Staff - RRSP <b>\$23,417 budget</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$4,017</li> <li>● Forecast June to March: \$19,400</li> <li>● The 2019-2020 actual was \$27,822</li> </ul>

<p>Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan</p> <p><b>\$1,639 budget</b></p>	<ul style="list-style-type: none"> <li>• The 2020-2021 rate is \$500.36 per administrative/professional staff per annum.</li> <li>• The GSAP is \$21 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$1,639</b></li> <li>• <b>The 2019-2020 actual was \$2,335</b></li> </ul>
<p>Administrative/ Professional Staff - Employer CPP Contributions</p> <p><b>\$7.868 budget</b></p>	<ul style="list-style-type: none"> <li>• CPP is calculated at the Government of Canada rate for 2020.</li> <li>• This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$2,414</b></li> <li>• <b>Forecast June to March: \$5,454</b></li> <li>• <b>The 2019-2020 actual was \$9,235</b></li> </ul>
<p>Administrative/ Professional Staff - Employer EI Contributions</p> <p><b>\$3,277 budget</b></p>	<ul style="list-style-type: none"> <li>• EI is calculated at the Government of Canada rate for 2020.</li> <li>• This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$1,056</b></li> <li>• <b>Forecast June to March: \$2,221</b></li> <li>• <b>The 2019-2020 actual was \$4,041</b></li> </ul>
<p><b>Other HR Expenses</b></p>		
<p>Office Recognition</p> <p><b>\$1,000 budget</b></p>	<ul style="list-style-type: none"> <li>• This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks).</li> <li>• Decrease in spending projected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Spending decrease</b></li> <li>• <b>Actual April to May: \$68.00</b></li> <li>• <b>Forecast June to March: \$600.00</b></li> <li>• <b>The 2019-2020 actual was \$820.00</b></li> </ul>
<p>Professional Expense Allowance</p> <p><b>\$6,771 budget</b></p>	<ul style="list-style-type: none"> <li>• Contractual arrangement with the ED.</li> <li>• Budget also used for the professional development of administrative/professional staff.</li> <li>• Decrease in spending projected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Spending decrease</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$500.00</b></li> <li>• <b>The 2019-2020 actual was \$8,591</b></li> </ul>
<p>Workers’ Compensation</p> <p><b>\$2,227 budget</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$702.00</b></li> <li>• <b>Forecast June to March: \$1,525</b></li> <li>• <b>The 2019-2020 actual was \$1,578</b></li> </ul>
<p>Parking</p> <p><b>\$150 budget</b></p>	<ul style="list-style-type: none"> <li>• Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Spending decrease</b></li> <li>• <b>Actual April to May: \$0.00</b></li> </ul>

	<ul style="list-style-type: none"> <li>Decrease in spending projected due to COVID-19 restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Forecast June to March: \$30.00</li> <li>The 2019-2020 actual was \$26.00</li> </ul>
<b>Office Administration and Operational Costs</b>		
<p>Capital Items</p> <p><b>\$7,700 budget</b></p>	<ul style="list-style-type: none"> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Spending decrease</li> <li>Actual April to May: \$1,974</li> <li>Forecast June to March: \$0.00</li> <li>The 2019-2020 actual was \$2,124</li> </ul>
<p>Information Technology Service Agreement</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$6,000</li> <li>The 2019-2020 actual was \$3,150</li> </ul>
<p>Telephone &amp; Cable</p> <p><b>\$3,100 budget</b></p>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$373.00</li> <li>Forecast June to March: \$2,352</li> <li>The 2019-2020 actual was \$2,960</li> </ul>
<p>Office Supplies and Maintenance</p> <p><b>\$13,000 budget</b></p>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> <li>A physical office reorganization will occur in 2020-2021 to maximize the effective use of the office space. There will be a one-time expense of approximately \$8,000 for this.</li> </ul>	<ul style="list-style-type: none"> <li>Spending decrease</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$13,000</li> <li>The 2019-2020 actual was \$2,550</li> </ul>
<p>Computer Software</p> <p><b>\$5,236 budget</b></p>	<ul style="list-style-type: none"> <li>Monthly fees for Adobe Creative Cloud, and for Canva, JibJab, and Active Campaigner, as needed.</li> <li>Yearly upgrade costs for Sage Simply Accounting.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$229.00</li> <li>Forecast June to March: \$5,007</li> <li>The 2019-2020 actual was \$2,742</li> </ul>
<p>Payroll and Banking Service Charges</p> <p><b>\$1,805 budget</b></p>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$175.00</li> <li>Forecast June to March: \$1,218</li> <li>The 2019-2020 actual was \$1,283</li> </ul>
<p>Photocopier Lease and Meter</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$6,000</li> <li>The 2019-2020 actual was \$4,921</li> </ul>
<p>General Liability Insurance (Office)</p>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> </ul>

<p><b>\$700 budget</b></p>		<ul style="list-style-type: none"> <li>● Forecast June to March: \$535.00</li> <li>● The 2019-2020 actual was \$535.00</li> </ul>
<p>AMICCUS-C Membership</p> <p><b>\$725 budget</b></p>	<ul style="list-style-type: none"> <li>● Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$725.00</li> <li>● The 2019-2020 actual was \$650.00</li> </ul>
<p><b>Professional</b></p>		
<p>Financial Auditing</p> <p><b>\$12,200 budget</b></p>	<ul style="list-style-type: none"> <li>● GSA has an annual audit performed by RSM.</li> <li>● Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$12,200</li> <li>● The 2019-2020 actual was \$12,150</li> </ul>
<p>Consultants</p> <p><b>\$15,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2020-2021.</li> <li>● Decrease in spending is projected.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending decrease</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$8,000</li> <li>● The 2019-2020 actual was \$0.00</li> </ul>
<p>Investment Advisor</p> <p><b>\$15,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Investment advisor fees for ATB Investment Management Inc.</li> <li>● These fees are charged at a rate commensurate with the dollar value of our portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$4,414</li> <li>● Forecast June to March: \$10,586</li> <li>● The 2019-2020 actual was \$16,645</li> </ul>
<p>Legal Fees - General</p> <p><b>\$22,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Legal advice on significant operational issues as needed.</li> <li>● If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li>● On target</li> <li>● Actual April to May: \$1,518</li> <li>● Forecast June to March: \$20,482</li> <li>● The 2019-2020 actual was \$1,780</li> </ul>
<p><b>Operating/Contingency Fund</b></p>		
<p>Operating /Contingency Fund</p> <p><b>\$20,000 budget</b></p>	<ul style="list-style-type: none"> <li>● A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> <li>● Anticipated expenses for Articulate software for online orientation and one-time purchase of Microsoft licences.</li> </ul>	<ul style="list-style-type: none"> <li>● Spending savings</li> <li>● Actual April to May: \$0.00</li> <li>● Forecast June to March: \$7,862</li> <li>● The 2019-2020 actual was \$21,381</li> </ul>

**GSA 2020-2021 Restricted and Other Funding Budget (Narrative)**

<b>Account Name and Budget</b>	<b>Brief Description</b>	<b>Narrative</b>
<b>Restricted and Other Funding</b>		
<b>Fundraised Activity</b>		
GSA Planner  <b>\$9,500 budget</b>	<ul style="list-style-type: none"> <li>● The GSA sells advertising space in the yearly graduate student planner to subsidize printing costs.</li> <li>● Advertising revenue is lower than the estimated expenses so funds from the “Engagement” line will be utilized to pay for a smaller than usual number of printed planners.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Revenue shortfall</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$6,400</b></li> <li>● <b>The 2019-2020 actual was \$8,570</b></li> </ul>
	<p><b>Graduate Student Support Fund (GSSF) (Restricted Revenue)</b>                      The negotiations for the 2020-2022 Memorandum of Settlement have commenced but due to the dynamics of COVID-19 and provincial government funding is not concluded. On June 3, 2020 the Deputy Provost confirmed the commitment for the GSSF at the same level as the 2019-2020 year (\$964,000).</p>	
GSA Recognition Awards  <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>● Funds provided for various awards presented at the annual GSA Awards Night.</li> <li>● Revenue is received in the form of Graduate Student Support Fund (GSSF) monies.</li> <li>● Expenses for the GSA Awards Night are processed in March.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$18,000</b></li> <li>● <b>The 2019-2020 actual was \$16,500</b></li> </ul>
GSA Child Care Grants  <b>\$331,100 budget</b>	<ul style="list-style-type: none"> <li>● Graduate students can apply for this grant to offset the cost of child care.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$146,000</b></li> <li>● <b>Forecast June to March: \$185,100</b></li> <li>● <b>The 2019-2020 actual was \$344,000</b></li> </ul>
GSA Emergency Bursaries  <b>\$141,900 budget</b>	<ul style="list-style-type: none"> <li>● Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$141,900</b></li> <li>● <b>The 2019-2020 actual was \$161,151</b></li> </ul>
GSA Academic Travel Grants  <b>\$473,000 budget</b>	<ul style="list-style-type: none"> <li>● Graduate students can apply for this grant to participate in academic activities such as conferences and research trips.</li> <li>● Revenue is received in the form of GSSF funds.</li> <li>● Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$301.00</b></li> <li>● <b>Forecast June to March: \$472,699</b></li> <li>● <b>The 2019-2020 actual was \$439,431</b></li> </ul>

## GSA 2020-2021 Restricted and Other Funding Budget (Narrative)

5.17

<p>CJSR Fees</p> <p><b>\$15,730 budget</b></p>	<ul style="list-style-type: none"> <li>● The U of A campus radio station (CJSR) receives \$1 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$15,730</b></li> <li>● <b>The 2019-2020 actual was \$15,989</b></li> </ul>
<p>GSAP (Graduate Student Assistance Program)</p> <p><b>\$82,000 budget</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● University provides a subsidy against the cost of this plan.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$82,000</b></li> <li>● <b>The 2019-2020 actual was \$76,419</b></li> </ul>
<p>Health Plan</p> <p><b>\$1,667,407 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the health part of the Health and Dental Plan.</li> <li>● The 2020-2021 fee is \$285.61 per graduate student per year. Revenue and the related expenses are processed in October, February, and March.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$1,667,407</b></li> <li>● <b>The 2019-2020 actual was \$1,568,790</b></li> </ul>
<p>Dental Plan</p> <p><b>\$1,246,248 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan.</li> <li>● The 2020-2021 fee is \$214.75 per graduate student per year. Revenue and the related expenses are processed in October, February, and March.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to May: \$0.00</b></li> <li>● <b>Forecast June to March: \$1,246,248</b></li> <li>● <b>The 2019-2020 actual was \$1,092,649</b></li> </ul>

## Outline of Issue

### **Recommended Changes to GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board**

#### **Suggested Motion for GSA Council:**

That GSA Council, on the unanimous recommendation of the GSA Governance Committee, **APPROVE** recommended changes to GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, as shown in the attached track changes document and effective upon approval by GSA Council.

#### **Background:**

As part of the GSA's regular review of GSA Bylaw and Policy, a few changes to the section on the GSA Appeals and Complaints Board (GSA ACB) (Section H) are recommended. Substantive changes include:

1. Changes to Section H.POL.7.3 to note that the Chair and Vice-Chair will be elected by the other members of GSA ACB (on the recommendation of the GSA Nominating Committee (GSA NoC)), rather than the Chair and Vice-Chair being elected by GSA Council. The thinking behind this was to a) free up some time in terms of GSA Council's workload, b) to better align with the terms of reference for other GSA standing committees and c) because GSA ACB members who have received training in procedural fairness might be better equipped to elect their Chair and Vice-Chair than members of GSA Council who will not have had that training.
2. Changes to Section H.POL.7.4 to remove the stipulation that, where possible, terms for GSA ACB members will run from October to September. Vacancies on the GSA ACB are perennial and these sort of set terms tethered to specific months have never been aimed for, nor is it felt that there is a compelling reason that they should be.

These recommended changes, alongside several editorial ones, are noted in the attached track changes document.

As these recommended changes also affect GSA NoC processes, the Chair and Vice-Chair of that committee have reviewed and are supportive of them. Likewise, the recommended changes were also circulated to the members of the GSA ACB, and no concerns were raised. Finally, the GSA Governance Committee voted to recommend the changes to GSA Council via email vote on 26 June 2020 and the GSA Board reviewed the recommended changes prior to onward transmission to GSA Council at its meeting of 8 July 2020.

#### **Jurisdiction:**

##### Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a

The GSA GC will *"advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council."*

##### Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2

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

**GSA Policy: GSA Standing Committees, GSA Appeals and Complaints Board<sup>1</sup>**

**H.POL.6 Jurisdiction and Mandate**

- H.POL.6.1 The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding appeals of GSA Chief Returning Officer (CRO) decisions and complaints about GSA Officers and Councillors-at-Large (CALs) as allowed by Section 94(3) of the *Post-Secondary Learning Act*.
- H.POL.6.2 The GSA ACB hears and decides on the following matters through Hearing Committees:
  - H.POL.6.2.a Complaints about the performance or conduct of GSA Officers and CALs or about conflict of interest or commitment relating to GSA Officers and CALs.
  - H.POL.6.2.b Appeals of decisions of the CRO.

**H.POL.7 Composition of the GSA Appeals and Complaints Board**

- H.POL.7.1 Eight (8) GSA members elected by GSA Council as voting members.
- H.POL.7.2 Four (4) Departmental Councillors (including the Indigenous Graduate Students' Association (IGSA) Councillor), alternates, or recent former Departmental Councillors), elected by GSA Council as voting members.
- H.POL.7.3 Members must come from a broad range of departments and may stand for re-election.
- H.POL.7.4 Terms of office may run for a one (1) or two (2) year term as recommended by the GSA Nominating Committee (GSA NoC). Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a hearing even if their term expires or they convocate.
- H.POL.7.5 Two (2) members from amongst the twelve (12) voting members of the GSA ACB will be elected, on the recommending of the GSA NoC, by the GSA ACB to serve as Chair and Vice-Chair for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.
- H.POL.7.6 The GSA ACB Chair and Vice-Chair may delegate their positions to another GSA ACB member for reasons relating to bias, availability, or upcoming vacancy prior to the GSA ACB electing a replacement.
- H.POL.7.7 When the full GSA ACB meets to discuss their procedures for hearings or other general business, quorum is five (5) members including the Chair and/or Vice-Chair.

**H.POL.8 Eligibility and Nomination of GSA Appeals and Complaints Board Members**

- H.POL.8.1 The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council.
- H.POL.8.2 In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in Section E: Nominating, GSA Policy, Nominating; however, the GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the ED and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.
- H.POL.8.3 Members of the GSA ACB must have a demonstrated ability to be neutral and are expected to act impartially, including declaring any conflicts of interest as they arise and rising above

<sup>1</sup> Previous GSA Policy on the GSA Judicial Committee amended by GSA Council on 14 March 2011 and 21 October 2013. Moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Replacement of the GSA Judicial Committee with the GSA Appeals and Complaints Board approved by GSA Council on 20 July 2015. Amended by GSA Council on 28 October 2019 [and 20 July 2020](#). Editorial revisions made by the GSA Governance Committee on 3 April 2017, 6 October 2017, and 22 January 2020.

**Commented [Office1]:** Editorial; to align with other sections of GSA Bylaw and Policy

**Commented [Office2]:** Editorial; to align with other sections of GSA Bylaw and Policy

**Deleted:** , Chair, Terms of Office, Quorum, and Reporting of the GSA Appeals and Complaints Board

**Deleted:** H.POL.7.1 → Composition¶

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**Commented [Office3]:** Recommended removal of specific months in which terms start and end and of terms being staggered as filling of vacancies occurs throughout the year.

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**Commented [Office4]:** Recommend delegating authority to elect a Chair and Vice-Chair to the GSA ACB, consonant with the terms of reference for other GSA standing committees.

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individual/departmental interests to ensure procedural fairness, and must be available during the GSA General Election.

**H.POL.8.4** Members of the GSA ACB must have no intention to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and/or by-election, serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum, or have run in the most recent GSA General Election and/or by-election or served as a Campaign Representative in the most recent referendum. GSA ACB members must also be neutral and impartial (ie having no immediate or vested interest in the outcome of GSA General Elections and referenda).

**H.POL.8.5** If a GSA ACB member intends to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and/or by-election, or serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum they will resign from the GSA ACB.

**H.POL.8.6** The President, Vice-Presidents, other Elected Officers, CALs, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

**H.POL.9 Composition of GSA Appeals and Complaints Board Hearing Committees**

**H.POL.9.1** For the purpose of hearing appeals of CRO decisions, the composition and quorum is three (3) members of the GSA ACB. For the purpose of hearing complaints about GSA Officers and CALs, the composition and quorum is five (5) GSA ACB members of which at least two (2) must be Departmental Councillors (including the IGSA Councillor), alternates, or recent former Departmental Councillors.

**H.POL.9.2** The Executive Director (ED) will select a reserve member(s) from the list of members.

**H.POL.10 Support and Training**

- H.POL.10.1** The ED will serve in a neutral role to advise on procedural matters, and to seek legal advice on behalf of the GSA ACB, or on behalf of the Chairs of GSA ACB Hearing Committees.
- H.POL.10.2** The ED, in consultation with the Chair and/or Vice-Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB.
- H.POL.10.3** The ED will provide for training of members in procedural fairness.

**H.POL.11 Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour**

- H.POL.11.1** Should an Appeal, Complaint, Response, or related information involve an alleged criminal action or an alleged breach of the Code of Student Behaviour, or involve any other jurisdiction, legal advice will be sought by the ED on behalf of the GSA ACB Chair before proceeding.

**H.POL.12 Information Provided Anonymously**

- H.POL.12.1** If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis by the GSA ACB Chair or GSA ACB Hearing Committee Chair, in consultation with the Vice-Chair and the ED.

**H.POL.13 Informal Resolution**

- H.POL.13.1** The GSA ACB Chair, in consultation with the ED, may attempt informal resolution before involving the GSA ACB; if resources outside the GSA ACB are used for informal resolution and if an agreement amongst the parties is reached, the GSA ACB Chair and Vice-Chair must approve the agreement. If informal resolution is rejected or is not successful, the GSA ACB Chair and ED will provide a statement to the GSA ACB Hearing Committee about attempts at informal resolution.

**H.POL.14 Complaints About the Performance or Conduct of GSA Officers and Councillors-at-Large, Including Complaints About Conflict of Interest or Commitment**

- H.POL.14.1** Receipt of Complaints and Setting the Hearing Date(s)
  - H.POL.14.1.a** Complaints about a GSA Officer(s) or a CAL(s) will be directed to the GSA ACB Chair and copied to the ED.
  - H.POL.14.1.b** Complaints may be made by any person(s).

**Commented [Office8]:** Editorial; removal of a duplicate statement

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**Deleted:** If a GSA ACB member intends to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and/or by-election, or serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum they will resign from the GSA ACB.

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**Moved up [2]:** H.POL.9.5 → The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council. ¶

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- H.POL.14.1.c Complaints about the performance or conduct of a GSA Officer(s), a CAL(s), or about conflict of interest or commitment relating to a GSA Officer(s) or a CAL(s) must be in writing (ie not oral), and signed. They must provide a complete description of the circumstances that have prompted the Complaint, a list of any known witnesses the Complainant intends to call, and any suggested remedy or action.
- H.POL.14.1.d Upon receipt of a Complaint, the GSA ACB Chair will confer with the ED, who will seek legal advice if necessary.
- H.POL.14.1.e Where there is a Complaint about a GSA Officer(s), the GSA ACB Chair and Vice-Chair, in consultation with the ED, will decide, normally within two (2) working days, if the GSA Officer(s) may be suspended with pay, as relevant, until the hearing is complete; as needed the President or Acting President, in consultation with the ED will decide on how Directly-Elected Officer(s)' duties will be carried out during a suspension.
- H.POL.14.1.f The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss a Complaint if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
- H.POL.14.1.g If the Chair proceeds with the Complaint, a hearing date(s) will be set.
- H.POL.14.2 Response
  - H.POL.14.2.a The GSA ACB Chair will send the Complaint to the GSA Officer(s) or CAL(s) being complained about, copied to the ED. The GSA ACB Chair will require a Response, to be received within fifteen (15) working days, and will ask about the possibility of informal resolution; the deadline for a Response may be adjusted accordingly.
  - H.POL.14.2.b The Response must be in writing (ie not oral), signed, and must provide a response to the matters raised in the Complaint, a list of any known witnesses the Respondent intends to call, and any suggested remedy or action.
  - H.POL.14.2.c Responses will be directed to the GSA ACB Chair and copied to the ED.
  - H.POL.14.2.d If a Response is not received by the deadline, the Respondent will be notified that a GSA ACB Hearing will proceed on the basis of the written Complaint.
- H.POL.15.3 Challenge of GSA ACB Members for Reason of Bias
  - H.POL.14.3.a The GSA ACB Chair will provide Complainants and Respondents with the list of all GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation will be provided.
  - H.POL.14.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
- H.POL.14.4 Procedural Questions
  - H.POL.14.4.a If procedural questions arise before a GSA ACB Hearing Chair has been selected, (for example, a request to extend a deadline) the GSA ACB Chair will consult with the ED and reach a decision. Decisions of the GSA ACB Chair on procedural matters may be made without a hearing and are final and binding.
- H.POL.14.5 Striking a GSA ACB Hearing Committee to Hear a Complaint
  - H.POL.14.5.a The GSA ACB Chair will ask the ED to strike a five (5) person GSA ACB Hearing Committee as follows:
    - H.POL.14.5.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,
    - H.POL.14.5.a.ii The other four (4) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members,

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Recommended Changes to GSA Bylaw and Policy, Section H: Track Changes Document **6.4**

- H.POL.14.5.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and
- H.POL.14.5.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
- H.POL.14.5.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
- H.POL.14.6 GSA ACB Hearing Process
  - H.POL.14.6.a The GSA ACB Hearing Committee Chair will provide ten (10) working days' notice to the Complainant and Respondent of the date(s), time(s), and place(s) of the hearing. The Complainant and Respondent are responsible for calling their own witnesses, and may each be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED must be notified via email at least three (3) working days before the hearing.
  - H.POL.14.6.b If new information is introduced at the hearing, the GSA ACB Hearing Committee will decide on how to proceed and may have the ED seek legal advice.
  - H.POL.14.6.c ~~The ED will provide advice to the GSA ACB Hearing Committee with respect to procedural questions that arise during a hearing, and may seek legal advice on behalf of the Chair.~~
  - H.POL.14.6.d Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED, the parties, their Advisors, and reserve members.
  - H.POL.14.6.e Hearings are closed.
  - H.POL.14.6.f The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
  - H.POL.14.6.g After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair will adjourn and the Complainant and Respondent (and/or Advisors) will leave the hearing room.
  - H.POL.14.6.h The Complaint will be judged on a balance of probabilities.
  - H.POL.14.6.i The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.
- H.POL.14.7 Written Decision
  - H.POL.14.7.a At the hearing's conclusion, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.
  - H.POL.14.7.b The decision, signed by the GSA ACB Hearing Committee Chair, will be sent by email to the Complainant and Respondent, and their Advisors, and copied to the GSA ACB Chair and ED within six (6) working days.
- H.POL.14.8 Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s) and CAL(s)
  - H.POL.14.8.a The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent, in whole or in part, depending on the issues under consideration and on the remedy, relief, or actions.
  - H.POL.14.8.b The GSA ACB Hearing Committee may dismiss the Complaint.
  - H.POL.14.8.c If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(s) or the CAL(s) related to performance, conduct, or conflict of interest/commitment; may set out clear expectations for future performance, conduct, or conflict of interest/commitment; or make any other decision appropriate to the circumstances. The GSA ACB Chair will monitor the situation. If there is a further complaint about the same GSA Officer(s) or CAL(s), the written decision of the initial GSA ACB Hearing Committee will be made available for any further hearing together with a report on the monitoring of the situation by the GSA ACB Chair.

**Deleted:** With respect to procedural questions that arise during a hearing, ...t

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Recommended Changes to GSA Bylaw and Policy, Section H: Track Changes Document **6.5**

H.POL.14.8.d [If the Complaint is upheld,](#) the GSA ACB Hearing Committee may remove the GSA Officer(s) from office.

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H.POL.14.8.e [If the Complaint is upheld,](#) the GSA ACB Hearing Committee may remove the CAL(s) from their position, and declare the position vacant.

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H.POL.14.8.f All decisions are final and binding.

H.POL.14.8.g The GSA ACB Chair will attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) or CAL(s) that have been heard and decided.

**H.POL.15** ... *No further changes*

Editorial; move section up to enhance clarity

**GSA NOMINATING COMMITTEE (GSA NoC)  
CHIEF RETURNING OFFICER (CRO) (1 POSITION) AND DEPUTY RETURNING OFFICER (DRO) (1 POSITION)  
NOMINEES**

As per GSA Bylaw and Policy, the GSA NoC will open nominations for CRO and DRO “on or about 1 May of every year” and nominations will be submitted in writing to the GSA NoC “by 30 May or the next working day” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Section D.BYL.3.1.b and Section D.BYL.3.1.c). These positions were first advertised in the GSA newsletters of 8, 15, and 22 May 2020 with a nomination deadline of 27 May 2020, As no nominations were received, these vacancies were advertised again in the GSA newsletters of 19 and 26 June and 3 and 10 July 2020 with a nomination deadline of 15 July 2020. Three (3) nominations were received for the position of GSA Chief Returning Officer (CRO). Two (2) nominations were received for the position of GSA Deputy Returning Officer (DRO).

**There will be an electronic ballot votes held at the 20 July 2020 GSA Council meeting to elect the CRO and DRO for 2020-2021.**

*If you and your alternate are unable to attend the 20 July 2020 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](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday 20 July 2020 in order to cast your vote in advance of the GSA Council meeting.*

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

**GSA CRO**

1. Michael Huang (Resource Economics and Environmental Sociology)
2. Rukhmani Narayanamurthy (Pediatrics)
3. Amritha Prasad (Agricultural, Food, and Nutritional Sciences)

**GSA DRO**

1. Jacqueline Pelechytik (Business - MBA)
2. Sai Swaroop Reddy Poglla (Mechanical Engineering)

**Jurisdiction:**

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

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

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

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

**Biographies and brief resumes of the nominees for CRO (3) and DRO (2), are ATTACHED on pages 7.4-7.6 and 7.7-7.8. Biographies and brief resumes have been attached as received (ie not edited).**

**Qualifications as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10.4**

- D.POL.10.4.a “The CRO and DRO should ideally have previous experience with the administration of student elections.
- D.POL.10.4.b The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests.
- D.POL.10.4.c The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda.
- D.POL.10.4.d The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks).
- D.POL.10.4.e The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections, by-elections, and referenda.”

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

- D.BYL.3.3.a “The CRO is responsible for running all GSA elections and referenda.”
- D.BYL.3.3.d “Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.”

**Duties as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10****D.POL.10.1 “Duties**

- D.POL.10.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees the GSA General Election, by-elections, and referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
- D.POL.10.1.b The CRO monitors candidate and Campaign Representative activities and disciplines candidates and Campaign Representatives for alleged breaches of GSA Bylaw and Policy on elections and referenda.
- D.POL.10.1.c The CRO serves as a non-voting member of the GSA ERC.
- D.POL.10.1.d The CRO oversees the GSA General Election, by-elections, and referenda:
- D.POL.10.1.d.i On the recommendation of the GSA ERC, the CRO approves timelines for the GSA General Election, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda, and communicates these timelines to GSA members.
  - D.POL.10.1.d.ii With advice from the GSA ERC, the CRO advertises the nomination period for any GSA General Election or by-election, the registration period for any referendum, and the voting periods for the GSA General Election, by-elections, and referenda.
  - D.POL.10.1.d.iii On the recommendation of the GSA ERC, the CRO approves nomination forms for the GSA General Election and by-elections and registration forms for referenda, in accordance with GSA Bylaw and Policy on elections and referenda.
  - D.POL.10.1.d.iv On the recommendation of the GSA ERC and with advice from the ED (or delegate) and the Financial Manager, the CRO approves the electronic software or applications used to run the GSA General Election, by-elections, or referenda.

D.POL.10.1.d.v	On the recommendation of the GSA ERC, the CRO approves the layout of the ballots for the GSA General Election, by-elections, and referenda.
D.POL.10.1.d.vi	The CRO holds at least one (1) All-Candidates Meeting during a GSA General Election or by-election, and at least one (1) Meeting of the Campaign Representatives in a referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election, by-election, or referendum.
D.POL.10.1.d.vii	With advice from the GSA ERC, the CRO plans a GSA General Election or by-election forum for GSA members to ask candidates questions.
D.POL.10.1.d.viii	The CRO reviews and approves campaign materials as per GSA Bylaw and Policy on elections and referenda.
D.POL.10.1.d.ix	With advice from the GSA ERC, the CRO issues interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election, by-election, or referendum.
D.POL.10.1.d.x	With advice from the GSA ERC, the CRO receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw or Policy, in accordance with Section I: Elections, GSA Bylaw, Elections, Section I.POL.12 and Section J: Referenda, GSA Bylaw, Referenda, Section J.POL.13.
D.POL.10.1.d.xi	The CRO observes procedural fairness when dealing with complaints and consults with the ED (or delegate) on procedural fairness.
D.POL.10.1.d.xii	The CRO keeps a written record.
D.POL.10.1.e Reporting	
D.POL.10.1.e.i	The CRO communicates the results of all GSA General Elections, by-elections, and referenda to GSA members.
D.POL.10.1.e.ii	The CRO submits a written report to GSA Council following any GSA General Election, by-elections, or referenda.
D.POL.10.1.e.iii	The CRO reports to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election or by-election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures).
D.POL.10.2 Duties of the Deputy Returning Officer	
D. POL.10.2.a	The Deputy Returning Officer (DRO) reports directly to the CRO.
D.POL.10.2.b	The duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.
D.POL.10.2.c	The DRO serves as a non-voting member of the GSA ERC.
D.POL.10.3 Restrictions for CRO and DRO	
D.POL.10.3.a	The CRO and DRO may not hold any other representative position in the GSA.
D.POL.10.3.b	“The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever” in an election (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.4) and “not campaign for or endorse any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.6.1).

D.POL.10.3.c The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election, by-election, and/or referendum.”

[...]

D.POL.5 Training of the CRO and DRO

D.POL.5.a The CRO and DRO will receive a broad range of training, as needed, as determined by the ED (or delegate).

D.POL.10.6 Honorarium

D.POL.10.6.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections, by-elections, and referenda.”

## Biographies and Resumes of Nominees

## CHIEF RETURNING OFFICER

Michael Huang

<p><b>Statement of Interest</b></p> <p>The office of the Chief Returning Officer requires a candidate with a mindset of neutrality and impartiality, a keenness for collaboration, and a practice of effective time management to carry out his/her duties. While this will be my first time leading the administration of an election, I believe that I have the necessary qualifications and experience to play a role in ensuring democratic representation in the GSA is carried out through elections and referenda.</p> <p>As an undergraduate student, I volunteered in and was elected to various positions, through which I played an active role in representing the voice of my peers, and by which I was introduced to the structures of administration in the University of Alberta. My experience in the Canadian federal government helped me develop professional working skills in collaborating with my colleagues across the country towards carrying out national campaigns within sensible timelines.</p> <p>Furthermore, my experience in the Canadian federal elections highlighted to me the importance of the electoral process at all levels of democratic institutions. As a U of A graduate student, I wish to contribute my skills and experiences towards ensuring fair, representative elections to the GSA, as your 2020-2021 CRO.</p>
<p><b>Bio</b></p> <p>I was born in Shanghai, China, and I've had the pleasure of calling Edmonton home for much of the past 22 years. My academic and professional life has taken me across the country, from Manitoba to Quebec to Nunavut, and abroad in France. As a graduate student, I am working towards a thesis on the economic aspects of wildfire suppression in Alberta, towards my Master in Science in Agricultural and Resource Economics (Faculty of ALES).</p> <p>My favourite summer activities include backcountry camping and long road trips with no real destination in mind; however, this summer, I will stick a bit closer to home, looking forward to explore some of the hidden gems of Edmonton by bike. When I'm not doing a literature review on forestry sciences or experimental economics, I try to improve my Spanish and French through reading — usually comics and graphic novels, but currently, I'm also enjoying Colombian novelist Gabriel Márquez's <i>Cien años de soledad</i> (One Hundred Years of Solitude).</p>
<p><b>Summary Resume</b></p> <p>As an undergraduate student at the U of A, I was actively involved in student life as a Campus Sustainability Volunteer (2012-2014), VP Academic for the Environmental Sciences Students' Association (2013-2014), and General Faculties Councillor for the Faculty of ALES (2014-2015). In the respective roles, I was responsible for engaging the campus community with environmental education programs, creating academic resources for my cohort, as well as bringing concerns from students in my faculty to the university's decision-making body. These experiences helped me better understand the culture of the university, as well as its administration.</p> <p>In my professional life as a Compliance Promotion Officer for Environment and Climate Change Canada (2015-2019), I was responsible for gauging feedback from thousands of Canadian individuals and companies who report to environmental regulations. Towards that mandate, I designed and distributed information and registration packages, as well as anonymous online public surveys, in both official languages. My role as a public servant required both impartiality and professionalism in carrying out public administration, in coordination with our national headquarters, and in collaboration with our</p>

regulated community. As well, towards meeting expected service standards, I was challenged to effectively manage my work hours to carry out national mailout campaigns, and to develop responses to questions from the public.

Further, I have had first-hand experience in election administration, as a Poll Worker for the voting day of the 2011 Canadian federal elections. As an Elections Canada staff, I was responsible for ensuring proper voter registration, clarifying the voting process to voters, and ensuring that political neutrality and voter privacy was maintained at the polling station.

In 2020-2021, I hope to carry out the role of Chief Returning Officer with the professionalism that this office demands, and the enthusiasm to carry it through a year of unprecedented circumstances.

### Rukhmani Narayanamurthy

#### Statement of Interest

During my undergrad days in India, I was an executive member in the local chapter of Enactus and Rotaract at my college. I was also part of the organizing committee for annual events during all four years at my college, such as Biotechcellence, a national conference and “War of words”, an event conducted by the English literary club of my college. My responsibilities included, public relations, marketing, account handling and organizing events. I consider myself to be a great team player with good professional and communication skills. Although I have had no formal experience in conducting elections in the past few years, I have had the opportunity to coordinate a student election for house captains and school pupil leader during my high school days. In addition, I was also a part of the selection committee, where we interviewed and recruited over 50 members for Enactus. I believe that my ability to grasp information quickly, adapt to any unforeseen circumstance and good organizational skills will help me work well under pressure and make me a suitable candidate for this position.

#### Bio

Being born and raised in India, I recently moved to Edmonton in Fall 2019 to pursue my Master’s in Pediatrics. I am currently working with Dr. Yager and Dr. Unsworth on developing a nano-based drug delivery system for treating brain injury in newborns. I aspire to become a neuroscientist and contribute towards the advancements in science. Since this is my first-time outside home and halfway across the world, I did face a lot of challenges owing to the novelty of the situation. Nevertheless, I have overcome the difficulties and learnt to make the best use out of it. I am an ambivert and an advocate for mental health. On the other hand, I am also passionate about singing and dancing and would love to travel the world once I have saved up adequately.

#### Summary Resume

Having done my undergrad in Biotechnology, I worked as a project associate at a computational neuroscience lab for a couple of years before my advent into the University of Alberta. I worked as an executive member in Enactus and Rotaract during my undergrad days where I was responsible for marketing, sponsorship, and recruitment process. For each organization, we interviewed approximately 150 candidates and selected 50 of them based on their interest and qualifications. Furthermore, I was involved with the research and development team, where we created new business ideas and successfully implemented them. I was selected to represent my college at the Enactus Nationals competition in 2016. With the Rotaract, I was actively involved in organizing fundraiser events and blood donation camps. As mentioned previously, I had not been exposed an electoral duties over the past few years, but if given an opportunity at the GSA, I assure you that I would do the needful in an unbiased, fair and respectful manner.

Amritha Prasad

<b>Statement of Interest</b>
The experience I gained as the CRO (Chief Returning Officer) during the general elections in 2020, would help me in performing the duties of CRO for the general elections in 2021, effectively. Moreover, the experience I gained as the DRO (Deputy returning Officer) for the general elections in 2019 and as a member of GSA ERC in 2018 would be an asset to my role as a CRO. As one of the adjudicators, in the GSA ASC, I have acted fairly in every aspect of its work. Moreover, the numerous leadership and volunteer roles I took during my undergraduate studies developed my fair decision-making abilities and has given me plenty of experience in conducting and coordinating different kinds of events which would be beneficial for the organization of the events pertaining to the GSA elections.
<b>Bio</b>
I am from Delhi, India. I am fluent in English and in some other regional languages of India. I did my B. Tech in Biotechnology at Vellore Institute of Technology, Tamil Nadu, India. During my undergraduate years, I was actively involved as a participant, volunteer and organizer in clubs, fests and in other extra co-curricular activities. I love travelling and playing badminton. I am always interested in pursuing new things. At University of Alberta, I have been involved in student governance bodies like GSA ERC, GSA ASC, ALES GSA and AFNS GSA since 2017. I am currently serving as VP Student Life with ALES GSA.
<b>Summary Resume</b>
I am a fourth year Ph.D. candidate at the Department of Agricultural, Food and Nutritional Science. I am working in the food safety engineering lab under the supervision of Dr. Roopesh Syamaladevi. At University of Alberta, as the CRO during the general elections in 2020, I came across many situations that involved quick decision-making and leadership qualities. Also, as the DRO during the general elections in 2019, I got the opportunity to manage and preside over majority of the work due to the unavailability of the CRO. I was also involved with the GSA as a member of ERC and ASC in 2018. I was elected as VP External with AFNS GSA for two consecutive terms, which further honed my interpersonal skills. These roles gave me bulk of experience on how university governance functions and would help me in making fair decisions and work productively as the CRO for the upcoming year. My schedule is flexible to incorporate the works related to the events and affairs pertaining to the GSA.

## Biographies and Resumes of Nominees

### DEPUTY RETURNING OFFICER

#### Jacqueline Pelechytik

<b>Statement of Interest</b>
<p>I have planned and managed two municipal elections with the City of Wetaskiwin (the 2017 general election and the 2019 by-election), and am currently planning my third municipal election for the City of St. Albert (the 2021 general election) where I currently work.</p> <p>While municipal elections undoubtedly have their differences to GSA Elections, I hope I can bring my elections experience to a new and exciting challenge.</p>
<b>Bio</b>
<p>I am a proud native Albertan who not only had the privilege to take my undergraduate studies at the University of Alberta, but my graduate studies as well. I have an undergraduate degree in political science and certificates in International Learning, Global Citizenship, and the National Advanced Certificate in Local Authority Administration Level I.</p> <p>During my second year of my undergraduate degree I started volunteering with Safewalk, with the undergraduate students' union where I became familiar with the importance of student's unions and their work for students.</p> <p>Upon graduation from my Political Science degree I entered the work force where I quickly became immersed in a new breed of governance, municipal governance. I started my career in municipal governance because I wanted to make a difference in my community which through my work in coordinating elections, or in developing and rolling out initiatives such as the City of Wetaskiwin plastic bag ban, I believe I have done.</p>
<b>Summary Resume</b>
<p>My experience working in a Students' Union previously, as well as my extensive experience working in municipal government has giving me strong understanding and appreciation for governance, its importance, and the importance of good and honest elections to facilitate democracy.</p>

#### Sai Swaroop Reddy Pogalla

<b>Statement of Interest</b>
<p>I worked in an International FSAE team during my under graduation. I was a member of vehicle dynamics department of the team and eventually went on to become the treasurer and garage head of the team. I have very good experience of working in a team and how to face various challenges that comes along the way. I was also a member of the Rotaract Club of the University and eventually went on to become the Treasurer and then served as the Vice-President of the club. Working as DRO requires extreme planning, hard work and impartiality which I developed while working in the Rotaract club and FSAE team.</p>
<b>Bio</b>
<p>I am an individual who grew up in a family with a lot of values and which respects culture. I was always oriented to studies since my childhood and eventually secured a seat in of the top colleges in India for my under graduation. During my studies I not only performed well academically but also made sure that I grow as an individual. However, I felt that there is much more to learn and that made me pursue my Master's in University of Alberta. The aim of my life is to solve the problem of unemployment in the</p>

society by creating jobs for talented youth .I have set this as my life goal and I am working towards it step by step.

### **Summary Resume**

My current GPA in University of Alberta is 3.8/4.

I secured a CGPA of 9.70/10 in B.Tech in Mechanical Engineering from Vellore Institute of Technology,India.

I did my Internship from NTPC ltd. In India and worked on the project assigned by the company. I was a part of International FSAE team of my university and worked as a team member and went to work as garage head and treasurer of the team.

I served as the Treasurer and Vice-President of the Rotaract club of Vellore Institute of Technology.

Organized 2 blood donation camps as the Vice-President of the Rotaract club.

Started the go-green initiative by organizing plantation drive in the university during my term as the Vice-President of Rotaract Club.

Organized a series of multicultural events as the Vice-President of the club with an aim of uniting people of different cultures and backgrounds and to make people aware of various cultures.

Organized a donation camp to help the needy people and orphans.

I also worked as volunteer for Women Development Cell of the university and organized various events and programs which were focused on the upliftment of the women in the society.

**President  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Marc Waddingham  
Date: 17 July 2020

To my colleagues in Council,

Although an uncharacteristically rainy summer, I trust that you have taken the opportunity to unwind outdoors now that we find ourselves at something of a rest-point in the midst of the pandemic. I would recommend that we all take the time to recharge after a severely stressful season, given that our Fall 2020 semester will be uniquely challenging with a new online learning environment. If you are interested, the [Center for Teaching & Learning](#) will be hosting clinics for those teaching in the fall, which may be of interest to your respective memberships.

I had the opportunity to meet with the Indigenous Graduate Students' Association executive for our kickoff conversations regarding their organization, upcoming events, Indigeneity on campus, as well as an overview of their advocacy routes and campus stakeholders. We had an active discussion regarding the GSA striking an *ad hoc* subcommittee/task force on Equity, Diversity, and Inclusion (EDI), to which they were receptive. Although we still have some work to do regarding the scope and goals of such a group (and it is something that I'd like to also discuss with the Black Graduate Students' Association (BGSA) executive), I believe it important that the GSA take the lead and give voice to those who can help us to preserve the diversity of our organization.

Although my meeting with the BGSA is still forthcoming, I have been working with campus stakeholders regarding specific calls to action from the BGSA, specifically the ability of the University to collect data concerning racialized graduate students. While you can imagine this is a highly sensitive subject, the rationale that progress on EDI initiatives is difficult to determine without cohort data showing that these principles are being upheld. Members of University administration are in agreement that this type of data would be helpful, but they are wary of the social and legal hurdles that would need to be cleared in order to begin collection of the data. This process has already been completed for faculty and staff, with data being collected and subsequently anonymized, indicating that the same process could be applied to students. My conversations on this remain ongoing.

The University of Alberta for Tomorrow project continues to make headway, between the dual-prong approach via the Academic Restructuring Working Group (ARWG) and the Service Excellence Transformation initiative. There have been townhalls for both items, with University community members invited to share their input in real-time through the ThoughtExchange platform, which proved successful in encouraging discussion on a variety of topics. GSA Council consultation on these matters remains a high priority, and we are currently finalizing details for a presentation from President Flanagan and Provost Dew in September. This event will be an important milestone for the ARWG on the graduate education front, and if you have colleagues from your units interested in attending, they are welcome to join as members of the public and submit questions in advance to their respective Councillors.

Ongoing consultation with graduate students will be essential going forward, and we are investigating the best avenues to gauge graduate student opinion on this important initiative. We are considering small group sessions and town halls to collect feedback from our constituents, and I would like to hear your recommendations on your preferred method of outreach in consideration of the rather ambitious timeline the transformation project is on.

The Students' Union President Joel Agarwhal and I are collaborating on the issue of Campus Sexual Violence (CSV), and will be sitting on a high level University task force to address the incongruities of the current reporting framework. While the specific terms of reference and outcomes need to be set, we are taking the issue extremely seriously, and it should be noted in the case of graduate studies that CSV intersects with many factors, including steep power differentials and occupational safety. I will keep Council updated as the task force sets out on its mission, and I am seeking to have a comprehensive update on the project by September.

As always, I look forward to your comments or questions on these matters and other topics.

Kind regards,

Marc Waddingham, President 2020-2021

*Please find below a list of meetings I attended between 15 June 2020 and 20 July 2020 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

15 June – 20 July	Semi-Weekly COVID-19 Update Call with Crisis Management Team
16 June	Meeting with K Chisholm, Board of Governors (BoG) Chair
16 June	Alberta Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable
17 June	Athletics and Recreation Fee Policy Advisory Committee (ARFPAC)
17 June	Meeting with the Indigenous Graduate Students' Association (IGSA)
18 June	Meeting with a Graduate Student
19 June	Board of Governors (BoG)
22 June	GSA Budget and Finance Committee (GSA BFC)
22 June	General Faculties Council (GFC)
23 June	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
23 June	Alberta Provincial Advocacy Council (ab-GPAC) Meeting with Ministry of Advanced Education
24 June	General Faculties Council Academic Planning Committee (GFC APC)
24 June	Virtual Reception in Honour of D Turpin
24-30 June	Alberta Provincial Advocacy Council (ab-GPAC) Retreat
25 June	Academic Restructuring Working Group (ARWG)
25 June	Fall U-Pass Planning Meeting with Edmonton Student Associations
30 June	Alberta Provincial Advocacy Council (ab-GPAC) Special Board Meeting
30 June	President's Installation Committee
30 June	Public Health Response Team (PHRT) Action Team #4
3 July	Meeting with C Swindlehurst, Interim Vice-President (University Relations) re GSA Initiatives
3 July	Meeting with Students' Association of MacEwan University (SAMU)

## 8.2

6 July	Meeting with J Agarwal, Students' Union (SU) President
7 July	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
7 July	Academic Restructuring Working Group (ARWG)
7 July	Meeting with Campus Constituency Associations
8 July	Meeting re U-Pass Negotiation and Fall 2020 Situation
9 July	Monthly Meeting with A Costopoulos, Dean of Students
9 July	Alberta Provincial Advocacy Council (ab-GPAC) Advocacy and Outreach Committee
10 July	Academic Restructuring Working Group (ARWG) Sub-Committee
10 July	Alberta Provincial Advocacy Council (ab-GPAC) Meeting
15 July	Meeting with S Dew, Provost
15 July	Academic Restructuring Working Group (ARWG) Sub-Committee
15 July	Academic Restructuring Working Group (ARWG)
16 July	President's Installation Committee
17 July	Meeting with a Graduate Student
20 July	Meeting with B Flanagan, President
20 July	Alberta Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable

**GSA Board  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Marc Waddingham, GSA President  
Date: 17 July 2020

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 18 (Executive Director's Report to GSA Council) on pages 18.1 - 18.4.

**17 June 2020 GSA Board Meeting:**

Main Agenda Items:

COVID-19 Update; GSA Reports; GSA Council Debrief; and Meeting reports.

Motions and Agreements:

None to report.

**24 June 2020 GSA Board Meeting:**

Main Agenda Items:

COVID-19 Update and Meeting Reports.

Motions and Agreements:

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

Members discussed the **GSA Collective Agreement Negotiating Team Meeting** and the **GSA Collective Agreement Negotiations Meeting**.

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

**8 July 2020 GSA Board Meeting:**

Main Agenda Items:

2020-2021 GSA Spring/Summer Term Budget and Expenditure Report; Review of Recommended Changes to GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board; COVID-19 Update; and Meeting Reports.

Motions and Agreements:

**MOTION:** That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2020-2021 Spring/Summer Term Budget and Expenditure Report. SP **MOVED**. AF Seconded. **CARRIED**.

**15 July 2020 GSA Board Meeting:**

Main Agenda Items:

COVID-19 Update; GSA Board Strategic Work Plan Consultation Survey Responses Summary Report; and Meeting Reports.

Motions and Agreements:

**MOTION:** That the GSA Board **RECEIVE FOR INFORMATION** the attached Graduate Student Assistance Program Annual Statistical Report, 1 September 2019 to 30 June 2020. AF **MOVED**. SR Seconded. **CARRIED**.

**GSA Budget and Finance Committee  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Marc Waddingham  
Date: 17 July 2020

Dear Council Colleagues,

The GSA Budget and Finance Committee (GSA BFC) met on 22 June 2020 to review the GSA's 2019-2020 draft audited financial statements as presented by our Auditor, Tom Gee (RSM). The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have an annual audit, which is ultimately presented to the University Board of Governors.

At this meeting, we also reviewed and discussed the draft Spring/Summer Term Budget and Expenditure Report prepared by the GSA's Financial Team (Courtney Thomas (Executive Director), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Erika Heiberg (Associate Director)). This item was also reviewed by the GSA Board at their 8 July meeting and is now presented to GSA Council for information.

Since the 22 June 2020 meeting of the GSA BFC, RSM (our audit firm) identified that some changes were needed to the way in which funds related to the GSA Health and Dental Plan were presented. As a result of this being identified, the audited statements now need to be reviewed and reconfigured in this area, meaning that they will now proceed to GSA Board and GSA Council in the fall, following another review by the GSA BFC when completed. Please note that this relates to the presentation of the statements and not to any issues with the GSA's financial position or audit overall.

Sincerely,  
Marc Waddingham, President and Chair of the GSA BFC

**GSA Governance Committee  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Marc Waddingham  
Date: 17 July 2020

Dear Council Colleagues,

The GSA Governance Committee (GSA GC), voted, via email on 24 June 2020, to recommend to GSA Council for approval, changes to GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, following their initial review by the GSA Nominating Committee and the GSA Appeals and Complaints Board. These recommended changes will be before GSA Council on 20 July 2020.

Sincerely,  
Marc Waddingham, President and Chair of the GSA GC

**Vice-President Academic  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Sachiketha Reddy Paspula.  
Date: 17 July 2020

Dear Council Colleagues,

I hope you all are doing great in these sunny and rainy days. I have attended several meetings in the past month, and I am happy to share a few updates from those.

- GSA President Marc Waddingham and I met on multiple occasions with Dr. Brooke Milne, Dean of Faculty of Graduate Studies and Research (FGSR). She spoke about the budget cuts the University is facing and mentioned that FGSR is committed to supporting graduate students. We also spoke about synchronous and asynchronous teaching methods. The Academic Impacts team is working on this, as well as matters related to online assessments. The add/drop deadline and the course withdrawal deadline remain the same. There could be some changes if more concerns are raised.
- I attended the University Research Policy Committee (URPC) meeting. The Office of the Vice President, Research and Innovation (VPRI) received a 12.8% cut to its 2020/2021 operating budget. For the VPRI, this cut equates to almost a \$2 million reduction in their operating budget. Due to this, there will most likely be a reduced number of positions in their office. This has not yet been implemented; they are working to keep disruptions minimal and manageable. They are going to develop a new structure of the VPRI that consolidates and aligns the portfolio's services/ functions to better serve the University's research community. Priorities are to optimize services and service delivery, and create efficiencies in compliance related tasks within the Research Administrative Service. That office will work closely with the research community and offer services like a dedicated help desk, research application development help, and provide reports, analyses, data and information to faculties on specific research application activities and provide enhanced support to postdoctoral fellows. They are trying to categorize essential research and accommodate those people working remotely. The Deans and Associate Deans of different faculties are accepting registrations regarding on-campus research. They are working on exceptions for those researchers who need to take care of their children.
- I attended the General Faculties Council (GFC) meeting, in which Dr. Milne, Dean of FGSR spoke about the student supervisory relationship. The Office of the Vice-Provost and Dean of FGSR began discussions across campus to develop concrete administrative approaches that can tangibly shift our institutional culture as it relates to graduate student supervision. This initiative focuses on fostering strong, positive student-supervisor working relationships through consistent, transparent processes that will monitor student progress, and ensure constructive and timely feedback. Further, they will inspire and facilitate conversations aimed at establishing clarity and agreement on Student-Supervisor expectations, responsibilities, financial support, and goals, which can then be revisited year over year, and adjusted as needed. At this meeting, University Provost Steven Dew announced that the University is committed to prioritizing and sustaining student, faculty, and staff health, wellness, and safety by delivering proactive,

relevant, responsive, and accessible services and initiatives, and mentioned that they are trying their best to ensure that the University of Alberta's campuses, facilities, utility, and information technology infrastructure continues to meet the needs and strategic goals of the University.

- We had a meeting with C Swindlehurst, Interim Vice-President (University Relations). We spoke about our priorities for the upcoming year and mentioned a few of the problems faced by graduate students.
- I have attended a couple of meetings concerning Indigenous-Engaged Research and Scholarship in Education. The speakers spoke about their experiences as Indigenous people and some of the challenges they have faced with relation to access to academia. It was a great learning opportunity.

If you have any concerns about this report/concerns regarding any academic related issue feel free to reach me at [gsavpaca@ualberta.ca](mailto:gsavpaca@ualberta.ca). I will be more than happy to answer your questions.

Regards,

Sachiketha Reddy Paspula, Vice-President Academic 2020-2021

*Please find below a list of meetings I attended between 15 June 2020 and 20 July 2020 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

16 June	University Research Policy Committee (URPC)
17 June	General Faculties Council Nominating Committee (GFC NC)
19 June	Situated Knowledges, Indigenous Peoples and Place (SKIPP) Session
19 June	GSA General Faculties Council (GFC) Caucus
22 June	General Faculties Council (GFC)
23 June	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
26 June	Situated Knowledges, Indigenous Peoples and Place (SKIPP) Session
3 July	Meeting with C Swindlehurst, Interim Vice-President (University Relations) re GSA Initiatives
7 July	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
10 July	Situated Knowledges, Indigenous Peoples and Place (SKIPP) Session

**Vice-President External  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Anas Fassih  
Date: 17 July 2020

Dear Council members,

I trust all is well. I am delighted to share a few highlights from the meetings I attended this month:

- On 17 June, I attended an Alberta Provincial Advocacy Council Meeting (ab-GPAC) Board Meeting where both the Governance and Outreach committees presented their reports. As both committees are still in their early formation, the first meeting was about providing an overview of our goals and strategic plan for the year with regard to priorities and expected tasks, and kick-off of individual GSA presentations. Each member GSA has to appoint at least one representative to make a presentation twice a year. On 5 July, Athabasca GSA started; others will follow. Further, Chris Bell, ab-GPAC Executive Director, presented his monthly report which highlighted some actions to fight racism that move beyond the issuing of statements. Then he talked about how ab-GPAC will react to external events. With a focus on how can we ensure, as a provincial council representing 16000 students, that we are proactive rather than reactive. He also talked about media engagement and how ab-GPAC deals with the media as an important stakeholder.
- On 22 June, I attended a Public Interest Alberta (PIA) Post-Secondary Education Task Force meeting on behalf of ab-GPAC. In this meeting, we discussed the task force campaign and the financial contribution of each individual organization to this campaign. From our end in ab-GPAC, we have yet to decide what we are able to contribute. The second part of this meeting focused on campaign messaging and whether we will weigh in more on online or physical advertising. Messaging will center on performance-based funding, the government's review of the post-secondary sector (Alberta 2030), and the situation around COVID-19.
- On 23 June, I attended an ab-GPAC meeting with the Ministry of Advanced Education. We discussed our top priorities and how can we ensure that engagement with government is constant, rather than intermittent. The Office of the Ministry said they are happy to schedule meetings with us any time and are willing to engage in matters of interest to post-secondary.
- On 24-30 June, I attended the ab-GPAC Board Retreat. The retreat started with a presentation on government relations and how to help ab-GPAC find opportunities to engage in provincial advocacy rather than look for someone to do it for them. The presentation centered on the main pillars of government relations: issue identification, identifying the circle for potential alliance and collaboration, and being aware that the box to change government decision is always very small. The second session of the retreat was a Land Acknowledgement Workshop led by ab-GPAC Board Chair Evan Wong. He talked about the definition of a land acknowledgement and its importance, ending the session with each ab-GPAC director writing their own land acknowledgement and sharing it with the group. The third part of the retreat was on ab-GPAC's policy priorities, which include promoting impact, attainability, knowledge creation, and foundation for the future. Advocacy priorities include professional development, indigenization, public relations, scholarships and funding (incl. for mental health), housing, and affordable post-secondary education.
- On 30 June, ab-GPAC hosted a special board meeting to approve a motion on an extra-budgetary expenditure not exceeding \$ 2,650,00 CAD for the purposes of obtaining media training for ab-GPAC representatives. The purpose is to support ab-GPAC members to work effectively with the media. We also

agreed that each member GSA can introduce other executive members for media training and ab-GPAC will pay for it.

- On 3 July, my fellow executives and I had a meeting with C Swindlehurst, Interim Vice-President (University Relations) regarding GSA initiatives. We discussed our key priorities for this academic year. For my part, I mentioned the Michener Park transition, affordable housing for all graduate students, post-graduate work permits and immigration for international students, increase of funding for student caregivers, provincial responses to the COVID-19 crisis in post-secondary education, and funding for mental health as top priorities for my external and internal advocacy this year. When asked about our vision for the University of Alberta Tomorrow, I mentioned two key things that senior administration should heed in collaboration with us. First, we need to ensure that courses designed by individual professors are compatible with students' needs for the market, rather the professoriate's research interests as it is the case now. Second, there is a strong correlation between the enrolment of international students and immigration. International students go where there is a flexible and 'easy' immigration system, and thus it is probably in the best interests of the University to push the government to introduce immigration streams alongside student advocates.
- On 6 July, I attended the Michener Park Transition Advisory Committee (MPTAC) meeting. 31 residents are still in the building. They continue to offer virtual check-ins as an alternative to door-to-door check-ins, and offer social support based on individual needs. Since 31 July, the deadline to move-out, falls on the Friday of the long weekend, they are offering a flexible move-out deadline, and residents can have until the Tuesday (2 August) to move without any penalty.
- On 9 July, I met with K Huising, Associate Vice-President of Ancillary Services, to further discuss move-out plans for Michener Park residents. I followed up on the student parent whose partner still stuck outside of Canada and if they provided any alternative lodging for her as promised. K Huising said she will continue to ensure that no one is stuck. For now, the decision is that everybody has to move out by the end of July, even if only to another residence on campus temporarily. Again, if you know anyone stranded with no accommodation, connect them to me directly and I will connect them to K Huising to find an alternative for them. K Huising is willing to work with us to help these individuals.
- On 9 July, I had a meeting with the ab-GPAC Advocacy and Outreach Committee, in which we agreed on outreach and advocacy priorities. Since some policies of the governance committee and outreach committee dovetail each other, we needed someone from the Outreach Committee to sit in on the Governance Committee to review a one-page policy draft. Marc Waddingham volunteered to sit on that committee as he chaired it last year.
- On 9 July, I had my first meeting as part of the Search Committee to hire a new Vice-President (Finance and Administration). We went through the job description and other details of the discussion are strictly confidential.
- On 10 July, President Marc Waddingham and I had a meeting with the ab-GPAC Chair, Evan Wong, ahead of his meeting with the Council of Post-Secondary Presidents of Alberta (COPPOA) to discuss our key priorities for Evan to bring up in the meeting. We mentioned funding for graduate students who are key for universities to function in terms of the literature they generate, their support for faculty to bring funding, and their TAs contributions. Also, we talked about immigration and how post-secondary presidents can play a role to push the government to heed that seriously.
- On 13 July, I had a meeting with the Edmonton Students' Alliance (ESA), in which we voted for our three key priorities, namely transportation, student employment, and affordable housing. As for the latter, I suggested that individual organizations/associations should consider conducting research around student housing. We can use this data to lobby the city, government and province. I also mentioned that we are in

the process of discussing the adoption of a research survey on student housing in among the ab-GPAC member universities, and asked if they would also be interested to adopt the same survey.

That concludes my monthly report. Should you have any question, please do not hesitate to ask in our Council meeting or reach out to me directly at: [gsa.vpexternal@ualberta.ca](mailto:gsa.vpexternal@ualberta.ca).

Cheers,

Anas Fassih, Vice-President External 2020-2021

*Please find below a list of meetings I attended between 15 June 2020 and 20 July 2020 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

16 June	Graduate Students of Canada Conference Call re COVID-19
17 June	Alberta Provincial Advocacy Council (ab-GPAC) Board Meeting
22 June	Public Interest Alberta (PIA) Post-Secondary Education Task Force
23 June	Alberta Provincial Advocacy Council (ab-GPAC) Meeting with Ministry of Advanced Education
23 June	Graduate Students of Canada Conference Call re COVID-19 (
24-30 June	Alberta Provincial Advocacy Council (ab-GPAC) Retreat
3 July	Meeting with C Swindlehurst, Interim Vice-President (University Relations) re GSA Initiatives
6 July	Michener Park Transition Advisory Committee (MPTAC)
9 July	Meeting with K Huisig, Associate Vice-President (Ancillary Services)
9 July	Alberta Provincial Advocacy Council (ab-GPAC) Advocacy and Outreach Committee
9 July	Vice-President (Finance and Administration) Search Committee
10 July	Alberta Provincial Advocacy Council (ab-GPAC) Meeting
13 July	Edmonton Students' Alliance (ESA)
15 July	Alberta Provincial Advocacy Council (ab-GPAC) Board Meeting
16 July	Residence Advisory Committee (RAC)
20 July	Vice-President (Finance & Administration) Search Committee

**Vice-President Labour  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Umesh Nimmathi  
Date: 17 July 2020

Dear Council Colleagues,

I hope you are keeping safe and enjoying this summer by continuing to maintain social distancing. Here are some of the highlights of the meetings that I have attended in the last month.

**Meeting with Alberta GSA Labour Relation Roundtable:**

Alberta Graduate Provincial Advocacy Council (ab-GPAC) hosted the first meeting of Alberta Graduate Student Associations (GSAs) to discuss labour-related matters and share information. Christopher Bell (ab-GPAC Chair) also briefed attendees on the labour relations research that ab-GPAC will be undertaking. This research will provide a common baseline for how universities and GSAs in Alberta manage their labour relations. It will be useful information to aid GSAs in advocating for what is best for Academically Employed Graduate Students (AEGSs). The was followed by each GSA providing an update on their labour activities. This meeting went well and it is useful to share knowledge, strategies, and resources.

**Collective Agreement Negotiations Meeting:**

Negotiations for the next GSA Collective Agreement with the University are ongoing and regular updates are being sent. Please note that only those who are currently members of the bargaining unit (i.e., hold a current Graduate Assistantship contract) receive these updates, but any graduate student who wants information about the negotiations process, or the Collective Agreement in general, is welcome to contact me.

Additionally, In accordance with the current Collective Agreement (Article 11.04), the award component of the stipend for Graduate Teaching Assistants and Graduate Research Assistants is a fixed rate based on any change in the graduate fee index. Accordingly, I would like to report that with the 7% increase to tuition for course-based students for the 2020-2021 year, all AEGSs (both those in thesis- and course-based programs) will receive a 7% increase to the award portion of the stipend, starting effective 1 September 2020.

As most classes are going to be online for Fall 2020, resources have been added to support Teaching Assistants (TAs) with remote delivery at [the Centre for Teaching and Learning](#). Please share this with your peers.

As always, if you have any questions or concerns about the Collective Agreement or any general comments or questions, please don't hesitate to reach out to me at [gsa.vplabour@ualberta.ca](mailto:gsa.vplabour@ualberta.ca).

Best wishes,  
Umesh Nimmathi, Vice-President Labour 2020-2021

*Please find below a list of meetings I attended between 15 June 2020 and 20 July 2020 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

16 June	GSA Collective Agreement Negotiating Team Meeting
16 June	Alberta Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable
19 June	GSA Collective Agreement Negotiating Team Meeting
22 June	GSA Collective Agreement Negotiations Meeting
22 June	GSA Budget and Finance Committee (GSA BFC)
3 July	Meeting with C Swindlehurst, Interim Vice-President (University Relations) re GSA Initiatives
9 July	Monthly Meeting with A Costopoulos, Dean of Students
17 July	GSA Collective Agreement Negotiating Team Meeting
20 July	Alberta Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable

**Vice-President Student Services  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Sridhar Parasharamatham  
Date: 17 July 2020

Dear Council Colleagues,

I hope you all are doing well. I have attended some important meetings since the last Council meeting. Firstly, I attended the Athletic and Recreation Fee Policy Advisory Committee (ARFPAC) meeting, in which there was discussion regarding the fact that 90% of student athletes coming back to campus in the fall for training and the scholarships that they receive to offset tuition costs will still be honored irrespective of their participation. As travel outside the city is not possible, Athletics' travel budget has been restricted. Athletics has laid off six people temporarily and eliminated six people's contracts. Also, there was a discussion regarding the start of summer camps, possibly in mid-July.

Secondly, I attended the Infrastructure and Fall Planning Group meeting. David Turpin, former President of the University, joined this meeting and thanked all the sub-committee members for their work. We discussed the "return to campus" course, which is available on eClass (5,000 certificates of completion have been issued so far). Environmental Health and Safety is very prepared with supplies for the return to campus (PPE, sanitizer, etc) for staff. Messaging around individual responsibility for handwashing and having personal sanitary tools (masks, hand sanitizer) has been developed, and contact tracing is being promoted through the tracing app, as well as recording individuals' attendance on campus.

I attended a U-Pass Advisory Committee meeting and an Administrative U-Pass Committee meeting. In the Administrative meeting, there were a lot of inquiries regarding the Summer and Fall U-Pass program and a discussion around a possible opt-in option for the Fall semester. The Smart Fare project will not be happening this fall and has been postponed until Winter. In the U-Pass Advisory Committee meeting with Edmonton Transit Service (ETS), there were discussions on moving forward with the U-Pass contract negotiations for the next agreement that would run 2021-2025. Also, ETS announced that they are not interested in an opt-in U-Pass for the Fall semester. All the student associations who have a U-Pass agreement with ETS have gathered to discuss possible options and are trying to broker some solution. Also, each student association has put forward one representative to the city-wide negotiation team, and we will be moving forward with the negotiations for the next U-Pass agreement starting in 2021.

Next, I attended the Public Health Response Team (PHRT) Action Team 4 meeting, which is specifically for Student Services and Accommodations. There were some updates on sourcing a vendor for transcription services (live transcription, asynchronous transcription, etc), as well as a discussion regarding student housing, including maximum on-campus limits, how to prioritize self-contained units, etc.

Finally, I attended working group meetings for World Suicide Prevention day and World Mental Health Day, where we are working on how to plan, promote and organize these days for the campus community in these unprecedented times.

As has been mentioned previously, there is some uncertainty about the future of the Graduate Student Assistance Program (GSAP), as the cost of the service will be increasing in April 2021. Graduate students

## 12.1

currently pay \$12 a year for the program (as set by referendum) and the University offsets a portion of the costs. While we are discussing this with various parties (most recently the Dean of Students) and have a meeting with the Vice-Provost upcoming, the budgetary pressures of the University mean that they may be unable to increase their sponsorship of the program and, indeed, may need to decrease the amount of funding they provide. All this entails that we may need to prepare for a referendum to see if graduate students are willing to pay ~\$20 a year, rather than ~\$12, to maintain the program. I will keep you informed as this develops and welcome any feedback you may have.

Feel free to reach me out for any comments/concerns regarding this report or any other specific issue you want to discuss regarding services to students at [gsavpsse@ualberta.ca](mailto:gsavpsse@ualberta.ca).

*Please find below a list of meetings I attended between 16 June 2020 and 20 July 2020 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

16 June	U-Pass Advisory Committee
17 June	Athletics and Recreation Fee Policy Advisory Committee (ARFPAC)
18 June	U-Pass Administrative Committee
18 June	Infrastructure and Operations Fall Planning Team
19 June	Meeting with Edmonton Transit Service (ETS) re Summer and Fall U-Pass
22 June	World Suicide Prevention Day
23 June	2020 Wellness Summit
25 June	Fall U-Pass Planning Meeting with Edmonton Student Associations
26 June	World Mental Health Day Working Group Meeting
30 June	Public Health Response Team (PHRT) Action Team #4
3 July	Meeting with C Swindlehurst, Interim Vice-President (University Relations) re GSA Initiatives
8 July	Meeting re U-Pass Negotiation and Fall 2020 Situation
9 July	Monthly Meeting with A Costopoulos, Dean of Students
13 July	Meeting re U-Pass Negotiations
14 July	Public Health Response Team (PHRT) Action Team #4
15 July	World Mental Health Day Working Group
16 July	Infrastructure and Operations Fall Planning Team
17 July	Principles and Practices of Indigenous Community-Engaged Research

**GSA Nominating Committee  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Radim Barta  
Date: 17 July 2020

Dear Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

**Memorandum to GSA Councillors**

**There are a number of vacancies, both currently being advertised and which will be advertised in the coming weeks, on GSA Standing Committees for GSA Council Members (Departmental Councillors and Councillors-at-Large).** These positions play a pivotal role in the GSA's ongoing efforts to keep its processes transparent and itself accountable, since GSA Councillors on these committees help maintain clear and consistent connection between GSA Council and GSA Standing Committees. Long-term vacancies adversely impact these efforts and so GSA Council members are encouraged to consider serving on these committees when vacancies are advertised to you. For example, advertising for a GSA Departmental Councillor position on the GSA Appeals and Complaints Board (GSA ACB) has been ongoing since October 2019 with no nominations coming forward. This position will be advertised again in the fall; I encourage you to please consider serving on this board. Likewise, the current joint vacancy on the GSA Board (GSAB) and GSA Nominating Committee (GSA NoC) has been repeatedly advertised and it is critical that it be filled.

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

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

On behalf of the GSA NoC, GSA NoC Chair Radim Barta strongly encourages GSA Councillors to consider the next round of vacancies, which will be circulated to GSA Council electronically. In particular, the position on the GSA Board and the GSA NoC itself is critical and applications would be greatly appreciated – this vacancy will be re-advertised shortly. Questions can be directed to GSA NoC Chair Radim Barta at [radim@ualberta.ca](mailto:radim@ualberta.ca) or GSA Elections Coordinator Monica Brzak at [gsa.nomcomm@ualberta.ca](mailto:gsa.nomcomm@ualberta.ca).

### GSA Standing Committees

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

Information regarding this position for one (1) GSA Councillor was circulated via email to GSA Council on 3 and 10 July 2020 with a nomination deadline of 15 July 2020. **No nominations were received; this vacancy will be advertised again.**

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

Information regarding the position for one (1) GSA member was circulated via email to GSA Council on 3 and 10 July 2020 with a nomination deadline of 15 July 2020. **No nominations were received; this vacancy will be advertised again.**

**3) GSA Board and Nominating Committee Joint position (GSAB/NoC (One (1) GSA Member Position)**

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 19 and 26 June , and 3 July 2020 with a nomination deadline of 15 July 2020. **No nominations were received; this vacancy will be advertised again.**

### GSA Officers

**1) GSA Chief Returning Officer (One (1) Position for a GSA Member)**

Information regarding this position for one (1) GSA member was first advertised in the GSA newsletters of 8, 15, and 22 May 2020 with a nomination deadline of 27 May 2020. As no nominations were received, these vacancies were advertised again via the GSA newsletters of 19 and 26 June 2020 and 3 and 10 July 2020, with a deadline of 15 July 2020. **Three (3) nominations were received; there will be an electronic vote (see Item 7 - Nominees for Chief Returning Officer and Deputy Returning Officer).**

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

Information regarding this position for one (1) GSA member was first advertised in the GSA newsletters of 8, 15, and 22 May 2020 with a nomination deadline of 27 May 2020. As no nominations were received, these vacancies were advertised were circulated again via the GSA newsletters of 19 and 26 June 2020 and 3 and 10 July 2020, with a deadline of 15 July 2020. **Two (2) nominations were received; there will be an electronic vote (see Item 7 - Nominees for Chief Returning Officer and Deputy Returning Officer).**

**Executive Director  
Report to GSA Council for the 20 July 2020 Meeting**

To: GSA Council  
From: Courtney Thomas  
Date: 17 July 2020

Dear GSA Council Members,

The big projects for the office staff over the past month have been the GSA's annual audit (see the GSA Budget and Finance Committee report to GSA Council for more on this) and modifications to the GSA's operating budget, made in the course of developing the fall term financial report, in light of COVID-19 prevention measures and their anticipated impact on the GSA's budget (both in terms of lost revenue and projected savings). More information about this is available in the materials for Item 5 that are before you; I am very pleased that we are on track to maintain a balanced budget and am thankful to the other members of the Financial Team for their hard work in this area and continued vigilance with respect to our finances.

Additionally, we are also working with the Vice-President Labour to support the collective agreement bargaining process with the University, with the Vice-President Student Services on upcoming U-Pass negotiations for the next contract (and ongoing negotiations concerning the fall 2020 U-Pass), and with the two aforementioned Directly-Elected Officers and the President on issues related to the Graduate Student Assistance Program (the cost of the program will be increasing in 2021 and we need to work with the University to assess whether they can assist with offsetting these costs or if a referendum to increase the cost will be needed – a meeting with the Vice-Provost will occur next week). We are also analyzing the recent changes to the *Labour Relations Code* and the *Post-Secondary Learning Act* enacted by Bill 32, and how they will impact the GSA's work as a labour union for academically-employed graduate students.

Finally, and as noted last month, the office staff are actively engaged with exploring online means to deliver the GSA's fall orientation programming (both our large-scale orientation event and the approximately 40 departmental orientation presentations that we provide each fall). We are initiated some software purchases that will enable this and are also continuing to collaborate and share information with other University units that are working to deliver online orientations, including the Faculty of Graduate Studies and Research.

My weekly reports to the GSA Board are attached (pages 18.1-18.4) and, as always, I am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

**Management Report to the GSA Board, 24 June 2020**

Management has been engaged with the following issues since the last GSA Board meeting on 17 June 2020:

**Strategic**

- Meeting with the GSA's auditors, finalizing the GSA's audit and Spring/Summer Term Financial Report, and supporting a meeting of the GSA Budget and Finance Committee.
- Preparing an electronic vote for the GSA Governance Committee concerning a proposal for amendments to GSA Bylaw and Policy on the GSA Appeals and Complaints Board.
- Planning for a U-Pass referendum in 2021 and supporting the current U-Pass negotiations processes and planning for a possible referendum in 2021 concerning the cost of the Graduate Student Assistance Program (awaiting a meeting with the Deputy Provost to get more information about the future of the program).
- Work associated with the Collective Agreement, including supporting negotiations processes (initial discussion meeting on 22 June following receipt of the University's bargaining proposals and an associated caucus of the GSA Negotiating Team to prepare), circulating an update to members of the bargaining unit, participating in a labour roundtable with other Alberta GSA's (hosted by ab-GPAC), and planning to research best practices with respect to strike fund establishment, maintenance, growth, and utilization (have received no responses from possible consultants so now reassessing how best to move forward – project temporarily on hold as the upcoming cycle of bargaining unfolds).

**Operations**

- Designing a page of the GSA website for sharing resources for, and work by, Black, Indigenous, and People of Colour graduate students and allies.
- Preparing for the opening of a new GSA grants period.
- Ongoing work associated with remote delivery of GSA orientation (utilizing Articulate to build presentations in eClass, etc and working with the Faculty of Graduate Studies and Research to contact graduate program coordinators about departmental orientations).
- Ongoing work with First Peoples' House and the Office of Advancement concerning the creation of a recognition award for an Indigenous graduate student, as well as drafting GSA Bylaw and Policy associated with another new GSA Recognition Award discussed by the GSA Awards Selection Committee.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee; vacancies on the GSA Elections and Referenda Committee (1 GSA Councillor – to be advertised in July), the GSA Governance Committee (2 GSA Councillors – to be advertised in September), the GSA Appeals and Complaints Board (1 GSA Councillor – to be advertised in October), the GSA Board and the GSA Nominating Committee (1 GSA Councillor – currently being advertised), the Chief Returning Officer and Deputy Chief Returning Officer (2 GSA members – currently being advertised), and the Dean of Students Review Committee (2 GSA members – to be advertised later this week), and preparing for the upcoming

replenishment of graduate student seats on the Faculty of Graduate Studies and Research Council.

- Facebook = 1,457 likes (up 1 from 17 June) and 1,556 followers (up 2 from 17 June); Facebook posts reached 378 users last week and our “post engagement” count was 53. Twitter = 1,042 followers (down 1 from 17 June); our tweets earned 3,700 “impressions” over the past week. Instagram = 467 followers (up 2 from 17 June); our posts earned 83 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 April (not accepting applications for travel outside the province; online costs accepted); GSA Child Care Grants = new funding period started 1 April and closed 6 April (\$151,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 April. Next funding periods opens 1 July 2020. All funding is being closely monitored so we can direct it to where the most need is.

### **Management Report to the GSA Board, 8 July 2020**

Management has been engaged with the following issues since the last GSA Board meeting on 24 June 2020:

#### **Strategic**

- Since the 22 June 2020 meeting of the GSA Budget and Finance Committee, at which the GSA’s audited financial statements for 2019-2020 were presented in advance of their submission to the GSA Board, GSA Council, and (ultimately) the Board of Governors, RSM (our audit firm) identified that some changes were needed to the way in which funds related to the GSA Health and Dental Plan were presented in order to align them with generally accepting accounting principles. As a result of this being identified, the audited statements now need to be reviewed and reconfigured in this area (for example, the comparative financial information from the previous year will also need to be restated). This means that the audited financial statements will now proceed to GSA Board and GSA Council in the fall, following another review by the GSA Budget and Finance Committee. Please note that this relates to the presentation of the statements and not to any issues with the GSA’s financial position or audit overall; it has no impact on the financial status and health of the GSA.
- Planning a moderate revamp of the GSA newsletter (switching over to a new platform that will allow for the collection of data on readership and adding “Did You Know” features to focus on major GSA advocacy and services work to better connect members with the organization and illustrate the GSA’s work on their behalf).
- Planning for a U-Pass referendum in 2021 and supporting the current U-Pass negotiations processes, and planning for a possible referendum in 2021 concerning the Graduate Student Assistance Program.
- Work associated with the Collective Agreement, including supporting negotiations processes (preparing for negotiation meetings and associated caucuses in July), circulating an update to members of the bargaining unit, and planning to research best practices with respect to strike fund establishment, maintenance, growth, and utilization (have received no responses from possible consultants so now reassessing how best to move forward – project temporarily on hold as the upcoming cycle of bargaining unfolds but is being discussed with other GSAs at the ab-GPAC hosted labour roundtables).

#### **Operations**

- Ongoing work associated with remote delivery of GSA orientation (utilizing Articulate to build presentations in eClass, etc and working with the Faculty of Graduate Studies and Research to contact graduate program coordinators about departmental orientations) and thinking about how to set up a virtual front desk for the fall.
- Ongoing work with First Peoples' House and the Office of Advancement concerning the creation of a recognition award for an Indigenous graduate student, as well as drafting GSA Bylaw and Policy associated with another new GSA Recognition Award.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee; vacancies on the GSA Elections and Referenda Committee (1 GSA Councillor – currently being advertised), the GSA Governance Committee (2 GSA Councillors – to be advertised in September), the GSA Appeals and Complaints Board (1 GSA Councillor – to be advertised in October), the GSA Board and the GSA Nominating Committee (1 GSA Councillor – currently being advertised), the Chief Returning Officer and Deputy Chief Returning Officer (2 GSA members – currently being advertised), and the Dean of Students Review Committee (2 GSA members – currently being advertised), and preparing for the upcoming replenishment of graduate student seats on the Faculty of Graduate Studies and Research Council.
- Facebook = 1,459 likes (up 2 from 24 June) and 1,560 followers (up 4 from 24 June); Facebook posts reached 826 users last week and our “post engagement” count was 68. Twitter = 1,040 followers (down 2 from 24 June); our tweets earned 612 “impressions” over the past week. Instagram = 473 followers (up 6 from 24 June); our posts earned 539 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 July (not accepting applications for travel outside the province; online costs accepted); GSA Child Care Grants = new funding period started 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 July. Next funding periods opens 1 October 2020. All funding is being closely monitored so we can direct it to where the most need is.

### Management Report to the GSA Board, 15 July 2020

Management has been engaged with the following issues since the last GSA Board meeting on 8 July 2020:

#### Strategic

- Reviewing the composition of GSA Council following the move of some graduate programs from the Faculty of Extension to the Faculty of Arts.
- Analyzing the recent changes to the *Labour Relations Code* and the *Post-Secondary Learning Act* enacted by Bill 32, and how they will impact the GSA's work as a labour union for academically-employed graduate students.
- Ongoing discussions about the Early Call program, outreach more broadly, and the 2021 GSA General Election, as well as planning social events for August and into the fall.
- Planning a moderate revamp of the GSA newsletter (switching over to a new platform and adding “Did You Know” features to focus on major GSA advocacy and services work to better connect members with

the organization and illustrate the GSA's work on their behalf).

- Planning for a U-Pass referendum in 2021 and supporting the current U-Pass negotiations processes, and planning for a possible referendum in 2021 concerning the Graduate Student Assistance Program (meeting with the Vice-Provost scheduled for next week in order to get more information about the potential future of the program and associated funding).
- Work associated with the Collective Agreement, including supporting negotiations processes (preparing for negotiation meetings and associated caucuses in July), circulating an update to members of the bargaining unit, and planning to research best practices with respect to strike fund establishment, maintenance, growth, and utilization (project temporarily on hold as the upcoming cycle of bargaining unfolds but is being discussed with other GSAs at Alberta Graduate Provincial Advocacy Council-hosted labour roundtables).
- Ongoing work associated with remote delivery of GSA orientation (utilizing Articulate to build presentations in eClass, etc and working with the Faculty of Graduate Studies and Research to contact graduate program coordinators about departmental orientations) and thinking about how to set up a virtual front desk for the fall.

#### **Operations**

- Preparing for the second mailing of GSA Council and hosting a Budget 101 for GSA Council members.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee; vacancies on the GSA Elections and Referenda Committee (1 GSA Councillor – currently being advertised), the GSA Governance Committee (2 GSA Councillors – to be advertised in September), the GSA Appeals and Complaints Board (1 GSA Councillor – to be advertised in October), the GSA Board and the GSA Nominating Committee (2 GSA Councillors – currently being advertised, with the second vacancy to be advertised in August), the Chief Returning Officer and Deputy Chief Returning Officer (2 GSA members – currently being advertised), and the Dean of Students Review Committee (2 GSA members – currently being advertised), and preparing for the upcoming replenishment of graduate student seats on the Faculty of Graduate Studies and Research Council.
- Facebook = 1,460 likes (up 1 from 8 July) and 1,561 followers (up 1 from 8 July); Facebook posts reached 1,154 users last week and our “post engagement” count was 200. Twitter = 1,040 followers (up 0 from 8 July); our tweets earned 612 “impressions” over the past week. Instagram = 473 followers (up 0 from 8 July); our posts earned 253 “impressions” over the past week.
- GSA Academic Travel Grants = new funding period started 1 July (not accepting applications for travel outside the province; online costs accepted); GSA Child Care Grants = new funding period started 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 July. Next funding periods opens 1 October 2020. All funding is being closely monitored so we can direct it to where the most need is.