

GSA Council Meeting CONSOLIDATED AGENDA

Monday, October 23, 2017 at 6:00 pm
2-100 University Hall, Van Vliet Complex

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

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

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

Speaker Joshuha Connauton in the Chair

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

OPEN SESSION

Attached Numbered Pages

1. Roll Call
2. Approval of the 23 October 2017 Agenda
3. Approval of the Minutes from the 18 September 2017 GSA Council Meeting
Attachment:
 - i. Minutes from the 18 September 2017 GSA Council Meeting **3.0 - 3.6**
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Presentation

6. FGSR Graduate Student Internship Program and Career Education
Firouz Khodayari (GSA VP Academic) will present the item and introduce the guests.

Guests: Andrea Spevak, Tyree McCrackin, and Dinuka Gunaratne

Action Items

7. Proposed Changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund
Babak Soltannia (GSA President and GSA Budget and Finance Committee Chair) will present the item

Attachments:

- | | | |
|------|--|------------|
| i. | Cover Letter from the GSA President to GSA Council | 7.0 |
| ii. | Outline of Issue | 7.1 |
| iii. | Proposed Changes to GSA Policy on the GSA Budget and Finance Committee and Budget Principles, Practices, and Procedures: Double Column | 7.2 - 7.5 |
| iv. | Proposed Changes to GSA Bylaw and Policy on the Legal Defence Fund: Double Column | 7.6 - 7.11 |

8. GSA Council Elections
Radim Barta (GSA Nominating Committee Chair) will present the item

GSA Standing Committees

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

Attachment:

- | | | |
|----|---|-----------|
| i. | Nominees for the GSA Appeals and Complaints Board (3 vacancies) | 8.0 - 8.2 |
|----|---|-----------|

- b. GSA Awards Selection Committee (6 vacancies)

Attachment:

- | | | |
|----|---|------------|
| i. | Nominees for the GSA Awards Selection Committee (6 vacancies) | 8.3 - 8.14 |
|----|---|------------|

- c. GSA Elections and Referenda Committee (3 vacancies)

Attachment:

- | | | |
|----|--|-------------|
| i. | Nominees for the GSA Elections and Referenda Committee (3 vacancies) | 8.15 - 8.20 |
|----|--|-------------|

For Discussion:

9. GSA Board 2017-2018 Strategic Work Plan: Update
Babak Soltannia (GSA President) will present the item.

Attachment:

- | | | |
|----|--|-----------|
| i. | Letter from the GSA President to GSA Council | 9.0 - 9.1 |
|----|--|-----------|

Reports

- | | | |
|-----|--|-------------|
| 10. | President (Babak Soltannia, GSA President) | |
| | i. President's Report | 10.0 - 10.2 |
| | ii. GSA Board | 10.3 |
| | iii. GSA Budget and Finance Committee (no meetings this reporting period, the next GSA BFC meeting is scheduled for October 25, 2017) | |
| | iv. GSA Governance Committee | 10.4 |
| 11. | Vice-President Academic (Firouz Khodayari, GSA Vice-President Academic) | |
| | i. Vice-President Academic's Report | 11.0 - 11.2 |
| 12. | Vice-President External (Masoud Khademi, GSA Vice-President External) | |
| | i. Vice-President External's Report | 12.0 - 12.1 |
| | ii. GSA Awards Selection Committee | 12.2 |
| 13. | Vice-President Labour (Sasha van der Klein, GSA Vice-President Labour) | |
| | i. Vice-President Labour's Report | 13.0 - 13.1 |
| | ii. GSA Negotiating Committee | 13.2 |
| | iii. GSA Labour Relations Committee | 13.3 |

- | | |
|---|---------------------------|
| <p>14. Vice-President Student Services (Royle Feng, GSA Vice-President Student Services)</p> <p>i. Vice-President Student Services' Report</p> | <p>14.0 - 14.2</p> |
| <p>15. Senator (Trent Nabe, GSA Senator)</p> <p>i. Senator's Report (no written report at this time)</p> | |
| <p>16. Speaker (Joshua Connauton, GSA Speaker)</p> <p>i. Speaker's Report (no written report at this time)</p> | |
| <p>17. Chief Returning Officer (Darcy Bemister, GSA Chief Returning Officer)</p> <p>i. Chief Returning Officer's Report</p> | <p>17.0</p> |
| <p>18. GSA Nominating Committee (Kenzie Gordon, GSA Nominating Committee Vice-Chair)</p> <p>i. GSA Nominating Committee Report</p> | <p>18.0 - 18.2</p> |
| <p>19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)</p> <p>i. GSA Elections and Referenda Committee Report</p> | <p>19.0</p> |
| <p>20. GSA Management (Julie Tanguay, GSA Associate Director and Acting Executive Director)</p> <p>i. Executive Director's Report</p> | <p>20.0 - 20.8</p> |

Question Period

- 21. Written Questions (none at this time)**
- 22. Oral Questions**

Adjournment

GSA Council Meeting MINUTES
Monday, September 18, 2017 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Babak Soltannia (President)	Swai Mon Khaing (Biochemistry)	Joanne Farmer (Elementary Education)	Andrew Woodman (Pharmacology)
Firouz Khodayari (VP Academic)	Francesca Jean (Biological Sciences)	Adrian Christ (History & Classics)	Jay Worthy; Tugba Yoldas (Philosophy)
Masoud Khademi (VP External)	Graham Little (Biomedical Engineering)	Kenzie Gordon (Humanities Computing)	Stephen Hunter (Phys Ed & Recreation)
Sasha van der Klein (VP Labour)	Rongrong Zhang (Business PhD)	Shivam Srivastava (Internetworking)	Scott Karbashewski (Physics)
Royle Feng (VP Student Services)	Karl Roesner; Shweta Pipaliya (Cell Biology)	Evelyn Asiedu (Laboratory Medicine and Pathology)	Qiaolin Hu (Physiology)
Darcy Bemister (Chief Returning Officer)	Mengqi Fang (Chemical & Materials Engineering)	Kris Joseph (Library & Info Studies)	Megan Aiken (Political Science)
Abdullah Alzubaidi (Councillor-at-Large)	Michael Armstrong (Chemistry)	Catherine Ford; Atticus Harrigan (Linguistics)	Michal Juhas (Psychiatry)
Spencer Balay (Councillor-at-Large)	Pedro Mateo (Civil & Environmental Engineering)	Michelle Michelle (Math & Statistical Sciences)	Kevin Lien (Public Health)
Syed Hussain (Councillor-at-Large)	Natalie Mahé (Communication Sciences & Disorders)	Masoud Aliramezani (Mechanical Engineering)	Alesha Reed (Rehabilitation Science)
Maryse Kiese (Councillor-at-Large)	Michael Disyak (Computing Science)	Fahed Elian (Medical Genetics)	Owain Bamforth (Religious Studies)
Kim Nguyen-Phoc (Councillor-at-Large)	Ira Tuzlukova (Drama)	Melissa Silva (Medicine)	Ryan Stanfield (Renewable Resources)
Nicole Noel (Councillor-at-Large)	Brette Harris; Benjamin Gruber; Alison Thomas (Earth & Atmospheric Sciences)	Darya Cinar (MLCS)	Yangzhe Cao (Resource Economics & Environmental Sociology)
Andrews Tawiah (Councillor-at-Large)	Danny Wallbank (Economics)	Trevor Poitras (Neuroscience)	Robert Piazza (Secondary Education)
Brayden Whitlock (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Jaelyn Hutchinson (Occupational Therapy)	Antonio Bruni (Surgery)
Talisha Chaput (Anthropology)	Chantal Labonté (Ed Psych)	Radim Barta; Daniel Krys (Oncology)	Paige Gorsak (Women's and Gender Studies)
Vicky Kwon; Micheal Woolley (Art & Design)	Masoud M. Shabestary (Electrical & Computer Engineering)	Ty Kim (Paediatrics)	

Speaker Joshua Connauton in the Chair.

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

Roll Call**1. Roll Call of Council Members in Attendance****Approval of Agenda****2. Approval of the 18 September 2017 Consolidated Agenda**

Members had before them the 18 September 2017 Consolidated Agenda, which had been previously distributed on 15 September 2017. S van der Klein **MOVED**; M Aiken **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes

3. Minutes from the 17 July 2017 GSA Council meeting

Members had before them the 17 July 2017 GSA Council Minutes, which had been previously distributed on 8 September 2017. F Khodayari **MOVED**; M Khademi **SECONDED**.

Motion **PASSED** unanimously.

Changes in Council Membership

4. Changes in GSA Council Membership

- i. **Introduction of New Councillors:** I Tuzlukova (Drama); A Alshammiry (Educational Policy Studies); A Thomas (Earth & Atmospheric Sciences); T Poitras (Neurosciences); V Kwon (Art & Design); T Yoldas (Philosophy); S Pipaliya (Cell Biology); J Farmer (Elementary Education); D Wallbank (Economics); A Christ (History & Classics).

- ii. **Farewell to Departing Councillors**

This was the last meeting for a number of Councillors: B Harris (Earth & Atmospheric Sciences); J Worthy (Philosophy); M Aiken (Political Science).

Councillor Announcements

5. Councillor Announcements

A Bruni reminded GSA Councillors that internships were offered through the Graduate Student Internship Program and that there was currently a public service graduate internship available; one year in length or 42 weeks split in to two 21-week rotations in various levels of government. He added that this position was open to any student interested in public policy and that the deadline to apply was in January. In addition, he indicated that the position of Project Manager for the Graduate Student Internship Program was available and that the competition closed on October 1.

S van der Klein informed GSA Councillors about the Canada 150 Community Celebration on Sunday, September 24 at South Campus. She noted that there was a limited parking and invited members to take transit if there were planning to attend. She added that there would be food trucks, a farmers market, and live performances.

Action Items

6. Proposed Changes to GSA Policy on Nominating and GSA Nominating Committee

Babak Soltannia (GSA President and GSA Governance Committee Chair) and Radim Barta (GSA Nominating Committee Chair) presented the item.

MOTION BEFORE COUNCIL: That the GSA Council, on the recommendation of the GSA Governance Committee, **APPROVE** the proposed changes to GSA Policy on Nominating and the GSA Nominating Committee, as shown in the attached double column documents and effective immediately.

B Soltannia noted that GSA Council had before them proposed changes to GSA Policy on Nominating and the GSA Nominating Committee. He noted that the GSA Policy on Nominating was first established by GSA Council in 2010 and had not been thoroughly reviewed since that time and, while GSA Policy on the GSA Nominating Committee had been reviewed in the past year, the GSA Nominating Committee (GSA NoC) and GSA Governance Committee (GSA GC) were now recommending further amendments. B Soltannia invited R Barta to provide an overview of the proposed changes and to answer questions.

R Barta introduced himself as Chair of the GSA NoC and noted the other members of the GSA NoC who were present at GSA Council (A Bruni and K Gordon). He noted that the proposal before GSA Council resulted from discussions during a GSA NoC meeting on July 17, and that these proposed changes were reviewed by the GSA GC on August 15 and by the GSA Board on August 23. He reported that the substantive changes included rewording of the policy to reflect current practice, expanding the number of positions on the GSA NoC that were open to all graduate students instead of just GSA Council members, and formalizing the current practice whereby GSA Council elected all representatives for GSA Standing Committees instead of having the GSA Council ratify nominees that the GSA NoC elected for these positions. R Barta also indicated that while the GSA NoC would continue to vet all nominees brought forward to GSA Council to ensure they met the eligibility criteria outlined in GSA Bylaw and Policy, it would be GSA Council's role to elect the best nominees for these positions. He noted another change was the removal of the call for additional nominations for GSA Standing Committees, *ad hoc* committees, and subcommittees,

and GSA Council-Elected Officer positions. He indicated that the call for additional nominations was currently restricted to only GSA Council members and that the proposed policy change would allow for one nominating period that would be open to all eligible graduate students. He emphasized that in order to allow enough time for nominees to put their name forward, each position would still be advertised at least twice. He also noted that while there were currently five voting positions on the GSA NoC, with three positions specified for GSA Council members, and two positions for any graduate student, the proposal outlined that there would now be at least two GSA Council positions and three positions for any graduate students. R Barta noted this would allow for more flexibility in recruiting members to serve on the GSA NoC, and that as the NoC was focused on selecting excellent graduate students to fill vacancies across campus, it would be beneficial to have more graduate students at-large serving on the GSA NoC.

A Tawiah asked what the original rationale was for having three GSA Council members and two graduate students on the GSA NoC. R Barta responded that since the GSA NoC was originally created to act on behalf of GSA Council to elect graduate students to serve on external committees, its membership first included three GSA Councillors, the GSA President, and the GSA Executive Director (ED). He indicated that as time went on and the GSA NoC became more established, the GSA President and GSA ED became non-voting members and the membership was expanded to include two graduate student members. R Barta noted that since the GSA NoC represents GSA Council in filling graduate student positions on external committees across the University that it made sense to have more graduate student members from across campus.

F Jean asked whether the new requirement to advertise positions twice would lead to delays in the nominating process. R Barta responded that advertising positions at least twice wouldn't increase the timelines, since currently there was already a first call and a second call. He noted that right now the second call for nominations was only sent to GSA Councillors, so the proposed changes would combine these two nominations periods into a single one open to all graduate students. He noted that positions open to GSA Council members would continue to only be advertised to GSA Council. He noted that it was important to allow for enough time to make sure everyone had an equal chance to put their name forward.

A Tawiah asked what the response rate was for getting graduate students to put their names forward to serve on GSA Standing Committees, and with the second call for nominations being sent to only GSA Councillors, if there was difficulty in getting students to fill those roles. He also asked if only GSA Councillors came forward following the second call for nominations. R Barta responded that if the first call for nominations had a low response rate, that the second call for nominations would also normally have a low response rate. He noted that sometimes GSA Councillors would nominate themselves after the second call for nominations, and hoped that GSA Councillors would continue to volunteer for positions. He noted that the GSA NoC would continue to inform GSA Council about all of the available positions and asked GSA Councillors to encourage their colleagues to volunteer. He noted that there were a number of ballots for this Council meeting and that it was harder to fill positions during the summer months.

MOTION: That the GSA Council, on the recommendation of the GSA Governance Committee, **APPROVE** the proposed changes to GSA Policy on Nominating and the GSA Nominating Committee, as shown in the attached double column documents and effective immediately. **BS MOVED. FK SECONDED.**

Motion **PASSED** unanimously

Elections

7. GSA Council Elections

Radim Barta (Chair of the GSA Nominating Committee) presented the items. He explained the election process and noted that members had five ballots to consider.

Dean of Business Review Committee

R Barta noted that both the MBA Association and the Business Doctoral Association submitted a nomination for the graduate student position on the Dean of Business Review Committee as per UAPPOL regulations. He noted that the nominees were not able to attend GSA Council and encouraged GSA Council members to read the bios and resumes included in the Council package, prior to casting their vote.

Nominees for Dean of Business Review Committee:

Asif Malik (Business PhD Nominee)

Kyle Schweiger (MBA Nominee)

GSA Deputy Speaker

R Barta presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responded to a question provided in advance.

The question for the nominees was as follows and the nominee had 45 seconds to respond: “please tell GSA Council what motivated you to run for the position of Deputy Speaker.”

Nominee for GSA Deputy Speaker:
Theadora (Teddy) Carter (MBA)

GSA Standing Committees

a. GSA Awards Selection Committee (5 vacancies)

R Barta presented the item and noted that not all of the nominees were able to attend GSA Council. He encouraged GSA Council members to read the bios and resumes included in the Council package, prior to casting their vote. He noted that there were three nominees for five positions and that the option of “none of the candidates” was included on the ballot.

Nominees for GSA Awards Selection Committee:
Hayden Danyluk (Surgery)
Camila Lemos Pinto (AFNS)
Andrews Tawiah (Rehabilitation Science)

b. GSA Elections and Referenda Committee (2 vacancies)

R Barta presented the item and noted that the nominee was not able to attend GSA Council. He encouraged GSA Council members to read the bio and resume included in the Council package, prior to casting their vote. He noted there was still one position available on the GSA Elections and Referenda Committee for a GSA Council member.

Nominee for GSA Elections and Referenda Committee:
Hayden Danyluk (Surgery)

c. GSA Nominating Committee (1 vacancy)

J Connauton presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance.

The question for the nominee was as follows and the nominee had 45 second to respond: “please tell us why you’d like to serve on the GSA Nominating Committee.”

Nominee for GSA Nominating Committee:
Swai Mon Khaing (Biochemistry)

For Discussion

None at this time

Reports**8. President****i. President’s Report:**

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition B Soltannia welcomed everyone to a new academic year and invited GSA Councillors to come to the GSA coffee break on September 29 and to attend the GSA Fall Social Event on October 12.

A Tawiah asked for a summary of the discussion he had with the Dean of the Faculty of Graduate Students and Research and the Provost and Vice-President (Academic) about the funding review proposal mentioned in B Soltannia’s report. B Soltannia responded that the funding review proposal was still in early stages and that there were no major updates to report on. F Khodayari added that negotiations have started between the GSA, Dean of the Faculty of Graduate Students and Research, and the Provost and Vice-President (Academic) but that these negotiations could take a long time. He added that as soon as there were developments GSA Council would be updated.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted.

iii. Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted.

iv. GSA Governance Committee

No meetings this reporting period.

9. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition F Khodayari reminded GSA Councillors of the Professional Development requirements and noted that the restriction on having no more than four hours in any one area had been lifted, which would allow for greater flexibility. He invited GSA Councillors to visit the FGSR website for more details.

10. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition M Khademi highlighted that in the past few months he had been engaged in discussions about Student Group policies with the Dean of Students Office and he invited GSA Councillors to provide feedback. He specified that any feedback would be submitted to the Dean of Students.

M Kiese asked if there was a particular reason to update these policies. M Khademi explained that the movement started from the Students' Union and they had concerns that these policies were not as effective as they could be. He added that some of these discussions go back a certain number of years but that the current Dean of Students had taken the issue on to review and update the policies. M Kiese pointed out that there were many references to the University reputation and asked if this was of particular concern. M Khademi responded that the concern was not specific but that they were trying to redefine "reputation" to make it easier for students to understand what that risk meant for the University.

ii. GSA Awards Selection Committee's Report

No meetings this reporting period.

11. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition S van der Klein reminded GSA Council that the GSA was about to enter negotiations for the Collective Agreement. She noted that the GSA was holding a town hall on September 26 at 10:00 AM in the FGSR Boardroom in Triffo Hall and she invited students with assistantships to attend. Alternately, she invited student assistants to submit feedback by sending an email to S van der Klein at gsa.vplabour@ualberta.ca

S van der Klein noted that, over the last year, she had worked to create the Manage Up Speaker Series with FGSR, a workshop series with different themes. She specified that four dates were planned for the fall term and invited GSA Council to consult the FGSR website for additional details. She added that each workshop was one hour and would count toward Professional Development hours.

A Harrigan asked if the town hall was only for currently employed graduate students. S van der Klein responded that the GSA welcomed all but that, during collective bargaining, the GSA was required to act on behalf of the bargaining unit, which means currently employed graduate students (Graduate Teaching Assistant, Graduate Research Assistant (GRA), Graduate Research Assistant Fellowship (GRAF) or graduate students with short term academic employment).

M Armstrong asked for clarification of the difference between a GRA and a GRAF. S van der Klein explained that all graduate students paid by their supervisor to work on their own thesis research used to be classified as a Research Assistant (RA) but that in the last round of collective bargaining RA and students working on their thesis research had been separated, the latter one becoming GRAF. She added that for GRA positions there was a minimum level of payment outlined the Collective Agreement

and that for GRAF positions there was no minimum payment attached to it. She specified that GRAFs were also academically-employed and the conditions of their appointment was outlined in the Collective Agreement.

C Labonté asked if there would be additional Town Halls or if this was the only one. S van der Klein responded that this was the only one but that she was happy to meet in person or encouraged members to send feedback via emails.

ii. GSA Negotiating Committee

No meetings this reporting period.

iii. GSA Labour Relations Committee

No meetings this reporting period.

12. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition R Feng noted that the Campus Food Bank Executive Director, Cory Hodgson, and the Campus Food Bank Board Chair, Gary McCorquodale, attended GSA Board last week to provide an update on their operations. He added that this year is their 25th anniversary.

ii. GSA Student Affairs Advisory Committee

No meetings this reporting period.

13. Senator

i. Senator's Report

No written report at this time.

14. Speaker

i. Speaker's Report

No written report at this time.

15. Chief Returning Officer

i. Chief Returning Officer's Report

No written report at this time.

16. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition R Barta stated there was still a vacancy for GSA Deputy Returning Officer (DRO) and noted that this person role was to assist the GSA Chief Returning Officer (D Bemister). He specified that the GSA NoC would not be advertising this position in the next few weeks but it was still looking for nominees. He invited GSA Council to email him if they or their colleagues were interested, please email.

He noted that there was still a vacancy for a GSA Council member on the GSA Elections and Referenda Committee. He noted that there were three positions for graduate students available on the GSA Appeals and Complaints Board. He added that there were still positions available on the FGSR Research Council, the Student Library Advisory Committee, and the Arts Faculty Council and associated sub committees. K Joseph added that the Student Library Advisory Committee was looking for graduate students outside of the School of Library and Information Studies who could speak to library services and benefits and how to improve them.

S Hussain asked about the DRO position and if a graduate student could run in the election if they were DRO. R Barta clarified that a member of ERC or the DRO cannot run in the GSA General Election. It was noted that the GSA Bylaw and Policy outlined the specifics but that, essentially, the student would need to step down when they put their name forward as a candidate for the GSA General Election. J Tanguay further clarified that students who ran in the last GSA General Election were not eligible.

17. GSA Elections and Referenda Committee

i. GSA Elections and Referenda Committee Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted.

18. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 15 September 2017. The report stood as submitted. In addition J Tanguay invited GSA Council to review the Staff Snapshot provided to read about the people who supported the GSA.

Question Period

19. Written Questions

None at this time.

20. Oral Questions

Adjournment

The meeting was adjourned at 6:55 pm.



Dear GSA Council Colleagues,

13 October 2017

The attached double column proposals before you for consideration relate to recommended changes to GSA Bylaw and Policy on the Legal Defence Fund (LDF) and Budget Principles, Practices, and Procedures (with corresponding recommended revisions to the terms of reference of the GSA Budget and Finance Committee (GSA BFC)). These proposals were developed on the recommendation of the GSA's Financial Team and have been previously reviewed and discussed by the GSA BFC and the GSA Board (GSAB), as noted in the attached Outline of Issue associated with this item.

- The recommended changes contained within this proposal are a part of the GSA's ongoing effort to review all sections of GSA Bylaw and Policy to ensure they are up-to-date and align with established GSA practice. The recommended changes, not including various editorial updates, can be summarized as follows:
- Amending references to the generation and review of "quarterly reports on revenues and expenses" to "regular reports on revenues and expenses," with "regular" defined as at least three times per year. While the GSA will continue its adherence to standard accounting practices in terms of the GSA BFC, the GSAB, and GSA Council regularly reviewing its financial position, quarterly financial reports currently don't span exact quarters, *per se*. In practice, reports on expenses and revenue have gone forward to GSA Council in July (along with the audit), November, and February (along with the budget). These proposed changes will thus align GSA Bylaw and Policy with current practice.
- Amending the section addressing the size of the Financial Stabilization Fund, removing references to the reallocation of these funds, and adding references to the other restricted funds of the GSA. These proposed changes reflect current practice, which itself adheres to best practices with respect to financial management, wherein, instead of establishing a specific amount for the Financial Stabilization Fund, the GSA's Auditor makes an annual recommendation on the amount that should be included in this fund. They also more accurately reflect the purpose of the Financial Stabilization Fund and the circumstances under which it can be accessed.
- Updating bylaw and policy on the LDF to align with the structure of that on the GSA Health and Dental Plan Reserve Fund.
- Clarifying the circumstances in which the LDF may be utilized, as well as the means by which it may be accessed.

I look forward to presenting these changes to you at the October meeting of GSA Council and welcome any questions you may have. My thanks as well to the members of the GSA Financial Team and the GSA BFC for their attention to these proposed changes.

Sincerely,

Babak Soltannia
GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

Outline of Issue

Proposed Changes to GSA Bylaw and Policy: Proposed Changes to GSA Bylaw and GSA Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund

Suggested Motion for GSA Council:

That the GSA Council, on the recommendation of the GSA Budget and Finance Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund, as shown in the attached double column documents and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

NOTE 1: The proposed changes apply to Section K: Finances, Budget Principles, Practices, and Procedures and Section L: Legal Defence Fund.

NOTE 2: This is the first reading of proposed changes to GSA Bylaw, proposed changes to GSA Policy are presented for information.

Background:

At their meeting of September 13, 2017, members of the GSA Budget and Finance Committee (GSA BFC) voted to recommend the attached proposed changes to GSA Council. The attached proposal was developed following discussion with the GSA's Auditor and the GSA Financial Team.

At their September 27, 2017 meeting, members of the GSA Board reviewed the proposed changes prior to their onward transmission to GSA Council.

Please see the attached cover letter for additional information.

Jurisdiction:

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

Section K: Finances, GSA Policy, Standing Committees, GSA Budget and Finances Committee, Section K.POL.3.2.b
 The GSA BFC is responsible for *"advising the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies."*

Finances: Proposed Changes to GSA Policy on GSA Budget and Finance Committee and Budget Principles, Practices, and Procedures	
Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee	<i>No change.</i>
K.POL.2 – K.POL.3.2.d...	<i>No change.</i>
K.POL.3.3 The GSA BFC will receive for information and forward to the GSAB quarterly reports on expenses and revenues <u>in the fall, winter, and spring/summer terms</u> ; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter <u>to date</u> , by budget division.	<i>While adhering to standard accounting practices, quarterly financial reports currently don't span exact quarters, per se. In practice, reports on expenses and revenue have gone forward to GSA Council in July (along with the audit), November, and February (along with the budget).</i>
K.POL.3.4 – K.POL.4.1...	<i>No change.</i>
GSA Policy: Budget Principles, Practices, and Procedures	<i>No change.</i>
Purpose...	<i>No change.</i>
Scope...	<i>No change.</i>
Related GSA Bylaw and Policy...	<i>No change.</i>
Related Forms...	<i>No change.</i>
K.POL.4 – K.POL.4.1.c...	<i>No change.</i>

<p>K.POL.4.1.d Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure to cover a period of operating costs as recommended by the GSA Auditor and regularly reviewed by GSA BFC, GSAB, and GSA Council, as well as other funds related to the operation of the GSA, including a Legal Defence Fund and Health and Dental Plan Reserve Fund, among others.</p>	<p><i>Proposed change to reflect current practice, which itself adheres to best practices with respect to financial management, wherein, instead of establishing a specific amount for the Financial Stabilization Fund, the GSA's Auditor makes an annual recommendation on the amount that should be included in this fund. Also adds reference to the other restricted funds that are held currently.</i></p>
<p>K.POL.4.1.e – K.POL.5...</p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management...</i></p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management...</i></p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management:</i> “To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) will regularly review the HDPFRF [Health and Dental Plan Reserve Fund] in conjunction with review of the GSA’s Budget and Expenditure (Quarterly) Reports” (Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.a).</p>	<p><i>Should the updates to remove reference to Quarterly reports be approved, this content will need to be amended in current Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.a, to also remove reference to quarterly reports in this section.</i></p>
<p>K.POL.5.1 The Unrestricted and Restricted Operating Budget will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in both the quarterly fall, winter, and spring/summer terms reports and the annual three (3) year rolling budget and business plan.</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.2...</p>	<p><i>No change.</i></p>
<p>K.POL.5.2.a Except for the Operating/Contingency Fund, Financial Stabilization Fund, each division will have a number of distinct budget lines accompanied by a summary description of each budget line and its use. For instance, the ‘human resources’ budget division will have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.</p>	<p><i>Editorial and factual to reflect that parental leave funds are no longer located in the human resources budget, and are now allocated in a separate fund. Updated to amend a factually incorrect statement (it is the Operating/Contingency Fund that does not have distinct lines in the budget, rather than the Financial Stabilization Fund, which is not a budget line proper but, rather, a restricted fund).</i></p>
<p>K.POL>5.2.b – K.POL.5.3...</p>	<p><i>No change.</i></p>

<p>K.POL.5.3.a The GSA fiscal year starts April 1 and ends March 31. The budget is a financial report containing estimates of income and expenses. In budgeting, a variance is the difference between the budgeted amount and the actual amount incurred. Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported quarterly <u>regularly (at least three (3) times per year)</u> to the GSA BFC, the GSAB, and GSA Council. Unspent funds at year-end are rolled over, except that unspent funds for legal consultation are placed in the Legal Defense <u>Defence</u> Fund.</p>	<p><i>Editorial.</i></p>
<p>K.POL.5.3.b...</p>	<p><i>No change.</i></p>
<p>K.POL.5.3.c During the budget year, no reallocations may be made from the Financial Stabilization Fund without approval by GSA Council</p>	<p><i>The Financial Stabilization Fund would only be accessed in the event that the GSA ceased to exist (ie, was shut down by the Alberta government, etc), in order to pay its debts and wind down its operations, and therefore GSA Council would not exist to be able to approve the use of these funds. Current K.POL.4.1.d indicates that GSA Council will regularly review the Financial Stabilization Fund.</i></p>
<p>K.POL.5.4 Budget and Expenditure (Quarterly) Reporting</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.4.a The GSA Accountant and the GSA Financial Manager will <u>regularly (in the fall, winter, and spring/summer terms)</u> prepare a Budget and Expenditure Quarterly Report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's <i>Personal Information Protection Act</i> and other applicable laws.</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.5 Audit...</p>	<p><i>No change.</i></p>

<p>K.POL.5.5.a Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the ED, will arrange for an audit of the GSA's financial records by the approved auditor as required by the <i>PSLA</i>. Audited financial statements are normally due ninety (90) days after <u>the GSA's fiscal year-end</u>. Audited financial statements will be submitted by the Auditor to the President and ED; then to the GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager will prepare draft financial statements and the year-end working papers.</p>	<p><i>Editorial.</i></p>
<p>K.POL.5.6 – K.POL.6.1...</p>	<p><i>No change.</i></p>
<p>K.POL.6.1.a Financial documents related to the Unrestricted Operating Budget requiring signature, including but not limited to cheques and investment instructions, require two (2) signatures: either any two (2) Directly-Elected Officers (DEOs), or any one (1) DEO and one <u>(1)</u> Director.</p>	<p><i>Editorial.</i></p>
<p>K.POL.6.2.b Travel and other expense claims by the DEOs or management (such as meals) must include a receipt and details about the event. Exclusions are contractual expenses, such as parking, professional expense allowance claims, etc, or expenses related to the venue/hosting of the GSAB, GSA Council, Orientation, Awards Night, or similar GSA service events (these are reported to the GSA BFC, GSAB, and GSA Council in the Budget and Expenditure Quarterly Reports on expenses and revenues).</p>	<p><i>See above rationale.</i></p>
<p>K.POL.6.2.c – K.POL.6.4</p>	<p><i>No change.</i></p>
<p>K.POL.6.4.a All cheque requisitions will be prepared by the GSA Financial Manager (or delegate) and signed off by one (1) Director before the required two (2) signatures <u>for a cheque, as noted in K.POL.6.1.a, above,</u> are sought.</p>	<p><i>Editorial.</i></p>

Legal Defence Fund: Proposed Changes to GSA Bylaw and Policy, Legal Defence Fund	
Current Bylaw (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Bylaw: Legal Defence Fund	<i>No change.</i>
L.BYL.1 Definitions	<i>No change.</i>
L.BYL.1.1 For the purposes of this Bylaw , the Legal Defence Fund will be referred to as the "LDF."	<i>Editorial.</i>
<u>L.BYL.1.2 The administration of the LDF will be governed by GSA Policy (see Section L: Legal Defence Fund, GSA Policy, Legal Defence Fund, Section L.POL.3).</u>	<i>New statement to parallel language for the HDPRF Bylaw, Section M: GSA Health and Dental Plan, GSA Bylaw: GSA Health and Dental Plan, Section M.BYL.3.3.</i>
L.BYL.2 Purpose of Fund <u>the LDF</u>	<i>Editorial.</i>
L.BYL.2.1 The purpose of the LDF is to provide the GSA with the necessary resources <u>to pay legal costs under the circumstances to enter into legal action defined in GSA Policy where appropriate.</u>	<i>Editorial.</i>
L.BYL.2.2 The LDF may be used to pay legal costs involved in defending the GSA in court action brought against it, in cases not covered by the GSA's Directors' Liability policy.	<i>Proposal to remove this statement as it is addressed in GSA Policy, L.POL.4.1.a, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.3 The LDF may be used to pay legal costs involved when the GSA brings legal action against other parties.	<i>Proposal to remove this statement as it is addressed in GSA Policy, L.POL.4.1.b, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.4 The LDF may be used to pay legal costs involved in settling labour relations disputes with the University.	<i>Proposal to remove this statement as it is covered in L.POL.4.1.a and L.POL.4.1.b, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.5 <u>L.BYL.2.2...</u>	<i>Renumbering.</i>

L.BYL.2.6 <u>L.BYL.2.3...</u>	<i>Renumbering.</i>
L.BYL.2.7 <u>L.BYL.2.4...</u>	<i>Renumbering.</i>
L.BYL.3 Location of the LDF	<i>Proposal to remove this statement as the amount and other details related to this restricted fund is advised upon by the GSA's Auditor and then reflected in the audited financial statements that receive feedback from GSA BFC, the GSAB, and GSA Council. Financial management of this restricted fund is provided by the GSA's Financial Advisor and receives oversight semi-annually by the GSA BFC.</i>
L.BYL.3.1 The monies associated with the LDF will be held in an interest bearing account with a term to maturity of no more than sixty (60) days.	<i>See above rationale.</i>
L.BYL.4 Size of the LDF	<i>See above rationale.</i>
L.BYL.4.1 The LDF will hold a target amount equal to \$62,000. This level is subject to periodic review.	<i>See above rationale.</i> <i>Additionally, currently there is more than \$62,000 in this restricted fund and it is recommended that the target amount of the fund not be prescribed in GSA Bylaw, as it is reviewed annually by the GSA's Auditor and the GSA BFC.</i>
L.BYL.5 Proceeds of the LDF	<i>See above rationale.</i>
L.BYL.5.1 Any interest earned by the LDF will be returned to the LDF until the LDF reaches an amount equal to its target size (stated above). Once the LDF has reached this amount, any interest earnings or proceeds from the LDF will be returned to GSA general revenue.	<i>Proposal to move statement into newly proposed L.POL.3.3, below.</i>
L.BYL.6 Access to the LDF	<i>Proposal to move this section into L.POL.4, below, to parallel the structure of current GSA Policy on the GSA Health and Dental Plan Reserve Fund.</i>

L.BYL.6.1 In order for money from the LDF to be used, the following procedures must be followed:	See above rationale.
L.BYL.6.2 The GSA Board (GSAB) must send the issue to the GSA Budget and Finance Committee (GSA BFC) and the GSA BFC must deal with the issue at its next regular meeting or within two (2) weeks of receipt of the request from the GSAB. The GSA BFC is to make its decisions based on guidelines set out in GSA Policy.	See above rationale. Additionally, the timelines for the GSA BFC to deal with recommendations to access the LDF will depend on the specific case and therefore should not be restricted to two weeks. The proposed L.POL.4.3 specifies that the GSA BFC will deal with any recommendations to access the LDF in a timely manner.
L.BYL.6.3 GSA Council must approve the use of funds.	See above rationale. Moved to L.POL.4.4, below.
GSA Policy: Legal Defence Fund	<i>Editorial.</i>
Purpose: To provide outline GSA Policy additional policies and procedure relevant related to the Legal Defence Fund.	<i>Editorial to parallel GSA Policy on the GSA Health and Dental Plan Reserve Fund.</i>
Scope: This policy expands upon procedures for <u>outlines the administration of and access to</u> the Legal Defence Fund.	<i>See above rationale.</i>
Related GSA Bylaw and Policy...	<i>No change.</i>
Related Forms...	<i>No change.</i>
L.POL.6 Defending the GSA in Actions Brought by Other Parties <u>L.POL.3 Administration of the Legal Defence Fund</u>	<i>Proposal to move content from current L.POL.6, L.POL.7, L.POL.8, and L.POL.9 into a single section titled 'administration'. This proposed change parallels the current GSA Health and Dental Plan Reserve Fund policy, which is divided into 'Administration of the GSA Health and Dental Plan Serve Fund' and 'Access to the HDPRF'. A parallel structure is proposed for the GSA LDF policy.</i>
<u>L.POL.3.1 To ensure prudent financial management the GSA Board (GSAB), GSA Budget and Finance Committee (GSA BFC), and GSA Council will regularly review the Legal Defence Fund (LDF) in conjunction with review of the GSA's audited financial statements.</u>	<i>New proposed statement to parallel the current policy detailing administration of the GSA Health and Dental Plan Reserve Fund. The LDF is a Restricted Fund that is reviewed regularly by the GSA BFC and is subject to annual audit which is reviewed by the GSA Board and GSA Council.</i>

L.POL.3.2 <u>The LDF is restricted funding and will be kept separate from the GSA operating budget.</u>	<i>See above rationale.</i>
L.POL.3.3 <u>Any interest earned by the LDF will be returned to the LDF.</u>	<i>See above rationale.</i>
<u>L.POL.4 Access to the LDF</u>	<i>See above rationale. This new section incorporates content from previous L.POL.6, L.POL.7, L.POL.8, and L.POL.9, below, and also contains content from L.BYL.6, above.</i>
L.POL.4.1 <u>The LDF may be accessed under the following circumstances:</u>	<i>New statement to make clear the circumstances, as per GSA Policy, in which the LDF may be accessed.</i>
<u>L.POL.6 Defending the GSA in Action Brought by Other Parties</u>	<i>Moved to new L.POL.4.1.a, below.</i>
L.POL.6.1 L.POL.4.1.a <u>The LDF may be accessed to defend the GSA in actions brought forward by other parties. In the event that the GSA is served notice, and upon ascertaining being informed that the GSA's liability insurance will not cover the action, and consultation with legal counsel, the GSA Board (GSAB) will may make a recommendation make an application to the GSA Budget and Finance Committee (GSA BFC) to access the LDF. The GSA BFC will then make a recommendation to GSA Council to approve the use of funds. However, the GSA will work with its legal counsel to handle the case in the most expeditious and least costly way.</u>	<i>Editorial, to incorporate the previous L.POL.6, above, and to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, below, as this process is identical for all instances in which the GSA needs to access the fund. The GSA also has additional insurance beyond just liability insurance (ie Directors and Officers Insurance).</i>
<u>L.POL.7 Arbitration</u>	<i>Proposal to remove this section, since accessing the LDF for arbitration or filing a grievance under the Collective Agreement (CA) would not be precluded under the new L.POL.4.1.a and L.POL.4.1.b as they are broad statements.</i>
L.POL.7.1 Once a dispute arising during Collective Agreement (CA) negotiations has reached the arbitration stage, as per the CA, the Vice President Labour in conjunction with the GSA Negotiating Committee (GSA NC) will seek legal advice as to the merits of the case. Upon consultation with counsel, if it is felt that the case has merit, then the GSA NC will recommend to the GSAB that it proceed to arbitration. The GSAB will, bearing in mind confidentiality, make an application to the GSA BFC of the decision to proceed to arbitration. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the Legal Defence Fund (LDF).	<i>See above rationale.</i>

L.POL.8 Action against Other Parties by the GSA	<i>Moved to new L.POL.4.1.b, below.</i>
L.POL.8.1 L.POL.4.1.b The LDF may be accessed for action against other parties by the GSA. In cases where the GSAB feels that it has a legal basis and an obligation to uphold the rights of the GSA, the GSAB may investigate the possibility for of legal action. Upon consultation with <u>legal</u> counsel, if the legal opinion is that there are grounds for action, the GSAB may make a recommendation will make an application to the GSA BFC to requesting access to the LDF. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted), through the GSAB, regarding the use of the LDF.	<i>Editorial and proposal to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, as this process is identical for all instances in which the GSAB decides it needs to apply for access to the fund.</i>
L.POL.9 Intervener Status by the GSA	<i>Editorial, as this usage of the LDF is now covered in L.POL.4.1.c, below.</i>
L.POL.9.1 L.POL.4.1.c The LDF may be accessed in cases where the GSAB feels that a case before the courts has the potential to set precedent that could impact graduate students <u>and wishes to assert intervener status. Upon consultation with legal</u> counsel, the GSAB may make a recommendation will make an application to the GSA BFC requesting to access to the LDF. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the LDF.	<i>Editorial and proposal to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, as this process is identical for all instances in which the GSAB decides it needs recommend accessing the fund.</i>
<u>L.POL.4.2</u> In making a recommendation to access the LDF, the GSAB must provide to the GSA BFC information regarding the proposed use of the LDF, including the <u>estimated amounts to be drawn down from the LDF.</u>	<i>New proposed statement to parallel the current GSA Policy detailing administration of the GSA Health and Dental Plan Reserve Fund (Section M: GSA Health and Dental Plan, GSA Policy: GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, M.POL.11.2.c).</i>
<u>L.POL.4.3</u> The GSA BFC will review the recommendation in a timely manner and make its decision based on GSA Policy on the LDF. If the GSA BFC determines <u>accessing the LDF is warranted, it will then make a recommendation to GSA Council regarding the use of the LDF.</u>	<i>Reflects the current wording in previous L.POL.6.1, L.POL.7.1, L.POL.8.1, and L.POL.9.1, and from L.BYL.6.2, above, and includes the proposal to remove the reference to the two-week deadline for the GSA BFC to respond to a recommendation, The timeline to review a recommendation would depend on the actual situation in which the LDF may need to be accessed.</i>
<u>L.POL.4.4</u> GSA Council must approve the use of funds from the LDF.	<i>No new wording: moved from previous L.BYL.6.3, above.</i>

<p><u>L.POL.4.5 In all cases, the GSA will work with its legal counsel to handle cases in the most expeditious and least costly way, and the usage of LDF funds will be reported to GSAB, the GSA BFC, and GSA Council.</u></p>	<p><i>Content moved from previous L.POL.6.1 to provide a more general statement that covers all cases where the LDF may need to be accessed.</i></p>
---	--

GSA NOMINATING COMMITTEE (GSA NoC)
GSA APPEALS AND COMPLAINTS BOARD (GSA ACB) (1 POSITION FOR A GRADUATE STUDENT):
1 NOMINEE

Information regarding the position for two (2) GSA Council members was circulated on two instances via email to GSA Council with a deadline of October 18, 2017. No nominations were received, so these vacancies will be advertised again. The one (1) position for a graduate student was advertised at least twice starting with the September 29, 2017 GSA newsletter with a nomination deadline of October 17, 2017. One (1) nomination was received. The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC Vice-Chair Kenzie Gordon, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present. During the interview, the nominee was asked a series of questions aimed at assessing his awareness of the basic tenets of procedural fairness and his ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness).

There will be a paper ballot vote held at the October 23, 2017 GSA Council meeting.

If you and your alternate are unable to attend the October 23, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday October 23, 2017, in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures

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

1. Gautam Gaur (Agricultural, Food, and Nutritional Sciences)

The Ballot

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

Voting

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

Counting

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

Jurisdiction:

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

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

The name and biography received for the one (1) nominee is BELOW on pages 8.1 - 8.2. Biographies and brief resumes are presented as received (ie not edited).

/Users/gsaassist/Google Drive/Council/Meetings/2017-2018/October 2017/Second Mailing/GSA Council 23 October 2017 Item 8 - Nominees for the GSA Appeal and Complaints Board.docx

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

1. Gautam Gaur

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

Statement of Interest

My work in the club VIT Spartans during my undergrad made me realize, the need for a system in which suggestions or complaints regarding how people in authority work in club is necessary, to increase our efficiency and create a healthy work culture. Hence, when elected as the Vice President/Advisory head of the club, I amended the bylaws for election and training of a body for the same, chaired by me for the first year. My experience of serving in the Events and Culturals committee in Riviera 2015 [Cultural Fest of VIT University] where we were responsible for making sure coordinators of over 100 events are not doing any unethical activity, as well as listening to complains of participants in the festival against any organizing member or event coordinator, further enhanced my skill palette and made me more a competent individual to serve on this committee.

Bio

I was born and raised in Indore, India. I travelled more than 1400 km to a culturally diverse, but completely different province, to get my bachelors degree in engineering specializing in biotechnology at VIT University, Vellore, India. After leading an introverted life till high school, I decided to socialize, learn and participate as much as I can to grow as an individual. I worked for technical and cultural festival of my university, as a scriptwriter and radio jockey for university community radio, as a director and video jockey for the film division of my club VIT Spartans, volunteered for teaching sports to students at local orphanage among other activities. I really enjoy playing soccer and watching movies. Here at U of A, I haven't done any extra-curricular work since joining, as was first interested in experiencing the diverse culture and getting settled, but looking forward to serve now and grow further.

Summary Resume

I am a second year Masters student in the department of Agricultural, Food and Nutritional Sciences, studying the phenolic acid metabolism in lactic acid bacteria. I am planning to transfer to the PhD program within this year. In final year of my undergrad, I was awarded Mitacs Globalink Research Intern Award, which funded me to travel to Canada for a research internship, which I did at University of Guelph, Ontario. While

working in VIT Spartans, we organized very diverse events ranging from technical conferences to comic convention, to marathons and races for a social causes, exposing me to a wide range of challenges, situtaions and experiences. I was also the founding member of an NPO called S.A.Y (Spartans Association of Youth) and Director of Human resoruces during last year of my undergrad, which automatically made me responsible for structuring a feedback and complain system for the body.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA AWARDS SELECTION COMMITTEE (GSA ASC) (6 POSITIONS):
8 NOMINEES

These positions were advertised at least twice starting with the September 29, 2017 GSA newsletter with a nomination deadline of October 18, 2017. Eight (8) nominations were received.

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

There will be a paper ballot vote held at the October 23, 2017 GSA Council meeting.

If you and your alternate are unable to attend the October 23, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday October 23, 2017, in order to cast your vote in advance of the GSA Council meeting.

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

- 1. Brooke Biddlecombe (Biological Sciences)**
- 2. Gautam Gaur (Agricultural, Food, and Nutritional Sciences)**
- 3. Mai Anh Le (MBA)**
- 4. Duncan Maguire (Public Health)**
- 5. Darpan Malhotra (Biochemistry)**
- 6. Amritha Jaya Prasad (Agricultural, Food, and Nutritional Sciences)**
- 7. Sabitha Rajaruban (Medicine)**
- 8. Kun Xu (Renewable Resources)**

Jurisdiction:

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

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

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

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

The names and biographies received for the eight (8) nominees are BELOW on pages 8.4 – 8.14. The biographies and brief resumes are presented as received (ie not edited).

**Nominations for GSA ASC (6 Vacancies for Graduate Students)
Eight (8) Nominees**

1. Brooke Biddlecombe

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

Statement of Interest

The skills and insight I've gained from my work as a Municipal Enforcement Officer for the City of Edmonton in Bylaw: Complaints and Investigations will be beneficial for the work reviewing GSA Bylaw and Policy done by the GSA Awards Selection Committee. I also have a great interest in the process of adjudicating award applicants and granting awards, and I am very eager to learn more about processes within the GSA ASC's mandate.

Bio

I'm born and raised in Alberta, moving numerous times throughout the province before finally setting down roots in Edmonton. Last year I finished a Bachelor of Science with Ecology Specialization here at the University of Alberta. I am currently in my first year of a Master of Science in the Department of Biological Sciences. During my undergraduate degree I volunteered for Make Poverty History, and Campus Food Bank, and served as the VP-Communications for the Vegans and Vegetarians of the University of Alberta (VVUA). Currently I am co-president of the VVUA, and involved with the Circumpolar Students' Association.

Summary Resume

I am a first year MSc student in the Department of Biological Sciences studying the effects of sea-ice habitat fragmentation on polar bear movement in Hudson Bay. I am working in Dr. Andrew Derocher's lab. During my undergraduate degree I worked as a Municipal Enforcement Officer for the City of Edmonton, as well as a dance teacher at a non-profit for underprivileged youth. I also teach yoga and have been for the past 4 years. The summer between finishing my undergraduate degree and starting my Masters I worked in Dr. Derocher's lab under an NSERC USRA, writing a manuscript focused on polar bear mating ecology. I have a schedule that is flexible enough to accommodate sitting on this committee.

2. Gautam Gaur

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

Statement of Interest

In my tenure as the Vice President/Advisory Head of the club VIT Spartans during my undergrad, we recruited hundreds of volunteers and 60-70 core working members for various events and activities. The skills I developed by designing variety of application forms and reviewing them, and the experience I gained by taking around hundred interviews equip me with the wide prespective and unbaised jugdement abilities necessary to serve on this committee effectively. My work as the Director of Human Resources in a NPO called S.A.Y, further tested my reviewing and evaluation skills when looking at proposals of different candidates from all over the country who were interested in opening our chapter in their own university to organisze our flagship events using our technical and financial support.

Bio

I was born and raised in Indore, India. I travelled more than 1400 km to a culturally diverse, but completely different province, to get my bachelors degree in engineering specializing in biotechnology at VIT University, Vellore, India. After leading an introverted life till high school, I decieded to socialize, learn and participate as much as I can to grow as an individual. I worked for technial and cultural festival of my university, as a scriptwriter and radio jockey for university community radio, as a director and video jockey for the film division of my club VIT spartans, volunteered for teaching sports to students at local orphange among other activities. I really enjoy playing soccer and watching movies. Here at U of A, I haven't done any extra-curricular work since joining, as was first interested in experiencing the diverse culture and getting settled, but looking forward to serve now and grow further.

Summary Resume

I am a second year Masters student in the department of Agricultural, Food and Nutritional Sciences, studying the phenolic acid metabolism in lactic acid bacteria. I am planning to transfer to the PhD program within this year. In final year of my undergrad, I was awarded Mitacs Globalink Research Intern Award, which funded me to travel to Canada for a research internship, which I did at University of Guelph, Ontario. While working in VIT Spartans, we organized very diverse events ranging from technical conferences to comic convention, to marathons and races for a social causes, exposing me to a wide range of challenges, situtaions and experiences. I was also the founding member of a NPO called S.A.Y (Spartans Association of Youth) and Director of Human

resource during last year of my undergrad. The aim of the NPO was to provide a platform to students to help them discover and showcase their talents. In my tenure, we shortlisted and opened more than 5 Spartans chapters in different cities, which operated on the framework based on VIT Spartans Club.

3. Mai Anh Le

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

Statement of Interest

I am confident with my organizing skills and teamwork skills. During my university time, I joined Red Cross society to collect donation, and International Student Organization to hold events for international students. Besides, through nine years of working in corporate finance, and leading a team, I picked up leadership, communication and negotiation skills.

Bio

I am from Vietnam. I love finance and travelling. I did my undergraduate degree in finance, and worked in corporate finance for 9 years. Since university time, I studied in Singapore and New Zealand; and worked in Vietnam, Malaysia and Myanmar. Given that background, I am very international, and socialble. Besides, I love helping people, and doing charity.

Summary Resume

I am a first-year MBA student, specialization in Finance. I did my bachelor of Business Administration degree in National University of Singapore, and exchanged six months to University of Otago in New Zealand. After that I worked in corporate finance in British American Tobacco Vietnam for nine years. Currently, besides taking the MBA, I join the University of Alberta Chapter of PRIMA to help organize events on finance and risk management; and be a member of Net Impact Organization to help the organization to set up business plan and expand the business.

4. Duncan Maguire

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

Statement of Interest

As an avid member of the community in sport and volunteer on several different community organizations, I believe my skills and experiences have provided me with insight as to what makes an excellent candidate when applying for awards offered by the University of Alberta. I currently sit on the board of director's at St. Albert Rugby Football club, filling the role as men's club captain. This position, as well as coaching several youth rugby teams, has allowed me to help bring out the best in individuals, while also challenging my skills as a leader. I continually search for the good in people, which is what I believe makes me an excellent candidate for the GSA Awards Selection Committee. I have multiple experiences working on committee's (Special Olympics St. Albert, Community Mental Health Action Plan Project), and can take on work requiring minimal supervision. I believe that many individuals do fascinating jobs and selfless acts of kindness around the University, and in their communities, however, many go unrecognized. The ability to help reward such brilliant individuals would be an honor!

Bio

Born in St. John's, Newfoundland, my family and I moved to Edmonton when I was 15 years old in search of better opportunities for my younger brother Michael, who was diagnosed with Autism at a young age. Graduating from the Bachelor of Science program at the University of Alberta in 2012, I decided to take a few years off from school to pursue my passion in the sport of rugby. It was in these few years that I coached several youth rugby camps and teams, as well as become a member of the senior men's national team. As a member of the Canadian Men's 7s and 15s team, I was fortunate to travel the globe, while at the same time create great friendships that have the potential to last a lifetime. Outside of team sports, I pride myself on being very active with Special Olympics St. Albert and volunteering as a respite care provider to several individuals with developmental disabilities. I believe that my brother's influence has helped me become who I am today, understanding and lending a hand to those who find themselves in disadvantaged situations. As a current second-year graduate student in the School of Public Health, my goal is to one day have an influence at a systems level, reducing inequities faced by marginalized populations.

Summary Resume

As mentioned above, I am currently in my second and final year of my Master's of Public Health, with a specialty in health policy and management. While taking on a full course load, I am currently working casually with Alberta Health Services as a recovery support worker for individuals with multiple and complex mental health and addiction issues. This work aligns closely with my passion for mental health and helping those who find themselves in unfortunate circumstances. I currently volunteer part time with Special Olympics St. Albert, as well as with Edmonton's Community Mental Health Action Plan project. All of these positions require excellent teamwork skills, as well as an ethical and empathetic understanding of peoples needs and circumstances. I believe my ability to adapt and work with a variety of people from different backgrounds will make me a valuable member of the GSA Awards Selection Committee. My schedule is very flexible at the moment, and I am at the university campus most days of the week. Although I do like to stay busy, committing to the GSA committee should be no problem!

5. Darpan Malhotra

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

Statement of Interest

I have reviewed a lot of research articles, scholarship and job applications during my PhD studies for our lab and colleagues which will be helpful for the current position. I have been successful in my applications for several studentships including The Vanier Canada Graduate Scholarship, The Alberta Innovates Health research Graduate Studentship, Novartis Pharmaceuticals Canada Inc Graduate Scholarship, The FoMD 75th anniversary award, The NSERC CREATE IRTG Graduate Studentships, to mention a few. I have gained immense experience during the preparation for these applications to understand and scrutinize quality applications which can be a strong experience to carry out the work on the committee. I am passionate and looking to gain more experience in policy making and reviewing which makes this job a rewarding experience for me.

Bio

I was born and raised in India. I did my Bachelors and Masters in India where I was awarded the gold medal for academic excellence. After my Masters degree, I gained some research experience as a Junior Research fellow at IIT Bombay where I worked on identifying potential biomarkers for prognosis and diagnosis of glioblastoma multiforme (life-threatening form of brain-tumor) before I started the Ph.D. program at U of A. Currently, I am a 5th year Ph.D. candidate at the Department of Biochemistry. My work focuses on understanding the disease pathophysiology of two types of genetic corneal blindness which have a 5% prevalence in the North-American population. I have been successful in making significant progress towards the understanding of these dystrophies and now I am working to identify potential therapeutics for their treatment. Out of school, I am an animal activist and an active member of the Edmonton Argentine tango community (Casa Tango Edmonton).

Summary Resume

During my undergraduate and masters studies, I was an active member of the departmental science and sports club. I have keen interest in cultural events and I have made significant contributions in organization and performance at major college events. I also worked as a choreographer for two years during my undergraduate degree for several corporate and charity events. I have worked towards spreading awareness on major topics like female infanticide, HIV and schizophrenia through choreographed performances at several fundraisers. During my time in Bombay (2011-2013), I worked as an animal activist and contributed to the community by treating, fostering more than

100 stray cats and dogs and helped find suitable families to get them adopted. As an active member of the Casa Tango Edmonton, I have organized and performed at major dance events throughout Edmonton. I have also been a performer with the Russian Pavilion at the Heritage Festival during 2014. This all involves a lot of organizing, decision-making, scrutinizing and working in teams which will be a good experience to smoothly function on this position.

6. Amritha Jaya Prasad

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

Statement of Interest

During my undergraduate studies, I developed a skill for making decisions based on reason and practicality. I was one of the unbiased member in the selection committee of Health club at Vellore Institute of Technology. These skills are very important for being a member in the GSA awards selection committee for the impartial selection of the award recipients. Moreover, I believe that deserving candidates should not be deprived of what he/she deserves.

Bio

I was born and brought up in Delhi, India. Delhi, is the capital city of India and have people from different religious background. I am fluent in English. I did B. Tech Biotechnology at VIT University, Velore, India. My undergraduate university gave me tremendous opportunities for developing my leadership and inter-personal skills. I worked as event coordinator at Health club VIT and was also one of the organizers of the technical fest GraVITas, in which more than 400 colleges participate every year. In addition to that, I have done many volunteering work in charitable events and clubs. Presently, at the University of Alberta, I am a mentor in the AFNS GSA.

Summary Resume

I am a second year graduate student in the department of Agriculture, Food and Nutritional Sciences. I am working in the food safety engineering lab under the supervision of Dr. Roopesh syamaldevi. I work with many international students and believe in working as a team, irrespective of culture or language. I was in the selection committee of Health club at VIT University. I do not have much volunteer experience at the University of Alberta but my first academic participation was in attending the Canadian Society of Bioengineering Annual meeting. I hope to harness the opportunity offered by GSA to polish my skills further. My schedule is flexible enough and I would love to manage my time to be a part of one of the revered committees of GSA.

7. Sabitha Rajaruban

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

Statement of Interest

I am enthusiastic about serving on the GSA Awards Selection Committee because it would provide me with the opportunity to learn about student governance, broaden my skill set and play an active role in the GSA.

I have participated in various roles, either as a volunteer or employee, in which I had to successfully collaborate with others. I have displayed leadership as a mentor and camp counselor by coordinating activities for and supervising small groups of people. I can make use of any information I am given to make well-informed decisions. Overall, I am confident that the skills that I have obtained from my volunteer and work experiences, and my enthusiasm, will allow me to make a meaningful contribution to the decision-making process.

Bio

I was born and raised in the Greater Toronto Area (GTA) in Ontario. I obtained my B.Sc. in Biology (minor in Psychology) at McMaster University. During my undergraduate years, I participated in numerous long-term volunteering activities such as an elderly visitor, a Big Brothers Big Sisters in-school mentor and a McMaster Children's Hospital volunteer. My research experiences include a full-time summer research assistant position at an insect physiology lab, and a volunteer research assistant position for an atrial fibrillation pharmacy study. After graduating, I began volunteering at a medical clinic and also started working as a processing support clerk for a cheque processing company. I have returned to school almost a year later to pursue an M.Sc. at the University of Alberta.

Summary Resume

I am currently a first-year M.Sc. student in the Department of Medicine. I am a member of Dr. Madsen's lab in the Division of Gastroenterology, with a research focus on Inflammatory Bowel Disease (IBD). I am also serving on the Event Support Subcommittee for the Student Health Committee (SHC) on campus, and I am the Logistics Captain for Relay for Life 2017.

I am willing and able to put in the time needed for this role.

8. Kun Xu

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

Statement of Interest

My rich application for funding and scholarship experiences make it possible for me to evaluate applicants for academic scholarships. Also, I have global academic experiences in the UK, Australia and Canada, which make it easier for me to compare applications from different countries. Therefore, I believe this GSA Awards Selection Committee position suits me well.

Bio

I am a first-year PhD student at the department of renewable resources. My related qualifications and experiences are BSc in Biology and Dual BA in English at WHU, MSc in Ecological Applications at Imperial College London, and research assistants at University of Melbourne and Monash University. I applied for various internship and PhD scholarships from multiple countries over the world, such as the UK, Australia, Canada, USA, China and New Zealand.

Summary Resume

I recently wrote up a self-evaluation guidance for undergraduates in life science and biology to assess their chances to succeed in worldwide scholarship applications. And I once independently ran a non-profit page in renren.com for 6600 undergraduates of Wuhan University for three consecutive years. Also I had three mentor and guide experiences, a linguistic workshop, a private tour guide and a calculus tutor experience.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA ELECTIONS AND REFERENDA COMMITTEE (GSA ERC) (2 GRADUATE STUDENT POSITIONS):
3 NOMINEES

Information regarding the position for one (1) GSA Council member was circulated on two instances via email to GSA Council with a deadline of October 18, 2017. No nominations were received, so this vacancy will be advertised again. The two (2) positions for graduate students were advertised at least twice starting with the September 29, 2017 GSA newsletter with a nomination deadline of October 18, 2017. Three (3) nominations were received.

The GSA ERC “will advise the CRO on all matters pertaining to elections, referenda, and by-elections” (GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda, Section I.POL.20.1).

There will be a paper ballot vote held at the October 23, 2017 GSA Council meeting.

If you and your alternate are unable to attend the October 23, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday October 23, 2017, in order to cast your vote in advance of the GSA Council meeting.

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

- 1. Gautam Gaur (Agricultural, Food, and Nutritional Sciences)**
- 2. Amritha Jayad Prasad (Agricultural, Food, and Nutritional Sciences)**
- 3. Ding Xu (Political Science)**

Jurisdiction:

GSA Bylaw and GSA Policy, Section I: Elections, GSA Policy, Standing Committees, GSA Elections and Referenda Committee, Section I.POL.18.2

“A total of six (6) graduate student members, including at least one (1) member of GSA Council elected by GSA Council, as voting members.”

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

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

The names and biographies received for the three (3) nominees are BELOW on pages 8.16 - 8.20. The biographies and brief resumes are presented as received (ie not edited).

**Nominations for GSA ERC (2 Vacancies for Graduate Students)
Three (3) Nominees**

1. Gautam Gaur

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

Statement of Interest

I was elected as the Vice President/Advisory head of the club VIT Spartans during my second year of undergrad. Being a very young club opened just a year ago, the first elections were a hassle. As my first official task, I was handed the responsibility to draft the Bylaws for the club, including the selection and electoral procedures. My experience of serving in the Events and Culturals committee in Riviera 2015, [Cultural Fest of VIT University] where we were responsible for cross checking the eligibility and selecting the coordinators of over 100 events and workshops, when coupled with my experience of sitting on various selection committees for the events my club organized, or collaborated for over three years, made me very competent in handling election related events and proceedings.

Bio

I was born and raised in Indore, India. I travelled more than 1400 km to a culturally diverse, but completely different province, to get my bachelors degree in engineering specializing in biotechnology at VIT University, Vellore, India. After leading an introverted life till high school, I decided to socialize, learn and participate as much as I can to grow as an individual. I worked for technical and cultural festival of my university, as a scriptwriter and radio jockey for university community radio, as a director and video jockey for the film division of my club VIT Spartans, volunteered for teaching sports to students at local orphanage among other activities. I really enjoy playing soccer and watching movies. Here at U of A, I haven't done any extra-curricular work since joining, as was first interested in experiencing the diverse culture and getting settled, but looking forward to serve now and grow further.

Summary Resume

I am a second year Masters student in the department of Agricultural, Food and Nutritional Sciences, studying the phenolic acid metabolism in lactic acid bacteria. I am planning to transfer to the PhD program within this year. In final year of my undergrad, I was awarded Mitacs Globalink Research Intern Award, which funded me to travel to Canada for a research internship, which I did at University of Guelph, Ontario. While working in VIT Spartans, we organized very diverse events ranging from technical

conferences to comic convention, to marathons and races for a social causes, exposing me to a wide range of challenges, situations and experiences. I was also the founding member of a NPO called S.A.Y (Spartans Association of Youth) and Director of Human resource during last year of my undergrad, which made me responsible for keeping a check on all the selection procedures for appointment of new members, volunteers from outside the club, as well as the chief electoral officer of the organization among other duties.

2. Amritha Jayad Prasad

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

Statement of Interest

The experience I gathered through my volunteering work in organizing many events of the Health club during my undergraduate program will help me to be an efficient team player in the GSA Elections and Referenda committee and for the reviewal of the referenda and general elections. Being the event coordinator of my club and one of the organizers of GraVITas (technical fest at VIT University) has given me plenty of experience in conducting and coordinating different kinds of events which would be beneficial for the organization of the GSA election events. Broadly speaking, I am a hard-working person, who tries to do work well before time and come up with new ideas.

Bio

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

Summary Resume

Currently, I am a second year Master's student at the Department of Agriculture, Food and Nutritional Sciences. I am working in the food safety engineering lab under the supervision of Dr. Roopesh Syamaladevi. My research focuses on the development of non-thermal food processing technology for low- moisture foods. It involves working with people coming from different backgrounds. My interest in my research has motivated me to pursue PhD in the same. I have worked as an event coordinator and article reviewer in the Heath club, which also involved working with people belonging to different discipline and cultural background. I was one of the organizers of a technical fest at VIT University. My schedule is flexible to incorporate the works related to the esteemed GSA Elections and Referenda committee.

3. Ding Xu

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

Statement of Interest

I was elected and served as the Chief Electoral Officer in the Political Science Graduate Students' Association (PSGSA) in 2017-2018 academic year at U of A. I was solely responsible for the election for new executives happened in my tenure, and served as the acting electoral officer for the by-election after that. During that period, I did not only familiarize myself with electoral culture and practice at U of A, but also got to know the role and function of the Elections and Referendum Committee at GSA. That made me a well-informed and qualified candidate for this Committee.

In addition, I was selected as a member of the Dean's Student Advisory Committee for the 2017-2018 academic year. The information and knowledge I have acquired from that experience gave me an assess to serve for the ERC.

Bio

I am currently a fourth year PhD student in political science at U of A. I acquired my MA degree in American Studies at the University of International Business and Economics, Beijing, China. Previously, beside other duties, I have served as class monitor and Officer-in-Chief of the News Department at the Students' Union. Here at the U of A, besides duties mentioned above, I have been quite active in both on and off campus volunteering activities; for instance, I have been a returning reader for the Read-In-Week facilitated by the FGSR.

I am a native Chinese speaker, fluent in English, and can communicate in German. I love swimming, photography, and handicrafting.

Summary Resume

I have been active in students activities and leadership, and I am know as a person of integrity and great sense of responsibility. During my tenure as the Chief Electoral Officer at PSGSA, I worked hard to promote fair and transparent electoral culture; I also successfully transformed our election tool with online ballot, which not only improved accessibility and convenience but also ensured anonymity and justice. I received positive feedback from my fellow graduate students on my work as the Chief Electoral Officer and the improvement on the voting tool. In addition, when I worked as the class

monitor and Officer-In-Chief at the Students' Union, I conducted many successful elections in different scales and received no complaints.

As a member of the Dean's Student Advisory Committee, I attended all the sessions, actively participated in the discussions, and made a number of inputs to the agenda items and the final production.

I am very confident that I am a strong candidate for the EFC, and will work together with other members to ensure fair and successful elections and referenda entrusted in the GSA.



October 13, 2017

Dear GSA Council Colleagues,

As many of you will remember, my team and I began the development of the 2017-2018 Board Strategic Work Plan (SWP) in May and we presented the finalized plan to GSA Council in July. The complete SWP is available for your review on the GSA website at <http://www.gsa.ualberta.ca/SWP.aspx>.

Below is an update concerning the GSA's progress in pursuing the strategic goals outlined in the SWP. Updates will also be provided to GSA Council in January and, before the end of our term of office, in April. I welcome the chance to discuss these updates with you on October 23 and also encourage you to ask questions about the status of the SWP goals at any time throughout the year.

Highlights from our progress include:

- One of our main team goals was to advocate for the University to launch a review of the current state of graduate student funding on campus. After submitting a proposal to the Provost and the Dean of the Faculty of Graduate Studies and Research (FGSR) concerning this, I have been continuing conversations with both parties about this key issue. We believe that such a review would constitute the first step in investigating the feasibility of the creation of minimum funding packages for graduate students, something of great importance because, for many graduate students, a lack of funding is a barrier to their academic success.
- Key goals from the Vice-President Labour's portfolio included negotiating for increased compensation for graduate student assistants in the Collective Agreement and ensuring the GSA's compliance with Bill 7. In July and August, the GSA hosted two Bill 7 Town Halls to discuss changes to labour legislation with attendees. The GSA Labour Relations Committee also met over the summer to start developing the GSA's initial Opening Position for bargaining with the University's Board of Governors (all current graduate student assistants will be asked to vote on the elements that will be included in the Opening Position before it is submitted). Sasha also hosted a Pre-Bargaining Town Hall on September 26, 2017 and eight graduate students attended; the GSA Negotiating Committee will discuss the feedback and suggestions received during this Town Hall as they develop the GSA's Opening Position.
- The GSA VP Student Services has continued working to support the Campus Food Bank in its mission to ensure the delivery of food for students in need, and their families. The Campus Food Bank Executive Director and Board Chair attended the GSA Board in September to provide updates on usage and their audited financial statements. In general, they continue to see an increase in usage. The GSA also collected donations for the Campus Food Bank at our fall engagement event on October 12.
- Our SWP outlines that we will "provide events throughout the academic year to support social engagement and reduce stress amongst graduate students." Starting in September, the DEOs continue to host a series of Coffee Breaks. These are informal events to get students out of their labs and offices to interact with other graduate students from across campus. The next Coffee Break is on October 27. Additionally, the GSA hosted its fall engagement event on October 12. This was a great opportunity to engage with graduate students and to provide them with a break from their studies in an informal and fun setting.
- Nursing students completing their practicum at Michener Park approached the Vice-President External and the Vice-President Student Services over the summer to communicate that residents continue to struggle with lengthy commute



times to campus through public transit. The GSA is continuing conversations with these Nursing students to develop a survey to learn about the transit usage of graduate students living in Michener Park. Moving forward, Masoud and Royle will be able to utilize the data collected in conversations with University administration to advocate for the establishment of a shuttle between Michener Park and the University.

- The SWP outlines that we will support workshops and services that assist graduate students with academic progress and professional development opportunities. Beginning in September, the GSA started sponsoring mini 20-minute writing sessions offered by the Student Success Centre to assist graduate students with the writing process. This new resource is open to all graduate students. Firouz, as the GSA VP Academic, has also been working with the FGSR and graduate students to gather feedback on available programs, including the Graduate Student Internship Program (GSIP) and the mentorship program. As part of this work, he has invited program coordinators from the FGSR to the October GSA Council to gather more feedback from students about these professional development opportunities.
- We had included in our SWP that we would discuss, with the FGSR, the possibility of revising FGSR policies concerning course-related examinations, including the ability to retake examinations and amend transcripts accordingly. After researching exam policies at other universities, we determined that this approach is likely not feasible, as we have not been able to find another university that allows graduate students to re-take exams. Firouz will continue to examine other ways to increase flexibility and improve communications with respect to course-related examinations and assignments in the interests of promoting enhanced mental wellness and career outcomes for graduate students. Firouz has also been working closely with the FGSR to improve communications regarding international graduate student involvement in the Graduate Student Internship Program.
- Ab-GPAC (the provincial advocacy group of which we are a member) issued an open letter reaffirming its stance on advocating for the inclusion of international student tuition fees in the province's Tuition Fees Regulation. The open letter can be viewed [here](#). We anticipate that the Government of Alberta, following on its recent review, will soon be announcing its decisions regarding post-secondary tuition and funding.
- Sasha continues to participate in meetings to discuss the expansion of mental wellness resources at the U of A and the Homeless Student Campus Project Team to review current services that are available to homeless students and creating awareness about this issue in order to brainstorm potential short-term and medium-term solutions. On September 20, Sasha also hosted a GSA booth at the ACCESS Open Minds launch event. ACCESS is a national research and evaluation network that marks a major Canadian innovation in youth mental health service design, delivery, evaluation, and research.

Sincerely,

Babak Soltannia, 2017-2018 GSA President

**GSA President
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Babak Soltannia
Date: October 20, 2017

Dear Councillors,

Time flies, and it's hard to believe we have reached the middle of our term. I hope you were able to at least take a little bit of time out of your busy schedules to relax and enjoy the nice weather as much as you can, before the start of the cold winter.

On September 26, University of Alberta President David Turpin provided updates on the University's strategic plan *For the Public Good* at the 2017 State of the University Address. Updates were provided regarding the main pillars of the University's strategic plan: Build, Experience, Excel, Engage, and Sustain. Access to the President's speech can be found here: <https://blog.ualberta.ca/2017-state-of-the-university-address-live-stream-4ec2fe138487>.

On October 12, the GSA hosted, as also reported by Royle, its Fall Social Event, and graduate students, Senate members, and the Dean and Vice-Dean of the Faculty of Graduate Studies and Research joined us for icebreakers, games, mingling, and refreshments. The aim of this event was to encourage invitees to take a break from their studies while talking about their experiences, forging connections, and discovering the exciting work underway in the University's labs and classrooms.

Also, the GSA is excited to announce that we have partnered with the Student Success Centre to provide 20-minute writing sessions with two different graduate writing instructors. This resource is open to graduate students in any discipline and works to assist graduate students experiencing writer's block or other difficulties. Graduate students are able to sign up for these drop-in sessions on Tuesdays between 10 AM – 11:30 AM and Thursdays between 2:30 – 4:00 PM. More information can be found on our website.

The Alberta Graduate Provincial Advocacy Council (ab-GPAC), of which I am the Vice-Chair, has published its 2017 Advocacy Priorities. This document can be found on the ab-GPAC website: <https://sites.google.com/view/ab-gpac/advocacy>. Also, ab-GPAC produced an open letter to the government of Alberta on the future of tuition in Alberta <https://sites.google.com/view/ab-gpac/news>, and currently, as Masoud also reports, is working on another open letter to the government, emphasizing the necessity and benefits of the government's funding of Professional Development activities and advocating for the continuation of this funding. I am also working to as part of the ab-GPAC Governance Committee on a project to review their bylaws and policies.

With respect to our proposal to begin a review of minimum funding, FGSR has started a survey to acquire information and statistics on different questions, and to-date has received submissions from 40 different departments and expects these numbers to increase. I will continue to advocate for the potential creation of minimum funding packages, with this review being the first step.

Very recently Sasha and I also met with representatives of the Aboriginal Student Council to learn about their experience and work and to explore potential avenues of collaboration.

We will soon start our annual Early Call for Talent and Training program. Each year, as per GSA Policy, the GSA Nominating Committee is charged with the responsibility of actively seeking out graduate students for the positions of GSA President, Vice-President Academic, Vice-President Labour, Vice-President Student Services, and Vice-President External. The Early Call for Talent and Training program is designed to provide training and information to students considering running for elected officer positions and it will kick off with a Get-to-Know Dinner on October 25, 2017.

Finally, we also continue to host monthly GSA Coffee Breaks and I encourage you to attend the events! Our next Coffee Break will be held Friday October 27 from 1:00 – 2:30 PM in Triffo Hall.

It is hard to believe we reached the middle of our term so fast. I'm looking forward to the next 6 months and our work to continue implementing our Board Strategic Work Plan, and taking positive steps towards achieving our long-term goals to elevate the graduate students' experience on campus, and to alleviate their concerns and issues.

Warmest regards,
Babak

Please find below a list of meetings I attended between September 18, 2017 and October 23, 2017. The meetings were accurate at the time of printing.

September 19	Faculty of Graduate Studies and Research (FGSR) Meet-and-Greet
September 19	Meeting with Elizabeth Johannson, Non-Academic Staff Association (NASA) President
September 19	Writing for Clarity Workshop
September 20	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
September 21	Meeting with Kyle Watson
September 22	Cap 'n' Gown Ceremony
September 22	Green and Gold Pep Rally
September 24	Canada 150 Community Celebration
September 25	General Faculties Council (GFC) Member Orientation
September 25	General Faculties Council (GFC)
September 25	Alumni Awards Ceremony and Reception
September 26	President's State of the University Address
September 26	Board Finance and Property Committee (BFPC)
September 28	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
September 28	General Faculties Council Campus Law Review Committee (GFC CLRC)
September 28	Meeting with Andre Costopoulos, Dean of Students
September 28	Celebrate! Teaching, Research and Learning Ceremony
September 29	Board Learning and Discovery Committee (BLDC)
October 2	Meeting with the Office of the Ombuds and the Postdoctoral Fellows Association (PDFA) re: Family Friendly Campus
October 3	Writing for Conciseness Workshop
October 4	Meeting with the Faculty of Graduate Studies and Research (FGSR) re: Professional Development Grant

10.2

October 5	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Governance Committee Meeting
October 10	Phone Call with David Turpin, University President
October 10	Writing to Revise Workshop
October 11	United Way Launch Event
October 11	General Faculties Council Academic Planning Committee (GFC APC)
October 11	Dinner with Colten Yamagishi and Kristin Foster, Studentcare
October 12	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
October 12	Meeting with Jacqui Tam, Vice-President (University Relations)
October 12	GSA Fall Social Event
October 18	Killam Trusts Luncheon and Awards Celebration
October 18	Faculty of Graduate Studies and Research (FGSR) Council
October 19	Meeting with Ambrose Cardinal, Vice-President External Aboriginal Student Council
October 19	Board of Governors Orientation
October 19	Board of Governors' Dinner
October 20	Board of Governors
October 20	Board of Governors Luncheon with the GSA and the SU
October 23	Meeting with University of Alberta International (UAI)

**GSA Board (GSAB)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
 From: Courtney Thomas, Executive Director; Julie Tanguay, Acting Executive Director and Acting Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Lisa Hareuther, Assistant Director
 Date: October 20, 2017

The GSAB reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.5 - 20.8.

20 September 2017 GSA Board Meeting

Main Agenda Items:

Bill 7

Motions and Agreements: None at this time

27 September 2017 GSA Board Meeting:

Main Agenda Items:

GSA Negotiating Committee Composition; and Proposed Changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund

Motions and Agreements:

That the GSA Board **NAME** Dasha Smirnow (GSA Councillor-at-Large, Business PhD, GSA LRC member, and GSA BFC member) and Beth Richardson (Cell Biology, former GSA Councillor, and GSA LRC member) to the GSA Negotiating Committee. BS **MOVED**. SvK Seconded. **CARRIED**.
 That the GSA Board, **FOR INFORMATION AND PRIOR TO ONWARD TRANSMISSION TO GSA COUNCIL**, the recommended proposed changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund, as shown in the attached double column documents and effective upon approval by GSA Council. BS **MOVED**. MK Seconded. **CARRIED**.
 Members **AGREED** to move in **CLOSED SESSION**.
 Members discussed the **Board of Governors' Retreat** and the **ab-GPAC meeting**.
 Members **AGREED** to move out of **CLOSED SESSION**.

4 October 2017 GSA Board Meeting

Main Agenda Items:

Students on the Fundamental Science Review: Request for GSA Support of the Science and Policy Exchange's #Students4theReport Campaign on the Fundamental Science Review; and Student Groups Policy and Procedures Suite: Request for GSA Support of a Proposal from a GSA Councillor-at-Large

Motions and Agreements:

The GSA Board is asked to **CONSIDER SUPPORTING** (by signing and adding the GSA logo) the #Students4theReport campaign requesting the implementation of the recommendation of the Fundamental Science Review (also known as the Naylor Report). BS **MOVED**. MK Seconded. **CARRIED**.
 Members **AGREED** to move in **CLOSED SESSION**.
 Members discussed the **MNIF Oversight Committee** meeting.
 Members **AGREED** to move out of **CLOSED SESSION**.

11 October 2017 GSA Board Meeting

Main Agenda Items:

GSA Board Strategic Work Plan: Update to GSA Council

Motions and Agreements:

Members **AGREED** to move in **CLOSED SESSION**.
 Members discussed the **ab-GPAC Communication Committee**.

Members **AGREED** to move out of **CLOSED SESSION**.
 Members **AGREED** to move in **CLOSED SESSION**.
 Members discussed the **Meeting with E Johannson, NASA President**.
 Members **AGREED** to move out of **CLOSED SESSION**

18 October 2017 GSA Board Meeting: Cancelled

GSA Governance Committee (GSA GC)
Report to GSA Council for the October 23, 2017 Meeting

To: GSA Council
From: Babak Soltannia
Date: October 20, 2017

Dear Council Colleagues,

At its last meeting, GSA Council approved changes to the GSA Policy on Nominating. One of the changes included removing the additional call for nominations being sent to only GSA Council members for positions on GSA Standing Committees, *ad hoc* committees, and subcommittees, and GSA Council-Elected Officer positions, in favor of allowing all graduate students access to all advertisements by requiring that these vacancies must be advertised at least twice in advance of the nomination deadline noted in the advertisement.

Upon reviewing other section of GSA Bylaw and Policy (Section D: GSA Officers, GSA Bylaw, GSA Officers; Section H: Performance, Conducts, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board; *and* Section I: GSA Elections, GSA Policy, Elections), it was noted that these sections required factual changes to align with the removal of the additional call for nominations. Additionally, Section F: GSA Standing Committee, GSA Policy, GSA Standing Committees required a factual change to reflect that the GSA Policy on Nominating now specifies that GSA Council elects all graduate student members to fill vacancies on subcommittees, unless otherwise noted. As per GSA Bylaw and Policy, the GSA Governance Committee unanimously approved these editorial changes, via email, on October 10, 2017.

Sincerely,
Babak Soltannia, GSA President and Chair, GSA GC

**GSA Vice-President Academic
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Firouz Khodayari
Date: October 20, 2017

Dear Council Colleagues,

For those of you who are taking courses, I wish you luck with your midterms. As Vice-President Academic, I have attended several meetings and been involved with various discussions during the last month; I share the highlights with you in this report.

Compute Canada (CC)

Compute Canada has some resources for graduate students, which can be of a great value for those who need large computation/storage resources. Graduate students can have an account under their supervisor's (or principal instructor's) account to get free storage and use the Compute Canada computation facilities. If you want to review the details of this resource and/or talk to your supervisor, here is the website:

<https://www.computecanada.ca/>

The University Aquatic Facility

As some of you might already know, many organisms recently died in the University's Aquatic Facility due to technical problems. The Dean of Science has given \$2.2 million for the clean-up and the improvement of the facility. Based on the response that the Office of the Vice-President (Research) provided to the Canadian Council on Animal Care (CCAC), they gave the University permission to start having organisms in the facility again; CCAC will be back at a later date for another visit. Almost all faculties use the facility, so it is critical to the University. Many students have been impacted because their research is dependent on the facility. If the current improvements take longer than anticipated, the University will help affected students in resolving issues (there are a smaller aquatic facility at MacEwan University and another one in Calgary, which could be used to help these students).

An Update on the Future Energy Systems

Last September, the U of A received a \$75 million federal grant to create Future Energy Systems. This project's main goal is to, in a multidisciplinary team, study what will our energy look like in the future. This is an important project, as many graduate students will be involved. Here are some details on this multidisciplinary project:

- Currently, 4 strategic areas are defined with specific themes under each, working on 40 projects spread across 6 faculties: Engineering, Science, ALES, Business, Arts, and Native Studies; in total 15 department are involved.
- The faculty members who are involved have many of research experience behind them.
- 2 years of guaranteed funding for faculty members with the completion of reports annually.

- The good news is that, as currently outlined, this project may hire many graduate students (PhD and Masters students) over the 7 years funding.

Government Tuition and Funding Reviews

We are expecting to hear about the results from the tuition and funding reviews from the government before Christmas. I will talk more about this in the upcoming months as we learn more.

The University's New Budget Model

The Offices of the Provost and of the Vice-President (Finance and Administration) are working on developing a new budget model for the University. The new model will be based on academic priorities and transparency. Revenues generated by each faculty will be visible in this new model. It is anticipated that it will distinguish between teaching and research activities. It is tried to move towards something that is more predictable, transparent, and based on teaching and research activities. Right now, the budget is developed on a one year basis, which is not ideal. The University's goal is to move towards a longer-term budget (potentially a three-year model).

I am happy to answer any questions or comments that you might have regarding this report. Also, I would be more than happy if you would like to share your suggestions or concerns regarding any academic related issue you have encountered at the University.

Thanks,

Firouz Khodayari, GSA Vice-President Academic

Please find below a list of meetings I attended between September 18, 2017 and October 23, 2017. The meetings were accurate at the time of printing. Please note that I was away October 10 to October 13.

September 19	Faculty of Graduate Studies and Research (FGSR) Meet-and-Greet
September 19	Writing for Clarity Workshop
September 19	GSA General Faculties Council (GFC) Caucus
September 22	Green and Gold Pep Rally
September 25	General Faculties Council (GFC)
September 26	Writing for Coherence Workshop
September 28	Faculty of Graduate Studies and Research (FGSR) Professional Development Advisory Board
September 28	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
September 28	Celebrate! Teaching, Research and Learning Ceremony
September 29	GSA Coffee Break
September 29	Mandatory Non-Instructional Fees (MNIF) Oversight Committee
September 29	University Research Policy Committee (URPC)
October 3	Writing for Conciseness Workshop
October 4	General Faculties Council Committee on the Learning Environment (GFC CLE)
October 5	General Faculties Council Academic Standards Subcommittee on Standards (GFC ASC SoS)
October 16	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus

11.2

October 16	General Faculties Council Executive Committee (GFC EXEC)
October 18	Killam Trusts Luncheon and Awards Celebration
October 18	Faculty of Graduate Studies and Research (FGSR) Council
October 19	Mandatory Non-Instructional Fees (MNIF) Oversight Committee
October 20	Board of Governors Luncheon with the GSA and SU
October 23	Meeting with University of Alberta International (UAI)

**GSA Vice-President External
Report to GSA Council for the Oct 23, 2017 Meeting**

To: GSA Council
From: Masoud Khademi
Date: October 20, 2017

Dear Council Colleagues,

I hope you are doing well in all aspects of your lives. For those of you who still have some midterm exams to take, I wish you luck. This past month was a busy one for my portfolio. This report highlights some of the important updates in the meetings that I have attended.

During the past month, Babak and I attended two Alberta Graduate Provincial Advocacy Council (ab-GPAC) meetings. During one of the meetings we discussed the budget of the organisation and amended part of the Bylaw with respect to the timing of the AGM. In the other meeting, we discussed the communication strategies for the organization. We also discussed other areas of advocacy for the next few months, such as the need to advocate for the continuation of the provincial professional development grant programs that makes program like the Graduate Student Internship Program (GSIP).

This past month, Sasha and I also attended two GSA Labour Relations Committee (GSA LRC) meetings. As we are in the pre-bargaining period, the committee discussed the opening position for the upcoming round of bargaining. Elements of the proposed position will be voted on by current graduate assistants. For details on this matter, please refer to Sasha's report, and to the Negotiating Committee and Labour Relations Committee reports.

One of the other meetings that I have attended was the Council on Student Affairs (COSA) where the group discussed its mandate and vision for the upcoming year. In addition, the Dean of Students Office representatives shared their final draft of the student groups' policy with the members and asked for their feedback.

The Residence Budget Advisory Committee (RBAC) had two meetings this past month, in which representatives from Ancillary Services gave presentations about different aspects of their unit in terms of their operations and programming.

During the Alumni Student Council meeting, we discussed the adjudication process for the grant applications that we have already received. As this committee has several new members, a couple of adjudication training sessions were held for those new members to become familiar with the whole process.

The last meeting that I wanted to talk about is the Grand Council of Elders, which I was invited to attend as a member of Alumni Council. In this meeting, more than twenty indigenous alumni (who graduated between 1960 to 1980) were invited back to campus to share their wisdom knowledge with the University administration. A reception and alumni storytelling event followed this meeting. I really have to say, all of the stories and speeches were touching and thought-provoking.

In the next few day, before the GSA council, I am attending some other meetings, such as the Alumni Student Council, and a meeting with University of Alberta International (UAI).

At the end, just like every other month, if you need more information or have any questions regarding the meetings that I have attended this past month, do not hesitate to contact me.

Sincerely,
Masoud Khademi, GSA Vice-President External

12.1

Please find below a list of meetings I attended between September 18, 2017 and October 23, 2017. The meetings were accurate at the time of printing.

September 19	Writing for Clarity Workshop
September 20	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
September 21	GSA Labour Relations Committee (GSA LRC)
September 25	Alumni Awards Ceremony
September 26	Edmonton Students' Association (ESA)
September 26	Writing for Coherence Workshop
September 27	Meeting with Nursing Students and the Michener Park Residents Association President
September 28	Residence Budget Advisory Committee (RBAC)
September 28	Alumni Student Council Meeting
October 3	Council on Student Affairs (COSA)
October 4	Alumni Council Meeting
October 10	GSA Labour Relations Committee (GSA LRC)
October 10	Writing to Revise Workshop
October 11	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Communication Committee Meeting
October 11	GSA Awards Selection Committee (GSA ASC)
October 11	Dinner with Colten Yamagishi and Kristin Foster, Studentcare
October 12	Meeting with Jacqui Tam, Vice-President (University Relations)
October 12	Residence Budget Advisory Committee (RBAC)
October 12	GSA Fall Engagement Event
October 18	Grand Council of Elders Reception
October 19	Alumni Student Council
October 20	Board of Governors Luncheon with the GSA and SU
October 23	Meeting with University of Alberta International (UAI)

**GSA Awards Selection Committee (GSA ASC)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Masoud Khademi
Date: October 20, 2017

Dear Council Colleagues,

The GSA ASC met on October 11, 2017 for a training session in advance of the adjudication of the 2017 Alberta Graduate Citizenship Award (AGCA) applications. The deadline to receive applications was Monday, October 16 at 4:00 PM. We received 123 applications. The GSA ASC will start the adjudication process in the upcoming weeks and then forward names to the provincial government.

Additionally, at this meeting members discussed changes to the GSA Policy on the GSA Recognition Awards. With some minor edits, the GSA ASC approved recommending to GSA Council the proposed changes to GSA Policy. The GSA Board will review this proposal, for information and onward transmission to GSA Council, at its meeting of October 25, 2017. The proposal will then be brought forward to GSA Council at its November 20, 2017 meeting.

I would be happy to answer any questions you have about the GSA ASC on Monday.

Sincerely,

Masoud Khademi, GSA Vice-President External, and Chair of the GSA Awards Selection Committee

**GSA Vice-President Labour
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: October 20, 2017

Dear Council Colleagues,

Leaves are falling, winter is approaching, and negotiations for the Collective Agreement are closing in. For those of you that are currently employed as graduate assistants, you will have received the first GSA Labour update about the bargaining process and Bill 7, which included the link to a PowerPoint presentation from the September 26 Pre-Bargaining Town Hall, and an info sheet on what's currently on the go. Please let me know if you have any questions regarding the content, and I would be more than happy to answer them! I have found so far that our bargaining body is extremely diverse and opinions about labour related matters range over the complete spectrum of possible opinions, so it will be hard to distill a 'one-size-fits all' approach. However, I am determined to successfully complete this task and find a good balance in the negotiation process.

During the last month, I have been working on several cases including labour circumstances and supervisor issues. Unfortunately, progress in these cases is always slow. As per the Graduate Assistantship Collective Agreement, resolving conflicts always starts with an informal process, and it is only when these routes fail that official action is taken.

Another update is that Faculty of Graduate Studies and Research (FGSR) is starting a graduate student Parent Link. The details are not completely finalized yet, but it will start running alongside the Office of the Dean of Students Student Parent Project. The FGSR Parent Link will meet monthly for now and aims to help student parents build the skills, knowledge, and mindset that will support their scholarly journey, transition into the workplace, and foster health and well-being. Please keep an eye on the FGSR and GSA newsletter to see when the next sessions will be!

In the meantime, I have continued to participate as a member of the Search Committee for the new Vice-President (Research) at the U of A, and the interviews have been finalized. The process for selecting candidates and the interview process are quite time demanding. It's a matter of patience here at this institution!

That was October! Let me know if you have questions, and feel free to contact me at any time!

Thanks,

Sasha van der Klein, GSA Vice-President Labour

Please find below a list of meetings I attended between September 18, 2017 and October 23, 2017. The meetings were accurate at the time of printing.

September 19	Faculty of Graduate Studies and Research (FGSR) Meet-and-Greet
September 19	Writing for Clarity Workshop
September 20	Days of Action Committee
September 20	ACCESS Launch Event
September 20	Skype meeting with a Graduate Student
September 20	Student Worker Action Group (SWAC)
September 21	GSA Labour Relations Committee (GSA LRC)
September 22	Oncology Departmental Orientation
September 26	Pre-Bargaining Town Hall
September 27	Board Safety, Health and Environment Committee (BSHEC)
September 27	Vice-President (Research) Search Committee Meeting
September 28	Meeting with Andre Costopoulos, Dean of Students
September 28	Celebrate! Teaching, Research and Learning Ceremony
September 29	GSA Coffee Break
September 29	Physiology Departmental Orientation
September 29	Mandatory Non-Instructional Fees (MNIF) Oversight Committee
October 2	Meeting with the Office of the Ombuds and the Postdoctoral Fellows Association (PDFA) re: Family Friendly Campus
October 3	Meeting with the Office of the Provost
October 3	Meeting with Elizabeth Johannson, Non-Academic Staff Association (NASA) President
October 10	GSA Labour Relations Committee (GSA LRC)
October 11	Vice-President (Research) Search Committee Meeting
October 11	GSA Awards Selection Committee (GSA ASC)
October 11	Dinner with Colten Yamagishi and Kristin Foster, Studentcare
October 12	Vice-President (Research) Search Committee Meeting
October 12	Meeting with Jacqui Tam, Vice-President (University Relations)
October 12	GSA Fall Engagement Event
October 13	Vice-President (Research) Search Committee Meeting
October 16	Meeting with Deanna Davis, Faculty of Graduate Studies and Research (FGSR) Professional Development Instruction Designer
October 19	Meeting with Ambrose Cardinal, Vice-President External Aboriginal Student Council
October 19	Suicide Prevention Implementation Committee
October 19	Board of Governors Orientation
October 19	Board of Governors Reception
October 20	Board of Governors Luncheon with GSA and SU
October 23	Meeting with University of Alberta International (UAI)

**GSA Negotiating Committee (GSA NC)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: October 20, 2017

Dear Council Colleagues,

On September 27, 2017, the GSA Board, according to GSA Bylaw and Policy, named the following graduate students to serve on the GSA Negotiating Committee (GSA NC), in addition to myself (as Chair) and the GSA Vice-President Academic, Firouz Khodayari (as Vice-Chair), Beth Richardson (Cell Biology, former GSA Councillor, and GSA LRC member) and Dasha Smirnow (GSA Councillor-at-Large, Business PhD, GSA LRC member, and GSA BFC member). Continuity from the GSA LRC, background knowledge of its members, and representation from a diversity of departments/faculties were considered by the GSA Board in naming those students to the GSA NC.

As reported in the GSA Labour Relations Committee (GSA LRC) report, following a Pre-Bargaining Town Hall on September 26, 2017, the GSA NC met jointly with the GSA LRC on October 10 to discuss the feedback received at this town hall and to review elements to include in the GSA's next draft of the Opening Position for the upcoming round of collective bargaining.

I am happy to answer any questions.

Respectfully,
Sasha van der Klein, GSA Vice-President Labour and Chair of the GSA NC

**GSA Labour Relations Committee (GSA LRC)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: October 20, 2017

Dear Council Colleagues,

As reported in the GSA Negotiating Committee (GSA NC) report, following a Pre-Bargaining Town Hall on September 26, 2017, the GSA Labour Relations Committee (GSA LRC) met jointly with the GSA NC on October 10 to discuss the feedback received at this town hall and to review elements to include in the GSA's next draft of the Opening Position for the upcoming round of collective bargaining.

I am happy to answer any questions.

Respectfully,
Sasha van der Klein, GSA Vice-President Labour and Chair of the GSA LRC

**GSA Vice-President Student Services
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Royle Feng
Date: October 20, 2017

Dear Council Colleagues,

Time flies. I am passing the half-way point of my term as the GSA VP Student Services; I have learned many things and there is more to learn ahead. Your help and support has greatly aided my progress on initiatives related to student services and, over the next six months, I hope we can cooperate more so that we can contribute more for graduate students. I was mainly involved in the following activities during this busy October:

In order to help address the Michener Park transit issue, and as outlined in Masoud's report, Masoud and I met with Nursing students and the President of the Michener Park Residents Association. During this meeting, a draft survey was developed to collect data on transit usage at Michener Park. We provided editorial suggestions and discussed potential barriers to residents filling out this survey. The GSA was informed that after the survey questions are finalized, the Nursing students will run a pilot to test the survey questions and to see how the survey distribution process works. As noted below, I shared during the U-Pass Advisory Committee meeting that transit continues to be an issue for Michener Park residents.

In terms of the U-Pass Advisory Committee meeting, I provided an update on the Michener Park transit issue, noting that Nursing students completing their practicum at Michener Park had approached the GSA and indicated that they had heard significant feedback from residents that transit continues to be an issue and that residents are not happy with the timing of the routes. Meanwhile, the new updates to the Smart Fare project were also discussed during this meeting. It was noted that the design stage was the critical phase for the University and that ETS will be engaging with post-secondary institutions on this project to develop the new Smart Fare cards.

During the General Faculties Council Facilities Development Committee meeting two main issues, the General Space Program of the Information Services and Technology (IST) and the Augustana Campus Long Range Development Plan Amendments, were discussed effectively and constructively.

During our the monthly meetings with the Dean of Students, I continued to follow up on updates about the mental health budget and the music room program, which I mentioned during my July Council report. After meeting with Kevin Friese, the Assistant Dean of Students, Health and Wellness Services, to discuss potential short-term funding opportunities for establishing a music room, the GSA Board determined that, in the absence of long-term and sustainable funding for this project, we will not be moving forward with the proposal. The GSA will continue to receive updates from Kevin regarding potential funding opportunities to provide events that promote graduate student mental health.

The United Way launch event on October 11 was amazing and impressive. The GSA has been recognized as a great partner in the planning of the campaign event. Information regarding donations and donors can be found on the University of Alberta website. New posters have been printed and will be placed in various locations so that more people can learn about the campaign.

I have also been participating in meetings related to the PAW Centre to discuss various projects, including the replacement of cardio equipment in the fitness centre and the budget models for this project.

Furthermore, I attended the GSA Fall Engagement Event, where, as mentioned in Babak's report, there were games, food, and mingling. It was really wonderful and I hope attendees had fun and enjoyed themselves! I also attended a dinner with Studentcare representatives and a meet and greet with staff from the Faculty of Graduate Studies and Research – it was great to see many of the staff members who partnered with us on Departmental Orientations again. For the Green and Gold Pep Rally, although it was a cold day, the atmosphere was very exciting. The Faculty of Science, where my department is located, was judged the winner of the parade – congratulations to all involved!

Last but not least, and as mentioned in Radim's and others' reports, I invite graduate students interested in learning more about GSA Directly-Elected Officer positions to join us and attend the Get-To-Know Dinner on October 25. Interested students can contact gsanomco@ualberta.ca.

Thank you!

Best regards,

Royle

Please find below a list of meetings I attended September 18, 2017 and October 23, 2017. The meetings were accurate at the time of printing.

September 19	Faculty of Graduate Studies and Research (FGSR) Meet-and-Greet
September 19	Writing for Clarity Workshop
September 20	United Way Campaign Committee Meeting
September 21	U-Pass Administrative Committee Meeting
September 22	Green and Gold Pep Rally
September 26	Writing for Coherence Workshop
September 26	Campus Food Bank 25 Anniversary Committee Meeting
September 27	Meeting with Nursing Students and the Michener Park Residents Association President

September 28	General Faculties Council Facilities Development Committee (GFC FDC)
September 28	Meeting with Andre Costopoulos, Dean of Students
September 29	Mandatory Non-Instructional Fees (MNIF) Oversight Committee
October 2	PAW Strategic Operating Committee (PAWSOC) Meeting
October 3	PAW Change Rooms and Community Kitchen Meeting
October 3	Writing for Conciseness Workshop
October 4	Meeting with Kevin Friese, Assistant Dean of Students Health and Wellness
October 5	United Way Campaign Committee
October 10	Writing to Revise Workshop
October 11	United Way Launch Event
October 11	Dinner with Colten Yamagishi and Kristin Foster, Studentcare
October 12	Meeting with Jacqui Tam, Vice-President (University Relations)
October 12	GSA Fall Engagement Event
October 17	U-Pass Advisory committee
October 18	United Way Campaign Committee Meeting
October 19	U-Pass Administrative Committee Meeting
October 20	Board of Governors Luncheon with the GSA and SU
October 20	University Writing Committee
October 23	Meeting with University of Alberta International (UAI)

**GSA Chief Returning Officer
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Darcy Bemister
Date: October 20, 2017

Dear Council Colleagues,

Although the 2018 GSA General Election is a few months away (nominations open January 30, 2018), I would like to plant a seed with you: please encourage fellow graduate students or GSA Council members to run in the upcoming election. Sometimes people need that vote of confidence from their peers to decide to run for elected office.

Also, the Early Call dinner (hosted by the GSA Nominating Committee (GSA NoC)) is Wednesday (October 25), and provides an excellent opportunity for grad students to learn about holding an elected position in the GSA. Please suggest this event to anyone you think may be interested. The Early Call for Talent and Training program is more fully discussed in the GSA NoC report.

Sincerely,
Darcy Bemister, CRO

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Radim Barta
Date: October 20, 2017

Dear Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

Early Call for Talent and Training

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

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

The 2017 GSA Early Call for Talent and Training is now in progress, after the initial advertisement went out through the GSA newsletter on September 29, 2017. The Get-to-Know Dinner is scheduled for October 25, 2017 and it is a great opportunity for GSA Council members and graduate students at large who are considering getting more involved in student governance at the GSA. This dinner gives graduate students the chance to get acquainted and have informal discussions with current and past Directly-Elected Officers. Training sessions on a variety of topics will begin on October 30, 2017 and graduate students are invited to attend those as well. As GSA Council members are aware, engagement from graduate students is key to the success of the GSA, and so I encourage all members of GSA Council to share this information with their colleagues and constituents and to please contact gsa.nomcomm@ualberta.ca if you are interested in attending the dinner on October 25.

GSA Standing Committees

1) GSA Board (GSAB) (1 Non-Voting Councillor Position)

Information regarding the position for one (1) GSA Council member was circulated on two instances via email to GSA Council with a deadline of October 18, 2017. No nominations were received, so this vacancy will be advertised again in late October.

2) GSA Elections and Referenda Committee (GSA ERC) (1 GSA Council Member, 1 Graduate Students)

Information regarding the position for one (1) GSA Council member was circulated on two instances via email to GSA Council with a deadline of October 18, 2017. No nominations were received, so this vacancy will be advertised again. The two (2) positions for graduate students were advertised at least twice starting with the September 29, 2017 GSA

newsletter with a nomination deadline of October 18, 2017. Three (3) nominations were received. There will be a paper ballot vote. **See Item 7c – Nominees for GSA ERC.**

3) GSA Appeals and Complaints Board (GSA ACB) (1 Graduate Student Position and 2 GSA Councillor Positions)

Information regarding the position for two (2) GSA Council members was circulated on two instances via email to GSA Council with a deadline of October 18, 2017. No nominations were received, so these vacancies will be advertised again. The one (1) position for a graduate student was advertised at least twice starting with the September 29, 2017 GSA newsletter with a nomination deadline of October 17, 2017. One (1) nomination was received. The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC Vice-Chair Kenzie Gordon, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Assistant Director Lisa Hareuther was also present. During the interview, the nominee was asked a series of questions aimed at assessing his awareness of the basic tenets of procedural fairness and his ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB receive training in procedural fairness). It should be noted that this nominee is also a nominee for the GSA ERC and as per 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, Section H.POL.10.5, the graduate student has been informed that should he be elected for both positions, he would not be able to serve on both. There will be a paper ballot vote. **See Item 7c – Nominees for GSA ACB.**

4) GSA Awards Selection Committee (GSA ASC) (6 Graduate Student Positions)

These positions were advertised at least twice starting with the September 29, 2017 GSA newsletter with a nomination deadline of October 18, 2017. Eight (8) nominations were received. There will be a paper ballot vote. **See Item 7b – Nominees for GSA ASC.**

External Committees

1) Faculty of Graduate Studies and Research Council (Up to 13 Graduate Student Positions)

These positions were advertised in the September 1, 2017 GSA newsletter with a nomination deadline of September 13, 2017. Nine (9) nominations were received. **Istahil Abdullahi (Medical Genetics), Saleema Allana (Nursing), Hayden Danyluk (Surgery), Helen Doan (Nursing), Khushmit Kaur (Internetworking), Julie Mooney (Educational Policy Studies), Jonathan Mora (Surgery), Kevin Solar (Biomedical Engineering), and Vanessa Zembal (Human Ecology)** were elected to serve on FGSR Council.

2) Science Faculty Council (2 Faculty of Science Graduate Students)

These positions were advertised in the September 29, 2017 GSA newsletter with a deadline of October 13, 2017. One (1) nomination was received. **Brooke Biddlecombe (Biological Sciences)** was elected to serve on Science Faculty Council. The remaining position will be advertised again.

3) Arts Faculty Council and Associated Committees (8 Faculty of Arts Graduate Students)

There are three (3) vacancies on the Arts Faculty Council, three (3) vacancies on the Academic Affairs Committee, one (1) vacancy on the Academic and Grade Appeals Committee, and one (1) joint vacancy on the Research Committee and McCalla Professorship Committee. These positions were advertised in the September 15, 2017 GSA newsletter with a nomination deadline of September 27, 2017. No nominations were received. These vacancies will be advertised again.

Current Vacancies

1) General Faculties Council (GFC) (4 Graduate Student Positions)

These positions were advertised in the GSA newsletter of October 20, 2017, and will be advertised a second time in advance of the deadline of November 1, 2017.

2) Shell Enhanced Learning Fund (SELF) Adjudication Committee (1 Engineering, Science, or Business Graduate Student Position)

This position was advertised in the GSA newsletter of October 20, 2017 and will be advertised a second time in advance of the deadline of November 1, 2017.

3) Festival of Teaching and Learning Steering Committee (1 Graduate Student Position)

This position was advertised in the GSA newsletter of October 20, 2017 and will be advertised a second time in advance of the deadline of November 1, 2017.

4) Science Faculty Council (1 Faculty of Science Graduate Student Position)

This position was advertised in the GSA newsletter of October 20, 2017 and will be advertised a second time in advance of the deadline of November 1, 2017.

Addendum – Election of GSA NoC Vice-Chair

As per GSA Bylaw and Policy, "two members (2) from amongst the five (5) voting members of the [GSA NoC] will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The persons elected will be reported to GSA Council" (Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.4.1). On September 21, 2017, GSA Nominating Committee members were informed of the vacancy in the position of GSA Nominating Committee Vice-Chair and were invited to submit nominations for this position. One (1) nomination was received in advance of the deadline of September 27, 2017. As of October 3, 2017, GSA NoC members have elected **Kenzie Gordon (Humanities Computing)** to serve as GSA NoC Vice-Chair.

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Leigh Spanner
Date: October 20, 2017

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on September 28, 2017 and October 12, 2017, to continue planning the 2018 GSA General Election. The GSA ERC reviewed a proposed poster and proposed social media banner to help advertise student involvement in the GSA General Election and started planning the 2018 GSA General Election Forum. Following the September 28 meeting, the GSA ERC reviewed additional drafts of the poster electronically. This poster was also circulated to the GSA Nominating Committee (GSA NoC) for their review and approval, as the poster is also being used to advertise the Early Call for Talent. At the October 12 meeting, GSA ERC discussed the selection of the venue for the 2018 GSA General Election Forum and continued to draft the forum questions. Additionally, committee members began discussing ways to increase voter turn-out during the 2018 General Election.

I am happy to answer any questions.

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

**GSA Executive Director
Report to GSA Council for the October 23, 2017 Meeting**

To: GSA Council
From: Courtney Thomas and Julie Tanguay
Date: October 20, 2017

Dear Council Colleagues,

Below is a list of all the documents that define the GSA as a corporate entity. As a separate corporation from the University under the *Post-Secondary Learning Act*, we have our own infrastructure (we have our own, independent accountant and auditor, and serve as signatories to an array of agreements). Since last year when we presented this list to GSA Council, there are two important updates to the list. First, the GSA has now signed an agreement with the University of Alberta Information Services and Technology (IST) in June 2017 and, in accord with this agreement, IST is now supporting GSA's IT infrastructure. Second, following the successful U-Pass referendum in March 2017, a new U-Pass agreement is now in place for the next four years, expiring in August 2021.

Additionally, and as mentioned in Radim's and others' reports, the annual Early Call for Talent and Training, led by the GSA Nominating Committee, is now underway. The Get-to-Know Dinner will be held on October 25 and anyone interested in attending is invited to contact gsanomco@ualberta.ca.

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

We will be happy to answer any questions.

Best,

Courtney Thomas, Executive Director, and Julie Tanguay, Associate Director and Acting Executive Director

NAME	SUMMARY	STATUS
<i>Agreements with Expiry Dates</i>		
Campus Food Bank	Regulates GSA involvement with Food Bank.	GSA gives \$9000/annum to Campus Food Bank. MoU expired April 30, 2015. For 2016-2017, GSAB decided on four payments of \$2500 over 2016-2017. For 2017-2018, GSAB approved to send the full amount in April 2017. New agreement is set out annually in letters to the Campus Food Bank.
Graduate Student Assistantship Collective Agreement and Agreement re GSAP and GSSF	Sets out terms and conditions for graduate students serving as GTAs, GRAs, and GRAFs, as well as a separate MoU that provides for funding allocations to the GSA for the GSSF.	Current agreement with the Board of Governors expires August 31, 2018.
Collective Agreement with NASA covering office staff	Sets out terms of employment for GSA staff.	Renegotiated by the Executive Director and Director of Operations in April 2012 and 2015. Current agreement expires in 2020.
Graduate Student Assistance Program (GSAP)	Provides for a wide range of personal counselling.	Originally signed December 31, 2010 for a two-year period with the

20.1

		possibility of 4 two-year extensions. Was reviewed and re-signed via email in August 2013. Dependents added in December 2013. Current agreement expired December 31, 2014 but is described by Administration as a rolling plan. Reviewed annually with Administration.
Health and Dental Agreement with Studentcare	Provides for Health and Dental Plan.	Provider changed in 2012. Re-signed in 2014. Current agreement expires August 31, 2020 (renegotiated agreement was signed in October 2014). Service levels, claims, etc are reviewed annually.
Liability Insurance	As a separate corporation from the university, we carry our own General Liability insurance and Directors and Officers insurance.	Doubled our liability insurance in 2012. The GSA is not covered for alcohol use. Discussions in 2013-2014 and 2016-2017 with Administration and insurance experts surrounding the creation of an alcohol liability waiver for graduate student groups. Current General Liability insurance expires May 17, 2018.
North Power Plant and Dewey's	<p>2009 Memorandum of Agreement with the Students' Union regarding the operation of Dewey's.</p> <p>2010 Memorandum of Understanding with the U of A for use of North Power Plant Space for the Tory Building decant.</p> <p>1997 Memorandum of Agreement with the U of A guaranteeing graduate social space in North Power Plant or at another location; 2004 Letter of Confirmation on this MoU from the Dean of Students. The space includes the current sustainability offices.</p>	<p>Expired August 2012 - conversations about use of space are ongoing.</p> <p>No Expiration - conversation regarding Dewey's/NPP ongoing as part of this MoA.</p> <p>No Expiration - conversation regarding Dewey's/NPP ongoing as part of this MoA.</p>
Officers/Directors' Insurance	As a separate corporation from the university, we carry insurance that covers the elected officials, and management.	We doubled our coverage in 2013. We switched brokers in 2016 and signed a new agreement. Current agreement expires January 28, 2018.
Photocopier Lease with Xerox	Covers two photocopiers.	Current agreement expires March 31, 2018.
TDIMM	Provides for group auto and home	Renewed in 2016 for a period of 5

20.2

	insurance as well as some funding for GSA events.	years and with an increase in the sponsorship funds provided by TD. Current agreement expires September 16, 2021. Funding for the TD Student Service Award continues until 2021.
Triffo Hall Lease	Detailed lease covering our use of Triffo office space.	First-ever lease was signed in June 2011; 5-year term, four renewals (three now remaining). Re-signed in 2016 and current agreement expires May 30, 2021 (notification of desire to renew must be given 6-12 months before expiry).
U of A Financial Services	Stipulates when GSA receives fees collected by the U of A on our behalf.	Re-negotiated and signed in April 2012. Re-negotiated again in 2013 for the academic years 2013-2014, 2014-2015, and 2015-2016. Re-negotiated again in 2016 for the academic years 2016-2017, 2017-2018, and 2018-2019. Current agreement expires April 30, 2019.
U-PASS Transit Agreement with the U of A	Governs U-PASS.	Referendum held in March 2013. New agreement signed in September 2013. Referendum for a new four-year agreement passed in March 2017. The current agreement (to be signed soon) will expire in 2021 when the U of A agreement with the municipalities expires.
Agreement with the transit providers	Governs U-PASS.	The University signs this agreement with the municipalities and the U of A and the GSA and SU then each sign a separate agreement. Current agreement expires in 2021.

AGREEMENTS WITH NO EXPIRY DATE (ONGOING)		
NAME	SUMMARY	STATUS
Alberta Graduate Provincial Advocacy Council	Society under the <i>Societies Act</i> .	Registered in March 2015 with U of C, U of L and AU GSAs. No expiration date; annual <i>Societies Act</i> filing required. (The former Alberta Graduate Council disbanded in 2013).
ATB Financial Banking	Operating account.	Reviewed with BMO in April 2012. Switched to ATB in May 2016 (as they also manage the GSA's investments). Ongoing with no expiry date. Signing authorities reviewed annually.
ATB Financial Investments	GICs, investments.	Agreement was signed on April 11,

20.3

		2016. Reviewed regularly.
CAPS and Writing Resources Centre Agreements	Provides for subsidy of certain CAPS and WRC courses for grad students.	Annual subsidy of \$5500. Reviewed annually.
Ceridian (Payroll)	GSA staff and elected officials are paid by direct deposit.	Outsourcing is cheaper/more efficient than in-house production of cheques. Agreement signed May 30, 2011. Ongoing with no expiry date.
Info Sharing with Studentcare and University	Allows Studentcare access to specified graduate student personal information for strictly defined purposes regarding the GSA's Health and Dental Plan.	Reviewed with the U of A Privacy Officer and Studentcare in 2012 and new agreement signed on May 3, 2013. Ongoing with no expiry date; GSA to give notice of 6 months if wanting to terminate.
PAW Centre	Sets out terms of operation of PAW. SU also a signatory to the Agreement.	Referendum held, agreement signed in April 2012.
PAW Centre Leased Space	Set out the terms of the rights and obligations of the SU and GSA with respect to the Leased Space in PAW.	Negotiated business terms with SU concerning the food vendor space (currently occupied by Chopped Leaf) – agreement signed in April 2017.
Personal Information Sharing Agreement with the U of A	Allows the GSA access to specified graduate student personal information for strictly defined purposes, e.g. emailing the newsletter, elections.	Signed in May 2013. Ongoing with no expiry date.
Student Financial Services	Student Financial Services administers the GSA's Emergency Bursary program. GSA distributes funds.	2006 AEGS Memorandum of Settlement between GSA/BoG provides for establishment of emergency bursary program with terms of reference developed by GSA and "distributed through the University Bursary Program."
U of A Human Resources Direct Deposit	Provides for direct deposit through Bear Tracks of GSSF allocations to graduate students and T4A production by U of A.	Signed in 2012. Major infrastructure change from cheque processing. Ongoing with no expiry date.
U of A IST	Provides service, support, and regular review of the GSA's IT infrastructure.	Signed in June 2017. Ongoing with no expiry date.

Other Corporate Documents		
NAME	SUMMARY	STATUS
Audit (based on GSA Council-approved budget)	As a separate corporation from the University, we hire our own auditor. Requirement of the <i>Post-Secondary Learning Act</i> to provide audited	Audit occurs annually in May-June. Audit field workers are typically on-site in late May/early June.

20.4

	financial statements to the Board of Governors annually.	
GSA Council Bylaw and Policy	Enabled by the <i>Post-Secondary Learning Act</i> .	Comprehensive review began in 2013 and continues. Integrated document completed in October 2016.
Contract with ED/Letters of Appointment	Sets out terms of employment for administrative/professional staff.	The ED's contract and other standard appointment letters for administrative/professional staff have been reviewed by our lawyers.
Referenda Master File	All referenda questions that actively impact graduate students (eg UPASS, PAW Centre, GSAP, GSA Health and Dental Plan, etc).	Compiled and filed. Ongoing as referenda arise.

Management Report to the GSA Board, September 20, 2017

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on September 13, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; work associated with changes to the Collective Agreement; planning the Fall Social Engagement; Council mailing; GSA GFC Caucus; drafting GSA reports to external committees; follow-up work with Council remuneration; forward planning for the 2018 GSA General Election and Early Call; and Departmental Orientations.
- **Bylaw and Policy Review:** Follow up work after GSA BFC meeting on a tenth draft of potential proposed changes to GSA Bylaw and Policy on the Legal Defense Fund; and follow up work on a sixth draft of potential proposed changes to GSA Policy of Budget Principles, Practices, and Procedures (will be presented to GSA Board on September 27).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Departmental orientations.
- Receipt of applications for the Alberta Graduate Citizenship Award
- Supporting the work of the GSA Nominating Committee (FGSR Council, GSA Appeals and Complaints Board, GSA Elections and Referenda Committee, GSA Awards Selection Committee, and GSA Nominating Committee; and election of the GSA Deputy Returning Officer and GSA Deputy Speaker).
- Transfer of content to Sitecore 3.
- Facebook = 1050 likes (up 1 from September 13); Facebook posts reached 743 users this week and our "post engagement" count was 215. Twitter = 787 followers (up 3 from September 13); our tweets earned 2,300 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,086.67	\$232.97 CLOSED	20	191 (21 pending processing)
CCGs	\$60,824.38	\$11,824.38 CLOSED	0	34 (0 pending processing)
ASGAs	\$5,937.50	\$1,807.07	0	5 (1 pending processing)
EBs	\$133,952.00 (no periods)	\$76,998.00	0	15 (0 pending processing)

Management Report to the GSA Board, September 27, 2017

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on September 20, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; Pre-bargaining information town hall; GSA LRC meeting; work associated with changes to the Collective Agreement; planning the Fall Social Event; drafting GSA reports to external committees; supporting Departmental GSA elections; follow-up work with Council remuneration; forward planning for the 2018 GSA General Election and Early Call; and last few Departmental Orientations.
- **Bylaw and Policy Review:** Changes to the GSA Recognition Awards (GSA ASC meeting later in October) and changes to GSA Bylaw and Policy with respect to bargaining processes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Departmental orientations.
- Receipt of applications for the Alberta Graduate Citizenship Award
- Supporting the work of the GSA Nominating Committee (Arts Faculty Council, UA Protective Services Commission, and GSA Nominating Committee Vice-Chair Election).
- Transfer of content to Sitecore 3.
- Facebook = 1052 likes (up 2 from September 20); Facebook posts reached 1,347 users this week and our "post engagement" count was 240. Twitter = 789 followers (up 2 from September 20); our tweets earned 2,800 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,086.67	\$732.97 CLOSED	0	191 (2 pending processing)
CCGs	\$60,824.38	\$11,824.38 CLOSED	0	34 (0 pending processing)
ASGAs	\$5,937.50	\$1,807.07	0	5 (0 pending processing)
EBs	\$133,952.00 (no periods)	\$73,491.00	1	16 (1 pending processing)

Management Report to the GSA Board, October 4, 2017

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on September 27, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; GSA ERC meeting; work associated with changes to the Collective Agreement; forward planning for next year Fall Orientation; planning the Fall Social Event; follow-up from meetings; drafting GSA reports to external committees; supporting Departmental GSA elections; follow-up work with Council remuneration; forward planning for the 2018 GSA General Election and Early Call; and last few Departmental Orientations.
- **Bylaw and Policy Review:** Changes to the GSA Recognition Awards (GSA ASC meeting later in October) and changes to GSA Bylaw and Policy with respect to bargaining processes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Attendance at the Grad Expo
- Departmental orientations
- Receipt of applications for the Alberta Graduate Citizenship Award
- Supporting the work of the GSA Nominating Committee (Arts Faculty Council, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Awards and Selection Committee, and GSA Nominating Committee Vice-Chair Election).
- Transfer of content to Sitecore 3.
- Facebook = 1055 likes (up 3 from September 27); Facebook posts reached 530 users this week and our "post engagement" count was 65. Twitter = 788 followers (down 1 from September 27); our tweets earned 2,300 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$77,630.18	27	27 (27 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	47	47 (47 pending processing)
ASGAs	\$7,744.57	\$7,744.57	0	0 (0 pending processing)
EBs	\$133,952.00 (no periods)	\$66,598.00	1	18 (0 pending processing)

Management Report to the GSA Board, October 11, 2017

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on October 4, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; joint GSA LRC and GSA NC meeting; forward planning for next year Fall Orientation; planning the Fall Social Event; GSA Council first mailing; follow-up from meetings; research on exams deferral; sitecore training; supporting Departmental GSA elections; follow-up work with Council remuneration; and forward planning for the 2018 GSA General Election and Early Call.
- **Bylaw and Policy Review:** Changes to the GSA Recognition Awards (GSA ASC meeting on October 11) and changes to GSA Bylaw and Policy with respect to bargaining processes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Attendance at the Grad Expo
- Receipt of applications for the Alberta Graduate Citizenship Award and preparing for adjudications by the GSA Awards Selection Committee
- Supporting the work of the GSA Elections and Referenda Committee
- Supporting the work of the GSA Nominating Committee (Science Faculty Council, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Awards and Selection Committee, and GSA Board).
- Transfer of content to Sitecore 3.
- Facebook = 1060 likes (up 5 from October 4); Facebook posts reached 530 users this week and our "post engagement" count was 454. Twitter = 790 followers (up 2 from October 4); our tweets earned 1,700 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$59,073.04	41	68 (68 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	0	47 (47 pending processing)
ASGAs	\$7,744.57	\$7,229.57	1	1 (1 pending processing)
EBs	\$133,952.00 (no periods)	\$66,598.00	0	18 (0 pending processing)