

**GSA Council Meeting CONSOLIDATED AGENDA**  
Monday, 25 February 2019 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

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

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

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

**Speaker Pranidhi Baddam in the Chair**

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

**OPEN SESSION**

**Attached Numbered Pages**

1. Roll Call
2. Approval of the 25 February 2019 Agenda

**Presentation**

3. Celebration for the New Seat on GSA Council for the Indigenous Graduate Students' Association Representative  
**Sasha van der Klein (President) will present the item and introduce the guests.**

**Guests:** Rocky Morin and Adrian Cross

4. Approval of the Minutes from the 28 January 2019 GSA Council Meeting  
*Attachment:*
  - i. Minutes from the 28 January 2019 GSA Council Meeting **4.0 - 4.7**
5. Changes in GSA Council Membership
  - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

**Councillor Announcements**

6. GSA Council Member Announcements

**Action Items:**

7. Annual Operating and Capital Budget (2019-2020) and Restricted and Other Funding Budget (2019-2020) **AND** Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022)  
**Sasha van der Klein (President) will present the item. Shirley Ball (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.**

**GSA BFC members who are member of GSA Council:** Sasha van der Klein (President and GSA BFC

Chair), Beth Richardson (Vice-President Labour and GSA BFC Vice-Chair), Tabatha Plesuk

**GSA BFC voting members invited to GSA Council as guests:** Dasha Smirnow and Gary Grewal

*Attachments:*

- |      |  |                    |
|------|--|--------------------|
| i.   | Cover Letter from the President to GSA Council   | <b>7.0 - 7.1</b>   |
| ii.  | Outline of Issue: Annual Operating and Capital Budget (2019-2020) and Restricted and Other Funding Budget (2019-2020) <u>AND</u> Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) | <b>7.2 - 7.3</b>   |
| iii. | Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022)   | <b>7.4 - 7.12</b>  |
| iv.  | GSA 2019-2020 Operating Budget (Including Capital Budget) Report (Narrative)   | <b>7.13 - 7.23</b> |
| v.   | Annual Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022)  | <b>7.24</b>        |
| vi.  | GSA 2019-2020 Restricted and Other Funding Budget and Expenditure Report (Narrative)   | <b>7.25 - 7.26</b> |
8. GSA 2018-2019 Winter Term Budget and Expenditure Report  
**Sasha van der Klein (President) will present the item. Shirley Ball (Accountant) and Dorte Sheikh (Financial Manager) will be present to answer questions.**

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

**GSA BFC voting members invited to GSA Council as guests:** Dasha Smirnow and Gary Grewal

*Attachments:*

- |      |   |                  |
|------|---|------------------|
| i.   | Cover Letter from the President to GSA Council          | <b>8.0 - 8.1</b> |
| ii.  | Outline of Issue  | <b>8.2</b>       |
| iii. | GSA 2018-2019 Winter Term Budget and Expenditure Report | <b>8.3 - 8.4</b> |
9. Recommended Changes to GSA Bylaw and Policy on Budget Principles, Practices, and Procedures, and GSA Standing Committees  
**Sasha van der Klein (President) will present the item.**

*Attachments:*

- |      |   |                  |
|------|---|------------------|
| i.   | Cover Letter from the President to GSA Council  | <b>9.0</b>       |
| ii.  | Outline of Issue  | <b>9.1</b>       |
| iii. | Recommended Changes to GSA Bylaw and Policy on Budget Principles, Practices, and Procedures, and GSA Standing Committees: Double Column | <b>9.2 - 9.7</b> |

**Presentation**

10. Guaranteed Minimum Funding Package Proposal  
**Sasha van der Klein (President) will present the item and introduce the guest.**

**Guest:** Deborah Burshtyn, Interim Dean of the Faculty of Graduate Studies and Research

*Attachment:*

- |    |  |                    |
|----|--|--------------------|
| i. | Doctoral Student Minimum Funding – Background Briefing Note and Draft Proposal | <b>10.1 - 10.9</b> |
|----|--|--------------------|

**Elections, Appointments, Special Business, Updates:** None at this time.

**Discussion Items:** None at this time

**Reports**

<b>11. President (Sasha van der Klein, President)</b>	
i. President’s Report	<b>11.0 - 11.2</b>
ii. GSA Board	<b>11.3</b>
iii. GSA Budget and Finance Committee <b>(no written report at this time, next meeting is scheduled for 14 March 2019)</b>	
iv. GSA Governance Committee	<b>11.4</b>
<b>12. Vice-President Academic (Masoud Aliramezani, Vice-President Academic)</b>	
i. Vice-President Academic’s Report	<b>12.0 - 12.1</b>
<b>13. Vice-President External (Zhihong Pan, Vice-President External)</b>	
i. Vice-President External’s Report	<b>13.0</b>
ii. GSA Awards Selection Committee	<b>13.1 - 13.2</b>
<b>14. Vice-President Labour (Beth Richardson, Vice-President Labour)</b>	
i. Vice-President Labour’s Report	<b>14.0 - 14.1</b>
ii. GSA Labour Relations Committee <b>(no written report at this time)</b>	
<b>15. Vice-President Student Services (Fahed Elian, Vice-President Student Services)</b>	
i. Vice-President Student Services’ Report	<b>15.0 - 15.1</b>
<b>16. Senator (Ahsan Ahmed, Senator)</b>	
i. Senator’s Report <b>(no written report at this time)</b>	
<b>17. Speaker (Pranidhi Baddam, Speaker)</b>	
i. Speaker’s Report <b>(no written report at this time)</b>	
<b>18. Chief Returning Officer (Vahid Ayan, Chief Returning Officer)</b>	
i. Chief Returning Officer’s Report	<b>18.0</b>
<b>19. GSA Nominating Committee (Kenzie Gordon, GSA Nominating Committee Vice-Chair)</b>	
i. GSA Nominating Committee Report	<b>19.0</b>
<b>20. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)</b>	
i. GSA Elections and Referenda Committee Report	<b>20.0</b>
<b>21. GSA Management (Courtney Thomas, Executive Director)</b>	
i. Executive Director’s Report	<b>21.0 - 21.3</b>

**Question Period**

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

**23. Oral Questions**

**Adjournment**

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

**IN ATTENDANCE:**

Sasha van der Klein (President)	Kevin Solar (Biomedical Engineering)	Olivia Cornwall (History & Classics)	Braden Chow; Joanne Smith (Oncology)
Masoud Aliramezani (VP Academic)	Teddy Carter (Business MBA)	Jonathan Lai (Human Ecology)	Matthew Benson (Ophthalmology)
Zhihong Pan (VP External)	Rongrong Zhang (Business PhD)	Shweta Sridharan (Internetworking)	Khushmol Dhaliwal (Paediatrics)
Beth Richardson (VP Labour)	Brett Roughead (Cell Biology)	Janita Frantsi (Kinesiology, Sport & Recreation)	David Tandio; Nicolas Ruel (Pharmacology)
Fahed Elian (VP Student Services)	Kasturi Nagesh Pai (Chemical & Materials Engineering)	Jiaao Yu (Lab Medicine & Pathology)	Hamdah Al Nebaihi (Pharmacy and Pharmaceutical Sciences)
Pranidhi Baddam (Speaker)	Michael Armstrong (Chemistry)	Tabatha Plesuk; Julia Guy (Library & Info Studies)	Mattia Sorgon (Philosophy)
Raji Chokkalingam (Deputy Speaker)	Pedro Mateo (Civil & Environmental Engineering)	Alexander Rice (Linguistics)	Kimberley Dice (Physical Therapy)
Amritha Prasad (Deputy Returning Officer)	Dylan Ashley (Computing Science)	Michelle Michelle (Math & Statistical Sciences)	David Purschke (Physics)
Ahsan Ahmed (Senator)	Julia Piche (Dentistry)	Milad Rezvani Rad (Mechanical Engineering)	Yilun Wu (Physiology)
Amran Howlader (Councillor-at-Large)	Kenzie Gordon (Digital Humanities)	Nicole Noel; Nathan Nadolski (Medical Genetics)	William Service; Lane Liddle (Psychology)
Nuanyi Liang (Councillor-at-Large)	Deneh'Cho Thompson (Drama)	Kevin Joannou (Medical Microbiology & Immunology)	Misha Miazga-Rodriquez (Public Health)
Kanishk Patel (Councillor-at-Large)	Alex Sheen (Earth & Atmospheric Sciences)	Sabitha Rajaruban (Medicine)	Alesha Reed (Rehab Science)
Marc Waddingham (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Shahnaz Shahtoosi (Modern Languages and Cultural Studies)	Owain Bamforth (Religious Studies)
Andrew Woodman (Councillor-at-Large)	Chantal Labonté; Larissa Brosinsky (Educational Psychology)	Subash Giri (Music)	Jared Fath (Renewable Resources)
Megan Paranich (Anthropology)	Sameir Deif (Electrical & Computer Engineering)	Rebecca Long; Andrew Schmaus (Neuroscience)	Yicong Luo (Resources Economics & Environmental Sociology)
Brianna Greenwood; Vineet Rathod (Biochemistry)	Kristin Kis (Elementary Education)	Albina Karpman (Nursing)	Robert Piazza (Secondary Education)
Md Shah Sufian (Biological Sciences)	Krista Coté (English & Film Studies)	Heather Capel (Occupational Therapy)	Jon Mora (Surgery)

**Guests:** James Allen (Associate Vice-President of Operations and Maintenance); Marcel Roth (Interim Director, Risk Management Services); Andrew Leitch (Acting Director, Environmental Health and Safety); Deanna Starr (Occupational Therapy; Indigenous Graduate Students' Association); Emmanuel A'Marfo (Nursing; GSA Appeals and Complaints Board nominee).

Speaker Pranidhi Baddam 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 28 January 2019 Consolidated Agenda**

Members had before them the 28 January 2019 Consolidated Agenda, which had been previously distributed on 25 January 2019. K Gordon **MOVED**; B Richardson **SECONDED**.

Motion **PASSED** unanimously.

**Approval of Minutes****3. Minutes from the 19 November 2018 GSA Council Meeting**

Members had before them the 19 November 2018 GSA Council Minutes, which had been previously distributed on 18 January 2019. S van der Klein **MOVED**; J Fath **SECONDED**.

The Speaker noted that there was a typo in the October meeting minutes (it stated that the nominees for the GSA Awards Selection Committee addressed GSA Council, which did not occur as not all the nominees were present) and that the minutes would be amended. The Speaker also noted that the January agenda incorrectly noted the date of the November GSA Council meeting; the minutes from the January meeting reflect the correct date.

Motion **PASSED** unanimously.

**Changes in GSA Council Membership****4. Changes in GSA Council Membership**

- i. **Introduction of new GSA Council members:** O Cornwall (History & Classics); S Giri (Music); K Patel (Councillor-at-Large); L Liddle (Psychology); D Purschke (Physics); M Miazga-Rodriquez (Public Health); K Kis (Elementary Education); S Deif (Electrical & Computer Engineering); M Rezvani Rad (Mechanical Engineering); M Benson (Ophthalmology).
- ii. **Farewell to Departing GSA Council Members**  
There were no departing GSA Council members.

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

S van der Klein invited graduate students to attend the GSA Fall Social Event on 8 February 2019 from 5:00 PM to 7:00 PM at the Faculty Club.

J Lai invited graduate students to attend the Flying Canoe Festival taking place Thursday 31 January to 2 February 2019 in the Mill Creek Ravine and at Cité Francophone.

Y Wu noted that there were vacant seats for graduate students on the University Appeal Board and on the General Faculties Council Academic Appeals Committee and encouraged GSA Council members to consider applying to serve on these bodies.

**Presentations:****6. Campus Safety and Security Committee**

Beth Richardson (Vice-President Labour) presented the item and introduced the guests, James Allen (Associate Vice-President of Operations and Maintenance), Marcel Roth (Interim Director, Risk Management Services), and Andrew Leitch (Acting Director, Environmental Health and Safety). B Richardson reminded GSA Council that she worked with these guests on the Campuses and Facilities Safety and Security (CFSS) Working Group and that the guests had previously spoken to GSA Council before about the CFSS Working Group. She invited members to ask the guests any questions they might have about campus security.

J Allen then provided an overview of the CFSS Working Group for GSA Council. J Allen noted that the CFSS Working Group was tasked by University Administration to meet several times to understand safety concerns and come up with short and long term strategies. J Allen showed GSA Council a heat map of North Campus, highlighting the areas of greatest concern. He added that the CFSS Working Group wanted to first understand our campuses and what's happening in order to conceive plans. He also noted that the group had met 17 times and came up with a review of various buildings and conducted a survey with about 1000 responses and based their analysis on that. He specified that the survey would be circulated again in March 2019 and November 2020 to enhance sampling.

J Allen noted that there were many places on campus where people sought shelter and he added this was not simply a matter of shutting the doors to keep people out but also of re-directing people to services they needed. He added that many buildings operated 24/7 and points near LRT stations, in particular, drew people in. He indicated that University of Alberta Protective

Services (UAPS) depended on incident reporting to compile statistics and better address situations. It was also noted that UAPS would continue to coordinate with external agencies (including Alberta Health Services (AHS), Edmonton Police Services (EPS)).

J Allen noted that the CFSS Working Group relied on consultations (such as attendance at GSA Council) to inform their draft report before finalizing it and circulating it broadly to the campus community. He indicated that the survey results showed that people felt safer during the day and were concerned with night security. He added that the institution was relatively safe although a little bit less so at night. He noted that compared to other institutions, the University's security staffing levels were low.

J Allen explained that the CFSS Working Group's implementation plan was three-fold and focused on security/staffing, infrastructure, and education. He noted that a standing committee would be formed to annually re-assess the effectiveness of their actions, to understand impacts, and to adapt accordingly. M Roth added that, in terms of security/staffing, the University would increase personnel and continue to work with security agents and liaise with EPS. In terms of infrastructure, J Allen noted that the University was investing in the "Priority 1" items on their action plan, those spaces with high-priority incidences (for example, a subcommittee was tasked with looking at HUB Mall with the help of a third party consultant). He added that these concerns should be addressed in the short term. In terms of the education piece, J Allen indicated that another subcommittee, which would be composed of a variety of members including representation from the GSA and the Students' Union, would be tasked with ensuring that communication campaigns would be successful and reach their intended audiences. He added that it was important that the campus community know what services existed and what actions need to be taken to ensure the safety and security of all.

Members then posed a series of questions, including but not limited to: the security of the Medical Sciences Building (J Allen noted that this is one of the priority buildings identified by the Working Group); if the Working Group had any plans to ensure safety at Michener Park as its residency rates declined in advance of its closure (M Roth noted that there were mobile security teams for areas like Michener Park and Faculty Saint Jean); whether implementation and consultation took into account a gender based analytical approach (GBA+) (it was noted not specifically but the CFSS Working Group was mindful in its approach to be inclusive); the use of facilities after hours for extracurricular activities by groups not affiliated with the University (it was noted that this was part of the education piece and ensuring that communication reached target populations); reported decreases in incidents with Edmonton Transit System's new practice of having more security guards in LRT stations (it was noted that this was a very recent change so no stats were available yet); *and* whether any comparisons were made between main campus locations and connected clinical centres (such as the Cross Cancer) (it was noted that the CFSS Working Group had recently partnered with AHS to meet regularly and discuss trends and concerns related to the Hospital, Kaye Clinic, and Cross Cancer, in particular those connected by pedways to LRT stations).

#### Action Items:

##### **7. Recommended Changes to GSA Bylaw and Policy on GSA Council and GSA Standing Committees**

Sasha van der Klein (President) presented the item.

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

S van der Klein reminded GSA Council that this was the second reading of these changes. She noted that these recommended changes included the incorporation into GSA Bylaw and Policy of the GSA Council Standing Orders, the creation of a seat on GSA Council for an Indigenous graduate student, and the addition of a procedure in the case of a tie vote within GSA Council and GSA Standing Committees.

**MOTION:** That GSA Council, on the recommendations of GSA Governance Committee and GSA Board, **APPROVE** the recommended changes to GSA Bylaw and Policy, Section C: GSA Council and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval of GSA Council.  
D Ashley **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED**; J Mora Opposed.

#### Elections

##### **8. GSA Council Elections**

K Gordon (Vice-Chair of the GSA Nominating Committee) presented the item.

Nominees for Dean of Medicine and Dentistry Selection Committee (1 vacancy):

Matthew Benson (Ophthalmology)  
 Khushmol Dhaliwal (Pediatrics)  
 Brianna Greenwood (Biochemistry)  
 Abdullah Ishaque (Neuroscience)  
 Saima Rajabali (Medicine)  
 Nicholas Ruel (Pharmacology)  
 Yilun Wu (Physiology)

## GSA Standing Committees

## a. GSA Appeals and Complaints Board (6 vacancies)

Nominees for GSA Appeals and Complaints Board (4 vacancies):

Nishant Agrawal (Mathematical and Statistical Sciences)  
 Benjamin Decardi-Nelson (Chemical and Materials Engineering)  
 Emmanuel Marfo (Nursing)  
 Gertrude Omoro (Public Health)  
 Shubham Soni (Pediatrics)

Nominee for GSA Appeals and Complaints Board Chair (1 vacancy):

Samantha Wesch (Women's and Gender Studies)

Nominee for GSA Appeals and Complaints Vice-Chair (1 vacancy):

Benjamin Decardi-Nelson (Chemical and Materials Engineering)  
 Marla Palakkamanil (School of Public Health)

## b. GSA Budget and Finance Committee (1 vacancy)

Nominee for GSA Budget and Finance Committee:

Shovit Barua (Civil and Environmental Engineering)  
 Gary Grewal (Business - MBA)  
 Milad Nazarahari (Mechanical Engineering)  
 Kim-Cuong Nguyen (Radiology and Diagnostic Imaging/Biomedical Engineering)

**For Discussion:****9. GSA Health and Dental Plan Update**

Fahed Elian (Vice-President Student Services) presented the item and reviewed the 2019-2020 GSA Health and Dental Plan fee setting processes and timeline. He highlighted that the cost of the Plan was driven by the number and amount of claims. He explained that three factors played a role in establishing the Plan cost: projected claims (which might increase or decrease depending on usage), inflation trends, and Studentcare's administrative fee (which was set in accordance with their agreement with the GSA at a fixed rate). He indicated that the cost of the Plan was not negotiable, as it depended on claims and actual usage. He added that, after Studentcare communicated the projected Plan cost, the GSA could decide to apply different levers, such as using the GSA Health and Dental Plan Reserve Fund (HDPRF) or reducing coverage to mitigate for the cost of the Plan. He noted that the end result, as approved by GSA Council, would be the Plan fee, as well as any changes to coverage. F Elian reminded GSA Council that the HDPRF could be used to either increase coverage, or decrease the price of the Plan, and that it grew in instances where the assessed fee was higher than the cost of the Plan. He noted that this could happen in cases where there was a decrease in claims between the point at which Studentcare made their cost projection and GSA Council set the fee, and the end of the claims period, or if it was decided by GSA Council to grow the fund by setting the Plan fee at a higher rate than the cost (he noted that there was a typo in the circulated material on page 9.4 – the last line should read “higher rate and not “lower rate”).

F Elian reviewed the data table on page 9.5, which detailed the projected cost given to the GSA each year by Studentcare based on the number of claims to-date, the actual cost (which was known by the end of the August annually), the fee paid by students, and whether the HDPRF was used. It was noted that positive numbers indicated growth in the HDPRF, and negative numbers indicated a draw down of the HDPRF to partially cover the cost of the Plan or increase coverage. He noted that there was a typo for the 2017-2018 data, in that the actual use of the HDPRF should have read +14.63. He reported that, so far, the claims for 2018-2019 appeared to have decreased compared to previous years, so it was expected that the cost of the Plan

would decrease or remain stable for 2019-2020. He indicated that the GSA could potentially increase dental coverage or prescription drug coverage as this was where the area most members wanted to see increases per the last survey done by Studentcare.

F Elian noted that the timeline to set the 2019-2020 Plan fee was as follows: in February Studentcare would communicate the cost of the Plan based on the number of claims to-date and the GSA Board would then review these numbers and whether it would be necessary to increase the fee (or whether any levers should be applied to either lower the fee, increase coverage, or grow the HDPRF), the GSA Board would then make a recommendation to GSA Council, which would be presented for consideration at its March 2019 meeting, and, in April, the Plan fee would be sent to the Board of Governor's for the approval of the fee collection. F Elian encouraged GSA Council members to email him any questions or comments about the GSA Health and Dental Plan.

Members asked a few questions including but not limited to: whether the GSA Board would be recommending an increase to only dental coverage or prescription drug coverage or whether they would be recommending an incremental change to both categories (F Elian and J Tanguay responded that while these were all possible options, the details had not been discussed yet, and all options would be discussed in the upcoming weeks); whether F Elian could comment on the current status of the HDPRF (F Elian responded that the HDPRF was healthy and could support an increase to coverage); and D Thompson noted that his constituents were interested in increases to coverage for major dental work, as well as increased support for gender transition.

#### **10. GSA Board Strategic Work Plan: Update to GSA Council**

S van der Klein (President) presented the item and outlined that she and the Vice-Presidents would be providing a high-level overview of the main points from the GSA Board Strategic Work Plan (SWP) that had been worked on over the past few months, and indicated that the final update on the SWP would be provided at the April meeting of GSA Council. She indicated that, for her portfolio, guaranteed minimum funding packages remained a high priority and that conversations were ongoing with the Interim Dean of the Faculty of Graduate Studies and Research (FGSR). She indicated that she continued to discuss minimum funding packages at various levels of governance and with members of the Board of Governors. She reported that the second issue she was working on was graduate student supervision, and that the FGSR had released a report on supervision in the fall of 2018. She noted that it was mentioned in her report that the FGSR had hired someone to develop an online tutorial targeted at supervisors, and that there were some incremental steps in this area.

M Aliramezani (Vice-President Academic) indicated that at the beginning of his term, he had promised to work on monitoring the frequency of supervisory committee meetings, and reported that recently he had been following up on this project through the FGSR Policy Review Committee, and in conversations with FGSR Associate Dean Naomi Krogman, who had indicated she would investigate whether there was a relationship between program competition length and a lack of supervisory committee meetings (and whether this also had played into conflicts between students and supervisors). He noted that, long-term, his hope was to have supervisory committee meetings listed as academic milestones that would be recorded in the FGSR's new online platform. M Aliremezani then reported on his work with the FGSR Policy Review Committee on the topic of learning outcomes, including the development of templates for learning outcomes for different programs.

Z Pan (Vice-President External) highlighted that his priorities focused on residence issues, and that during the fall semester he had continued to participate in several meetings related to them, as well as actively participating in the Housing for Students Who Parent Committee (which worked to review student feedback collected through a consultation process). He reported he had also attended several other meetings related to residence issues, such as a town hall at Michener Park. Another highlight was his participation as the GSA representative on Alumni Council, which was working to establish a program to recruit alumni as volunteers to support student mental health through a program called the Alumni Student Support and Engagement Team (ASSET). Z Pan reported he took an active role in the interview process for alumni wanting to participate in this program, and also advised on the training they would receive to complete their roles.

B Richardson (Vice-President Labour) indicated that she had begun work on an advisory document for supervisory conduct, in collaboration with the FGSR. She noted that while students had the Code of Student Conduct, there was no corresponding document for supervisors. She indicated that this would be an advisory document rather than a policy with enforcement powers, and that it would be similar to the document endorsed by the FGSR Council regarding best practices for supervisors. It would ideally address issues such as boundaries between students and supervisors, and ideal professional behaviors. She indicated that she was looking for student input on the types of issues that should be addressed, and encouraged feedback from GSA Council members. Additionally, she reported that the Joint Worksite Health and Safety Committee had been established in collaboration with Environmental Health and Safety (EHS), which would serve as an arms-length committee overseeing health and safety at the University. She noted it would be a committee where students could report health and safety issues.

Members posed a series of questions, including but not limited to: the challenging situation of graduate students who had more than one supervisor and supervisors on leaves of absences (B Richardson responded that if any graduate students had specific issues, they could schedule a meeting with her to discuss it); the challenge with navigating between two supervisors who had differing opinions (B Richardson noted the document would be aimed at supervisors rather than students and the document would ideally address professionalism with regards to colleagues); whether there were any efforts into ensuring buy-in for this document at the department level (B Richardson responded that they were currently in the planning stages, and that, while they wouldn't be able to make the document enforceable, it could provide an official view of what was considered appropriate behavior for supervisors); whether there would be a more formal process to collect initial feedback to instruct the creation of the document (B Richardson responded that there were no plans for a formal process, and that the document would primarily seek to address basic professional norms that could sometimes be missing from student/supervisor interactions; S van der Klein emphasized that the GSA would also be building on the years of experience with casework in the GSA related to supervisory relationships, so that they would be able to bring forward trends on certain issues); *and* whether the FGSR had changed how they responded to allegations against supervisors, given the recent changes to the Occupational Health and Safety (OHS) legislation now covering workplace bullying and harassment (B Richardson responded that the policies hadn't changed, but that the new OHS legislation provided additional avenues to report these situations, and that EHS and Risk Management were wanting to implement changes).

F Elian (Vice-President Student Services) reported that, when he had started his term, a number of graduate students had expressed concerns about whether it could be possible to have gender-based swim times at the U of A pool. He noted that these concerns were shared with the Office of the Dean of Students and that they were supportive of exploring the idea and had distributed a survey to students to make sure this was something that students would like to see. He noted that his report now included a link that listed the *ad hoc* gendered swim times that were being offered. His second highlight was his involvement in the Mental Health World Café through the Dean's Advisory Council and the revision of the U of A's report to the Government of Alberta on the use of the government's mental health funding. He reported that during the Dean's Advisory Council meeting, which was made up of undergraduate students, graduate students, and University staff, it was emphasized that graduate students needed to have consistent and sustained mental health support, and that, in cases of ongoing trauma for Indigenous graduate students on campus, there was a need for specialized counselling. On the topic of the Government of Alberta's mental health funding, he noted that three years ago the government had approved \$1 million/year for post-secondary institutions to use towards providing mental health supports, and that the U of A was in the process of trying to renew this funding. F Elian pointed out that the government had changed its mandate for the use of that money, to indicate that, instead of the funding going towards clinical activities, it had to go towards prevention. He noted that the next steps would be to advocate to the government to define clinical intervention and whether this could include counselling, and emphasizing that if their mandate was on prevention one of the ways to prevent acts such as suicide was through counselling. He reported that the rationale behind the change in mandate from clinical treatment towards prevention was that the government wanted university students to access resources available in the community.

Members posed a few questions, including but not limited to: whether there had been any policies or mechanisms implemented through the government's mental health funding that led to an improvement on campus, and whether any statistics had been sought to know whether the money was used effectively (F Elian responded that the grant money had been directed towards clinical services, as well as towards efforts to increase awareness and fight stigma associated with mental health challenges (social worker teams had been introduced, the Days of Action committee to provide programming to improving awareness on mental health)); whether there had been conversations with how significant factors related to workplace culture and power dynamics within faculties and departments were linked to suicide or anxiety and depression in graduate students, and whether prevention targeting these factors has been discussed, in terms of not just workloads, but work culture (F Elian indicated that they had discussed the stressors on campus that contributed to mental health issues, and that supervision and funding were seen as the main stressors for graduate students); *and* whether with the redirection of government funding towards prevention there was any consideration for how to recoup monies that would not be going towards clinical programming so that these programs could continue (S van der Klein responded that Clinical Counseling Services was not only funded through the government grant but also through the mandatory non-instructional fees paid by students, and that the funding from the government also funded other programs, such as hiring social workers (including the one in First People's House); she added that she wasn't sure if the Dean of Students Office was looking for additional funding to fill the potential gap left by the government grant).

## **Reports**

### **11. President**

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

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition, S van der Klein stated that the GSA Budget and Finance Committee had been working on developing a more balanced budget and that members were recommending a decrease in the GSA membership fee while increasing some lines of the budget by the Consumer Price Index (CPI). She added that the GSA was in a good financial position.

**ii. GSA Board**

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

**iii. GSA Budget and Finance Committee**

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

**iv. GSA Governance Committee**

No written report at this time.

**12. Vice-President Academic**

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

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition M Aliramezani stated that he was working to increase opportunities for graduate students to get involved in undergraduate research projects as supervisors, and to be recognized academically and financially for those efforts. He noted that this issue would be further discussed at the next Undergrad Research Initiative (URI) meeting. He added that he was looking for anecdotal experiences from graduate students.

M Rezvani Rad shared that he had been supervising two undergraduates and it had been a great experience. He clarified that he did not receive any financial compensation and wondered if he should have. M Aliramezani would be suggesting stipends for graduate students similar to the URI stipends. B Richardson clarified that this had been a longstanding point of contention for the Vice-President Labour portfolio; under the terms of the Collective Agreement, if you held a Graduate Research Assistant Fellowship, you cannot be compelled to supervise undergraduate students because it would fall outside your duties. She added that if graduate students' supervisors say they must, she encouraged them to reach out to her. J Fath noted that his colleagues often benefitted from the hard work of undergraduate students, who were often treated worse than graduate students. He added that it was a privilege to supervise undergraduate students and that, many times, they had been a great help. B Richardson clarified that no one should not take on undergraduate students if they *wished* to do so but that the GSA wanted to know when they feel *forced* to do so.

**13. Vice-President External**

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

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition, Z Pan reminded GSA Council of the GSA Winter Social event on Friday, from 5:00 PM to 7:00 PM at the Faculty Club.

**ii. GSA Awards Selection Committee's Report**

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

**14. Vice-President Labour**

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

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition, B Richardson reported on the collective bargaining process and noted that in the past week academically-employed graduate students had been invited to vote on the provisions of the new Graduate Students Assistantship Collective Agreement. She added that this vote failed. Matters raised in discussion included (among others) questions regarding next steps (the bargaining process now continues under the provisions of the Labour Relations Code and with advice from the GSA's lawyers and consultations with members of the bargaining unit), main areas of dissatisfaction (the lack of compensation increase), and voter turnout rates (about 10% of members of the bargaining unit).

**ii. GSA Labour Relations Committee**

No written report at this time.

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

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

**16. Senator****i. Senator's Report**

No written report at this time.

**17. Speaker****i. Speaker's Report**

No written report at this time. P Baddam noted that a short survey would be circulated at the next GSA Council meeting. She added that a link to a soft copy would be sent after the meeting to GSA Council members who were unable to attend. She noted the purpose of the survey was to gain very general feedback about people's experiences on GSA Council.

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

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

**19. GSA Nominating Committee****i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition K Gordon stated that there was a vacancy for a Departmental Councillor on the GSA Appeals and Complaints Board, which will be circulated at a later date. She added that this committee had very little time commitment.

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

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

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

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted. In addition C Thomas stated that the nominations for the 2019 GSA General Election would open soon. She added that the GSA was dependent on people running for these positions. She also noted that the GSA was closely watching what was happening in Ontario with voluntary student unionism as it was very concerning issue for all student associations across Canada. In relation to this, C Thomas noted that the GSA joined as a signatory to a letter sent to the Ontario premier about this issue. B Chow asked if any parties in Alberta had made any public announcements about this yet and C Thomas responded that the United Conservative Party had made this part of their platform but had not made any official announcements as of yet.

**Question Period****22. Written Questions**

None at this time.

**23. Oral Questions****Adjournment**

The meeting was adjourned at 7:44 PM.



Dear Colleagues,

14 February 2019

As you are aware, the GSA's fiscal year runs from 1 April to 31 March. Each February, after several months of work by the GSA Financial Team (Executive Director Courtney Thomas, Associate Director Julie Tanguay, GSA CPA Shirley Ball, and Financial Manager Dorte Sheikh) and the GSA Budget and Finance Committee (GSA BFC), the GSA BFC recommends an operating budget for the next year, accompanied by a three-year financial forecast for information.

The Financial Team and I, as well as the GSA BFC and the GSA Board are pleased to present this budget, which projects a positive bottom line that will be used to continue to grow the Financial Stabilization Fund, as recommended by our Auditor. The budget has been built conservatively, based on a thorough assessment of any potential risks to the GSA's financial stability. As has been the case with previous budgets, you will see that estimated expenditures and revenues have been increased in some lines and decreased in others from the previous year's budget.

Before turning to the highlights of the proposed budget, I would like to remind you that, while the GSA Financial Team will be at the meeting to answer questions, we are hosting Budget 101 sessions to assist members in navigating the GSA's budget and I encourage you to attend.

### **2019-2020 GSA Operating Budget:**

- The biggest news with this budget is that we are recommending a 2% reduction in the GSA membership fee (and projecting that the fee could be further decreased by 2% each year for the next two years). Given our excellent financial shape, and in pursuit of a balanced budget in which revenues are in line with expenses, the GSA BFC thinks this offer of savings to our members, without compromising services, is an important step to take.
- With respect to revenue in the proposed operating budget, a CPI factor of 2.2% (the same as that utilized by the University) has been applied selectively to certain lines and we are assuming a conservative 1% growth in enrolment (actual enrolment growth over the past several years has been in the range of 2-3.5%).
- In the Governance line, we are proposing a small increase to the budget associated with supporting GSA Council and GSA Standing Committees so that we offer opportunities for celebratory/acknowledgement events, such as that from the Indigenous Graduate Students' Association at the start of the present GSA Council meeting. Likewise, we are recommending a moderate decrease to the expense line for Directly-Elected Officer training and development based on actual amounts spent in the previous year.
- In the Advocacy line, we are recommending that the "Government and External Relations" line be retitled as "Business Travel and External Relations and Advocacy" to reflect the terminology used in GSA Bylaw and Policy and that the GSA continue to participate as an observer in ThinkGrad in the coming year (there is no membership cost associated with this and a decision with respect to formally joining the group will be made following a thorough review of its effectiveness).
- With respect to Human Resources, the budget has been adjusted to reflect the retirement of a part-time staff member the previous April.



- As per the office's evergreening plan, \$6,850 is projected to be spent on computer equipment under the "Capital Items" line in Office Administration and Operational Costs and no cost increases to the GSA's service agreement with IST are anticipated in this same line.
- We are recommending that the budget line to facilitate accessing a consultant to assist with ongoing work associated with the development of a strike fund (under "Professional") be maintained.
- Reviews received for services provided to graduate students by the Academic Success Centre and the Career Centre continue to be extremely positive and usage of the Campus Food Bank among graduate students is increasing, so we are recommending, following a small increase last year, that the funding offered to these groups again be increased by \$250 each to the Academic Success Centre and the Career Centre and by \$3,000 to the Campus Food Bank (with another proposed increase of \$2,000 next year and \$1,000 the year after that). These increases fall under Services Expenses.
- In this same budget line, we are recommending a slight increase to the "GSA Council Remuneration" line to reflect the total number of departmental graduate student groups which may be eligible to receive funding, a moderate increase to the "Engagement, Orientation, and Outreach" line to accommodate hosting a Halloween event for graduate students who parent and their children, contributing to the PDFA/GSA Research Day, and the continued hosting of other GSA social/engagement events, as well as a small increase for the "GSA Awards Night" based on expenses associated with the event in 2018.
- We are recommending that the Operating/Contingency Line be decreased by \$5,000 based on the amounts actually spent from this line in previous years.

### **2019-2020 GSA Restricted Budget:**

- The newly negotiated amount for the Graduate Student Support Fund (GSSF) (provided by the University and used to fund GSA Academic Travel Awards, GSA Child Care Grants, GSA Emergency Bursaries, and GSA Recognition Awards) are reflected in the budget before you. Also reflected in that line is an additional \$100,000 that was deferred from 2018-2019. As members are aware, negotiations for the GSSF were conducted over a longer than usual period this past year. As a result, while the funding negotiated for 2018-2019 was \$914,000 (an increase of \$100,000 over 2017-2018), negotiations were not concluded in a timely enough fashion to be able to utilize this \$100,000 in the 2018-2019 fiscal year. As such, it was deferred to the 2019-2020 fiscal year and so this \$100,000 is now added to the negotiated amount of the 2019-2020 GSSF (\$964,000, a \$50,000 increase over the 2018-2019 level), making the total GSSF funding for 2019-2020 \$1,064,000.

In closing, I would like to express my thanks to the GSA Financial Team and the members of the GSA BFC for all their work on the development of this budget. I look forward to discussing the budget with you at our upcoming meeting.

Regards,

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

### Outline of Issue

**Annual Operating and Capital Budget (2019-2020) and Restricted and Other Funding Budget (2019-2020)  
AND  
Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year  
Budget/Business Plan (2019-2022)**

**Suggested Motions for GSA Council:**

**MOTION 1:** That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Budget (2019-2020) (found on pages 7.4 to 7.12 in the attached material in the “2019-2020 Budget for Approval” column bordered in red on each page) and the Restricted and Other Funding Budget (2019-2020) (found on page 7.24 in the attached material in the “2019-2020 Budget for Approval” column bordered in red).

**MOTION 2:** That GSA Council **RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and the Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) (pages 7.4 to 7.12 and 7.24 in the attached material).

**Background:**

The GSA BFC unanimously recommended to GSA Council the Annual Operating and Capital Budget (2019-2020) and the Restricted and Other Funding Budget (2019-2020) at its meeting of 23 January 2019. The GSA BFC also reviewed and advised upon the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022). Members of the GSA BFC have been invited to attend the 25 February 2019 GSA Council meeting.

The GSA Board (GSAB) as the “senior administrative authority” (GSA Bylaw and Policy, Section: F, GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a), also recommended to GSA Council the Annual Operating and Capital Budget (2019-2020) and the Restricted and Other Funding Budget (2019-2020) and reviewed and advised upon the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) at its 30 January 2019 meeting.

**See the attached cover letter from the President and GSA BFC Chair to GSA Council for full background.**

**Jurisdiction:**

GSA Bylaw and Policy, Section K: Finances, GSA Bylaw, Finances, Section K.BYL.1.1:

*“The Executive Director (or delegate), Accountant, Financial Manager, and the President, in consultation with the GSA Board and Budget and Finance Committee (GSA BFC), will draft an annual budget as part of a three (3) year, rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC’s last meeting in the February prior to the April in which the annual budget will take effect. The GSA BFC will advise and recommend to GSA Council via the GSA Board (GSAB) on the annual budget. The GSAB will forward the GSA BFC’s recommendation with its own recommendation to GSA Council.”*

GSA Bylaw and Policy, Section K: Finances, GSA Bylaw, Finances, Section K.BYL.1.2:

*“GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended three (3) year budget and business plan, no later than its March regular meeting.”*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.1:

*“The overall mandate of the GSA BFC is to advise the President and management on the financial affairs of the GSA and to provide for the long-term financial health of the organization. Members are expected, by GSA Council, to rise above any local/departmental views or issues and to take into account the needs of the GSA as a whole.”*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.4:

*“The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.”*

Prepared by C Thomas and J Tanguay for GSA Council 25 February 2019

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.5:

*"The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.a:  
*"In planning and managing its budget, the GSA will ... be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC)."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.b:  
*"In planning and managing its budget, the GSA will ... take into account the GSA's vision, mission, and mandate, which are based largely on the GSA's duties as set out in the Post-Secondary Learning Act (PSLA), and be guided by the GSA Board Strategic Work Plan."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.c:  
*"In planning and managing its budget, the GSA will ... ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.e:  
*"In planning and managing its budget, the GSA will ... facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.f:  
*"In planning and managing its budget, the GSA will ... enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, GSA BFC, or the GSA's Auditor."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1.j:  
*"In planning and managing its budget, the GSA shall ... propose to GSA Council a budget that represents all aspects of the GSA's operations."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.6.1:  
*"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 the fall, winter, and spring/summer terms reports and the annual three (3) year rolling budget and business plan."*

## The Graduate Students' Association of the University of Alberta 2019-2022 GSA Operating Budget (including Capital Budget)

**2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO SELECTED EXPENSES. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

### HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual
<b>REVENUE</b>					
GSA Fees	1,183,291	1,171,292	1,159,338	1,164,155	1,171,822
Interest Income	18,000	18,000	18,000	12,000	16,653
External Committed Funding	25,880	25,880	25,880	24,190	25,880
Revenue from Commercial Activities	40,162	40,162	40,162	40,162	40,162
Other Revenue	1,300	1,300	1,300	1,300	7,198
<b>Total Revenue</b>	<b>1,268,633</b>	<b>1,256,634</b>	<b>1,244,680</b>	<b>1,241,807</b>	<b>1,261,715</b>
<b>EXPENSES</b>					
Advocacy	48,848	49,558	50,276	47,269	19,494
Services Expenses	109,700	111,700	112,700	96,800	69,619
Governance	214,959	219,926	225,346	208,912	195,208
Human Resources	684,749	699,421	714,506	739,454	642,765
Office Administration and Operational Costs	32,579	35,631	31,139	28,347	27,943
Professional	58,200	58,200	58,200	65,000	41,278
Operating/Contingency Fund	20,000	20,000	20,000	25,000	3,340
Sub-total	1,169,035	1,194,436	1,212,167	1,210,782	999,647
<b>Revenues Exceed Expenditures</b>	<b>99,598</b>	<b>62,198</b>	<b>32,513</b>	<b>31,025</b>	<b>262,068</b>

The Graduate Students' Association of the University of Alberta  
2019-2022 GSA Operating Budget (including Capital Budget)

2

2.0% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

## Revenue

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>GSA Fees (see below for detailed calculations)</b>	1,183,291	1,171,292	1,159,338	1,164,155	1,171,822	2% DECREASE
<b>Interest Income</b>						
Interest Income	18,000	18,000	18,000	12,000	16,653	NO CPI
<b>External Committed Funding</b>						
Funding from the Dean of Students and the Dean of FGSR	9,190	9,190	9,190	7,500	9,190	PER AGREEMENT
Funding From Studentcare	5,190	5,190	5,190	5,190	5,190	PER AGREEMENT
Funding from TDIMM	11,500	11,500	11,500	11,500	11,500	PER AGREEMENT
	25,880	25,880	25,880	24,190	25,880	
<b>Revenue from Commercial Activities</b>						
<b>Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue</b>	40,162	40,162	40,162	40,162	40,162	PER AGREEMENT
<b>Other Revenue</b>	1,300	1,300	1,300	1,300	7,198	NO CPI
<b>Total</b>	1,268,633	1,256,634	1,244,680	1,241,807	1,261,715	

GSA Fees (Calculations)			
Number of full-time graduate students (estimate)	6,191	6,253	6,316
Fees (per annum per student)	162.52	159.27	156.09
	1,006,181	995,932	985,847
Number of part-time graduate students (estimate)	1,453	1,468	1,482
Fees (per annum per student)	121.89	119.45	117.07
	177,110	175,359	173,491
	1,183,291	1,171,292	1,159,338

The Graduate Students' Association of the University of Alberta

2019-2022 GSA Operating Budget (including Capital Budget)

2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Advocacy

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>Advocacy</b>						
Business Travel and External Relations and Advocacy	17,132	17,509	17,894	16,763	4,315	CPI
University Relations	1,140	1,165	1,190	1,115	545	CPI
Alberta Graduate Provincial Advocacy Council (ab-GPAC)	30,576	30,884	31,192	29,391	14,634	Based on Graduate Student Enrollment
<b>Total</b>	<b>48,848</b>	<b>49,558</b>	<b>50,276</b>	<b>47,269</b>	<b>19,494</b>	
<b>ab-GPAC Estimate</b>						
Student Numbers	7,644	7,721	7,798			
Fee Per Student	4	4	4			
<b>Total</b>	<b>30,576</b>	<b>30,884</b>	<b>31,192</b>			

**The Graduate Students' Association of the University of Alberta  
2019-2022 GSA Operating Budget (including Capital Budget)**

4

**2.0% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Services Expenses**

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>Grants and Subsidies</b>						
Academic Workshop Subsidies	9,500	9,500	9,500	9,000	5,500	PER AGREEMENT
External Grants	2,400	2,400	2,400	2,400	1,050	PER AGREEMENT
Campus Food Bank	15,000	17,000	18,000	12,000	9,000	PER AGREEMENT
	26,900	28,900	29,900	23,400	15,550	
<b>Graduate Student Groups</b>						
GSA Council Remuneration	14,400	14,400	14,400	11,200	11,200	NO CPI
GSA Graduate Student Group Grant	30,000	30,000	30,000	30,000	22,617	NO CPI
	44,400	44,400	44,400	41,200	33,817	
<b>Other Expenses</b>						
Annual Strategic Plan Initiatives	3,000	3,000	3,000	3,000	3,760	NO CPI
Engagement, Orientation, and Outreach	26,000	26,000	26,000	20,000	8,577	NO CPI
AMICCUS-C Membership	700	700	700	700	650	NO CPI
GSA Awards Night	8,700	8,700	8,700	8,500	7,265	NO CPI
	38,400	38,400	38,400	32,200	20,252	
<b>Total</b>	<b>109,700</b>	<b>111,700</b>	<b>112,700</b>	<b>96,800</b>	<b>69,619</b>	

The Graduate Students' Association of the University of Alberta  
2019-2022 GSA Operating Budget (including Capital Budget)

5

2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

## Governance

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>Directly-Elected Officers Stipends</b>						
Directly-Elected Officers Stipends (VPs)	130,196	133,060	135,988	127,393	125,109	CPI
President Stipend	40,685	41,580	42,495	39,809	39,096	CPI
	170,881	174,640	178,483	167,202	164,205	
<b>Directly-Elected Officers Benefits</b>						
GSA Health and Dental Plan	2,627	2,758	2,896	2,550	2,502	5% INCREASE PER AGREEMENT
U-Pass	2,295	2,370	2,700	2,220	2,158	
	4,922	5,128	5,596	4,770	4,660	
<b>Directly Elected Officers - Employer Contributions</b>						
Employer CPP Contributions	7,822	8,250	8,773	7,410	7,458	INCLUDES GOVERNMENT OF CANADA CPP INCREASES EI RATE DECREASED IN 2019-2020
Employer EI Contributions	3,879	3,964	4,052	3,886	3,765	
	11,701	12,214	12,825	11,296	11,223	
<b>Directly-Elected Officers - Other Expenses</b>						
Insurance ( <i>Director and Officer Liability Insurance</i> )	1,278	1,306	1,334	1,271	1,035	CPI
Transition/Early Call for Talent	4,955	5,064	5,175	4,848	883	CPI
Training/Development	2,500	2,555	2,611	3,051	563	CPI
Directly-Elected Officers' Expenses	2,757	2,818	2,880	2,698	564	CPI
GSA Board and Other Committee Expenses	1,472	1,504	1,537	1,440	3,154	CPI
	12,962	13,247	13,537	13,308	6,199	
<b>GSA Council Expenses</b>						
GSA Council Food and Other Expenses	5,783	5,910	6,040	4,680	3,490	
Election Expenses	3,490	3,567	3,645	2,436	1,081	
GSA Council Speaker Honorarium	2,220	2,220	2,220	2,220	1,850	NO CPI
Chief Returning Officer Honorarium	1,500	1,500	1,500	1,500	1,500	NO CPI
Other Honoraria	1,500	1,500	1,500	1,500	1,000	NO CPI
	14,493	14,697	14,905	12,336	8,921	
<b>Total</b>	<b>214,959</b>	<b>219,926</b>	<b>225,346</b>	<b>208,912</b>	<b>195,208</b>	

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The Graduate Students' Association of the University of Alberta  
2019-2022 GSA Operating Budget (including Capital Budget)

6

2% DECREASE IN THE GSA FEE PER YEAR , 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

### Human Resources

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>Support Staff (Represented by NASA)</b>						
Salaries	214,268	218,883	223,600	204,435	195,639	CPI
<b>Benefits</b>						
Benefits	16,781	17,151	17,528	15,995	15,673	PER AGREEMENT
RRSP	23,075	23,582	24,101	21,993	-	PER AGREEMENT
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	1,639	1,718	1,801	1,593	1,501	5% INCREASE ON HEALTH AND DENTAL
	41,495	42,451	43,430	39,581	17,174	
<b>Employer Contributions</b>						
Employer CPP Contributions	8,247	8,679	9,153	7,692	7,680	INCLUDES GOVERNMENT OF CANADA CPP INCREASES
Employer EI Contributions	3,613	3,613	3,613	3,606	3,548	EI DECREASED IN 2019-2020
	11,860	12,292	12,766	11,298	11,228	
<b>Other</b>						
Staff Development (\$800 per staff)	2,400	2,400	2,400	2,400	887	
<b>Total for Support Staff Represented by NASA</b>	<b>270,023</b>	<b>276,026</b>	<b>282,196</b>	<b>257,714</b>	<b>224,928</b>	
<b>Administrative/Professional Staff</b>						
<b>Salaries and Merit Pay</b>						
Salaries	306,501	313,145	319,935	356,308	326,543	CPI
Merit Pay	28,800	28,800	28,800	33,300	27,776	
	335,301	341,945	348,735	389,608	354,319	
<b>Benefits</b>						
Benefits	22,116	22,603	23,100	25,867	25,197	PER AGREEMENT
RRSP	30,410	31,079	31,762	35,566	15,748	PER AGREEMENT
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,186	2,291	2,401	2,655	2,502	5% INCREASE ON HEALTH AND DENTAL
	54,712	55,973	57,263	64,088	43,447	
<b>Employer Contributions</b>						
Employer CPP Contributions	10,241	10,772	11,369	12,182	11,709	INCLUDES GOVERNMENT OF CANADA CPP INCREASES
Employer EI Contributions	4,501	4,518	4,536	5,711	5,461	EI DECREASED IN 2019-2020
	14,742	15,290	15,905	17,893	17,170	
<b>Total for Administrative/Professional Staff</b>	<b>404,755</b>	<b>413,208</b>	<b>421,903</b>	<b>471,589</b>	<b>414,936</b>	
<b>Other HR Expenses</b>						
Office Recognition	1,000	1,022	1,044	1,220	458	CPI
Professional Expense Allowance	6,638	6,784	6,933	6,495	418	CPI
Workers' Compensation	2,183	2,231	2,280	2,136	1,947	CPI
Parking	150	150	150	300	78	
	9,971	10,187	10,407	10,151	2,901	
<b>Total</b>	<b>684,749</b>	<b>699,421</b>	<b>714,506</b>	<b>739,454</b>	<b>642,765</b>	

The Graduate Students' Association of the University of Alberta

2019-2022 GSA Operating Budget (including Capital Budget)

7

2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Office Administration and Operational Costs

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
Capital Items (per evergreening plan)	6,850	9,600	4,800	-	4,250	PER EVERGREENING PLAN
Information Technology Service Agreement	6,000	6,000	6,000	6,000	6,000	PER AGREEMENT
Telephone & Cable	3,100	3,168	3,238	4,330	3,107	CPI
Office Supplies and Maintenance	5,000	5,110	5,222	6,509	2,245	CPI
Computer Software	3,173	3,243	3,314	3,105	4,983	CPI
Payroll and Banking Service Charges	1,770	1,809	1,849	1,732	1,351	CPI
Photocopier Lease and Meter	6,000	6,000	6,000	6,000	5,472	PER AGREEMENT
General Liability Insurance (Office)	686	701	716	671	535	CPI
<b>Total</b>	<b>32,579</b>	<b>35,631</b>	<b>31,139</b>	<b>28,347</b>	<b>27,943</b>	

**The Graduate Students' Association of the University of Alberta  
2019-2022 GSA Operating Budget (including Capital Budget)**

8

**2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Professional**

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual
Financial Auditing	12,200	12,200	12,200	12,200	11,588
Consultants	10,000	10,000	10,000	14,800	700
Investment Advisor	14,000	14,000	14,000	12,000	12,490
Legal Fees - General	22,000	22,000	22,000	26,000	16,500
<b>Total</b>	<b>58,200</b>	<b>58,200</b>	<b>58,200</b>	<b>65,000</b>	<b>41,278</b>

**2% DECREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Operating/Contingency Fund**

	2019-2020	2020-2021	2021-2022	2018-2019	2017-2018	
	Budget for Approval	Budget	Budget	Budget	Actual	
Operating/Contingency Fund	20,000	20,000	20,000	25,000	3,340	NO CPI
Total	20,000	20,000	20,000	25,000	3,340	

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

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
GSA Fees (annual membership fee)  <b>\$1,183,291 budget</b>	<ul style="list-style-type: none"> <li>• The Graduate Students’ Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.</li> <li>• Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016 (to be renewed early 2019), the GSA will receive:                             <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment;</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Applied a 2.0% decrease.</b></li> <li>• <b>For 2019-2020, the projected GSA revenue is \$1,183,291.</b> This is based on fees paid by a projected 6,191 full-time graduate students (6,191 @ \$162.52 per graduate student) and a projected 1,453 part-time graduate students (1,453 @ \$121.89 per graduate student).</li> <li>• <b>The 2018-2019 budget was \$1,164,155.</b> This was based on fees paid by 6,035 full-time graduate students (6,035@165.84 per graduate student) and 1,313 part-time graduate students (1,313@124.38).</li> <li>• <b>The 2017-2018 actual was \$1,171,822.</b></li> </ul>
<b>Interest Income</b>		
Interest Income  <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>• Interest income on bank accounts is deposited monthly.</li> <li>• Previous years budgets included the income on the portfolio investments which is re-invested and is reported in the annual audited financial statements. Since this income is re-invested it was determined that it should not be part of the Operating Budget.</li> <li>• ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Due to higher interest rates the interest income is increasing.</b></li> <li>• <b>The 2018-2019 budget was \$12,000.</b></li> <li>• <b>The 2017-2018 actual was \$16,653.</b></li> </ul>

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

Account Name and Budget	Brief Description	Narrative and Variance
<b>External Committed Funding</b>		
Funding from the Dean of Students and the Dean of FGSR  <b>\$9,190 budget</b>	<ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding has to be requested yearly.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$7,500.</b></li> <li><b>The 2017-2018 actual was \$9,190.</b></li> </ul>
Funding from Studentcare  <b>\$5,190 budget</b>	<ul style="list-style-type: none"> <li>Studentcare provides \$5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2015-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$5,190.</b></li> <li><b>The 2017-2018 actual was \$5,190.</b></li> </ul>
Funding from TDIMM  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Signed agreement with TD Insurance Meloche Monnex (from 2016-2021) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$11,500.</b></li> <li><b>The 2017-2018 actual was \$11,500.</b></li> </ul>
<b>Revenue from Commercial Activities</b>		
Chopped Leaf (in Physical Activity and Wellness (PAW Centre) Revenue)  <b>\$40,162 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet.</li> <li>Revenues commenced in August 2015.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$40,162.</b></li> <li><b>The 2017-2018 actual was \$40,162.</b></li> </ul>
<b>Other Revenue</b>		
Other Revenue  <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$1,300.</b></li> <li><b>The 2017-2018 actual was \$7,198.</b></li> </ul>

EXPENSES		
<b>Advocacy</b>		
Business Travel and External Relations and Advocacy  <b>\$17,132 budget</b>	<ul style="list-style-type: none"> <li>Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy.</li> <li>In its Strategic Work Plan (SWP), the GSAB identified the need for a strong voice at the table with government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$16,763.</b></li> <li><b>The 2017-2018 actual was \$4,315.</b></li> </ul>
University Relations  <b>\$1,140 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$1,115.</b></li> <li><b>The 2017-2018 actual was \$545.00.</b></li> </ul>
ab-GPAC  <b>\$30,576 budget</b>	<ul style="list-style-type: none"> <li>Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at \$4.00 per graduate student per year, effective September 2018.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increase to 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$29,391.</b></li> <li><b>The 2017-2018 actual was \$14,634.</b></li> </ul>
<b>Services</b>		
<b>Grants and Subsidies</b>		
Academic Workshop Subsidies  <b>\$9,500 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2018-2019 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	Academic Workshop Subsidies  <b>\$9,500 budget</b>
External Grants  <b>\$2,400 budget</b>	<ul style="list-style-type: none"> <li>Funds request for external grants such as a grant for the Student Advisors' Conference and International Week.</li> </ul>	External Grants  <b>\$2,400 budget</b>
Campus Food Bank  <b>\$15,000 budget</b>	<ul style="list-style-type: none"> <li>Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students.</li> <li>CFB Executive Director and Board Chair report annually to the GSAB.</li> </ul>	Campus Food Bank  <b>\$15,000 budget</b>

<b>Graduate Student Groups</b>		
GSA Council Remuneration <b>\$14,400 budget</b>	<ul style="list-style-type: none"> <li>GSA funding program for eligible graduate student groups based on the attendance of their councillor over the GSA Council year. Divided evenly amongst the eligible groups.</li> <li>Budget increased to reflect the total number of department groups that could be eligible.</li> </ul>	GSA Council Remuneration <b>\$14,400 budget</b>
GSA Graduate Student Group Grant <b>\$30,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                             <ul style="list-style-type: none"> <li>Bring in special guest lecturers or host academic-style events.</li> <li>Support the academic activities of graduate students.</li> <li>Provide modest start-up funding for new groups.</li> </ul> </li> </ul>	GSA Graduate Student Group Grant <b>\$30,000 budget</b>
<b>Other Expenses</b>		
Annual Strategic Plan Initiatives <b>\$3,000 budget</b>	<ul style="list-style-type: none"> <li>Any new GSAB Strategic Work Plan initiatives may be funded from this account.</li> </ul>	Annual Strategic Plan Initiatives <b>\$3,000 budget</b>
Engagement, Orientation, and Outreach <b>\$26,000 budget</b>	<ul style="list-style-type: none"> <li>Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, and swag purchases.</li> <li>Depending on student demand for the yearly planner, and the ad revenue, this budget is also used to cover the cost of printing additional planners not covered by the revenue from ad sales.</li> </ul>	Engagement, Orientation, and Outreach <b>\$26,000 budget</b>
AMICCUS-C Membership <b>\$700 budget</b>	<ul style="list-style-type: none"> <li>Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	AMICCUS-C Membership <b>\$700 budget</b>
GSA Awards Night <b>\$8,700 budget</b>	<ul style="list-style-type: none"> <li>Expenses for the annual GSA Awards Night (normally in March).</li> </ul>	GSA Awards Night <b>\$8,700 budget</b>

<b>Governance</b>		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers Stipends  <b>\$170,881 budget</b>	<ul style="list-style-type: none"> <li>Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2019-2020, the President receives an annual stipend of \$40,685 and the four VP positions each receive \$32,549. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw &amp; Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b).</li> <li>Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2019 budget was \$167,202.</li> <li>The 2017-2018 actual was \$164,205.</li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,627 budget</b>	<ul style="list-style-type: none"> <li>The estimated 2019-2020 rate is \$525 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 5% increase.</li> <li>The 2018-2019 budget was \$2,550.</li> <li>The 2017-2018 actual was \$2,502.</li> </ul>
U-Pass  <b>\$2,295 budget</b>	<ul style="list-style-type: none"> <li>The U-Pass is set at \$153 each term in 2019-2020 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to the 2019-2020 budget.</li> <li>The 2018-2019 budget was \$2,220.</li> <li>The 2017-2018 actual was \$2,158.</li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$7,882 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>Detailed calculation performed on actual salaries.</li> <li>The 2018-2019 budget was \$7,410.</li> <li>The 2017-2018 actual was \$7,458.</li> </ul>
Employer EI Contributions  <b>\$3,879 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>Detailed calculation performed on actual salaries.</li> <li>The 2018-2019 budget was \$3,886.</li> <li>The 2017-2018 actual was \$3,765.</li> </ul>

<b>Directly-Elected Officers - Other Expenses</b>		
Insurance <b>\$1,278 budget</b>	<ul style="list-style-type: none"> <li>Directors and Officers Liability Insurance. Paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2019 budget was \$1,271.</li> <li>The 2017-2018 actual was \$1,035.</li> </ul>
Transition/Early Call for Talent <b>\$4,955 budget</b>	<ul style="list-style-type: none"> <li>The Early Call for Talent and Training occurs in the fall.</li> <li>Transition activity typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2109 budget was \$4,848.</li> <li>The 2017-2018 actual was \$883.00.</li> </ul>
Training/Development <b>\$2,500 budget</b>	<ul style="list-style-type: none"> <li>Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> </ul>	<ul style="list-style-type: none"> <li>Budget decreased for 2019-2020.</li> <li>The 2018-2019 budget was \$3,051.</li> <li>The 2017-2018 actual was: \$563.00.</li> </ul>
Directly-Elected Officers' Expenses <b>\$2,757 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2019 budget was \$2,698.</li> <li>The 2017-2018 actual was \$564.00.</li> </ul>
GSA Board and Other Committee Expenses <b>\$1,472 budget</b>	<ul style="list-style-type: none"> <li>Provision of light refreshments at weekly GSA Board (GSAB) meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2019 budget was \$1,440.</li> <li>The 2017-2018 actual was \$3,154.</li> </ul>
<b>GSA Council Expenses</b>		
GSA Council Food and Other Expenses <b>\$5,783 budget</b>	<ul style="list-style-type: none"> <li>The estimate is based on 12 meetings per year.</li> <li>Provision of food at Council (alternates between pizza and sandwich offerings) and other hosting expenses.</li> <li>Includes printing of Council placards and celebratory/acknowledgement events.</li> </ul>	<ul style="list-style-type: none"> <li>Budget increase for 2019-2020.</li> <li>The 2018-2019 budget was \$4,680.</li> <li>The 2017-2018 actual was \$3,490.</li> </ul>
Election Expenses <b>\$3,490 budget</b>	<ul style="list-style-type: none"> <li>This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> <li>Budget increased by \$1,000 for to allow for livestreaming of the election forum.</li> </ul>	<ul style="list-style-type: none"> <li>Budget increase for 2019-2020.</li> <li>The 2018-2019 budget was \$2,436.</li> <li>The 2017-2018 actual was \$1,081.</li> </ul>
GSA Council Speaker Honorarium <b>\$2,220 budget</b>	<ul style="list-style-type: none"> <li>Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>No change to the 2019-2020 budget.</li> <li>The 2018-2019 budget was \$2,220.</li> <li>The 2017-2018 actual was \$1,850.</li> </ul>

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

7.19

Chief Returning Officer Honorarium <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li>No change to the 2019-2020 budget.</li> <li>The 2018-2019 budget was \$1,500.</li> <li>The 2017-2018 actual was \$1,500.</li> </ul>
Other Honoraria <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO.</li> <li>Example, Deputy Returning Officer needs to fill in for CRO for a significant period.</li> </ul>	<ul style="list-style-type: none"> <li>No change to the 2019-2020 budget.</li> <li>The 2018-2019 budget was \$1,500.</li> <li>The 2017-2018 actual was \$1,000.</li> </ul>
<b>Human Resources</b>		
<b>Support Staff (Represented by NASA)</b>		
Support Staff - Salaries <b>\$214,268 budget</b>	<ul style="list-style-type: none"> <li>There are four full-time support staff positions (one is unfilled).</li> <li>Includes contractual cost of living increases and one-time payments (e.g. responsibility pay).</li> <li>The 2019-2020 budget is understated by approximately \$58,000 due to an unfilled staff position.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 2.2% CPI increase.</li> <li>The 2018-2019 budget was \$204,435.</li> <li>The 2017-2018 actual was \$195,639.</li> </ul>
Support Staff – Benefits <b>\$16,781 budget</b>	<ul style="list-style-type: none"> <li>In 2013 the GSA began to provide benefit compensation for support staff. The budget was calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>The 2018-2019 budget was \$15,995.</li> <li>The 2017-2018 actual was \$15,673.</li> </ul>
Support Staff – RRSP <b>\$23,075 budget</b>	<ul style="list-style-type: none"> <li>Support staff receive RRSP payments for contribution to their own plans.</li> <li>Calculated on the basis of 11% of salary beginning in 2018-2019. The GSA is working to provide a competitive benefit package for the support staff.</li> </ul>	<ul style="list-style-type: none"> <li>The 2018-2019 budget was \$21,993.</li> <li>New budget line for 2018-2019.</li> </ul>
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program <b>\$1,639 budget</b>	<ul style="list-style-type: none"> <li>The 2019-2020 rate is estimated at \$525 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is \$21 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>Applied a 5% increase to Health and Dental.</li> <li>The 2018-2019 budget was \$1,593.</li> <li>The 2017-2018 actual was \$1,501.</li> </ul>
Support Staff – Employer CPP Contributions <b>\$8,247 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>Detailed calculation performed on actual salaries.</li> <li>The 2018-2019 budget was \$7,692.</li> <li>The 2017-2018 actual was \$7,680.</li> </ul>

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

7.20

Support Staff – Employer EI Contributions <b>\$3,613 budget</b>	<ul style="list-style-type: none"> <li>• EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed calculation performed on actual salaries.</li> <li>• The 2018-2019 budget was \$3,606.</li> <li>• The 2017-2018 actual was \$3,548.</li> </ul>
Support Staff Development <b>\$2,400 budget</b>	<ul style="list-style-type: none"> <li>• The support staff NASA contract provides for support of \$800.00 per support staff for courses related to staff development, commencing in 2016-2017.</li> </ul>	<ul style="list-style-type: none"> <li>• No change to the 2019-2020 budget.</li> <li>• The 2018-2019 budget was \$2,400.</li> <li>• The 2017-2018 actual was \$887.00.</li> </ul>
<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff - Salaries <b>\$306,501 budget</b>	<ul style="list-style-type: none"> <li>• The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement.</li> <li>• The Associate and Assistant Director work full-time.</li> <li>• The Financial Manager and Chartered Accountant work part-time.</li> <li>• Budget has decreased as the Labour Professional retired as of May 1, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget decreased for 2019-2020.</li> <li>• The 2018-2019 budget was \$356,308.</li> <li>• The 2017-2018 actual was \$326,543.</li> </ul>
Administrative/ Professional Staff - Merit Pay <b>\$28,800 budget</b>	<ul style="list-style-type: none"> <li>• In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit increment.</li> <li>• Additionally the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget decreased for 2019-2020.</li> <li>• The 2018-2019 budget was \$33,300.</li> <li>• The 2017-2018 actual was \$27,776.</li> </ul>
Administrative/ Professional Staff - Benefits <b>\$22,116 budget</b>	<ul style="list-style-type: none"> <li>• In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget decreased for 2019-2020.</li> <li>• The 2018-2019 budget was \$25,867.</li> <li>• The 2017-2018 actual was \$25,197.</li> </ul>
Administrative/ Professional Staff - RRSP <b>\$30,410 budget</b>	<ul style="list-style-type: none"> <li>• Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary. The GSA is working to provide a competitive benefit package for the administrative/professional staff and this line was increased from 6% to 11% in 2018-2019.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget decreased for 2019-2020.</li> <li>• The 2018-2019 budget was \$35,566.</li> <li>• The 2017-2018 actual was \$15,748.</li> </ul>

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

7.21

Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan  <b>\$2,186 budget</b>	<ul style="list-style-type: none"> <li>The 2019-2020 rate is estimated at \$525 per administrative/professional staff per annum.</li> <li>The GSAP is \$21 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 5% increase to Health and Dental.</b></li> <li><b>The 2018-2019 budget was \$2,655.</b></li> <li><b>The 2017-2018 actual was \$2,502.</b></li> </ul>
Administrative/ Professional Staff - Employer CPP Contributions  <b>\$10,241 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed calculation performed on actual salaries.</b></li> <li><b>The 2018-2019 budget was \$12,182.</b></li> <li><b>The 2017-2018 actual was \$11,709.</b></li> </ul>
Administrative/ Professional Staff - Employer EI Contributions  <b>\$4,501 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed calculation performed on actual salaries.</b></li> <li><b>The 2018-2019 budget was \$5,711.</b></li> <li><b>The 2017-2018 actual was \$5,461.</b></li> </ul>
<h3>Other HR Expenses</h3>		
Office Recognition  <b>\$1,000 budget</b>	<ul style="list-style-type: none"> <li>This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$1,200.</b></li> <li><b>The 2017-2018 actual was \$458.00.</b></li> </ul>
Professional Expense Allowance  <b>\$6,638 budget</b>	<ul style="list-style-type: none"> <li>Contractual arrangement with the ED.</li> <li>Budget also used for the professional development of administrative/professional staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$6,495.</b></li> <li><b>The 2017-2018 actual was \$418.00.</b></li> </ul>
Workers' Compensation  <b>\$2,183 budget</b>	<ul style="list-style-type: none"> <li>WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation.</li> <li>WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$2,136.</b></li> <li><b>The 2017-2018 actual was \$1,947.</b></li> </ul>

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

7.22

Parking <b>\$150 budget</b>	<ul style="list-style-type: none"> <li>Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$300.00.</b></li> <li><b>The 2017-2018 actual was \$78.00.</b></li> </ul>
<b>Office Administration and Operational Costs</b>		
Capital Items <b>\$6,850 budget</b>	<ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan (2014-2024). According to this plan no capital item purchases were required in 2018-2019 but purchases are required in 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$0.00.</b></li> <li><b>The 2017-2018 actual was \$4,250.</b></li> </ul>
Information Technology Service Agreement <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$6,000.</b></li> <li><b>The 2017-2108 actual was \$6,000.</b></li> </ul>
Telephone & Cable <b>\$3,100 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$4,330.</b></li> <li><b>The 2017-2018 actual was \$3,107.</b></li> </ul>
Office Supplies and Maintenance <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$6,509.</b></li> <li><b>The 2017-2018 actual was \$2,245.</b></li> </ul>
Computer Software <b>\$3,173 budget</b>	<ul style="list-style-type: none"> <li>Monthly fees for Adobe Creative Cloud and for Smilebox, as needed.</li> <li>Yearly upgrade costs for Sage Simply Accounting.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$3,105.</b></li> <li><b>The 2017-2018 actual was \$4,983.</b></li> </ul>
Payroll and Banking Service Charges <b>\$1,770 budget</b>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$1,732.</b></li> <li><b>The 2017-2018 actual was \$1,351.</b></li> </ul>
Photocopier Lease and Meter <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$6,000.</b></li> <li><b>The 2017-2018 actual was \$5,472.</b></li> </ul>

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

7.23

General Liability Insurance (Office)  <b>\$686 budget</b>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied a 2.2% CPI increase.</b></li> <li><b>The 2018-2019 budget was \$671.00.</b></li> <li><b>The 2017-2018 actual was \$535.00.</b></li> </ul>
<b>Professional</b>		
Financial Auditing  <b>\$12,200 budget</b>	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by RSM.</li> <li>Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li><b>No change to the 2019-2020 budget.</b></li> <li><b>The 2018-2019 budget was \$12,200.</b></li> <li><b>The 2017-2018 actual was \$11,588.</b></li> </ul>
Consultants  <b>\$10,000 budget</b>	<ul style="list-style-type: none"> <li>Consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$14,800.</b></li> <li><b>The 2017-2018 actual was \$700.00.</b></li> </ul>
Investment Advisor  <b>\$14,000 budget</b>	<ul style="list-style-type: none"> <li>Investment advisor fees for ATB Investment Management Inc.</li> <li>These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased) so a moderate increase has been applied for 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$12,000.</b></li> <li><b>The 2017-2018 actual was \$12,490.</b></li> </ul>
Legal Fees - General  <b>\$22,000 budget</b>	<ul style="list-style-type: none"> <li>Legal advice on significant operational issues as needed.</li> <li>If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$26,000.</b></li> <li><b>The 2017-2018 actual was \$16,500.</b></li> </ul>
<b>Graduate Student Groups</b>		
<b>Operating/Contingency Fund</b>		
Operating /Contingency Fund  <b>\$20,000 budget</b>	<ul style="list-style-type: none"> <li>A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> <li>Expenses this year have included the lounge refurbishment and purchase of new office chairs.</li> <li>Budget line decreased as expenses to the budget line have been modest in recent years.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decreased for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$25,000.</b></li> <li><b>The 2017-2018 actual was \$3,340.</b></li> </ul>

The Graduate Students' Association of the University of Alberta  
2019-2022 Restricted and Other Funding Budget

Restricted and Other Funding - Expenses

	2019-2020 Budget for Approval	2020-2021 Budget	2021-2022 Budget	2018-2019 Budget	2017-2018 Actual	
<b>Fundraised Activity</b>						
GSA Planner	9,500	9,500	9,500	11,000	10,113	
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>						
GSA Graduate Student Recognition Awards	18,000	18,000	18,000	18,000	18,000	PER MOS WITH THE UNIVERSITY FOR 2018-2020
GSA Child Care Grants	334,720	302,720	302,720	254,720	274,000	PER MOS WITH THE UNIVERSITY FOR 2018-2020
GSA Emergency Bursaries	188,280	170,280	170,280	143,280	126,095	PER MOS WITH THE UNIVERSITY FOR 2018-2020
GSA Academic Travel Grants	523,000	473,000	473,000	398,000	405,336	PER MOS WITH THE UNIVERSITY FOR 2018-2020
	1,064,000	964,000	964,000	814,000	823,431	
<b>Other Restricted Funding</b>						
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	15,288	15,442	15,596	14,700	15,063	Based on graduate student enrolment
GSAP (Graduate Student Assistance Program) Fees Collected	68,680	69,366	70,060	68,000	76,194	Based on graduate student enrolment
Health Plan Revenue	1,667,407	1,750,777	1,838,316	1,588,007	1,455,371	5% INCREASE *
Dental Plan Revenue	1,246,248	1,308,560	1,373,988	1,186,903	1,087,667	5% INCREASE *
	2,997,623	3,144,146	3,297,961	2,857,610	2,634,295	
	4,071,123	4,117,646	4,271,461	3,682,610	3,467,839	

\* estimated increase - the actual fee rate is determined by GSA Council at a separate meeting.

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

Account Name and Budget	Brief Description	Narrative
<b>Restricted and Other Funding</b>		
<b>Fundraised Activity</b>		
GSA Planner <b>\$9,500 budget</b>	<ul style="list-style-type: none"> <li>The GSA sells advertising space in the yearly graduate student planner to subsidize printing costs.</li> <li>Advertising revenue decreased in 2018-2019 so a lower amount is estimated for 2019-2020 and, as was the case last year, funds from the "Engagement" line can be utilized to ensure enough copies are printed.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget decrease for 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$11,000.</b></li> <li><b>The 2017-2018 actual was \$10,113.</b></li> </ul>
	<p><b>Graduate Student Support Fund (GSSF) (Restricted Revenue)</b>            The negotiations for the 2018-2020 Memorandum of Settlement were concluded in January 2019 and are expected to be approved by the University Board of Governors in February or March. The agreement is for \$914,000 in 2018-2019 and for \$964,000 in 2019-2020. The budget for 2018-2019 was estimated as \$814,000 (same funding as in 2017-2018). The actual agreement as of January 2019 included an additional \$100,000 but since it is not possible to utilize these funds before the end of the 2018-2019 fiscal year (end of March 2019) the funds have been deferred to 2019-2020 which means that the total GSSF funding budget for the year is \$1,064,000. Individual budgets have been set for the components of GSA Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Grants. Reallocation of funds between these components are done as necessary throughout the year.</p>	
GSA Recognition Awards <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>Funds provided for various awards presented at the annual GSA Awards Night.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses for the GSA Awards Night are processed in March.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increase in 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$18,000.</b></li> <li><b>The 2017-2018 actual was \$18,000.</b></li> </ul>
GSA Child Care Grants <b>\$334,720 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this Grant to offset the cost of child care.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increase in 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$254,720.</b></li> <li><b>The 2017-2018 actual was \$274,000.</b></li> </ul>
GSA Emergency Bursaries <b>\$188,280 budget</b>	<ul style="list-style-type: none"> <li>Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increase in 2019-2020.</b></li> <li><b>The 2018-2019 budget was \$143,280.</b></li> <li><b>The 2017-2018 actual was \$126,095.</b></li> </ul>
GSA Academic Travel	<ul style="list-style-type: none"> <li>Graduate students can apply for this award to participate in academic</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget increase in 2019-2020.</b></li> </ul>

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

Account Name and Budget	Brief Description	Narrative
Grants <b>\$523,000 budget</b>	<ul style="list-style-type: none"> <li>activities such as conferences and research trips.</li> <li>• Revenue is received in the form of GSSF funds.</li> <li>• Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2018-2019 budget was \$398,000.</b></li> <li>• <b>The 2017-2018 actual was \$405,336.</b></li> </ul>
CJSR Fees <b>\$15,288 budget</b>	<ul style="list-style-type: none"> <li>• The U of A campus radio station (CJSR) receives \$1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2018-2019 budget was \$14,700.</b></li> <li>• <b>The 2017-2018 actual was \$15,063.</b></li> </ul>
GSAP (Graduate Student Assistance Program) <b>\$68,680 budget</b>	<ul style="list-style-type: none"> <li>• GSAP began in September 2009, and is funded in part by a \$12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term.</li> <li>• University provides a subsidy against the cost of this plan.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2018-2019 budget was \$68,000.</b></li> <li>• <b>The 2017-2018 actual was \$76,194.</b></li> </ul>
Health Plan <b>\$1,667,407 budget</b>	<ul style="list-style-type: none"> <li>• This is the fee that is charged to graduate students for the health part of the Health and Dental Plan.</li> <li>• The 2018-2019 fee is \$285.61 per graduate student per year and is estimated to increase by 5%.</li> <li>• Revenue and the related expenses are processed in October, February, and March.</li> <li>• There is a Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2018-2019 budget was \$1,588,007.</b></li> <li>• <b>The 2017-2018 actual was \$1,455,371.</b></li> </ul>
Dental Plan <b>\$1,246,248 budget</b>	<ul style="list-style-type: none"> <li>• This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan.</li> <li>• The 2018-2019 fee is \$214.75 per graduate student per year and is estimated to increase by 5%.</li> <li>• Revenue and the related expenses are processed in October, February, and March.</li> <li>• There is a Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2018-2019 budget was \$1,186,903.</b></li> <li>• <b>The 2017-2018 actual was \$1,087,667.</b></li> </ul>



**Date:** 25 January 2019  
**To:** GSA Council  
**From:** Sasha van der Klein, GSA President and Chair of the GSA Budget and Finance Committee  
**Re:** 2018-2019 GSA Winter Term Budget and Expenditure Report

Dear Colleagues,

I am pleased to report we remain on track overall as we near the end of our fiscal year and we are projecting a positive balance. As noted in relation to the Fall Term Budget and Expenditure Report, we are projecting a lower surplus at year end than we had last year, and this a reflection of the fact that our spending thus far this year is more closely aligned with our initial budget. While the numbers we are projecting may change over the next few months before the fiscal year-end, I have highlighted a few areas to draw to your attention below.

### **GSA Fees Revenue**

As a fee-based organization, graduate student enrolment levels are the key drivers of our budget and we have been on track this year with our projections.

### **Interest Revenue**

Interest rate increase has resulted in a positive variance in this budget line.

### **Governance**

Overall spending in this line will likely be slightly lower than originally projected, owing to decreased expenses incurred by Directly-Elected Officers and decreased costs associated with hosting GSA Council, GSA Board, and other GSA Standing Committee meetings.

### **Human Resources**

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

### **Office Administration and Professional Costs**

As also noted in the previous term's report, we are underspent in this line as a result of some savings across many of the individual expenditure lines in this category, especially in our telephone expenses.

### **Professional**

In the interests of fulfilling our responsibilities as a trade union we have started the process of examining the mechanics of establishing and administering a strike fund. We began this process by employing a law firm with a specialization in labour matters to do some preliminary research for the GSA and, after reviewing that research, we will be looking in the coming months to contact someone with experience in the field to do some in-depth analysis for us. As was previously noted, a strike fund is relatively complex to establish and administer so we are proceeding cautiously and with all due diligence. Currently our consultants and legal fees lines are projected to be underspent.



## **Operating/Contingency Fund**

Following up on the recent refurbishment of the GSA's public lounge space, it was previously reported that we hoped to use a portion of this line to reconfigure space within the GSA office to ensure staff workspaces are reflective of their work task needs. We are still working toward this goal but may not have it completed in the current fiscal year, meaning a likely surplus in this area.

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

A handwritten signature in black ink, appearing to read 'Sasha van der Klein', enclosed in a thin black rectangular border.

Sasha van der Klein

### Outline of Issue

#### GSA 2018-2019 Winter Term Budget and Expenditure Report

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

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

##### **Background:**

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. The last update focused on the 2018-2019 GSA's fiscal year and was presented to GSA Budget and Finance Committee (GSA BFC), GSA Board (GSAB), and GSA Council in October and November 2018.

The Financial Team (GSA Executive Director Courtney Thomas, CPA and GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, as well as GSA Associate Director Julie Tanguay) agrees that the GSA's budget is on track and there are no issues of concern at the end of this reporting period.

At its meeting of 23 January 2019, the GSA BFC received for information and forwarded to the GSA Board the GSA 2018-2019 Winter Term Budget and Expenditure Report. At its meeting of 30 January 2019 received for information and forwarded to GSA Council the GSA 2018-2019 Winter Term Budget and Expenditure Report. Members of the GSA BFC have been invited to attend the 25 February 2019 GSA Council meeting.

Additional information can be found in the attached cover letter.

##### **Jurisdiction:**

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

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

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

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

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.3:

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

2018-2019 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

Winter Term Update, April to December 2018 actuals and January 2019 to March 2019 forecast

	CURRENT YEAR April 1, 2018 to March 31, 2019							PRIOR YEAR Comparative	
	2018-2019	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2018 to Dec 2018	Jan 2019 to Mar 2019					Apr 2017 to Dec 2017	Apr 2017 to Mar 2018
<b>REVENUE</b>									
GSA Fees Revenue	1,164,155	958,365	205,790	1,164,155	-		0%	926,024	1,171,822
Interest Income	12,000	20,638	4,500	25,138	13,138	1	109%	11,021	14,554
External Committed Funding	24,190	9,190	16,690	25,880	1,690	2	7%	9,190	25,880
Revenue from Commercial Activities	40,162	30,122	10,040	40,162	-		0%	30,122	40,162
Other Revenue	1,300	-	1,300	1,300	-		0%	3,068	7,198
<b>Total Revenue</b>	<b>1,241,807</b>	<b>1,018,315</b>	<b>238,320</b>	<b>1,256,635</b>	<b>14,828</b>		<b>1%</b>	<b>979,425</b>	<b>1,259,616</b>
<b>EXPENSES</b>									
Advocacy	47,269	38,271	8,501	46,772	497		1%	8,635	19,494
Services	96,800	62,438	33,762	96,200	600		1%	50,611	69,619
Governance	208,912	145,032	60,864	205,896	3,016	3	1%	142,480	195,207
Human Resources	739,454	500,677	173,785	674,462	64,992	4	9%	485,429	642,766
Office Administration and Operational Costs	28,347	11,775	11,116	22,891	5,456	5	19%	15,942	25,690
Professional	65,000	30,633	16,534	47,167	17,833	6	27%	34,244	41,278
Operating/Contingency Fund	25,000	3,653	3,000	6,653	18,347	7	73%	184	3,340
<b>Total Expenses</b>	<b>1,210,782</b>	<b>792,479</b>	<b>307,562</b>	<b>1,100,041</b>	<b>110,741</b>		<b>9%</b>	<b>737,525</b>	<b>997,394</b>
<b>BALANCE</b>	<b>31,025</b>	<b>225,836</b>	<b>(69,242)</b>	<b>156,594</b>	<b>125,569</b>		<b>405%</b>	<b>241,900</b>	<b>262,222</b>

Explanatory notes:

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

Variance formula: for Revenue the variance is the total for the 2018-2019 year subtracted by the approved budget amount. i.e. Total Revenue variance is 1,256,635 - 1,241,807 = 14,828

for Expenses the variance is the approved budget amount subtracted by the total for the 2018-2019 year. i.e. Total Expenses variance is 1,210,782 - 1,100,041 = 110,741

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

1. Interest revenue is up due to interest rate increases.
2. Dean of Student funding was increased by \$1,690 this year so this has created a positive variance.
3. Directly-Elected Officers' expenses and Council Food expenses have come in lower than budgeted resulting in a budget surplus.
4. Management salary and benefit expenses are lower due to the re-alignment of positions and the retirement of the Labour Professional.
5. Telephone and Cable, and Office Supplies and Maintenance expenses were lower than budgeted resulting in a budget surplus.
6. The Consultant and Legal Fees lines were not utilized as projected resulting in a budget surplus.
7. There have been minimal requirements for spending from this line resulting in a positive variance.

The Graduate Students' Association of the University of Alberta

2018-2019 GSA Restricted and Other Funding

Budget and Expenditure Report

Winter Update, April to December 2018 actuals and January 2019 to March 2019 forecast

	<b>CURRENT YEAR</b>				<b>PRIOR YEAR</b>			
	<b>April 1, 2018 to March 31, 2019</b>				<b>Comparative</b>			
	2018-2019	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual
	Approved Budget	Apr 2018 to Dec 2018	Jan 2019 to Mar 2019				Apr 2017 to Dec 2017	2017-2018 Apr 2017 to Mar 2018
<b>Fundraised Activity</b>								
GSA Planner	11,000	10,408	-	10,408	(592)	-5%	10,113	10,113
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>								
GSA Recognition Awards	18,000	-	18,000	18,000	-	0%	-	18,000
GSA Child Care Grants	254,720	227,000	27,720	254,720	-	0%	253,000	274,000
GSA Emergency Bursaries	143,280	70,059	73,221	143,280	-	0%	99,321	126,095
GSA Academic Travel Grants	398,000	290,141	107,859	398,000	-	0%	366,772	405,336
	814,000	587,200	226,800	814,000	-	0%	719,093	823,431
<b>Other Restricted Funding</b>								
CJSR Fees Collected - \$1.00 per student goes to the radio station's operations	14,700	-	14,700	14,700	-	0%	-	15,063
GSAP (Graduate Student Assistance Program) Fees Collected	68,000	38,650	29,350	68,000	-	0%	34,467	76,194
Health Plan Revenue	1,588,007	650,936	937,071	1,588,007	-	0%	653,453	1,455,371
Dental Plan Revenue	1,186,903	508,906	677,997	1,186,903	-	0%	491,249	1,087,667
	2,857,610	1,198,492	1,659,118	2,857,610	-	0%	1,179,169	2,634,295
<b>BALANCE</b>	3,682,610	1,796,100	1,885,918	3,682,018	(592)	0%	1,908,375	3,467,839

Explanatory notes:

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



Dear GSA Council Colleagues,

14 February 2019

As part of our ongoing project to regularly review GSA Bylaw and Policy and make any needed amendments, the GSA financial team has undertaken a review of Section K: Finances and made a series of recommended changes. These changes were reviewed and also recommended by both the GSA Budget and Finance Committee and GSA Board and are presented now for your consideration. You will find these recommendations, as well as the associated rationale for each, in the attached proposal and they can be briefly summarized as follows:

- Various editorial changes
- Consolidation of “practices” under the already existing category of “procedures”
- Restructuring to parallel other sections of GSA Bylaw and Policy
- Creation of more streamlined regulations with respect to funding received by the GSA from external sources
- Removal of redundant clauses in the terms of reference of the GSA Budget and Finance Committee
- Amending sections on signing authority to align with established practices

I look forward to discussing these recommended changes with you in February.

A handwritten signature in black ink, appearing to read 'Sasha van der Klein', enclosed in a thin black rectangular border.

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

**Outline of Issue**

**Recommended Changes to GSA Bylaw and Policy on Budget Principles, Practices, and Procedures, and GSA Standing Committees**

**Suggested Motion for GSA Board:**

That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the recommended changes to GSA Policy, Section K: Finances and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council.

**NOTE:** The recommended changes apply to Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures and Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee.

**Background:**

The GSA Budget and Finance Committee (GSA BFC) recommended this proposal to GSA Council at its 23 January 2019 meeting. The GSA Board recommended these changes to GSA Council at its 30 January 2019 meeting.

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

**Jurisdiction:**

Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section F.POL.4.2.a  
The GSA BFC will *"advise the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies."*

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2  
*"GSA Policy is under the jurisdiction of GSA Council (Section C: GSA Council, GSA Bylaw, GSA Council) and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council."*

**Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section K: Budget Principles, Practices, and Procedures and GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee**

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b>Purpose and Scope:</b> This bylaw and associated policies govern the GSA’s finances, outline the principles, <del>practices</del> and procedures governing the GSA budget, and govern the composition and mandate of the GSA Budget and Finance Committee	<i>Recommended inclusion of all sections labeled “practices” under the heading of “procedures.”</i>
<b>Definitions</b>	<i>No change.</i>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<i>No change.</i>
<b>GSA Policy: Budget Principles, <del>Practices</del>, and Procedures</b>	<i>Recommended inclusion of all sections labeled “practices” under the heading of “procedures.”</i>
<b><u>K.POL.5 2 Principles</u></b>	<i>No change aside from renumbering.</i>
<del>K.POL.5.1 – K.POL.5.1.j</del> <u>K.POL.2.1 – K.POL.2.1.j ...</u>	<i>No change aside from renumbering.</i>
<b><del>K.POL.6 Practices</del> <u>K.POL.3 Procedures</u></b>	<i>Renumbering and recommended inclusion of all sections labeled “practices” under the heading of “procedures.”</i>
K.POL.6-1 <del>3.1</del> <u>3.1</u> The annual operating and capital budgets (both restricted and unrestricted) <del>Unrestricted and Restricted Operating Budget</del> will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in the fall, winter, and spring/summer terms reports and <u>in</u> the annual three (3) year rolling budget and business plan.	<i>Renumbering and editorial.</i>
<del>K.POL.6.2 – K.POL.6.4</del> <u>K.POL.3.2 – K.POL.3.4 ...</u>	<i>No change aside from renumbering.</i>
K.POL.6.4.a <u>3.4.a</u> The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. <del>It is suggested that these</del> <u>These reports will</u> be organized by budget	<i>Renumbering and editorial.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<p>divisions and lines, <del>with</del> <u>and</u> present the following information in <del>easy-to-follow columns</del>: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comments on any variance or approved reallocations, and comments 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>	
K.POL.6-5 <del>3.5</del> Audit	<i>No change aside from renumbering.</i>
<p>K.POL.6-5.a <del>3.5.a</del> Following the GSA fiscal year end, the Accountant and the Financial Manager, in consultation with the ED (or delegate), will arrange for an audit of the GSA's financial records by <del>the approved</del> <u>an accredited</u> auditor as required by the <i>PSLA</i>. Audited financial statements are normally due ninety (90) days after the GSA's fiscal year-end. Audited financial statements will be submitted by the Auditor to the President and ED (or delegate); 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 Accountant and the Financial Manager will prepare draft financial statements and the year-end working papers.</p>	<i>Renumbering and editorial.</i>
K.POL.6-6 <del>3.6</del> Funding	<i>No change aside from renumbering.</i>
<p>K.POL.6-6.a If a funding need is identified, the President will consult with the GSA BFC and the GSAB, and then submit a funding proposal to the appropriate University office, including the rationale for the required funding need and how it will be used to benefit graduate students. If unsolicited University funding is offered, the President will consult with the GSA BFC and the GSAB and will relay any conditions attached to the funding. After consulting with the GSA BFC, a recommendation will be made to the GSAB.</p>	<i>Recommended removal in favour of a more streamlined section on funding that aligns with established practice.</i>
K.POL.6-6.b Use of University funding will align with the GSA Board Strategic Work Plan.	<i>See above rationale.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>K.POL.6.6.c</del> If <del>unsolicited external funding is offered</del> , it is subject to the approval of the GSAB.	<i>See above rationale.</i>
<u>K.POL.3.6.a</u> Unsolicited, significant offers of funding, whether from the University or an external organization, and the associated conditions attached to such offers, will be advised upon by the GSA BFC, who will make a recommendation the GSAB.	<i>Recommended addition of a more streamlined section on funding that aligns with established practice and ensures an appropriate review process.</i>
<u>K.POL.3.6.b</u> If a significant GSA funding need is identified, the GSA BFC will advise and make a recommendation to the GSAB prior to any funding proposal being submitted.	<i>See above rationale.</i>
<u>K.POL.3.6.c</u> Use of any provided funding will align with the GSA Board Strategic Work Plan.	<i>See above rationale – current language reads “Use of University funding will align with the GSA Board Strategic Work Plan.”</i>
K.POL.7.1 <u>3.7</u> Signing Authority	<i>No change aside from renumbering.</i>
<del>K.POL.7.1.a</del> <u>3.7.a</u> Financial documents <del>related to the Unrestricted Operating Budget</del> 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 (1) Director.	<i>Renumbering and editorial.</i>
<del>K.POL.7.1.b</del> K.POL.3.7.b The President, at least two (2) Vice-Presidents, and at least two (2) Directors, <u>renewed annually</u> , will each as individuals have authority as signing officers for the GSA.	<i>Renumbering and editorial.</i>
<del>K.POL.7.1.c</del> K.POL.3.7.c Wherever possible, it is preferable for <del>one of the signatories</del> to be the President <u>and the ED (or delegate)</u> .	<i>Renumbering and to align with established practice.</i>
<del>K.POL.7.2</del> <del>K.POL.7.3.b</del> <u>K.POL.3.8</u> – <u>K.POL.3.9.c</u> ...	<i>No change aside from renumbering.</i>
K.POL.7.4 Cheque Requisitions	

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
K.POL.7.4.a All cheque requisitions will be prepared by the Financial Manager (or delegate) and signed off by one (1) Director before the required two (2) signatures for a cheque, as noted above are sought.	<i>Recommended removal as covered above in K.POL.3.8.a.</i>
<b>GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee</b>	<i>No change.</i>
<b>K.POL.2 4 Composition</b>	<i>No change aside from renumbering to fall at the end of Section K, parallel to the terms of reference of other GSA Standing Committees embedded within broader sections of GSA Policy.</i>
K.POL.2.1 – K.POL.2.5 <u>K.POL.4.1 – K.POL.5.5 ...</u>	<i>See above rationale.</i>
<b>K.POL.3 5 Mandate</b>	<i>No change aside from renumbering.</i>
K.POL.3.1 <u>5.1</u> The overall mandate of the GSA BFC is to advise <del>the President and management</del> on the financial affairs of the GSA ( <u>including the long-term planning and priorities of the GSA in light of its strategic goals</u> ) and <u>on the provision of</u> <del>to</del> provide for the long-term financial health of the organization. <del>Members are expected, by GSA Council, to rise above any local/departmental views or issues and to take into account the needs of the GSA as a whole.</del>	<p><i>The GSA BFC advises all levels of the GSA (President, Board, Council, etc) on this matters, as indicated below, so it is unnecessary to specify that they only advise the President and management.</i></p> <p><i>Statement about long-term planning and priorities moved from current K.POL.3.2.a, below.</i></p> <p><i>Expectation concerning rising above individual interests moved to K.POL.5.9, below.</i></p>
K.POL.3.2 The GSA BFC will fulfil the following advisory functions:	<i>Recommended removal in order to restructure section.</i>
K.POL.3.2.a <del>Advising the President, GSAB and ED (or delegate) on the long term planning and priorities of the GSA in light of the GSA's strategic goals,</del>	<i>Moved above to K.POL.5.1.</i>
K.POL.3.2.b <del>Advising the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies,</del>	<i>Elements moved to K.POL.5.8, below, and broader intent covered in K.POL.5.1, above.</i>
K.POL.5.2 The GSA BFC will review and advise on the annual three (3) year rolling	<i>Moved from current K.POL.3.4, below.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<u>budget and business plan.</u>	
K.POL.5.3 The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets.	<i>Moved from current K.POL.3.5, below.</i>
K.POL.3.2.e 5.4 The GSA BFC will receive <u>Receiving</u> information and advice from the GSA Auditor with respect to any information and recommendations the Auditor wishes to present. <del>and</del>	<i>Renumbering and editorial.</i>
K.POL.5.5 The GSA BFC will advise the President and ED (or delegate) with respect to any surpluses at the fiscal year end, in accordance with other relevant sections of GSA Bylaw and Policy.	<i>To align with established practice.</i>
K.POL.3.2.d 5.6 The GSA BFC will review <u>Reviewing</u> the investment portfolio and <u>advise</u> <del>advising</del> the President and ED (or delegate) on long-term investment strategies <del>and on any overarching, macroplanning or long-term financial/budgetary issues.</del>	<i>Renumbering and editorial (covered in K.POL.5.1, above).</i>
K.POL.3.3 5.7 The GSA BFC will receive for information and forward to the <u>GSA Board (GSAB)</u> reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division.	<i>Renumbering and editorial.</i>
K.POL.3.4 The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.	<i>Moved to K.POL.5.2, above.</i>
K.POL.3.5 The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets.	<i>Moved to K.POL.5.3, above.</i>
K.POL.5.8 The GSA BFC will review proposals from the GSAB concerning <u>draw downs of the GSA Health and Dental Plan Reserve Fund (HDPRE).</u>	<i>Recommended addition of a header statement in order to restructure section.</i>

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
K.POL. <del>3.6</del> <u>5.8.a</u> As stated in 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.11.2.c, “to draw down the HDPRF [ <del>Health and Dental Plan Reserve Fund</del> ], the GSAB must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the HDPRF and a rolling plan regarding the HDPRF.”	<i>Renumbering and editorial.</i>
K.POL. <del>3.6.a</del> <u>5.8.b</u> As stated in 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.11.2.c.i, “if the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval.”	<i>No change aside from renumbering.</i>
K.POL. <del>3.6.b</del> <u>5.8.c</u> As stated in 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.11.2.c.ii, “if the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration.”	<i>No change aside from renumbering.</i>
<u>K.POL.5.9 The GSA BFC will review GSA Bylaw and Policy on finances annually and make any recommendations to GSA Council.</u>	<i>Elements moved from current K.POL.3.2.b, above and editorial.</i>
<u>K.POL.5.9.a Members of the GSA BFC are expected, by GSA Council, to rise above any local/departmental views or issues and take into account the needs of the GSA as a whole.</u>	<i>Moved from current K.POL.3.1, above.</i>
<b>K.POL.4 6 Meetings</b>	<i>No change aside from renumbering.</i>
K.POL. <del>4.1</del> <u>6.1</u> Quorum is three (3) voting members including either the Chair or Vice-Chair.	<i>No change aside from renumbering.</i>

## **Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal**

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*Last update: February 6, 2019*

### **SUMMARY**

Minimum funding guarantees for doctoral students have been implemented at several of our peer institutions and the GSA has advocated for a minimum funding guarantee as a strategic priority this year and last.

Discussions between the Provost, Deans Council and FGSR began in fall 2017. There is general support for the concept.

FGSR has worked with the Associate Deans Graduate to develop a working proposal similar to our peer institutions. The proposed threshold is \$18K/annum for 4 years.

Over the 2018 summer, FGSR investigated the current state of funding for doctoral students and discussed the situation with Deans and Associate Deans Graduate where significant gaps in funding have been identified for doctoral students in years 1-4.

This briefing document provides background information, outlines a draft policy and discusses the benefits and risks as identified by the Graduate Enrolment and Funding Advisory Committee composed of the Associate Deans of Graduate Studies from across campus. The policy and implementation plan is a draft for discussion purposes. Policy options are provided within for consideration and feedback.

### **Proposed Consultations**

- GEFAC - ongoing since early 2017
- Deans' Council - Deans' Council December 19, 2018
- Graduate Students' Association Executive - January 31, 2019
- FGSR Council – February 13, 2019
- Graduate Students' Association – February 2019
- PACC – Feb 19, 2019
- Chairs' Council – March 19, 2019
- GFC Early Consultation
- Doctoral Students-at-large

## **Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal**

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*Last update: February 6, 2019*

### **BACKGROUND**

Students at all levels participate in the research enterprise of the university. The PhD is the highest degree conferred by the university and doctoral students are selected based on their exemplary academic achievement and advanced research skills. Doctoral students commit many years to our institution, foregoing gainful employment and contributing their research and creative work to the benefit of our institution. A funding guarantee aligns with institutional values and strategic priorities in several ways:

- *“We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines,”* (FPG Objective 1). Strategy iv is to “Ensure that qualified undergraduate and graduate students can attend the university through the provision of robust financial support.” A funding guarantee provides better access to the highest degree of the university for those who cannot self-fund, and ensures that qualified graduate students can attend the university.
- *“Prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive and accessible services and initiatives,”* (FPG Objective 19). As an initiative, creating more financial security for students will remove one source of stress that can undermine student wellness. UBC noted that financial strain was a reason for 1 in 5 students leaving their doctoral programs.

### **Issue**

Funding guarantees make a difference to students while they are choosing a place to study; this has been noted in at least one program review self-study to date where students noted that other institutions provided a funding guarantee.

We risk falling behind other institutions that have implemented minimum funding policies in recent years. Without a funding guarantee, the University of Alberta may be disadvantaged in recruitment of doctoral students as the absence of a funding guarantee may deter potential applicants. The impact is difficult to measure given many programs already offer strong funding packages.

## Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal

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*Last update: February 6, 2019*

### Current State

Currently there is no university policy on funding packages for doctoral students. 35 of 72 doctoral programs currently provide funding guarantees of various types. Of those with minimum funding policies, the amounts are distributed from \$15K (1 case) up to \$31K, with the majority (19 out of 35 cases) clustering between \$25K and \$27K. In some cases, minimum funding levels are prescribed for paying stipends, but are not guaranteed beyond the end of a grant (that is, funding is contingent on grant renewals).

Early conversations with the faculty Associate Deans, Graduate, indicated a general sense that funding students is a priority, but there were varying points of view in terms of the level of funding. There were many concerns about the impact to programs that do not have the resources to fund students. In 2015-16 FGSR worked with SADW to investigate the funding situation for PhD students and the following information was shared as a starting point for discussions:

- \$70 M flowed to PhD students in 2015-16.
- Less than 10% of PhD students received no funding in 2015-16.
- Of those students funded, the average funding level is \$29,959.
- Scholarships from Provincial (\$7.6 million) and Federal (\$7.0 million) agencies account for ~20% of the PhD student funding.
- Internal scholarships outpace Provincial and Federal with ~13% of total reported funding.
- Graduate Teaching Assistantships (GTA) account for only 10% of funding to PhD students (but 17% for Master's).
- Graduate Research Assistantships (GRA) accounts for the largest fraction of funding for doctoral students (~45%). These are primarily supported through grants to faculty members and since 2016 will include GRA and GRAF.

### External Scan

A consideration for setting the stipend levels is for doctoral students to have funds to defer the cost of living expenses. As noted in the FGSR [cost-of-living estimates](#) on our website, the current estimate for a single adult is \$21-28,000 not including tuition. The current doctoral program tuition costs are \$5,683 for Canadian students, and \$9,250 for International students (noting that the sticker price for international students is \$4000 higher). It should be noted that our tuition for international graduate students is well below the national average, although

## **Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal**

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*Last update: February 6, 2019*

now that several institutions in Ontario have removed international differentials for doctoral students, the playing field for attracting doctoral students has been altered.

UofC has developed an operating standard on graduate student funding in response to recommendations of an external review of their Faculty of Graduate Studies in 2016. The operating standard is moving through their governance this year. FGSR has taken the initiative to explore the implications of instituting a policy similar to that at UBC and the policy under review at UofC. One of the appeals of the UofC policy is that it outlines a standard that will require each program to develop a policy that meets the standard, and provides a template to assist with policy creation.

### **Recommendation**

The following draft policy should be considered a starting point for further discussions. The draft policy includes several areas where options are provided for consideration and discussion prior to FGSR making firm recommendations to the community.

## Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal

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*Last update: February 6, 2019*

### DRAFT POLICY

**Purpose:** The purpose of a four year funding guarantee for PhD (or all doctoral) students is to provide stable funding allowing students to pursue studies full-time, and recognizing the valued contributions that PhD students make to research and the learning environment of the university.

#### Minimum Standard Funding Guarantee:

- Each program shall set a funding policy for doctoral students for the first four years of their programs, that will not be less than
  - Option 1** - \$18,000 per annum.
  - Option 2** - \$20,000 per annum.
- The funds may be through any combination of scholarships, graduate teaching or research assistantships, graduate research assistant fellowships and declared sponsorship.
- The funds may be distributed unevenly over the course of the year.
  - Option 1** - The year starts from the term of first admission.
  - Option 2** - The year runs by the academic calendar of July 1 – June 30.
- External scholarships and sponsorship programs are included toward funding levels and must be disclosed by the student whether or not they are administered by the University of Alberta. Sponsorship includes funds provided by governments, scholarship agencies and employers.
- The minimum amount will be reviewed to determine if it continues to be appropriate every (1, 2, 3) year(s) by
  - Option 1** - FGSR Council,
  - Option 2** - GFC
  - Option 3** - other

If the amount is increased, the change will apply to current and new students.
- Where students are admitted as a master's student with the possibility of elevating to a PhD and paid at or above the minimum standard,
  - Option 1** - the years registered in the master's program will count toward the four years of funding guarantee.
  - Option 2** - up to two years in the master's program will count toward the four years of funding guarantee

## Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal

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*Last update: February 6, 2019*

- Self-funded students:
  - **Option 1** - A funding package must be offered all admitted students. In exceptional circumstances, a student may accept admission and decline the funding package.
  - **Option 2** - In exceptional circumstances, programs may recommend admission of (or change of status to) a self-funded student to the Dean of the Faculty of Graduate Studies and Research.

### Eligibility

- Students must be registered with full-time status.
- Students are expected to be engaged in their studies full-time.
- **Option:** Students may not be employed greater than 10 hours per week in addition to the employment provided under the collective agreement.
- **Option:** Students may be/are obligated to apply for external and internal scholarships.
- **Option:** When a student has an approved leave, the leave will not count towards the years of guaranteed funding.
- Where a portion of the funding is through assigned GRA or GTA employment unrelated to thesis work, the student must fulfill their employment duties, and maintain sufficient progress in their thesis research. If they are unavailable, unwilling, or unable to fulfill these duties, their funding may be reduced accordingly and in accordance with the GTA collective agreement.
- Students are expected to make adequate progress in research and contribute to the collective research effort to receive GRA or GRAF support. Where students do not meet these expectations, assessment of research progress should follow procedures in the Calendar on Academic Standing and GRA or GRAF funding maintained until a student has been required to withdraw by the Faculty of Graduate Studies and Research.

### Exemptions

- **Option:** Professional and executive doctoral programs at the graduate level are exempt (ex. DMus, DEd).
- The policy does not apply to undergraduate doctorate programs (ex. Pharm D).
- **Option:** Online programs are excluded (eg. PhD in Nursing).

### Accountability

- Departments and/or Faculties will hold the financial responsibility for the students admitted to their programs.
- Oversight and monitoring for compliance will rest with FGSR.

## **Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal**

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*Last update: February 6, 2019*

### **IMPLEMENTATION**

If approved by during 2019, the policy will apply for admissions beginning with

**Option 1** - Fall 2020

**Option 2** - Fall 2021

Grandparenting

**Option 1** - Students in years 2-4 are brought into compliance in the year of new registrants under the policy.

**Option 2** - Students in years 2-4 are not included.

### **Admission Letters - FGSR**

A general statement describing the minimum funding guarantee will be included in the admission letter issued by FGSR. The general statement will note that departments may provide higher levels of funding and additional years. Students will be informed that they will receive a separate letter from the department explaining their funding offer and policy (noting that the current practice is for programs to issue funding letters).

### **Allocation of Funds**

During the implementation phase, funding that is currently being used to support current students enrolled in years 1-4 cannot be diverted to cover the minimum funding packages for incoming students.

FGSR will collaborate with faculties and programs to identify funding opportunities for students to help mitigate the impacts on programs, especially where the impact will be large. Select programs with significant challenges could have softer timelines for implementation to prevent removing access for students and/or a collapse of a program.

### **Faculty and Department Accountability**

Deans and Department Chairs will collaborate to navigate the transition period through budget planning processes and to determine where contingency funds may be identified to allow faculty members to accept PhD students near the end of a grant. These situations are best managed at the lowest level as departments may have specific priorities to ensure equitable

## **Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal**

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*Last update: February 6, 2019*

access of faculty at various career stages to supervision of PhD students. This is current practice in many departments where students are paid through grant funding with funding policies already in place for students.

### **FGSR Policy – Part Time Registration**

In conjunction with this policy, FGSR Council should amend the registration policy to allow FT students to convert to PT registration<sup>1</sup>. This would alleviate the need to guarantee funding to particular groups of graduate students who often work full time and would in fact prefer part-time registration. For example, professionals can often arrange for a leave from employment to spend one year full-time completing course-work on campus and then return to full-time employment while completing thesis work (a common practice in Education). This policy change will also offer cost relief to students who work full time and would not qualify for the funding guarantee. However, students must be informed that full time registration is a requirement for other funding sources including most scholarships.

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<sup>1</sup> For additional reasons, a proposal on the fulltime/part-time registration rule is under consideration by the policy review committee of FGSR Council.

## Doctoral Student Minimum Funding Guarantee Background Briefing Note and Draft Proposal

Last update: February 6, 2019

### IMPACTS

Risk	Potential Impact
<p><i>Funding Gap</i></p> <p>Using institutional data, FGSR has provided each program with an estimate of the funding gap that currently exists to bring all students to \$18,000 per annum for 2016-17. The analysis also captured all funds paid to students through scholarship, awards, and academic work.</p> <p>The combined total gap is ~\$2 million, which is a small amount in relation to the \$70 million distributed to PhD students in 2015-16. However, the shortfalls are not evenly distributed between programs/faculties.</p>	<p>There are a few programs with greater than 10 students under the minimum or unfunded, and these students are both in large and small faculties or programs. These details were shared with the Dean and/or Associate Dean Graduate in each faculty for their consideration and discussion during the Fall of 2018.</p>
<p><i>Student Employment</i></p> <p>Programs may be unaware of some student academic employment outside of their program, and so they would not have that funding under their control.</p>	<p>An unintended consequence of the policy is that it might promote departments giving priority to students for all academic-related employment even when those students are not the best fit for the work.</p>
<p><i>Availability of Funds</i></p> <p>Programs will need to manage enrolments to ensure funding is available for the duration of the commitment. Many departments do not have flexibility to backstop guarantees and to allow faculty members to take on doctoral students without secured grant funding.</p>	<p>Programs may alter admission practices to maximize capturing the highest caliber students that will increase success in scholarships. There may be increased pressure for faculty to pursue grant funding to ensure the health of doctoral programs. There may also be increased motivation for programs to support students to be successful in external scholarships. Pressure on bursary funding for doctoral students may decrease.</p>

**Note:** At some institutions, students pay into a fund to provide coverage for students on medical or maternity leave.

**GSA President**  
**Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
 From: Sasha van der Klein  
 Date: 22 February 2019

Dear Council Colleagues,

It's the month of the-for-graduate-students-non-existent reading week! I hope you at least found some time during the Family Day long weekend to relax or to spend time with your family or supportive friends or colleagues. Below you will find some of my highlights from the previous weeks.

**External**

**Ab-GPAC** – It has been relatively quiet for provincial advocacy as most political parties are gearing up for the election. Internally, ab-GPAC is preparing bylaw and changes for approval during its Annual General Meeting (AGM) in March. We have started the consultation phase and are working in partnership with the Indigenous Graduate Students' Association here at the U of A on the methodology and format of the research we would like to do around reducing the barriers of graduate education among Indigenous students.

**CASA** – I met with Annie Sherry, a Member Relations Officer from the Canadian Alliance of Student Associations (CASA). CASA has been advocating to the federal government on areas of interest to graduate students, such as research grants, immigration policy, and student aid. I will attend CASA's AGM in March to see if joining CASA would be of value to graduate students here.

**Internal**

**U of A Board** – During the General Faculties Council, Senate, and Board of Governors Summit, we developed elevator speeches for a variety of audiences in Alberta for advocacy around post-secondary education. We also had a briefing on the U of A budget.

**Tuition** – The GFC Academic Planning Committee approved a 2.77% increase to international tuition for next academic year. This proposed increase will soon be reviewed by the Board Finance and Property Committee before going forward to the Board of Governors for final approval. As mandated by the Government of Alberta, domestic tuition and mandatory non-instructional fees remain frozen for 2019-2020.

**FGSR Dean Selection** – Two candidates met with several stakeholders and presented during a campus forum. A selection of graduate students also met with the candidates in a smaller setting to discuss graduate students' challenges. On 26 February the Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee will review additional feedback provided through the online portal.

**Guaranteed Minimum Funding Packages** – You will see in your meeting package the guaranteed minimum funding package proposal, which we will be discussing at the meeting, developed by the FGSR in response to our advocacy over the few past years. This document was also discussed at the FGSR Council meeting on 13 February, where graduate coordinators and administrators provided their feedback.

**#HateFreeYeg** – The GSA has joined [#HateFreeYeg](#), a non-profit non-partisan organization aimed at making Edmonton a space free of hate and discrimination. Beth took the initiative to make this happen, so I'd like to thank her for her work on this.

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

Thanks,

Sasha van der Klein, President

Please find below a list of meetings I attended between 28 January 2019 and 25 February 2019. The meetings were accurate at the time of printing.

29 January	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee
31 January	Meeting with T Raivio, Faculty of Graduate Studies and Research (FGSR) Associate Dean
31 January	Phone Conference with R Fraser, MLA
31 January	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
31 January	D Cooper, Board of Governors (BoG) Member, Retirement Party
4 February	Meeting with a Graduate Student re: Guaranteed Funding for Combined Programs
4 February	Meeting with Indigenous Graduate Students' Association (IGSA) re: GSA Council Celebration
4 February	Meeting with N Van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
4 February	PAW Centre Strategic Operating Committee (PAWSOC)
6 February	Meeting with M Coutts, Associate Vice-President, Finance and Supply Management Services
6 February	Meeting with A Sherry, Canadian Alliance of Student Associations (CASA) Member Relations Officer
6 February	Green and Gold Day Student Engagement Discussion
7 February	GSA Governance Committee (GSA GC)
7 February	Meeting with a Graduate Student
7 February	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Indigenous Working Group
7 February	Board of Governors (BoG) Dinner
8 February	University Governance Comprehensive Institutional Plan (CIP) Briefing
8 February	Board of Governors (BoG) Strategy Session
8 February	Meeting with N Van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
8 February	GSA Winter Social Event
11 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Forum
11 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Presentations
11 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Meeting
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Meeting
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Forum
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Meeting
13 February	General Faculties Council Academic Planning Committee (GFC APC)
13 February	Meeting with S Dew, Provost and Vice-President (Academic)
13 February	Equity, Diversity, and Inclusion (EDI) Launch Event
14 February	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
14 February	Faculty of Graduate Studies and Research (FGSR) Grad Appreciation Event
18 February	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-

## 11.2

	GPAC) Executive Director
19 February	Meeting with R Larsen, Students' Union (SU) President
19 February	89 Avenue Student Boulevard Meeting
20 February	Housing for Students Who Parent Final Report Meeting
21 February	Meeting re: Student Advisor's Conference
22 February	GSA Labour Town Hall
25 February	General Faculties Council (GFC)

**GSA Board (GSAB)  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director  
Date: 22 February 2019

The GSAB reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 22 (Executive Director's Report to GSA Council) on pages 21.1 – 21.3.

**30 January 2019 GSA Board Meeting:**

**Main Agenda Items:**

Annual Operating and Capital Budget (2019-2020) and Restricted and Other Funding Budget (2019-2020) AND Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022); GSA 2018-2019 Winter Term Budget and Expenditure Report; Recommended Changes to GSA Bylaw and Policy on Budget Principles, Practices, and Procedures, and GSA Standing Committees; and Collective Agreement Ratification Vote.

**Motions and Agreements:**

That the GSA Board **RECOMMEND TO GSA COUNCIL FOR APPROVAL**, having also been unanimously recommended by the GSA Budget and Finance Committee, the Annual Operating and Capital Budget (2019-2020) (found on pages 3.4 to 3.12 in the attached material in the "2019-2020 Budget for Approval" column bordered in red on each page) and the Restricted and Other Funding Budget (2019-2020) (found on page 3.24 in the attached material in the "2019-2020 Budget for Approval" column bordered in red). SvK **MOVED**. MA Seconded. **CARRIED**.

That the GSA Board **RECOMMEND TO GSA COUNCIL TO RECEIVE FOR INFORMATION**, having also been reviewed and advised upon by the GSA Budget and Finance Committee, the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and the Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) (pages 3.4 to 3.12 and 3.24 in the attached material). SvK **MOVED**. FE Seconded. **CARRIED**.

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2018-2019 Winter Term Budget and Expenditure Report. SvK **MOVED**. MA Seconded. **CARRIED**.

That the GSA Board **RECOMMEND TO GSA COUNCIL**, having also been unanimously recommended by the GSA Budget and Finance Committee, the recommended changes to GSA Policy, Section K: Finances and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council. SvK **MOVED**. MA Seconded. **CARRIED**.

**6 February 2019 GSA Board Meeting:** Cancelled

**13 February 2019 GSA Board Meeting:**

**Main Agenda Items:**

Meeting reports.

**Motions and Agreements:**

SvK **MOVED** that Board Members **AGREE** to move into **CLOSED SESSION**. Seconded MA. **CARRIED**.

Board Members discussed the **Meeting with Office of the Provost re Graduate Student Assistantship Collective Agreement**.

SvK **MOVED** that Board Members **AGREE** to move out of **CLOSED SESSION**. Seconded MA. **CARRIED**

**20 February 2019 GSA Board Meeting:**

**Main Agenda Items:**

GSA Health and Dental Plan fees for 2019-2020; Minimum Funding Package; and Meeting reports.

**Motions and Agreements:** None at this time

**Motions and Agreements Approved by Email Between Meetings**

Members **AGREED** to sign the letter drafted by the Western University Students' Council to Premier Ford Regarding the Recent Changes to Ontario Post-Secondary Education.

**Motion:** That the GSA Board **APPROVE** the estimated expense for one (1) representative of the GSA to attend the **Canadian Alliance of Student Associations (CASA), 20-22 March 2019** in Halifax, NS as noted below. SvK **MOVED**. BR Seconded. **CARRIED**.

**GSA Governance Committee (GSA GC)**  
**Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: 22 February 2019

Dear Council Colleagues,

The GSA GC met on 7 February 2019 to discuss two proposals that will be brought forward to GSA Council at the 18 March 2019 meeting of GSA Council. The proposals are for recommended changes to GSA Policy on GSA Grants and Bursaries, and GSA Bylaw and Policy on GSA Membership Definitions. At their meeting, the GSA GC voted to recommend these two proposals to GSA Council, and the GSA Board will be reviewing them separately to develop its own recommendation.

Additionally, at this meeting, the GSA GC considered three editorial changes to GSA Bylaw and Policy. As per the GSA GC's terms of reference, the GSA GC can "make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the GSA GC" (GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.4.2.b).

Accordingly, the GSA GC reviewed and approved editorial changes to GSA Policy on GSA Recognition Awards in order to clarify that awards for Teaching Assistants are to recognize skill in their role as assistants in the teaching process. Next, they approved an editorial change to GSA Bylaw and Policy, Section E: Nominating, GSA Policy: GSA Standing Committees, GSA Nominating Committee, in order to make the description of the GSA Nominating Committee Early Call for Talent initiative more general, therefore allowing more flexibility to change the training topics each year, if necessary. The recommended editorial changes to this section were made following the GSA Nominating Committee's review and support of these recommended changes at their 14 January 2019 meeting. Finally, there were editorial changes approved to GSA Bylaw and Policy, Section G: GSA Caucuses, in order to parallel sections on GSA Standing Committees, and to remove the description of the responsibilities of the chair of the GSA General Faculties Council Caucus, and the GSA Faculty of Graduate Studies and Research Council Caucus, which are, inherently, to set meetings, prepare agendas, and oversee meetings.

Sincerely,

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

**GSA Vice-President Academic  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Masoud Aliramezani  
Date: 22 February 2019

Dear Council Colleagues,

I hope you are all doing well.

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

First and foremost, I attended the Undergraduate Research Initiative (URI) Advisory Committee meeting. As you all know, I have been advocating for the recognition of graduate students (both academically and financially) and their contributions through URI as mentors for undergraduate research projects. As a part of this effort, I was able to bring a proposal to the URI Advisory Committee to allocate a number of supplementary stipends from the current URI stipends to compensate graduate students who are involved in these undergraduate research projects as a supervisor or co-supervisor. The amount of this mini-stipend would be less than the original (\$5000) stipend that supervisors receive, as the graduate student supervisor would spend a limited time on the project to guide the undergraduate student(s) (likely through weekly or bi-weekly meetings). This proposal was very well received by all members of the URI Advisory Committee and they have agreed to work on an official proposal and get back to us for consultation. It goes without saying that much more work is still needed and many details need to be considered, but I think it's a great start!

Another meeting that I attended and would like to highlight is the Professional Development Advisory Board (PDAB) meeting, during which the "University of Alberta PhD Career Preparation & Outcomes Study" results were presented. The survey results revealed very useful and interesting information about the U of A PhD graduate career outcomes. The study was focused on graduates from 2000 to 2018 and we will hear more about this study in the future.

I also attended the Faculty of Graduate Studies and Research (FGSR) Policy Review Committee (PRC) where we discussed the re-examination policy for graduate students. The FGSR is going to do more case studies to see the frequency of re-examination requests and to classify the cases in order to have a deeper insight into the challenges associated with re-examination for graduate students. It was also discussed that when it comes to re-examination, it is challenging for the instructors to also be fair to the other students in terms of exam difficulty level, etc. I would like to also highlight that the FGSR is also working on a policy to allow for graduate students to switch from full-time to part-time. As you know, currently it is not possible for full-time graduate students to become part-time, and that can potentially cause some problems for our graduate students. This topic is challenging as it is also tied to departments' revenue planning.

Finally, in my meeting with the Interim Dean of the FGSR, I raised the concern that some graduate students had shared with me regarding transparency in scholarship/awards adjudication process that are carried out at department or faculty level. I will be following up on this topic through the Interim Vice-Dean Dean of

FGSR who is also the Chair of the FGSR Graduate Scholarship Committee. I will keep you updated with the results of these discussions.

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

Warm Regards,  
Masoud Aliramezani, Vice-President Academic

*Please find below a list of meetings I attended between 28 January 2019 and 25 February 2019. The meetings were accurate at the time of printing.*

29 January	Residence Budget Advisory Committee (RBAC)
31 January	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
31 January	Meeting with a Graduate Student
31 January	Undergraduate Research Initiative (URI) Advisory Committee Meeting
31 January	Provost's Digital Learning Committee (PDLC)
5 February	Professional Development Advisory Board (PDAB) Meeting
6 February	General Faculties Council Nominating Committee (GFC NC)
8 February	GSA Winter Social Event
11 February	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus
11 February	General Faculties Council Executive Committee (GFC Exec)
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Meeting
13 February	Faculty of Graduate Studies and Research (FGSR) Council
13 February	Equity, Diversity, and Inclusion (EDI) Launch Event
14 February	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
14 February	Residence Advisory Committee (RAC)
19 February	Provost's Digital Learning Committee (PDLC)
21 February	GSA General Faculties Council (GFC) Caucus
22 February	GSA Coffee Break
25 February	General Faculties Council (GFC)

**GSA Vice-President External  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Zhihong Pan  
Date: 22 February 2019

Dear Council Colleagues,

As I was on leave between 29 January – 22 February 2019 for a visit home, I wanted to thank my colleagues for covering meetings for me while I was away. The only major update that I have to report at this time is that I look forward to engaging in upcoming conversations about the draft report associated with the Housing for Students Who Parent project that was developed following the consultation process.

Sincerely,

Zhihong Pan, Vice-President External

**GSA Awards Selection Committee (GSA ASC)  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Beth Richardson  
Date: 22 February 2019

Dear Council Colleagues,

The GSA ASC is “responsible for selecting the recipients of the GSA Council-approved GSA Recognition Awards” (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, O.POL.5.1). Additionally, “the GSA ASC Chair will report the list of the recipients of the awards to GSA Council for information as soon as possible after the recipients are selected” (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, O.POL.5.4). As the Chair of the GSA ASC, GSA Vice-President External, Zhihong Pan, was out of the country, I chaired the final GSA ASC adjudication meeting in my role as the Vice-Chair.

**On 6 February 2019, the GSA ASC finalized the following names as recipients of the 2019 GSA Recognition Awards:**

<b>Non-Academic Staff Awards</b>	Dinuka Gunaratne Nicola DiNicola
<b>Academic Staff Award</b>	Simon Otto
<b>Graduate Student Supervisor Award</b>	SSHRC – Amber Mosewich CIHR – Jason Acker NSERC – Feral Temelli
<b>Graduate Student Service Award</b>	Katherine Bishop Juanita Gnagapragasam Bradley Hauer Grace Lee
<b>TDIMM Award</b>	Ahsan Ahmed
<b>Graduate Student Principal Instructor Award</b>	Joao Falk Domenique Gadsden Nadia Shardt
<b>Martha Piper Award</b>	Maryam Akbari Brett Carnio Curtis Firby
<b>Graduate Student Teaching Assistant Award</b>	Fatemeh Bakhtiari Ziabari Erin Cox Riley Endean Daniel Engelhardt Kacey Mackowetzky Sasan Nasiri James White
<b>Graduate Student Research Assistant Award</b>	Zahra Abbasi Ali Reza Heidarpour Rylan Kafara Maryam Kebbe Kurtis Pankow Milad Rezvani Rad Hossein Saghlatoon
<b>Graduate Student Rising Star Award</b>	Katherine Ford Julie Mooney Alireza Noamani
<b>International Graduate Student Award</b>	Ilaria Rubino

<b>Graduate Student Group Award</b>	Educational Psychology Graduate Student Association
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Congratulations to all the recipients! These awards will be presented at the annual GSA Awards Night, taking place on 22 March 23 2019.

I would also like to thank the members of the GSA ASC for their time and effort in adjudicating the applications we received this year.

Best,  
Beth Richardson, Vice-President Labour and Vice-Chair of the GSA ASC

**GSA Vice-President Labour**  
**Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Beth Richardson  
Date: 22 February 2019

Dear Council Colleagues,

We're well into the winter semester and the weather (finally) appears to be letting up somewhat. I'm certainly looking forward to the spring, but it will, sadly, also be bringing the end of my term as GSA VP Labour. I would like to encourage you all to VOTE in the GSA Election – your GSA Directly-Elected Officers (DEOs) will be the voice of graduate students on campus for the next year, and the best way to be heard is to elect DEOs who you feel represent you.

**Joint Worksite Health and Safety Committee**

The Joint Worksite Health and Safety Committee for the University of Alberta has now been established, with a quarterly meeting schedule. This committee contains representatives from all unionised workers on campus (Association of Academic Staff University of Alberta, Non-Academic Staff Association, Postdoctoral Fellows Association, and the GSA) as well as University management. This committee exclusively discusses environmental health and safety on campus. Our occupational health and safety rights as workers have been expanded as a result of legislation passed in June 2018, and I would encourage everyone to make themselves familiar with their health and safety protections. If anyone has any concerns about the safety of their working environment, you can get in touch with me or be advised by the office of Environmental Health and Safety directly, who are always happy to take questions.

**Collective Bargaining**

Collective Bargaining for the next Graduate Student Assistantship Collective Bargaining have been re-opened, and I am currently engaging in consultation with academically-employed graduate students (AEGSs) to inform the ongoing negotiations. By the time this report is released, I will have carried out one town hall for AEGSs and will have held office hours for a full day to hear AEGSs' concerns privately. I will also be holding an additional town hall on 5 March at 10 AM. As was the case before we opened negotiations in 2017, we want to continue to consult extensively with the members of the bargaining unit and we will not take any further steps without these consultations, so please stay involved to ensure that your voice gets heard. If you or a group of students would like to arrange to talk to me about the ongoing negotiations, feel free to send me an email or set up an appointment

As always, please don't hesitate to contact me if you have any questions, comments or concerns around your work, safety, or wellbeing at the U of A.

Best wishes,

Beth Richardson, your Vice-President Labour.

## 14.1

Please find below a list of meetings I attended between 28 January 2019 and 25 February 2019. The meetings were accurate at the time of printing.

29 January	Campus Facilities Safety and Security (CFSS) Working Group Meeting
30 January	GSA Awards Selection Committee (GSA ASC) Individual Adjudication
30 January	Meeting with a Graduate Student
31 January	Meeting with a Graduate Student
31 January	Interview with The Gateway
31 January	Meeting with T Raivio, Faculty of Graduate Studies and Research (FGSR) Associate Dean
6 February	Collective Bargaining Meeting
6 February	GSA Awards Selection Committee (GSA ASC)
7 February	GSA Governance Committee (GSA GC)
7 February	Campus Student Parent Meet and Greet
8 February	GSA Winter Social Event
11 February	Meeting with a Graduate Student
11 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Meeting
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Meeting
12 February	Campus Facilities Safety and Security (CFSS) Working Group Meeting
13 February	Faculty of Graduate Studies and Research (FGSR) Council
14 February	Faculty of Graduate Studies and Research (FGSR) Grad Appreciation Event
20 February	Joint Work Health and Safety Committee (JWHSC) Meeting
22 February	GSA Labour Town Hall
22 February	GSA Coffee Break

**GSA Vice-President Student Services  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Fahed Elian  
Date: 22 February 2019

Dear Council Colleagues,

Yes, it was terrible weather the last month! And yes, I questioned a million times why I live in this city. But you know what? Keep your heads up, because the cold weather will absolutely make the warmth of summer feel like never before. Hoping to roll into spring sooner rather than later, and in the meantime I am happy to share my activities and to give you a brief update on the meetings I attended in the last month.

**General Faculties Council Committee on the Learning Environment (GFC CLE)**

I attended this meeting on behalf of the GSA Vice-President Academic, where the GFC CLE discussed the development of an ethics framework for students' success and learning analytics. If approved and ratified, this tool will be used to analyze undergrad and course based graduate students. This proposal is in its early stages and more updates will be brought forward in future meetings. If implemented, the potential of expanding this tool to include thesis-based students will be explored, perhaps in regards to supervisory committee meetings, candidacy examinations and Masters and PhD thesis defenses.

**Campus Clean Air Strategy Working Group**

This is a newly formed group aimed to develop strategies to make the University of Alberta a smoke free campus. This group will mainly focus on cigarettes, vaping, shisha and cannabis smoke. This committee contains representatives from various stakeholders, including student groups, faculties, environment, health, and safety, and protective services. It is worth noting that eight universities and colleges in Alberta are smoke free campuses, with four located in Edmonton (ie NAIT).

Sincerely,  
Fahed Elian, Vice-President Student Services

*Please find below a list of meetings I attended between 28 January 2019 and 25 February 2019. The meetings were accurate at the time of printing.*

31 January	Meeting with T Raivio, Faculty of Graduate Studies and Research (FGSR) Associate Dean
4 February	PAW Centre Strategic Operating Committee (PAWSOC)
5 February	Council on Student Affairs (COSA)
6 February	General Faculties Council Committee on the Learning Environment (GFC CLE)
6 February	Dean of Students Advisory Committee (DAC)
8 February	University Governance Comprehensive Institutional Plan (CIP) Briefing
8 February	Board of Governors (BoG) Strategy Session
8 February	GSA Winter Social Event
11 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee

	Forum
12 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee Candidate Meeting
14 February	Campus Clean Air Strategy Working Group
19 February	Days of Action Committee
21 February	U-Pass Administrative Committee Meeting
21 February	Campus Food Bank (CFB) Board Meeting
22 February	GSA Labour Town Hall
22 February	GSA Coffee Break

**GSA Chief Returning Officer  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Vahid Ayan  
Date: 22 February 2019

Hello everyone,

Voting in the 2019 GSA General Election will begin on Tuesday, 26 February at 10:00 AM and will close on Thursday, 28 February at 10:00 AM.

Alongside the Chair of the GSA Elections and Referenda Committee, my main message to you is:

I urge you to encourage all graduate students to vote in the 2019 GSA General Election! You can learn more about the Election by visiting:

<https://www.ualberta.ca/graduate-students-association/governance/elections-and-referenda>

If you have questions in regard to anything related to the voting process, please don't hesitate to contact me via email at [gsacroff@ualberta.ca](mailto:gsacroff@ualberta.ca), and I will be glad to help.

Best,

Vahid Ayan, GSA Chief Returning Officer

**GSA Nominating Committee (GSA NoC)  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Radim Barta  
Date: 22 February 2019

Dear GSA Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

**GSA Standing Committees**

**1) GSA Nominating Committee (GSA NoC) (One (1) Graduate Student Position)**

Vacancies on the GSA NoC are advertised by the GSA Executive Director and GSA Speaker, and they will provide GSA Council with the names of nominees who meet the eligibility requirements associated with membership on the GSA NoC (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.4.1). As such, information regarding the position for one (1) graduate student was circulated on behalf of the GSA Executive Director Courtney Thomas and GSA Speaker Pranidhi Baddam in the GSA newsletters of 8 and 15 February 2019 with a deadline of 20 February 2019. No nominations were received. This vacancy will be advertised again.

**External Committees**

**1) Images of Research Adjudication Panel (One (1) Arts/Social Sciences Graduate Student Position and One (1) Science/Health Sciences Graduate Student Position)**

Information regarding these two (2) graduate student positions was circulated in the GSA newsletters of 1, 8, and 15 February 2019 with a deadline of 19 February 2019. One (1) nomination was received. **Hannah Hackney (Chemistry)** was elected to serve on the Images of Research Adjudication Panel.

**GSA Elections and Referenda Committee (GSA ERC)  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Leigh Spanner  
Date: 22 February 2019

Dear Council Colleagues,

The GSA ERC has been very active in the last few weeks, as the 2019 GSA General Election campaign is ongoing, in advising the GSA CRO on all matters pertaining to the Election (as per GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, Section I.POL.19.1, “The GSA ERC will advise the CRO on all matters pertaining to elections, referenda, and by-elections”).

As the GSA CRO reported, my main message is this:

I urge you to encourage all graduate students to vote in the 2019 GSA General Election! You can learn more about the election by visiting:

<https://www.ualberta.ca/graduate-students-association/governance/elections-and-referenda>

Sincerely,  
Leigh Spanner, Chair of the GSA ERC

**GSA Executive Director  
Report to GSA Council for the 25 February 2019 Meeting**

To: GSA Council  
From: Courtney Thomas  
Date: 22 February 2019

Dear GSA Council Members,

The main focus in the office this month has been on finalizing the development of the GSA's budget for the upcoming fiscal year and supporting the work of the Chief Returning Officer, Deputy Returning Officer, and the GSA Elections and Referenda Committee with respect to the 2019 GSA General Election.

As was reported last month by the GSA Budget and Finance Committee, the GSA is in solid financial shape. The budget before you for consideration is conservative with respect to its revenue projections but also offers additional funding for GSA events (to encourage engagement with the organization and to promote the forging of connections among graduate students) and increases to the subsidies currently provided to the Campus Food Bank, Career Centre, and the Student Success Centre (all of which offer important services to graduate students). It features a 2% reduction in the GSA membership fee for the coming year, with the added projection of two additional successive 2% fee decreases in the coming years as we move towards a more balanced budget (while continuing to grow our Financial Stabilization Fund, on the advice of our auditor) in which revenues do not disproportionately exceed expenses. In short, we are putting forward an excellent budget this year that offers some savings for our members while simultaneously augmenting the services we offer.

Related to the budget, we also recently renegotiated our agreement with the University concerning the disbursement of the membership fees that the institution collects on our behalf and then remits to us. The agreement details the timing of these remittances and contains a provision that the University advance fees to the GSA prior to their actual collection. This arrangement is vital for our operations and cash flow. I am pleased to report that this agreement has been renegotiated to 2022 and our meeting with Martin Coutts (Associate Vice-President, Finance and Supply Management Services) was very positive. M Coutts reviewed our most recent audited financial statements and asked many insightful questions about the state of our operations. He also commended the GSA on its organizational and financial stability after several years (pre-2011) of being in a highly problematic position. Ten years ago, given the dysfunctional state of this organization, the University would have perceived an agreement such as this as a major risk, and it is a testament to the evolution, strength, and organizational stability of the GSA that we now have this arrangement firmly in place.

The office is also currently engaged with supporting work associated with the 2019 GSA General Election. Please remember that voting opens on Tuesday 26 February; I hope you will all take a few moments to cast a ballot and encourage your fellow graduate students to do the same. Our strength as an organization is inextricably intertwined with the degree to which we engage the graduate student body – the greater the number of ballots cast, the clearer the mandate of your elected representatives is. So ... please vote!

I, and the other members of the office support team, am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

### Management Report to the GSA Board, 30 January 2019

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

#### Strategic

- Discussions around the recent events in Ontario with respect to voluntary student unionism and circulation of a related letter to the GSA Board.
- Drafting GSA reports to various external governance committees.
- Renegotiating the GSA's fees disbursement agreement with the University (expires in April 2019).
- Work associated with the Collective Agreement and supporting negotiations processes, and strategic work around building a strike fund (contacting a consultant). Lots of strategic discussion about the failure of the recent ratification vote and the associated implications.
- Second mailing of GSA Council meeting materials and doing associated action following the meeting.
- Working on various in-progress proposals to amend GSA Bylaw and Policy and planning when they will go to GSA Council (GSA Bylaw and Policy on Grants and Bursaries, Finances, and membership categories) and preparing for a February meeting of the GSA Governance Committee.

#### Grants and Office Operations

- Planning the GSA Winter Engagement Event and GSA Awards Night.
- Preparing to host another GSA Funding 101 session.
- Hosting the first GSA Coffee Break of the term.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Appeals and Complaints Board (and election of the Chair and Vice-Chair), the GSA Budget and Finance Committee, the Community Connections Awards Selection Committee, the Teaching and Learning Enhancement Fund Selection Committee, and the Faculty of Medicine and Dentistry Dean Selection Committee).
- Facebook = 1,270 likes (up 0 from 23 January); Facebook posts reached 733 users this week and our "post engagement" count was 372. Twitter = 921 followers (up 7 from 23 January); our tweets earned 4,200 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January and closed on 22 January; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 January.

### Management Report to the GSA Board, 13 February 2019

Management has been engaged with the following issues since the last GSA Board meeting on 30 January 2019:

#### Strategic

- Discussions around the recent events in Ontario with respect to voluntary student unionism and circulation of a related letter to the GSA Board.
- Drafting GSA reports to various external governance committees.
- Renegotiating the GSA's fees disbursement agreement with the University (expires in April 2019).
- Work associated with the Collective Agreement and supporting negotiations processes, and strategic work around building a strike fund (contacting a consultant). Lots of strategic discussion about the failure of the recent ratification vote and the associated implications.
- First mailing of GSA Council meeting materials and doing associated action following the meeting.
- Working on various in-progress proposals to amend GSA Bylaw and Policy, meeting with the GSA Governance Committee, and planning when proposals will go to GSA Council (GSA Bylaw and Policy on Grants and Bursaries, Finances, and membership categories).
- Supporting the work of the CRO and DRO associated with the 2019 GSA General Election.

#### Grants and Office Operations

- Supporting the work of the GSA Awards Selection Committee for in the adjudication of the GSA Recognition Awards and planning the GSA Awards Night.
- Planning the Volunteer Appreciation Event
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the Research Adjudication Panel and the GSA Nominating Committee).
- Facebook = 1,271 likes (up 1 from 30 January); Facebook posts reached 449 users this week and our "post engagement" count was 86. Twitter = 920 followers (down 1 from 30 January); our tweets earned 1,700 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January and closed on 22 January; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 January.

### Management Report to the GSA Board, 20 February 2019

Management has been engaged with the following issues since the last GSA Board meeting on 13 February 2019:

#### Strategic

- Forward planning of transition for newly Directly-Elected Officers in March and April.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan.
- Renegotiation of the GSA's fees disbursement agreement with the University (this agreement, in which the U of A agrees to advance fees to the GSA prior to their actual collection is vital for our operations and cash flow – it has been renegotiated to 2022 and our meeting with Martin Coutts (Associate Vice-President, Finance and Supply Management Services) went very well; he asked many insightful questions about the state of our operations and commended the GSA on its organizational and financial stability after several years (pre-2011) of being in a highly problematic position).
- Work associated with the Collective Agreement and supporting negotiations processes.
- Strategic work around building a strike fund (contacting a consultant).
- First mailing of GSA Council meeting materials and preparing for the second mailing.
- Supporting the work of the CRO and DRO associated with the 2019 GSA General Election (All-Candidates Meeting held on 14 February).

#### Grants and Office Operations

- Planning GSA Awards Night and the Volunteer Appreciation Event.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the Images of Research Adjudication Panel).
- Facebook = 1,274 likes (up 3 from 13 February); Facebook posts reached 449 users this week and our "post engagement" count was 120. Twitter = 921 followers (up 1 from 13 February); our tweets earned 2,700 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January and closed on 22 January; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 January.