

## GSA Council Meeting CONSOLIDATED AGENDA

Monday, February 26, 2018 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

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

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

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

### Speaker Joshuha Connauton in the Chair

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

#### OPEN SESSION

#### Attached Numbered Pages

1. Roll Call
2. Approval of the 26 February 2018 Agenda
3. Approval of the Minutes from the 22 January 2018 GSA Council Meeting  
*Attachment:*
  - i. Minutes from the 22 January 2018 GSA Council Meeting **3.0 - 3.6**
4. Changes in GSA Council Membership
  - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

#### Councillor Announcements

5. Councillor Announcements

#### Presentations

6. Graduate Student Funding  
**Babak Soltannia (GSA President) will present the item and introduce the guests.**

**Guests:** Dr. Heather Zwicker (Vice-Provost and Dean of FGSR)

#### Action Items:

7. Annual Operating and Capital Budget (2018-2019) and Restricted and Other Funding Budget (2018-2019) AND Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021)  
**Babak Soltannia (GSA President) will present the item. Courtney Thomas (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), Heather Hogg (Director of Operations), and Julie Tanguay (Associate Director) will be present to answer questions.**

**GSA BFC members who are members of GSA Council:** Babak Soltannia (GSA President and GSA BFC Chair), Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (GSA Councillor-at-Large).

**GSA BFC voting members invited to GSA Council as guests:** Sina Yansori and Michele DuVal

*Attachments:*

- Cover Letter from the GSA President to GSA Council 7.0 - 7.1
- Outline of Issue: Annual Operating and Capital Budget (2018-2019) and Restricted and Other Funding Budget (2018-2018) AND Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021) 7.2 - 7.3
- Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) 7.4 - 7.12
- GSA 2018-2019 Operating Budget (Including Capital Budget) Report (Narrative) 7.13 - 7.24
- Annual Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021) 7.25
- GSA 2018-2019 Restricted and Other Funding Budget and Expenditure Report (Narrative) 7.26 - 7.27

**8. GSA 2017-2018 Winter Term Financial Statement**

**Babak Soltannia (GSA President) will present the item. Courtney Thomas (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), Heather Hogg (Director of Operations), and Julie Tanguay (Associate Director) will be present to answer questions.**

**GSA BFC members who are members of GSA Council:** Babak Soltannia (GSA President and GSA BFC Chair), Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (GSA Councillor-at-Large).

**GSA BFC voting members invited to GSA Council as guests:** Sina Yansori and Michele DuVal

*Attachments:*

- Cover Letter from the President to GSA Council 8.0 - 8.1
- Outline of Issue 8.2
- GSA 2017-2018 Winter Term Financial Report 8.3 - 8.4

**9. GSA Council Elections**

None at this time

**For Discussion:** None at this time.

**Reports**

- 10. President (Babak Soltannia, GSA President)**
  - i. President's Report 10.0 - 10.2
  - ii. GSA Board 10.3 - 10.4
  - iii. GSA Budget and Finance Committee 10.5
  - iv. GSA Governance Committee 10.6
- 11. Vice-President Academic (Firouz Khodayari, GSA Vice-President Academic)**
  - i. Vice-President Academic's Report 11.0 - 11.1
- 12. Vice-President External (Masoud Khademi, GSA Vice-President External)**
  - i. Vice-President External's Report 12.0 - 12.1
  - ii. GSA Awards Selection Committee 12.2 - 12.3
- 13. Vice-President Labour (Sasha van der Klein, GSA Vice-President Labour)**
  - i. Vice-President Labour's Report 13.0 - 13.1
  - ii. GSA Negotiating Committee 13.2
  - iii. GSA Labour Relations Committee (no meetings this reporting period)

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|---|---------------------------|
| <p><b>14. Vice-President Student Services (Royle Feng, GSA Vice-President Student Services)</b></p> <p>i. Vice-President Student Services' Report</p>                       | <p><b>14.0 - 14.1</b></p> |
| <p><b>15. Senator (Trent Nabe, GSA Senator)</b></p> <p>i. Senator's Report (no written report at this time)</p>   |                           |
| <p><b>16. Speaker (Joshua Connauton, GSA Speaker)</b></p> <p>i. Speaker's Report (no written report at this time)</p>   |                           |
| <p><b>17. Chief Returning Officer (Darcy Bemister, GSA Chief Returning Officer)</b></p> <p>i. Chief Returning Officer's Report</p>  | <p><b>17.0</b></p>        |
| <p><b>18. GSA Nominating Committee (Radim Barta, GSA Nominating Committee Chair)</b></p> <p>i. GSA Nominating Committee Report</p>  | <p><b>18.0 - 18.1</b></p> |
| <p><b>19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)</b></p> <p>i. GSA Elections and Referenda Committee Report</p> | <p><b>19.0</b></p>        |
| <p><b>20. GSA Management (Julie Tanguay, GSA Associate Director and Acting Executive Director)</b></p> <p>i. Executive Director's Report</p>                                | <p><b>20.0 - 20.5</b></p> |

**Question Period**

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

**Adjournment**

**GSA Council Meeting MINUTES**  
Monday, January 22, 2018 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

**IN ATTENDANCE:**

Babak Soltannia (President)	Hongbing Fan (Agricultural, Food & Nutritional Science)	Chantal Labonté (Ed Psych)	Ty Kim (Paediatrics)
Firouz Khodayari (VP Academic)	Talisha Chaput (Anthropology)	Nicole Jamison (Elementary Education)	Andrew Woodman (Pharmacology)
Masoud Khademi (VP External)	Vicki Kwon (Art & Design)	Richard Moran (English & Film Studies)	Hamdah Al Nebaihi (Pharmacy & Pharm Sciences)
Sasha van der Klein (VP Labour)	Ghazaleh Sedighi (Biochemistry)	Adrian Christ (History & Classics)	Tugba Yoldas (Philosophy)
Royle Feng (VP Student Services)	Francesca Jean (Biological Sciences)	Jonathan Lai (Human Ecology)	Yilun Wu (Physiology)
Teddy Carter (Deputy Speaker)	Kevin Solar (Biomedical Engineering)	Kenzie Gordon (Humanities Computing)	Daniela Gomez; Jessica Luki (Psychiatry)
Darcy Bemister (Chief Returning Officer)	Rongrong Zhang (Business PhD)	Kunjal Pundeer (Internetworking)	Joanna Scanlon (Psychology)
Trent Nabe (Senator; Business MBA)	Karl Roesner (Cell Biology)	Stephen Hunter (Kinesiology, Sport, & Recreation)	Alexandra Loverock (Public Health)
Abdullah Alzubaidi (Councillor-at-Large)	Anika Benozir Asha (Chemical & Materials Engineering)	Evelyn Asiedu (Lab Med & Pathology)	Alesha Reed (Rehab Science)
Spencer Balay (Councillor-at-Large)	Michael Armstrong (Chemistry)	Tabatha Plesuk (Library & Info Studies)	Owain Bamforth (Religious Studies)
Syed Hussain (Councillor-at-Large)	Pedro Mateo (Civil & Environmental Engineering)	Catherine Ford (Linguistics)	Ryan Stanfield (Renewable Resources)
Maryse Kiese (Councillor-at-Large)	Craig St. Jean (Communication Sciences & Disorders)	Michelle Michelle (Math & Statistical Sciences)	Yangzhe Cao (Resource Economics & Environmental Sociology)
Kim Nguyen-Phoc (Councillor-at-Large)	Melissa Woghiren (Computing Science)	Milad Nazarahari (Mechanical Engineering)	Robert Piazza (Secondary Education)
Nicole Noel (Councillor-at-Large)	Julie Piche (Dentistry)	Allison Lewis (Medical Genetics)	Jon Mora (Surgery)
Gabriel Ojakovo (Councillor-at-Large)	Dorian Lang (Drama)	Brendan Todd (Med Microbiology & Immunology)	Danika Jorgensen (Women's and Gender Studies)
Dasha Smirnow (Councillor-at-Large)	Alison Thomas (Earth & Atmospheric Sciences)	Trevor Poitras (Neuroscience)	
Andrews Tawiah (Councillor-at-Large)	Danny Wallbank (Economics)	Corinne Story (Nursing)	
Brayden Whitlock (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Daniel Krysz; Braden Chow (Oncology)	

**Guests:** Dr. Steven Dew (U of A Provost and Vice-President (Academic)); Gitta Kulczycki (U of A Vice-President (Finance and Administration)); Nicole Van Kuppeveld (ab-GPAC Executive Director); Willem Klumpenhouwer (ab-GPAC Chair); Yasmeen Jaafar (JD/MBA; GSA ACB Nominee); Sparsh Patel (Paediatrics, GSA ACB Nominee); Zhihong Pan (Physics); Nuanyi Liang (AFNS).

Speaker Josh Connauton in the Chair.

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

### Roll Call

#### 1. Roll Call of Council Members in Attendance

### Approval of Agenda

#### 2. Approval of the 22 January 2018 Consolidated Agenda

Members had before them the 22 January 2018 Consolidated Agenda, which had been previously distributed on 19 January 2018. T Nabe **MOVED**; M Khademi **SECONDED**.

Motion **PASSED** unanimously.

### Approval of Minutes

#### 3. Minutes from the 20 November 2017 GSA Council meeting

Members had before them the 20 November 2017 GSA Council Minutes, which had been previously distributed on 12 January 2018. M Khademi **MOVED**; A Thomas **SECONDED**.

Motion **PASSED** unanimously.

### Changes in Council Membership

#### 4. Changes in GSA Council Membership

i. **Introduction of New Councillors:** J Mora (Surgery); D Gomez (Psychiatry); J Lai (Human Ecology); A Loverock (Public Health)

ii. **Farewell to Departing Councillors:** M Juhas (Psychiatry)

### Councillor Announcements

#### 5. Councillor Announcements

B Soltannia, GSA President, invited graduate students to attend the GSA Winter Social Event on February 8, 2018 at 5 PM in the Wild Rose Room, Lister Centre.

T Nabe informed Council of a competition among Canadian MBA students, for the purpose of designing a consulting project to end violence against women. He noted that the top four teams received grants to enact their vision and that the U of A team was one of these. He added that the U of A team was now looking at volunteer to help them enact their vision.

A Alshammiry invited graduate students to attend a series of screenings, roundtables and Q&As with director Dakxin Bajrange on February 6 to 9, 2018. J Mora announced that the Department of Surgery was hosting a grad research day on April 11, 2018. T Plesuk announced the Forum for Information Professionals conference on February 2, 2018.

### Presentation

#### 6. 2018-2019 Graduate Tuition Fees

B Soltannia presented the item and introduced the guests, Dr. Steven Dew (U of A Provost and Vice-President Academic) and Gitta Kulczycki (U of A Vice-President Finance and Administration). B Soltannia noted that the GSA Board's Strategic Work Plan outlined that the GSA opposes across-the-board tuition increased beyond Alberta Consumer Price Index (CPI) and the GSA Board (GSAB) continued to advocate that graduate student tuition, including international graduate student tuition, be affordable but also predictable. He added that, through the Alberta Graduate Provincial Council (ab-GPAC), the GSA had also been advocating to the Government of Alberta for international graduate tuition to be regulated. He noted that it was anticipated that the Government of Alberta would be announcing their decision regarding this proposal before the end of the winter term.

G Kulczycki provided a presentation on the University's current structural deficit and financial future. She noted that the U of A received a 2% increase in 2016-2017 from the Campus Alberta grant, but that all government ministries received mid-year 2% cuts, which had been absorbed internally within the Ministry of Advanced Education at least for the current year. She added that post-secondary institutions in Alberta received letters from the Ministry asking for institutions to outline where they could make discretionary savings and G Kulczycki outlined that the U of A's response laid out their planning process for a new budget model, internal funding formula, and multi-year budgeting. She noted that the Ministry announced on November 30, 2017 that they could continue the tuition freeze, and freeze to Mandatory Non-Instructional Fees (MINFs) and while backfill funding was

promised, the amount that each institution would receive has not been established. She also discussed the anticipated government announcement regarding the new tuition and funding frameworks, and that the U of A was cautiously anticipating a 0% increase to the Campus Alberta grant for 2018-2019. G Kulczycki then reviewed the cost pressures within the U of A, which included the cost of utilities, the carbon levy which continues to increase each year, and increases to minimum wage. She indicated that the U of A had an estimated structural deficit of \$14 million and that the institution had been relying for many years on investment income to fill the gap between their expenditures and revenues, and noted the uncertainty and risks that were associated with that reliance on investment income.

S Dew outlined that the University's current proposal for an inflationary increase for international student tuition was an increase of 3.14%. He noted the University increase 1 – 2 % higher than CPI due to a number of factors, including utility costs, the carbon levy, and staff salaries. S Dew emphasized that the \$4,000 "sticker-price" increase to tuition introduced last year, which was still offset by an automatic rebate, would not be included when calculating the 3.14% increase to international graduate tuition. He noted that the Government of Alberta applied a tuition freeze to domestic tuition in order to preserve accessibility to post-secondary specifically for Albertan students. S Dew reported that it is the provincial government's expectation that international tuition should cover the costs of education so that international students do not displace Albertan students. He noted that it is harder to make a similar argument for graduate students since while graduate students pay tuition, the University often provides support back to thesis-based graduate students. S Dew outlined the consultation process and timeline and reviewed the various committees that would see their proposal to increase international tuition by 3.14%.

GSA Council members asked a series of questions concerning, among many issues, graduate student compensation and working conditions and how the value that graduate students bring to the University is being addressed (S Dew acknowledged that graduate students are key drivers in research and the delivery of undergraduate programs but noted that if they were increasing undergraduate tuition the U of A administration thought the same principles should be applied to graduate tuition); how long the \$4,000 tuition rebate to offset the extra \$4,000 charge to international graduate student tuition would be guaranteed (S Dew responded that the additional charge and rebate were coupled and that any changes would have to be approved by the Board of Governors); whether the University was considering cuts to senior administrative salaries (G Kulczycki responded they had not had conversations about salary reductions but noted that their wages had been frozen since April 1, 2016 until September 30, 2019); other revenue sources that the University has explored apart from a tuition increase (G Kulczycki answered that the 3.14% increase to international student tuition would not address the structural deficit and that the majority of revenue for the U of A was controlled by the province. She also added that the University had also announced three years of across-the-board cuts to address the deficit); the feasibility to grandparent current international (S Dew discussed the upcoming provincial tuition framework decision); tuition increases at other U15 universities and the role that affordable tuition has in graduate student recruitment (S Dew indicated he did not have the exact statistics but that in comparison to other institutions, international tuition at the U of A was lower); the revenue generated through the application fee (S Dew responded the revenue generated from applications covers the cost of processing applications); the opening position for Collective Agreement bargaining and request for stipend increases in relation to the proposed tuition increases, and graduate student mental health problems and whether increased financial supports could help reduce the need for increased mental health services.

S Dew and G Kulczycki invited any additional feedback on the proposal to be sent to [provost@ualberta.ca](mailto:provost@ualberta.ca) and [gitta@ualberta.ca](mailto:gitta@ualberta.ca).

#### **7. Alberta Graduate Provincial Advocacy Council (ab-GPAC)**

Babak Soltannia (GSA President) presented the item and introduced the guests, Nicole van Kuppeveld (ab-GPAC Executive Director) and Willem Klumenhower (ab-GPAC Chair).

B Soltannia explained to Council that the ab-GPAC was incorporated in March 2015 and is a student-led, non-partisan organization that advocates to the provincial government on behalf of graduate students. For 2017-2018, M Khademi as the GSA VP External serves on the Board of Directors, and B Soltannia served as the Vice-Chair of ab-GPAC.

Nicole Van Kuppeveld, the Executive Director of ab-GPAC and Willem Klumenhower, Chair of ab-GPAC, were invited to this Council meeting to discuss ab-GPAC's advocacy work and to answer any questions that GSA Council members have.

N Van Kuppeveld presented a powerpoint about ab-GPAC. She noted that ab-GPAC was a non-partisan organization formed in 2015 to advocate to the provincial government on behalf of graduate students at the four institutions (Universities of Alberta, Calgary, Lethbridge, and Athabasca). She presented the governance structure which includes 12 board members (three from each institution), executive officer positions, 2 standing committees, and one part-time Executive Director. \

She presented on Ab-GPAC's priorities including baseline funding/consistent funding packages, mental health on campuses, regulated international differential fees, and streamlined immigration policies.

N Van Kuppeveld offered some strategic highlights from the current year based around four pillars: advocacy, relationships, operations, and reputation. She also highlighted some of ab-GPAC activities in the past year including active participation in government consultations, attending provincial announcements such as Healthy Campus and tuition, attending quarterly meetings with the Minister for Advanced Education, writing an open letter to the Premier to voice concerns over the impact of the tuition freeze, connecting with their undergraduate counterparts, meeting with the Ministries of Economic Development and Trade, Health, and Labour, and the CEO of Alberta Innovates, and working to increase their visibility to members and external stakeholders through branding, communications, social media and presentations to all member institution GSA Councils. N Van Kuppeveld also noted that the ab-GPAC was working to streamline their operations and review their policy and that ab-GPAC hired a part-time Executive Director position in March 2017 as the 2016-2017 ab-GPAC Board recognized the need for operational support.

W Klumenhouwer introduced himself as the VP External at the University of Calgary GSA and the Chair of ab-GPAC and explained that there was real power and advantage to acting with one voice and that the government had made it clear that they wanted to work with a group, not individual institutions.

GSA Council members asked a series of questions concerning the ab-GPAC fees (it was noted that fees were assessed to the GSA every year), difficulty with visas for international students (it was noted that the ab-GPAC advocated for consistent processes for international students), its process for self-evaluation (it was noted that measuring ab-GPAC's success could be difficult as it involved mostly relationship-building but it could be felt in the impact at the decision-making level, and the value-add that graduate students can offer employers (it was noted that ab-GPAC recently met with Alberta Innovates to advocate for the value of graduate students).

## **Elections**

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

K Gordon presented the election for the GSA Deputy Returning Officer and noted that the nominee was unable to attend GSA Council. She encouraged GSA Council members to read the bios and resumes included in the Council package, prior to casting their vote.

Nominees for GSA Deputy Returning Officer (DRO):  
Michele DuVal (Biological Sciences)

### **GSA Standing Committees**

#### **a. GSA Appeals and Complaints Board (2 vacancies)**

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

Nominees for GSA Appeals and Complaints Board Vice-Chair:  
Yasmeen Jaafar (Joint JD/MBA)  
Sparsh Patel (Pediatrics)

## **For Discussion**

### **9. GSA Board 2017-2018 Strategic Work Plan: Update**

B Soltannia presented the item and noted that the letter circulated to GSA Council provided updates regarding the work of the Directly-Elected Officers and the progress GSAB has made to-date on the Strategic Work Plan since the last update in October. He added that this was the second update to GSA Council and that a final update would be provided in April, at the end of the term of office of his team. He noted that some key highlights included updates and progress on our work to advocate for the University to launch a review of the current state of graduate student funding on campus, conversations and advocacy related to tuition, continued work on preparing for bargaining the next collective agreement, the GSA's continued work with the Campus Food Bank, the development of the "Managing Up" workshop series in fall 2017 in collaboration with FGSR, participation in new committees and projects, and the continuation of the 20-minute writing sessions through the Student Success Centre.

D Smirnow asked about the FGSR survey that was discussed at a previous GSA Council regarding funding received by graduate students and if the GSA had access to the data collected. B Soltannia explained that FGSR was still waiting for some departments to complete the survey. F Khodayari noted that the Heather Zwicker (Vice-Provost and Dean of FGSR) would be attending GSA Council in February to present on the results of the survey and discussed minimum funding packages.

## **Reports**

### **10. President**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted. In addition, B Soltannia discussed the University of Toronto's recent decision to lower tuition rates for international PhD students so that they were the same rates as domestic students and indicated that they were working to encourage University administration to consider the same for the U of A.

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

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

No meetings this reporting period.

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

### **11. Vice-President Academic**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted. In addition, F Khodayari reported that FGSR was exploring the development of an online graduate community which would help connect students with alumni or those already in the job market. He asked GSA Council members for their input as to what would make this resource attractive for students and he noted they were currently exploring various platforms that could be used. GSA Councillors provided the following suggestions and questions: how the project would be funded (F Khodayari responded that it was being funded through the Professional Development grant that FGSR received from the Government of Alberta); that careful consideration should be given to the logistics of the platform and to the desired outcomes of the online community (F Khodayari indicated that they were still in the very early planning stages and that they wanted to distinguish this from the mentorship program and that they were hoping that an online community could make it easier for alumni or those in the job market to engage with graduate students); and how the platform would differ from LinkedIn or other similar tools (F Khodayari indicated they were discussing the potential of having a forum where graduate students could search for specific topics or people). F Khodayari encouraged GSA Councillors to contact him with any additional feedback.

### **12. Vice-President External**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted. In addition, M Khademi stated that the GSA Awards Selection Committee received 94 applications for the GSA Recognition Awards and that the committee held a training session at the beginning of January. He encouraged GSA Council members to email the Provost and Vice-President (Finance and Administration) with their concerns on the increase to international graduate student tuition fees. A GSA Councillor outlined the need for the University to recognize the value that international students provided to the institution.

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

### **13. Vice-President Labour**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

**ii. GSA Negotiating Committee**

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

**iii. GSA Labour Relations Committee**

No meetings this reporting period.

**14. Vice-President Student Services**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

**ii. GSA Student Affairs Advisory Committee**

No meetings this reporting period.

**15. Senator**

**i. Senator's Report**

No written report at this time.

**16. Speaker**

**i. Speaker's Report**

No written report at this time.

**17. Chief Returning Officer**

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

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

**18. GSA Nominating Committee**

**i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted.

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**19. 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 19 January 2018. The report stood as submitted.

**20. GSA Management**

**i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 19 January 2018. The report stood as submitted. In addition, J Tanguay noted that C Thomas would be attending the February GSA Council meeting and that she would be returning to the GSA full time in March. She reported that the GSA had been working hard on developing the 2018-2019 GSA budget that would be brought forward to GSA Council in February. She also reported that the office would schedule Budget 101 sessions for any GSA Councillors who wanted to learn more about the budget and its development process.

**Question Period**

**21. Written Questions**

None at this time.

**22. Oral Questions**

A GSA Councillor reported that his department had decided to no longer hire graduate students for teaching as hiring graduate students was more expensive than hiring sessional instructors. S van der Klein noted that in recent years the GSA had increased awareness across campus for the Graduate Student Assistantship Collective Agreement (CA) and the stipend rates included within it. She noted that she had heard issues from other graduate students that departments were no longer hiring graduate

students because the wages in the CA were perceived as too high. She encouraged the GSA Council member to continue conversations with his department and to have them contact Susan Buchsdruecker or Jeremy Wilhelm (Faculty and Staff Relations) in the Office of the Provost and Vice-President (Academic) as they support departments who have CA questions, and encouraged him to update S van der Klein on these conversations. Other GSA Councillors discussed similar issues in their department and noted the decentralized nature of the University and faculty and department budgets. A GSA Councillor had a question regarding the Provost's presentation and reference to the CA. S van der Klein indicated that the GSA Negotiating Committee had not met with the University yet and that an electronic update would be sent to all currently academically-employed graduate students once negotiations started. A GSA Council member praised the Managing Up professional development series and indicated it would be valuable for graduate students to continue this workshop series.

### **Adjournment**

The meeting was adjourned at 8:11 pm.



Dear Colleagues,

February 15, 2018

In this cover letter I would like to draw your attention to some of the highlights of the GSA's 2018-2019 proposed budget, which will be before you for consideration at the February meeting of GSA Council. While the GSA Financial Team (Executive Director Courtney Thomas, Director of Operations Heather Hogg, GSA CPA Shirley Ball, Financial Manager Dorte Sheikh, and Associate Director (and Acting Executive Director) Julie Tanguay) will be in attendance at the meeting to answer questions, I also encourage you to attend one of the Budget 101 sessions that we are hosting to assist members in navigating the GSA's budget.

The Financial Team and I, as well as the GSA Budget and Finance Committee (GSA BFC) and the GSA Board (GSAB) are pleased to present this budget, which has been under development since the fall. **It projects a positive bottom line that will be used to continue to grow the Financial Stabilization Fund to \$900,000**, 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, and some budget lines have been removed altogether or joined with other existing lines.

Given the nature of frequent turnover among student representatives, the collective memory of a student governing body such as this can be short at times. In considering this budget, I'd like to remind members of GSA Council that, less than ten years ago, the GSA was in poor financial and organizational shape. Staffing was extremely unstable, the organization wasn't compliant with several pieces of provincial legislation or the CRA, and we were running deficit budgets. After a lengthy rebuilding process, and several years of surplus budgets, I am very pleased to be able to report on the healthy state of our financial position and with what we are potentially able to achieve with this budget.

In what follows, I focus on some of the highlights of the coming year's budget, as recommended to GSA Council by the GSA BFC and GSAB.

- With respect to revenue in the operating budget, a CPI factor of 1.7% has been applied to certain lines where specified. No increase to the GSA fee beyond CPI is recommended. We are also assuming a 1% growth in graduate enrolment based on enrolment growth over the past several years. Finally, as has been reported in the past, the interest income associated with bank accounts only is included in the operating budget as the interest income and investment income earned on the investment portfolio is reinvested, and so is not included as part of our regular operating revenues.
- Turning to expenses in the operating budget and beginning with the "Governance" division, we have adjusted expenses associated with the provision of food for GSA Board and GSA Council meetings to reflect GSA Board meetings moving to the mornings and meals aside from just pizza being provided to GSA Council. We have also decreased "Other Honoraria" to \$1,500 to align with the honorarium currently offered to the CRO (this budget line might be utilized, for example, following an election where the DRO is required to take on or share work with the CRO). We have assumed a 5% increase in the cost of the GSA Health and Dental Plan based on recent reports from Studentcare (this was also applied to all other relevant budget lines). As a reminder, GSA Council will set the actual fee in March or April, once Studentcare is able to provide final claims data regarding utilization of the Plan over the last year.
- With respect to the "Advocacy" budget line, while the "Government and External Relations" line was underspent in the past year due to the dissolution of GU15 and the absence of expenses associated with travel to GU15 meetings, it is recommended that the available funds not be decreased as a new national group (ThinkGrad) is being developed and the GSA may wish to send observers to their meetings in 2018-2019 as a precursor to investigating the possibility of joining. We are also recommending that the dedicated fee of \$1 per year currently assessed directly to graduate students to support ab-GPAC be suspended in favour of paying the full membership fee of \$4 per graduate per year directly from the GSA's operating budget. Our budget is more than healthy



enough to permit us to do this and it has certain advantages, such as cutting a small fee currently paid by graduate students and allowing us enhanced flexibility in terms of membership in ab-GPAC (and possible future increases to membership fees) as the organization grows and evolves.

- Under the category of “Human Resources,” and after lengthy discussion and analysis by the GSA BFC, we are proposing to enhance and provide parity of staff benefits through the introduction of RRSP contributions for NASA represented staff (and increasing the contribution provided to administrative/professional staff to match). This will bring us closer to the University’s overall compensation packages and promote staff retention. Our budget is able to facilitate this, and this investment in staff has been a long-term goal of the GSA’s rebuilding process, including its reputation as a good employer, that I spoke about earlier in this letter. Also under “Human Resources,” we are recommending eliminating the “Vacation Payout” line (as this funding more properly belongs under “Salaries”) and decreasing the amount in “Parking” based on actual costs incurred over the previous year.
- In “Office Administration and Operational Costs,” we are recommending that the current “Repair and Maintenance” line be retitled to “Computer Software” to more accurately reflect what funds in this line are used for; likewise, the “Office Supplies” line has been updated as “Office Supplies and Maintenance.”
- With respect to “Services Expenses,” we are recommending that the amount of the subsidies currently offered to the Campus Food Bank (founded by the GSA), Writing Resources, and the Career Centre be increased. We receive regular excellent feedback about these needed services for graduate students and the GSA’s financial support of them has not been increased in many years. We are also recommending slight increases to the “GSA Council Remuneration” line (to reflect the total number of departmental graduate student groups that might be eligible to receive these grants) and the “GSA Awards Night” line (based on forward planning estimates associated with the event in 2018). Finally, the budget before GSA Council proposes moving funds associated with printing additional GSA Planners into the “Engagement” line (these funds would only be utilized if ad sales did not permit the printing of an appropriate number of Planners), merging the current “Engagement” and “Orientations and Departmental Outreach” lines into one, and increasing funding in this line to allow for enhanced spending on events to encourage higher attendance numbers and overall graduate student engagement with the GSA (which, in turn, may encourage graduate students to serve the GSA in various positions).
- Finally, regarding the restricted budget, the total amount of the Graduate Student Support Funds for 2018-2019 and beyond is not yet known so the current numbers have been carried over.

In closing, I would like to express my sincere gratitude to the GSA’s Financial Team and the members of the GSA BFC for all their work on the development of this budget. It has been an important team effort and I am very pleased with the result. I look forward to discussing the budget with you at our upcoming meeting.

Regards,

Babak Soltannia, GSA President and Chair of the GSA BFC

Outline of Issue

**Annual Operating and Capital Budget (2018-2019) and Restricted and Other Funding Budget (2018-2019)  
AND  
Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year  
Budget/Business Plan (2018-2021)**

**Suggested Motions for GSA Council:**

- Motion 1:** That, having been recommended by the GSA BFC and GSA Board, GSA Council **APPROVE** the Annual Operating and Capital Budget (2018-2019) (found on pages 7.4 to 7.12 in the attached material in the “2018-2019 Budget for Approval” **column bordered in red on each page**) and the Restricted and Other Funding Budget (2018-2019) (found on page 7.25 in the attached material in the “2018-2019 Budget for Approval” **column bordered in red**).
- Motion 2:** That, having been reviewed and advised upon by the GSA BFC and recommended by the GSA Board, GSA Council **RECEIVE FOR INFORMATION** the Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021) (pages 7.4 to 7.12 and 7.25 in the attached material).

**Background:**

GSA President and GSA BFC Chair Babak Soltannia, sets out background to the 2018-2019 budget in the attached cover letter to GSA Council.

At its meeting of January 24, 2018, the GSA BFC reviewed and advised upon all of the materials now before GSA Council, and recommended to GSA Council the Annual Operating and Capital Budget (2018-2019) and Restricted and Other Funding Budget (2018-2019).

At its meeting of February 7, 2018, the GSA Board made its own recommendation to GSA Council (to approve) the Annual Operating and Capital Budget (2018-2019) and the Restricted and Other Funding Budget (2018-2019). The GSA Board also recommended to GSA Council (to receive for information) the Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021).

**Jurisdiction:**

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

*“The Executive Director, GSA Accountant, GSA 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, Standing Committees, GSA Budget and Finance Committee, 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.”*

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

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

Prepared by L Hareuther and J Tanguay for GSA Council 26 February 2018

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

*"Establish a Financial Stabilization Fund to cover a period of operating costs as recommended by the GSA Auditor and regularly reviewed by GSA BFC, GSAB, and GSA Council."*

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 will ... propose to 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 2018-2021 GSA Operating Budget (including Capital Budget)

**1.7% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO SELECTED EXPENSES. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

### HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual
<b>REVENUE</b>					
GSA Fees	1,164,155	1,195,722	1,228,201	1,133,333	1,126,136
Interest Income	12,000	12,000	12,000	25,000	47,390
External Committed Funding	24,190	24,190	24,190	24,190	28,380
Revenue from Commercial Activities	40,162	40,162	40,162	40,162	38,887
Other Revenue	1,300	1,300	1,300	1,300	9,048
<b>Total Revenue</b>	<b>1,241,807</b>	<b>1,273,374</b>	<b>1,305,853</b>	<b>1,223,985</b>	<b>1,249,841</b>
<b>EXPENSES</b>					
Governance	208,912	212,741	217,028	208,203	190,247
Advocacy	47,269	47,867	48,473	32,129	23,253
Human Resources	739,454	757,465	771,784	697,220	651,512
Office Administration and Operational Costs	28,347	35,625	38,507	37,874	22,752
Professional	65,000	65,000	65,000	60,200	46,501
Services	96,800	101,800	106,800	77,777	61,355
Operating/Contingency Fund	25,000	25,000	25,000	33,000	7,437
Sub-total	1,210,782	1,245,498	1,272,592	1,146,403	1,003,057
<b>Revenues Exceed Expenditures</b>	<b>31,025</b>	<b>27,876</b>	<b>33,261</b>	<b>77,582</b>	<b>246,784</b>

The Graduate Students' Association of the University of Alberta  
2018-2021 GSA Operating Budget (including Capital Budget)

1.7% CPI IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

## Revenue

	2018-2019 Budget for	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
<b>GSA Fees (see below for detailed calculations)</b>	1,164,155	1,195,722	1,228,201	1,133,333	1,126,136	CPI
<b>Interest Income</b>						
Interest Income	12,000	12,000	12,000	25,000	47,390	NO CPI
<b>External Committed Funding</b>						
Funding from the Dean of Students and the Dean of FGSR	7,500	7,500	7,500	7,500	11,690	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
	24,190	24,190	24,190	24,190	28,380	
<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	38,887	PER AGREEMENT
<b>Other Revenue</b>	1,300	1,300	1,300	1,300	9,048	NO CPI
<b>Total</b>	1,241,807	1,273,374	1,305,853	1,223,985	1,249,841	

### GSA Fees (Calculations)

Number of full-time graduate students (estimate)	6,035	6,095	6,156	5,975
Fees (per annum per student)	165.84	168.66	171.53	163.07
	1,000,844	1,027,983	1,055,939	974,343
Number of part-time graduate students (estimate)	1,313	1,326	1,339	1,300
Fees (per annum per student)	124.38	126.50	128.65	122.30
	163,311	167,739	172,262	158,990
	1,164,155	1,195,722	1,228,201	1,133,333

**The Graduate Students' Association of the University of Alberta**  
**2018-2021 GSA Operating Budget (including Capital Budget)**

**1.7% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Governance**

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
<b>Directly-Elected Officers Stipends</b>						
Directly-Elected Officers Stipends (VPs)	127,393	129,559	131,762	125,264	123,250	CPI
President Stipend	39,809	40,486	41,174	39,144	38,515	CPI
	167,202	170,045	172,936	164,408	161,765	
<b>Directly-Elected Officers Benefits</b>						
GSA Health and Dental Plan	2,550	2,678	2,965	2,835	2,465	5% INCREASE PER AGREEMENT
U-Pass	2,220	2,295	2,370	2,175	2,094	
	4,770	4,973	5,335	5,010	4,559	
<b>Directly Elected Officers - Employer Contributions</b>						
Employer CPP Contributions	7,410	7,780	8,394	7,400	7,245	
Employer EI Contributions	3,886	3,952	4,019	4,000	4,116	
	11,296	11,732	12,413	11,400	11,361	
<b>Directly-Elected Officers - Other Expenses</b>						
Insurance ( <i>Director and Officer Liability Insurance</i> )	1,271	1,293	1,315	1,250	1,215	CPI
Transition/Early Call for Talent	4,848	4,930	5,014	4,767	2,671	CPI
Training/Development	3,051	3,103	3,156	3,000	-	CPI
Directly-Elected Officers' Expenses	2,698	2,744	2,791	2,653	268	CPI
GSA Board and Other Committee Expenses	1,440	1,464	1,489	3,500	1,019	CPI
	13,308	13,534	13,765	15,170	5,173	
<b>GSA Council Expenses</b>						
GSA Council Food and Other Expenses	4,680	4,760	4,840	4,100	3,349	CPI
Election Expenses	2,436	2,477	2,519	2,395	1,098	CPI
GSA Council Speaker Honorarium	2,220	2,220	2,220	2,220	1,860	NO CPI
Chief Returning Officer Honorarium	1,500	1,500	1,500	1,500	1,082	NO CPI
Other Honoraria	1,500	1,500	1,500	2,000	-	NO CPI
	12,336	12,457	12,579	12,215	7,389	
<b>Total</b>	<b>208,912</b>	<b>212,741</b>	<b>217,028</b>	<b>208,203</b>	<b>190,247</b>	

The Graduate Students' Association of the University of Alberta  
2018-2021 GSA Operating Budget (including Capital Budget)

**1.7% INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Advocacy**

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
<b>Advocacy</b>						
Government and External Relations	16,763	17,048	17,338	16,483	8,425	CPI
University Relations	1,115	1,134	1,153	1,096	372	CPI
Alberta Graduate Provincial Advocacy Council (ab-GPAC)	29,391	29,685	29,982	14,550	14,456	Based on Graduate Student Enrollment
<b>Total</b>	<b>47,269</b>	<b>47,867</b>	<b>48,473</b>	<b>32,129</b>	<b>23,253</b>	

The Graduate Students' Association of the University of Alberta  
2018-2021 GSA Operating Budget (including Capital Budget)

1.7% CPI INCREASE IN THE GSA FEE PER YEAR , 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Human Resources

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
<b>Support Staff (Represented by NASA)</b>						
Salaries	204,435	212,925	217,858	195,308	190,177	
<b>Benefits</b>						
Benefits	15,995	16,674	17,069	15,625	13,698	
RRSP	21,993	22,927	23,469	-	-	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	1,593	1,671	1,842	1,764	1,479	
	39,581	41,272	42,380	17,389	15,177	
<b>Employer Contributions</b>						
Employer CPP Contributions	7,692	7,806	8,040	8,000	7,780	
Employer EI Contributions	3,606	3,666	3,729	3,600	3,984	
	11,298	11,472	11,769	11,600	11,764	
<b>Other</b>						
Staff Development (\$800 per staff)	2,400	2,400	2,400	2,400	1,213	
<b>Total for Staff Represented by NASA</b>	<b>257,714</b>	<b>268,069</b>	<b>274,407</b>	<b>226,697</b>	<b>218,331</b>	
<b>Administrative/Professional Staff</b>						
<b>Salaries and Merit Pay</b>						
Salaries	356,308	362,288	368,371	361,858	328,341	
Merit Pay	33,300	33,300	33,300	30,000	30,348	
	389,608	395,588	401,671	391,858	358,689	
<b>Benefits</b>						
Benefits	25,867	26,306	26,753	25,979	25,256	
RRSP	35,566	36,171	36,786	16,237	15,489	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,655	2,785	3,070	2,940	2,793	
	64,088	65,262	66,609	45,156	43,538	
<b>Employer Contributions</b>						
Employer CPP Contributions	12,182	12,423	12,768	12,000	10,934	
Employer EI Contributions	5,711	5,805	5,841	6,000	5,555	
	17,893	18,228	18,609	18,000	16,489	
<b>Total for Administrative/Professional Staff</b>	<b>471,589</b>	<b>479,078</b>	<b>486,889</b>	<b>455,014</b>	<b>418,716</b>	
<b>Other HR Expenses</b>						
Office Recognition	1,220	1,241	1,262	1,200	503	CPI
Vacation Payout (MOVED TO SALARIES)	-	-	-	5,323	1,506	
Professional Expense Allowance	6,495	6,605	6,717	6,386	9,410	CPI
Workers' Compensation	2,136	2,172	2,209	2,100	1,495	CPI
Parking	300	300	300	500	1,551	
	10,151	10,318	10,488	15,509	14,465	
<b>Total</b>	<b>739,454</b>	<b>757,465</b>	<b>771,784</b>	<b>697,220</b>	<b>651,512</b>	

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

### 2018-2021 GSA Operating Budget (including Capital Budget)

**1.7% INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

### Office Administration and Operational Costs

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
Capital Items (per evergreening plan)	-	7,000	9,600	7,300	5,841	PER EVERGREENING PLAN
Information Technology Service Agreement	6,000	6,000	6,000	6,000	-	PER AGREEMENT
Telephone & Cable	4,330	4,404	4,479	4,258	3,291	CPI
Office Supplies and Maintenance (renamed)	6,509	6,619	6,732	6,400	1,630	CPI
Computer Software (renamed)	3,105	3,158	3,211	3,053	2,696	CPI
Payroll and Banking Service Charges	1,732	1,761	1,791	1,703	1,319	CPI
Photocopier Lease and Meter	6,000	6,000	6,000	8,500	7,440	PER AGREEMENT
General Liability Insurance (Office)	671	683	694	660	535	CPI
<b>Total</b>	<b>28,347</b>	<b>35,625</b>	<b>38,507</b>	<b>37,874</b>	<b>22,752</b>	

**The Graduate Students' Association of the University of Alberta  
2018-2021 GSA Operating Budget (including Capital Budget)**

**1.7% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.**

**Professional**

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual
Financial Auditing	12,200	12,200	12,200	11,200	11,025
Consultants	14,800	14,800	14,800	14,800	8,232
Investment Advisor	12,000	12,000	12,000	9,200	10,758
Legal Fees - General	26,000	26,000	26,000	25,000	16,486
<b>Total</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>60,200</b>	<b>46,501</b>

The Graduate Students' Association of the University of Alberta  
2018-2021 GSA Operating Budget (including Capital Budget)

1.7% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Services

	2018-2019	2019-2020	2020-2021	2017-2018	2016-2017	
	Budget for Approval	Budget	Budget	Budget	Actual	
<b>Grants and Subsidies Expenses</b>						
Academic Workshop Subsidies	9,000	9,000	9,000	5,500	5,500	PER AGREEMENT
External Grants	2,400	2,400	2,400	2,400	1,525	PER AGREEMENT
Campus Food Bank	12,000	12,000	12,000	9,000	9,000	PER AGREEMENT
	23,400	23,400	23,400	16,900	16,025	
<b>Student Groups</b>						
GSA Council Remuneration for Student Groups	11,200	11,200	11,200	10,800	4,700	NO CPI
Academically-Related Graduate Student Group Awards	30,000	35,000	40,000	25,000	14,957	NO CPI
	41,200	46,200	51,200	35,800	19,657	
<b>Other Expenses</b>						
Annual Strategic Plan Initiatives	3,000	3,000	3,000	3,000	6,528	NO CPI
Engagement, Orientation, and Outreach	20,000	20,000	20,000	12,000	5,528	NO CPI
AMICCUS-C Membership	700	700	700	700	650	NO CPI
Additional GSA Planner Printing	-	-	-	2,000	-	Moved to Engagement, Orientation, and Outreach
GSA Awards Night	8,500	8,500	8,500	7,377	12,967	NO CPI
	32,200	32,200	32,200	25,077	25,673	
<b>Total</b>	<b>96,800</b>	<b>101,800</b>	<b>106,800</b>	<b>77,777</b>	<b>61,355</b>	

2018-2021 GSA Operating Budget (including Capital Budget)

1.7% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.7% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

Operating/Contingency Fund

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Budget	2016-2017 Actual	
Operating/Contingency Fund	25,000	25,000	25,000	33,000	7,437	NO CPI
Total	25,000	25,000	25,000	33,000	7,437	

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
GSA Fees (annual membership fee)  <b>\$1,164,155 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, 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>For 2018-2019, the projected GSA revenue is \$1,164,155.</b> This is based on fees paid by a projected 6,035 full-time graduate students (6,035 @ \$165.84 per graduate student) and a projected 1,313 part-time graduate students (1,313 @ \$124.38 per graduate student).</li> <li>• <b>Applied 1.7% CPI increase.</b></li> <li>• <b>The 2017-2018 budget was \$1,133,333.</b> This was based on fees paid by 5,975 full-time graduate students (5,975 @ \$163.07 per graduate student) and 1,300 part-time graduate students (1,300 @ \$122.30 per graduate student).</li> <li>• <b>The 2016-2017 actual was \$1,126,136.</b></li> </ul>
<b>Interest Income</b>		
Interest Income  <b>\$12,000 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</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2017-2018 budget was \$25,000.</b></li> <li>• <b>The 2016-2017 actual was \$47,390.</b></li> </ul>

Account Name and Budget	Brief Description	Narrative and Variance
	the investment advisor and the GSA Budget and Finance Committee.	
	<b>External Committed Funding</b>	
Funding from the Dean of Students and the Dean of FGSR <b>\$7,500 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>No change to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$7,500.</li> <li>The 2016-2017 actual was \$11,690.</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>No change to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$5,190.</li> <li>The 2016-2017 actual was \$5,190.</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>No change to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$11,500.</li> <li>The 2016-2017 actual was \$11,500.</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>No change to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$40,162.</li> <li>The 2016-2017 actual was \$38,887.</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 or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>No change to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$1,300.</li> <li>The 2016-2017 actual was \$9,048.</li> </ul>

<b>GOVERNANCE</b>		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers Stipends  <b>\$167,202 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 2018-2019, the President receives an annual stipend of \$39,809 and the four VP positions each receive \$31,848. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw &amp; Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b).</li> <li>Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied 1.7% CPI increase.</b></li> <li><b>The 2017-2018 budget was \$164,408.</b></li> <li><b>The 2016-2017 actual was \$161,765.</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,550 budget</b>	<ul style="list-style-type: none"> <li>The 2017-2018 rate assessed was \$500.36 per graduate student per annum. However Studentcare revised the rate to \$485.76 in November 2017. The new estimated rate of \$510 for 2018-2019 includes an estimated 5% increase on the \$485.76 rate.</li> <li>Actual rate will not be set until May 2018.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied 5% increase.</b></li> <li><b>The 2017-2018 budget was \$2,835.</b></li> <li><b>The 2016-2017 actual was \$2,465.</b></li> </ul>
U-Pass  <b>\$2,220 budget</b>	<ul style="list-style-type: none"> <li>The U-Pass is set at \$148 each term in 2018-2019 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li><b>No significant change to the 2018-2019 budget.</b></li> <li><b>The 2017-2018 budget was \$2,175.</b></li> <li><b>The 2016-2017 actual was \$2,094.</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$7,410 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>No significant change to the 2018-2019 budget.</b></li> <li><b>The 2017-2018 budget was \$7,400.</b></li> <li><b>The 2016-2017 actual was \$7,245.</b></li> </ul>
Employer EI Contributions  <b>\$3,886 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA's contribution for EI which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>No significant change to the 2018-2019 budget.</b></li> <li><b>The 2017-2018 budget was \$4,000.</b></li> <li><b>The 2016-2017 actual was \$4,116.</b></li> </ul>

<b>Directly-Elected Officers - Other Expenses</b>		
Insurance <b>\$1,271 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 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$1,250.</li> <li>The 2016-2017 actual was \$1,215.</li> </ul>
Transition/Early Call for Talent <b>\$4,848 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 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$4,767.</li> <li>The 2016-2017 actual was \$2,671.</li> </ul>
Training/Development <b>\$3,051 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>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$3,000.</li> <li>New budget line for 2017-2018</li> </ul>
Directly-Elected Officers' Expenses <b>\$2,698 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 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$2,653.</li> <li>The 2016-2017 actual was \$268.</li> </ul>
GSA Board and Other Committee Expenses <b>\$1,440 budget</b>	<ul style="list-style-type: none"> <li>The cost estimate is based on 48 GSAB meetings per year at \$30 per meeting and occasional meetings of other committees.</li> <li>GSAB meetings will move to the morning, instead of the lunch hour, in 2018-2019 and this reduces the food expenses.</li> </ul>	<ul style="list-style-type: none"> <li>Budget decreased for 2018-2019.</li> <li>The 2017-2018 budget was \$3,500.</li> <li>The 2016-2017 actual was \$1,019.</li> </ul>
<b>GSA Council Expenses</b>		
GSA Council Food and Other Expenses <b>\$4,680 budget</b>	<ul style="list-style-type: none"> <li>The estimate is based on 12 meetings per year at \$390 per meeting.</li> <li>Budget was been increased to allow alternation between pizza and sandwich offerings.</li> </ul>	<ul style="list-style-type: none"> <li>Budget increase for 2018-2019.</li> <li>The 2017-2018 budget was \$4,100.</li> <li>The 2016-2017 actual was \$3,349.</li> </ul>
Election Expenses <b>\$2,436 budget</b>	<ul style="list-style-type: none"> <li>This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$2,395.</li> <li>The 2016-2017 actual was \$1,098.</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 2018-2019 budget.</li> <li>The 2017-2018 budget was \$2,220.</li> <li>The 2016-2017 actual was \$1,860.</li> </ul>
Chief Returning Officer	<ul style="list-style-type: none"> <li>Chief Returning Officer (CRO) is paid an honorarium for managing the</li> </ul>	<ul style="list-style-type: none"> <li>No change to the 2018-2019 budget.</li> </ul>

Honorarium  <b>\$1,500 budget</b>	GSA General Election, including any by-elections and referenda.	<ul style="list-style-type: none"> <li>• The 2017-2018 budget was \$1,500.</li> <li>• The 2016-2017 actual was \$1,082.</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> <li>• Pre-approval by two signing authorities is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease in 2018-2019 budget.</li> <li>• The 2017-2018 budget was \$2,000.</li> <li>• The 2016-2017 actual was \$0.00.</li> </ul>
<b>ADVOCACY</b>		
Government and External Relations  <b>\$16,763 budget</b>	<ul style="list-style-type: none"> <li>• Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy.</li> <li>• In its Strategic Work Plan (SWP), the GSA Board 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>• Applied 1.7% CPI increase.</li> <li>• The 2017-2018 budget was \$16,483.</li> <li>• The 2016-2017 actual was \$8,425.</li> </ul>
University Relations  <b>\$1,115 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>• Applied 1.7% CPI increase.</li> <li>• The 2017-2018 budget was \$1,096.</li> <li>• The 2016-2017 actual was \$372.</li> </ul>
ab-GPAC  <b>\$29,391 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. The \$1.00 dedicated fee which was previously collected as part of the fee assessment is no longer collected and this amount has been absorbed into this budget line.</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>• Increase to 2018-2019 budget.</li> <li>• The 2017-2018 budget was \$14,550.</li> <li>• The 2016-2017 actual was \$14,456.</li> </ul>

Human Resources		
Support Staff (Represented by NASA)		
Support Staff - Salaries  <b>\$204,435 budget</b>	<ul style="list-style-type: none"> <li>• There are four full-time support staff positions (one is unfilled).</li> <li>• Salaries are gross salaries including tax, employee EI and CPP, and union dues – remittances are made on behalf of employees from their salary totals.</li> <li>• Includes contractual cost of living increases and one-time payments (e.g. responsibility pay).</li> <li>• The 2018-2019 budget is understated by approximately \$58,000 due to an unfilled staff position.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Applied 1.7% CPI increase.</b></li> <li>• <b>The 2017-2018 budget was \$195,308.</b></li> <li>• <b>The 2016-2017 actual was \$190,177.</b></li> </ul>
Support Staff – Benefits  <b>\$15,995 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>• <b>The 2017-2018 budget was \$15,625.</b></li> <li>• <b>The 2016-2017 actual was \$13,698.</b></li> </ul>
Support Staff – RRSP (NEW) <b>\$21,993 budget</b>	<ul style="list-style-type: none"> <li>• In 2018-2019 support staff will receive RRSP payments for contribution to their own plans.</li> <li>• The 2018-2019 budget was calculated on the basis of 11% of salary. The GSA is working to provide a competitive benefit package for the staff.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>New budget line for 2018-2019.</b></li> </ul>
Support Staff – GSA Health and Dental Plan and GSAP  <b>\$1,593 budget</b>	<ul style="list-style-type: none"> <li>• The 2017-2018 rate assessed was \$500.36 per graduate student per annum. However Studentcare revised the rate to \$485.76 in November 2017. The new estimated rate of \$510 for 2018-2019 includes an estimated 5% increase on the \$485.76 rate.</li> <li>• Actual rate will not be set until May 2018.</li> <li>• The GSAP is \$21 per staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Applied 5% increase.</b></li> <li>• <b>The 2017-2018 budget was \$1,764.</b></li> <li>• <b>The 2016-2017 actual was \$1,479.</b></li> </ul>
Support Staff – Employer CPP Contributions  <b>\$7,692 budget</b>	<ul style="list-style-type: none"> <li>• This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Detailed calculation performed on actual salaries.</b></li> <li>• <b>The 2017-2018 budget was \$8,000.</b></li> <li>• <b>The 2016-2017 actual was \$7,780.</b></li> </ul>

Support Staff – Employer EI Contributions  <b>\$3,606 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed calculation performed on actual salaries.</b></li> <li><b>The 2017-2018 budget was \$3,600.</b></li> <li><b>The 2016-2017 actual was \$3,984.</b></li> </ul>
Support Staff Development  <b>\$2,400 budget</b>	<ul style="list-style-type: none"> <li>The staff NASA contract provides for support of \$800.00 per staff for courses related to staff development, commencing in 2016-2017.</li> </ul>	<ul style="list-style-type: none"> <li><b>The 2017-2018 budget was \$2,400.</b></li> <li><b>The 2016-2017 actual was \$1,213.</b></li> </ul>
<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff - Salaries  <b>\$356,308 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 Labour Professional, Financial Manager, and Chartered Accountant work part-time.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied 1.7% CPI increase.</b></li> <li><b>The 2017-2108 budget was \$361,858.</b></li> <li><b>The 2016-2017 actual was \$328,341.</b></li> </ul>
Administrative/ Professional Staff - Merit Pay  <b>\$33,300 budget</b>	<ul style="list-style-type: none"> <li>In accordance with the ED’s contract as of 2017-2018, 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><b>The 2017-2018 budget was \$30,000.</b></li> <li><b>The 2016-2017 actual was \$30,348.</b></li> </ul>
Administrative/ Professional Staff - Benefits  <b>\$25,867 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><b>The 2017-2018 budget was \$25,979.</b></li> <li><b>The 2016-2017 actual was \$25,256.</b></li> </ul>
Administrative/ Professional Staff - RRSP  <b>\$35,566 budget</b>	<ul style="list-style-type: none"> <li>Administrative/professional staff receive RRSP payments for contribution to their own plans.</li> <li>The 2018-2019 budget was calculated on the basis of 11% of salary which is a 6% increase from previous years as the GSA is working to provide a competitive benefit package for the staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>Increase in the 2018-2019 budget.</b></li> <li><b>The 2017-2018 budget was \$16,237.</b></li> <li><b>The 2016-2017 actual was \$15,489.</b></li> </ul>

Administrative/ Professional Staff - GSA Health and Dental Plan and GSAP  <b>\$2,655 budget</b>	<ul style="list-style-type: none"> <li>The 2017-2018 rate assessed was \$500.36 per graduate student per annum. However Studentcare revised the rate to \$485.76 in November 2017. The new estimated rate of \$510 for 2018-2019 includes an estimated 5% increase on the \$485.76 rate.</li> <li>Actual 2018-2019 rate will not be set until May 2018.</li> <li>The GSAP is \$21 per staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>Applied 5% increase.</b></li> <li><b>The 2017-2018 budget was \$2,940.</b></li> <li><b>The 2016-2017 actual was \$2,793.</b></li> </ul>
Administrative/ Professional Staff - Employer CPP Contributions  <b>\$12,182 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed calculation performed on actual salaries.</b></li> <li><b>The 2017-2018 budget was \$12,000.</b></li> <li><b>The 2016-2017 actual was \$10,934.</b></li> </ul>
Administrative/ Professional Staff - Employer EI Contributions  <b>\$5,711 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed calculation performed on actual salaries.</b></li> <li><b>The 2017-2018 budget was \$6,000.</b></li> <li><b>The 2016-2017 actual was \$5,555.</b></li> </ul>
	<p><b>Other HR Expenses</b></p>	
Office Recognition  <b>\$1,220 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>Applied 1.7% CPI increase.</b></li> <li><b>The 2017-2018 budget was \$1,200.</b></li> <li><b>The 2016-2017 actual was \$503.</b></li> </ul>
Vacation Payout (moved to salaries)	<ul style="list-style-type: none"> <li>Contractual arrangement with the ED for vacation payout, for vacation payout for NASA-represented support staff in accord with their Collective Agreement, and for administrative/professional staff at the ED's discretion.</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget merged into salary lines in 2018-2019.</b></li> <li><b>The 2017-2018 budget was \$5,323.</b></li> <li><b>The 2016-2017 actual was \$1,506.</b></li> </ul>
Professional Expense Allowance  <b>\$6,495 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 1.7% CPI increase.</b></li> <li><b>The 2017-2018 budget was \$6,386.</b></li> <li><b>The 2016-2017 actual was \$9,410.</b></li> </ul>

<p>Workers' Compensation <b>\$2,136 budget</b></p>	<ul style="list-style-type: none"> <li>WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation.</li> <li>WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$2,100.</li> <li>The 2016-2017 actual was \$1,495.</li> </ul>
<p>Parking <b>\$300 budget</b></p>	<ul style="list-style-type: none"> <li>Covers occasional parking for DEOs, NASA-represented support staff, and administrative/professional staff for meetings or events.</li> </ul>	<ul style="list-style-type: none"> <li>Decrease in the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$500.</li> <li>The 2016-2017 actual was \$1,551.</li> </ul>
<p><b>Office Administration and Operational Costs</b></p>		
<p>Capital items <b>\$0.00 budget</b></p>	<ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan (2014-2024). According to this plan no capital item purchases are required in 2018-2019.</li> </ul>	<ul style="list-style-type: none"> <li>Decrease in the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$7,300.</li> <li>The 2016-2017 actual was \$5,841.</li> </ul>
<p>Information Technology Service Agreement <b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li>No change to budget per agreement.</li> <li>The 2017-2108 budget was \$6,000.</li> </ul>
<p>Telephone &amp; Cable <b>\$4,330 budget</b></p>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$4,258.</li> <li>The 2016-2017 actual was \$3,291.</li> </ul>
<p>Office Supplies and Maintenance <b>\$6,509 budget</b></p>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, swag purchases, printing/photocopying, and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$6,400.</li> <li>The 2016-2017 actual was \$1,630.</li> </ul>
<p>Computer Software <b>\$3,105 budget</b></p>	<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>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$3,053.</li> <li>The 2016-2017 actual was \$2,696.</li> </ul>
<p>Payroll and Banking Service Charges <b>\$1,732 budget</b></p>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2108 budget was \$1,703.</li> <li>The 2016-2017 actual was \$1,319.</li> </ul>

<p>Photocopier Lease and Meter</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers from Xerox on a three-year contract (2015-2018) for office use. Lease will be renegotiated in the spring of 2018. Billing for the lease (standard for three years) and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li>Decrease in 2018-2019 budget as metering costs have declined.</li> <li>The 2017-2018 budget was \$8,500.</li> <li>The 2016-2017 actual was \$7,440.</li> </ul>
<p>General Liability Insurance (Office)</p> <p><b>\$671 budget</b></p>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Applied 1.7% CPI increase.</li> <li>The 2017-2018 budget was \$660.</li> <li>The 2016-2017 actual was \$535.</li> </ul>
<p><b>Professional</b></p>		
<p>Financial Auditing</p> <p><b>\$12,200 budget</b></p>	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by Collins Barrow.</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>Increase to budget as cost of audit has increased.</li> <li>The 2017-2018 budget was \$11,200.</li> <li>The 2016-2017 actual was \$11,025.</li> </ul>
<p>Consultants</p> <p><b>\$14,800 budget</b></p>	<ul style="list-style-type: none"> <li>Various consultants utilized in previous years.</li> <li>Other consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2018-2019.</li> </ul>	<ul style="list-style-type: none"> <li>No change to budget for 2018-2019.</li> <li>The 2017-2018 budget was \$14,800.</li> <li>The 2016-2017 actual was \$8,232.</li> </ul>
<p>Investment Advisor</p> <p><b>\$12,000 budget</b></p>	<ul style="list-style-type: none"> <li>As of 2016-2017 there are investment advisor fees for ATB Investment Management Inc.</li> </ul>	<ul style="list-style-type: none"> <li>Increase to budget to reflect increase in fees as our investments grow in value.</li> <li>The 2017-2018 budget was \$9,200.</li> <li>The 2016-2017 actual was \$10,758.</li> </ul>
<p>Legal Fees - General</p> <p><b>\$26,000 budget</b></p>	<ul style="list-style-type: none"> <li>Legal advice on significant operational issues as needed.</li> <li>A modest increase has been applied in addition to CPI as expenses related to Bill 7 are anticipated in 2018-2019.</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>Modest increase to 2018-2019 budget.</li> <li>The 2017-2018 budget was \$25,000.</li> <li>The 2016-2017 actual was \$16,486.</li> </ul>

<b>Services Expenses</b>		
<b>Grants and Subsidies</b>		
<p>Academic Workshop Subsidies</p> <p><b>\$9,000 budget</b></p>	<ul style="list-style-type: none"> <li>• Subsidies to the Student 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>	<ul style="list-style-type: none"> <li>• <b>Increase to 2018-2019 budget.</b></li> <li>• <b>The 2017-2018 budget was \$5,500.</b></li> <li>• <b>The 2016-2017 actual was \$5,500.</b></li> </ul>
<p>External Grants</p> <p><b>\$2,400 budget</b></p>	<ul style="list-style-type: none"> <li>• Funds request for external grants such as a grant for the Long Night Against Procrastination and International Week.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No change to 2018-2019 budget.</b></li> <li>• <b>The 2017-2018 budget was \$2,400.</b></li> <li>• <b>The 2016-2017 actual was \$1,525.</b></li> </ul>
<p>Campus Food Bank</p> <p><b>\$12,000 budget</b></p>	<ul style="list-style-type: none"> <li>• Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA).</li> <li>• Budget increased in 2018-2019 in recognition of the valuable support provided to graduate students by the CFB.</li> <li>• CFB Executive Director and Board Chair report annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increase to the 2018-2019 budget.</b></li> <li>• <b>The 2017-2018 budget was \$9,000.</b></li> <li>• <b>The 2016-2017 actual was \$9,000.</b></li> </ul>
<b>Graduate Student Groups</b>		
<p>GSA Council Remuneration for Student Groups</p> <p><b>\$11,200 budget</b></p>	<ul style="list-style-type: none"> <li>• GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the GSA Council year.</li> <li>• Budget increased to reflect increase in number of departmental graduate student groups and a higher remuneration (from \$100 to \$200 in 2017-2018).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increase to the 2018-2019 budget.</b></li> <li>• <b>The 2017-2018 budget was \$10,800.</b></li> <li>• <b>The 2016-2017 actual was \$4,700.</b></li> </ul>
<p>Academically-Related Graduate Student Group Awards</p> <p><b>\$30,000 budget</b></p>	<ul style="list-style-type: none"> <li>• The GSA provides a grant program, ongoing through the year, for departmental academically-related 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 at the departmental level.</li> <li>▪ Provide modest start-up funding for new groups.</li> </ul> </li> <li>• Budget increased to meet strong demand for this grant.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increase to the 2018-2019 budget.</b></li> <li>• <b>The 2017-2018 budget was \$25,000.</b></li> <li>• <b>The 2016-2017 actual was \$14,957.</b></li> </ul>

<b>Other Expenses</b>		
Annual Strategic Plan Initiatives  <b>\$3,000 budget</b>	<ul style="list-style-type: none"> <li>Any new strategic planning initiatives may be funded from this account.</li> </ul>	<ul style="list-style-type: none"> <li>No change to 2018-2019 budget.</li> <li>The 2017-2018 budget was \$3,000.</li> <li>The 2016-2017 actual was \$6,528.</li> </ul>
Engagement, Orientation, and Outreach  <b>\$20,000 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, graduate student departmental outreach initiatives, graduate student professional development and other engagement events.</li> <li>Depending on student demand for the yearly planner, and the ad revenue, this budget can be used to cover the cost of printing additional planners.</li> </ul>	<ul style="list-style-type: none"> <li>Increase to the 2018-2019 budget.</li> <li>The 2017-2018 budget was \$12,000.</li> <li>The 2016-2017 actual was \$5,528.</li> </ul>
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>	<ul style="list-style-type: none"> <li>No change to 2018-2019 budget.</li> <li>The 2017-2018 budget was \$700.</li> <li>The 2016-2017 actual was \$650.</li> </ul>
Additional GSA Planner Printing (moved to Engagement, Orientation and Outreach)  <b>\$0.00 budget</b>	<ul style="list-style-type: none"> <li>Budget line was added in 2017-2018 to allow the GSA to print additional planners even if ad sales did not increase.</li> <li>Ad sales increased in 2017-2018 so these funds were not needed.</li> </ul>	<ul style="list-style-type: none"> <li>Budget amount merged into Engagement, Orientation and Outreach.</li> <li>The 2017-2018 budget was \$2,000.</li> </ul>
GSA Awards Night  <b>\$8,500 budget</b>	<ul style="list-style-type: none"> <li>Expenses for the annual GSA Awards Night (normally in March).</li> <li>Increase to the budget to improve the Awards Night experience.</li> </ul>	<ul style="list-style-type: none"> <li>Increase to 2018-2019 budget.</li> <li>The 2017-2018 budget was \$7,377.</li> <li>The 2016-2017 actual was \$12,967.</li> </ul>
<b>Operating/Contingency Fund</b>		
Operating /Contingency Fund  <b>\$25,000 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. Use of contingency is upon recommendation of the GSA President.</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>Decrease in 2018-2019 budget.</li> <li>The 2017-2018 budget was \$33,000.</li> <li>The 2016-2017 actual was \$7,437.</li> </ul>

The Graduate Students' Association of the University of Alberta  
2018-2021 Restricted and Other Funding Budget

7.25

GSA - Restricted and Other Funding - Expenses

	2018-2019 Budget for Approval	2019-2020 Budget	2020-2021 Budget	2017-2018 Approved Budget	2016-2017 Actual
<b>Fundraised Activity</b>					
GSA Planner	11,000	11,000	11,000	11,000	8,795
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>					
GSA Recognition Awards	18,000	18,000	18,000	18,000	18,000
GSA Child Care Grants	254,720	254,720	254,720	254,720	373,000
GSA Emergency Bursaries	143,280	143,280	143,280	143,280	45,220
GSA Academic Travel Awards	398,000	398,000	398,000	398,000	337,705
	814,000	814,000	814,000	814,000	773,925
<b>Other Restricted Funding</b>					
ab-GPAC (moved to Operating budget)	-	-	-	7,275	7,361
CJSR Fees Collected Per Referendum	14,700	14,850	15,000	14,550	14,700
GSAP (Graduate Student Assistance Program) Fees Collected Per Referendum	68,000	68,680	69,367	65,800	68,014
Health Plan Fees Collected Per Referendum	1,588,007	1,667,408	1,750,778	1,512,388	1,465,117
Dental Plan Fees Collected Per Referendum	1,186,903	1,246,248	1,308,561	1,130,384	1,080,732
	2,857,611	2,997,186	3,143,706	2,730,397	2,635,924
	3,682,611	3,822,186	3,968,706	3,555,397	3,418,644

Based on graduate student enrolment  
Based on graduate student enrolment  
5% INCREASE  
5% INCREASE

## GSA 2018-2019 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>\$11,000 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> </ul>	<ul style="list-style-type: none"> <li><b>No change to 2018-2019 budget.</b></li> <li><b>The 2017-2018 budget was \$11,000.</b></li> <li><b>The 2016-2017 actual was \$8,795.</b></li> </ul>
	<p><b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b></p> <p>The Memorandum of Settlement provided for total funds of \$814,000 for the GSSF for 2017-2018, and the budget is based on the anticipated funding remaining the same. Individual budgets have been set for the components of GSA Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards. Reallocation of funds between these components are done as necessary throughout the year.</p>	
GSA Recognition Awards <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>Funds provide 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>The 2017-2018 budget was \$18,000.</b></li> <li><b>The 2016-2017 actual was \$18,000.</b></li> </ul>
GSA Child Care Grants <b>\$254,720 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>The 2017-2018 budget was \$254,720.</b></li> <li><b>The 2016-2017 actual was \$373,000.</b></li> </ul>
GSA Emergency Bursaries <b>\$143,280 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>The 2017-2018 budget was \$143,280.</b></li> <li><b>The 2016-2017 actual was \$45,220.</b></li> </ul>
GSA Academic Travel Awards <b>\$398,000 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this award to participate in academic activities such as conferences and research trips.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>The 2017-2018 budget was \$398,000.</b></li> <li><b>The 2016-2017 actual was \$337,705.</b></li> </ul>
ab-GPAC	<ul style="list-style-type: none"> <li>The \$1.00 dedicated fee has been rescinded.</li> </ul>	<ul style="list-style-type: none"> <li><b>The 2017-2018 budget was \$7,275.</b></li> <li><b>The 2016-2017 actual was \$7,361.</b></li> </ul>
CJSR Fees	<ul style="list-style-type: none"> <li>The U of A campus radio station (CJSR) receives \$1.00 per graduate student</li> </ul>	<ul style="list-style-type: none"> <li><b>1% increase in student enrolment applied.</b></li> </ul>

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

Account Name and Budget	Brief Description	Narrative
<b>\$14,700 budget</b>	<p>per term. This is a dedicated fee that was implemented by a referendum in 1999.</p> <ul style="list-style-type: none"> <li>Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li><b>The 2017-2018 budget was \$14,550.</b></li> <li><b>The 2016-2017 actual was \$14,700.</b></li> </ul>
GSAP (Graduate Student Assistance Program)  <b>\$68,000 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>Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li><b>1% increase in student enrolment applied.</b></li> <li><b>The 2017-2018 budget was \$65,800.</b></li> <li><b>The 2016-2017 actual was \$68,014.</b></li> </ul>
Health Plan  <b>\$1,588,007 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 2017-2018 fee is \$285.61 per graduate student per year. A 5% increase has been estimated for 2018-2019. The actual fee amount will be determined in May 2018.</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>Estimated 5% increase applied.</b></li> <li><b>The 2017-2018 budget was \$1,512,388.</b></li> <li><b>The 2016-2017 actual was \$1,465,117.</b></li> </ul>
Dental Plan  <b>\$1,186,903 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 2017-2018 fee is \$214.75 per graduate student per year. A 5% increase has been estimated for 2018-2019. The actual fee amount will be determined in May 2018.</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>Estimated 5% increase applied.</b></li> <li><b>The 2017-2018 budget was \$1,130,384.</b></li> <li><b>The 2016-2017 actual was \$1,080,732.</b></li> </ul>



Dear Colleagues,

February 15, 2018

As was the case with the previous term's financial report, I am pleased to report the GSA continues to be on track overall at the end of our fiscal year and are projecting a surplus which will be directed to the Financial Stabilization Fund (which we continue to grow on the recommendation of our Auditor). As is to be expected, there are some variations between lines compared to last term's financial report, and elements of the proposed 2018-2019 budget address these. Below I list some of the key elements of the final financial report for 2017-2018.

#### **GSA Fees Revenue**

As a fee-based organization, graduate student enrolment levels are the key drivers of the GSA's budget and, as has been the case in previous years, the Financial Team closely monitors these. As we approach our fiscal year end we are projecting no variance with respect to GSA fees revenue and the 2017-2018 approved budget.

#### **Investment Revenue**

As previously reported, our investments are performing very well and are regularly reviewed by the GSA Budget and Finance Committee (GSA BFC). The variance shown in this line is due to a change in reporting as the budgeted amount previously included the income on the portfolio investments, which is re-invested and reported in the annual audited financial statements. Going forward only the interest income on the operating bank account is being reported in this line.

#### **Funding from Others, Other Expenses, and Other Revenue**

The sponsorship amount that the GSA receives from the Faculty of Graduate Studies and Research (FGSR) for engagement and orientation initiatives was reduced this year. However, an increased sponsorship from TDIMM was negotiated in 2016 and increased funding from the Dean of Students was secured. As reported to the GSA BFC in October and to GSA Council in November, the 2017-2018 budget also included, under the category of "Other Expenses" and in relation to engagement/outreach, some \$2,000 to be used to print additional copies of the GSA Planner if the revenue generated through the sale of ad space in the Planner was not sufficient to print enough copies. This year ad sales were up and so this budgeted amount was not needed. Likewise, the variance under the category of "Other Funding" is due to the GSA's successful application for an Unwind Your Grant in 2017, which provided additional funding for outreach programming.

#### **Governance**

We are underspent in this line as the expenses associated with the GSA Board and other committees, as well the expenses of the Directly-Elected Officers have been lower this past year.

#### **Advocacy**

We are underspent in this line as there were no GU15 meetings this past year (there are typically two such meetings each year in which the GSA participates but the group has disbanded and a new group is in the nascent stages of forming).

#### **Human Resources**

As reported last time, there is a surplus in this area as a result of the Executive Director taking an eight-month maternity leave in this fiscal year.



### Office Administration

We saw savings associated with the purchase of office supplies and decreased photocopier usage (which aligns with the GSA's commitment to being paperless as much as possible).

### Professional Expenses and Operating/Contingency Fund

Over the summer and fall we requested a legal review of our relevant existing bylaws and policies to assess our compliance with the provisions of Bill 7. We are now in the process of implementing the extensive recommendations we received from our lawyers and have drafted numerous revisions to our governing documents. These are currently under review by the GSA's lawyers before moving forward for consideration by the GSA Governance Committee and, ultimately, GSA Council and the Labour Relations Board. While funds earmarked to potentially hire a consultant to assist with the implementation of the provisions of Bill 7 have not yet been utilized, we may need to explore this possibility in the coming year.

In closing, let me stress that the GSA is in excellent shape financially. My thanks to the Financial Team and to the GSA BFC.

Regards,

A handwritten signature in black ink that reads "Babak Soltannia".

Babak Soltannia, GSA President and Chair of the GSA BFC

**Outline of Issue**  
**GSA 2017-2018 Winter Term Financial Report**

**Suggested Motion for GSA Council:**

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2017-2018 Winter Term Financial Report.

**Note:** At its meeting of January 25, 2017 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. At its meeting of February 8, 2017, the GSA Board **received for information and forwarded to GSA Council** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the February 27, 2017 meeting of GSA Council.

**Background:**

The last financial report on the 2017-2018 GSA's fiscal year was presented to the GSA Budget and Finance Committee (GSA BFC), GSA Board, and GSA Council in October and November of 2017.

The financial reports have been created to build 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 Financial Team (GSA Executive Director Courtney Thomas, CPA and GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, GSA Director of Operations Heather Hogg, as well as GSA Associate Director Julie Tanguay (currently serving as Acting Executive Director while I am on maternity leave)) agrees that the GSA's budget is on track and there are no issues of concern at the end of the winter term of 2017-2018.

The GSA BFC received for information and forwarded to the GSA Board the GSA 2017-2018 Winter Term Financial Report at their meeting of January 24, 2018.

See the attached cover letter from the GSA President and GSA BFC Chair, Babak Soltannia, to GSA Council for additional background.

**Jurisdiction:**

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.6.4.a:  
*"The GSA Accountant and the GSA 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), 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."*

2017-2018 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

Winter Term Update, April to December 2017 actuals and January 2018 to March 2018 forecast

	CURRENT YEAR April 1, 2017 to March 31, 2018				PRIOR YEAR Comparative				
	2017-2018	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2017 to Dec 2017	Jan 2018 to Mar 2018					Apr 2016 to Dec 2016	2016-2017 Apr 2016 to March 2017
<b>REVENUE</b>									
GSA Fees Revenue	1,133,333	926,024	207,309	1,133,333	-		0%	892,995	1,126,136
Investment Revenue	25,000	11,021	3,900	14,921	(10,079)	1	-40%	6,614	47,390
External Committed Funding	24,690	9,190	17,190	26,380	1,690	2	7%	13,690	28,380
Chopped Leaf (PAW Centre) Revenue	40,162	30,122	10,040	40,162	-		0%	28,847	38,887
Other Revenue	1,300	3,068	-	3,068	1,768	3	136%	1,697	9,048
<b>Total Revenue</b>	<b>1,224,485</b>	<b>979,425</b>	<b>238,439</b>	<b>1,217,864</b>	<b>(6,621)</b>		<b>-1%</b>	<b>943,843</b>	<b>1,249,841</b>
<b>EXPENSES</b>									
Governance	208,204	142,480	57,578	200,058	8,146	4	4%	140,701	190,247
Advocacy	32,129	8,635	11,373	20,008	12,121	5	38%	24,201	23,253
Human Resources	697,220	485,429	170,480	655,909	41,311	6	6%	501,763	651,511
Office Administration	37,874	15,942	13,481	29,423	8,451	7	22%	17,661	22,753
Professional	60,200	34,244	14,481	48,725	11,475	8	19%	38,089	46,500
Services Expenses	77,777	50,611	25,516	76,127	1,650		2%	40,658	61,355
Operating/Contingency Fund	33,000	184	2,321	2,505	30,495	9	92%	7,217	7,437
<b>Total Expenses</b>	<b>1,146,404</b>	<b>737,525</b>	<b>295,230</b>	<b>1,032,755</b>	<b>113,649</b>		<b>10%</b>	<b>770,290</b>	<b>1,003,056</b>
<b>BALANCE</b>	<b>78,081</b>	<b>241,900</b>	<b>(56,791)</b>	<b>185,109</b>	<b>107,028</b>		<b>137%</b>	<b>173,553</b>	<b>246,785</b>

Explanatory notes:

- Under the variance column red numbers in brackets indicates revenue shortfall, or an expense overexpenditure.
- Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.
- Projected surplus funds will be applied to the Financial Stabilization Fund.

- Investment revenue variance due to change in reporting. Budget amount included the income on the portfolio investments which are re-invested and reported in the annual audited financial statements. Going forward only the interest income on the operating bank account is being reported in this line.
- Dean of Student funding was increased by \$1,690 for this year so this has created a positive variance.
- An Unwind Your Mind grant was received in April 2017 which created a positive variance.
- GSA board and Other Committee Expenses as well as Elected Officers' Expenses have come in lower than budgeted resulting in a surplus.
- Government and External Relations are lower this year than projected resulting in a surplus. Fewer out of province conferences were attended than in other years.
- Management salary and benefit expenses were lower due to the maternity leave of the Executive Director.
- Office supplies and photocopier expenses were lower than budgeted resulting in a positive variance.
- The consultant line was not utilized creating a positive variance.
- There have been minimal requirements for spending from this line resulting in a positive variance.

The Graduate Students' Association of the University of Alberta

2017-2018 GSA Restricted and Other Funding

Budget and Expenditure Report

Winter Term Update, April to December 2017 actuals and January 2018 to March 2018 forecast

	CURRENT YEAR April 1, 2017 to March 31, 2018						PRIOR YEAR Comparative		
	2017-2018 Approved Budget	Actual Apr 2017 to Dec 2017	Forecast Jan 2018 to Mar 2018	Total	Variance	Ref #	% Variance	Actual Apr 2016 to Dec 2016	Total Actual 2016-2017 Apr 2016 to March 2017
<b>Fundraised Activity</b>									
GSA Planner	11,000	10,113	-	10,113	887	1	8%	8,795	8,795
<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	253,000	1,720	254,720	-		0%	220,000	249,000
GSA Emergency Bursaries	143,280	99,321	43,959	143,280	-		0%	20,582	137,500
GSA Academic Travel Awards	398,000	366,772	31,228	398,000	-		0%	250,699	384,500
	814,000	719,093	94,907	814,000	-		0%	491,281	789,000
<b>Other Restricted Funding</b>									
ab-GPAC	7,275	-	7,275	7,275	-		0%	7,361	7,361
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,550	-	14,550	14,550	-		0%	7,200	14,700
GSAP (Graduate Student Assistance Program) Fees Collected	65,800	34,467	31,333	65,800	-		0%	33,548	68,014
Health Plan Revenue	1,512,388	653,453	858,935	1,512,388	-		0%	651,049	1,465,117
Dental Plan Revenue	1,130,384	491,249	639,135	1,130,384	-		0%	480,984	1,080,732
	2,730,397	1,179,169	1,551,228	2,730,397	-		0%	1,180,142	2,635,924
<b>BALANCE</b>	3,555,397	1,908,375	1,646,135	3,554,510	887		0%	1,680,218	3,433,719

Explanatory notes:

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

Under the variance column black numbers indicates more revenue received or an expense savings.

1. 2017-2018 GSA planner expenses were less than projected resulting in a slight budget surplus.

**GSA President**  
**Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
 From: Babak Soltannia  
 Date: February 23, 2018

Dear Valued Councillors and Colleagues,

I hope you had a wonderful reading week and are ready for a very prosperous academic year-end. I also express my greetings and best wishes for all those who celebrate the Lunar New Year, Now-Ruz, and Diwali, the Festival of Lights. I also extend my sincere congratulations and warm welcome to Dr. Matthias Ruth, the new U of A Vice-President (Research), and wish him success in his new role. I would also like to wish all the best to all candidates running in the 2018 GSA General Election. Please don't forget to vote between February 27-March 1.

***Tuition Fee Updates and External Advocacy:***

- I start with external advocacy. As Masoud also explains in his report, we attended the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting (AGM) on February 4 and 5. We approved and implemented amendments to ab-GPAC bylaw and policies, received reports from the Chair and Treasurer, and reviewed the Council's upcoming advocacy plans. These plans will focus on more predictability, affordability, equity and consistency for graduate students, and will continue to advocate for the regulation of international graduate student tuition, by asking the Ministry of Advanced Education to review new models from institutions in other provinces that are emerging. The ab-GPAC AGM also included a presentation of the University of Calgary Vice-Provost (Indigenous Engagement). We shared information from the presentation with the University of Alberta Provost's Office, and learned that the U of A has just recently announced that the U of A is creating a Vice-Provost, Indigenous Initiatives position. This announcement can be found [here](#).
- I attended the Student Leaders' Meeting with the Ministry of Advanced Education, along with the ab-GPAC Executive Director, and ASEC and CAUS representatives. During this meeting, I emphasized the value of implementing more predictable and affordable tuition for all graduate students, especially for international graduate students by highlighting the added value and positive contributions that graduate students bring for the province after their graduation. I also argued that we need more funding for research intensive universities and emphasized the necessity of continuing to support professional development.
- Very recently, I also attended a meeting with representatives from the Alberta Student Awards Personnel Association (ASAPA) as the ab-GPAC Vice-Chair, to discuss student aid programs. During this meeting, we discussed potential aid models, including universal and targeted models, which would focus on providing aid for low-income students.
- Finally, The GSA published a statement in response to University Administration's proposed international student tuition fee increase (found [here](#)). At the GFC Academic Planning Committee meeting, I presented the GSA's stance in opposition to the international tuition increase. For the vote at this meeting, there were 6 members opposed and 7 members in favor. As Firouz also discusses in his report, I will present our stance again when the proposed increase is brought forward to the Board Finance and Property Committee (February 27) and the Board of Governors (March 16) meetings. My team will also continue talking to members of the Board of Governors prior to these two meetings to ensure they understand the impact this increase would have on international graduate students.

***Developments on Minimum Funding Proposal:***

- As an update on the Minimum Funding Proposal and current review of graduate student funding, Firouz and I have had several meetings with Dr. Zwicker. Dean Zwicker will be attending our February Council meeting to provide more information and updates on this topic.

**Student Engagement:**

- We are excited to host the GSA Awards Night, on March 23, 2018, where we will honour the recipients of the 2018 GSA Recognition Awards. I would like to sincerely thank the Alumni Association, the Office of the Vice-President (Research), as well as the Non-Academic Staff Association (NASA), for their generous financial support of this event.
- The GSA hosted its Winter Social Event on February 8, which featured board and card games, mingling bingo, and refreshments. We had the honour of having former U of A Senator, Allen Snart, attend this event. It was a very well-attended and enjoyable event with around 125 attendees.



- We are pleased to announce that the GSA Office received a Gold Spaces Certification from the Office of Sustainability for a third year in a row.



I will be more than happy to answer any concerns or questions you may have, in-person or over email.

Warmest regards,

Babak  
GSA President

Please find below a list of meetings I attended between January 22, 2018 and February 26, 2018. The meetings were accurate at the time of printing.

January 23	Meeting with the Students' Union (SU) re: Tuition Budget Advisory Committee (TBAC)
January 23	Meeting with the Students' Union (SU) and Andre Costopoulos, Dean of Students
January 24	GSA Budget and Finance Committee (GSA BFC)
January 25	GFC Student Conduct Policy Committee (GFC SCPC)
January 25	Meeting with Andre Costopoulos, Dean of Students
January 25	Tuition Budget Advisory Committee (TBAC)
January 26	Board of Governors (BoG)-General Faculties Council (GFC)-Senate Summit
January 29	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executives Meeting
January 29	General Faculties Council (GFC)
January 31	United Way Celebration
February 2	Meeting with Students in the Integrated Petroleum Geosciences Program re: Tuition Fee
February 4	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Dinner
February 4-5	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting
February 5	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
February 6	Meeting with Steve Dew, University Provost and Vice-President (Academic)
February 6	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
February 8	Student Leaders' Meeting with the Ministry of Advanced Education
February 8	GSA Winter Social Event
February 8	Board of Governors (BoG) Dinner
February 9	University Governance Comprehensive Institutional Plan (CIP) Briefing
February 9	University Strategic Planning Session
February 9	SU Employment Festival (EMP Fest) Closing Ceremony
February 12	Peter Lougheed Leadership College (PLLC) Principal Search Committee
February 13	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
February 14	General Faculties Council Academic Planning Committee (GFC APC)
February 16	Cannabis Meeting with Non-Academic Staff Association (NASA), Academic Association of Academic Staff: University of Alberta (AASUA), and the Students' Union (SU)
February 20	Alberta Student Awards Personnel Association (ASAPA) Meeting
February 21	GSA Directly-Elected Officers Team Dinner
February 23	GSA Coffee Break
February 26	General Faculties Council (GFC)

**GSA Board (GSAB)**  
**Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
 From: Courtney Thomas, Executive Director; Julie Tanguay, Acting Executive Director and Acting Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Lisa Hareuther, Assistant Director  
 Date: February 23, 2018

The GSAB reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.1 – 20.5.

**24 January 2018 GSA Board Meeting**

Main Agenda Items:

Attendance at the Alberta Graduate Provincial Advocacy Council (Ab-GPAC) Annual General Meeting, February, 4 and 5, 2018, in Calgary, AB: Estimated Expense; and Meeting reports.

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expense for two (2) representatives of the GSA to attend ab-GPAC Annual General Meeting, February 4-5, 2018, in Calgary, AB as noted below. BS **MOVED**. RF Seconded. **CARRIED**.

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

Members discussed the **Meeting with SU and A Costopoulos, Dean of Students**.

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

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

Members discussed **meeting with the U of C GSA**.

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

**31 January 2018 GSA Board Meeting:**

Main Agenda Items:

International Graduate Student Tuition Increase Advocacy Discussion; and Meeting reports.

Motions and Agreements:

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

Members discussed the **Meeting with Ancillary Services**.

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

**7 February 2018 GSA Board Meeting:**

Main Agenda Items:

Annual Operating and Capital Budget (2018-2019) and Restricted and Other Funding Budget (2018-2019) and Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021); GSA 2017-2018 Winter Term Financial Report; and International Graduate Student Tuition Increase Advocacy Discussion.

Motions and Agreements:

That the GSA Board make its own **RECOMMENDATION TO GSA COUNCIL THAT IT APPROVE**, having been unanimously recommended by the GSA BFC, the Annual Operating and Capital Budget (2018-2019) (found on pages 3.4 to 3.12 in the attached material in the "2018-2019 Budget for Approval" column bordered in red on each page) and the Restricted and Other Funding Budget (2018-2019) (found on page 3.25 in the attached material in the "2018-2019 Budget for Approval" column bordered in red). SvK **MOVED**. RF Seconded. **CARRIED**.

That the GSA Board **RECOMMEND TO GSA COUNCIL TO RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA BFC, the Annual Operating and Capital Three-Year Budget/Business Plan (2018-2021) and Restricted and Other Funding Three-Year Budget/Business Plan (2018-2021) (pages 3.4 to 3.12 and 3.25 in the attached material). SvK **MOVED**. RF Seconded. **CARRIED**.

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2017-2018 Winter Term Financial Report. FK **MOVED**. RF Seconded. **CARRIED**.

**14 February 2018 GSA Board Meeting**

Main Agenda Items:

Actual Expenses for Attendance at the Alberta Graduate Provincial Advocacy Council (Ab-GPAC) Annual General Meeting, February, 4 and 5, 2018, in Calgary, AB; GSA President's Citation; International Graduate Student Tuition Increase Advocacy Discussion; and Survey for Graduate Students Living in Residence re: Collection of the Residence Association Fees.

Motions and Agreements:

The GSA Board is asked to **RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at the ab-GPAC Annual General Meeting, February, 4 and 5, 2018, in Calgary, AB. BS **MOVED**. SvK Seconded. **CARRIED**.

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

Members discussed the **GSA President's Citation**.

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

**21 February 2018 GSA Board Meeting**

Main Agenda Items:

GSA President's Citation; and International Graduate Tuition Increase Advocacy Discussion

Motions and Agreements:

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

Members discussed the **GSA President's Citation: 2018 Proposed Recipient**.

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

**Motion:** That the GSA Board **APPROVE** the awarding of a GSA President's Citation to Mary Pat Barry. BS **MOVED**. FK Seconded. **CARRIED**.

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

Members discussed the **Dean's Advisory Committee meeting**.

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

**GSA Budget and Finance Committee  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Babak Soltannia  
Date: February 23, 2018

Dear GSA Council Colleagues,

On January 24, the GSA Budget and Finance Committee (GSA BFC) met to review and advise on the GSA's three-year budget/business plan, to recommend the GSA's 2018-2019 budget to GSA Council, and to review the winter term financial statement. The committee had an engaging discussion concerning these matters and they are now before GSA Council for your consideration – you can find more information in the cover letters associated with these items.

Additionally, GSA BFC met on February 14 to review the most recent quarterly statement on the GSA's investments, and a representative of our ATB investment management team were on hand to answer questions; our investments are performing well.

I am happy to answer any questions.

Sincerely,  
Babak Soltannia, GSA President and Chair of the GSA BFC

**GSA Governance Committee (GSA GC)  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Babak Soltannia  
Date: February 23, 2018

Dear Council Colleagues,

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).

While processing an Academically-Related Graduate Student Group Award, it was noted that Section P: GSA Grants, Awards, and Bursaries, required a factual editorial change as section P.POL.3.5.b and section P.POL.3.5.c gave conflicting information. The factual change was to make clear that if a student group applied for one event for an amount below the maximum allocated per fiscal year, they could submit applications for other events until they reach the maximum allowed per fiscal year. The GSA Governance Committee unanimously approved these editorial changes, via email, on February 12, 2018.

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

**GSA Vice-President Academic  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Firouz Khodayari  
Date: February 23, 2018

Dear Council Colleagues,

I hope everyone has enjoyed the reading week and is ready for learning, teaching, and research. As Vice-President Academic, I have attended several meetings and been involved with various discussions during the last month; I share the highlights with you in this report.

### **Digital Learning On Campus**

I have recently been invited to be a member of the Provost's Digital Learning Committee (PDLC). This committee supports the implementation of digital learning activities across the University of Alberta. *For the Public Good*, Objective 13 states that the University will "create and support an institutional strategy that enables excellence in design, deployment, and assessment of digital learning technologies"; more broadly the uses of digital tech in teaching and learning will be examined. The committee will undertake a needs assessment, propose innovative approaches to digital learning, recommend policies, develop knowledge translation, and establish change management strategies for digital learning. I will be keeping you updated on this topic in future.

### **University of Alberta Open Educational Resources (OER) Awards**

As a member of the University of Alberta OER Awards Committee, we are responsible for evaluating and awarding OER Awards for the 2018-19 academic year. The total amount of funding available is \$75,000 and the aim of the awards is to explore new and collaborative teaching opportunities through the use of open educational resources, increase access to educational resources for students, faculty, and the community through open licensing, and reduce cost of textbook and course materials through open educational resources. The awards will go towards funding teams of OER student navigators, who will be recruited by the U of A OER team to support the OER projects that receive awards, and OER Peer Review Stipends, which will involve discipline-specific peer reviews of curated content to assist instructors in selecting OER. The award will also support faculty in the use of these resources in their course delivery, while also giving faculty support and structure in the selection, integration, and use of OER through collaboration with an Open Education Project Team. Hopefully, a number of graduate students will be hired to assist with these funded projects.

### **International Students' Tuition**

As you heard from the Provost and Vice-President (Academic) and Vice-President (Finance and Administration) during our January Council meeting, the University administration has proposed an increase of 3.14% to the tuition of international students (for both graduate and undergraduate students) for the 2018-19 academic year. We have opposed the proposal as we don't support any increase beyond the Consumer Price Index (CPI), as outlined in the GSA Board's Strategic Work Plan (GSA SWP), which was received for information by the GSA Council in July 2017. I have been working to reach out to different University stakeholders to discuss students' perspectives on this topic. I will continue, along with the rest of the team, to advocate for an affordable and predictable increase before the Board of Governors has its final vote on this motion on March 16. I encourage graduate students to attend the public meeting of the Board of Governors on March 16 to show strong, united graduate student voice against the proposal; the more students who are able to come, the stronger our voice will be.

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

Thanks,

Firouz Khodayari, GSA Vice-President Academic

*Please find below a list of meetings I attended between January 22, 2018 and February 26, 2018. The meetings were accurate at the time of printing.*

January 23	Council on Experiential Learning
January 23	Meeting with the Students' Union (SU) re: Tuition Budget Advisory Committee (TBAC)
January 24	Open Education Resources (OER) Awards Committee
January 25	GSA General Faculties Council (GFC) Caucus
January 25	Tuition Budget Advisory Committee (TBAC)
January 26	Board of Governors (BoG)-General Faculties Council (GFC)-Senate Summit
January 26	University Research Policy Committee (URPC)
January 29	General Faculties Council (GFC)
January 30	Provost Digital Learning Committee (PLDC) Meeting
February 1	Meeting with Michael Phair, Chair of Board of Governors (BoG)
February 5	PAW Centre Strategic Operation Committee (PAWSOC)
February 6	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
February 7	General Faculties Council Committee on the Learning Environment (GFC CLE)
February 8	GSA Winter Social Event
February 9	Council on Student Affairs (COSA) Revitalization Meeting
February 12	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus
February 12	General Faculties Council Nominating Committee (GFC NC)
February 12	General Faculties Council Executive Committee (GFC Exec)
February 12	Collective Agreement Negotiation Meeting
February 13	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
February 14	General Faculties Council Academic Planning Committee (GFC APC)
February 15	General Faculties Council Academic Standard Committee (GFC ASC)
February 16	Vice-Provost and Chief Librarian Selection Committee
February 20	Open Educational Resources (OER) Awards Committee
February 21	Meeting with Marion Haggarty-France, University Secretary
February 21	GSA Directly-Elected Officers Team Dinner
February 22	GSA General Faculties Council (GFC) Caucus
February 23	GSA Coffee Break
February 26	General Faculties Council (GFC)

**GSA Vice-President External  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Masoud Khademi  
Date: February 23, 2018

Dear Council Colleagues,

I hope you had a great reading week, and have had a chance to relax a little bit. Usually, the end of February is a busy time of semester full of midterms and projects. For those of you who still have some exams to take and projects to submit, I wish you luck.

During the past month, I have attended several meetings related to different awards adjudications. Just like last year, the GSA Awards Selection Committee (GSA ASC) met in early February to go over the applications and finalize the recipients of the 2018 GSA Recognition Awards. See Item 12.a for the full list of recipients. Here, I wanted to congratulate to all of the recipients. Also, I would like to thank the members of the GSA ASC for their time and dedication in adjudicating the 96 applications we received this year. These awards will be presented at the annual GSA Awards Night on March 23.

This month I also served as a member of the Equity, Diversity, and Inclusion (EDI) Award Adjudication Committee. In this meeting, we adjudicated a number of applications from across the campus. I should mention that the applicants for this award were not just students. There were handful of faculty members and staff who applied for this award as well. One of the unique things about this award, which really impressed me, was how some people go above and beyond their roles and responsibilities to help other students and the university community by cultivating the culture of diversity, equity, and respect. The number of applications that we received this year doubled compared to the applications from last year. This year, this award was allocated to 6 applicants, and half of the recipients were students.

Another adjudication process that I was involved with this month was for the University of Alberta Alumni Association Student Engagement Grant. The Student Council of the Alumni Association adjudicates this grant. This year we received 28 applications from both individuals and student groups for their events and initiatives. After thorough review of all applications, the funds were allocated to support the top 10 applications.

An important meeting that I had this month was the Residence Budget Advisory Committee (RBAC). In this meeting, the Vice-President (Facilities and Operations), Andrew Sharman, presented the revised proposed rent plans for the upcoming year. Based on this proposal, the rent of all residences will go up by 4 % in the upcoming year. As explained in several meetings, the main reason behind this increase is the deferred maintenance that had been overlooked for a long period of time. However, without commensurate plans to improve the quality of graduate student residences, the GSA Board will be speaking against and voting against the proposed rental rate increases.

In early February, as he also notes in his report, Babak and I attended the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting in Calgary. This year's AGM was focused on updating the bylaw and policy of the organization. Besides all of this policy work, we also had the chance to share some of the best practices between the four institutions on topics, including the recent indigenous policy that the U of C has developed.

At the end, as always, if you need more information or have any question regarding the meetings that I have attended this past month, do not hesitate to contact me.

Sincerely,  
Masoud Khademi, GSA Vice-President External

*Please find below a list of meetings I attended between January 22, 2018 and February 26, 2018. The meetings were accurate at the time of printing.*

January 25	Residence Advisory Committee (RAC)
January 25	Cannabis Committee Progress and Issues
January 25	Meeting with Katherine Huising, Associate Vice-President (Facilities and Operations), Ancillary Services, and Janice Johnson, Assistant Dean of Students, Residences
January 26	GSA Coffee Break
January 31	Alumni Council Meeting
February 1	Residence Budget Advisory Committee (RBAC)
February 4	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Dinner
February 4-5	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting
February 5	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
February 6	GSA Awards Selection Committee (GSA ASC)
February 6	Council on Student Affairs (COSA)
February 7	Residence Oversight Committee (ROC)
February 8	GSA Winter Social Event
February 12	Equity, Diversity and Inclusion (EDI) Awards Adjudication Committee Meeting
February 15	Residence Budget Advisory Committee (RBAC)
February 15	Alumni Student Council Meeting
February 21	GSA Directly-Elected Officers Team Dinner

**GSA Awards Selection Committee  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Masoud Khademi  
Date: February 23, 2018

Dear Council Colleagues,

The GSA Awards Selection Committee (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).

**On February 6, 2018, the GSA ASC finalized the following names as recipients of the 2018 GSA Recognition Awards:**

<b>Non-Academic Staff Award</b>	Angela Libutti
<b>Graduate Student Supervisor Award</b>	SSHRC – Jacqueline Pei CIHR – Maria Febbraio NSERC – Jacqueline Cummine
<b>Graduate Student Service Award</b>	Lauren Albrecht Alexander Bell-Moratto Kenzie Gordon Sarah Purcell
<b>TDIMM Award</b>	Sneh Monga
<b>Graduate Student Principal Instructor Award</b>	Shona Allison Richard Feddersen Jay Friesen
<b>Martha Piper Award</b>	Maryam Kebbe Nigel (Mantou) Lou Andrew Woodman
<b>Graduate Student Teaching Assistant Award</b>	Alexandra Beatty Nicolas Diaz Jonathan Dubue Joao Henrique Falk Neto Ashley Hart Lily (Xiaojun) Ren Scott Zolkos
<b>Graduate Student Research Assistant Award</b>	Hebert Caballero Ghazaleh Eskandari-Sedighi Alexa Ferdinands Mohammad Mahdi Erin McCabe Milad Nazarahari Nariman Sepehrvand
<b>Graduate Student Rising Star Award</b>	Kim Ho Rylan Kafara Christopher Robson
<b>International Graduate Student Award</b>	None
<b>Academically-Related Graduate Student Group Award</b>	University of Alberta Nanotechnology Group (NANO)

Congratulations to all the recipients! These awards will be presented at the annual GSA Awards Night, taking place on March 23, 2018.

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,  
Masoud Khademi, GSA Vice-President External and Chair of the GSA ASC

**GSA Vice-President Labour  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: February 23, 2018

Dear Council Colleagues,

This is meeting two of GSA Council in 2018, and I hope you are all surviving the winter so far. I'm happy to report a couple of updates to you as this short month is almost at an end!

**New**

**Student Homelessness Project – [Capital Region Housing Programs](#)** – The Dean of Students' Office invited a representative of Capital Region Housing, which is one of the biggest social housing landlords in the city, to meet with project members. We discussed how students might benefit from CRH programs as they recently changed their eligibility criteria. These programs include rent subsidies and affordable housing. Most programs are only open for Canadian Citizens or Permanent Residents, but their near market program is also open to international students.

**Negotiations – First meetings** – We have had our first two collective bargaining meetings. Several items are still on the agenda to discuss. We will keep our bargaining unit updated through our Labour Newsletters. Please see the GSA Negotiating Committee report, Item 13a for more detail.

**Ongoing**

**Graduate Student Safety Session** – We have planned a date and time for this session, mark your calendars for **March 13, 2018 from 4:00 to 5:30 pm in Triffo Hall**. Snacks will be provided! There will be several speakers who will talk about safety in research, safety in teaching and general safety and security on campus. Watch the upcoming GSA newsletters for more information!

**Meetings with Graduate Students** – The GSA Director of Operations, Heather Hogg and I have been working through several cases this month to address supervisory concerns and we are advocating that there be a better and faster process in the future for similar cases in which multiple anonymous complaints about harassment are received. In addition, we have helped a student successfully navigate the system for an academic appeal, which was successful. I am glad we are able to assist the student with this case!

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

Thanks,

Sasha van der Klein, GSA Vice-President Labour

## 13.1

Please find below a list of meetings I attended between January 22, 2018 and February 26, 2018. The meetings were accurate at the time of printing. Please note that I was away January 23 to February 1, 2018.

January 24	GSA Budget and Finance Committee (GSA BFC)
February 2	Meeting with a Graduate Student
February 2	Graduate Student Parent Initiative
February 6	GSA Awards Selection Committee (GSA ASC)
February 8	Collective Agreement Negotiation Meeting
February 8	Meeting with a Graduate Student
February 8	GSA Winter Social Event
February 9	University Governance Comprehensive Institutional Plan (CIP) Briefing
February 9	University Strategic Planning Session
February 12	Meeting with a Graduate Student
February 12	Meeting with David Cooper, Board of Governors (BoG) Representative
February 12	Video Shoot for the Graduate Students Safety Certificate
February 12	Collective Agreement Negotiation Meeting
February 13	Meeting with a Graduate Student
February 13	Meeting with a Faculty Assistant Dean
February 13	Meeting regarding a Graduate Student
February 14	GSA Budget and Finance Committee (GSA BFC)
February 14	Faculty of Graduate Studies and Research (FGSR) Council
February 15	Days of Action Table Clean-Up in SUB
February 16	Meeting with Matthew Barnett, Board of Governors (BoG) Member
February 20	Meeting with Faculty of Engineering re: Website
February 20	Student Homelessness Support Working Group
February 20	Meeting with a Graduate Student
February 21	Days of Action Committee
February 21	GSA Directly-Elected Officers Team Dinner
February 22	Suicide Prevention Implementation Committee

**GSA Negotiating Committee (GSA NC)  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: February 23, 2018

Dear Council Colleagues,

The GSA Negotiating Committee (GSA NC) met with the University's Negotiating Team on February 8 and February 12, 2018 to begin negotiating amendments to the Graduate Student Assistantship Collective Agreement. Many points from the opening positions have been discussed already including compliance, leaves, and selection criteria. The GSA NC will meet again with the University's team to continue discussion on February 28, 2018.

I have sent an update on the negotiations to current academically-employed graduate students on February 23, 2018 and will continue to do so in the future.

Sincerely,  
Sasha van der Klein, Chair of the GSA Negotiating Committee and GSA Vice-President Labour

**GSA Vice-President Student Services**  
**Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Royle Feng  
Date: February 23, 2018

Dear Council Colleagues,

Happy Chinese New Year! I hope that you enjoy a healthy, successful and prosperous year of the dog.

I met with the Executive Director of the Campus Food Bank (CFB), Cory Hodgson, to discuss my suggestions regarding the future development of the CFB. Firstly, in order to enhance the stability of the CFB board, we discussed that each board member should complete their term according the CFB bylaws and policies. Secondly, the Campus Food Bank could explore the potential for collaborating with the Edmonton Food Bank and Food Banks Alberta closely, which would contribute to the improvement of the CFB board members' expertise and skills regarding administration and services. Finally, the CFB Board has established a recruitment committee and a policy review committee.

During the ONECard Advisory Committee meeting, it was discussed that graduate students with remaining funds on their ONECard at the end of their studies have the option to donate these funds to the Campus Food Bank, and that there would be advertisement for this opportunity in the spring. There was also extensive discussion regarding the current development of Smart Fare. According to the current timeline from ETS, it is anticipated there will be a pilot for this project starting in Fall 2019 with a full roll-out anticipated for 2020. At this time, post-secondary institutions are still in conversation with ETS regarding how the shift from the U-Pass stickers to the Smart Fare system will be implemented and we are focusing on ensuring student usability and convenience is carefully considered.

I have recently started serving as the GSA's representative on the Cannabis Community Consultation Working Group, and will be providing GSA Council with more updates as they develop.

I also attended an Undergraduate Research Initiative (URI) Advisory Committee meeting, as Firouz's delegate, and I know that many graduate students will act as volunteers to judge undergraduate research presentations during the Festival of Undergraduate Research and Creative Activities from March 12 to 15, 2018. Thank you to these volunteers for your engagement and contributions.

I also attended the January 31 Wellness Fair, on behalf of Sasha, as one of the members of the Days of Action Committee where I had the opportunity to witness many graduate students paying their attention to mental health issues.

The GSA Winter Social Event was a lot of fun and I was quite excited to find so many graduate students have interest in being engaged with the GSA. Finally, the GSA Directly-Elected Officers recently enjoyed a wonderful team-building dinner. Although our terms will soon come to an end, I hope that our friendships are just beginning!

Happy Chinese New Year again!

Thank you!

Best regards,

Royle

*Please find below a list of meetings I attended between January 22, 2018 and February 26, 2018.*

*The meetings were accurate at the time of printing.*

January 24	Campus Good Bank Board Member One-on-One
January 25	Meeting with Andre Costopoulos, Dean of Students
January 26	Undergraduate Research Initiative (URI) Advisory Committee
January 26	GSA Coffee Break
January 30	Campus Food Bank (CFB) Finance Committee
January 31	Wellness Fair
January 31	United Way Celebration Event
February 8	GSA Winter Social Event
February 9	ONEcard Student Advisory Group
February 15	Cannabis Community Consultation Working Group
February 15	General Faculties Council Facilities Development Committee (GFC FDC)
February 15	Campus Food Bank (CFB) Board Meeting
February 20	Meeting with Faculty of Engineering re: Website
February 21	GSA Directly-Elected Officers Team Dinner

**GSA Chief Returning Officer  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Darcy Bemister  
Date: February 23, 2018

Hello everyone,

Voting in the 2018 GSA General Election will begin on Tuesday, February 27 at 10:00 AM and will close on Thursday, March 1 at 10:00 AM.

As the GSA ERC Chair reported in her report to GSA Council, my main message is this:

I urge you to encourage all graduate students to vote in the 2018 GSA General Election! You can learn more about the Election by visiting:

<http://www.gsa.ualberta.ca/Elections.aspx>

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,

Darcy Bemister, GSA Chief Returning Officer

**GSA Nominating Committee (GSA NoC)  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Radim Barta  
Date: February 23, 2018

Dear Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

**GSA Standing Committees**

**1) GSA Governance Committee (GSA GC) (1 GSA Council Member)**

Information regarding this position was circulated on two instances via email to GSA Council with a deadline of February 20, 2018. No nominations were received, so this vacancy will be advertised again

**2) GSA Appeals and Complaints Board (GSA ACB) (2 GSA Councillor Positions)**

Information regarding the positions for two (2) GSA Council members was circulated on two instances via email to GSA Council with a deadline of January 16, 2018. No nominations were received, so these vacancies will be advertised again.

**3) GSA Appeals and Complaints Board (GSA ACB) Chair (1 member of GSA ACB)**

As per GSA Bylaw and Policy, "GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair" (Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.3). Members of GSA ACB were informed of this vacancy via email on February 9, 2018 and were invited to submit nominations by February 20, 2018. No nominations were received. This position will be advertised again.

**External Committees**

**1) Community Connections Awards Committee (1 Graduate Student Position)**

This position was advertised in the GSA newsletters of January 5 and January 12, 2018 with a nomination deadline of January 17, 2017. One (1) nomination was received. **Jake Papineau (Earth and Atmospheric Sciences)** was elected to serve on the Community Connections Awards Committee

**2) Images of Research Adjudication Panel (2 Graduate Student Positions)**

These positions were advertised in the GSA newsletters of January 19 and January 26, 2018 with a nomination deadline of January 29, 2018. Two (2) nominations were received. **Rajorshi Paul (Mechanical Engineering)** and **Sarah Milmine (Library and Information Studies)** were elected to serve on the Images of Research Adjudication Panel.

**3) Integrative Health Institute Scientific Advisory Board (1 Graduate Student Position)**

This position was advertised in the GSA newsletters of January 12 and January 19, 2018 with a nomination deadline of January 24, 2018. Two (2) nominations were received. **Grace Lee (Communication Sciences and Disorders)** was elected to serve on the Integrative Health Institute Scientific Advisory Board.

**4) Learning Technologies Advisory Committee (LTAC) (1 Graduate Student Position)**

This position was advertised in the GSA newsletters of January 12 and January 19, 2018 with a nomination deadline of January 24, 2018. One (1) nomination was received. **Vahid Ayan (Business MBA)** was elected to serve on LTAC.

**5) General Faculties Council (GFC) (1 Graduate Student Position)**

This position was vacated in January and was advertised in the GSA newsletters of January 26 and February 2, 2018 with a nomination deadline of February 6, 2018. Two (2) nominations were received. **Osman Hojanepesov (Surgery)** was elected to serve on GFC.

**Current Vacancies****1) Faculty of Arts Environment Health and Safety Committee (1 Graduate Student Position)**

This position was advertised in the GSA newsletters of February 2 and February 9, 2018 with a nomination deadline of February 14, 2018. No nominations were received. This position will be advertised again.

**2) General Faculties Council (GFC) (14 Graduate Student Positions)**

The fourteen (14) vacant positions for the 2018-2019 term on GFC were advertised in the GSA newsletters of February 15 and February 23, 2018 with a nomination deadline of February 28, 2018.

**GSA Elections and Referenda Committee (GSA ERC)  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Leigh Spanner  
Date: February 23, 2018

Dear Council Colleagues,

On January 23, 2018, the GSA ERC unanimously elected Ding Xu, current GSA ERC member, to serve at the GSA ERC Vice-Chair. As outlined in Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda Committee, Section I.POL.18.1, "two (2) members from amongst the six (6) voting members of the GSA ERC will be elected by the GSA ERC to serve as Chair and Vice-Chair for the duration of their time on the GSA ERC or until they resign their positions. The election of the Chair and Vice-Chair of the GSA ERC will normally occur at the beginning of the fall term and the persons elected will be reported to GSA Council."

The GSA ERC has been very active in the last few weeks, as the 2018 GSA General Election campaign is ongoing, to advise the GSA CRO on all matters pertaining to the 2018 GSA General Election (as per GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, Section I.POL.20.1, "The GSA ERC shall advise the CRO on all matters pertaining to elections, referenda, and by-elections").

As the GSA CRO reported in his report to GSA Council, my main message is this:

I urge you to encourage all graduate students to vote in the 2018 GSA General Election! You can learn more about the election by visiting:

<http://www.gsa.ualberta.ca/Elections.aspx>

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

**GSA Executive Director  
Report to GSA Council for the February 26, 2018 Meeting**

To: GSA Council  
From: Courtney Thomas and Julie Tanguay  
Date: February 23, 2018

Dear GSA Council Members,

The main focus in the office this month has been on supporting the GSA Budget and Finance Committee (GSA BFC) as they build the 2018-2019 budget and review the most recent financial statement, and supporting the GSA Elections and Referenda Committee and the Chief Returning Officer and Deputy Returning Officer in their work associated with the 2018 GSA General Election.

**With respect to budget**, the Financial Team have worked closely with the GSA BFC on the Winter Term Financial Statement and on the next annual budget. The Financial Team feels that the budget for 2018-2018 is conservative while offering additional funding for social events to encourage engagement with the GSA and increasing subsidies currently provided to the Campus Food Bank, Career Centre, and Writing Resources, which offer important services to graduate students. We believe that, with this budget, the GSA continues to be in excellent financial shape. More information on the budget can be found in the letter from the GSA President to GSA Council on p. 7.0 and 7.1

**With respect to the GSA General Election**, in addition to all the other reminders you have received, let me add just one more and say that voting opens tomorrow and I hope you will all take a few moments to cast your ballots and encourage your fellow grad students to do the same.

**The GSA hosted its Winter Social Event earlier this month** and it was a great success attended by many. The office team is now concentrating their effort in planning the GSA Awards Night on March 23 and the GSA Volunteering Appreciation Event. This latter event is a new event to thank all the great work done by graduate students who volunteer their time with the GSA.

On a final note (and from Courtney), I am excited to be returning to the GSA on March 1 from my maternity leave. I'd like to offer my deepest thanks to the other members of the team, and especially to Julie (who has done a brilliant job as Acting Executive Director), for their support and hard work while I was away. One day, if she's not cranky, I'll have to bring along baby Eleanor Elizabeth Medea and sign her in as a guest of Council!

We will be happy to answer any questions.

Best,

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

### Management Report to the GSA Board, January 24, 2017

The following issues have dominated management's attention in the past week since the last GSA Board meeting on January 17, 2018:

#### Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; departmental orientations; budget building for the 2018-2019 fiscal year, forecasting for the next three years, preparation of the winter term financial statements, and GSA Budget and Finance Committee meeting; development of backgrounders on Labour processes and front desk referral processes; drafting external reports; preparations for and follow-up from meetings; GSA Council mailing; review of an MOU for the renovations of the PAW change rooms; planning for the GSA committee members engagement event; and planning and work associated with the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

#### Grants and Office Operations

- Adjudication of applications for the GSA Recognition Awards and planning for GSA Awards Night.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Community Connections Awards Committee, GSA Governance Committee, GSA Appeals and Complaints Board, and Deputy Returning Officer).
- Planning for the GSA Winter Social Event.
- Transfer of content to Sitecore 3.
- Facebook = 1092 likes (up 0 from January 17); Facebook posts reached 679 users this week and our "post engagement" count was 88. Twitter = 823 followers (up 1 from January 17); our tweets earned 3,300 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$93,654.56	\$78,842.21	20	29 (20 pending processing)
CCGs	\$57,417.48	\$23,417.48 <b>CLOSED</b>	0	23 (1 pending processing)
ASGAs	\$9,787.07	\$2,987.07	2	6 (3 pending processing)
EBs	\$133,952.00 (no periods)	\$34,631.00	0	28 (0 pending processing)

### Management Report to the GSA Board, January 31, 2018

The following issues have dominated management's attention in the past week since the last GSA Board meeting on January 24, 2018:

#### Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; minor revisions to the presentation of the 2018-2019 GSA budget and most recent quarterly financial statements following a meeting of the GSA Budget and Finance Committee; consultation work for the Post-Doctoral Fellows' Association; development of a new timeline to elect GSA representatives on GFC; development of backgrounders on Labour processes and front desk referral processes; drafting external reports; preparations for and follow-up from meetings; actions following GSA Council mailing; review of an MOU for the renovations of the PAW change rooms; planning for the GSA committee members engagement event; and planning and work associated with the 2018 GSA General Election (nominations opened on January 30).
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

#### Grants and Office Operations

- Adjudication of applications for the GSA Recognition Awards and planning for GSA Awards Night.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Learning Technologies Advisory Committee, Integrative Health Institute Scientific Advisory Board, and General Faculty Council).
- Planning for the GSA Winter Social Event.
- Transfer of content to Sitecore 3.
- Facebook = 1096 likes (up 4 from January 24); Facebook posts reached 969 users this week and our "post engagement" count was 387. Twitter = 829 followers (up 6 from January 24); our tweets earned 4,000 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$93,654.56	\$72,047.21	14	43 (16 pending processing)
CCGs	\$57,417.48	\$23,417.48 <b>CLOSED</b>	0	23 (1 pending processing)
ASGAs	\$9,787.07	\$2,387.07	1	7 (3 pending processing)
EBs	\$133,952.00 (no periods)	\$34,631.00	0	28 (0 pending processing)

### Management Report to the GSA Board, February 7, 2018

The following issues have dominated management's attention in the past week since the last GSA Board meeting on January 31, 2018:

#### Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; preparing for an upcoming GSA Budget and Finance Committee; consultation work for the Post-Doctoral Fellows' Association; research on the tuition for the Integrated Petroleum Geosciences program; drafting external reports; work associated with the advocacy against the international tuition increase; finalizing the adjudication for the GSA Recognition Awards (meeting of the GSA Awards and Selection Committee); preparations for and follow-up from meetings; developing a survey for students living in residences concerning the collection of fees for residence associations; training sessions for new members of the GSA Appeals and Complaints Board; planning for the GSA committee members engagement event; and supporting the work of the CRO associated with the 2018 GSA General Election (including a meeting with the CRO and DRO).
- **Bylaw and Policy Review:** Editorial changes to the GSA Policy on ASGA; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

#### Grants and Office Operations

- Planning for GSA Awards Night.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Images of Research Adjudication Panel, Faculty of Arts Environment and Health and Safety Committee, and General Faculty Council).
- Planning for the GSA Winter Social Event.
- Transfer of content to Sitecore 3.
- Facebook = 1096 likes (up 0 from January 31); Facebook posts reached 515 users this week and our "post engagement" count was 87. Twitter = 829 followers (up 0 from January 31); our tweets earned 3,000 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
<b>ATAs</b>	\$93,654.56	\$68,547.21	7	50 (12 pending processing)
<b>CCGs</b>	\$57,417.48	\$23,417.48 <b>CLOSED</b>	0	23 (1 pending processing)
<b>ASGAs</b>	\$9,787.07	\$2,387.07	0	7 (1 pending processing)
<b>EBs</b>	\$133,952.00 (no periods)	\$34,631.00	0	28 (0 pending processing)

### Management Report to the GSA Board, February 14, 2018

The following issues have dominated management's attention in the past week since the last GSA Board meeting on February 7, 2018:

#### Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; preparing for an upcoming GSA Budget and Finance Committee; drafting external reports; preparing first mailing of GSA Council; work associated with the advocacy against the international tuition increase (including developing a Power Point presentation); finalizing the adjudication for the GSA Recognition Awards; preparations for and follow-up from meetings; assisting the GSA Negotiating Committee in bargaining; planning for the GSA Volunteer Appreciation event; and supporting the work of the CRO associated with the 2018 GSA General Election (including a meeting with the CRO and DRO and preparing for the All-Candidate's Meeting).
- **Bylaw and Policy Review:** Editorial changes to the GSA Policy on ASGA; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

#### Grants and Office Operations

- Planning for GSA Awards Night.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (General Faculty Council, GSA Governance Committee and GSA Appeals and Complaints Board).
- Transfer of content to Sitecore 3.
- Facebook = 1102 likes (up 6 from February 7); Facebook posts reached 904 users this week and our "post engagement" count was 582. Twitter = 829 followers (up 0 from February 7); our tweets earned 2,100 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
<b>ATAs</b>	\$93,654.56	\$62,790.96	13	63 (13 pending processing)
<b>CCGs</b>	\$57,417.48	\$23,417.48 <b>CLOSED</b>	0	23 (0 pending processing)
<b>ASGAs</b>	\$9,787.07	\$2,387.07	0	7 (1 pending processing)
<b>EBs</b>	\$133,952.00 (no periods)	\$34,631.00	0	28 (0 pending processing)

### Management Report to the GSA Board, February 21, 2018

The following issues have dominated management's attention in the past week since the last GSA Board meeting on February 14, 2018:

#### Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; drafting external reports; preparing for GSA Council; work associated with the advocacy against the international tuition increase; contacting the recipients of the GSA Recognition Awards; preparations for and follow-up from meetings; planning for the GSA Volunteer Appreciation event; and supporting the work of the CRO associated with the 2018 GSA General Election (including a meeting with the 2018 GSA General Election Forum).
- **Bylaw and Policy Review:** Editorial changes to the GSA Policy on ASGA; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

#### Grants and Office Operations

- Planning for GSA Awards Night.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (General Faculty Council, GSA Governance Committee and GSA Appeals and Complaints Board).
- Transfer of content to Sitecore 3.
- Facebook = 1102 likes (up 0 from February 14); Facebook posts reached 552 users this week and our "post engagement" count was 119. Twitter = 832 followers (up 3 from February 14); our tweets earned 1,675 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
<b>ATAs</b>	\$93,654.56	\$56,571.96	13	76 (15 pending processing)
<b>CCGs</b>	\$57,417.48	\$23,417.48 <b>CLOSED</b>	0	23 (0 pending processing)
<b>ASGAs</b>	\$9,787.07	\$387.07	2	9 (3 pending processing)
<b>EBs</b>	\$133,952.00 (no periods)	\$32,451.00	1	29 (1 pending processing)