

Agenda

1. Approval of the Agenda
2. Approval of the Minutes
 - (a) July 25, 2011
3. Presentations and Announcements
 - (a) Presentations by Guests
 - i. Undergraduate Research Initiative (Dr Connie Varnhagen) (30 minutes)
 - ii. Physical Activity and Wellness (PAW) Centre (30 minutes)
 - (b) Councillor Announcements
4. Reports
 - (a) Executive Reports
 - i. President (see attachment)
 - ii. VP Academic (see attachment)
 - iii. VP Labour (see attachment)
 - iv. VP Student Life (see attachment)
 - v. VP Student Services (see attachment)
 - (b) Officer Reports
 - i. Speaker
 - ii. Chief Returning Officer
 - iii. Senator
 - (c) Standing Committee Reports
 - i. GSA Board (see attachment)
 - ii. Governance Committee
 - iii. Budget and Finance Committee
 - iv. Student Affairs Advisory Committee
 - v. Awards Selection Committee
 - vi. Negotiation Committee
 - vii. Labour Relations Committee
 - viii. Elections and Referenda Committee
 - ix. Nominating Committee (see attachment)
 - (d) Ad-Hoc Committee Reports
 - (e) Recommendations from GSA Management
 - i. Executive Director (see attachment)

- ii. Director of Operations
 - iii. Financial Manager
5. Question Period
- (a) Written Questions
 - (b) Oral Questions
6. Elections and Appointments
- (a) GSA Standing Committees (see attachment)
 - i. Speaker
 - ii. Chief Returning Officer
 - iii. Senator
 - (b) Other Committees
7. Special Orders
8. Unfinished Business and General Orders
- (a) Unfinished Business
 - (b) General Orders
 - i. R20110822.1 GSA Budget Principles, Practices and Procedures proposal (see attachment)
 - ii. R20110822.2: BFC Terms of Reference proposal (first reading) (see attachments)
9. New Business
- (a) Scheduled Business
 - (b) Unscheduled Business
10. Committee of the Whole
11. Adjournment

General Orders

R20110822.1 *BIRT* Council, upon the recommendation of the GSA Board, approve the GSA Budget Principles, Practices and Procedures proposal as attached.

Moved by Tamara Korassa, Vice President Labour, on behalf of Roy Coulthard, President

Motivation As presented in the attached document.

R20110822.2 *BIRT* Council, upon the recommendation of the GSA Board, approve the BFC
GSA Council Agenda, August 22, 2011

Terms of Reference proposal as attached in first reading.

Moved by Tamara Korassa, Vice President Labour, on behalf of Roy Coulthard, President

Motivation As presented in the attached document.



Called to order at 6:00 pm.

1. Approval of the Agenda

Unanimously approved.

2. Approval of the Minutes

(a) June 27, 2011

Unanimously approved.

3. Presentations and Announcements

(a) Presentations by Guests

i. The Gateway (The Gateway staff) (30 minutes)

Justin Bell, Managing Editor, The Gateway: Gateway is normally a twice-per-week newspaper; going down to once-per-week. Here on a fact-finding mission; looking to see if there's a possibility to pursue a referendum with graduate students. Graduate students would get a representative on The Gateway's Board. Interested in hearing feedback from the GSA Council. The fee would be \$3.10 per student.

Tamara Korassa, Vice President Labour: What percentage of reporting addresses graduate student issues?

JB: No current statistics, though recent coverage has included the graduate student on hunger strike, graduate student research, election coverage.

Vijay Kandalam, Councillor-at-Large: Has the Gateway considered changing the locations of Gateway pick-ups in lieu of different graduate geography on campus?

JB: We would consider suggestions.

VPL: Why has the Gateway reduced its weekly reporting?

JB: Both operational and financial decision; splits coverage in an untenable way. However, will maintain the same page count.

VPL: How can graduate students get involved?

JB: Current opportunities are open to all students, including graduate students.

Hamman Samuel, Computing Science: Has graduate student readership been tracked?

JB: Decrease in paper readership, increase in online readership. However, monetization of online readership has proven difficult.

VPL: Would Board include creative direction, or only finances?

JB: All creative decisions are purview of editorial board.

Sagar Lunawat, Vice President Student Services: How would you prioritize graduate student news?

JB: A lot of stories that are covered are already relevant to graduate students, including all university-wide issues and research initiatives. I personally would like to coverage international students and student groups.

VPL: What specifically in the Gateway looking for from the GSA?

JB: We would like to have something on the ballot in February.

VPSS: Do you have an iPhone or iPad app?

JB: No; we're doing a redesign in February, and this has been discussed as a possibility.

(b) Councillor Announcements

N/A

4. Reports

(a) Executive Reports

i. President

VPL: Roy is taking much-needed and much-deserved time away from the office; his report is as submitted.

ii. VP Academic

Nima Yousefi, Vice President Academic: Report is as submitted. If Councillors have questions about the terms used within the report, please come and speak with me.

iii. VP Labour

VPL: As submitted.



iv. VP Student Life

VPA: VPSL is away. Orientation is progressing well, with a variety of presenters. We are working hard to promote departmental orientations for September.

Ellen Schoeck, Executive Director: Managed to maintain funding from a variety of sources. Happy with the progress so far.

v. VP Student Services

VPSS: Report as submitted.

(b) Officer Reports

i. Speaker

Steve Melenchuk, Speaker: Please ensure your name is on attendance sheet; if it is not, submit necessary forms. The Speaker position will be open soon and available for those who are interested.

ii. Chief Returning Officer

N/A

iii. Senator

VPL: Nominations are open for both CRO and Senator, so please consider applying.

ED: Right now, the Senator position is vacant – after Bylaw revisions, we will attempt to ensure no gaps in representation. There is the possibility of expanding GSA representation on a variety of Senate committees.

(c) Standing Committee Reports

i. GSA Board

VPL: The strategic plan hasn't been submitted yet as the Board intends to run it by the Provost's office as a courtesy.

ii. Governance Committee

N/A

iii. Budget and Finance Committee

VPL: New terms of reference are in the process, on advice from auditors.

Speaker: The Budget Principles and Practice are attached to the ED report.



ED: The auditor will provide feedback before ToR go to committee, focusing on investment planning and other big-picture suggestions. Should be back by the first week in August.

iv. Grant Selection Committee

N/A

v. Health and Dental Plan Committee

Heather Hogg, Director of Operations: In the process of going away; this will be brought to Council later this evening.

vi. Student Affairs Committee

N/A

vii. Awards Selection Committee

N/A

viii. Negotiation Committee

VPL: With economy down, may need to do a re-opener on our collective agreement.

ix. Labour Relations Committee

VPL: Committee is still looking for new members.

x. Elections and Referenda Committee

N/A

xi. Nominating Committee

VK CAL: Report as attached. There are many vacancies we have been filling; should receive email bulletins regarding spots and deadlines. There are three officer positions: Senator, CRO and Speaker. We encourage Councillors to actively seek talent for next year's executive.

(d) Ad-Hoc Committee Reports

N/A

(e) Recommendations from GSA Management

i. Executive Director

ED: Report as submitted. Please note the PAW plans referenced in the report, which are available in the office. TD Meloche agreement is continuing to provide coverage. Real Estate office overlooked their lease agreement, and this is an ongoing issue. Orientation planning is ongoing. The GSAB is the only weekly-meeting GSA board in Canada; please take



advantage of these reports, or feel free to talk to myself or Heather for any additional information.

ii. Director of Operations
DO: As submitted.

iii. Financial Manager
N/A

5. Question Period

(a) Written Questions
None.

(b) Oral Questions

Kristian Marchak, Psychology: Do these emails go to the general graduate student listserv?

ED: Yes, though word of mouth seems to be more effective. Please talk with colleagues in your departments.

VK CAL: It's important to send a separate email out, as it shows the department is supportive of GSA. Also, word of mouth is certainly more effective.

VK CAL: To the GSAB: what's the GSA's involvement in replacing the Deputy Provost?

VPL: President will be on the hiring committee. I will be meeting with her successor to ensure a smooth transition.

VK CAL: To the VPA: the new terms of reference for graduate supervision committee – are they available?

VPA: We are in the process of getting this information. The committee should be meeting soon.

6. Elections and Appointments

(a) GSA Standing Committees
N/A

(b) Other Committees

N/A



7. Special Orders

N/A

8. Unfinished Business and General Orders

(a) Unfinished Business

N/A

(b) General Orders

i. R20110725.1: Granting Process Bylaw Proposal

Tamara Korassa, Vice President Labour moved that Council, upon the recommendation of the GSA Board, approve the proposed bylaw revisions to the granting process as attached in second reading. **Seconded** by Nima Yousefi, Vice President Academic.

VPL: This is a follow-up from last meeting to go through grant selection committee mandate. Given restructure, two committees have become redundant.

Motion: Carried unanimously.

ii. R20110725.2: Committee Reform Proposal

Tamara Korassa, Vice President Labour moved that Council, upon the recommendation of the GSA Board, approve the proposed bylaw revisions to the granting process as attached in second reading. **Seconded** by Nima Yousefi, Vice President Academic.

VPL: The changes made are in the attached letter from President. Changes the structure and mandate of these committees.

ED: The Health and Dental Committee powers have been transferred to the GSAB to ensure timely professional reaction. Given the three Councillors on the GSAB, we felt this was an appropriate move. All oversight would eventually come to Council in the end.

VPL: Other committees are changing as outlined in the report.

Motion: Carried unanimously.

9. New Business

(a) Scheduled Business

None.



(b) Unscheduled Business
None.

10. Committee of the Whole
None.

11. Adjournment
Meeting adjourned at at 6:46 pm.

University of Alberta
Undergraduate Research Initiative (URI)

At the University of Alberta, we value learning, discovery, and citizenship in partnership with one of our greatest sources of diversity and strength, undergraduate students. We offer many opportunities for undergraduate students to learn about and engage in research, creative works, and community service through courses and individual studies; formal and informal student groups and volunteer opportunities; open talks, seminars, and workshops; honors, internship, externship, work-experience, and co-operative activities programs; and undergraduate student research awards. These opportunities and experiences are administered by individual faculty and researchers, departments, Faculties, the Students' Union, student groups, the Libraries, the Office of the Dean of Students, the Office of the Vice-President (Research), the Office of Student Awards, and many other units and groups across campus. Although there are many opportunities for students, many students do not know about these opportunities.

The Undergraduate Research Initiative (URI) will bring students and opportunities together, supporting undergraduate students as they develop discipline-specific and interdisciplinary research skills and scholarly attitudes that prove useful for employment, research, and service in the community.

The URI has four main functions:

1. To raise students' awareness of and interest in undergraduate research.
2. To support students in developing the knowledge and skills needed for participation in undergraduate research.
3. To facilitate opportunities for students to engage in undergraduate research.
4. To assist students in disseminating and celebrating undergraduate research results and achievements.

The URI will fill a key interdisciplinary brokering role, and integrate with existing experiential learning and engagement initiatives across campus without duplicating activities and responsibilities. An Advisory Committee and Academic Director have been established to provide counsel, advice and direction in the planning and implementation of the URI. The day-to-day activities of the URI will be supported by staff from CAPS: Your U of A Career Centre.

Proposed components of the URI include:

1. **Website.** The development of online URI content is integral in reaching out to undergraduate students. As a central point of access, the interactive URI website will include an inventory of formal and informal research opportunities, course listings, event promotion, resource listings, and links to faculty and department-specific websites.
2. **Meeting space.** The URI will offer a centralized location in SUB to direct inquiries to, provide a library of resources, and an exhibition space for student research results and achievements. This space will also include an area for one-on-one and small group meetings, such as faculty researcher advising hours, research team meetings, and graduate-undergraduate mentoring and URI staff consultations.
3. **Undergraduate research funding.** The URI will partner with the Vice President, Research, and Faculties to leverage mechanisms that fund undergraduate student research opportunities (e.g.

Roger S. Smith awards, STEP) and will work with Faculties to establish other funding opportunities (e.g. research conference awards).

4. **Undergraduate research conference.** Working closely with the Students' Union and other associations, the URI will host a campus-based undergraduate research conference/ symposium. The event will be interdisciplinary and student-led.
5. **Undergraduate research panels.** Initiated in Fall 2010 by CAPS, these interdisciplinary panels feature faculty related speakers sharing tips and advice on how and why to get involved in undergraduate research. The URI will continue to organize and facilitate these panel events in partnership with student associations and academic departments.
6. **Workshops and advising.** Collaborating with graduate students and resources such as the Academic Support Centre, the Centre for Writers, U of A Libraries and the Faculty of Graduate Studies and Research, the URI will offer research workshops for undergraduate students. These workshops will focus on knowledge and skill development for developing researchers, such as proposal preparation, scientific writing and presentation models. URI staff will advise students on related career management issues, such as how to market research experiences in interviews, resumes and applications.
7. **Field trips.** Field trips to academic centres and institutes, such as the Centre for Oil Sands Innovation and the Parkland Institute, will allow undergraduate students to see research in action and explore potential research-related career paths. Using student feedback, the URI will coordinate group field trips and tours of academic and affiliated research facilities.

The URI will conduct research on the impact of its initiatives through a combination of quantitative and qualitative assessment delivered within each URI component; for example, the number of student-faculty connections made through the online inventory of undergraduate research opportunities, self-reported increases in student knowledge and skills after workshop completion, and feedback from faculty supervisors regarding student learning outcomes.

Contact:

Connie Varnhagen, Academic Director, Undergraduate Research Initiative
780-492-0970
varn@ualberta.ca

Alexis Lockwood, Experiential Learning Coordinator, CAPS: Your U of A Career Centre
780-492-6759
alexis.lockwood@ualberta.ca

External Meeting Report**Topic To discuss** URI and the role of graduate students**Date and Time** 6 July 2011, 4:00 – 5:00 pm**Place** Triffo**GSA representative(s)** Hillary Sparkes, VPSL; Nima Yousefi, VPA
Ellen Schoeck, ED (had to leave early); Heather Hogg, DO**Attendees**

Alexis Lockwood, CAPS

Connie Varnhagen, Academic Director, URI

Agenda URI**Documents received** Attached URI handed out at meeting**Next meeting:****Summary of the key issues:**

Connie reviewed background of the integration of teaching and learning initiative: nine-year history; in 2005-2006 the undergrads began to promote it; added to *Dare to Deliver* and *CIP* (including proposed development of an office of undergraduate research); undergraduate research initiative (URI) was developed to support this – “a clearing house”; \$200k funding received as a result of Dean of Students successfully applying for funding from Provost “Student Calling” fund (earmarked for student initiatives).

Connie asked how the GSA could be involved in the URI. NY noted that while he has been involved, this is mostly being taken over by the current VPSL (HS) and may also include VPL (TK).

Connie’s two questions: What does URI mean for graduate students? What can URI do for graduate students?

NY’s comments included the following: he had some experience with undergrad research; it was a positive experience and generally supports and is hopeful about it; expressed concern upon reading through the documents, finding them heavily undergrad-focused; saw very little reference to graduate students; may not have yet given enough weight to role of graduate students in this initiative; surprised that there was nothing there for graduate students.

Connie noted that when CLE had struck a sub-committee on this initiative a few years ago, it had sought out graduate student representatives but could not get anyone from the GSA to serve. She fully recognized that URI includes graduate students, PDFs, etc and that when referring to “researchers” it is not just a reference to tenure-track professors but is more encompassing;

referred to an excellent initiative in PhysEd where graduate students receive course credit for mentoring undergrads, recognizing that graduate students are junior colleagues in research.

NY questioned whether the URI had thought of the roles of others involved in addition to undergraduates and sees this as a missing piece.

Connie noted the varieties of models for mentoring/supervising in research. There was some discussion of the idea of GRAs whose responsibilities are to supervise/mentor undergrads. Connie/Alexis referred to a Campus Saint-Jean initiative where two graduate students have been hired in the summer as part of a research apprenticeship program supervising undergraduates conducting research.

Alexis referred to the development of a URI website that would provide resources/tools to both undergrads and faculty/staff, e.g., sample models of mentoring/supervising undergraduate research.

In her comments, HS noted the need for balance-while this was a good initiative, graduate students should not be recognized/ reimbursed for their work.

Discussion on various ways graduate students could receive recognition for URI work: pursue a process where graduate students may be appointed as instructors of undergraduate independent studies course; how URI work could be recognized towards graduate student professional development activities (ie, how to write grants, how to supervise students, etc); possibility of developing a “graduate research program” similar to the “graduate teaching program” where students would have recognition of URI work and statement of completion on transcript; possibility of using the existing Outreach program to engage undergraduates in research or having graduate students present research/mentor undergrads; development of pilot programs where graduate students would supervise undergrad research (e.g. pursue with Dr. Steve Dew in Engineering).

Action Items: Connie is open to any suggestions about how to spend \$200k URI funds; welcomes/encourages proposals from graduate students; wants to keep the initiative sustainable.

Report by Heather Hogg, Director of Operations

Physical Activity and Wellness Centre (PAW)

The PAW Centre is a proposed new physical activity and wellness facility with program components including a larger and more modern fitness centre, state-of-the-art climbing wall, social street with commercial space and ample soft seating, community/teaching kitchen, a graduate student lounge, multipurpose rooms for student use, locker room renovations, squash courts, Steadward Centre, and academic space. The project is a partnership with stakeholders including the Students' Union (SU), Graduate Students' Association (GSA), Faculty of Physical Education and Recreation (FPER), and the Steadward Centre.

Of all of these components, the following comprise the student-focused features: a proshop, food services, multipurpose rooms, a graduate student lounge, 2076 square feet of quiet study space, the social street, the community kitchen, the climbing wall, and the enhanced fitness centre.

The development site is primarily located at the corner of 87th Avenue and 114th Street and the new facility will be approximately 170,000 sqft connecting several existing University facilities with the addition of an interior concourse (connecting the Van Vliet E/W, University Hall, and the Pavilion). The project is estimated to cost approximately \$59.6 million with the student associations (SU and GSA) contributing a maximum of \$30 million. Other funding sources include an Alberta Lotteries grant for construction of the Steadward Centre, donor contributions, IMP funding and additional fundraising/naming opportunities.

The project is currently in Design Development and due to the challenges associated with maintaining current operations during construction the project will be completed in phases. Construction is anticipated to commence in the spring of 2012 with an anticipated opening of the first phase in 2014.



UNIVERSITY OF ALBERTA

EDMONTON, ALBERTA, CANADA

Graduate Student Association Council
Presentation August 22, 2011
Physical Activity and Wellness Centre (PAW)

Introductions



Project History

Collaboration

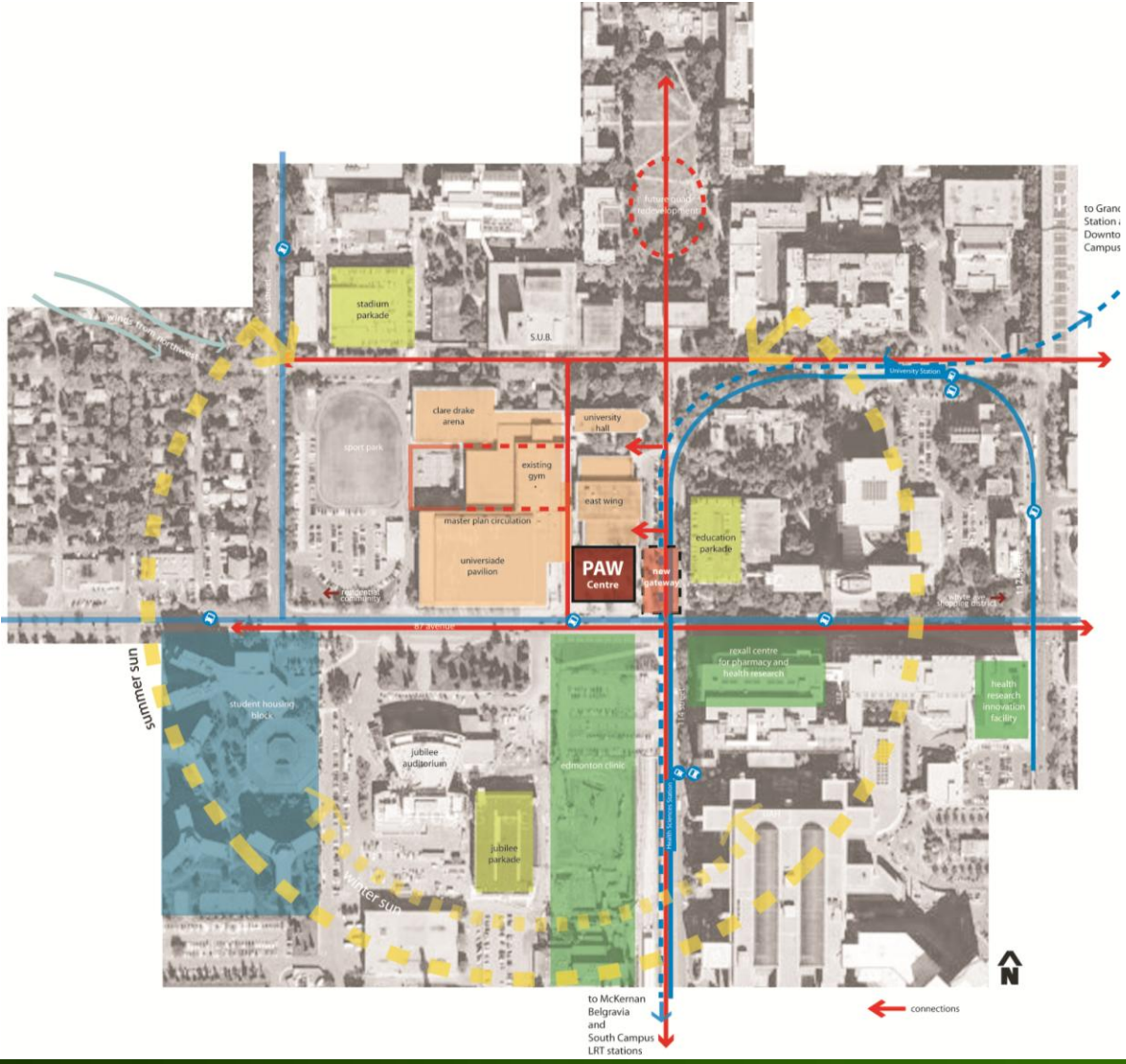


Key Dates

FDC Functional Master Plan Approval	November 25, 2010
SU Council and GSA Council Open House	March 15, 2011
FDC Schematic Design Report Presentation	March 24, 2011
Design Development Report Final Draft	October 4, 2011
FDC Design Development Report Presentation	October 27, 2011
Board of Governors Meeting	February 10, 2012
Construction (est.) Phase 1	January 2012 to January 2014
Construction (est.) Phase 2	January 2014 to January 2015



Context Process



Site Context

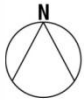


Level 2

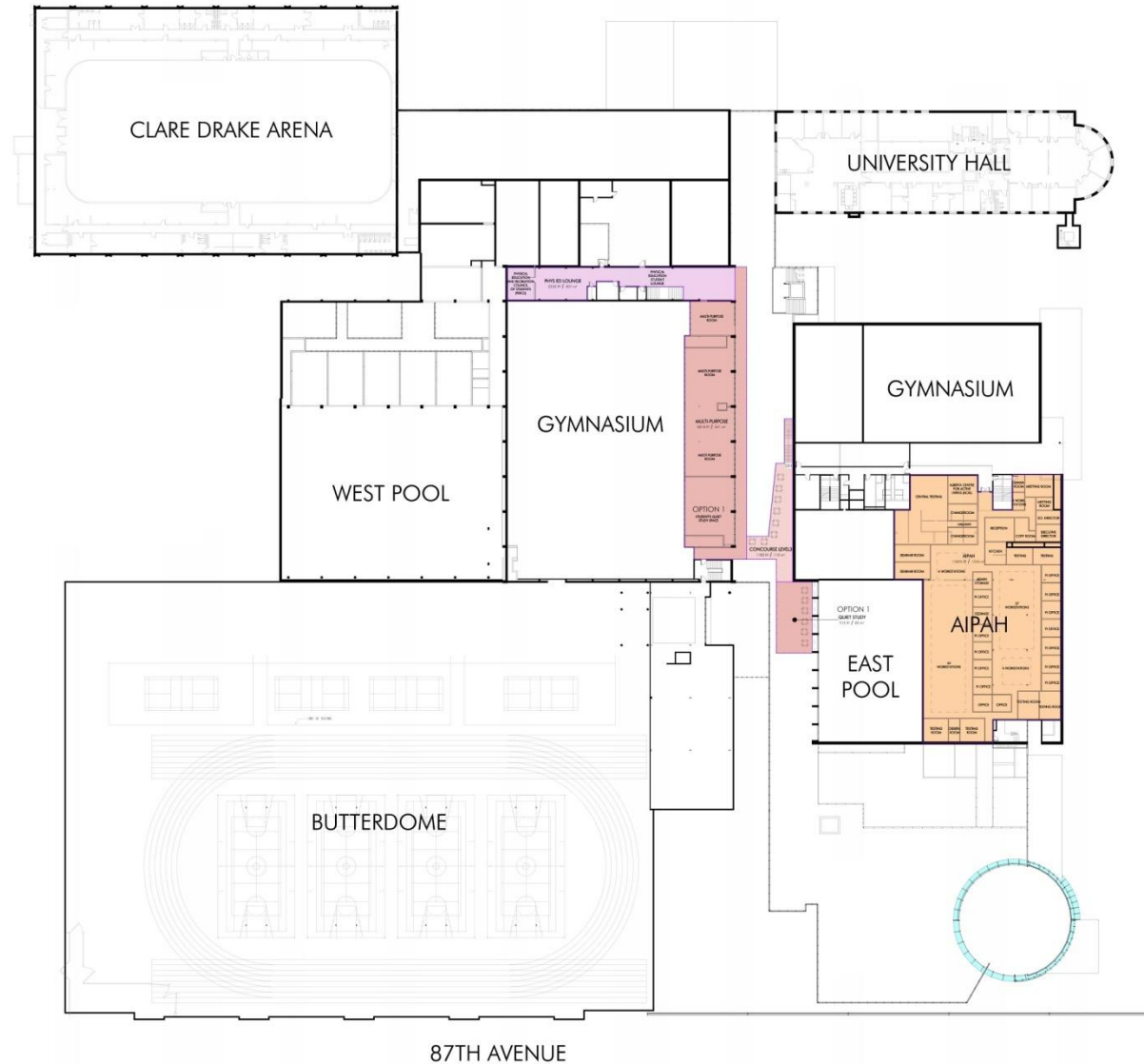


LEGEND

- STUDENT SERVICES
- CONCOURSE
- FITNESS AREA
- CLIMBING CENTRE
- RENEWED
- RENEWED - ADDITIONAL

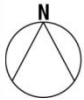


Level 3

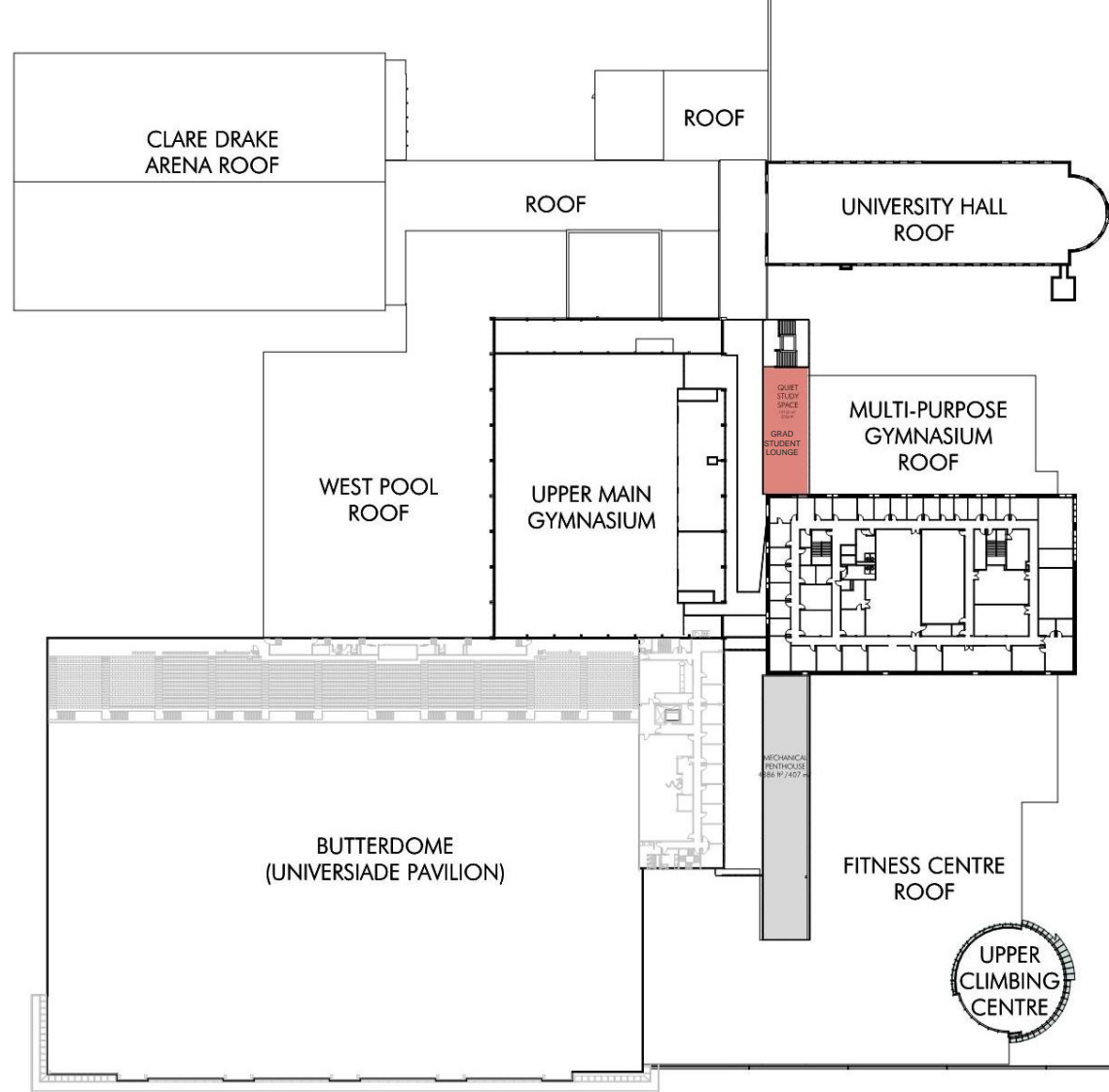


LEGEND

- STUDENT SERVICES
- CONCOURSE
- FITNESS AREA
- CLIMBING CENTRE
- RENEWED
- RENEWED - ADDITIONAL



Level 4

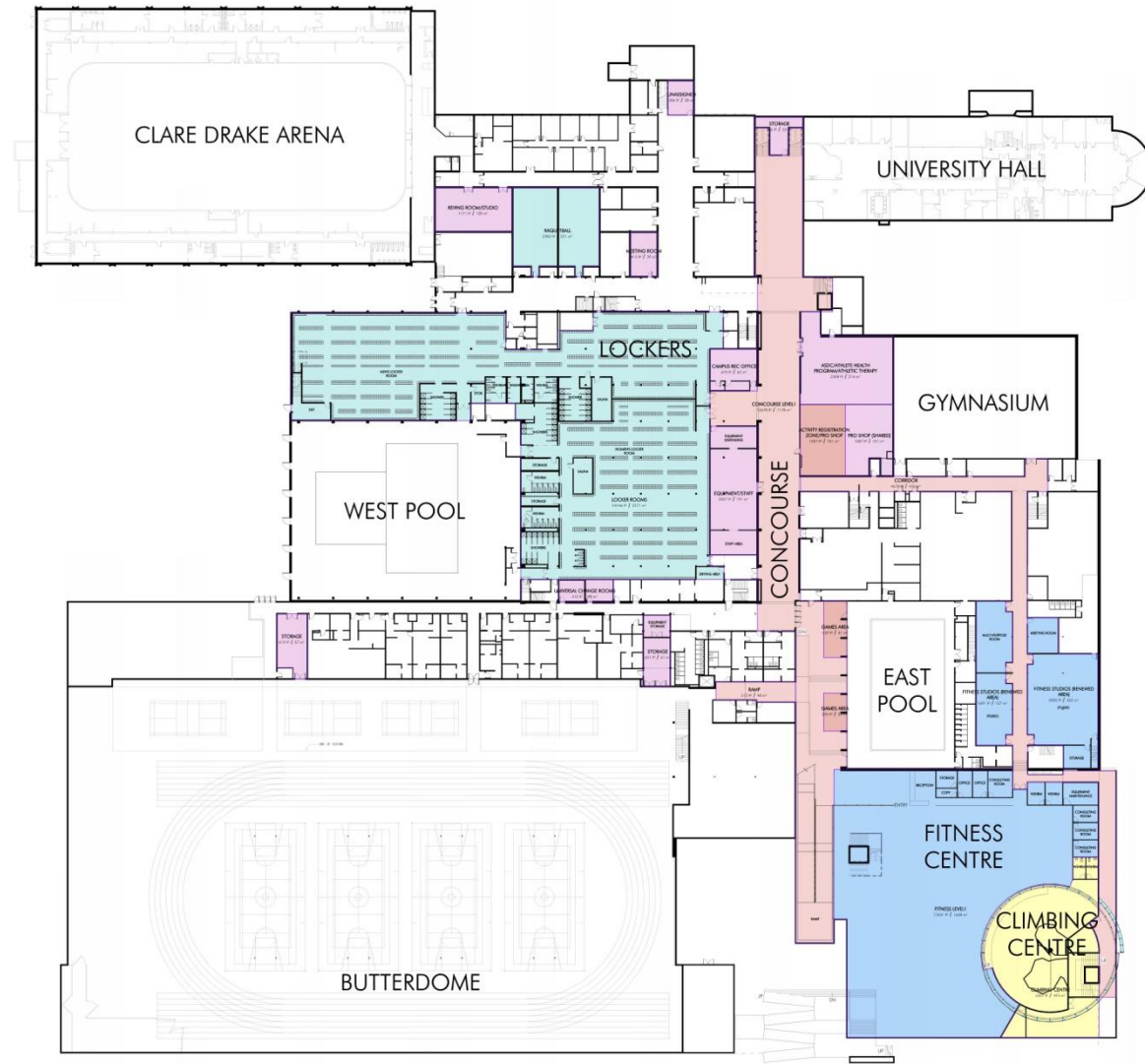


LEGEND

-  STUDENT SERVICES
-  SERVICE

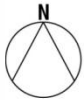


Level 1

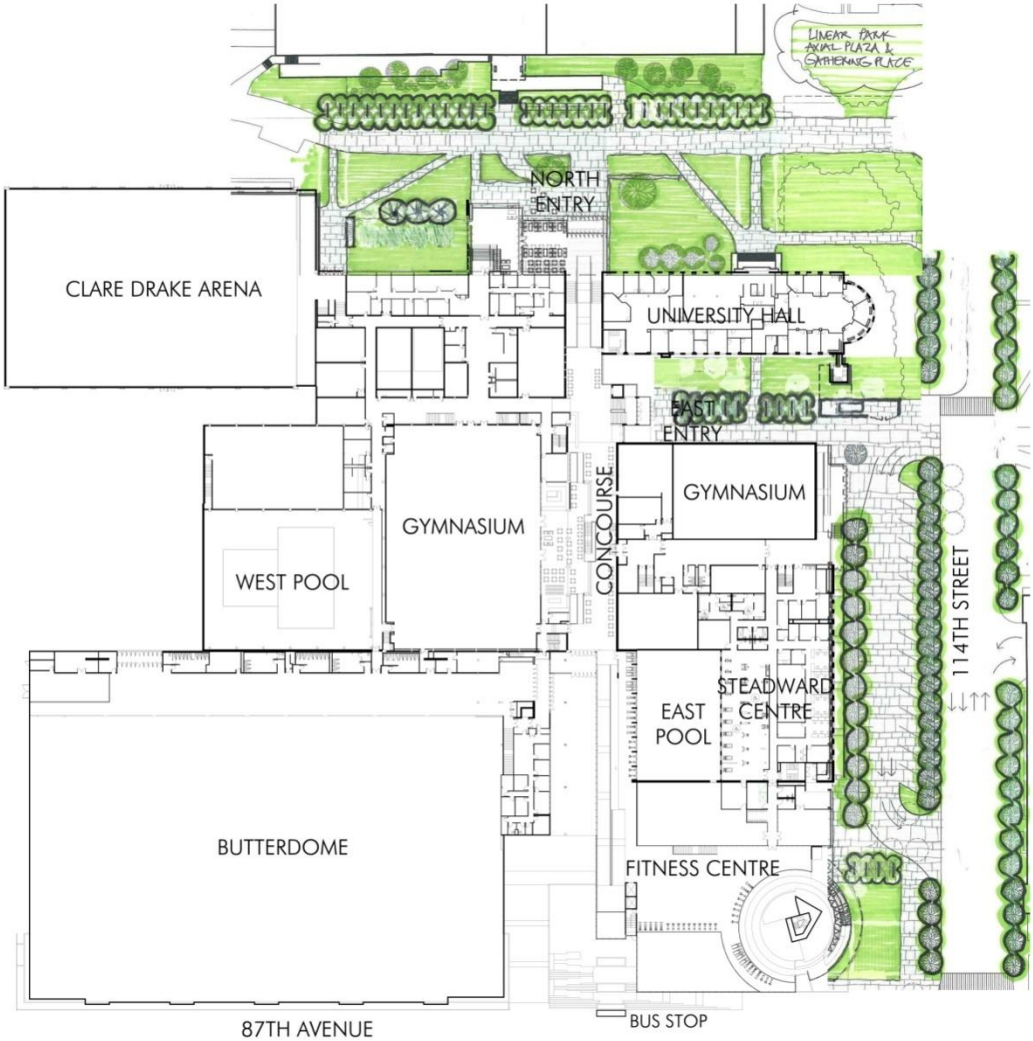


LEGEND

- STUDENT SERVICES
- CONCOURSE
- FITNESS AREA
- CLIMBING CENTRE
- RENEWED
- RENEWED - ADDITIONAL



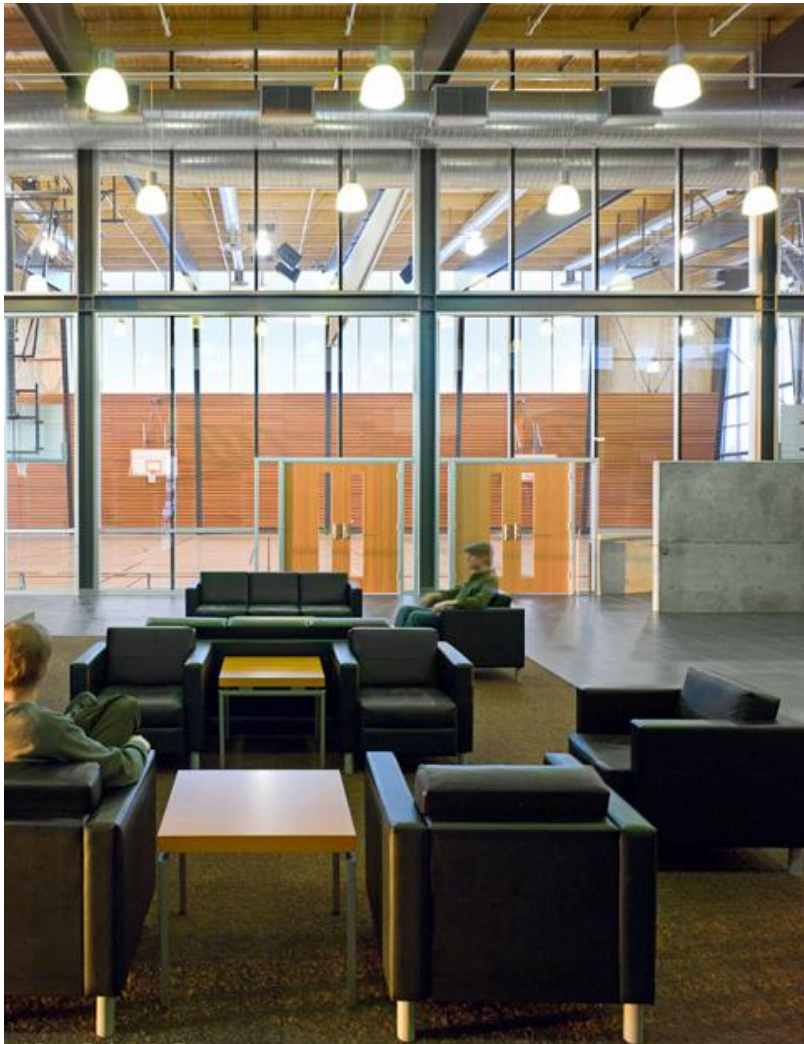
Site Plan

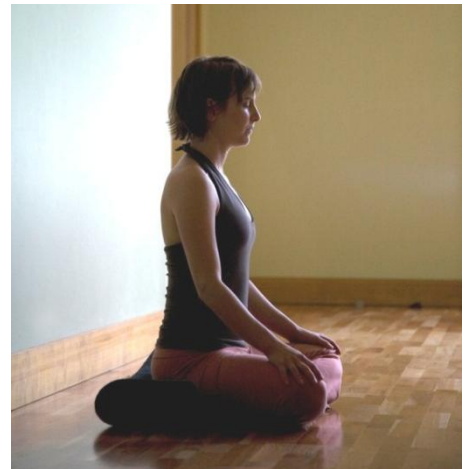
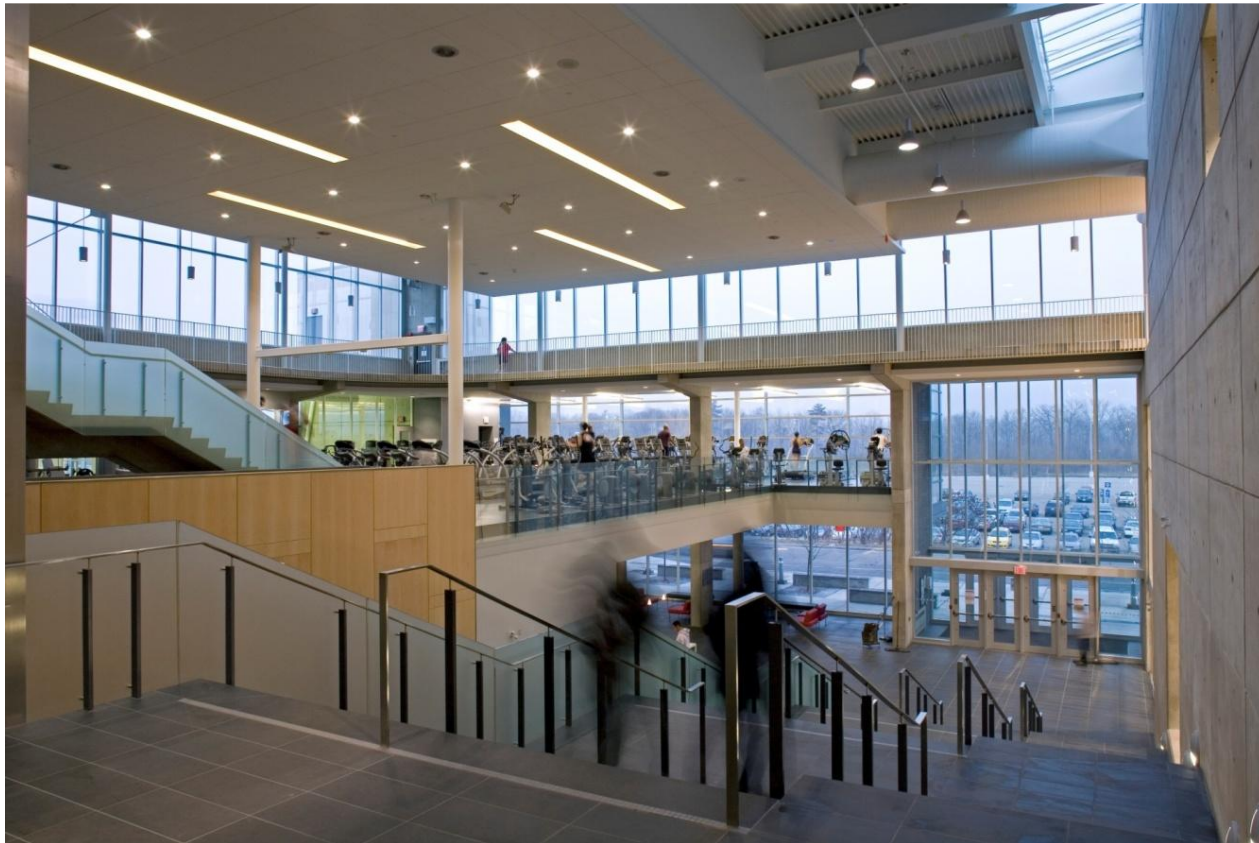


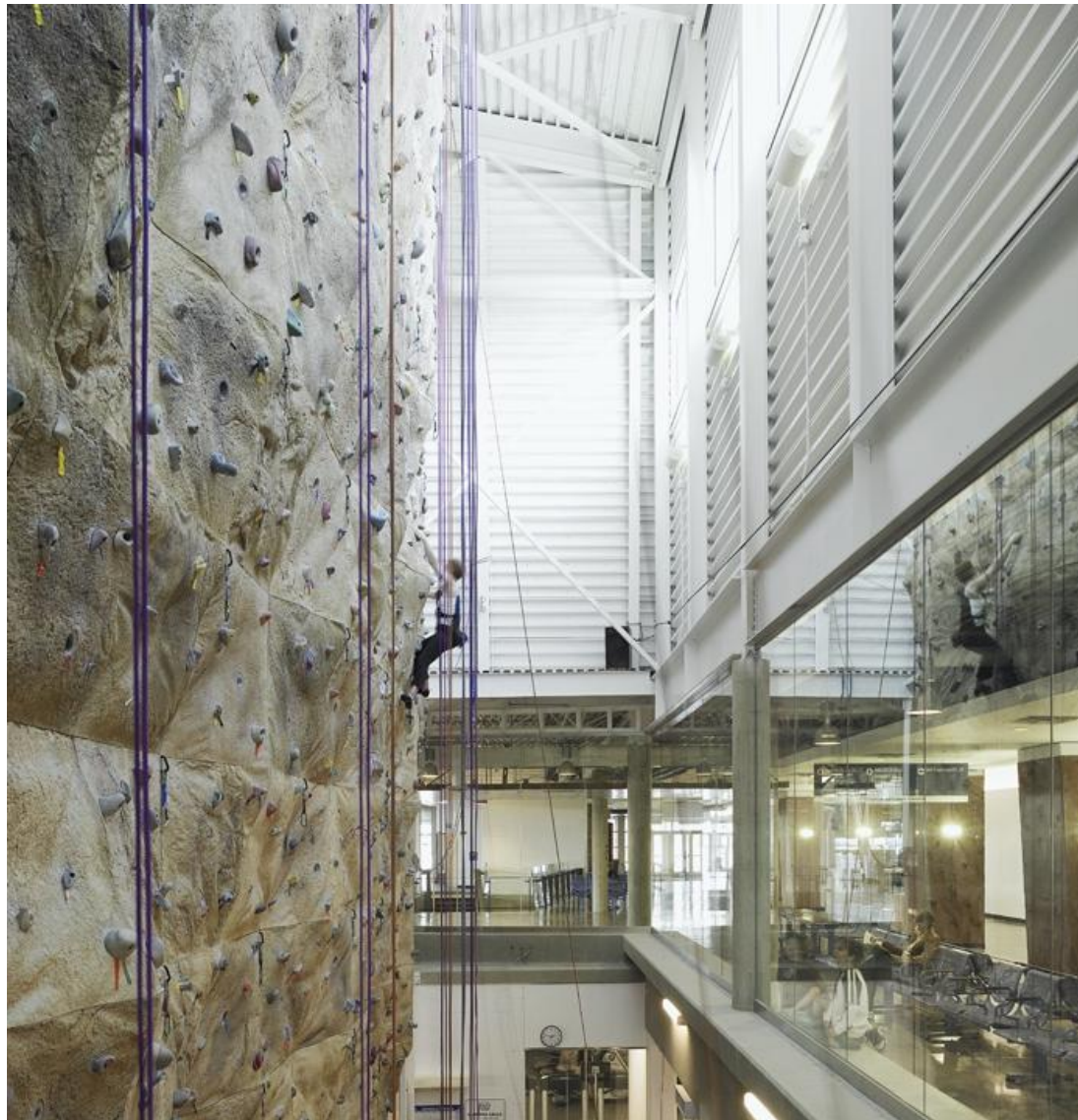
SOCIAL STREET

EXPERIENTIAL
COLLAGE









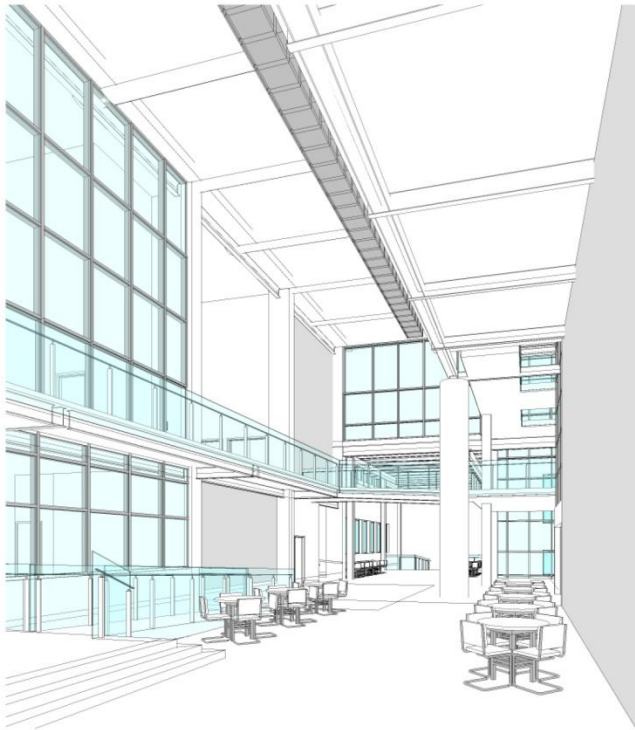


Building Section



Section Looking West

Interior Perspectives

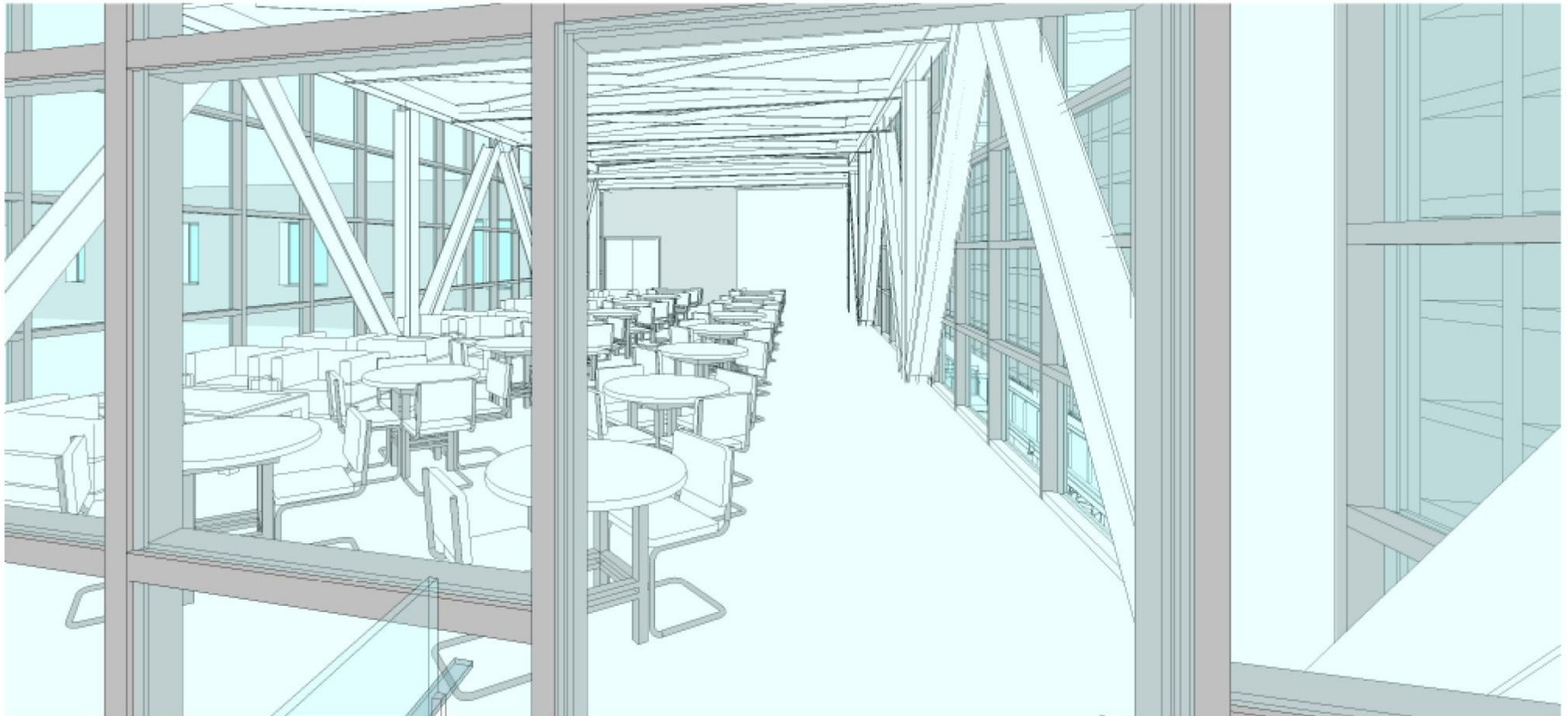


**View from Upper Concourse
(Looking North)**



**View from Main Concourse
(Looking South)**

Interior Perspectives



**View from Upper Concourse
(Looking North)**



Certified 40-49 points
Silver 50-59 points
 Gold 60-79 points
 Platinum 80-110 points

LEED 2009 for New Construction and Major Renovations

Project Checklist

The University of Alberta - Physical Activity and Wellness (PAW) Centre

February 1, 2011

20 6 Sustainable Sites Possible Points: 26

Y	?	N			
Y			Prereq 1	Construction Activity Pollution Prevention	
1			Credit 1	Site Selection	1
5			Credit 2	Development Density and Community Connectivity	5
		1	Credit 3	Brownfield Redevelopment	1
6			Credit 4.1	Alternative Transportation—Public Transportation Access	6
1			Credit 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms	1
		3	Credit 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
2			Credit 4.4	Alternative Transportation—Parking Capacity	2
		1	Credit 5.1	Site Development—Protect or Restore Habitat	1
1			Credit 5.2	Site Development—Maximize Open Space	1
1			Credit 6.1	Stormwater Design—Quantity Control	1
1			Credit 6.2	Stormwater Design—Quality Control	1
1			Credit 7.1	Heat Island Effect—Non-roof	1
		1	Credit 7.2	Heat Island Effect—Roof	1
1			Credit 8	Light Pollution Reduction	1

10 Water Efficiency Possible Points: 10

Y	?	N			
Y			Prereq 1	Water Use Reduction—20% Reduction	
4			Credit 1	Water Efficient Landscaping	2 to 4
2			Credit 2	Innovative Wastewater Technologies	2
4			Credit 3	Water Use Reduction	2 to 4

12 1 5 Energy and Atmosphere Possible Points: 35

Y	?	N			
Y			Prereq 1	Fundamental Commissioning of Building Energy Systems	
Y			Prereq 2	Minimum Energy Performance	
Y			Prereq 3	Fundamental Refrigerant Management	
8			Credit 1	Optimize Energy Performance	1 to 19
1			Credit 2	On-Site Renewable Energy	1 to 7
2			Credit 3	Enhanced Commissioning	2
2			Credit 4	Enhanced Refrigerant Management	2
		3	Credit 5	Measurement and Verification	3
		2	Credit 6	Green Power	2

6 5 3 Materials and Resources Possible Points: 14

Y	?	N			
Y			Prereq 1	Storage and Collection of Recyclables	
1		2	Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
		1	Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
2			Credit 2	Construction Waste Management	1 to 2
2			Credit 3	Materials Reuse	1 to 2

Materials and Resources, Continued

Y	?	N			
1	1		Credit 4	Recycled Content	1 to 2
1	1		Credit 5	Regional Materials	1 to 2
		1	Credit 6	Rapidly Renewable Materials	1
1			Credit 7	Certified Wood	1

7 2 6 Indoor Environmental Quality Possible Points: 15

Y	?	N			
Y			Prereq 1	Minimum Indoor Air Quality Performance	
Y			Prereq 2	Environmental Tobacco Smoke (ETS) Control	
		1	Credit 1	Outdoor Air Delivery Monitoring	1
		1	Credit 2	Increased Ventilation	1
1			Credit 3.1	Construction IAQ Management Plan—During Construction	1
1			Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1			Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1			Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1			Credit 4.3	Low-Emitting Materials—Flooring Systems	1
		1	Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
		1	Credit 5	Indoor Chemical and Pollutant Source Control	1
1			Credit 6.1	Controllability of Systems—Lighting	1
		1	Credit 6.2	Controllability of Systems—Thermal Comfort	1
1			Credit 7.1	Thermal Comfort—Design	1
		1	Credit 7.2	Thermal Comfort—Verification	1
		1	Credit 8.1	Daylight and Views—Daylight	1
		1	Credit 8.2	Daylight and Views—Views	1

6 Innovation and Design Process Possible Points: 6

Y	?	N			
1			Credit 1.1	Innovation in Design: Exceptional Water Use Reduction	1
1			Credit 1.2	Innovation in Design: Exceptional Waste Water Reduction	1
1			Credit 1.3	Innovation in Design: Green Education	1
1			Credit 1.4	Innovation in Design: Green Housekeeping	1
1			Credit 1.5	Innovation in Design: Sustain. Sites: Exceptional Public Transit Access	1
1			Credit 2	LEED Accredited Professional	1

4 Regional Priority Credits Possible Points: 4

Y	?	N			
		1	Credit 1.1	Regional Priority: Specific Credit	1
		1	Credit 1.2	Regional Priority: Specific Credit	1
		1	Credit 1.3	Regional Priority: Specific Credit	1
		1	Credit 1.4	Regional Priority: Specific Credit	1

61 8 24 Total Possible Points: 110

Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110



Questions



Student Governance of the PAW Centre

A permanent student voice in how the PAW Centre is operated is provided through the Strategic Operating Committee.

This Committee, with students forming the majority of its members, has the following mandate

- a. Receive regular reports about programming activities, and the operating budget of the PAW Centre;
- b. Recommend program principles;
- c. Periodically review, and make recommendations about, the long-term strategic direction of programming activities;
- d. Help ensure the financial viability of the PAW Centre; and
- e. Review all collection and disbursement information of the PAW Centre Fee.



Program Summary

PAW CENTRE AREA SUMMARY		
Area Type	Schematic Design Gross Area	Functional Master Plan Program Area *
1 STUDENTS		
1.1 STUDENT SERVICES	920.9 m ²	834.4 m ²
1.2 FITNESS AREA	2840.8 m ²	2234.5 m ²
1.3 CLIMBING CENTRE	493.1 m ²	691.2 m ²
	4254.9 m ²	3760.0 m ²
2 CONCOURSE		
2.1 CONCOURSE	3256.2 m ²	3576.3 m ²
	3256.2 m ²	3576.3 m ²
3 FACULTY		
3.1 AIPAH	1225.6 m ²	1243.1 m ²
3.2 STEADWARD CENTRE	1846.6 m ²	1915.6 m ²
3.3 RENEWED	3214.6 m ²	3859.0 m ²
3.4 RENEWED - ADDITIONAL **	1595.6 m ²	0.0 m ²
	7882.4 m ²	7017.7 m ²
4 SERVICE		
4.1 SERVICE	407.5 m ²	0.0 m ²
	407.5 m ²	0.0 m ²
Grand total	15800.9 m ²	14354.0 m ²

* Program Area is grossed up from Net Assignable (refer to individual Area Type for factor specific to that secti

** This area was not included in the original Functional Master Plan program



**GSA PRESIDENT
REPORT TO COUNCIL FOR AUGUST 22, 2011**

To: Council Colleagues
From: Roy Coulthard, President
Date: August 11, 2011

Dear Councillors,

Last July you had before you a report from Ellen Schoeck, who at that time had been brought into the GSA as a consultant. In that report, Ellen provided a long list of critical problems facing the GSA. At the October Council Meeting and AGM in March, Ellen and I both reported on how far the GSA has come. Ellen would expand on this in her report

One of our current risk management strategies is the development of a **GSA Wiki**. We are in the process of moving to a wiki-based knowledge management system that will help us with three central issues: staff and executive training, institutional memory, and document retrieval. Picture an internal, password-protected Wikipedia that stores all of the GSA's files, office procedures, meeting agendas, agreements, minutes, templates, policies, progress and timelines of advocacy efforts... you name it. The wiki will be continually updated by staff and will be full-text searchable. This will make it an extremely valuable training and reference tool. It will be phased in stages and eventually replace the shared drives on the GSA server.

This is just one *more* step towards ensuring the GSA is not only the best GSA in Canada but one of the most advanced in terms of technology and resources.

Date	Meeting
July 6	PAW meeting at the architect office GSA Board Meeting Alberta Graduate Council Policy Development
July 7	GSA lunch with the Office of Dean of Students
July 11	Meeting with directors Meeting with Vice-President Student Services

**GSA Vice President Academic
Report to Council
August 22, 2011**

To: Council Colleagues
From: Nima Yousefi Moghaddam
Date: August 10, 2011

Aside from day-to-day agenda of the VP Academic, I am taking on the implementation of the academically-related components of University of Alberta **Comprehensive institutional Plan** (CIP). Section 5 of the CIP presents the academic overview through its access and research. Section 5.3 of CIP encompasses major themes of the CIP such as Quality, Student Experience and Engagement, Innovative Programming and, Connections and Collaborations^{1,2}. While the institution is striving to reach to the 1:3 ratio of graduate students to undergraduates³ (with the target of 30% international graduate student population), it truly notes its particular focus on innovative programming required at graduate level (Access and programming themes - Theme IV: Innovative Programming.)

Having that said, as Vice-President Academic I am currently following up on some of these major components (e.g. Quality, Student experience, Teaching, Engagement, Curricular and co-curricular activities and Professional development) through various committees and ongoing initiatives on campus which are further explained in the appendix of this report.

The professional development component of graduate studies is also echoed in a series of other governing documents (GSA Strategic Plan and GG13 report), and requires the GSA Board to pursue them through various work groups on and off campus.

With this introduction, I will review some of the relevant items in VPA agenda.

¹ From CIP Section 1.2: “We continue to place priority on student experience, engagement, retention, and completion rates, with an emphasis on both curricular and co-curricular activities”.

² From CIP Section 3.2: “The University establishes and maintains an environment of inquiry-based learning anchored in strong academic programming and an array of co-curricular student life opportunities. **Academic support, social/community enrichment, health and wellness, and career and life development** are cornerstones of the University of Alberta student experience”.

³ From CIP Section 1.2: “We aim for critical target ratios ... reflect an enriched undergraduate and graduate experience, and an enhanced teaching and research environment: 1:3 graduate student-to-undergraduate student.... We need to continue to differentially increase the number of graduate students to achieve our target ratio and to advance Alberta’s innovation environment”

- I had an interesting meeting with Dr. Colleen Skidmore - Vice-Provost (Academic) - on August 4th, reviewing some of these initiatives:
 - Following up on VPAC June report, and with regard to the **Provost's Advisory Committee on Quality in Graduate Supervision**, we are working closely on our search for the appointment of a Provost Fellow or a special advisor to the Provost, and I will report to the Council orally on this as we move on.
 - As I reported in my July report, the **CLE Subcommittee on Attributes and Competencies** is moving on and my focus on this subcommittee will be *graduate student professional development issues*. I shared GSA's perspective on this matter with Colleen Skidmore, noting that we think that graduate and undergraduate required skill sets and competencies are different *in essence* -- and we would like to see two separate work groups formed out of the subcommittee. Dr. Skidmore is supportive of our needs and acknowledged our request for having a separate work group focusing on grad student development issues. In collaboration with FGSR, Dr. Renee Polziehn has accepted our invitation to join us on this committee. She will be a great asset and will foster the success of our agenda. However, the formation and the structure of the work group still needs to be worked out through the other co-chairs of the parent subcommittee, and I will be updating Council on this as well.
 - I also reviewed the **Undergraduate Research Initiative (URI)** with Dr. Skidmore, noting that there are great opportunities for graduate students in supervision and mentorship roles. Such roles in addition to the relevant workshops and training for the graduate students, is also seen as an outstanding professional development opportunity for those who want to pursue career in academia.

- As I reported in July, during President's absence in parts of July and August, I was asked to take the lead on GSA participation in the PAW development. Three GSA reps attended a PAW steering committee meeting, and our Executive Director's report is appended.

- 3 co-chairs of the CLE Subcommittee on Attributes and Competencies have now completed the recruitment stage. We are looking forward to having a meeting with Dr. Skidmore before meeting the full membership, in order to discuss the two parallel workgroups and actual implementation.

Now to PAW.

In order to make you familiar with some of the current key initiatives of the GSA, there will be two presentations at our 22nd August Council meeting: A presentation on the **Undergraduate**

Research Initiative (URI) by Dr Connie Varnhagen (URI Academic Director), and another presentation on the **Physical Activity and Wellness (PAW) Centre** from the office of the University Architect.

Updates:

Provost's Advisory Committee on Quality in Graduate Supervision – In March 2011, the GFC Committee on the Learning Environment (CLE), whose mandate includes oversight of implementation of the university's academic plan, recommended establishment of an advisory committee to the Provost and Vice-President (Academic) to investigate and make recommendations concerning the quality of graduate supervision. The purpose of the committee is to research and report on the quality of graduate supervision, broadly defined, based on qualitative and quantitative data concerning both students and supervisors (Excerpt from the TOR of the committee).

Undergraduate Research Initiative (URI) Advisory Committee – The Undergraduate Research Initiative (URI) will bring students and opportunities together, supporting undergraduate students as they develop discipline-specific and interdisciplinary research skills and scholarly attitudes that prove useful for employment, research, and service in the community. The URI will fill a key interdisciplinary brokering role, and integrate with existing experiential learning and engagement initiatives across campus without duplicating activities and responsibilities. An Advisory Committee and Academic Director have been established to provide counsel, advice and direction in the planning and implementation of the URI. The day-to-day activities of the URI will be supported by staff from CAPS: Your U of A Career Centre.

CLE Subcommittee on Attributes and Competencies - Following the approval of the University of Alberta's 2011-2015 Academic Plan entitled Dare to Deliver, graduate attributes have become a subject of thoughtful discussion across campus. On April 7 2011, the Committee on the Learning Environment Subcommittee on Attributes and Competencies was struck at a joint CLE-TLAT meeting. The committee will work in accordance to the statement pertaining to graduate attributes in the Academic Plan: *"Attributes and Competencies Upon Graduation: Articulating and supporting the development of core sets of skills, attributes and values to be incorporated into graduate and undergraduate programs, while recognizing that each Faculty will best decide how to move in this direction, which could include reviewing and updating the curriculum."* (Excerpt from the TOR of the committee).

Physical Activity and Wellness (PAW Center) – "In response to the growing demand for additional recreation and fitness space on campus and space required for growing research within the Faculty of Physical Education and Recreation, the University has partnered with the

Students' Union and the Graduate Students' Association in the programming, planning, and schematic design of the PAW Centre. A student referendum was passed in 2010 allowing the councils of each student group to support the collection of a universal fee to support student borrowing requirements (up to \$30 million) for the facility. The University has also received an additional \$9.5 million in grants and private donations.”

GSA MEETING REPORT

Name of Committee	PAW STEERING COMMITTEE
Name of Committee Chair	David Neuman for Frank Robinson but with Kyle Braithwaite essentially in the Chair
Attendees	Nima Youselfi for President Roy Coulthard, VPSS Sagar Lunawat, ED Ellen Schoeck
Date of Meeting	August 5, 2011
Starting Time of Meeting	Pre-meeting at 1:30 with SU Meeting in Gen Service at 2
Time of Adjournment	3:30
Attachments	Update Materials and Agenda; PAW briefing note from Nima dated March24 2011

Key Points

- Good meeting with the SU to get our positions aligned. The GSA and SU lawyers should be meeting the week of Au 8 with the U lawyers re the Agreement; the U lawyer has been on vacation.
- Very civil Steering Committee meeting with the concerns of all stakeholders taken into account. Five reps from SU, three from GSA – we had a very strong and knowledgeable student presence.
- Sustainability – silver at least, perhaps gold.
- KEY DATES: End of August for design development report from consultants; WE WILL BE BUSY IN THE NEXT FEW WEEKS WITH **ROOM SIGN OFF SHEETS** AND MUST GET THIS RIGHT SO THERE ARE NO CHANGE ORDERS (costs money to make changes after sign off); FDC target date- October 27 with lots of work beforehand; BFPC Nov 29 – funding gap being worked on at highest levels; Fe 10 BG; Construction in spring, will take 2 ½ years.

- Architect Ben Louie and entourage **DEFINTIELY to Council** in August for a presentation re PAW (perhaps the 3D “fly-through”)
- Fly-through at Group 2 (consultant’s office, 124 St, Thursday at 1:30)
- Naming: we asked for the U naming policy.

Comments

- The fly-through is a fabulous 3D experience where you get to virtually walk through the new PAW. ANY BOARD MEMBER WHO WANTS TO ATTEND SHOULD CONTACT JO. Ellen will drive.
- Nima has suggested we seek three Councilors to help with the room sign –offs, where we choose what finishing and equipment go in each room, eg the Grad Student Lounge. GREAT IDEA, NEEDS ACTION

Name and date of submission

Ellen Schoeck, ED, August 8, 2011

**GSA VICE-PRESIDENT LABOUR
REPORT TO COUNCIL FOR AUGUST 22, 2011**

To: Council Colleagues
From: Tamara Korassa, VP Labour
Date: August 11, 2011

Dear Council Members,

This past month has been interesting as I have gotten my feet wet with some of the issues that Roy faces on a day-to-day basis. I have to say that I am glad it is August that he decided to take his vacation because I cannot imagine how he handles everything in a busy in month!

Much of the past month has focused on preparation for September. University and GSA committees are both populating their membership and preparing for the work ahead. This is exciting as I have been able to witness the success of the Nominating Committee and am excited for the effectiveness of our representatives on various committees.

The past few weeks have also led to growing interest in the GSA from external bodies. The Alberta Graduate Council (AGC) and other GSA's in Alberta have been in contact to discuss the involvement of AGC in the Canadian Association of Student Associations (CASA) and to report on their experiences. Whether there is any room for cooperation between CASA and AGC will likely be a topic of discussion at the next AGC meeting.

The Gateway has also been knocking at the GSA's door to enquire into the success of the summer UPass program. Nima and myself are reviewing their questions and formulating some answers. You may see a story about the UPass in an upcoming issue.

The office has been busy coordinating, improving and modernizing their processes. This is good news as it will assist with document retention and knowledge management for the GSA.

As for the world of Labour there has not been too much movement. However, I am still assisting a few students with their cases.

I have also spent the last couple weeks trying to rethink the Labour Relations Committee's strategy with regards to our pilot of the Labour Liaison program. LRC has been unable to meet quorum and as such has not been able to make any decision of how this will go ahead. We still hope to run the pilot but it may not be up and running until late September. As of today LRC has not had any Councillors volunteer to act as a Liaison in their department for the purpose of the pilot. The time commitment for this position will be quite small, training and materials will be provided to you, and you would always have the full support of LRC and myself. If you are interested in helping the GSA get this program of the ground by being a pilot Liaison please contact Jo Chan at execadmin@gsa.ualberta.ca <<mailto:execadmin@gsa.ualberta.ca>> .

Jo has informed me that there have been some individuals interested in serving on LRC. This means that we should be able to get a late August or early September meeting going once the nominating committee has submitted the names to Council for ratification.

I am also asking Councillors to keep their eyes and ears open with regards to the new teaching and research appointments that will be starting in September. Please feel free to send students to me if they have any questions. They can reach me at vplabour@gsa.ualberta.ca <<mailto:vplabour@gsa.ualberta.ca>> or set up an appointment through Jo Chan at execadmin@gsa.ualberta.ca <<mailto:execadmin@gsa.ualberta.ca>> . Students who want training or assistance with their appointments should also check out the seminars that FGSR is offering as many of them are extremely valuable!

I look forward to the excitement of September and the gearing up of some of our interesting committees such as the Graduate Student Funding Task Force.

Tamara Korassa

Date	Meeting
July 25	GSA Council
July 27	GSA Board Meeting
August 10	GSA Board Meeting

**GSA VICE-PRESIDENT STUDENT LIFE
REPORT TO COUNCIL FOR AUGUST 22, 2011**

To: Council Colleagues
From: Hillary Sparkes, GSA VP Student Life
Date: August 11, 2011

Dear Council Members,

This month has really seen many projects in my portfolio take off.

The **New Student Experience Working Group** continues to address Orientations and ensuring all students get the information they need to be successful in their time at the U of A. Last Council meeting I noted that we discussed having a one-day conference in the middle of the fall term to educate students about the services and support networks we have on campus. This event, called Take Back the Term, has been tentatively scheduled for Saturday September 23rd, 2011. The GSA will be sponsoring a graduate track of sessions which will cover topics such as financials, graduate student life, thesis/dissertation writing, and stress management. Look for more information about this event in September!

Planning for our **Orientation** on August 31st is progressing smoothly. We have now secured funding and have received a number of excellent door prizes to give away. Twenty-two University services will be hosting booths at Orientation to provide much needed information to our new graduate students.

The season of **Departmental Orientations** has begun! We have 27 departmental Orientations scheduled for August and September. I would like to thank all of the Councillors and Councillors-At-Large who have volunteered their time to inform our newest colleagues about the GSA! We continue to strive to ensure all graduate students are aware of their rights and of the services available to them. We have more than doubled the number of departments orientations we are giving and applaud the work of the GSA staff, especially Katie Biittner.

Last but not least, the 2011-2012 GSA **Handbook** will be available for pick up shortly. Drop by our office after August 31st to pick yours up!

I hope everyone had an excellent summer, and got some much needed vacation time in so you are ready to take on another academic year! Please find below a list of all the meetings I attended between June 9 and August 11th, as well as my meeting reports.

Hillary Sparkes
VP Student Life, Graduate Students' Association

Thursday, July 14 to Thursday, August 11

Date	Meeting
July 15	PAW Centre Site Tour
July 18	PAW Meeting with Lawyer
	Festival of Teaching Meeting
July 19	Orientation Meeting at the office
July 20	Residence Restorative Justice Committee Public Symposium

**GSA VICE PRESIDENT STUDENT SERVICES
REPORT TO COUNCIL FOR AUGUST 22, 2011**

To: Council Colleagues
From: Sagar N. Lunawat, GSA VP Student Services
Date: August 11, 2011

Dear Colleagues,

I hope you guys are doing really well. As we all are enjoying summer with lots of activities, sports and festivals, I really enjoyed my long weekend at Jasper and Banff and amazed with the natural wonders that Canada is blessed with specially glaciers and first time in my life I walked over a real glacier but now I am really excited for the fall orientation because this is that time of year when we get huge number of students from all over the globe joining this community. GSA staff and VPSL are really working hard to make this fall orientation as enjoyable and informative as possible. On August 8, with Katie Biittner, I had an orientation presentation at **Department of Dentistry** and the people were really happy to see GSA representative to share some information with them. I really enjoyed my time with lots of discussion and questions from students.

There are so many things going on currently but main thing which is really important is **PAW**. I attended my first steering committee meeting and was really amazed with the complete design and structure for the new PAW centre. I am really looking forward to the new PAW centre with all new facilities for students. I am encouraging all graduate students to come and visit the PAW layout placed at Triffo Hall and ask questions and submit suggestions if you have any.

Currently at GSA we are discussing about the **professional development** for the graduate students and me, ED and DO, we are meeting with various people in the University as well as outside agencies to see How we can improve on the professional development side.

If you have any questions I will be more than happy to answer them.

Sagar Lunawat

(GSA – VPSS)

Vice-President Student Services Meetings

July 14 , 2011	Meeting with CAPS
July 15 , 2011	PAW centre Tour
July 18, 2011	Meeting with Rodd, PAW
July 20, 2011	GSA Board meeting (Cancelled)
July 21, 2011	U-Pass admin meeting
July 21, 2011	U-Pass advisory meeting
July 22, 2011	SU/GSA breakfast (Cancelled)
July 25, 2011	GSA Council meeting
July 27, 2011	GSA board meeting
July 28, 2011	GFC FDC (Cancelled)
July 29, 2011	GSA office close
August 3, 2011	GSA board meeting (Cancelled)
August 4, 2011	GSAP meeting
August 5, 2011	PAW steering committee meeting
August 8, 2011	Orientation at Department of Dentistry
August 10, 2011	GSA board meeting

GSA Board
Report to Council for the August 22 Meeting

To: Council Colleagues
From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board
Date: August 11, 2011

Dear Council Members,

The Board reports regularly to Council by listing its agenda items, motions/agreements and main items of discussion. Motions on Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted.

The President, Vice-Presidents, Director of Operations, Financial Manager and I will be happy to answer any questions or provide more information at the Council meeting.

July 27 GSA Board Meeting

Main agenda items: the Vice-President Academic provided an update on the status of the Provost's Advisory Committee on the Quality of Supervision and Undergraduate Research Initiative project. Board members discussed the status on PAW in depth. Board members considered three motions concerning the Academically Employed Graduate Students Funds.

MOTIONS

Grant Selection Fund: Request for Interpretation of the Contingency Fund

Members discussed the proposal at length.

It was **AGREED** that TK would draft a summary of agreements made during the discussion.

Grant Selection Professional Development Grant: Interpretation Of The Word "Course"

Members **AGREED** that Professional Development Grants would not fund any university credited courses including students auditing a university credited course.

It was **MOVED** by SL and **SECONDED** by TK that the GSA Board interpret the word "course" in section 1 of the Professional Development Grant policy to *exclude* university courses, no matter whether the student receives for towards a degree program or not. **CARRIED UNANIMOUSLY.**

Grant Selection Fund: Addition of Internal Tracking Sheet to the Grant Application Forms as an Editorial Change.

Members **AGREED** that GSAB approve the addition of the Internal Tracking Sheet to the official Professional Development, Child Care Subsidy, Lecture Grant, and Student Group Grant application forms as editorial changes.

August 11 GSA Board Meeting

Main agenda items: VPA Nima Yousefi provided updates on the GFC Committee on Learning Environment Subcommittee on Attributes and Competencies as well as the Provost's Advisory Committee on the Quality of Graduate Supervision. The status of PAW was discussed.

MOTIONS

Members had before them the GSA Budget Principles, Policies and Procedures outline of issues. With minor changes, it was **MOVED** by TK and **SECONDED** by SL that the Board forward the document to Council as a replacement for the current Financial Policies, which can be found on-line in the GSA Policy Manual. **CARRIED UNANIMOUSLY.**

Members had before them the GSA Strategic Work Plan and Professional Development changes suggested by VP Student Services, Sagar Lunawat and Executive Director, Ellen Schoeck. With minor changes, it was **MOVED** by TK and **SECONDED** by SL that Section 11 of the GSA Strategic Work Plan be changed concerning professional development. **CARRIED UNANIMOUSLY.**

Members had before them the GSA Budget and Finance Committee new terms of reference and 5-Year Capital Plan. With minor changes, it was **MOVED** by SL and **SECONDED** by TK that the Board approve the 5-Year Capital Plan; that the new terms of reference for the GSA BFC be approved and forwarded to Council for first reading, replacing Bylaw 3 Section VII; and that the Board *ad hoc* Budget Committee be sincerely thanked and disbanded. **CARRIED UNANIMOUSLY.**

It was **MOVED** by TK and **SECONDED** by SL that the Board enter closed session.

It was **MOVED** by TK and **SECONDED** by SL that the Board exist closed session.

It was **MOVE** by TK and **SECONDED** by SL that the Child Care applicant under discussed be permitted to apply during the August-November funding period. **CARRIED UNANIMOUSLY.**

**GSA Nominating Committee (NoC)
Report to Council August 2011**

To: Council Colleagues
From: Vijay Kandalam, NoC Vice-Chair
Date: August 11, 2011

The GSA NoC met in person on July 15, 2011 and conducted other business by email since its last report.

Council-Elected Officers

The call for nominations by the NoC for Chief Returning Officer, CRO and Senator closed on Thursday, August 4. The NoC put forward a slate of candidates for each position and invited candidates to come to Council to give a short presentation to Councillors. Please note that although the NoC has acted within its own terms of reference as set out in GSA Policy, By-law allowed any grad student to submit nominations directly to Council until Thursday, August 11, 3:30. What the NoC has done is to screen applications and in two instances we suggested that although nominees had great resumes, they did not yet meet GSA's stated qualifications for an elected office and we suggested how those candidates could gain the requisite experience. They both voluntarily withdrew and will be placed on senior university councils.

Directly-elected Officers

The NoC is charged with identifying possible candidates for elected positions. The Proactive Identification of Talent advertisement was sent out to ALL grad students on July 22. The same invitation will be sent in January 2011. In this way, we hope to elicit early interest in these demanding positions and will offer all takers the same opportunity for training. We will also now proactively be seeking out grad students who have the skills and background for elected positions. If you know a grad student who might be interested or qualified for an elected position, please let me know!

External Bodies

Nominations for General Faculties Council and Faculty of Graduate Studies and Research Council positions closed on July 29. The NoC will fill those positions shortly. We had a large number of grad students apply with outstanding resumes.

The NoC is currently working on filling graduate students positions on Arts Faculty Council as well as other Arts Faculty committees. We are also seeking two grad students from Science to sit on the Science Faculty Council.

GSA Committees

With respect to the following committees, we put forward a slate to the Council:

- Nominations for GSA Elections and Referenda Committee and GSA Labour Relations Committee have closed and may be extended. The NoC will fill these positions shortly.
- An advertisement for the GSA Governance Committee (GC) was sent out to Council members on August 5. The deadline for nominations is August 18 at noon. We need three councillors and the time commitment is not onerous!

As you can see, it has been a productive time for the NoC and I thank my colleagues Esther McNairnay and Lucy Nolan. I have been pleased to be Acting Chair while Roy is away. Our work is superbly supported by Jo Chan. Executive Director Ellen Schoeck also helps keeps us organized as is a voting member of the NoC.

Respectfully,

Vijay Kandalam, Vice-Chair, GSA Nominating Committee

**GSA EXECUTIVE DIRECTOR
REPORT TO COUNCIL FOR AUGUST 22, 2011**

Dear Council,

This report has the support of my management colleagues Heather Hogg (Director of Operations) and Bernadette Elliott (Financial Manager) .

Normally I give you short reports with just one message. Today I give you a long annual report on the state on the GSA from an operational perspective. **My main message is this: The GSA is in great shape.**

Councillors can tell from President Roy's report that we have been thinking back over this past extraordinary year. Joining in that reflection is **Speaker Steve Melenchuk and CRO Sarah Barnes**, who have been with the GSA through highs and lows and whose terms end with the August meeting.

Many of you know that I came to the GSA as a consultant in June 2010 at the request of Provost Carl Amrhein after a long career in central administration. I had my first talk with President Roy Coulthard on June 11, 2010. The GSA was in disarray: the General Manager had closed the office for a week, three VPs were on leave, staff were burned out, there was constant crisis, there was no filing system or shared drive, and there was non-compliance in several legal areas. The risks faced by the GSA were significant. Roy and I sketched out a plan on his white board.

Today I can report to you that we are within inches of every goal set out at that June 11, 2010 meeting. In my December 2010 performance evaluation, I described the last set of risks I wanted to address:

- budget process
- committee reform
- legal compliance
- grant review
- judicial process
- nominating committee and proactive search for graduate student talent
- p/v-p portfolio rebalancing
- office reorganization
- western GSA comparators
- audit preparedness

As I write this report on August 10, 2011, the Board has forwarded to you a **Budget Principles, Policies and Procedures** document that will replace current (and badly

outdated) financial policies. The Board's *ad hoc* Budget Committee members have been instrumental in giving the GSA a modern budget and one that addresses serious infrastructure issues: **Fred Mast, John Braga and BFC members including Peggy McFall, Alireza Talebi, Chuan He, Fred Mast, Mark Hulsman, Majid Ghanbarinejad, Marjan Iranmanesh, William Yu and Jason Ng.**

Our **committee system** is well on its way to optimal functionality. **Councilors Vikki Northrop and Cory Dawson** have helped carry the heavy committee load borne by the VP Academic. **Cory Dawson, Steve Melenchuk, Lacey Fleming, Lucy Nolan, Vijay Kandalam and Esther McNairnay** have all served on the GSA Board and bring a Council member's perspective to all Board discussion and debates.

We are **legally compliant.**

The **new grant process is transparent and objective** and your executive team secured more grant funds in their last round of negotiations with the University. You can be hugely proud of **Roy Coulthard, Nima Yousefi, Tamara Korassa, Hillary Sparkes and Sagar Lunawat – and last year's VPs Andrea Rawluk and Cecilia Lee.**

Several Councilors are giving me advice as I draft a **new judicial process.**

Your new Nominating Committee has initiated a host of processes and practices for unearthing graduate students with amazing resumes to serve on some 70+ university committees. The slate of Council-elected officers before you today is a testament to the work of **Vijay Kandalam, Esther McNairnay and Lucy Nolan**, with eye-to-detail support from **Joanna Chan**. Vijay and I are meeting with graduate students who have responded to the Nominating Committee call for grad students interested in putting their names forward for elected positions. The idea here is to identify interested grad students early on and provide a training module for anyone who is interested in elected positions. This is not meant to replace the election process, but rather recognize that busy grad students may need more than one month to learn the elected officials' portfolios. **Councillor Nikolai Sinkov** will attest to the need for a fulsome training program. Nikolai was one of several graduate students who helped shape training program for newly-elected officials.

Workloads of elected officials: we are finding ways to make the elected portfolios manageable for graduate students who carry full-time academic loads (unlike SU executives who are allowed to carry just one course). President Roy has been carrying this message to the Provost and FGSR Dean.

Your GSA office staff are simply amazing. **Jo Chan** anchors us with her vigilance about schedules and political sensitivities. Newly-minted PhD **Katie Biittner** applies her exceptional skills to everything from fundraising to handbook production to event

planning/execution, Council support and emergency research on critical, emergent topics. MA candidate **Dyan Semple** manages the front desk enquiries, is our research strength, organizes the office and ensures compliance with privacy legislation. **Casey Germain** gives us bench strength in IT and in managing information flow and the front desk. **Catrin Berghoff**, who is brand new to us, has already mastered grants policy with the help of recently-departed (for a professorship!) **Mindy Pitre**. Catrin is spurring us on to adopt a Wiki model for managing our huge info flow. Staffer **Janelle Morin** has single-handedly revived our student group policies and processes, with guidance from VPs Cecilia Lee and Hillary Sparkes, and she has masterminded our office approach to operational practices.

A few short words about **your managers**: You have in **Heather Hogg** over three decades' experience in FGSR – she is calm, competent and knows her way around rules and the Collective Agreement; in **Bernadette Elliott** you have deep experience in managing the affairs of a fees-driven non-profit like the GSA; as for me, I have 27 years as a department head in Governance (budget, HR, planning, policy, by-law) in the hot house environment of University Hall. With a solid base inherited from former Financial Manager **Sherrie Blake** and former **GMs Amanda Henry and Elaine Parker**, the GSA is in great shape.

That is my message: the GSA is in great shape. We are still rebuilding, but we are on a huge upward curve of knowledge and stability. The budget this Council approved is the foundation for all that we are achieving, and I applaud you all for your unanimous vote to approve the 2011-12 budget.

On measure of our health as an organization is that we have had no problems withstanding the absence of our leader, Roy Coulthard, who has been away on a research trip and vacation. Roy left us with clear directives on key files, and we had VP Nima in charge of the Board and VP Tamara as Acting President. As head of your staff who seek and need direction from elected officials, we had superb relationships with Tamara and Nima.

But we will all breathe a sigh of relief when Roy is back!!!!

Best,
Ellen Schoeck
GSA Executive Director

Executive Director Ellen Schoeck (ES), Director of Operations Heather Hogg (HH)
Report to GSAB July 27, 2011

Financial

Auditor Karen Gibson was in the office for the better part of the July 18 week; she is a partner in our audit firm. Bernadette and I answered innumerable questions, and Karen gave us a great deal of practical advice. The audit went very well and we expect the draft report after the August long weekend. The draft report then goes to the senior partner, Tom Gee, a former VP of the GSA. Tom is very supportive of the fundamental changes that have been made at the GSA, as is Karen. They will review the latest draft of our Budget Principles and Policies, which are slated to replace our current financial policies.

Board members will recall **that we are in the first year of the three-year planned deficit budget**, which is being financed in part through a fee increase and in part through use of the GSA's savings. The unanimous view of the Council that approved the budget was that we had been saving an inordinate amount while at the same time allowing the GSA infrastructure to crumble. Our savings are primarily in GICs and in the budget approved by Council, it was noted that we would likely need to cash in some of those GICs this summer. We are now monitoring cash flow closely with an eye to cashing in as little as possible.

We are about to move into our second round of **outsourced/direct-deposit paycheques**; this has saved us staff time and has ensured that those payees do not have to be physically present to receive office-cut cheques. We will be exploring the possibility of using a **program called Easy Pay to generate T4As for graduate students who receive grants from the GSA. Bernadette will also explore ways in which we do not have to mail out T4As**. This would not only be a significant savings in staff time (we now produce individual T4As, stuff, stamp and seal hundreds of envelopes, etc) but would also allow more graduate students to actually receive their T4As (many are returned to us because graduate students have moved).

We have established a **good working relationship with the University's Financial Services** thanks to Heather's personal contacts. They are extremely happy to be working with a professional on the GSA's finances (Bernadette) and a senior financial officer will be reviewing GSA files personally with Bernadette. We hope to regularize matters involving payments for such matters as fees and GSAP.

Triffo

We have water damage on the west Triffo wall, which has been monitored regularly by us and Facilities and Operations. I learned over the weekend that part of the west outside wall area of Triffo (from the bike rack to the front door) will be excavated so that the foundation can be properly sealed.

**Operational, Advocacy and Office
Nominating Committee**

The NoC has been extremely active in the past two weeks.

With respect to Gmail, we now have all the required CCIDs and several email accounts are being migrated over – all done in the background without interrupting operations -- thanks to IT/Front Desk Assessor Casey Germain. Once all accounts have been migrated over, we'll all then use our new GSA CCIDs. The new email addresses will take the following form: gsa.president@ualberta.ca. We will reclaim our old domain address in a year's time and revert back to: gsa.president@ualberta.ca

PAW: VP Nima (on behalf of President Roy), VP SL Hillary, Heather Hogg and I (in various combinations) attended three extremely significant meetings about PAW. PAW has dominated my time and Heather's the past two weeks. The GSA red meeting room is filled with PAW documents waiting to be organized into a working file. Heather has compiled a complete *official* file: all emails, all legal opinions, etc.

Filing: This is one of our weak points. Former Front Desk Assessor and current CRO Sarah Barnes will join our long-time summer staffer/filer Mikaela Ediger to demolish a huge pile of filing left by former VPs and to get us on the fly path to regular filing, both electronic and hard. As already reported, we have a stupendous DRAD list: document retention and destruction schedule -- so we now know when and how to dispose of or retain our corporate records.

GSA Security: Researcher Dyan Semple has documented all GSA office keys and met with Protective Services to ensure the highest possible security for the personal information the GSA gathers from its members. We have active security cameras and a fully-operational alarm system. These are requirements under PIPA and also requirements of our lease from the University of Triffo Hall.

UPass: Ongoing. Heather and VP Sagar can report orally.

Student Groups: One or more of the VPs will be reporting on Bears Den, an excellent computer system developed in the Deans of Students Office for management of student groups. Policy Analyst Janelle Morin, who is with us this summer, has put in place the infrastructure needed for us to offer baseline services to GSA groups. We can enhance these baseline services as staff time opens up as a result of "managing down" tasks – eg the new grants policy will free up staff time for student group work.

Councilor Remuneration: This initiative has prompted several departments to form registered student groups. Heather and I have met with a few departments where there are no formal student groups. This information gathering will also allow us to finalize an

accurate list of all “graduate departments” and thus a comprehensive Council list; a detailed Council list has been produced by Katie Biittner recording vacancies and showing information like the number of full and part-time student in each Councillor’s department. We have had tremendous cooperation from graduate program administrators, all of whom have worked with Heather for many years.

Bench Strength: Heather and I regularly meet with senior U of A APOs who have retired or who may retire, who are based in Edmonton, and who are willing to do part-time work. We are aiming to recruit at least one person who will learn all our systems and be available as needed when Heather and/or I are on vacation. This is an essential component of keeping the GSA strong over the long-term. We do not want dependence on one or two senior managers.

Great news on Orientation: First, we thought TD Meloche Monnex might drop us as a client since many of our members are eligible for group insurance because they are U of A grads and thus eligible as alumni. But TDMM *is* continuing to offer group rates; this is great news as they will insure international students – not the case with most other companies. Further, they have offered a long-term commitment to pay for Convocation Hall as our Orientation venue and given \$2K to help support Awards Night. In addition, responding to our request for funding, both the Dean of FGSR and Dean of Students are helping support Orientation this year – financially! A great deal of work has gone on to secure this funding on VP Hillary’s part and from the staff. Further, Alumni Affairs is donating an iPad once again and we are working with the new Bookstore Acting Director to maintain the fabulous swag donations from last year.

Study Space: After many years where the lack of study space was a hot issue during GFC Question Period, Facilities and Ops has long conducted an annual audit of study space. We just updated this audit relating just to study space within the GSA, noting the number of chairs we have in our lounges (informal study space). HOWEVER, this annual audit of study space could be used by the GSA to highlight the dearth of study space targeted for just grad students.

Assessment and Grading: I have read the latest report and an annotated copy is in the GSA office.

Premier’s Council on Economic Strategy: Heather and I have both read the report and an annotated copy is in the GSA office.

100 Years Since the First Grad Degrees were Conferred: President Roy wants to commemorate this event. The first convocation was held in today’s Old Scona in 1911, with three undergrad degrees conferred and five grad degrees conferred. The U of A is not marking the event, nor are they marking 100 years since our first building, Athabasca Hall, was opened. We are planning a Tea at Triffo event for September 23,

2011, which marks 103 years since the first day of classes. This event would occur during Reunion Weekend and we are planning quite a splash, which will honour the first five graduate degree recipients as well as showcase current grad research. Our event will end with a tour of Athabasca Hall.

We will host a smaller event to commemorate the actual convocation date, likely to be held at Old Scona, where the first convocation ceremony occurred.

We would be happy to answer questions at the Board meeting.

Ellen Schoeck

Executive Director Ellen Schoeck (ES), Director of Operations Heather Hogg (HH)
Report to GSAB August 10, 2011

Financial

The draft audit has arrived and I will look at it this weekend!

Heather and Bernadette met with Financial Services and reviewed financial files needed for audit. Financial Services provided us with a copy of a 2007 signed agreement stating our schedule of payments – we did not have a copy.

Bernadette has talked with former Financial Manager Sherrie Blake to clarify several of our GICs.

Feedback from the Board ad hoc Budget committee has resulted in the 5-year capital plan attached to this Agenda. The auditor is reviewing the latest draft terms of reference from BFC and the Budget Principles and Policies which would replace the current financial policies.

**Operational, Advocacy and Office
Nominating Committee**

The NoC has been very active in the past few weeks and a report will be prepared for Council. Vijay and I will meet with two graduate students interested in running for elected office next year. We are providing the same information to anyone who expresses interest.

Triffo Lease

I am waiting to hear back on our lease from the U of A Real Estate Office.

TDMM Agreement

I meet with Don Warden later this month.

PAW: VP Nima (on behalf of President Roy), VP Sagar and I attended a PAW Steering Committee meeting today, August 5, 2011. We will have a presentation for Council from the PAW experts likely Au 22.

Emergency Bursaries

Catrin and I had with Rachel deLeon of UBEF to clarify a number of operational matters (eg ITNs). Heather, Catrin and I will meet with Shelley MacKay and with Rachel for a more in-depth meeting in September. We have a number of questions about process and reporting.

GSAP

Sagar, Heather and I met with Melanie Goroniuk and Sarah Flower on August 4. Illuminating! They gave us a copy of our contract (which we did not have), provided background about the program which we did not have, and gave us statistics on usage. We are entitled to four lunch-and-learn sessions which we did not use last year. We will be working with Sagar on this.

Our usage rate is good and we need to keep up the marketing of this excellent program to all graduate students. The stats are in the office for anyone who would like to see them.

Health and Dental

Studentcare has prepared a short video for us to show at departmental orientations.

Filing

Mikaela Ediger will re-join us for a few weeks beginning August 9. Sarah Barnes will assist the last two weeks of August. I met with Carole Byrne, the consultant who established our file system and she has offered to come in for a day at no charge to do a "tune up."

Councilor Remuneration

Janelle Morin reports that "Council Remuneration cheques will be ready for the next Council meeting. The process has directly resulted in the registration of several new graduate student groups, though there is still some concern that many departments are structurally incapable of registering as student groups (i.e. too few students)."

Staffing

Katie Biittner will be in leave from December 2011-April 2012, teaching in Kelowna. We will be working on cross-training and coverage. Janelle Morin ends her time with us on August 19 and will be moving to Quebec to teach English. She is training Catrin to take over student group work. I will be away in October and Joanna will be away in November.

I would be happy to answer questions at the Board meeting.

Ellen Schoeck



GSA Council Speaker

Fred Wu

Degree Program and expected completion date: MSc in Virology, Spring/Summer 2012

Gender: Male

Bio

I was born and raised in London, Ontario. I received an honours bachelor of medical sciences with distinction from The University of Western Ontario (2009) in Biochemistry of Infection and Immunity. During my time at Western, I served in multiple positions on a residence hall council, as Science Councillor on the University Students' Council and as the Vice President (Academic) for Science Students' Council. I volunteer regularly for Let's Talk Science workshops to engage in children's science education. I enjoy long walks on the beach and the scent of gentle summer rain.

Summary Resume (see attached sample)

I am currently a graduate student in the Li Ka Shing Institute of Virology researching viral evasion of host immune response. I have given several lectures for undergraduate microbiology courses (MMI 133; MMI 352).

I have a long history of experience in student advocacy and government that extends back to high school. As such, I have a keen interest in facilitating effective student governance in my current home community, the GSA. To that end, I submit my name for consideration in the selection of Speaker.



Chief Returning Officer

Nikki Nosworthy

Degree Program and Expected Completion Date: PhD in Educational Psychology, Psychological Studies in Education, 2014.

Gender: Female

Biography

I was born in Toronto, Ontario and moved to Edmonton, Alberta to pursue my PhD in Educational Psychology. I completed my undergraduate degree at York University in Toronto and my Master of Education at Brock University in St. Catherines, Ontario. Having been educated in different settings and cities I have a unique perspective on educational institutions and how they are structured and organized. When I came to the University of Alberta I became an Area Representative (Psychological Studies in Education) and sought feedback from my peers on the program. I realized at that point that the morale was low in the department and my peers had a desire for more social events, so I co-founded the Social Committee for Educational Psychology (SCEP). Starting in the Fall of 2011 the SCEP plans to match incoming graduate students with existing students to help orient them to the university and program, an idea I recommended to the SCEP.

Summary Resume

I have currently completed the first year of full time doctoral studies in the Psychological Studies in Education program (research stream) in Educational Psychology at the University of Alberta. My research interests include social-emotional development in educational and community settings. Specifically, I am studying cyberbullying across developmental stages of development under the supervision of Christina Rinaldi. I was the Teaching Assistant for EDPY 200 and a guest lecturer which granted me the opportunities to give lectures on culture and bullying to undergraduate Educational Psychology students studying to become teachers. I am interested in the CRO position because I am familiar with the Elections policy and believe elections is an exciting process that needs to abide by laws of a democratic society. I believe this position will help me become familiar with the administrative and governance processes of a university. I am free at the times this committee will meet.

Rahul Agrawal

Degree Program: MSc, Biomedical Engineering, Expected completion date: Jan2013

Gender: Male

Biography

I was born and raised in India but have travelled almost every corner of the world. I belong to a family of academicians. Since my early days of schooling, I have excelled in academics. I completed my B.Pharm from Rajiv Gandhi Univ of Health Sciences, Bangalore in 2008.

Then, I received 'Junior Research Fellowship' to pursue research at IIT Bombay for 2 years from 2008-2010. At IIT, I published my 1st research paper as the Main author in 2010.

I have done my past schooling from 3 different cities in India. I am fluent in speaking English and can speak 6 different Indian languages while understanding Persian, too.

Being an extrovert since my early days, I have been involved in several extracurricular activities. To mention a few, I was the Chief Secretary of a Non-profitable social organization, Abhiyashika from 2008-2009. Abhiyashika, helps in providing education to underprivileged children. Later, I was elected as the co-ordinator of TECHFEST 2010, IIT Bombay, it is Asia's largest science and technology festival. During my undergraduate studies, I won the Inter-college Debate championship in 2008 and won a bronze medal in the Inter-college Annual Athlete Meet in 2007. During my school days, I qualified for the National team of Basket-Ball in 2004.

At UofA, I am the Vice President of HUB. Further, I am a Senior Peer Engagement Assistant at the International Center. In Addition, I am also a part of UofA Dance Club & Martial Arts Club.

Summary Resume

At UofA, I am pursuing my first year of MSc (thesis) in the Dept of Biomedical Engineering. My research supervisors are Prof. Hicham Fenniri, Professor & Senior Research Officer, Nano Institute of Nanotechnology (NINT) and Prof. Hasan Uludag from the Dept of Chemical & Materials Engineering. My research topic is "Investigation of osteogenic properties of BMP-7 short peptides for bone tissue engineering."

I aspire to become the Chief Returning Officer (CRO). In view of my academic background, extra academic skills and past experience of holding position of responsibility with several planning committees, I strongly believe that a position at GSA will provide me a unique platform to further my interest in working for a student body. Moreover, this will give me the opportunity to bond with a culturally diverse set of individuals so as to address their problems. This role-play will further improve my leadership skills. Importantly, this position will also allow me to build upon my past experiences of working with ethnically diverse set of people which I gained during my two years of stay at IIT Bombay and 4 years of undergraduate.

GSA Senator**Anwar Anwar-Mohamed****Degree Program and expected completion date:** August 2013**Gender:** Male**Biography**

I was born and raised in Dubai, United Arab Emirates for Egyptian parents. I am fluent in both Arabic and English. I finished all my studies including my Bachelor of Pharmacy from Ajman University for Science and Technology in 2005 in which I graduated with honors. In 2006 I moved to Canada to do my MSc in pharmaceutical Sciences at the University of Alberta and obtained my MSc in 2008. While at U of A I served on multiple councils, committees, and student groups. I served on the U of A General Faculties Council, U of A Faculty of Graduate Studies and Research Council, Faculty of pharmacy and pharmaceutical Sciences Council, faculty of pharmacy and pharmaceutical Sciences dean selection committee, faculty of pharmacy and pharmaceutical sciences graduate studies committee, and lastly, faculty of pharmacy and pharmaceutical sciences strategic planning committee. Meanwhile I was engaged in several extracurricular activities such as serving as vice-president and president for the pharmacy graduate students association (PGSA). I was also part of the WP Wagner outreach program administered by the FGSR, I also taught Notre dam Catholic School grade 6, mentored several summer students from our faculty and graduate students helping them promote their studies and research to a world-class level. Here at the U of A, I am the president of the PGSA, acting lab manager for Dr. El-Kadi's laboratory, a student representative to the health sciences students council, and lastly a graduate students representative to the strategic planning committee at the faculty of pharmacy and pharmaceutical sciences.

Summary Resume

I am now a third-year PhD student in the faculty of pharmacy and pharmaceutical sciences studying the effects arsenic on cancer and drug metabolizing enzymes especially those regulated by the transcription factor: aryl hydrocarbon receptor. I work in Dr El-Kadi's lab with an international team. Between my undergraduate degree and my MSc, I worked as a pharmacist in Dubai, after which I came to Alberta in 2006 to begin my MSc. I have taught 8 undergraduate courses and the laboratory section of one graduate course and an active volunteer in different programs across the campus and outside it.

I am very interested in serving as a graduate students representative to the university of Alberta Senate for several reasons. Firstly, I would like to learn more about the decisions and processes that are currently held by the U of A senate. Secondly, it is a great opportunity to serve GSA as a volunteer on this position. Thirdly, it gives me immense pleasure to be the first graduate student from our department to be a U of A senator. Fourthly, I think I have the minimum volunteering experience that could help me represent the GSA in its best at the U of A senate. Last but not least, I am free at the times the senate requires to hold its regular

meetings, in addition, I have a flexible schedule that will easily accommodate sitting on a busy committee.

Thanks a lot for giving me this opportunity to nominate myself for the U of A senate, and I wish I would be a suitable candidate for this position.

With best regards
Anwar Anwar-Mohamed

Tamara Korassa

Degree Program and expected completion date: MBA/LLB April 2012

Gender: Female

Biography

I have spent my life growing up in Alberta and British Columbia. I completed a Bachelor of Arts degree in English Literature at Concordia University College of Alberta. During my undergraduate degree, I participated in the drama club and helped with various campus events. When I decided to pursue a Law degree, the University of Alberta was an easy choice, in order that I could remain close to my family. During my MBA/LLB, I have helped organized the MBA Spring Formal, participated in many internal and external business case competitions, served on the U of A Law Students Articling Committee (3 years), and more recently as the VP Labour for the Graduate Students Association. I have also served as both the President and the Treasurer for my Condo Association.

Summary Resume

I am entering my final year of studies in September of 2011 and hope that I will be able to use my time to be involved in many campus activities and to benefit the graduate population. As my research is course based, I find that I have time to participate in the collegial governance system of the U of A and have found the experience extremely rewarding. My professional experience includes developing a communication plan for the Edmonton Council of Business Revitalization Zones, a summer of legal internship at Reynolds Mirth Richards and Farmer LLP, and a summer of legal internship at PCL Constructors Inc. Upon concluding my studies this year, I will return to Reynolds Mirth Richards and Farmer LLP to complete my articles.

I am interesting in serving as the **GSA Senator** because I feel that the strong connection that I have to the GSA and my professional experience will be beneficial to this year's senate term. I also feel that my experience with the GSA will ensure effective communication and incorporation of the GSA's strategic objectives at the Senate. My schedule can accommodate the prescheduled meeting dates.

I would also benefit personally from serving on the Senate as the networking opportunities would help me to build my network – a particularly important resource in the business and legal worlds.

CONFIDENTIAL

GSA Budget Principles, Practices and Procedures

Background

An early version of the Budget Principles and Practices document was previously presented to Council alongside the 2011-2012 Budget. There have been some minor amendments since then; in particular, the Financial Manager made some changes which were discussed with auditor Karen Gibson when she was here for the audit: the contingency fund is now properly called stabilization fund and there is a timeline for audit.

The Executive Director and Financial Manager have also added a short Procedures section to cover off the few items that are in current GSA policy, eg signing authority (unchanged), travel, per diem and cheque requisitions. These are all gold standard norms. The auditor has suggested that the procedures concerning signing authority and cheques requisitions more properly belong in the office manual, but GSAB has left these items in the document now before Council pending the full review of governing documents being conducted this summer/fall.

There is unanimous agreement amongst the President, management, and former FO Sherrie Blake that the current financial policies are badly outdated. The document before Council is based on the U of A policies and procedures and also draws on similar procedures used by provincial health board not-for-profits. As noted above, our auditor has reviewed this document. A slightly earlier version of this document was before BFC in March and BFC amendments are incorporated here.

Motion

BIRT Council strike the Financial Expenses policy from the Policy Manual in its entirety;

BIFRT Council pass the GSA Budget Principles, Practices, and Procedures as follows, to be added to the Policy Manual.

GSA Budget Principles, Practices, and Procedures

1. Principles

1. In planning and managing its budget, the GSA will be guided by the following principles:
 - a. Be open and transparent, encouraging comprehensive input and consultation from both its Board and Budget and Finance Committee (BFC).
 - b. 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*, and be guided by the GSA's Strategic Plan.
 - c. Ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services.
 - d. Establish a Stabilization Fund equal to (approximately) a minimum three months operating expenditure and up to six months operating expenditure.
 - e. Facilitate long-term planning by developing a three-to-five year rolling plan for revenue and expenditure.
 - f. Enable provision of the key financials, budget projections, information notes and any other documentation required by Council, the GSA Board or BFC.
 - g. Require reporting of re-allocation of resources.
 - h. Support resource accountability.
 - i. Delegate budget decisions to the level at which operational decisions are made.
 - j. Propose to Council a budget that represents all aspects of the GSA's operations.

2. Practices

1. The Unrestricted Operating Budget will be organized by seven broad budget divisions which, in 2011, are:
 - a. Office Administration (OA);
 - b. Human Resources (HR);
 - c. Professional and Consulting (PC) ;
 - d. Advocacy (including government relations);
 - e. Governance (including Council, Speaker, CRO, Elections, Food for meetings held over normal meal times);
 - f. Grants and Subsidies; and
 - g. Contingency Fund.
2. Budget Divisions and Budget Lines within Divisions
 - a. Except for the Stabilization Fund, each division will have a number of distinct budget lines accompanied by a summary description of each budget line and its use. For instance, the HR budget division will have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.
 - b. Budget lines which embrace contractual funds cannot be changed unilaterally. For example, the GSA's Collective Agreement with NASA stipulates, as of 2011, that there are four full-time budgeted staff positions; this number of positions cannot be reduced by the GSA acting alone.

3. Reallocating Funds within a Division after the Budget is Approved
 - a. During the budget year, within the OA, HR and PC divisions, re-allocations between budget lines may be made by the Directors, in consultation with the GSA President, up to 5% of the total division allocation or up to \$10K. Amounts reallocated *over* those thresholds must be approved by the GSA Board and then reported to the GSA BFC. Recognizing the extraordinary challenges the GSA has faced in 2008-2010 with staffing, the one exception to the above practice concerns the Human Resource Flexibility and New Initiatives Fund, where the Directors, in consultation with the President, may approve reallocations from this fund to other HR budget lines in order to address urgent/emergency situations, which will be reported immediately to the Board and BFC.
 - b. During the budget year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA Board to BFC. BFC can approve reallocations of up to 5% of the total division budget line; other reallocations must be approved by Council.
 - c. During the budget year, no reallocations may be made from the Stabilization Fund with out approval by Council.

4. Variances and Adjustments
 - a. Variances will appear in the budget working papers presented to BFC and adjustments made by BFC, across all budget divisions, before the annual budget is proposed to Council.

5. Quarterly reporting
 - a. The Director of Finance will prepare a quarterly report which will first be submitted to the GSA President and then to the Board, BFC and Council. It is suggested that these reports be organized by budget divisions and lines, with the following formation in easy-to-follow columns: current budget; percent spent to date; percent spent to date in previous year(s); informative comment on any variance or approved relocation. All such reports will be compliant with Alberta's *Personal Information Privacy Act* and other applicable laws.

6. Audit
 - a. Following the GSA fiscal year end, the Financial Manager will arrange for an audit of the GSA's financial records by the approved auditor. Audited financial statements are normally due 90 days after year-end. Audited financial statements will be submitted by the Financial Manager to the President and Executive Director, then to the board, the Budget and Finance Committee and Council.

3. Procedures

1. Signing Authority
 - a. Financial documents requiring signature, including but not limited to cheques and investment instructions, require two signatures, either
 - i. any two directly-elected Officers; or
 - ii. any one directly-elected Officer and one manager (as of 2011, Executive Director, Director of Operations or Financial Manager).
 - b. Wherever possible, it is preferable for one of the signatories to the President.
2. Business Travel
 - a. The President will advise the Board about travel for professional development of directly-elected officials or management and/or external relations (eg Alberta Graduate Council, Western Summit, GU15). Such travel will be reported to Council.
3. Per diem for travel
 - a. University regulations will be observed.
4. Cheque Requisitions
 - a. All cheque requisitions will be prepared by the Financial Manager and signed off by the Executive Director or Director of Operations before the required two signatures are sought.

BFC Terms of Reference

Background

In 2010 the Board struck an *ad hoc* committee to completely review the GSA budget; this work has been completed and the new budget passed Council unanimously. The *ad hoc* committee had two remaining tasks: to develop a five-year Capital Plan and draft new terms of reference for BFC. The Capital Plan was developed in the office and approved by President Roy Coulthard, and feedback sought from the *ad hoc* committee by email. One received suggestion has been incorporated. GSAB notes that Part XII item 2 of Bylaw (concerning BFC’s role with respect to the budget) remains unchanged and will be reviewed later this year.

The Capital Plan, as it requires no new money, was approved by the GSA Board on August 10 as a rolling plan, and the Board has asked for one amendment concerning long-term replacement of the office printer.

Motion

BIRT Council, upon the recommendation of the GSA Board, approve the following changes to Part VII of GSA Bylaw.

Current	Proposed
<p>PART VII STANDING COMMITTEES [...] 3 Budget & Finance Committee 3.1 Composition 3.1.1 The Budget & Finance Committee (BFC) is under the jurisdiction of the President, who chairs the committee. 3.1.2 The Executive Director and Director of Finance and Operations are non-voting members on the BFC. 3.1.3 Each Vice President has a standing invitation to attend meetings of the BFC. 3.1.4 In the absence of the chair, the line of succession established in V.1.6 of these Bylaws for meetings of the GSA Board will apply to the BFC.</p>	<p>PART VII STANDING COMMITTEES [...] 3 Budget <u>and</u> Finance Committee <u>3.1 Mandate</u> <u>3.1.1 The overall mandate of the Budget and Finance Committee (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 organisation. Members are expected, by Council, to rise above any local/departmental views or issues and to take into account the needs of the GSA as a whole.</u> 3.1.2 BFC shall fulfill the following advisory functions: <u>3.1.2.1 Advising the President, GSA Board and management on the long-term planning</u></p>

Current	Proposed
<p>3.2 Mandate</p> <p>3.2.1 The mandate of the BFC is to advise the Director of Finance and Operations and President on the financial affairs of the organisation to ensure that the needs and priorities of graduate students are observed.</p>	<p><u>and priorities of the GSA in light of the GSA's strategic plan;</u></p> <p><u>3.1.2.2 Advising the President and Council on budget principles, policies and procedures and on any other related financial policies;</u></p> <p><u>3.1.2.3 Receiving information and advice from the GSA auditor with respect to any information and recommendations the auditor wishes to present; and</u></p> <p><u>3.1.2.4 Reviewing the investment portfolio and advise the President and management on long-term investment strategies and on any overarching, macro, planning or long-term financial/budgetary issues.</u></p> <p><u>3.1.3 BFC shall review and discuss quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division.</u></p> <p><u>3.1.4 BFC shall review and advise on the rolling 5-year capital plan.</u></p> <p><u>3.1.5 BFC shall make recommendations to Council on the annual operating and capital budgets.</u></p> <p><u>3.1.6 BFC shall consider any matters referred to it by the Council, the Board, the President or management.</u></p> <p><u>3.2 Composition</u></p> <p><u>3.2.1 The voting membership of BFC is:</u></p> <p><u>3.2.1.1 The President or delegate, as chair;</u></p>

Current	Proposed
	<p><u>3.2.1.2 The Vice President Labour, Vice-chair;</u> <u>3.2.1.3 One Councillor, elected by Council; and</u> <u>3.2.1.4 Two members of the GSA, elected by Council.</u></p> <p><u>3.2.2 Additionally, BFC has the following non-voting members:</u> <u>3.2.2.1 The Director of Operations / BFC Coordinator;</u> <u>3.2.2.2 The Financial Manager; and</u> <u>3.2.1.3 The Executive Director.</u></p> <p><u>3.2.3 All directly-elected Officers are welcome to attend BFC meetings.</u></p> <p><u>3.2.4 Quorum of BFC is three voting members, including at least one directly-elected Officer.</u></p>