

**GSA Council**  
**23 January 2012 Agenda**

1. Approval of the Agenda

2. Approval of the Minutes

(a) 19 December 2011 (**attached**)

3. Presentations and Announcements

(a) Presentations by Guests

Mental Health on Campus (Frank Robinson, Dean of Students, with Robin Overall,  
Provost Fellow) (up to 30 minutes)

4. Reports

(a) Executive Reports

i. President (**attached**)

ii. VP Academic (**attached**)

iii. VP Labour (**attached**)

iv. VP Student Life (**attached**)

v. VP Student Services (**attached**)

(b) Officer Reports

i. Speaker

ii. Chief Returning Officer - **see ERC report**

iii. Senator (**attached**)

(c) Standing Committee Reports

i. GSA Board (**attached**)

ii. Governance Committee - **Second reading of a GC proposal is before Council under item 8(b)i. The GC is now looking at simplified Standing Orders and committee procedures.**

iii. Budget and Finance Committee (**attached**)

iv. Student Affairs Advisory Committee - **see VPSL report**

v. Awards Selection Committee - **new members are being sought in preparation of the 2012 GSA Awards adjudication. Please email kandalam@ualberta.ca if interested.**

vi. Negotiation Committee - **no need for meetings at this time**

vii. Labour Relations Committee (**attached**)

viii. Elections and Referenda Committee (**attached**)

ix. Nominating Committee (**attached**)

(d) Ad-Hoc Committee Reports - none

(e) Recommendations from GSA Management

i. Executive Director (**attached**)

ii. Director of Finance and Operations - **see ED report**

5. Question Period

(a) Written Questions

(b) Oral Questions

6. Elections and Appointments

(a) GSA Standing Committees

- GSA Standing Committees - Replenishment (**materials attached**)

(b) Other Committees

- Nursing Dean Selection Committee: ratification of a student representative (**materials sent as attachment in Council Agenda email on 12 January 2012**)

7. Special Orders

8. Unfinished Business and General Orders

(a) Unfinished Business

(b) General Orders

i. R20120123 Council Composition: SECOND READING (**materials attached**)

ii. R20120123 PAW Centre Approval (**tentative - see President's report**)

9. New Business

(a) Scheduled Business

(b) Unscheduled Business

10. Committee of the Whole

11. Adjournment

**19 December 2011 GSA Council Minutes**

The meeting was called to order at 6:04 pm.

Roll Call/Attendees:

- Council Members: refer to the attendance record
- Guests:
  - Chris Hackett (Office of Student Judicial Affairs)
  - Alexandria Eldridge (Editor-in-Chief, *The Gateway*)
  - Justin Bell (Managing Editor, *The Gateway*)

1. Approval of the Agenda: **CARRIED**

2. Approval of the Minutes

(a) The 21 November 2011 minutes were before Council. H Samuel (COM) noted an omission. The speaker **TABLED** approval of the minutes until the proposed amendment was before him in writing.

3. Presentations and Announcements

(a) Presentations by Guests

i. Chris Hackett provided a presentation on the Academic Integrity Survey (materials are available with the 19 December 2011 Council materials). Information presented orally included the following:

- This presentation is a follow-up to a GSA Council meeting from about a year ago.
- Since then, the survey has been conducted in conjunction with a large international study, comparing ourselves with other universities.
- There was both a survey component and focus groups.
- We have determined our short, medium and long term recommendations (which must be realistic, taking into account how the university works, and what would have an actual impact on people's lives).
- One of the main findings was a feeling of alienation; students and instructors were both disengaged, and surrounded by a lot of misinformation, eg, neither group really knew decisions are made on the balance of probabilities rather than beyond a reasonable doubt— this affects how instructors and students view and use the system.
- Teaching assistants often were frustrated because their instructors tell them to bury cases of cheating, resulting in an ethical dilemma for the TA.
- The TA focus groups had no good answer, other than raising the bar for ethical requirements for instructors.
- Regarding statistics, none of the participants had ever seen the statistics on cases,

even though they are released regularly. We need to better communicate the number of cases, what decisions are being made, etc.

- Values on academic integrity taken from *Dare to Discover* and *Dare to Deliver* should be highlighted.
- Faculty should have greater role in the Code of Student Behaviour process.
- Students do not feel prepared to deal with academic integrity on a university level, so an online course for undergraduate students is being considered.
- Studies show the most powerful tool against academic dishonesty is an instructor standing up and saying "I will deal with it."
- Students even make decisions in taking courses based on value placed on academic integrity.
- Many departments distribute misinformation – since they have such a small role in disciplinary process, they are not trained in this, but much of campus life takes place at the departmental level, so they are important.
- The impact of technology was considered, eg, text-matching software vs. tools for cheating.
- There is a recommendation to set up an Academic Integrity Council (AIC) giving overall direction.

Questions included the following:

- In response to a question from S Lunawat (VPSS) on how often the survey will be run and how the program will ensure goals are achieved, C Hackett responded that the first survey was in 2003, the recommendation is to repeat in 5 to 7 years, this will be reviewed in a few years, and the proposed AIC would play role in this.
- S Bandopadhyay (C LIT) asked how graduate students can be involved in academic integrity concerns, when they do not really have the power to do anything and when there are others above them making the decision. C Hackett noted that some TAs had chosen not to say anything about an incident of academic dishonesty because they were busy, that when an incident is brought to the instructor's attention, the responsibility then rests with them. This, he noted, is why this group is being targeted directly. He added that graduate students cannot be asked to put their careers at risk by opposing the course supervisors.
- V Kandalam (C-a-L) asked if there was a higher rate of academic dishonesty here compared to other universities, and if so, is this due to our research-intensive nature. C Hackett replied that there is not much difference, noting that McCabe's famous studies show that at any given point 20% will cheat no matter, 20% will never cheat, and it is the other 60% you have to work with. He added that in talking to his counterparts, numerically, we appear to be similar to other universities. We are trying to communicate that it is a priority, and teach instructors and students exactly what to do and that while not a crisis, it needs continuous attention. If we stop dealing with it, it will become a crisis.

**MOTION** by H Samuel (COM), seconded by H Sparkes (VPSL): to extend the allotted

presentation time until the current speakers list is exhausted. **CARRIED**

- In response to a query from R Coulthard (Pres), C Hackett responded that this initiative will be brought before Chairs' Council. In response to R Coulthard's comment that he expected that deans are supportive, C Hackett noted that an academic discipline days event had recently taken place, that this survey was a major issue, that there is some resistance to giving instructors more leeway to make decisions, and that the GSA and SU will be involved in the ongoing process.
- S Nicol (MMI) commented that the education students receive in high schools regarding academic integrity is lacking and asked if there was any thought to collaborate with high schools, such as Edmonton Public or Edmonton Catholic school boards. C Hackett noted that this is an issue, that this had been attempted several years ago, but had received a negative reaction about using University funding in high schools. The recommendation now is an entry-level course on the topic to be done by new students, one that is fairly easy and short. In response to N Nicol's query about the incentive for students to complete this course, C Hackett replied that some faculties already have mandatory training on the topic, so it cannot be mandatory across the board and that academic units should choose whether to include it in their programs and requirements, noting that the idea is to create a level playing field.
- H Samuel (COM) commented that transparency in academic integrity issues is appreciated, requesting confirmation if one central system is available at the University for electronic detection that is already being used by some departments or faculties. C Hackett replied that he did not believe this had as yet been adopted, that one Faculty had licensed a program for students to check their own work to prevent mistakes before publication submission. He added that some people here really want to use them, that some universities have adopted them but are abandoning them already due to problems, while others were very satisfied with these programs.

ii. Alexandria Eldridge and Justin Bell provided a presentation on *The Gateway*. The slide show that was presented is available upon request.

Questions included the following:

- In response to a query from H Sparkes (VPSL), A Eldridge confirmed that benefits to the GSA would be comparable to those offered to the SU.
- F Tavakoli (C-a-l) asked how many grad students are currently involved with the paper and A Eldridge responded this was hard to say, that one of the newspaper staff was a grad student until recently, but has now changed to Open Studies, that one regular comic strip is created by a graduate student, and that there was a blog written by a graduate student. J Bell estimated that grad students currently make up 5-10% of the active volunteers.
- In response to a question from N Yousefi (VPA) regarding readership numbers, A Eldridge stated that this was something they would like to know themselves, that 8000 papers are printed and 6000 get picked up, that they estimated about 1.5 readers per paper, that the approximate number of readers is known, but not the

demographics, and that they planned to deliver a survey through SUSJ to find out more information about readers.

- N Yousefi (VPA), noting that content decides readership, asked how the content speaks to graduate students. E Eldridge stated that SU/GSA coverage is about balanced and J Bell noted that, for example, in covering GFC and Board of Governors meetings, this reporting affects all students.
- M Misra (SOC) asked why *The Gateway* was looking for fees from grad students and if it was for budget deficit reasons. A Eldridge indicated they were not in a deficit, but were changing their operations due to a decrease in advertising across the board in the print industry, that publishing was reduced to once a week this year, which helped with advertising and lowered printing costs, that the reason they are looking for a fee is to try to further their relationship with graduate students.
- H Samuel (COM) asked that in terms of benefits, and since discounts to the GSA for ads had been mentioned, what were the costs of ads? J Bell indicated that full-page black and white ads cost about \$1500 and that the SU gets a 30% discount, that colour costs extra, and that details are available the media kit at [www.thegatewayonline.ca](http://www.thegatewayonline.ca)
- In response to a question from S Lunawat (VPSS) if there could there be more specific benefits, eg, pages dedicated to graduate students, J Bell responded that there is not really anything dedicated to either grads or undergrads – it is not how they think at the *Gateway*, sports and entertainment, for example, are not just for undergrads, but the amount of extra money from the fee would provide for more coverage of graduate events. He added that they had just started GSA election coverage last year and that in previous years, only the SU election was covered.
- R Coulthard (Pres) requested clarification regarding the proposed fee of \$3.13 per term, which was confirmed by A Eldridge. She indicated they would also like it to be linked to CPI. J Bell added that that they are not asking Council to rubber stamp the proposal, rather just to allow *The Gateway* to ask grad students whether they want this through a referendum.
- The Speaker noted for Council's information, that for this question to go forward at a referendum, Council would have to move a motion on a referendum question at a Council meeting.

#### 4. Reports

##### (a) Executive Reports

##### i. President (written report was before Council)

- R Coulthard, President, reported further orally:
  - Mental health is a big issue on campus – the UofA is doing worse than our peer groups statistically in a recent survey; the Dean of Students has brought Dr Everall on board; and is lobbying hard to get extra money.
  - He had spent a great deal of time reviewing the PAW Centre agreement; that it was very close to an agreement on almost everything; the Board had called for a special January 11 Council meeting to consider the Agreement in order for it to move through

	<p>University governance.</p> <ul style="list-style-type: none"> <li>- Two weeks ago he participated in the headshave event with the SU President and the Provost, raising over \$11k for cancer research.</li> </ul> <p>ii. VP Academic (written report was before Council)</p> <ul style="list-style-type: none"> <li>• N Yousefi, VPA, reported further orally: <ul style="list-style-type: none"> <li>- There is some progress on the Graduate Supervision Committee.</li> <li>- The Attributes and Competencies Committee is moving forward and that he was pleased to take direction and comments from Council.</li> </ul> </li> </ul> <p>iii. VP Labour (written report was before Council)</p> <ul style="list-style-type: none"> <li>• N Yousefi, VPA, for T Korassa, VPL, reported further orally: <ul style="list-style-type: none"> <li>- Highlighted the document entitled “Campus Resources to assist graduate students” attached to T Korassa’s report and asked Councillors to share it with their constituents.</li> </ul> </li> </ul> <p>iv. VP Student Life (written report was before Council)</p> <ul style="list-style-type: none"> <li>• H Sparkes, VPSL, reported further orally: <ul style="list-style-type: none"> <li>- Regarding the clue in her report to see who had read it, only a few had come forward. She thanked those individuals and indicated that this will now be a regular feature in her reports.</li> </ul> </li> </ul> <p>v. VP Student Services (written report was before Council)</p> <ul style="list-style-type: none"> <li>• S Lunawat, VPSS, indicated that his report stood as submitted.</li> </ul> <p>(b) Officer Reports</p> <p>i. Speaker</p> <ul style="list-style-type: none"> <li>• F Wu, Speaker, asked Councillors to bring in updated Councillor information forms for those whose form expires in December or January.</li> </ul> <p>ii. Chief Returning Officer</p> <ul style="list-style-type: none"> <li>• R Agrawal, CRO, stated that a meeting of the Elections and Referenda Committee would be held on January 5, and that former CRO Sarah Barnes was appointed DRO.</li> </ul> <p>iii. Senator (written report was before Council)</p> <ul style="list-style-type: none"> <li>• The report stood as submitted by T Korassa, Senator.</li> </ul> <p>(c) Standing Committee Reports</p> <p>i. GSA Board (written report was before Council)</p> <ul style="list-style-type: none"> <li>• R Coulthard, President, reported further orally: <ul style="list-style-type: none"> <li>- The GSA wrote a letter to <i>The Gateway</i> in response to the Arts Budget process. The letter strongly supports the role of Graduate Program Administrators and will appear in the first issue of the new year.</li> </ul> </li> </ul>
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	<p>ii. Governance Committee (written report was before Council)</p> <ul style="list-style-type: none"><li>• R Coulthard, President, asked Councillors to refer to item 8(b) ii, where the Governance Committee's recommendation to change Council composition will be discussed.</li></ul> <p>iii. Budget and Finance Committee</p> <ul style="list-style-type: none"><li>• R Coulthard, President, stated that a joint meeting of BFC and the Board was set for January 4, 2012. The financials in general are looking good.</li></ul> <p>v. Awards Selection Committee (written report was before Council)</p> <ul style="list-style-type: none"><li>• H Sparkes, VPSL, stated that Awards Night is coming up. The policy needs updating, refer to item 8 (b) i.</li></ul> <p>vi. Negotiation Committee – no meetings required at present.</p> <p>vii. Labour Relations Committee (written report was before Council)</p> <ul style="list-style-type: none"><li>• The report stood as submitted.</li></ul> <p>viii. Elections and Referenda Committee – see CRO report.</p> <p>ix. Nominating Committee (written report was before Council)</p> <ul style="list-style-type: none"><li>• V Kandalam, C-a-l and Vice-Chair of the Committee, further reported orally:<ul style="list-style-type: none"><li>- Some interest has been received for SAAC membership, but welcomed more by contacting <a href="mailto:kandalam@ualberta.ca">kandalam@ualberta.ca</a></li><li>- Advertising was sent out earlier this year to provide training for candidates interested in running for GSA office, and have completed a training program with those candidates. Advertising will be done again in early January to catch new students, and attempt to provide a condensed training program for those interested students. He asked that those interested contact him.</li></ul></li></ul> <p>(d) Report from GSA Management (written report was before Council)</p> <ul style="list-style-type: none"><li>• E Schoeck, ED, further reported orally that one focus for the GSA has been insurance, noting that that a meeting had taken place with the University's risk and insurance expert and this had saved a lot of money because we did not need our lawyers. The GSA needs additional coverage. The Triffo lease is delayed until insurance matters are resolved.</li></ul> <p>5. Question Period</p> <p>(a) Written Questions – there were no written questions.</p> <p>(b) Oral Questions</p> <ul style="list-style-type: none"><li>• H Samuel (COMP) asked S Lunawat, VPSS, for further information about the</li></ul>
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late night bus service, as mentioned in the VPSS report. S Lunawat replied that the route will be from 105 street and Whyte Avenue to Southgate, and the bus will run after midnight.

- M Misra (SOC) asked why graduate students are paying higher health and dental fees when the coverage stays the same. R Coulthard stated that the insurance the ED had referred to in her oral report was liability insurance and similar, not the health and dental plan. Increases in health and dental plan fees come from high usage rates. The GSA Council has a choice to make to keep the same coverage and increase fees, or lower coverage. As a follow up, E Schoeck noted that the biggest insurance the GSA is purchasing is general liability, for example, when someone trips on our steps or when our graduate student groups have events with alcohol, and that our expert recommends more than doubling GSA coverage.

Before moving to item 6, the Speaker took the Council minutes off the table. The amendment was to include acknowledgement in the minutes that H Samuel (COMP) had asked the following question during the presentation on Residences at the November GSA Council Meeting: *"What are the main contributors to increasing costs of residences? For example, is it electricity bills, maintenance, etc?"*

Seeing no objection, minutes were **APPROVED** – unanimously.

6. Elections and Appointments – none

7. Special Orders – none

8. Unfinished Business and General Orders

(a) Unfinished Business – none

(b) General Orders

i. **R20111219.1 Awards Proposed Revisions** (the proposed policy was before Council)

Moved by H Sparkes, VPSL, seconded by S Lunawat, VPSS that Council approve the proposed revisions to GSA Awards and their Adjudication Criteria and Procedures, as outlined in the attached document.

H Sparkes presented the proposal, noting that both the GSA Board and ASC reviewed the proposed revisions. There was no further debate. Vote **CARRIED**

ii. **R20111219.2 Council Composition** (the proposal was before Council)

Moved by R Coulthard, seconded by N Sinkov (CHEM) to approve in first reading the following Motion put forward by the GSA Governance Committee and the GSA Board:

To change GSA Bylaw Part III (Council membership) section 2.1.2 as follows and then to adjust the membership of Council as soon as practical:

From:

One Councilor from each department at the University that offers a graduate

program.

To:

*“...one Councilor from each department, Faculty or extra-departmental unit that offers a graduate program,...”*

R Coulthard, in presenting this proposal, noted that Bylaws state that Council is composed of “one councillor from each department at the University that offers a graduate program”. However, there are quite a few graduate programs now that are offered outside departments or on the faculty level, and those students also need representation on Council. Council is therefore asked to amend the Bylaws to adopt FGSR Council’s interpretation of the word “department” – they faced the same challenge for their own composition. He noted that in practice, the amendment changes nothing, because we have been interpreting the Bylaw accordingly already. This just makes it clearer.

There was no further debate. Vote **CARRIED**

9. New Business

(a) Scheduled Business – none.

(b) Unscheduled Business – none.

10. Committee of the Whole – none.

11. Adjournment

The meeting was adjourned at 8:04pm.

**GSA President**  
**Report to Council**

To: Council Colleagues

From: Roy Coulthard

Date: 12 January 2012

Welcome back from the holidays. I hope you enjoyed time off from your studies and had a chance to relax. Here are a few highlights of the past month of work:

**Tuition**

At the December Board of Governors meeting, the Administration's tuition proposal of a 1.45% increase was approved. I mentioned in my oral report in December that this had been approved. The SU representative and I reminded Board members of the need to consider students' financial constraints when approving fee increases. In particular, a recent study demonstrated that many University of Alberta students are experiencing above average stress, related, amongst other issues, to their financial circumstances. I feel that the Board of Governors received this message.

**TEC Edmonton**

Executive Director Ellen Schoeck and I met with TEC Edmonton regarding cooperation in facilitating professional development, entrepreneurship, and commercialization of appropriate research. This was a very productive meeting, and we will be following up with some joint initiatives within the next several months.

**TD Insurance Meloche Monnex**

I attended the TD Meloche Monnex holiday reception. As many of you know, TD is the GSA's preferred insurance provider. We have recently come to terms on an extension of our existing agreement that will provide guaranteed sponsorship of some GSA events for the next several years, as well as continuing to provide students with insurance discounts.

### **Winter Orientation**

In early January, I spoke at both the GSA Winter Orientation and the Transitions orientation for new international students. Both events were well attended, and the GSA welcomes all new graduate students to campus. I strongly encourage all departmental Councillors to extend a welcoming hand to new students in their departments.

### **Budget and Finance Committee**

The new BFC met on January 4 to review the first quarterly financial statements. BFC provides an arms-length view of the GSA budget. I am pleased that the new BFC members went over our documents with a fine-tooth comb, and I expect that they will continue to keep us on our toes. GSA Administration is beginning preparation for the 2012-2013 Budget, and the Board and BFC will weigh in on this over the next two months prior to bringing the new budget to Council in March.

### **PAW**

Work continues on the PAW Agreement. We are very, very, very close to a final agreement, which was delayed by holiday vacations of some of the principals and the legal team. However, we are down to final edits of the agreement. We may present you with the PAW agreement as a late addition. We feel that the agreement has achieved the right balance between comprehensively protecting GSA interests and remaining a workable agreement for the next 35+ years.

In addition to the PAW Agreement, the design process has continued. In looking for cost savings to bring the project within budget, the University has proposed relocating the fourth-floor graduate student lounge to the first floor. This new site would be roughly double the size of the original proposal, would cost less in total, and will probably provide a swipe card enabled room with access for graduate students, as well as a fireplace. Considering the options, we feel this is the best way forward, and in fact, this move achieves more for graduate students than was in the original plan.

I am confident that Council will be pleased with the final design of the PAW Centre, and that the facility, once built, will serve graduate students well for years to come. It has been an extremely lengthy process, and I am looking forward to bringing this project to completion.

Again, welcome back after your holidays. I wish you all a successful semester, and I would be happy to entertain any questions.

GSA President - Meetings Attended between 8 December 2011 and 11 January 2012

Date	Meeting
December 8	Alberta Graduate Council Conference Call
	Board of Governors Holiday Dinner
December 9	Board of Governors
December 12	PAW meeting with the SU and lawyers
	Health Centre Advisory Group
	Meeting with TEC Edmonton
	Meeting with the Dean of Students
December 13	Meeting with the Provost
December 14	GSA Board
	TDMM Event
December 16	PAW Meeting with Vice-President Hickey, SU, University Legal Counsel and lawyers
December 17	PAW Steering Committee
	PAW meeting
	GSA Council Meeting
December 21	Meeting with Vice-President Pozega-Osburn
January 4	PAW meeting
	Joint GSA Board and Budget and Finance Committee
	Budget Advisory Committee
January 5	Alberta Graduate Council Conference Call
	GSA Winter Orientation
	PAW meeting with the SU
January 6	PAW meeting
	University of Alberta International Orientation
January 9	Payment Cycle Changes for Graduate Students meeting
	Students' Union Council meeting
January 10	GSA Board
	GFC Academic Planning Committee
January 11	Meeting with Mr. Rosen re: GSA Awards' Night
	Alberta Graduate Council Conference Call

Best,

Roy

23 January 2012

GSA Council

Item 4(a)ii

**GSA Vice President Academic  
Report to Council**

To: Council Colleagues  
From: Nima Yousefi Moghaddam  
Date: 12 January 2012

Dear Colleagues,

I spent the holidays hard at work on my dissertation. I hope you all had a restful break.

It has been quiet this reporting period on the academic side. There has been one meeting of the GFC Executive, and I thank Hilary Sparkes for attending on my behalf.

I continue with my coffee meetings with Vice-Provost Bill Connor. The issues I would like to pursue in the next months relate to the funding and supervision committees. I will also be in touch with University Governance about what steps are being taken with respect to the Grading and Assessment report.

Best,  
Nima

GSA Vice-President Academic - Meetings Attended between 8 December 2011 and 11 January 2012

<b>Date</b>	<b>Meeting</b>
December 14	GSA Board
December 19	GSA Council Meeting
January 11	Monthly Coffee meeting with Dr. Connor and SU VP Academic
	GSA Board

23 January 2012

GSA Council

Item 4(a) iii

## **Vice President Labour**

### **Report to Council**

To: Council Colleagues

From: Tamara Korassa

Date: December 12, 2011

As many of you are aware December was a month in which I finished a number of exams and then spent some time in Taiwan with other graduate students. The trip was extremely successful as we met government officials, had conversations with business, industry, and political organizations, and were exposed to Taiwanese culture. I thank the GSA for their understanding while I was away as the trip was an amazing opportunity and extremely rewarding.

Since coming back after the Christmas break I have been hard at work on the Labour Relations Committee's Labour Liaison Program. I am happy to announce on the Committee's behalf that by the end of January a Labour Liaison should be set up in two departments (Political Science and Neuroscience) in order to pilot the program that we designed. The role of a Labour Liaison is to be informed about the Collective Agreement and other employment related resources and issues on campus. Students in those departments then have a friendly and approachable resource in order to get answers. The Labour Liaisons will be closely linked with the Labour Relations Committee and the VP Labour in order that those bodies can monitor the Labour related issues on campus. The committee sees that Labour Liaisons will help to educate students about their employment rights and responsibility, but also being an invaluable way for the GSA to keep abreast of employment issues on campus. Having a group of individuals who are connected on the ground level of the department can only help the GSA to more effectively meet the needs of students when negotiation with the University and when seeking to resolve labour issues on campus.

As this is this my first full week back when I am writing this I am also following up on a number of committees such as the Graduate Funding Task Force, the Academic Policy Review Committee, and with the Faculty of Graduate Studies on the status of the issues related to the Market Modifier Implementation.

As always I am happy to answer any questions that you may have in writing or any questions that arise throughout the Council period orally.

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Item 4(a) iii

Vice President Labour – Meetings attended between 8 December 2011 and 12 January 2012

Date	Meeting
January 4	Joint GSA Board and Budget and Finance Committee Meeting
	Budget Advisory Committee
January 5	GSA Winter Orientation
January 9	Payment Cycle Improvements for Graduate Students meeting
January 11	Academic Appeals Policy and COSB
	GSA Board

Best,

Tamara



23 January 2012

GSA Council

Item 4(a) iv

**Vice President Student Life  
Report to Council**

To: Council Colleagues

From: Hillary Sparkes, VPSL

Date: 12 January 2012

I hope everyone has enjoyed their time off for the holidays. I know I did. I had a wonderful trip to Kitimat and then spent a week snowboarding at Sunshine. It was excellent. But now being back at school I am ready to get this term started and off to a good start.

I have a few things to report on this month, the first being Winter Orientation. It was a success with lots of great information to provide to students, although our numbers were slightly low for attendance. For next year we are looking to have it a bit later in the term to hopefully allow students more time to become aware of this event. But a huge thank you to the office staff for putting this together.

Awards Night is coming up in March and the nominations are open. Thank you for approving the policy changes at the last Council; they have really helped us move forward and get Awards Night up and running.

You can get the nomination packages off of our website at <http://www.gsa.ualberta.ca/index.php/funding/content/category/awards/>. Please let your departments and fellow grad students know about these awards. We know there are lots of amazing graduate students on campus and we love to recognize all the hard work that is done every year!

The GSA is excited about our recent hire Lisa. She will be working with the Nominating Committee and on Student Groups. We are very happy to have her on board because these are two areas where we know there is lots of important work to be done.

For those of you who put your names forward for SAAC we thank you very much. We have a slate of 7 members for 8 positions on SAAC and we will be contacting you shortly about having a first meeting

23 January 2012

GSA Council

Item 4(a) iv

(with treats as promised) to introduce ourselves. We feel as though the first agenda item we will ask you for feedback on is GSA email communications and how effective they are.

If you would like a treat at the next Council meeting please come chat with me during the dinner hour and tell me where it was that I went for my Christmas holiday and what the first SAAC item will be.

Welcome back!

GSA Vice-President Student Life - Meetings Attended between December 8, 2011 and January 11, 2012

Date	Meeting
December 12	Health Centre Advisory Group
	Festival of Teaching Steering Committee meeting
	Residence Halls' Association meeting
December 14	FGSR Policy Review Committee
	GSA Board
	Information Session on Graduate Teaching and Learning Program
December 16	Meeting with Kristen Flath
December 19	Welcome Centre Project Advisory Committee
	Council Meeting
	Alumni Association Student Recruitment Meeting
December 20	Festival of Ideas Meeting
January 9	GFC Executive
	Residence Halls' Association
January 11	GSA Board
January 12	Residence Budget Advisory Committee meeting

Best,

Hillary

23 January 2012

GSA Council

Item 4(a)v

**Vice President Student Services  
Report to Council**

To: Council Colleagues

From: Sagar N. Lunawat

Date: 12 January 2012

I hope you are doing well and welcome to 2012! I know most of you are busy now with registration and courses. It's been a really good winter in Edmonton and I am enjoying it a lot. I spent my holidays in Edmonton with friends and I hope you guys also had great holidays. This is going to be a short council report but I have few points that I want to update you upon.

**1. Student Advisory Committee on International Engagement (SACIE)**

In my report I mentioned the Working Group on International Engagement which will be formed soon and I hope to see new initiatives coming with this group. The new SACIE chair, Dr. Murray Gray, will be continuing with the agenda. In the near future I will need two volunteers to be a part of this exciting working group. If you are interested, contact the Nominations Committee at [gsa.execadmin@ualberta.ca](mailto:gsa.execadmin@ualberta.ca).

**2. Physical Activity and Wellness Centre (New – PAW Centre)**

I have been updating you about the PAW center since last year, and I am happy that we are in the final phase of finishing this project. One more great piece of news about the grad student lounge in the new PAW Centre: we are getting a much bigger lounge with a new great location. I am excited to see this new grad lounge and I will keep Council updated on it.

**3. Late Night Bus Service on Whyte Avenue**

After a long wait, the late night service on Whyte Avenue started last week. The service will operate during late night hours between 1:30 AM to 3:15 AM from Whyte Avenue to Southgate. Students can use their U-pass to get a late night ride.

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With GSA staff, I attended the send-off lunch for Katie. At the GSA we had really great time working with Katie last year on various new initiatives, as well as the GSA handbook.

With President Roy and the VPL, I attended the GSA fall orientation. It was a nice orientation with lots of new students coming in.

This is all about my portfolio over the last month. I wish all you guys best of luck with new semester. If you have any questions you can write them to me at [gsavpsse@ualberta.ca](mailto:gsavpsse@ualberta.ca).

#### **Vice-President Student Services Meetings**

December 5, 2011	GSA Board
December 9, 2011	Lunch with GSA
December 14, 2011	GSA Board
December 19, 2011	PAW steering Meeting and GSA Council
January 4, 2012	GSA Board
January 5, 2012	Fall Orientation GSA

Best,

Sagar

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GSA Council

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**Senator  
Report to Council**

To: Council Colleagues

From: Tamara Korassa, Senator

Date: 12 January 2012

The Senate met in early December. At this plenary meeting we had an interesting discussion with the Provost, in which we discussed everything from the future budgets of the University, the bringing of international students to the University and the sending of students abroad, and ways in which the University recruits professors. In particular the Provost addressed the issues that arise from recruitment and retention when budgets are tight and the growing external pressures on the retention of the top people.

We also had a presentation from Dr. Billy Streaan from the Faculty of Physical Education on how to motivate people and some of his particular teaching techniques. The presentation was informative and I highly recommend Dr. Streaan as a public speaker. He is a winner of the 3M teaching award and is extremely engaging.

The plenary agenda also included reports from the various Senate committees and other related bodies such as the Alumni Association.

I am now sitting on the Alumni's Campus Engagement Committee and they have been reviewing the Senate's website to update it, exploring projects with the Campus Food Bank, and the continuation of their tradition of *Dinner's on Us*. *Dinner's on Us* is a program in which a Senator hosts a small group of students in their home. Some of you may have been involved in this program. The program seeks to target a number of different groups of students, particularly students living in residence or international students who are new to Edmonton.

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Senator - Meetings between 2 December 2011 and 12 January 2012

01 December	Senate Plenary Session
02 December	Senate Plenary Session

Best,

Tamara

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GSA Council

Item 4(c)i

**GSA Board  
Report to Council**

To: Council Colleagues

From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board

Date: 12 January 2011

The Board reports regularly to Council by listing its agenda items, motions/agreements and main items of discussion. Motions of 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.

**DECEMBER 7, 2011 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the Western Canadian Assembly of Graduate Students' Association meeting, Alberta Graduate Council meeting, Graduate Student Supervision Task Force, Parking Lot Issues, Standing Advisory Committee on International Engagement and Mandatory Non-Instructional Fees.

Motions and/or Agreements:

Board Members AGREED to close the December to March Child Care Subsidy funding period as of the end of business on December 7, 2011 and to fund all applicants with the unused Professional Development Grant contingency funds from periods one and two. APPROVED BY UNANIMOUS CONSENT.

Board Members AGREED on the following approach concerning elections interface:

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As part of the move to the new website with SiteCore, instructions must be given to the staff at Web Strategies doing the coding for our elections surface. During this process, administrative decisions will be made by the GSA office, regarding the elections interface and functionality, but all substantive decisions will be made in consultation with the CRO and/ or the Elections and Referenda Committee.

It was MOVED by SL and SECONDED by NY to order a special meeting of the GSA Council on or about 11 January 2011, or any other date tied to the Board Finance and Property Committee meeting in order to vote on the proposed Agreement governing the PAW Centre. APPROVED BY UNANIMOUS CONSENT.

Upon reviewing the new composition of Council to Board Members, Board Members AGREED to make the following recommendation to Council by UNANIMOUS CONSENT:

Change From: "One Councillor from each department at the University that offers a graduate program;..." to "... one Councillor from each department, Faculty or extra-departmental unit that offers a graduate program;..." (Please refer to Item 8(b)i for further information)

#### **DECEMBER 14, 2011 GSA BOARD MEETING**

##### Main Agenda Items:

Board Members discussed the following items: tuition increase, market modifiers, residence rent increase, PAW, student mental health, TEC Edmonton, Standing Committee on International Engagement, graduate student registration status while on medical leave and Alberta Graduate Council.

##### Motions and/or Agreements:

Board members AGREED to extend Health and Dental registration on a one-time basis.

#### **JANUARY 4, 2012 JOINT GSA BOARD/ BUDGET AND FINANCE COMMITTEE MEETING**



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Main Agenda Items:

GSA Budget and Finance Committee (BFC) members, GSA Chartered Accountant, Shirley Ball and Director of Finance, Dorte Sheikh, attended the Joint GSA Board/ BFC meeting. This was an introductory meeting for BFC members on the GSA budget. Board and BFC members discussed the GSA Budget Proposal 2011 and GSA Budget Report through November 2011.

Motions and/or Agreements:

As the meeting was for training information sharing, there were no motions or agreements.

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**Budget and Finance Committee**

**Report to Council**

To: Council Colleagues

From: Roy Coulthard, Chair

Date: 12 January 2012

The GSA Budget and Finance Committee met on January 4 to review the quarterly financial statements following a training session with Executive Director Ellen Schoeck. This was the first meeting of the revised BFC since undergoing committee reform. The new BFC provides an arms-length view of the GSA budget and quarterly reports throughout the year. The new BFC members examined the GSA budget and quarterly report in great detail. GSA Administration is beginning prepare for the 2012-13 budget, and the Board and BFC have set a timeline for separate and joint meetings over the next two months prior to bringing it to Council for approval.

Please see the GSAB Council report under January 4 for a summary of the joint GSAB/BFC meeting.

Best,

Roy

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## **Nominating Committee**

### **Report to Council**

To: Council Colleagues  
From: Vijay Kandalam, Vice-Chair  
Date: 12 January 2012

As provided for in its terms of reference, the GSA Nominating Committee (NoC) has been conducting business via e-mail, and I have met regularly with Ellen Schoeck and Joanna Chan since my last report to Council.

### **GSA COMMITTEES**

**GSA Awards Selection Committee (ASC):** The ASC has not undergone committee reform and as yet does not have a set composition. An ad was sent out on Friday, January 6 seeking nominees from graduate students to repopulate this Committee to adjudicate the 2011-2012 GSA Awards' Night applications. Nominations are due on January 13. The nominees will be finalized by the NoC shortly after nominations close.

Please refer to Item 6a on this Agenda for information on GSA Board, GSA Nominating Committee and GSA Student Affairs Advisory Committee.

### **BODIES EXTERNAL TO THE GSA**

Council has delegated to the NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. The NoC may waive advertising under certain conditions specified in its terms of reference.

**Shell Enhanced Learning Fund (SELF) Selection Committee:** An ad was sent out on December 14, 2011 to all graduate students. Joe Corrigan was elected by the NoC to serve on this Committee.

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**University of Alberta Data Summit Planning Committee:** An ad was sent to all graduate students on Wednesday, January 11. Nominations are due on January 16. The NoC will elect one member once nominations close.

**Dean of Nursing Selection Committee:** Please refer to item 6b.

**2012-2013 ELECTED OFFICIALS:** A third letter to all graduate students was sent out on January 6 seeking for the six interested students for elected office. A training program continues for graduate students who have expressed early interest in standing for elected office.

Best,

Vijay

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**Labour Relations Committee**

**Report to Council**

To: Council Colleagues

From: Tamara Korassa, VPL

Date: 12 January 2012

Main Agenda Items:

Members discussed the Labour Relations Liaison program at length.

Motions and/or Agreements

Members **AGREED** that VP Labour Tamara Korassa would keep Council up to date through her regular reporting.

Members **AGREED** that Executive Director Ellen Schoeck and Director of Operations Heather Hogg would be the primary trainers of the Labour Relations Liaisons, however all members of LRC, including the chair, would be welcome to attend and assist the Labour Relations Liaisons as necessary.

Members **AGREED** that councillors were welcome to approach Tamara Korassa if their department was interested in participating in the pilot program.

Members **AGREED** that steps to formalize the program would take place before the end of Tamara Korassa's term.

Best,

Tamara

**Elections and Referenda Committee  
Report to Council**

To: Council Colleagues  
From: Sarah Barnes, Deputy Returning Officer and acting chair  
Date: 12 January 2012

**19 DECEMBER 2011 MEETING**

Main Agenda Items:

Members discussed the choosing of a Deputy Returning Officer, the setting of an elections timeline, draft nomination forms, the electronic voting system, and election promotion strategies.

Motions and/or Agreements:

Members **AGREED** that the former CRO, Sarah Barnes, serve as the DRO. It was noted that Ms Barnes had been made an associate GSA member last year, without term end, in order to serve as CRO. It was also noted that Ms Barnes was now an employee of the GSA for four months and that the DRO role would be seen as separate.

Members **AGREED** on a tentative election timeline (which was amended at the subsequent meeting – see section on 05 January 2012 meeting for final dates).

Members **AGREED** that the ED undertake a review of the nomination forms.

Members **AGREED** that video interviews would be conducted again this year.

**05 JANUARY 2012 MEETING**

Main Agenda Items:

Members discussed the relevant sections of GSA Bylaws and Policy, the election timeline, the electronic voting system, and election promotion strategies.

Motions and/or Agreements:

Members **APPROVED** the elections timeline as follows:

- 23 January 2012: Nominations open
- 16 February 2012, 11:30 am: Deadline for receipt of complete nomination forms
- 16 February 2012, 12:00 pm: mandatory all-candidates meeting
  - sign waiver about understanding of election rules
  - video interviews of candidates
- 16 Feb 2012: campaigning begins following candidates meeting
- Note: Fe 20-24 is Reading Week
- 06 March 2012, 12:00 am: campaigning ends.
- 07 March 2012, 10:00 am: polling starts
- 09 March 2012, 10:00 am: polling ends
- 09 March 2012, 12:00 pm: release of unofficial results
- 16 March 2012, 10:00 am: deadline for release of official results
- 26 March 2012 GSA Council: ratification of election results (note: this is necessary for the bank)

Members **AGREED** that the ERC can advise the CRO to extend any nomination deadline.

Members **AGREED** that during the candidate video interviews, Speaker Fred Wu would ask five questions, three of which candidates will have received in advance.

Members **AGREED** to use the GSA's existing lawn signs to promote the elections.

Members **AGREED** to send out another email on January 6 to offer an intense training program for candidates interested in elected office.

Best,  
Sarah

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**Executive Director  
Report to Council**

To: Council Colleagues  
From: Ellen Schoeck, Executive Director  
Date: 12 January 2012

It has been a densely-packed month and my detailed reports to Council are attached.

The GSA committee system is up and running. The Governance Committee is reviewing new Council procedures, prepared under the guidance of Speaker Fred Wu, who asked us to draft short, plain language procedures that embodied the essence of democratic process. **Now to budget.**

**The budget I inherited in 2010 mixed up restricted and unrestricted funds** – ie, you could not tell what you were allowed to spend and what was earmarked for, say, the health and dental reserve. This “old” budget covered only one-year: there was no 3-5 year projection as is common for other non-profits. Further, there were some 120 individual budget lines – no intuitive groupings.

**A new budget was approved by Council last spring.** Under the direction of President Roy Coulthard, the new budget focused on rebuilding the crumbling GSA infrastructure. The GSA now is close to fully carrying out its responsibilities under the *Post-Secondary Learning Act*.

**With the guidance of our auditor and with advice from Chancellor Emeritus Eric Newell, the entire budget was reorganized.** The GSA shifted from banking away fee revenue to spending that revenue in a way that has resulted in (1) the GSA’s voice being heard in over 150 university committees and (2) a robust, effective organization (we still maintain a restricted \$250K rainy day reserve). Big ticket items like grants have undergone complete renovation, including new policy with external, expert input and streamlined support which has freed up staff time so that we have been able to assume responsibility for Council support. We are now taking first small steps towards what will be effective administration of graduate student groups and the new (extremely successful) GSA Nominating Committee. The result overall is that you have a vibrant and responsive organization serving some 8000 graduate students.



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### **Building the 2012-13 Budget**

Your financial team is drafting your next budget. We will be **on target with the three-year projected deficit** that seeks to rebuild the GSA. That deficit is funded in part from an increase in fees (which will bring us closer to the U of Calgary fees) and in part from dipping into our reserves (but not our \$250K rainy day fund). We will seek to move existing funds to support in a modest way the following amongst other initiatives: labour liaison program; expanded grants; NoC, graduate student groups. Overall, we seek what the GSA Board has asked for: a robust, sustainable GSA.

Best,

Your management team, led by Ellen Schoeck

\*\*\*\*\*

### **Executive Directors Reports to GSAB December 7 2011-January 4 2012**

#### **ED Report to GSA Board for December 7, 2011**

Dear All,

Another extraordinarily busy week, summed as follows:

#### **Done:**

- TDMM group insurance follow-up done with help from Casey and Katie;
- Transition out for Katie Biittner and transition in for Joanna Chan;
- Western Summit/GU 15 survey (Dyan as lead);
- GU15 draft agenda sent to GU15 (Katie as lead).

#### **Continuing:**

- Comments from legal counsel re PAW;
- GSA insurance coverage issues;
- Infrastructure for Council support;
- Awaiting Financial Services re reconciling how we are paid GSA fees;

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- Draft 7 of first quarterly financial support;
- MNIFs and Market Modifiers.

**New**

- Governance 101, second session for potential candidates: Brent, Nathan, Naseeb, Massi.
- Discussion with U of A HR re benefits package for staff.
- Sarah Barnes hired to cover partial Communications role, provide committee support and continue file project;
- Meeting with SU re Power Plant and Dewey's;
- Meetings with Lara Apps, Dr. Heather Zwicker, Arts Collective.

**In addition to the written report, the Executive Director reported orally on the following items:**

- 25% increase in the number of committees elected officials sit on
- Meeting with University Financial Services
- GSA insurance

**ED Report to GSA Board for December 14, 2011**

Dear All,

This week's highlights:

**Continuing:**

- Comments from legal counsel re PAW with meetings set for next week aimed at reaching final agreement;
- GSA insurance meeting set for December 15 concerning general liability and D/O (coverage lapses Jan 12);
- Infrastructure for Council support had an excellent test today (December 8) and we continue to build strength here;
- Awaiting Financial Services re reconciling how we are paid GSA fees;
- Discussion with U of A HR re benefits package for staff;
- Draft 8 of first quarterly financial support, which President Roy has now seen.

**New**

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- On advice from our insurance broker, Dorte has contacted Workers' Compensation about the cost of coverage for staff and managers;
- Shirley and Dorte are ramping up the machinery needed to produce T4s and T4As;
- I met with TD bank today about a dormant account (nearly 6K) from the defunct Grad Student Association of Canada; then met with BMO re signing authorities for our account;
- Discussion with U of A HR costing merit pay;
- Training session for potential candidates concerning the Board and office routines, culture and support: December 15;
- Meeting with TEC Edmonton December 12;

Triffo lease may actually be ready for signing this month!

Best,

Ellen

**The Executive Director had no significant additions to the written report.**

#### **ED Report to GSA Board for January 4, 2012**

Dear All,

Highlights from the last week of December:

- Intensive meetings with senior administration and lawyers re the PAW agreement;
- PAW design meetings and value engineering reports (*i.e.* changes to the architect's plans) to get PAW costs on track;
- Excellent meeting with our general liability broker, Russ Campbell, with another meeting to come regarding general liability and Directors and Officers insurance, and another meeting with an HR expert;
- Awaiting Financial Services regarding reconciling how we are paid GSA fees;
- Draft 9 of first quarterly financial report, which will go to the joint GSAB/BFC meeting.
- TD has worked out a way for us to deactivate the dormant GSAC account.
- Training session for potential candidates concerning the Board, consistent messaging, and office routines, culture and support was held December 15.

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- Triffo lease is with our lawyers for final review.
- Intensive meeting with Privacy Officer regarding the GSA's privacy agreements with the University and others.
- Making headway on the staff/NASA collective agreement.
- Working on election materials for the CRO.

Best,

Ellen

**In addition to the written report, the Executive Director reported orally on the**

**following items:**

- Decision will be made regarding special meetings of Council (re PAW) today or tomorrow.
- CRO is away until January 15, and has delegated to the Deputy CRO, Sarah Barnes. Office support will be provided by Catrin Berghoff. Both individuals have previous CRO experience, and met this morning for planning.

## GSA COMMITTEE ELECTIONS

The GSA Nominating Committee (NoC) is charged with bringing to Council nominations to fill vacancies and GSA Board and GSA committees. The NoC therefore presents the following nominations for consideration by the GSA Council. Upon receipt of this report, members of Council may submit additional nominations to Joanna Chan, Executive Assistant, extension 2-5217 ([gsa.execadmin@ualberta.ca](mailto:gsa.execadmin@ualberta.ca)). In accord with GSA policy, should there be any additional nominations they must be received by **3:30 PM, January 20, 2011. The nominees must be both willing and eligible to serve. A brief biographical sketch should accompany any nominations. If no additional nominations are received by the deadline, the nominees noted below will be declared elected.**

**GSA Student Affairs Advisory Committee (SAAC):** Councillors may recall that on July 25, 2011, a Bylaw motion was passed to reform the composition and terms of reference for the GSA Student Affairs Advisory Committee (previously known as Student Affairs Committee). SAAC is composed of eight members, representing a range of disciplines, with a mandate to act as a sounding board for a wide range of matters relating to student services and student life (refer to GSA Bylaw Part VII 7.1, [http://www.gsa.ualberta.ca/index.php/governance/content/category/governing\\_documents/](http://www.gsa.ualberta.ca/index.php/governance/content/category/governing_documents/)). The Nominating Committee presents the following slate of nominees to populate SAAC for the first time:

1. Michele DuVal (Councillor from Biological Sciences)
2. Lacey Fleming (Councillor from Anthropology)
3. Thomas McIntyre (Councillor from Electrical and Computer Engineering)
4. Lucy Nolan (Councillor-at-Large)
5. Iraj Rahimi (Councillor-at-Large)
6. Hamman Samuel (Councillor from Computing Science)
7. Farzan Tavakoli (Councillor-at-Large)

\*Please note that an eighth graduate student notified the GSA NoC of his interest in serving on this Committee. He will submit his nomination to the NoC as soon as he returns to Canada.\*

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**GSA Board:** According to the GSA Bylaws and GSA Board Policy Manual, Council may appoint up to three Councillors as non-voting members of the GSAB to provide “a birds-eye view of the Board operations and business” (GSA Bylaws Part V 1.5 and GSA Board Policy Manual:

[http://www.gsa.ualberta.ca/index.php/governance/content/category/governing\\_documents/](http://www.gsa.ualberta.ca/index.php/governance/content/category/governing_documents/)).

These three Council members also serve on the GSA Nominating Committee (GSA NoC). Esther McNairnay (Councillor-at-Large) and Lucy Nolan (Councillor-at-Large) will be completing their program shortly and will not be available for service on the GSA Board and GSA NoC. The GSA NoC presents the following Councillor nominees to fill the two vacancies on the GSA Board:

1. Michele DuVal (Councillor from Biological Sciences)
2. Lacey Fleming (Councillor from Anthropology)

Please note that the continuing member on the GSA Board and GSA NoC is Vijay Kandalam (Councillor-at-Large, Physiology).

**OUTLINE OF ISSUE**  
**Council Composition**

**Action Required:** To consider in second reading the following Motion put forward by the GSA Governance Committee and the GSA Board:

- To change GSA Bylaw Part III (Council membership) section 2.1.2 as follows:

Current Bylaws	Proposed Bylaws
<p><b>PART III COUNCIL [...]</b></p> <p><b>2 Membership [...]</b></p> <p>2.1.2 One Councillor from each department at the University that offers a graduate program;</p>	<p><b>PART III COUNCIL [...]</b></p> <p><b>2 Membership [...]</b></p> <p>2.1.2 One Councillor from each department, <u>faculty or extra-departmental unit</u> at the University that offers a graduate program;</p>

**Jurisdiction:**

GSA Bylaws provide that the Governance Committee “advises Council on the Bylaws” (Part VII, 2.2.1)

**Background:**

The GSA has never had a document that sets out the composition of the Council versus a list of members (we have always had the latter). Council approved the first reading of this Bylaw change at the 19 December 2011 meeting. The Governance report that was before Council at the 19 December Council meeting states the following as context:

*Council Composition*

The members of the committee received a chart representing the legal composition of GSA Council. This chart had been in draft form and refined over several months. The chart showed what the Post-Secondary Learning Act (PSLA) had to say as well as GSA Bylaw, which stated as part of the Council’s composition “one Councillor from each department at a University that offers a graduate program.” Noting that FGSR had the same statement as part of its composition, it was noted that there were now faculties and units outside departments that had graduate programs. Further, it was noted that FGSR had adopted an interpretation

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of that composition statement as follows: The term department “applies both to a department and to a non-departmentalized faculty or to an extra-departmental graduate program.”

**Both the GC and the GSA Board unanimously recommend the approval of second reading of this motion to Council.** If passed, staff will work on a composition list.



## OUTLINE OF ISSUE

### Physical Activity and Wellness (PAW) Centre Agreement

**Action Required:** To consider the following Motion put forward by the GSA Board to approve the finalized PAW Agreement:

***That Council approve the PAW Agreement as before them.***

#### Jurisdiction:

1. The GSA Bylaws (Section XI: Referenda, 1.1) provide for a referendum mechanism:  
*"A referendum on a clearly worded "Yes" or "No" question related to the affairs of the GSA may be initiated by a simple majority vote at any meeting of Council."*
1. The approved referendum, quoted below, provides a requirement for Council to approve a building agreement in item 4 (bolded below).

#### Background:

- GSA Elected Officials and staff have been involved in ongoing, detailed meetings on a regular basis for nearly 2 years to establish a PAW Centre.
- At the October 2011 Council meeting, Doug Ramsey (PAW Architect) and Ben Louie (University Architect) presented on the PAW design and answered questions from Council.
- The following referendum question was approved at the January 2010 GSA Council Meeting to be put forward, and subsequently voted on and **approved** as part of the 2010 GSA General Elections; see especially item 4:

"Do you agree to the establishment of a new mandatory fee to build and operate a Physical Activity and Wellness (PAW) Centre on North Campus, subject to the following conditions?

1. The fee will be dedicated to the construction of a new Physical Activity and Wellness (PAW) Centre on North Campus as well as concurrent upgrades to the Van Vliet Physical Education and Recreation Centre.
2. Students shall be assessed a fee no greater than \$29.00 every four months subject to the following conditions:

- a) The fee shall provide unrestricted use of the Physical Activity and Wellness Centre during its hours of operation to each graduate student currently paying the fee.
  - b) The fee shall not be assessed until the construction of the facility is complete and the student component is operational;
  - c) The fee will be optional for students enrolled at Augustana Campus and students registered in off-campus thesis;
  - d) The fee shall be assessed for a period no longer than 35 years, or until the costs incurred in (1) have been recovered, whichever happens first; and
  - e) Graduate students would be unable to alter or rescind the fee.
3. There shall be a committee established for the Physical Activity and Wellness Centre that shall:
- a) have an overall student majority,
  - b) provide strategic direction for the component of the building program, and
  - c) establish budget principles annually.
4. **A building agreement is established between the Governors of the University of Alberta, the Students' Union of the University of Alberta and the Graduate Students' Association of the University of Alberta that is subject to approval by GSA Council."**
- The final agreement has been extensively reviewed by the GSA's lawyers.

**The GSA Board recently reviewed the final agreement, and is now forwarding it to Council for its consideration.**

**OUTLINE OF ISSUE**

Council Standing Orders

**Suggested Motion:** That the Council approve the suggested Council Standing Orders as attached.

**Jurisdiction:** GSA Bylaws, Section III – Council, 3.5, reads:

*3.5 Council meetings shall be conducted according to the Standing Orders of Council.*

*3.5.1 Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one meeting of Council.*

**Background:** There has been discussion during the past year at both the Board and GSA Nominating Committee about how complicated and formal our Standing Orders are. In addition, there were many comments by current Council members about the complex nature of the Standing Orders.

The Governance Committee has now reviewed and simplified the current Standing Orders to make them more accessible to Council members with little experience in Governance.

For these reasons, the GSA Governance Committee recommends that Council approve the suggested Motion.

\*\*\*\*\*

**GSA Council Meeting Procedures**

**Authority of Council:**

***Post-secondary Learning Act:***

95(2)d:“The council of a student organization may make bylaws governing... the calling of meetings of the council and the quorum and conduct of business at those meetings.”

**Composition of Council:**

As set out in Part III §2.1 of GSA Bylaws, Council is comprised of the following:

- “All Officers [of Council]”
- “One Councillor from each department at the University that offers a graduate program”
- “Ten Councillors-at-Large”
- “The GSA Directors as non-voting members”

**Meetings of Council:** The Speaker of Council sets the meeting dates annually. Council normally meets monthly on Mondays at 6:00 pm in University Hall Council Chambers. If lacking sufficient agenda items, up to two meetings may be cancelled at the discretion of the Speaker and President – but never two sequential meetings. Quorum is a simple majority of Council members in filled positions.

Council meetings are attended by Council members, GSA support staff and invited guests. Members of the public are required to sign in with the Speaker and will be given a guest placard. They may not speak or vote. Council may choose to close meetings by a simple majority vote, in which case only Council members and GSA staff may attend; others require a Council vote.

With reasonable notice, special meetings may be called by the Speaker or GSA Board.

**Secretary to Council:**

The GSA Executive Director will assign a staff member as Secretary to Council.

**Normal Agenda Template:**

- I: Approval of Agenda
- II: Approval of Minutes
- III Introduction of New Councillors
- IV: Presentations and Councillor Announcements
- V: Reports from Officials, GSA Committees and Management, and Questions
- VI: Action Items, Elections, Appointments, Special Business
- VII: Question Period
- VIII: Adjournment

**Agenda:** Agenda items normally come to Council from the GSA Board or a GSA Committee. Councilors who wish to place an item on the Agenda should contact the Speaker.

Copies of the first Agenda mailing (ie the bulk of the agenda material) is sent to all GSA Council members at least one week prior to the date of the meeting by the Secretary to Council on instruction by the Speaker. Items received after this initial mailing date are added at the

discretion of the Speaker. Changes to the Agenda made at meetings require a two-thirds majority vote of those present.

**Minutes:** Council Minutes are taken by the Council Secretary and are circulated with the Agenda for the following meeting. Open session Minutes are posted on the GSA website. Closed session Minutes are confidential; brief notes will be taken by the Executive Director or delegate.

**Role of Speaker:** The Speaker strives to act in a neutral capacity and maintains order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion. If the Speaker is unable to perform any of his/her duties, the President will act.

**Challenging the Speaker:**

If a member of Council considers that a ruling made by the Speaker is not in order, a Councilor may appeal the Speaker's ruling. If this happens, the Speaker will give a brief explanation of his/her ruling. After questions and debate, the Speaker then asks this question: "Is the ruling of the Speaker upheld?" A majority (or tied) vote is needed for approval of the Speaker's ruling.

If the ruling of the Speaker is overturned, the Speaker is bound to take the necessary remedial action to correct the situation.

**Discussion:** The Speaker regulates the flow of discussion.

**Motions:** A Motion is a formal proposal that the Council take certain action. To move a Motion, the member of Council is recognized by the Speaker (ie raise your hand or press the red button at your voting station in University Hall). A Motion must be seconded; a second simply indicates that the seconder agrees that the Motion should be debated and not that the seconder necessarily favours the Motion.

**Notice of Motion:**

A Notice of Motion is a written advance notice that a Motion will be presented and debated at a future meeting of the Council. It must be presented in time to be circulated with the first mailing of the Agenda. Contact the Speaker for details.

**Amendments to a Motion:** An amendment must be germane; that is, it must be closely related to the subject of the motion. Friendly Amendments are those which are acceptable to the mover and seconder of the Motion being amended.

**Motion to Refer and Defer:** A Motion to Refer allows Council to refer an issue to another body, usually a committee of Council. A Motion to Defer enables the discussion of a substantive issue to be put off to a later, specified time.

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GSA Council

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LATE ADDITION

**Motion to Table:** A Motion to Table allows Council to lay aside a motion until some future time. This Motion is not debatable, except with respect to when the Motion will return to Council.

**Motions to Rescind and Reconsider:** The Speaker can provide advice on these Motions.

**Motion to Adjourn:** This Motion must be seconded, is not debatable, and requires a majority vote of those present.

**Council Members' Prerogatives:** Any member may ask a question for information or about the decorum of Council.

**Voting:** Voting is by majority vote of those present unless otherwise stated. Abstentions are called for at the discretion of the Speaker.

**Councilor Voting Ethics:** All members of GSA Council are charged with promoting and protecting the well-being of the GSA and serving their constituents. Councilors are charged with acting ethically and rising above local interests.