

**Consolidated Agenda  
26 March 2012  
GSA Council Meeting**

**Approval of Agenda**

1. Approval of the 26 March 2012 Agenda

**Approval of Minutes**

2. Minutes
  - i. Minutes from the 27 February 2012 GSA Council meeting **(attached)**
  - ii. Minutes from the 12 March 2012 GSA Special Council meeting **(attached)**

**Introduction of New Councillors**

3. Introduction of New Councillors **(no material)**

**Presentations and Councillor Announcements**

4. Presentations
  - i. GSA Strategic Plan Report Card (R Coulthard, President) - up to 30 minutes **(previously distributed on March 20)**
5. Councillor Announcements **(no material)**

**Reports**

6. President
  - i. President's Report **(previously distributed on March 20)**
  - ii. GSA Board **(previously distributed on March 21)**
  - iii. Budget and Finance Committee **(part of GSA Board Report)**
  - iv. Governance Committee – **Governance sub-committee is reviewing bylaws and policy for editorial changes**
  - v. Nominating Committee **(previously distributed on March 21)**
7. Vice-President Academic
  - i. Vice-President Academic's Report **(previously distributed on March 21)**
8. Vice-President Student Services
  - i. Vice-President Student Services' Report **(previously distributed on March 21)**
9. Vice-President Student Life
  - i. Vice-President Student Life's Report **(previously distributed on March 21)**
  - ii. Awards Selection Committee **(attached)**
  - iii. Student Affairs Advisory Committee (joint chair: Vice President Student Services) **(previously distributed on March 21)**

10. Vice-President Labour

- i. Vice-President Labour's Report **(previously distributed on March 21)**
- ii. Negotiation Committee - **no need for meetings at this time**
- iii. Labour Relations Committee - **waiting for reports from Labour Liaisons**

11. Senator

- i. Senator's Report **(previously distributed on March 21)**

12. Speaker

- i. Speaker's Report – **no written report**

13. Chief Returning Officer

- i. Chief Returning Officer's Report **(attached)**
- ii. Elections and Referenda Committee - refer to Action Item 15 i and the CRO report under 13 i

14. GSA Management

- i. Executive Director's Report **(previously distributed on March 20)**

**Action Items, Elections & Discussion Items**

15. Action Items

- i. GSA General Election Results **(previously distributed on March 21)**
- ii. GSA Council Meeting Dates **(previously distributed on March 21)**
- iii. Child Care Subsidy **(attached)**
- iv. 2012-13 Annual Operating and Capital Budget **(previously distributed on March 20)**

16. Elections

17. Discussion Items

**Question Period**

18. Written Questions **(none to date)**

19. Oral Questions

**Adjournment**

## 27 February 2012 GSA Council Minutes

The meeting was called to order at 6:01 pm.

### Roll Call/Attendees:

- Council Members: refer to the attendance record
- Guests:
  - GSA Election Candidates: Dr. Ashlyn Bernier; Nathan Andrews; Andy Rathbone; Naseeb Adnan; Zhen Li; Isaac Odoom
  - Callan Davey, Program Coordinator, studentcare.net/works
  - Dr. Chris Cheeseman, Vice-Provost and Associate V-P (Human Resource Services); Wayne Patterson, Director, HR Operations; Susan Buchsdruecker, Academic HR Officer

### **I. Approval of the Agenda: UNANIMOUS.**

### **II. Approval of the Minutes**

1. The 23 January 2012 minutes were before Council: **UNANIMOUS.**

### **III. Presentations and Councillor Announcements**

1. Introduction of the GSA Election Candidates

The GSA Election candidates introduced themselves briefly. No questions were taken. Candidates spoke in the following order:

- Candidate for President: Ashlyn Bernier
- Candidate for V-P Academic: Nathan Andrews
- Candidate for V-P Academic: Andy Rathbone
- Candidate for V-P Student Services: Naseeb Adnan
- Candidate for V-P Student Services: Zhen Li
- Candidate for Councillor-at-large: Isaac Odoom

It was noted that Candidate for V-P Student Life, Huimin Zhong, sent her regrets since she was writing a midterm exam and that Candidate for V-P Labour, Brent Epperson, sent his regrets since he was at an academic conference out of town. It was also noted that the planned viewing of these candidates' campaign videos from the GSA website could not go ahead due to technical difficulties.

2. GSA Health and Dental Plan

Callan Davey (for Amanda Symtaniuk), studentcare.net/works presented this item. Members had before them an Annual Claims report and a renewal analysis. Members were provided with a PowerPoint presentation and copies of the report were distributed (both available upon request).

*The following question/comments were made:*

- D Foster (Physics) asked whether Sunlife was looking for a profit margin of over 10%. C Davey replied that loss ratio is 88%, but that her colleague, Amanda Smytaniuk, Prairie

Program Manager, would be in a better position to respond to this question since she works on Sunlife related issues.

- R Coulthard (President) stated that it appeared the GSA would have to bridge the difference from the reserve fund, since the bylaws allow only a 5% increase in fees; he also noted that the GSA usually sees a drop-off in claims in March, so it might even itself out; in his opinion, it was too early to tell, but he recommended that the GSA watch this number.
- E Schoeck (ED) noted that the Board of Governors had to approve all fees at its April meeting.

### 3. Semi-Monthly Payment Cycle

After a brief introduction by Dr. Chris Cheeseman, Wayne Patterson provided a PowerPoint presentation. His presentation included the following:

- The University has plans to move everyone onto the same payment cycle eventually.
- Current plans exist to switch NASA employees and graduate students, but the AAS:UA has seven separate collective agreements which must be adjusted, so it will take longer to implement for academic staff.
- One reason to move now is that NASA's two schedules (bi-weekly and monthly) fall into step this year on July 1.
- Overall, this move will save \$.75 million in operating costs.
- One reason for this saving will be a reduction in off-cycle cheque production; each off-cycle cheque costs the University about \$90 to produce whereas a correct direct deposit costs 5 cents.
- The current pay cycle processing time is 10 days, meaning that HR needs information from the departments about graduate student pay and hours about two weeks before the pay date.
- Currently the University pays monthly wages on the last business day of that month which basically means that departments have to estimate how many hours have been worked by any employee/graduate student; any errors then have to be fixed with off-cycle cheques and that costs the University money.
- The new system moves to payment in arrears; graduate students are not losing any money, but will be paid later than before; however, this means the University can pay accurately from the start and graduate students will not have to run around getting mistakes fixed at Human Resources.
- Scholarships are not impacted and scholarship holders will receive the full amount of their scholarship as always.
- Since the move to a semi-monthly pay cycle in July may create a cash flow problem for some graduate students and support staff, the University will offer a one-time cash advance to ease the transition. For staff, the University will be offering 70% of the expected pay cheque – this works out to be the same as a regular pay cheque net (tax rates average about 30% for staff). We think this figure is about 70% for students, because students do not usually pay taxes – we may have to adjust this number accordingly. The goal is to offer a cash advance that leaves take-home salary unchanged.
- This cash advance would be repaid over the course of the pay period. For many graduate



students, this would mean four months (a graduate assistantship term).

- Staff usually has access to longer repayment terms, because their employment periods are longer. HR is still looking into this issue.
- To implement this, changes need to be made to some of the language of the AEGS Collective Agreement – specifically, language about monthly pay and the deadlines.
- HR is pleased to address graduate student concerns directly at a town hall meeting and is coordinating times and dates with the GSA.

4. Councillor Announcements - none

**IV: Reports from Officials, GSA Committees and Management, and Questions**

1. President **(written report was before Council)** – as submitted
  - i. GSA Board **(written report was before Council)** – as submitted
  - ii. Budget and Finance Committee **(written report was before Council)** – as submitted
  - iii. Governance Committee- **GoC was considering the interpretation of the word "elected" as it applies to departmental representatives on GSA Council.**
  - iv. Nominating Committee **(written report was before Council)** – as submitted
2. Vice-President Academic **(written report was before Council)** – as submitted
3. Vice-President Student Services **(written report was before Council)** – as submitted
  - i. Student Affairs Advisory Committee (co-chair: VPSL) - **first meeting to be held shortly.**
4. Vice-President Student Life **(written report was before Council)** – as submitted
  - i. Awards Selection Committee **(written report was before Council)** – as submitted
5. Vice-President Labour **(written report was before Council)** – as submitted
  - T Korassa, VPL, further reported that the pilot program for Labour Liaisons has been getting very positive feedback. She stated that she was aware that there were still questions about the semi-monthly pay period changes and asked for questions to be sent to her and that the GSA will inform graduate students about the planned town hall, pointing out that Council needed to consider ratifying these changes in the Collective Agreement.
  - i. Negotiation Committee – **no need for meetings at this time.**
  - ii. Labour Relations Committee **(written report was before Council)** – as submitted
6. Senator **(written report was before Council)** – as submitted
7. Speaker
8. Chief Returning Officer
  - i. Elections and Referenda Committee **(written report was before Council)** – as submitted

9. GSA Management (**written report was before Council**) – as submitted

- E Schoeck, ED, further reported on the following:
  - Budget: just a little over two years ago, the GSA was not doing well, but now there is evidence of a phenomenally functioning GSA.
  - Fees: the U of Calgary GSA fees have been set at \$7, \$8, \$19 and \$22 higher than us respectively in the last four years and its health and dental fee is \$49 higher.
  - Elections: Councillors were requested to ask the graduate students in their departments to look at the candidate videos and vote.

**V: Action Items, Elections, Appointments, Special Business**

1. Discussion Item: Quarterly Financial Statements (**material was before Council**)

E Schoeck, ED, included the following points in her discussion of the Quarterly Financial Statements:

- Councillors can follow the narrative if the numbers are not understandable at first; in the future, Council will get these statements quarterly.
- The GSA now has 100+ strong voices representing students on campus committees.
- The GSA has improved its information management systems immensely (new hardcopy filing system and wiki).
- If the Labour Liaison program takes off there will be upwards of 60 department liaisons.

R Coulthard, President, made the following points:

- The GSA is now ensuring that its restricted funds are kept separate from other funds including maintenance of separate bank accounts. The GSA is starting to think about cash flow, ie, the GSA receives its fees from the University at three times during the year, in two large chunks and a small one, and we must plan ahead.
- We are now looking at year two of a multi-year cycle of planned deficit budgets with some fee increases.

2. Election: Nominating Committee (**written report was before Council**)

- V Kandalam (C-a-L) and T McIntyre (Comp Sci) moved that Council approve the appointment of M Duval and L Fleming to the Nominating Committee. **CARRIED.**  
M Duval and L Fleming **ABSTAINED.**

**VI: Question Period**

1. Written Questions (none)
2. Oral Questions
  - In response to V Kandalam's (C-a-L) request to confirm the deadline for GFC and TLAT applications, R Coulthard, President, stated that the deadline was March 1, 2012.

**VII: Adjournment**

The meeting was adjourned at 8:44

GSA COUNCIL 26 MAR 2012 ITEM 2 II - 12 MAR 2012 SPECIAL MEETING PAW MINUTES  
**12 March 2012 GSA Council Special Meeting Minutes**

The special meeting was called to order at 6:01 pm.

Roll Call/Attendees:

- Council Members: refer to the attendance record
- Guests:
  - Marc Dumouchel, General Manager, Students' Union

**I. Approval of the Agenda: UNANIMOUS**

**II. Presentation**

**1. PAW Centre Agreement**

Council had before it an outline of issues and material related to the Physical Activity and Wellness (PAW) Centre Agreement. R Coulthard, President, presented the PAW Centre Agreement noting that it was 2.5 years in the making after a thorough, long, and involved process. He thanked Marc Dumouchel, GM of the SU, and the SU presidents involved for all their efforts. (A slideshow of the presentation provided is available upon request.)

Questions and comments included the following:

- T McIntyre (Comp Sci) asked what would happen if the University wanted more funding, ie, does it stay the same or what if something extraordinary happens. In response it was noted that the University would have to come back to the associations; that it has no power under this Agreement to raise the fee; and if so, the associations would disagree and take legal steps to remedy the issue. M Dumouchel (SU) agreed with this response.
- V Kandalam (C-a-L) asked about the total amount secured, or if the University could just collect for longer. In response it was reported that the total amount is \$30 million; that once it is paid off, students will no longer be assessed the fee; it is capped; there is a mortgage which this Agreement covers; and that there is other funding which primarily pays for other parts of the building.
- In response to T McIntyre's request to view the images one last time before the vote was taken, the PAW Centre was then shown.
- In response to V Kandalam's questions about the expected completion date, it was reported that the University hoped to start in April; the Government of Alberta is lending money at a very preferred rate and that once that money is approved, the project can go ahead; expected in September 2014; the goal is to open PAW at the beginning of a term for simplicity of fee collection, otherwise it becomes complicated for the University to assess but that this also provides an incentive for completion.
- N Yousefi (VPA) asked who, in general, would have access to PAW. The President responded that the University community will have access but that certain parts, such as the squash courts, etc, will be accessed by those who pay relevant fees; that there is a principle that all users pay and this goes towards the operating costs; there will be access by external users to the climbing wall, but a limitation on hours because it is in the Agreement that students must have access to these facilities.
- In response to N Yousefi's concerns about the inconvenience of current block booking, it was noted that some part of the climbing wall will always be open; the climbing wall and fitness centre will have increased hours of access compared to the current hours; that further information is in Appendix C-1

- In response to K Gibson's (Pol Sci) query about other sources of funding, the President noted that there was a \$5 million donation, primarily to the Steadward Centre; Alberta lottery money; and the remainder paid for by the University out of various funds. He added that the University is currently reviewing other recently-constructed buildings that came in under budget, where the University will transfer these capital funds into the PAW project.
- In response to H Sparkes' (VPSL) request for additional information on the grad lounge, there was a referral to the document before Council where there is a more detailed description of the location and plans for the grad lounge; it will be about 4000 square feet large and two stories high; glassed-in; back of the lounge is potentially card-only access for grad students; looking out to the outside; and to be accessible during pleasant weather. In response to further questions about the grad lounge, it was noted that the space is a general student space (not the Faculty of Physical Education and Recreation in particular); the intention is not to exclude undergraduates completely; if students wanted to book, they could use it for an event; that graduate students acquired the space because N Yousefi pushed for it; initially planned for the 4<sup>th</sup> floor, it is now on the ground level and therefore less expensive to build.
- Responding to a query from J Siewart (C-a-L) about the interruption of current space during construction, the President replied that there will be disruption of services; existing squash courts will be relocated; locker rooms are being relocated and redone; the existing fitness centre will become a dance studio; disruptions will hopefully be kept to a minimum and plans for this are currently being developed; the bonus is that the new part of the complex will be built first because it is least expensive and easiest, so once built, it may be operational first.
- There was a request from M Zajko (Soc) on what Council was being asked to authorize, noting that the Agreement is essentially finalized. In response, it was noted that when the Agreement was sent to Council, section B-2 was still outstanding but was now before Council. The President added there is one piece of feedback from the GSA lawyer, but it is a more editorial than substantive.
- Regarding the request for clarification about the 3<sup>rd</sup> floor space and the reference to student services, it was noted that this refers to student space – for example, meeting rooms for student use and that there had been discussions to what extent this student space could and should be used as some form of studio space; the intent is that it is multiuse; that there are provisions to make sure the booking process is fair with no mass booking; that it will not be used as offices since this would require an amendment to the Agreement and this is not in any way a consideration at this point.
- In response to a concern from T McIntyre regarding the potential for charging students a fee to use the PAW Centre, it was noted that there already is an athletics and recreation fee assessed to all students which pays some of the operational costs of the Van Vliet; that there is a University committee that reviews these fees but it has been on hiatus; that the Dean of Students is aware of this issue; and this is something for Councillors who are interested in pushing this issue to ensure these existing fees are being spent properly. Further, the stipulation that used to exist about non-instructional fees only being increased by CPI or referendum was struck down by the Board of Governors. PAW will not be subject to change. There is reason for vigilance on the part of students. In response to a further concern raised about whether the existing athletics and recreation fee could be increased to help pay for PAW, it was noted that if this was attempted, provisions in the Agreement will be raised by students and while the University might try to increase the existing fee it will not be able to rationalize it by using the PAW Centre.

**III: Action Items**

**1. PAW Centre Agreement**

After some further brief discussion, Council was asked to consider the following **Motion**:

**GSA Council authorizes the President and Vice-President Student Services to sign the Agreement on PAW pursuant to coming to terms with the University on the final schedule.**

Moved by R Coulthard/N Yousefi – **UNANIMOUS**

**IV. Adjournment**

The meeting was adjourned at 6:44 pm.

**GSA STRATEGIC WORK PLAN REPORT CARD 2011-2012**

Dear Council Colleagues,

On behalf of your GSA Vice-Presidents and the GSA office team, we are providing Council with the key excerpts from our Strategic Work Plan together with a report on our successes, progress and in a few instances on matters that are on-going. The complete Strategic Work Plan is on the GSA website.

Of particular note, I would draw your attention to several continuing initiatives. The Graduate Student Funding Task Force is up and running, supported by the Provost and is listed in the U of A's Comprehensive Institutional Plan. The Graduate Student Supervision Task Force is likewise finally up and running. Both will continue into 2012-2013. Lastly, VP Labour Tamara Korassa has finally piloted the Labour Liaison program, which has been under discussion for 5 or more years. These initiatives, the others listed below, and the relationships on which many are based provide solid grounding for future GSA efforts. The Board will be happy to entertain your questions and comments.

Respectfully,  
Roy Coulthard, President

**Strategic Initiative/ Focus and Link with *PSLA* or CIP (which incorporates Dare to Deliver 2011-15)**

<b>STRATEGIC INITIATIVE/FOCUS and Link with <i>PSLA</i> or CIP</b>	<b>STRATEGIES/TASKS</b>	<b>SUCCESSES/PROGRESS/ON-GOING</b>
<b>1. ADVOCACY AND REPRESENTATION: Responsibility linked to <i>PSLA</i></b>		
Intensive, integrated <b>advocacy for and representation of</b> graduate student issues.	<b>Develop messages;</b> deliver consistently. Maintain relationship with <b>Provost's Office and other Vice-Presidents, Board, Governance.</b>	Done through weekly Board meetings where information is exchanged, and priorities are aligned and re-aligned as appropriate.

	<p>Reinforce relationship with <b>Senate</b>.</p> <p>Approach Governance, committee chairs, Council on Student Affairs (COSA) to discuss issues <b>the GSA would like to include in GFC committees' work plans</b>.</p> <p>Evaluate the GSA's services for international graduate students in light of the University's goal of having "an international graduate enrolment target of 30%...." CIP Intro, 1.2</p> <p>Continue to work within the framework of the AGC to advocate for an <b>additional graduate student seat</b> on the Board. Continue to work within the framework of the AGC to with regard to issues of interest to both graduate students and the University.</p> <p>Note that there are many issues in the intro to the CIP where the University seeks to persuade the provincial or federal government to fund certain initiatives. Ask the Administration if the GSA can partner in a productive</p>	<p>Done through Senator (VP Tamara Korassa) and President</p> <p>Have had regular input on COSA.</p> <p>Have worked with UAI, attended their orientations and evaluated their services.</p> <p>President has discussed with Alberta Graduate Council (AGC). This was an AGC lobby point in 2010-2011 but was not renewed in 2011-2012.</p> <p><b>The President has consulted widely with the AGC and administration regarding the GSA and the AGC's asks. This relationship can be strengthened over the coming years.</b></p>
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	way, through AGC.	
<b>2. TUITION: Responsibility linked to PSLA</b>		
Prepare for <b>tuition debate.</b>	Arrange internal meetings to craft <b>GSA position, including the GSA's view on sustainability.</b>	Done. Tuition increase was only CPI, and no new MNIFs were implemented.
<b>3. NEGOTIATIONS AND "PARKING LOT" ISSUES: Responsibility linked to PSLA</b>		
<b>Discuss with the Provost's Office the parking lot issues</b> that were identified during 2010-11 negotiations, including education and compliance re Collective Agreement (CA); dispute resolution; graduate student completion time (see CIP 9.3.2); graduate student funding globally; structural issues that lead to excessive use of resources (perhaps to be discussed by the Graduate Funding Task Force); international students; various wordings that need to be refined; and hiring someone with knowledge of the Collective Agreement and experience resolving graduate student problems to back-up an elected VP Labour who carries a full academic load.	<p>Arrange internal meetings to craft <b>GSA position and then meet with Provost's Office.</b></p> <p>The GSA will be considering the URI initiative in relation to the Collective Agreement.</p>	<p>Issues in the 'Parking Lot' are being addressed including gaps in parental benefits coverage.</p> <p>In particular, The Graduate Student Funding Task Force and the Graduate Supervision Task Force are now up and running and will continue over the next year. These are highlighted in the University's Comprehensive Strategic Plan.</p> <p>After 5 years in development, the VP Labour has launched the GSA Labour Liaison Program to provide information on Labour Issues to students in their own department.</p> <p>Director of Operations Heather Hogg, with 30+ years experience in FGSR is now serving as our Labour Professional</p> <p>The URI is up and running. The GSA continues to watch it</p>
<b>4. WORKLOADS OF GSA ELECTED OFFICIALS – The GSA regards this as a risk; i.e. reluctance to run for office because of academic workloads and/or non-support from supervisors.</b>		
<b>A. Negotiate direct relief from duties during elected terms, e.g.</b>	Draft and submit a short report on the 2010 initiative to track the hours of	A policy in draft is now before the Dean of FGSR, and we hope to bring this to FGSR



<p>one-year leave, and require that a thesis-based elected official is not responsible to her/his supervisor, but rather only to the Dean of FGSR (clock stops once you are elected).</p> <p><b>B. Enhance attractiveness of taking on GSA elected positions.</b></p>	<p>elected officials and provide examples of the academic loads and related pressures faced by elected officials.</p> <p>Develop strategies and supports in collaboration with outgoing and incoming elected officials.</p>	<p>Council in April for ratification.</p> <p>The GSA has gone to great lengths to enhance our reputation on campus. Increased professional staff support is a big part of our ongoing efforts.</p>
<p><b>5. INCREASED NUMBERS OF GRADUATE STUDENTS: CIP Access Strategy 1.4 – note that the increased number of grad students reverberates throughout each chapter of the CIP, e.g. the 3:1 table in the budget chapter.</b></p>		
<p>Partner with Administration to advance the goal of the CIP, Access Strategy 1.4, to differentially “<b>recruit and increase graduate student enrolment</b>” until a <b>1:3 ratio</b> of undergraduate to graduate students is reached.</p> <p>NOTE ALSO ACCESS STRATEGY 16.5 – “Reallocation of existing FLEs to graduate programs.”</p> <p>Seek more information about the \$3M</p>	<p>The GSA will continue to press for <b>infrastructure to be in place prior to admission</b> of an increasing number of graduate students.</p> <p><b>The GSA will work continuously in 2011-12 to identify gaps in infrastructure and opportunities to improve.</b></p> <p>The GSA has read in CIP how FLEs will be reallocated and wishes to ensure that as grad numbers are increased, the right supports are in place (e.g. writing and language supports, especially for international students).</p>	<p>The GSA has advocated tirelessly at GFC Facilities Development Committee and at the Board of Governors to get this message across. The AGC has supported this message provincially.</p> <p>We have made these points in meetings and</p>

<p>funding “envelope” request related to international students (CIP ref 8.2 Resource Implications: Access “Enriched Student Experience” and table titled “International Student Proportion”</p>	<p>The GSA believes that insufficient supports are in place for international graduate students. Top two supports needed are: the courses and one-on-one support offered by the Writing Resources Centre; and cultural and dietary understanding on the part of the receiving institution (the U of A) and on the part of students from different cultures.</p>	<p>are subsidizing courses for graduate students at the Writing Resource Centre.</p>
<p><b>6. RESOURCE AND RISK IMPLICATIONS - CIP as noted below.</b></p>		
<p>The CIP (Exec Summary 1.5, Access Strategy 2.3, Access Goal 3 and Chapter 8) identifies <b>graduate student funding as a key issue.</b></p>	<p>The GSA will participate vigorously in the new <b><u>Graduate Student Funding Task Force.</u></b></p>	<p>This Task force is up and running. We are working with FGSR to examine ALL sources of graduate funding to ensure that it is being efficiently allocated.</p>
<p><b>7. RISK: SUPERVISORY RELATIONSHIPS AND COLLECTIVE AGREEMENT</b></p>		
<p><b>The GSA identifies, as a risk to be managed within the framework of the CIP, <u>healthy/productive supervisory relationships and knowledge of the Collective Agreement at the departmental level.</u></b></p>	<p><u>The GSA will participate vigorously in the new Graduate Student Supervision task force, a joint initiative of the Provost, FGSR and the GSA.</u></p> <p>Continue discussions with Administration about the labour-related issues brought to the GSA, especially those that concern <b>supervisory relationships and compliance with the Collective Agreement.</b> <u>We wish to note that a number of departments are in</u></p>	<p>This Graduate Student Supervision Task Force is now up and running with the support of former FGSR Dean Murray Gray, and a new Provost Fellow as the project champion.</p> <p>Actively discussed, especially in FGSR. Have discussed with head of Human Resources as well as with the Dean of FGSR. These issues are being resolved at the ‘Parking Lot’ meetings.</p>

	<p><u>non-compliance with the CA. We believe that Administration should take the lead here, not the GSA.</u></p> <p>Continue conversations with FGSR about <b>facilitated access to the associate deans when students come to our front desk in immediate crisis mode.</b> <u>Without immediate access, our recourse is to involve our lawyers – not our first choice.</u></p> <p>The GSA notes that while undergraduate teaching is rated through the standardized USRI, there is no standardized method for graduate students to meaningfully provide feedback on supervisory relationships/learning.</p>	<p>Access to FGSR Associate Deans has improved. We have further built enhanced relationships with the Graduate Ombudsperson and the Office of Safe Disclosure and Human Rights in order to ensure that graduate students experiencing difficulty have access to the information they need to resolve their difficulties.</p>	
<p><b>8. ATTRACT AND RETAIN OUTSTANDING STUDENTS - CIP ACCESS GOAL 1</b></p>			
<p><b><u>THE GSA WOULD LIKE TO NOTE THAT HEALTHY/PRODUCTIVE RELATIONSHIPS BETWEEN STUDENTS AND SUPERVISORS, AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES, ARE KEY TO THIS GOAL.</u></b></p> <p><b>Access Strat 1.4: “differentially recruit and increase grad student enrolment”</b>  <b>Access Strat 1.5: “improve retention and completion rates of graduate students”</b>          – <b>examples</b> are wide-ranging and addressed below. <b>Retention and completion rates are anchored in engagement and experiences while a graduate student.</b></p> <p><b>We note that in CIP 5.4 Access Plan, it is stated that “between 2004-05 and 2009-10, we increased graduate student enrollment by 34%.”</b></p>		<p>President/VPSL/VPSS/GSA staff, 2011-12.</p> <p>The GSA requests that grad student enrolment increases be discussed, in advance and informally, with the GSA, so that the GSA infrastructure can keep pace with significant</p>	<p>Discussed at GFC APC and FGSR.</p> <p>Retention and completion are being discussed at Grad Funding and Supervision Task Forces, and are embedded in the CIP</p>

<p><b>CIP Access Strategy 1.5: scholarship funds, orientation, mentoring for grad advisors, counselling and ombuds support, “appealing” housing, professional development.</b></p> <p><b>The GSA defines “engagement” and “experiences” as follows:</b></p> <p><b>Engagement:</b> intellectual, personal and pre-professional involvements that are enriching, rewarding, milestones in maturity, and marked by learning, testing, personal development, success and sometimes failure.</p> <p><b>Experience:</b> Did I feel welcomed from day 1? What are my lodgings like? Are there healthy and culturally appropriate food options on campus? Is my office adequate? Is my supervisor supportive and knowledgeable about the Collective Agreement? Am I succeeding in my program and academic employment? Have I made friends? Do I know where to go for help?</p>	<p>increases.</p>	
<p><b>A.</b> Continued focus on <b>orientation</b> as one of the first contacts with the University for admitted students.</p>	<p>Discuss with administration that <b>the GSA has had SOLE responsibility for orientation of graduate students without any financial support from the university and that we fundraise in many ways: internally, from local bars and restaurants, and from other externals.</b></p> <p>Propose that <b>with minimal additional resources the GSA could exponentially maximize first contacts with grad students at orientation.</b></p>	<p>More than doubled Departmental Orientations in 2011 (to 39).</p>

	<p>Focus first on the GSA’s 2010 request for <b>hard funding from the Dean of Students</b> for fall and winter (“universal”) orientation, and for departmental orientations.</p> <p><b>Collaborate and proactively</b> plan Orientations for all Departments, not just those who ask.</p> <p>Work with GSA service providers to have <b>videos</b> prepared to deliver at departmental orientations (group insurance and the Health and Dental plan).</p> <p><b>Try again to have One Card and U-Pass registration right at the point of orientation so that graduate students do not have to wait in line with thousands of undergraduates.</b></p> <p>Explore ways to connect with new <b>aboriginal graduate</b> students and with new graduate students who are from <b>rural areas. Examine ways to connect/collaborate with International Centre Orientations.</b></p>	<p>The GSA has secured an ongoing funding commitment for Orientation and Awards Night from the Dean of Students Office. This will effectively end the GSA’s solicitation of sponsorship funds from the “bars and brothels” in order to fund our events.</p> <p>Done, as evidenced by increased number of Departmental Orientations (39).</p> <p>Done. The StudentCare Video is shown at departmental orientations.</p> <p>Administration is not able to do this at this time. However, the GSA may wish to revisit this as technology is improved/changed in the future.</p> <p>We ow participate in UAI orientation. Vice Provost Britta Baron was invited to GSAB for discussion.</p>
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	Decide on best use of \$25K from Provost <b>to foster academically-related student group activities</b> , with lecture grants and academic student group requests as a priority.	We have renewed this funding for academically-related student group activities for 2012-2013.
<b>B. Ramp up work on student groups and departmental GSAs.</b> (Review begun in November 2010).	Orientation for new VPSL. Connect with GPAC.  Collaborate with Office of the Dean of Students and Student Group Services to develop goals and strategies for Graduate Student Group support and interaction.	Done.  First, completed an insurance review regarding student groups; then collected all graduate student group constitutions; developed contact lists; discussions with Dean of Students imminent.
<b>C. Rationalize services offered to graduate students.</b>  <b><u>CIP Access Goal 2.1: “reorganize student services to maximize support for students on campus.”</u></b>	Review FGSR’s handout listing all services.  Assess services for PGMEs.  <b><u>Participate in the Administration’s reorganization of student services, especially regarding writing skills, ombudservice, mental health counselling, academic advising, orientation (see below) and SSDS.</u></b>  Meet with Provost, FGSR Dean and Dean of Students to gain better understanding of the review process.	Done. We continue to review all services offered to graduate students to avoid unnecessary duplication For 2012-2013.  There has not been a formal reorganization of student services, but GSA has advocated on all of these issues. The GSA has been particularly supportive of mental health and writing initiatives.
<b><u>D. Lobby for increased support for Writing Resources at the Academic</u></b>	<b><u>Increased support for this Centre is one of the GSA’s top priorities.</u></b> From	Successful. The GSA’s efforts have led to an additional 0.5 FTE in this office.

<p><b><u>Support/Student Success Centre in relation to specific needs of graduate students (e.g. grant writing, thesis writing).</u></b> Also see <u>Access Goal 10: support programs to increase retention and completion rates.</u>  <u>CIP ACCESS STRATEGY 10.2: states, “continue to support Student Services and the Writing Centres,” but does not mention the one writing centre that grad students have rated highly -- Writing Resources. Note that Access Strategy 10.2 refers back to Access Goal 2, but Access Goal 2 also does not mention the Writing Centre located in ASC. We applaud the statement in Access Goal 2 that services should be based on “students’ needs and wants.”</u>  <u>HERE WE ARE EXPRESSING GRADUATE STUDENTS NEEDS AND WANTS.</u></p> <p><b>E. Lobby for increased support for CAPS in relation to specific needs of graduate students (especially jobs)</b></p> <p>F. Continue answering questions from undergraduates who come to our office for advice about graduate studies.</p>	<p>our review of the Centre, the GSA feels that there should be two permanent full-time positions with at least a 1FTE devoted to graduate student support.</p> <p>Increased support for the SSC Writing Centre is one of the GSA’s top priorities.</p>	<p>Have met with CAPS and the staff who deal directly with graduate students.</p> <p>Done.</p>
<p><b>9. POLICIES AND PROCEDURES: CIP Access Strategy 2.2</b></p>		
	<p>Ask for terms of reference for Provost’s</p>	<p>Done.</p>

	Academic Policy and Process Review Task Force.	
<b>10. GSA AWARDS NIGHT: CIP Access Goal 4 “Recognize and celebrate accomplishments of students.”</b>		
<b>The GSA will continue to maintain Awards Night as one of our central events.</b>	Find out what Admin means when it says it will “support the...GSA in their annual award events.” (CIP Access Strategy 4.1) Ensure that the Administration knows that we fundraise internally and externally to fund this event.	We have some financial support from FGSR and the Dean of Students.
<b>11. ATTRIBUTES AND COMPETENCIES: CIP Access Strategy 5.5 Skills, attributes, attitudes, values, and competencies.</b>		
The GSA knows that some 60% of the grad student population will work in industry. The GSA will keep a watchful eye on how the University proceeds in defining attributes and competencies related to grad students.	The GSA is pleased to participate in the discussion of competencies in GFC CLE Subcommittee on Attributes and Competencies.  The GSA believes that competencies will have a different set of definitions for graduate students.  The GSA supports and applauds Dr. Renee Polzheim’s work in the areas of Professional Development initiatives and Outreach activities for graduate students and would like Admin/FGSR to expand on these and provide appropriate resources.  Recognizing that the majority of	Have met with TEC Edmonton, AB Campus Tech, FGSR. Professional development in included in all external lobby documents. The AGC is maintaining a strong focus on professional development, which forms the bulk of the upcoming AGC conference and is supported by government and the four CARI (Comprehensive Academic Research Intensive) Alberta Universities.  Administration is supporting the 2012 AGC



	<p>graduate students will not enter academe, the GSA will explore collaboration with external groups to develop linkages and improve communication between students and industry. The GSA asks for the support of Administration/FGSR in this area, and asks that Administration/FGSR provide appropriate resources, as we believe graduate students require a professional skill set beyond the scope of research.</p>	<p>Innovation Conference to be held at the UofA. GSA is hosting Graduate Universities 15 and will focus on professional development.</p>
<p><b>12. LEARNING ENVIRONMENT: CIP Access Goal 6 Ensure a high level of teaching quality</b></p>		
<p><b>Access strategy 6.1: Professional development for all instructors through CTL and FGSR.</b></p> <p><b>Access Strategy 6.2 Recognize teaching</b></p>	<p>In rebuilding the GSA's infrastructure, we will work on developing a relationship with CTL. <u>The Certificate on Teaching and Learning in Higher Education, and other graduate student teaching development initiatives currently being explored by the FGSR outreach office, are important to graduate students.</u></p> <p>The GSA recognizes graduate student teachers at our Awards Night (taken over from UTS).</p> <p>We are exploring how we can attain charitable status so that we can</p>	<p>GSA has supported FGSR's new two-step program in FGSR and APC. This program is long awaited and is finally coming to fruition.</p> <p>The GSA continues to recognize excellence in teaching through the GSA's own teaching awards.</p> <p>Continued work for 2012-2013.</p>

<p><b>Access Strategy 6.3 Assessments and Grading Practices</b></p> <p><u><b>AEGS/PDG funding is important for graduate students.</b></u></p> <p><u><b>Letting grad students know about PD opportunities is now coordinated with FGSR.</b></u></p> <p>The Alberta Graduate Council inaugural conference (Today's Ideas, Tomorrow's</p>	<p>fundraise for awards.</p> <p>The GSA thanks Dr Bob Luth for his personal efforts in seeking input for the GSA on this matter. We will keep a watchful eye on the development of policies that will replace current GFC policy on grading and exams and will invite Dr. Luth to address Council.</p> <p>We acknowledge with thanks the increased PDG funding achieved through CA negotiation, but demand is so strong that we would be instantly able to award 2x the monies from the AEGS/PDG fund.</p> <p>An external review of our granting processes was conducted in 2010. An internal follow-up review completed by spring 2011.</p> <p>The GSA newsletter is now aligned with FGSR's and between the two newsletters, all PD opportunities for grad students are emailed in timely fashion.</p> <p>Work with the AGC, Government and Administration; holding this</p>	<p>Dr. Bill Connor is now in charge of this effort. The GSA continues to remind administration of the importance of this initiative.</p> <p>This is an opportunity for 2012-2013 negotiations.</p> <p>Follow up done. AEGS subcommittee of Board is continually reviewing this matter. Fillable forms and direct deposit cheques are in the works.</p> <p>Done.</p> <p>The 2012 AGC conference will be held at the UofA from May 3-5 2012. We have received</p>
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<p>Innovators) was held in May 2011 and was a huge success in terms of professional development for graduate students.</p>	<p>conference in 2012 or 2013.</p>	<p>funding from the four CARI institutions as well as industry and government sponsorship.</p>
<p><b>13. LEARNING SPACES:</b>  <b>CIP Access Goal 7 is “to ensure the development and maintenance of quality formal and informal learning spaces.”</b></p>		
<p><b>Space of many kinds, as described in the introduction to the Plan, is key for graduate students.</b></p>	<p>The GSA VP Student Services was successful in 2010 in gaining a second seat for grad students on <b>the FDC Learning Spaces Subcommittee</b>. The GSA has prepared its “<b>day in the life</b>” scenario, sought input from graduate students, and taken photographs of selected spaces.</p> <p><b>We will participate vigorously in the subcommittee.</b> We have a Researcher who is assisting with this subcommittee and we have acquired a camera so that we can continue to document space issues.</p>	<p>Continued advocacy through FDC. The Learning Spaces report is working its way through the GFC committees and will likely reach full GFC in Fall 2012.</p>
<p><b>14. SPACE: Note CIP table, 9.5.3</b></p>		

<p><b>A. Negotiate for student engagement space in the Power Plant</b> in accord with the provisions in the 2010 MOU between the GSA and the University. Turn Dewey’s into “quality space.”</p>	<p>Meet with <b>SU</b> and representatives of <b>Facilities and Operations. Explore possibility of a welcome centre in the Power Plant.</b></p>	<p>Attended Power Plant Design Charette (<i>i.e.</i> desired renovations/repurposing); met with Architect Ben Louie. Ongoing. We anticipate signing a new lease on Dewey’s in April 2012.</p>
<p><b>B. Lobby for decant, in-fill and other space</b>, as available, for use by graduate students and others for the <b>purposes of collaboration, sharing ideas and meeting informally.</b></p>	<p>Meet with representatives of <b>Facilities and Operations.</b></p>	<p>Elected officials at meetings with Admin, FGSR and Governance, 2011-12.</p>
<p><b>C. Continue work on PAW</b> and on dedicated graduate student space (and we have noted the many references to PAW in the capital plan chapter).</p>	<p>Ensure sufficient GSA institutional memory regarding the various PAW committees.</p>	<p>PAW has absorbed hundreds of hours but is now a signed agreement. We have seen the grad lounge space <b>doubled</b> to 4000 sq ft.</p>
<p><b>D. Lobby for increased office space</b> for graduate students.</p>	<p>Meet with representatives of <b>Facilities and Operations. Request that there be GSA-appointed representative on all building planning committees.</b></p>	<p>Ongoing. Facilities and Operations now understands that the GSA works differently from the SU.</p>
<p><b>E. Finalize Triffo Lease Agreement.</b></p>	<p><b>After input from our lawyers, we met with the University’s representative and had a productive meeting.</b></p>	<p>Close to finalizing.</p>
<p><b>F. Ask Administration for their plans regarding daycare.</b></p>	<p><b>We note that daycare is referred to several times in the capital plan</b></p>	<p>For 2012-2013. New student housing is being proposed by administration. The GSA has</p>

<p><b>G. Ask to be actively included in any discussion about pre-design where graduate students may be affected (ref Cap Plan chapter, 6.3.4)</b></p>	<p><b>chapter of the CIP. A demographic study of graduate student daycare needs is necessary. At the GSA, we continually see the daycare needs of graduate students who apply for Child Care Subsidies.</b></p> <p><b>We applaud the pre-design planning approach and want to be included in any pre-design discussions that affect graduate student space (housing, office, collaborative, social, childcare/family space).</b></p>	<p>lobbied for several years for grad student daycare space. This is an opportunity to bring this to fruition.</p> <p>The GSA is currently involved in a minor way in discussions for the repurposing of the Dentistry/Pharmacy building. We need to keep our foot in the door moving forward.</p>
<p><b>15. GRADUATE STUDENT HOUSING: CIP various refs including Access Strategy 7.2, 6.5.2 (table)</b></p>		
<p><b>A. Move forward on 2010 issues (eg arising from approval of restorative justice model in the residences, which the GSA opposed) and with new initiatives.</b></p>	<p>Now that the new restorative justice model has been implemented and an expert consultant hired to train the trainers (UofA staff and students), continue to participate in this initiative, including GSA representation on the already-established <b>implementation committee.</b></p> <p>Learn more about the support structure of the Residence Halls Association and its internal problems which led <b>the RHA to have the VPSLs of the GSA and SU assume the Chair.</b></p> <p>Assess <b>what assistance the new graduate residence needs</b> from the GSA.</p>	<p>GSA has attended all meetings and training seminars. Restorative justice is going well.</p> <p>RHA is focussed primarily on undergraduate issues. GSA continues to attend and keep an eye on issues as they come up.</p> <p>Done.</p>

<p><b>B. Initiate discussion about Michener Park, ref CIP Table 6.2 Highest Preservation Priorities</b></p> <p><b>C. Learn more about the 500-700 spaces planned for graduate students: ref same table as above, “Student Housing – East Campus Village”</b></p> <p><b>D. Ask Admin for their view on the cooperative housing planned by Communitas, which has approached the GSA to buy in to their new housing project.</b></p>	<p>Propose a <b>name for the new residence?</b> Individual names for the four houses?</p> <p>Ask for information about “workforce housing” as set out in CIP. 1.3, 5<sup>th</sup> bullet) and Capital Plan 6.4.6 Student and Workforce Housing.</p> <p>The GSA asks that “renewal of all building systems” for Michener Park be a high priority for Administration. These facilities for graduate students with families are, in our view, well below standard, and are an embarrassment.</p>	<p>For 2012-2013.</p> <p>For 2012-2013.</p> <p>In CIP.</p>
<p><b>16. ACCESS GOAL 10 - “Support Programs and Initiatives, to help increase retention and completion rates.”</b></p>		
<p><b>The GSA would like to weigh in on Access Strategy 10.1 re support programs.</b></p>	<p>The GSA will link this Access Strategy with its support for the Writing Centre administered in the Academic Support Centre. Graduate students are flocking to this Centre and rate it highly.</p>	<p>This priority is addressed through the Grad Funding Task Force, the Grad Supervision Task Force and Writing Resources (above).</p>
<p><b>17. CO-CURRICULAR ACCESS GOAL 12: “Enhanced extra and co-curricular learning opportunities....”</b></p>		
<p>The GSA will hold a watching brief on this issue.</p>	<p>While the GSA is in favour of efforts to support student groups, we have questions about how the transcript will note success in co-curricular activities. We need more information from Admin about this initiative. We have concerns about the academic integrity of the transcript. We also have questions about the meaning of</p>	<p>Ongoing. The GSA VP Academic has been a co-chair on the GFC Committee on the Learning Environment subcommittee for Attributes and Competencies. This committee will continue in 2012-2013.</p>

	<p>the term “co-curricular” for graduate students.</p> <p>The GSA now has a Nominating Committee, will be building structure around it and will link with both the Graduate Program Administrators’ Council and departmental GSAs in order to increase the involvement of graduate students in university governance.</p>	<p>Representation on committees spiked from 40 to 155.</p>
<p><b>18. SAFETY: CIP Access Strategy 15.1 addresses a safe and secure environment.</b></p>		
<p><b>The GSA supports this</b> both in a global sense (proactive, risk management) but also in a very local way.</p>	<p>Note that in the list of seven things that are important to graduate students (set out in the opening of this Plan), one of the seven is: <i>feeling safe on a large and open campus</i></p>	
<p><b>19. SHARED CREDENTIALS: Access Strategy 16.3 talks about innovative and varied programming related to graduate students.</b></p>		
	<p><b>The GSA would appreciate more information.</b></p>	<p>Discussed in GFC APC and with the Dean of FGSR.</p>
<p><b>20. UNIT REVIEWS: CIP Access Strategy 5.1 addresses unit reviews.</b></p>		
	<p>The GSA requests that the Provost <b>advise us about the timetable for these reviews so that we can provide informal input on the process.</b></p>	<p>Graduate students have been participating at the Faculty level.</p>
<p><b>21. SPECIFIC REGULATORY ISSUES</b></p>		
<p><b>A. Bullying:</b> Follow up on discussions initiated several months ago by the Office of Human Rights and Safe Disclosure about a new database incorporating a definition of bullying</p>	<p><b>Contact</b> Office of Human Rights and Safe Disclosure.</p>	<p>Participated in development of new harassment policy including bullying.</p>

<p>into university policy.</p> <p><b>B. Alcohol Policy Review:</b> Ask that GFC CLRC have a discussion of this matter.</p> <p><b>C. Review of all GFC appeal regulations:</b> the GSA is pleased to have been asked to send a representative.</p>	<p><b>As part of the consultative process, it is our understanding that CLRC will soon review the proposed new alcohol policy once it is ready to come forward.</b></p> <p><b>Major initiative and GSA not sure what is driving this effort but welcomes our inclusion on the committee.</b></p>	<p>Done.</p> <p>GSA has participated in this review and has advocated for fair process.</p>
<b>22. EXTERNAL RELATIONS</b>		
<p><b>A. Work with the Alberta Graduate Council (AGC) to strengthen its infrastructure and governance. Continue participation and support.</b></p> <p><b>B. Of the national and regional student organizations, focus on participation in GG13/GU15 and the Western Canadian GSA Summit.</b></p>	<p>Meet with AGC representatives. Help design the May 2011 agenda.</p> <p>President and ED to attend GG13 (Halifax).</p>	<p>GSA drafted bylaws for AGC. AGC is following up in April 2012.</p> <p>Done and have reported regularly to Council. GSA helped draft mission/vision of the Western Summit Group, and is hosting GU15.</p>
<b>23. PRIDE IN OUR HISTORY AND TRADITIONS AND PRESERVATION PROJECTS</b>		
<p><b>CIP 1.3; CIP 1.5, bulleted list AND 3.3 Vision, Mission, Values and Cornerstones</b></p>	<p>2011 marks 100 years since the U of A's first convocation and the awarding of the first graduate degrees. The GSA will be celebrating this and hopes the University will as well.</p>	<p>Successful Tea at Triffo event.</p>



<p>Many graduate students come from other universities and compare the U of A to their former institutions in terms of architectural integrity (too many styles at the U of A); and lack of historical touchstones that graduate students can relate to personally, with pride.</p>	<p>Make graduate students feel proud that they are part of the oldest liberal arts university in the Canadian west, and the first to explicitly welcome women.</p> <p>Place an interpretive plaque on the original South Lab sign now situated in the GSA lounge. This sign was rescued from the trash heap by the GSA in 2005. Move the original Power Plant sign from its obscure location to a position of prominence, and with an appropriate interpretive marker. Remove offensive statue from Power Plant (Dewey's).</p> <p>If Museums and Collections should relocate from Ring House 1, designate this as a gathering place to connect Canadian graduate students with international graduate students.</p> <p>Name this home to reflect its historical significance: not Ring House 1, but rather something like: "home of the first President of the U of A H. M. Tory, who inspired the vision of "uplifting the whole people."</p> <p>Designate this home as a space where the iconic University artifacts can be</p>	<p>President discussed with VP University Relations.</p> <p>For 2012-2013.</p> <p>Museums and Collections has not moved.</p> <p>For 2012-2013</p> <p>For 2012-2013</p>
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	<p>displayed, instilling pride in all students that they attend the oldest university in Western Canada.</p> <p>Recognize that 1906 is our founding date (date of the first <i>University Act</i>) so that we are in step with other universities on this point. Adjust the founding date of the University in future CIPs to the date of its incorporation. This would make it clear that the U of A is the oldest liberal arts university in the west, preceding the University of Saskatchewan and UBC. Our doors opened in 1908, not our incorporation or founding. This is an issue in the new GU15, which lists the 15 most research-intensive universities by their date of incorporation.</p>	<p>University of Alberta website now states U of A “opened” in 1908, not “founded.”</p>
<b>24. DEMOGRAPHIC STUDY OF THE GRADUATE STUDENT POPULATION</b>		
	<p>In moving forward with a large number of CIP goals, the GSA believes that a demographic study of graduate students should occur in 2011 and subsequently every three years.</p> <p>Such a study would have a significant and informative effect on planning for matters such as orientation, student housing and academic supports (e.g.</p>	<p>For 2012-2013. We have discussed with FGSR moving forward with this study.</p>

	<p>writing and English-language supports) and non-academic supports (daycare; need for grad student family supports; accommodation regarding dietary issues).</p> <p>Practicalities include: how can the University plan grad student housing without knowing who has/intends to have family responsibilities over a 6-year PhD? Or who has dietary/budgetary restrictions that mean grad students need their own kitchen in order to cook for themselves?</p>	
<p><b>25. INTERNAL</b></p>		
<p><b>A. Proceed with 2010 recommendations of the GSA auditor concerning, amongst other areas, <u>risk management</u></b> including: disruptions or destruction of records; disruptions as a result of unexpected illnesses, leaves or resignations; and financial loss as a result of an unexpected lawsuit.</p> <p><b>B. Proceed with 2010 recommendations of consultant, e.g. <u>rebuild infrastructure, review all bylaw, policy, committees and processes and develop</u></b></p>	<p>Develop a disaster plan; check with Risk Management for a template.</p>	<p>Done, including insurance review.</p> <p>Progress reported to Council. Another round of bylaw review needed. Governance Committee has begun discussing several issues (e.g. discipline)</p>

<p><b>5-year capital plan.</b></p> <p><b>C. <u>Rebuild HR infrastructure:</u> NASA Agreement; appointment letters; professional development.</b></p> <p><b>D. Continue to identify <u>cost savings</u> – e.g. payroll management; legal fees.</b></p> <p><b>E. Review information sharing agreements</b></p> <p><b>F. Note strategic initiatives in GSA ED performance document.</b></p>	<p>Met with University Information and Privacy Officers to tune-up existing information sharing agreements and ensure compliance.</p>	<p>NASA Agreement in final draft. Appointment letters done. NASA staff encouraged in professional development (e.g. PIPA compliance, Simply Accounting). We have gained access to HR’s on-line PS courses.</p> <p>Payroll outsourced for cost savings.</p> <p>Intensive and productive meeting with U of A Privacy Officer on our third-party information sharing agreement.</p> <p>In Progress (President).</p>
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GSA President  
Report to Council

To: Council Colleagues  
From: Roy Coulthard  
Date: March 20, 2012

Dear Colleagues,

Happy Vernal Equinox. I hope that you have found time to enjoy the recent warmth. We have been working on a number of issues over the last little while.

Some highlights of the previous month have been:

**Gold Key Society Luncheon**

I, along with AGC Councillor Jen Zwicker, was invited to the Students' Union's Gold Key Society luncheon with Deputy Premier Doug Horner. This provided a rare opportunity to interact with the Deputy Premier and share grad students' concerns. We felt Mr. Horner was very receptive particularly around post-secondary funding. We are hopeful that Government will consider to treat post secondary education as a priority over the next year.

**Board of Governors**

The Board of Governors had a luncheon with the Minister of Advanced Education and Technology, Greg Weadick. During the luncheon, I had an opportunity to discuss graduate student issues in detail with the Minister. Although we did not discuss many new initiatives, I was pleased that Minister Weadick has acted on the AGC's recommendations regarding student finance reform, which he spoke to Board members about at some length.

During the luncheon, and subsequently at the meeting of the full Board of Governors, I got to know the new Board chair, Mr. Doug Goss. Mr. Goss is passionate about higher education and ensuring that the University of Alberta receives adequate funding from the provincial government. I am confident that the GSA will have an excellent working relationship with Mr. Goss over the next several years.

At the Board of Governors meeting, the University's Comprehensive Institutional Plan passed. This document includes the University's annual budget. As the University received a 2% base funding increase from the province, but continues to be afflicted by a 4% inflationary pressure, there will be budget cuts on campus over the next year. Administration is moving to set up a committee to investigate ways to save money without eliminating positions in three different areas. These areas include administrative savings, such as the new pay cycle; finding efficiencies within academic programming, which may include technological changes or increased usage of

Moodle; and thirdly, looking at pensions and benefits of university employees to ensure that these programs are affordable and pay for themselves.

### **GSA Awards Night**

The annual GSA Awards night was held on March 14<sup>th</sup>. Congratulations to all of our award winners.

### **Honorary Degree Ceremony**

I attended the March 1 honorary degree ceremony and panel discussion on water, during which Nestle Chairman Peter Brabeck-Letmathe received an honorary degree. Although there were many vocal protestors present, Drs. Brabeck-Letmathe, Hrudehy, and Narain all gave excellent speeches on a complex subject. It is important to note that honorary degrees at the U of A are granted by an arms-length subcommittee of the U of A Senate and not by U of A administration.

### **GSA 2012-2013 Budget**

Budget and Finance committee, the GSA Board, and the GSA office have been hard at work for three months on the GSA budget. The result of our deliberations is presented to you for your approval tonight. I'd like to draw your attention to one aspect of budget in my report. In order to move forward over the next couple of years, the GSA will need an infusion of cash to meet our obligations. We met with Associate Vice-President (Finance and Administration) Martin Coutts regarding when we receive the annual GSA fee revenue. Given the positive changes he has witnessed at the GSA over the last two years, AVP Coutts was very supportive of advancing the GSA a portion of our fee revenue annually to support the GSA moving forward. This vote of confidence speaks to the high regard for the GSA within the University hierarchy and underscores the great strides we have made over the last few years.

### **PAW Centre**

I am pleased to report that after Council's approval of the PAW agreement, the SU and GSA have signed the final agreement. I'd like to recognize the work of many individuals over the past two and a half years, in particular Nima Yousefi, Sagar Lunawat, Ellen Schoeck, Heather Hogg, and Sherrie Blake. Without all of their time and assistance, this project would not have come to fruition.

### **GSA Elections**

Congratulations to the winners of the 2012-2012 GSA elections. The GSA Board met with the newly elected officials shortly after the results were announced. I am very enthusiastic about the excellent new group of elected officials. Transition has already started, and GSA President-

Elect Ashlyn Bernier is now shadowing me at all major meetings on campus. We will continue to transition over the next month so that the new Board will be well prepared to officially take on their responsibilities on May 1<sup>st</sup>.

### **GSA Strategic Work Plan**

I have completed a report card on the 2011-2012 Strategic Work Plan, which I will be speaking to at Council.

Please find below a list of the meetings I attended between February 21, 2012 and March 21, 2012:

22- Feb	GSA Board Meeting
	GFC Academic Planning Committee
	Alberta Graduate Council Conference
23- Feb	Meeting with APIRG
	AGC Conference meeting
	Meeting with Human Resources re: Payment Cycle
24- Feb	Gold Key Luncheon
27- Feb	Board University Relations Committee
	Board Learning and Discovery Committee
	GSA Council
28- Feb	AGC Conference Meeting
	Board Lunch with the Minister
	Board Property and Finance Committee
29- Feb	Meeting with Martin Coutts and Financial Services
	AGC Conference
	GSA Board Meeting
	FGSR Council
	Meeting with Dean Robinson
1-Mar	Meeting with Human Resources re: Payment Cycle
	Meeting with the Gateway
	Meeting with the Provost
	AGC Conference conference call
	Special Honorary Degree Ceremony and Reception to launch the U of A Water's Initiative
5- Mar	Graduate Supervision Committee Meeting
	U of A/ Ismaili Joint Council Liaison Committee- Community Engagement Brainstorming Session
6- Mar	TD Insurance Event
7- Mar	Budget meeting with GSA Management
	Joint GSA Board/ BFC meeting
8- Mar	Parking Lot Meeting

	AGC Conference meeting
12- Mar	Joint GSAB/ BFC Meeting
	Meeting with VP Labour
	Special Council Meeting
14- Mar	GSA Board
	GFC Academic Planning Committee
	Awards Night
15- Mar	Coffee with Dr. Shirvani
	AGC Conference, conference call
16- Mar	Board of Governors
	GSA Board Subcommittee on Social Spaces Fund
21- Mar	GSA Board Meeting
	FGSR Council
	AGC Conference Call

I would be happy to entertain any questions you may have about my report.

Sincerely,  
Roy Coulthard



**GSA Board  
Report to Council**

To: Council Colleagues

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

Date: 19 March 2012

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.

**February 15, 2012 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following items: *ad hoc* Child Care Subsidy Review Committee; pay cycle changes; major awards; budget cuts and graduate program administrator layoffs; AGC conference; PAW Agreement; Faculty Councils; Graduate Supervision Task Force; Michener Park complaint; campus famers' market; SACIE Subcommittee on International Engagement; GSA information sheet; and the Social Spaces Fund Subcommittee.

Motions and/or Agreements:

It was **AGREED** that the Board strike a subcommittee which comprised of the VP Academic, VP Student Life, Council Member on the GSA Board Lacey Fleming and the President to discuss the Social Spaces Fund and provide recommendations to the Board by the end of March.

**February 29, 2012 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following items: draft memorandum on payment cycle changes; PAW special meeting proposal; Labour Liaison Training Program; cash flow meeting with AVP Martin Coutts; fees and budget; photocopier lease; APIRG referendum proposal; meetings with Doug Horner, Doug Goss, and Greg Weadick; AGC Conference; student groups and Council reform; TLEF adjudication; FGSR Council; Task Forces on Graduate Supervision and Funding; introductory letter; SACIE international event; GSAP usage; Strategic Plan report card; and closed session discussion.

Motions and/or Agreements:

Board members **AGREED** that FGSR should be asked to ensure pay cycle changes do not impact leaves of absence.

Board members **AGREED** that GSA should review wording of draft changes to the CA to ensure clarity regarding payment dates.

RC **MOVED** that GSAB call for a special meeting of Council to be held March 12 at 6:00 pm in the Council Chamber to consider the PAW Agreement, and that the single item agenda will include the Motion below:

GSA Council authorizes the President and Vice-President Student Services to sign the Agreement on PAW pursuant to coming to terms with the University on the final schedule. The motion was **SECONDED** by NY. Motion **CARRIED**.

Board members **AGREED** that Councillors should RSVP to the special meeting in order to ensure sufficient attendance numbers.

Board Members **AGREED** that the introductory letter was beneficial to new students.

Board members **AGREED** that RC should attend panel alone.

**March 7, 2012 JOINT GSA BOARD/BFC MEETING**

Main Agenda Items:

Board members discussed the following items: fee and budget scenarios and Child Care Subsidy.

Motions and/or Agreements:

It was **MOVED** by TK and **SECONDED** by SL to remove the Child Care Subsidy information/forms from the GSA website while the program was under review.

**UNANIMOUSLY CARRIED.**

**MARCH 12, 2012 JOINT GSA BOARD/BFC MEETING**

Main Agenda Items:

Board members discussed the following items: fee and budget scenarios and photocopier lease.

Motions and/or Agreements:

It was **MOVED** by TR and **SECONDED** by EB that the GSA Budget and Finance Committee shall recommend Option 2 (with narrative amendments) of the annual operating and capital budget to Council. **CARRIED UNANIMOUSLY.**

It was **MOVED** by NY and **SECONDED** by TK that the GSA Board shall recommend Option2 (with narrative amendments) of the annual operating and capital budget to Council. **CARRIED UNANIMOUSLY.**

**MARCH 21, 2012 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following items: Interpretation of Council motion on PAW; report and recommendations from the Child Care Subsidy *ad hoc* Committee; AEGS budget; Parking Lot Issues meeting, Pay Cycle changes; Budget; Awards Night; AGC congerence; Hounourary Degrees Committee; Graduate Supervision Task Force; Fall Reading Week; GFC; Grading and

Assessment; Attributes and Competencies; APCR review; student issues; ERC; website; PAW contractor interviews; GU15; student groups; Power Plant; NASA Collective Agreement; GSA information technology security/encryption policy; confidentiality agreement; and Take Back the Term.

Motions and/or Agreements:

It was **MOVED** by HS and **SECONDED** by TK that the GSA Board interpret the March 12, 2012 Council motion authorizing the President and VPSS to sign the PAW agreement to allow the Board to appoint the VPAC to sign in place of VPSS. **CARRIED.**

After some discussion, Board members **AGREED** that a review of the AEGS grant programs should continue to systematically take place prior to budget construction.

It was **MOVED** by TK and seconded by HS that GSAB recommend to Council that the GSA adopt Recommendation 1 (regarding tuition) and 2 (regarding income eligibility) on page 2 of the AEGS *ad hoc* Committee Report of March 14, 2012, the income measure to be the LIM. GSAB to recommend also that Council adopt Recommendation 1 (regarding CCS allocation) on page 4 of the *ad hoc* Committee report. **APPROVED**

It was **MOVED** by TK and seconded by NY that GSAB allocate \$30,000 of new AEGS money to the CCS for 2012-2013, and that all remaining money from the 2011-2012 EB and PDG be rolled into the 2012-2013 PDG budget. GSAB recommends that Council reserve 5% of each program allocation as an equalizing AEGS contingency fund, and 5% in program-specific contingency funds. **APPROVED**

**GSA Nominating Committee  
Report to Council**

To: Council Colleagues  
From: Vijay Kandalam  
Date: March 20, 2012

The GSA Nominating Committee is the GSA's newest committee.

We held a two-hour orientation meeting on March 13 with Vijay Kandalam in the Chair, Executive Director Ellen Schoeck and new members Lacey Fleming and Michele DuVal. This report will also serve as the Minutes of this orientation meeting; an agenda was distributed in advance with the following headings as items to be discussed. Note that Lacey has previously served on the GSA Board.

Terms of Reference and Review of the Past Year

NoC terms of reference were reviewed and the past year was discussed in depth. It was an extremely busy year which saw a **tremendous spike in the number of external committees** graduate students serve on. We feel this is a **big vote of confidence** in the GSA's ability to attract excellent graduate students to a wide range of university committees, subcommittees, task forces and working groups. The NoC met face-to face frequently (with recently-retired members Lucy Nolan and Esther McNairnay) in order to develop our knowledge base. With this orientation meeting and with Vijay Kandalam as the continuing member, **transition has been smooth.**

We flagged **some tune-ups to our terms of reference** now that we have had a year's experience under our belt.

**Members AGREED that they would like to have a follow-up meeting with University Governance** representatives to cement what has become an excellent relationship whereby the GSA submits nominations to the GFC Nominating Committee, but graduate students can still apply directly to Governance when there are vacancies. Governance has complimented us on the outstanding quality of graduate student names the GSA has put forward. We easily filled all positions and in one case had 10 nominees for one position on a particular committee.

**One hole we identified was the timing of the election of the GSA representative on Senate.** If our representative finishes up his/her program before the Senate term ends, we have a gap of up to three months where there is no GSA rep. We will be making a proposal to remedy this.

**We also had a brief talk about holding the General Election in February** so that there is a longer period of time for transition. We will continue our talk about that matter.

We had a brief discussion about the letter the NoC sent to all Deans about **representation of graduate students on Faculty Councils**.

### **Vice-Chair Role**

In accord with GSA regulations, the Chair of the NoC (GSA President) appoints a Vice-Chair, and Lacey Fleming accepted this role. The President attends NoC only as needed.

### **Support for NoC**

In light of the tremendous increase in the NoC's work, the NoC Vice-Chair had requested a full-time Committee Manager/Policy Analyst position in the next budget. As budget discussions progressed, it was clear that a full-time position would not be feasible. The Executive Director will work out the best possible arrangement for support for the NoC so that the graduate student voice is heard on dozens of external committees as well as on the GSA's own committees.

### **Recruitment of a Third Member**

Vijay Kandalam will be completing his degree soon and there was discussion about his replacement and about the need for the best possible mix of gender and discipline.

### **Slate for Councilors –at-large and need for breadth of representation**

There are ten positions to be filled but only two people put their names forward. Ellen noted that both Zhen Li and Andy Rathbone would like to serve, and there are other well-qualified graduate students who are in our expanding Bank of Names. This Bank of Names comprises all graduate students who have applied to serve on a committee. Members AGREED that they would like to see the Bank of Names available to NoC members on-line.

### **Standard Committee Procedures**

The need for an update of these procedures was flagged. Ellen will draft a proposal. For instance, it needs to be clear in GSA policy that when the President or VP cannot attend a meeting, they can delegate their role (and vote) to another elected official.

In closing, the GSA NoC has had an outstanding year! Please find below a report on the vacancies filled by the GSA NoC from February 21, 2012 to March 21, 2012.

### **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.

**University of Alberta Residence Halls Association:** Ad ad was sent out to all graduate students on February 13. Qiang Li was elected by the NoC to serve on this Committee.

**TLAT Subcommittee on Online Student Course Evaluations:** An ad was sent out to all graduate students on February 27. Janine Stockford was elected by the NoC to serve on this Subcommittee.

**General Faculties Council (GFC) at-large committees:** A message was sent to all graduate students on February 10, February 16 and February 22 advertising upcoming graduate student at-large vacancies on GFC committees. The GSA NoC elected a slate of candidates and forwarded them to the GFC Nominating Committee.

**General Faculties Council (GFC) and Faculty of Graduate Studies and Research (FGSR) Council:** The NoC will be advertising shortly to fill all the seats for the 2012-2013 academic year.

Respectfully,

Vijay Kandalam, Vice-Chair  
GSA Nominating Committee

**GSA Vice-President Academic  
Report to Council**

To: Council Colleagues  
From: Nima Yousefi  
Date: March 20, 2012

Dear Colleagues,

While leading us into the Spring, this March has been a really busy, yet fruitful month. I would like to take the opportunity to congratulate the new elected officers of the GSA, including Nathan Andrews, the incoming VPA. I would also like to thank my colleagues in the GSA office for their endless efforts with the PAW, budget, election, awards night, and the upcoming orientation of the new elected officials. With this introduction, I will keep my report focused on two of the GSA initiatives:

**Quality of Graduate Supervision Task Force**

This could well be named the GSA version of the Waiting For Godot! A successful one though! Two years after the beginning of this project (initiated by the former VP Academic, Andrea Rawluk), I am extremely pleased to inform my Council colleagues that our efforts have paid off. The formation of this Task Force was one of the GSA strategic goals, and an outcome of our negotiations with the University over Collective Agreement. Given the number of changes happening with the Provost's office, I've been working with Dr. Skidmore, and recently Dr. Gray, to find a champion to lead the task force as a Provost Fellow, and now we have one.

Dr. **Naomi Krogman**, an associate professor with the department of Resource Economics and Environmental Sociology (and 2011-2012 recipient of the *Killam Award for Excellence in Mentoring*), has accepted the position. She is an expert in social organization and policy development associated with integrated resource management and planning. A memo will go out soon to announce her appointment, effective from July 2012. Meanwhile, she will be working with GSA, Provost's office and FGSR to finalize the terms of reference for the Task Force, as well as recruiting of a research assistant. This work will be build upon the 2010 FGSR report on graduate supervision, CLE discussions on the necessity of such a Task Force, and GSA negotiations with the University.

We had an excellent meeting earlier this month with the Provost's office, Dean of FGSR and Dr. Krogman; and myself (or the incoming VPA) will be reporting back to the Council as the Task Force moves forward.

**CLE subcommittee on Attributes and Competencies**



While we had our focus on the professional development side of the skill sets, the work of this subcommittee has been slowed down. Having the incoming President of the GSA (Ashlyn Bernier), as a current member of the subcommittee, my hope is that we could activate the Graduate subgroup of the committee and keep it focused on graduate students' issues.

Please find below a list of the meetings I attended between February 21, 2012 and March 21, 2012:

22- Feb	GSA Board
27- Feb	GSA Council
29- Feb	GSA Board
	FGSR Council
1-Mar	TLEF Adjudication
5- Mar	Graduate Supervision Meeting
	GFC Executive
7- Mar	Joint GSA Board/ Budget and Finance Committee
	GFC Committee on the Learning Environment
12- Mar	Joint GSA Board/ Budget and Finance Committee
	GFC Nominating Committee- Student Screening Meeting
	Special Council Meeting
13- Mar	Academic Policy and Process Review Task Force
14- Mar	GSA Board
	SU/ GSA GFC Caucus Meeting
	GSA Awards Night
19- Mar	GFC Council
21- Mar	GSA Board
	FGSR Council

Sincerely,

Nima Yousefi  
VP Academic, GSA

**GSA Vice-President Student Services  
Report to Council**

To: Council Colleagues  
From: Sagar Lunawat  
Date: March 20, 2012

Dear Colleagues,

I hope you are doing well and now busy with research deadlines and final term exams preparation. I will be away this Council meeting as I am attending conferences and presenting my research there. I want to update you folks on few important points in my portfolio over the last few days and want you to take few moments to read out important points in GSA elected officials' reports. This is going to be a fairly short report.

I regret I will miss the Council vote on the budget and want to express my support for the BFC recommendations.

**1. Student Affairs and Advisory Committee (SAAC)**

Most of you are excited to know more about things happening on this committee. After a long wait me (VPSS), VPSL and committee members of SAAC recently met. The main purpose for the first meeting was to get to know members and have a general discussion about student life, engagement and services. The most of the meetings will be happening over E-mails in future.

**2. Physical Activity and Wellness Center**

I am happy that the Council members approved the PAW center agreement and the PAW agreement was finally signed in GSAB last week by President Roy and VPA Nima. I am happy that the PAW center agreement is approved and excited to see this new facility on campus.

I attended the Green and Globe Certification meeting at Group 2 Architect's office to know the details about the certification.

Please find below a list of the meetings I attended between February 21, 2012 and March 21, 2012:

22- Feb	GSA Board
27- Feb	GSA Council
29- Feb	GSA Board
	Health Centre Advisory Group
	Meeting with VP Student Life

2- Mar	SACIE Graduate Programming Subcommittee
6- Mar	PAW Steering Meeting
7- Mar	Joint GSA Board/ BFC Meeting
8- Mar	PAW Green Globe Meeting
12- Mar	Special Council Meeting
14- Mar	Awards Night
15- Mar	Student Affairs Advisory Committee Meeting

This is all about things happening in my portfolio over the last month. If you have any questions you can write them to me at [gsavpsse@ualberta.ca](mailto:gsavpsse@ualberta.ca).

**Best Regards,  
VPSS – GSA  
Sagar Lunawat**

**GSA Vice-President Student Life  
Report to Council**

To: Council Colleagues  
From: Hillary Sparkes  
Date: March 20, 2012

Dear Colleagues,

This past month saw the election of five new executive members. We are very excited to have them and are confident that they will do a great job for graduate students next year. Huimin Zhong will be replacing me as VPSL and we have already had some informal discussions about the position and it's great to see her enthusiasm.

The following are a few items I'd like to highlight that happened in the past month:

March 14, 2012 was the **GSA Awards Night**. It was a great success and we celebrated the achievements of some outstanding graduate students. Our office staff worked very hard to bring this evening together.

Sagar and I had the first **Student Affairs Advisory Committee** meeting on Thursday night. Many possibilities for this committee were discussed at the meeting and we are looking forward to working with the 8 graduate students to improve aspects of the GSA. So stay tuned for more updates from this committee I'm sure they will produce some interesting ideas.

The **East Campus Village Residences** will be going through some changes in the next year. The replacement of old buildings with new ones is currently being discussed. This will provide more space for graduate and undergraduate housing on the east side of campus. GSA will be consulting with Residence Services and the Facilities & Operations on campus throughout this process.

There is currently an undergraduate group working towards changing the **smoking policy** on campus. You will be hearing more about this initiative and how they want to see the GSA involved. We are just in the beginning stages of this but I predict that the GSA council will be consulted on this matter at some point.

Lastly, Earth Hour is coming up on March 31, 2012. It is an international event where people turn off their lights, electronics and unplug any non-essential appliances for one hour. It is to spread awareness about environmental issues. How will you be spending Earth Hour?

Please find below a list of the meetings I attended between February 21, 2012 and March 21, 2012:

22- Feb	GSA Board
27- Feb	Meeting with GSA rep on Residence Halls' Association
	Health Promtion Advisory Committee
	Festival of Teaching Steering Committee
	GSA Council
28- Feb	New Student Experience Working Group
29- Feb	Meeting with student re: farmers' market
	GSA Board
	Meeting with VP Student Services
6- Mar	Festival of Teaching Steering Committee
	Residence Meeting
7- Mar	Alumni Council Meeting
	Earth Hour Interview
	Joint GSAB/ Budget and Finance Committee
12- Mar	Festival of Teaching
	GSAB/ BFC Meeting
	Special Council Meeting
13- Mar	Alcohol Policy Review Committee
14- Mar	GSA Board
	Awards Night
15- Mar	GFC Academic Standards Committee
	GSA Student Affairs Advisory Committee Meeting
	Provost's dinner
16- Mar	GSA Board Subcommittee on Social Spaces Fund
19- Mar	GFC Council
	Open House RBAC
21- Mar	Welcome Centre Advisory Meeting
	GSA Board

Sincerely,

Hillary Sparkes  
 VP Student Life  
 Graduate Student's Association

**Awards Selection Committee**

**Report to Council**

To: Council Colleagues

From: Tamara Korassa, Acting Chair

Date: 20 March 2012

Dear Council Colleagues:

The Awards Selection Committee is responsible for selecting recipients of the GSA Awards. The Committee met on February 23, 2012 to review and deliberate before making its selection.

The Award Night celebration was held on March 14 at Telus Centre where Chris Lumb, CEO of TEC Edmonton gave the keynoted address, followed by the Awards presentations.

Congratulations to award recipients and a thank you to Committee members for their work.

Best,

Tamara Korassa

**Student Affairs Advisory Committee (SAAC)  
Report to Council**

To: Council Colleagues  
From: Hillary Sparkes (VP Student Life) and Sagar Lunawat (VP Student Services), co-chairs  
Date: 20 March 2012

Dear Council Colleagues,

SAAC held its first informal meeting on March 14 over a two-hour dinner. All seven members were in attendance as was Executive Director Ellen Schoeck.

We reviewed our terms of reference which in by-law provide that SAAC “shall act as a sounding board for a wide range of matters relating to student services and student life.”

The following matters were briefly reviewed as topics where SAAC might act as a sounding board:

- PAW lounge
- North Power Plant space
- Demographic study of graduate students
- Housing
- Health and dental benefits
- Counseling through the University and GSAP
- Website

Suggestions for the 2013 Awards night were to have videos of recipients instead of having bios read, and having the national anthem sung by the aboriginal trio who perform at all major university functions.

The possibility of a moderated blog was discussed (similar to CMEs) where selected individuals on a rotating basis could blog about things like best spots to see in Edmonton or on campus, fun things you did last weekend, etc.

SAAC business will now be conducted by email unless there is a complex matter that would require face-to-face consultation.

SAAC has requested, through Ellen, that the NoC, in seeking the 8<sup>th</sup> member, put forward the name of someone from a discipline not already represented on SAAC.

Respectfully,

VPSL Hillary Sparkes and VPSS Sagar Lunawat, SAAC Co-chairs

**GSA Vice-President Labour  
Report to Council**

To: Council Colleagues  
From: Tamara Korassa  
Date: March 20, 2012

Hello Councillors!

Much of my time in the last month has been spent with my work with the Chancellor Search Committee. This work has included preparing interview questions, evaluating candidates and conducting interviews. A final slate will go to Senate at the April Plenary and the new Chancellor will be welcomed into the position on the last spring convocation date, June 13. I would like to thank my fellow VPs for assisting me with some of my other responsibilities while I have been spending so much time with this committee.

As you are aware, the Board has been quite active in preparing the coming year's budget and I have been involved in that process as well.

I have also continued to communicate with Human Resources about the Graduate Student Payment Cycle change. We have talked to FGSR about some of the issues surrounding this initiative of Human Resources. Human Resources will be putting on a Town Hall for any students who are interested on Thursday March 29 from 1-2:30. I will have the location and more information for Council at the March Council meeting.

Roy and I attended the Parking Lot Issues meeting with the Dean of FGSR, Colleen Skidmore, and representatives from Faculty Relations. These issues are largely unresolved issues from the last round of negotiations and include some clarification of language to some of the benefit sections of the Collective Agreement (ie. the maternity and paternal leave benefits). We also talked about some of the graduate student funding issues that were to be dealt with in the Graduate Funding Task Force. There has been a great deal of data pulled together by FGSR and they are currently waiting to hear back from Departments and Faculties on some other pieces of information. Once this information is pulled together, the Graduate Funding Task Force will really be able to see the current picture of funding and be able to make some recommendations. Most of these issues are coming back to the table in April for finalization, and some will be continuing issues that the new President and VP Labour will be introduced to at the April meeting.

The *ad hoc* Committee of the Board on the AEGS Childcare Subsidy met and put forward some recommendations to the Board. Those recommendations will be coming before Council at the March meeting.



I have also still been involved with the three committees that are looking at changes to the Academic Appeals Regulation, Code of Student Behaviour, and the Practicum Intervention Policy. Some of these changes will be going to CLRC and GFC EXEC for approval in the coming month.

In the coming weeks, Brent Epperson, the new VP Labour, will be shadowing me and beginning to learn about the position and the current issues on the table.

#### LRC Report

LRC has nothing new to report at this time. The new VP Labour (Brent Epperson) and I will be meeting in the coming week to talk about a strategy for LRC and to meet the members of LRC. At the end of March, the Labour Liaisons will also be providing their first comprehensive report.

Please find below a list of the meetings I attended between February 21, 2012 and March 21, 2012:

21- Feb	Board Safety, Health and Environment Committee
22- Feb	GSA Board
23- Feb	GFC Campus Law Review Committee
	GSA Awards Selection Committee
	Meeting with Human Resources re: new payment cycle
27- Feb	GSA Council
28- Feb	VP Advancement Search Committee Meeting
29- Feb	GAS Board Meeting
1-Mar	Meeting with Human Resources re: new payment cycle
	Protective Services Advisory Committee
	Special Honorary Degree Ceremony and Reception to launch the U of A Water Initiative
7- Mar	Joint GSA Board/ BFC
8- Mar	Parking Lot Meeting
9- Mar	Appeals Regulations Group Meeting
12- Mar	Joint GSA Board/ BFC
	Meeting with VP Labour
14- Mar	GSA Board
15- Mar	Coffee with Dean Shirvani
19- Mar	Meeting with VP Academic
21- Mar	GSA Board

**GSA Senator  
Report to Council**

To: Council Colleagues

From: Tamara Korassa

Date: March 20, 2012

Since the last council meeting I have attended a Senate Honorary Degrees Committee meeting and the February Senate Plenary. The Plenary was informative and gave senators some insight into teaching and interdisciplinary research here at the UofA. At that meeting Senate also spent time going over the process for election of the new Chancellor and meet with staff from the External Relations Team to learn about how the university engages communities through story telling.

22- Feb	Chancellor Search Committee
23- Feb	Senate Plenary Session
24- Feb	Senate Plenary Session
27- Feb	Chancellor Search Committee
5- Mar	Chancellor Search Committee
12- Mar	Chancellor Search Committee
14- Mar	Senate Honorary Degree's Meeting
17- Mar	Chancellor Interview

**GSA Chief Returning Officer  
Report to Council**

To: Council Colleagues  
From: Rahul Agrawal  
Date: March 20, 2012

Dear Council Colleagues,

The GSA General Election 2012 went smoothly, even with our new voting system. We had a typical voter turnout at 400 people voting. There were no disputes raised and I am satisfied that the Election was properly and fairly conducted.

Our newly-elected officials take office on May 1, 2012:

<i>President:</i>	Ashlyn Bernier
<i>Vice-President Academic:</i>	Nathan Andrews
<i>Vice-President Labour:</i>	Brent Epperson
<i>Vice-President Student Services:</i>	Naseeb Adnan
<i>Vice-President Student Life:</i>	Huimin Zhong

ERC will review the Elections and Referenda regulations during the summer and we will likely hold a by-election to fill the remaining Councillor-at-Large vacancies in the fall term.

If you have any feedback that you would like to provide regarding the new voting system or anything else related to Elections and Referenda, please contact ERC at [gsa.elections@ualberta.ca](mailto:gsa.elections@ualberta.ca).

Best ,

Rahul Agrawal  
Chief Returning Officer

GSA EXECUTIVE DIRECTOR  
REPORT TO COUNCIL FOR MARCH 26, 2012

I would first like to say to Council that on March 26, I will speak to the budget in any way that is needed.

In this report I focus on our NASA-represented (unionized) staff. After about a year of service each, they are fully trained in their initial duties and now all cross-trained: at least two staff know each basic office function. They are all entry-level staff in their first or second job. For compliance/privacy purposes, their individual salaries are shown in the budget in aggregate. Here are your staff, in brief:

**Jo Chan** has a background in SU Student Group Services. Jo schedules the elected officials; sends out their meeting reports; assists with Board Agendas and Minutes; receives and distributes meeting material from central administration. When the new Nominating Committee was established, she acted as coordinator, but with the NoC workload growing by leaps and bounds I will find other ways for the NoC to be supported. I anticipate that Jo's workload will increase significantly with five brand new elected officials. **Key stats for Jo this year:** scheduled 1300 meetings; prepared and distributed 60+ committee advertisements; sorted and stored in the Bank of Names some 140 applicant biographies.

**Catrin Berghoff** came to us with a varied background, including the political side of the SU. Catrin arrived just after the AEGS processes and been reviewed and downsized in terms of staff time. This has allowed Catrin to take on the bulk of Council support, done previously by the Speaker. Catrin also assists with GSA committees. She masterminded the Wiki. **Key stats for Catrin this year:** processed some 1100 grants and award applications, and cut 1100 cheques. Sent 2000 notifications emails to students and supervisors, and with DO Heather Hogg administered the disbursement of about \$450K in AEGS funds.

**Dyan Semple** is a Masters student in Anthropology who works the front desk mornings, with **Casey Germain** handling the desk in the afternoons. **Front desk stats:** 2100 questions at the desk, or by email/phone - but going down as our presence in departments, our website and our signage improves; researched 500 questions. Dyan assists with Board minutes, and subs for Jo as needed.

**Casey Germain** comes to us from an IT position at UBC. Half of Casey's time goes to the front desk. The other half is IT. **Key stats for Casey this year:** assisted with 59 research and event projects; completed our first-ever IT inventory, set up staff with dual monitors to boost productivity, moved us to Gmail, designed a new website, and completed 60 other IT projects. Casey helps the ED on special projects, deals with infrastructure issues and assists with insurance and group issues. He backs up on grants.

**Katie Biittner** received her PhD from the U of A and is on a teaching leave, with former staffer **Sarah Barnes** filling in. **Key stats:** 140 newsletters and bulletins containing 350 ads (e.g. NoC ads); organized events attended by 900 students/staff guests. Organized departmental orientations; drafted Handbook.

Our temporary staff (students or recent grads **Janelle Morin, Lisa Hareuther, Mikaela Ediger, Sarah Barnes**) have maintained over 500 paper files, kept files for 1300 meetings, sorted 80 linear feet of old files for filing or shredding, and devised a Document Retention and Destruction Schedule (DRAD). They have researched student group issues, documented who bears the GSA name as a student groups, gathered constitutions and relevant regulations, and drafted a range of policies.

**Your management team** comprises **Shirley Ball**, an experienced Chartered Accountant and recommended to us by our Auditor; **Dorte Sheik**, who has 33 years experience in the Registrar's Office and a long-standing relationship with Financial Services; **Heather Hogg**, who has 31 years experience as Assistant Dean of the Faculty of Graduate Studies and Research, and who has been a member for the Administration of the GSA/University bargaining team; and **Ellen Schoeck**, with 27 years experience in University Hall as Director of the University Secretariat, Secretary to GFC, Exec Assistant to the President and Information Officer on Appeals and Grievances. Shirley works one day a week, Dorte two, Heather four and I am full-time. Together we all have one goal, which is to see the GSA strong and fully-functional over time.

Best,  
Ellen and Heather

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**Outline of Issues**  
**GSA General Election Results**

**Suggested Motion:** That Council endorse the results of the 2012 General Election where the following graduate students were duly elected as President, Vice-President Academic, Vice-President Labour, Vice-President, Student Services and Vice-President Student Life:

President	Ashlyn Bernier
Vice-President Academic	Nathan Andrews
Vice-President Labour	Brent Epperson
Vice-President Student Services	Naseeb Adnan
Vice-President Student Life	Huimin Zhong

**Jurisdiction:** GSA policy (Elections and Referenda Policy #6) gives the authority to approve official election results to the CRO, who has approved the results. However, our *bank* requires a Motion from Council.

**OUTLINE OF ISSUES**  
**GSA Council Dates 2012/2013**

**Suggested Motion:**

That the following dates be approved for the 2012/13 GSA Council meetings:

May 14, 2012  
June 11, 2012  
July 9, 2012  
August 13, 2012  
September 10, 2012  
October 15, 2012  
November 12, 2012  
December 10, 2012  
January 14, 2013  
February 11, 2013  
March 11, 2013  
April 8, 2013

(Total: 12 regular meetings)

**Jurisdiction:**

1. At its 23 January 2012 meeting, GSA Council approved new Standing Orders containing the following clause:  
    “Meetings of Council: The Speaker of Council sets the meeting dates annually.”
  
2. As part of this change, the contradictory Bylaw quoted below should have been replaced with a section referring the reader to Standing Orders.  
    Section 3.2 from Part III Council: *“Regular meetings of Council shall be held on a monthly basis, with a schedule for the following year from May 1 to the following April 30 to be set by Council no later than the April regular meeting of Council of any given year.”*

**Background:**

All these dates have been checked against public holidays, overlap with important University Governance meetings, and elected official availabilities. We ask that Council approve these dates and in doing so authorizes the Governance Committee to make the necessary changes to the GSA Bylaw, to make it comply with the more recently passed Standing Orders. Note that as part of its terms of reference, the Governance Committee makes editorial changes to Bylaws and the GSA Policy Manual.

**OUTLINE OF ISSUES**  
***Proposed Changes to the Child Care Subsidy Program***

**Action Requested:**

GSA Council is asked to consider the following Motion:

GSA Council approves, on the recommendation of the GSA Board, changes to the Child Care Subsidy (CCS) policy and information as outlined in the attached double-column document.

**Jurisdiction:**

1. GSA Bylaws Part V3.1 The GSAB is the senior administrative authority of the GSA as delegated to it by Council.
2. At the 11 May 2011 GSA Board meeting, the following motion was approved as part of the last grants selection review process:  
*“That the attached proposed revisions to bylaw, policy and forms related to grants selection be approved, to take effect for the next round of adjudications, and to be reviewed in one year’s time.”*
3. Section 10 of the current GSA Child Care Subsidy policy in the GSA Policy Manual, page 25 (as approved by GSA Council at its May 2011 meeting):  
*“The application policy, information and forms are subject to GSA Council approval and cannot be changed without Council’s approval – excluding editorial revisions/clarifications.”*

**Background:**

At the Board’s request, an *ad hoc* Child Care Subsidy committee was struck as a result of the following issues encountered with the Child Care Subsidy: applications for CCS closed a week after opening the adjudication period in periods II and III since funding was exhausted; the total number of unique applicants funded this year was only 54; the average amount of money received per application was approximately \$1,600; the maximum that a single applicant has received in a year was \$5,500. Further, the current income cut-off of \$55,000 appears to be arbitrary, household size was not taken into consideration, and tuition expenses were not factored in. In 2011-12 this program had a \$97,655 budget. The *ad hoc* Committee also had to consider that the CCS program receives its budget from the GSA’s negotiated AEGS funds and that funding should be spread as much as possible to maximize benefits for the graduate student population.

To address these issues, the Board proposes that:

- 1) the Child Care Subsidy program be changed to a yearly grant of \$500 per child, for a yearly total maximum of \$2000 – this proposed grant amount is now based on income and number of children rather than the shortfall in the applicant’s childcare budget. The proposed change helps to target those who have the greatest need, while limiting the CCS to one per year helps spread the benefit to more graduate students;
- 2) a reasonable income cut-off be incorporated based on household size, i.e. the Low Income Measurement (LIM) as determined Statistics Canada, which can be updated yearly and that tuition expenses be deducted before income eligibility is determined.

These proposed changes are outlined in the attached double-column document.



Current Policy: CHILD CARE SUBSIDY (CCS) Application Policy and Information: GSA Policy Manual, p 23	PROPOSED Policy: CHILD CARE SUBSIDY (CCS) Application Policy and Information: GSA Policy Manual, p 23										
<p><b>1. Sponsor/Purpose</b></p> <p>The Academically Employed Graduate Student (AEGS) fund is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering Academically Employed Graduate Students. The CCS, provided from the AEGS fund, helps offset the cost of child care for graduate students at the University of Alberta.</p>	<p>[no change]</p>										
<p><b>2. Eligibility Criteria</b></p> <p>a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.</p> <p>b) A graduate student applicant on leave does not qualify for a CCS.</p> <p>c) Must have applied for the Province of Alberta Child Care Subsidy. Proof of the grant or refusal of the Provincial Subsidy must be supplied in the application.</p> <p>d) Eligible children include:</p> <p style="margin-left: 20px;">i. Those up to, and including, 12 years of age; and/or</p> <p style="margin-left: 20px;">ii. A dependent child with special needs up to 18 years of age.</p> <p>e) Children must be enrolled in a provincially (Alberta) registered daycare, dayhome, or after-school program. Proof of enrollment is required.</p> <p>f) Total gross household income cannot exceed \$55,000/year.</p>	<p>[no change]</p> <p>f) Total gross household income cannot exceed <u>the cut-offs listed below.</u>  <u>Applicants paying their own tuition fees may deduct these fees from the total income.</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Household size</u> <u>(adults + children)</u></th> <th style="text-align: center;"><u>Low Income Measure</u> <u>[Cut-Off] (2009)<sup>1</sup></u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><u>2</u></td> <td style="text-align: center;"><u>\$30,000</u></td> </tr> <tr> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"><u>\$37,000</u></td> </tr> <tr> <td style="text-align: center;"><u>4</u></td> <td style="text-align: center;"><u>\$43,000</u></td> </tr> <tr> <td style="text-align: center;"><u>5</u></td> <td style="text-align: center;"><u>\$48,000</u></td> </tr> </tbody> </table>	<u>Household size</u> <u>(adults + children)</u>	<u>Low Income Measure</u> <u>[Cut-Off] (2009)<sup>1</sup></u>	<u>2</u>	<u>\$30,000</u>	<u>3</u>	<u>\$37,000</u>	<u>4</u>	<u>\$43,000</u>	<u>5</u>	<u>\$48,000</u>
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<sup>1</sup> Statistics Canada, Catalogue no. 75F0002M, p.27 (figures rounded to the nearest \$1,000)

<b>Current Policy: CHILD CARE SUBSIDY (CCS)</b> <b>Application Policy and Information: GSA Policy Manual, p 23</b>		<b>PROPOSED Policy: CHILD CARE SUBSIDY (CCS)</b> <b>Application Policy and Information: GSA Policy Manual, p 23</b>	
		<u>6</u>	<u>\$50,000</u>
<p>g) In two-parent families, both parents must be students or the non-student parent must be working a minimum of 15 hours per week. If a parent is unemployed and looking for work or is volunteering, a CCS may be granted for a maximum period of 2 months.</p> <p>h) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a CCS cheque.</p>	<p>g) In two-parent families, both parents must be students or the non-student parent must be working a minimum of 15 hours per week.</p> <p>h) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a CCS cheque.</p>		
<p><b>3. Application Information</b></p> <p>a) CCSs are offered on a first-come, first-serve basis. See below.</p> <p>b) The GSA will offer grants until allocated funding is expended in the specified period (<i>i.e.</i>, April 1 – July 31; August 1 – November 30; December 1 – March 31).</p> <p>c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.</p> <p>d) Graduate students can apply for a CCS once per application period (<i>i.e.</i>, April 1 – July 31; August 1 – November 30; December 1 – March 31).</p> <p>e) Graduate students <b>are responsible</b> for the completeness and accuracy of their application packages.</p>	<p><i>[no change]</i></p> <p><u>d) Eligible applicants may apply for <b>one</b> CCS in each GSA fiscal year (April 1 to March 31) and the CCS will be a maximum of \$500 per child, with a total maximum \$2,000 CCS in each fiscal year.</u></p>		
<p><b>4. Applying for a CCS</b> [...]</p>	<p><i>[no change]</i></p>		
<p><b>5. Allocation Policy</b> [...]</p>	<p><i>[no change]</i></p>		
<p><b>6. Appeals Policy</b> [...]</p>	<p><i>[no change]</i></p>		
<p><b>7. Budget Allocation</b> Funds will normally be distributed as follows:</p> <p>a) 10% of the total annual CCS budget will be held back as contingency</p>	<p><b><u>7. Budget Allocation</u></b> Funds will normally be distributed as follows:</p> <p>a) <u>5% of each of the three AEGS programs (including CCS) will be reserved as</u></p>		

<p style="text-align: center;"><b>Current Policy: CHILD CARE SUBSIDY (CCS)</b>  <b>Application Policy and Information: GSA Policy Manual, p 23</b></p>	<p style="text-align: center;"><b>PROPOSED Policy: CHILD CARE SUBSIDY (CCS)</b>  <b>Application Policy and Information: GSA Policy Manual, p 23</b></p>
<p>funding.</p> <p>b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.</p> <p>c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.</p>	<p><u>an equalizing AEGS contingency fund.</u></p> <p>b) <u>A further 5% of the CCS budget will be reserved for CCS contingency funding.</u></p> <p>d) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.</p> <p>e) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.</p>
<p><b>8. Office Procedures</b> [...]</p>	<p><i>[no change]</i></p>
<p><b>9. Interpretation of CCS Policy</b> [...]</p>	<p><i>[no change]</i></p>
<p><b>10. Changes to Policy and Forms</b> [...]</p>	<p><i>[no change]</i></p>

**GSA COUNCIL**

**2012-2013 ANNUAL OPERATING AND CAPITAL BUDGET**

**OUTLINE OF ISSUES**

**Action Requested:**

To approve the unanimous recommendation of the GSA Budget and Finance Committee (BFC) for the 2012-13 annual operating and capital budgets.

**Notes on the Action Requested:**

1. The GSA Board voted unanimously on March 12 to support BFC's recommendation to Council.
2. The operating and capital budgets are supported by cover letters, a budget narrative, a statement of cash assets, and the GSA's Budget Principles, Practices and Procedures.
3. BFC and the Board considered the budget on December 14, 2011 (Board); January 4, 2012 (BFC and Board); January 27 (BFC); February 8 (BFC and Board); February 15 (BFC and Board); March 7 (BFC and Board) and March 14 (Board to discuss the AEGS Fund budget).
4. The AEGS budget will follow.

**Jurisdiction:**

"BFC shall make recommendations to Council on the annual operating and capital budget budgets" (3.1.5 Bylaw Part VII).

The Board is the GSA's "senior administrative authority." 3.1 Part V Bylaw.

**Background:**

Council unanimously approved the 2011-12 budget last year in the context of a multi-year budget projection. The budget projection was for a multi- deficit budget, funded in part by an increase in fees over the next few years together with use of the GSA's savings (as separate from the \$250K Sustainability Fund.)

**Some Issues Facing the GSA in 2012 – 13**

SOME ISSUES FROM THE STRATEGIC WORK PLAN

Collective Agreement negotiations (AEGS)  
Government Funding  
Provost TF on Supervision  
Provost TF on Graduate Student Funding  
Supports for grad students prior to admission  
Grading and Assessment TF

SOME ISSUES ELECTED OFFICIALS/ MANAGEMENT ARE DEALING WITH

Transition for elected officials  
Departmental GSA support (affects LRL and departmental orientations)  
Insurance review and non-academic groups  
Negotiations with NASA  
Bylaw review, especially election and

University Counseling and GSAP Counseling  
Professional Development  
PAW  
Power Plant

Job descriptions  
Automate T4s  
Long-term plan for CA  
AGC bylaws  
GU15 conference  
Wiki  
New Website  
Emergency Bursaries  
Academically Employed Graduate Student  
Fund  
New Payment Cycle  
Parking Lot Issues (resulting from negotiations  
with Administration)  
Health and Dental Reserve Fund  
Attributes and Competencies  
Residence Issues



20 March 2012

TO: Council Colleagues  
CC: GSA Board, Budget and Finance Committee  
FROM: Roy Coulthard, President  
RE: GSA 2012-2013 Budget Proposal

The attached documents provide the consensus recommendation of Budget and Finance Committee, the GSA Board and GSA management for the 2012-2013 budget. The budget proposes to maintain the level of GSA operations, to continue drawing on the GSA's cash reserve for additional revenue, and to increase the full time annual fee by \$30 (to \$128.20). For comparative purposes, the University of Calgary GSA is proposing total fees of \$127.12 for 2012-2013. I would like to draw your attention specifically to several additional points.

**New budgeting process: bringing the GSA into the 21<sup>st</sup> century**

Until last year, the GSA budget was prepared annually based on student numbers obtained from FGSR or estimated in-house. This process ignored discrepancies between FGSR numbers and the actual fee revenue received from U of A Financial Services. In fact, reconciliation of the revenue received was often not done.

For the 2011-2012 budget (last year), the GSA began the process of tracking our revenues from Financial Services in order to ensure we receive the correct fee revenue, but also to provide a sound basis for predicting student numbers going forward. Unfortunately, on our first try last year, an unclear Financial Services spreadsheet led to an error that we only came to fully understand in early March. This error was an honest and simple one to make, and took place before the current financial team was in place. Steps have been taken to ensure such a mistake doesn't happen again.

The net effect of this error on the 2011-2012 budget is that we counted 1500 too many part time students, leading to a shortfall of ~ \$90,000 in revenue. As President, I take responsibility for this error. Prudent financial management by GSA Executive Director Ellen Schoeck and her team ensured that expenses also came in ~ \$90,000 under budget, so the 2011-2012 GSA deficit is no higher than it otherwise would have been.

**Cash Management**

As we continue to draw down the GSA's unrestricted cash reserves in moving to a balanced budget, our ability to make payroll on a month-to-month basis is constrained. In order to ensure that we will always have adequate cash on hand to make payroll on time, we have agreed with the University, in principle, to a new plan that will provide advances on GSA fee revenue to ensure we can meet our obligations over the next two years. U of A Associate Vice-President (Finance and Administration) Martin Coutts was very enthusiastic about the changes the GSA has made recently and he expressed support for this strategy moving forward. However, the GSA will need to establish a sufficient cash reserve to support our





own expenses after this two-year period, so it is important to consider additional measures to enhance our revenues in the future.

#### **GSA 2012-2013 Budget: Expenses**

Increases in GSA expenses for 2012-2013 have been held to a minimum. The major new expense is \$35,000 for a new part-time management position (see letter from ED Ellen Schoeck). There are smaller increases to the elected official transition budget, and most other new expenditures are contractual items. The total increase in spending is \$62,395. This increase has been minimized by decreased spending on consultants, forgoing one planned staff position, and decreased legal fees now that the PAW agreement is complete.

#### **GSA 2012-2013 Budget: Revenues**

The decrease in projected student numbers created an **ongoing budget gap** that was not predicted in last year's five-year budget projection. As a result, the GSA, in its third year of deficit budgeting has a smaller revenue base to rely on. Even with the cash management measures we have agreed to, the GSA will require a sizeable increase in fee revenue to continue to meet our obligations. We have proposed a \$30 increase to the full time annual fee (to \$128.20) to meet these needs. This will ensure that the GSA can continue to provide and build upon the high level of support that graduate students have come to expect over the past two years. Even with the \$30.00 increase in fees, the GSA will still be operating on a deficit budget in 2012-13. Thus, it is critical that the GSA act on this recommendation.

#### **Future revenue enhancement: GSA business portfolio**

When I was elected Vice-President Operations and Services in 2009, I promised to expand the GSA's revenue base beyond only student fees. I'm pleased to report that as a result of the PAW agreement, the GSA will once again be a partner in a very low risk profit-making venture with the Students' Union to open in 2014 at the PAW Centre. This new food outlet will join with Dewey's, which has seen more business over the past year, in providing an additional source of revenue for the GSA. Although we have currently budgeted for no revenue from Dewey's and the PAW is not yet open, we recommend that any modest amounts of revenue be used to build up the GSA's cash reserves until such time as a reliable annual dividend can be paid.

#### **Future revenue enhancement: Spring/Summer GSA fees**

Currently, the GSA fee is the ONLY mandatory fee that students registered in spring and summer do not pay. BFC and the Board are considering recommending charging spring and summer fees. Preliminary estimates suggest that this would eliminate the GSA's deficit in 2013-2014 without undertaking any other measures. This recommendation may come before Council in April pending further investigation by BFC and the Board.

I would be happy to answer any questions about our proposal.

Roy Coulthard, President

TO: GSA Council  
FROM: Ellen Schoeck, Executive Director  
CC: Board and Budget and Finance Committee  
DATE: March 20, 2012

RE: Information on Duties of a new 0.5 Management Position

I was asked at the March 7 joint meeting of the Board and the Budget and Finance Committee to provide information on the duties of the above-cited potential position. As background, both committees had previously considered requests for two full-time management positions as described below. It is now clear that because the number of part-time graduate students is far less than what we budgeted for in 2011-2012, the GSA must first work through that financial challenge before considering two new positions. Instead, you will see that a 0.5 management position is put forward by BFC and GSAB as recommended by management. Here are descriptions of the two new management positions we previously had recommended and have withdrawn:

**The Committee Manager/Policy Analyst** was requested by the Vice-Chair of the NoC and was envisioned as someone with significant governance experience. Duties in brief were to have been: provide high-level support for the GSA Nominating Committee, which is now filling vacancies on some 155 committees (as opposed to 40 in late 2010); be a link between the GSA and these committees (especially Faculty Councils); standardize NoC systems; read some 20-30 packages of agenda materials that come to the GSA from University Hall or the UAPPOL office each month; feed this information back to GSA committees; help with by-law review. Some of this work is done by the Executive Director and some of it is currently not done (e.g. linking with graduate students elected to dozens of committees). This position would have had support from two part-time staff: graduate student Dyan Semple (0.5 Front Desk) and graduate student Lisa Hareuther (0.5 NoC and Student Group Support).

**The Departmental Liaison** position arises from GSA strategic initiatives and was envisioned as someone experienced with graduate student labour issues and/or negotiations, and with graduate student groups. Duties in brief: working with VPL and LRC, recruit, train and liaise with departmental labour liasions; head a small team to visit graduate departments to help get departmental GSAs running and registered; conduct year-round departmental orientations (e.g. so grad students know their rights under the CA). This position would have been supported by graduate student Lisa Hareuther (0.5 NoC and Student Group Support) and part-time by IT/Front Desk staffer Casey Germain (especially re: insurance issues), and would have worked closely with DO Heather Hogg (31 years experience in FGSR and with bargaining). This position was envisioned as an entry- to mid-level management position.

**These two positions are now not proposed in the 2012-13 budget.** The cost is seen as too high given the problem fueled by the low number of part-time graduate students whose fees drove part of the budget. It was planned that these two positions would help with succession, as I plan to phase out of the GSA in 2013-14.

**A half-time senior management position is now proposed with the following duties in brief:** learn the CA, negotiations and parking lot issues from Heather (and if possible from Roy and Tamara); learn Heather's DO position (e.g. grants and appeals, HR, GSAB, policy). Note that Heather fills both a part-time DO position and a part-time labour professional position. The new 0.5 position would also head a small team to support the NoC and would have a breadth of experience to do so. This 0.5 position would



have a salary of \$35K and the time commitment could be increased slightly (to four days), perhaps through the Strategic Initiatives Fund.

Note that in the budget line for staff there is a significant decrease. Two reasons: we did not fill a budgeted 0.5 researcher position until this year (now filled by Lisa Hareuther), and we filled the other 0.5 position on and off. As the GSA evolved, it became clear we needed increased strength on the management side and we removed the \$22K 0.5 proposed staff position from the budget before you. This position was to be reviewed in 2012, and the recommendation from Heather and me is for a 0.5 management (not staff) position at \$35K. We feel we need someone with significant experience in management who can hit the ground running and take on some of the major "fix-its" like drafting new judicial policy.

Huge thanks to our extraordinary staff and to my part-time management colleagues Heather Hogg, Shirley Ball and Dorte Sheikh.

Ellen Schoeck  
GSA ED

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### High Level Financial Summary

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting

	Presented For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget	2011 -2012 Forecast	2012 -2013 Budget	2013-2014 Budget	2014 -2015 Budget	2015-2016 Budget	2016-2017 Budget
<b>REVENUE</b>							
GSA Fees Revenue	770,870	682,195	907,592	1,105,187	1,160,000	1,217,472	1,277,853
Investment Revenue	16,500	16,500	16,665	16,830	16,995	17,160	17,325
Other Revenue	787,370	1,061	1,200	1,212	1,224	1,236	1,249
		699,756	925,457	1,123,229	1,178,219	1,235,868	1,296,427
<b>EXPENSES</b>							
Governance	183,462	184,694	193,087	194,977	197,030	199,114	201,020
Advocacy	2,500	2,500	2,020	2,040	2,060	2,080	2,100
Human Resources	591,959	521,363	653,523	636,133	644,736	651,271	657,870
Office Administration	21,160	13,723	23,810	24,438	24,665	24,879	25,138
Professional and Consulting	48,500	60,411	30,585	30,890	31,197	31,507	31,818
Strategic Initiatives Fund	50,000	26,567	50,000	50,500	51,000	51,500	52,000
Services Expenses	29,320	28,444	36,026	36,312	36,598	36,780	37,240
Miscellaneous Expenses	24,500	23,500	24,745	24,990	25,235	25,480	25,725
	951,401	861,202	1,013,796	1,000,299	1,012,521	1,014,611	1,022,912
(Expenditures Exceed Revenues) /Revenues Exceed Expenditures	(164,031)	(161,446)	(88,339)	122,930	165,698	221,257	273,515
Events, Projects and Activities (see last schedule)							
Funding Available (ESTIMATE) at end of each fiscal year - at March 31		177,000	88,661	211,591	377,289	598,546	872,061

\*SUFFICIENT FUNDS TO MEET PAYROLL. INCLUDES SALARY FOR ONE HALF-TIME PROFESSIONAL STAFF.

It is important for a viable organization to practise good cash management and have an operating reserve on hand of at least two months. In 2012-13 the GSA operating costs for one month is estimated at \$85,000. Based on the above projection the GSA will have \$88,661 left at the end of the 2012-2013 fiscal year which is slightly over one month's operating expenses. At the end of year two the remaining funds are \$211,591 which represents about three months operating costs.

Note 1: Part time student fees are set at 75% of the full time student rate.

**GSA Revenue**

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

**GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting**

	For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget (see Note 1)	2011 -2012 Forecast (see Note 2)	2012 -2013 Budget <i>Increase in GSA Fees (\$30.00 for FT students and \$22.50 for PT students - per annum).</i>	2013-2014 Budget <i>Increase in GSA Fees (\$25.00 for FT students and \$18.75 for PT students - per annum).</i>	2014 -2015 Budget <i>3% CPI Increase in GSA Fees per annum (per blydws Part II, 52 -2.2)</i>	2015-2016 Budget <i>3% CPI Increase in GSA Fees per annum (per blydws Part II, 52 -2.2)</i>	2016-2017 Budget <i>3% CPI Increase in GSA Fees per annum (per blydws Part II, 52 -2.2)</i>
GSA Fees (see below for detailed calculations)	770,870	682,195	907,592	1,105,187	1,160,000	1,217,472	1,277,853
Investment Revenue (see Note 3)							
Endowment Fund	10,000	10,000	10,100	10,200	10,300	10,400	10,500
Interest (do not include Health and Dental Interest Revenue) and Investment Income	6,500	6,500	6,565	6,630	6,695	6,760	6,825
Total	16,500	16,500	16,665	16,830	16,995	17,160	17,325
	787,370	699,756	925,457	1,123,229	1,178,219	1,235,868	1,296,427

GSA Fees (Calculations)											
Number of Full-time students	5,600	5,860	5,971	6,085	6,200	6,318	6,438	6,558	6,678	6,798	6,918
Fees (per annum per student)	98.20	98.20	128.20	153.20	157.80	162.53	167.41	172.30	177.19	182.08	186.97
	549,920	575,452	765,576	932,191	978,424	1,026,899	1,077,829	1,129,424	1,183,152	1,238,016	1,294,008
Number of Part-time students	3,000	1,450	1,478	1,506	1,534	1,563	1,593	1,623	1,653	1,683	1,713
Fees (per annum per student)	73.65	73.65	96.15	114.90	118.35	121.90	125.56	129.21	132.87	136.52	140.18
	220,950	106,793	142,086	172,996	181,576	190,572	200,024	209,942	219,860	229,778	239,696
	770,870	682,245	907,592	1,105,187	1,160,000	1,217,472	1,277,853	1,339,366	1,400,012	1,461,794	1,523,704

The GSA is estimating a conservative growth rate in enrollment of 1.9%.

The fees received are based on the number of full-time and part-time graduate students attending the UA and the established annual fees as approved by GSA Council and the U of A Board of Governors. Based on an established funding schedule, the GSA receives 60% of the annual funding by October 15, 90% by February 15 and 100% by May 15.

As part of the annual budget process, the GSA estimates its base fee revenue. This estimate is based on the projected number of full-time and part-time graduate students attending the UA and the established annual fees as approved by GSA Council and the U of A Board of Governors graduate student enrollment numbers are obtained from Financial Services.

Note 1: Based on initial student enrollment projections provided to the GSA at the time of developing the budget, the GSA base fee estimate for the 2011-2012 budget was established at \$770,870. This was based on funding for

Note 2: The GSA base fee is projected at \$682,195 for 2011-2012. This is based on funding for 5,860 fulltime students (\$ 98.20 per student) and 1,450 part-time students (1,450 @ \$73.65 per student).

Note 3: As interest rates continue to be low, GSA is estimating an annual increase in interest rates of 1% per annum.



**GSA Governance**

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting

	For Comparative Purposes		Five Year Projection				
	2011-2012 Budget	2011-2012 Forecast	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Elected Officials Stipends (see below for details)							
Elected Officials Stipends	115,200	115,200	116,552	117,504	118,656	119,808	120,960
President Stipend	36,000	36,000	36,560	36,720	37,080	37,440	37,800
	151,200	151,200	152,712	154,224	155,736	157,248	158,760
Elected Officials Benefits & Deductions							
Employer CPP Contributions (4.95% of salary or 2,306.70 yearly maximum - employer contribution is 1 to 1)	7,484	7,484	7,559	7,634	7,709	7,783	7,858
Employer EI Contributions (1.83% of salary or \$839.97 yearly maximum - employer contribution is 1.4 to 1)	3,768	3,768	4,261	4,304	4,347	4,390	4,434
GSA Health and Dental Plan (\$397 per year and will increase 5% each year)	1,890	1,890	1,985	2,084	2,188	2,298	2,413
UPass (\$116.67 each term)	1,020	1,020	1,750	1,768	1,785	1,803	1,821
	14,162	14,162	15,555	15,789	16,029	16,274	16,526
Executive Other							
Insurance (Director and Officer Liability Insurance)	1,300	1,300	1,330	1,357	1,384	1,411	1,440
Transition	1,500	1,500	3,900	3,939	3,978	4,018	4,058
Appreciation	500	500	505	510	515	520	525
Elected Officials Expenses Discretionary	1,500	1,500	1,650	1,580	1,545	1,560	1,575
Board Expenses (52 meetings or \$95 per meeting)	5,000	5,000	5,050	5,100	5,150	5,200	5,250
Elected Officials Business Travel (previously drawn from two other accounts and used for travel related to external relations identified in the strategic plan)	9,800	9,800	2,000	2,040	2,101	2,185	2,295
	9,800	9,800	14,435	14,476	14,673	14,895	15,143
Council Expenses							
Council/Food /Other Expense	2,000	3,232	2,832	2,860	2,889	2,918	2,947
Council Security	2,200	2,200	2,222	2,244	2,266	2,288	2,100
Election Expenses	1,000	1,000	2,200	2,222	2,244	2,267	2,289
Council Speaker Honorarium	2,100	2,100	2,121	2,142	2,163	2,184	2,205
CRD Honorarium	1,000	1,000	1,010	1,020	1,030	1,040	1,050
Council Remuneration Student Groups (included under 2011-2012 Temporary Provost Funding)	8,300	9,532	10,385	10,488	10,592	10,696	10,591
	183,462	184,694	193,087	194,977	197,030	199,114	201,020

Position	Monthly Fee	Number of Months	Annual Stipend
President	3000	12	36,000
VP Academic	2400	12	28,800
VP Student Services	2400	12	28,800
VP Student Life	2400	12	28,800
VP Labour	2400	12	28,800
			151,200

## GSA Advocacy

**Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017**

### **GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting**

	For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget	2011 -2012 Forecast	2012 -2013 Budget	2013-2014 Budget	2014 -2015 Budget	2015-2016 Budget	2016-2017 Budget
Advocacy							
Government and External Relations	1,000	1,000	1,010	1,020	1,030	1,040	1,050
University Relations	1,000	1,000	1,010	1,020	1,030	1,040	1,050
Research and Data Collection (See Note 1)	500	500	-	-	-	-	-
	<u>2,500</u>	<u>2,500</u>	<u>2,020</u>	<u>2,040</u>	<u>2,060</u>	<u>2,080</u>	<u>2,100</u>

Note 1: The \$500 budget was moved to office human resources (Staff Represented by NASA).

**GSA Office - Human Resources**

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

**GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting**

	For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget	2011 -2012 Forecast	2012 -2013 Budget	2013-2014 Budget	2014 -2015 Budget	2015-2016 Budget	2016-2017 Budget
<b>Staff Represented by NASA</b> (For privacy reasons, an aggregate number is provided for staff salaries.)	284,142	255,042	255,000 *	257,550	260,126	262,727	265,354
<b>Management (see details below)</b>	220,000	209,303	281,760	260,578	263,183	265,815	268,473
<b>Employee Benefits</b>							
Employer CPP Contributions (4.95% of salary/ or 2,306.70 yearly maximum - employer contribution is 1 to 1)	19,258	16,151	31,666	31,983	32,299	32,616	32,933
Employer EI Contributions (1.83% of salary/ or \$39.97 yearly maximum - employer contribution is 1.4 to 1)	9,759	9,759	16,389	16,553	16,717	16,881	17,045
GSA Health and Dental Plan (\$397.00 per year)	3,000	3,000	2,400	2,520	2,646	2,778	2,917
Other HR Expenses	32,017	28,910	50,455	51,056	51,662	52,275	52,894
<b>Labour Relations</b>							
Ment Pay	20,000	11,408	28,200	28,482	28,767	29,054	29,345
Parental Leave (staff/contractual)	2,500	-	2,525	2,550	2,575	2,600	2,625
RSP Staff	10,000	-	10,100	10,200	10,300	10,400	10,500
RSP Management	10,000	5,300	11,100	11,211	11,323	11,436	11,551
Staff Appreciation and Other	2,100	1,321	2,121	2,142	2,163	2,184	2,205
Vacation Payout (contractual)	7,000	5,879	7,020	7,090	7,163	7,236	7,310
Professional Expense Allowance (Management)	2,200	2,200	3,222	3,254	3,287	3,320	3,353
Parking	2,000	2,000	2,020	2,040	2,060	2,080	2,100
	55,800	28,108	66,308	66,969	69,765	70,454	71,149
	591,959	521,363	653,523	636,153	644,736	651,271	657,870

Full-time/Part-time	Days Per Week	Management	Annual Estimate
Full-time	5	Executive Director	110,000
Part-time	(See Note 1)	Director of Operations/Labour Professional	73,000
Part-time	3	Financial & Operations Manager	32,760
Part-time	1	GSA Accountant (see Note 2)	31,000
Part-time	-	New Position	35,000
			281,760

Note 1: For 2011-2012, this salary is prorated as the person works four days a week.

Note 2: The annual cost estimate for the GSA Accountant was added to Management. In 2011-2012, these costs were charged against the consulting and strategic initiatives fund. GSA Accountant is on a temporary/as required basis. As finances are professionalized, the time requirements of the GSA Accountant will reduce.

\*One governance/groups position was budgeted but only partially filled and has been taken out of this budget line.



## GSA Office Administration and Operational Costs

**Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017**

### GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting

	For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget	2011 -2012 Forecast	2012 -2013 Budget	2013-2014 Budget	2014 -2015 Budget	2015-2016 Budget	2016-2017 Budget
Telephone & Cable	5,500	4,293	4,500	4,950	5,000	5,049	5,100
Postage	500	109	505	510	515	520	525
Repair and Maintenance	800	616	808	816	824	832	840
Computer Repair and Maintenance	1,000	-	1,010	1,020	1,030	1,040	1,050
Printing (outside printing only)	750	-	758	765	773	780	788
Photocopier Lease (Office)(See Note 1)	3,360	3,717	2,900	2,900	2,900	2,929	2,958
Photocopier Meter (Office)	1,700	1,700	1,717	1,734	1,751	1,768	1,785
Photocopies Paper (Office)	750	290	758	765	773	780	788
Banking Service Charges	1,200	790	1,212	1,224	1,236	1,248	1,260
Insurance Office	1,400	1,792	1,428	1,457	1,486	1,456	1,470
Miscellaneous Office	1,500	416	1,515	1,530	1,545	1,576	1,607
Capital Items	-	-	4,000	4,040	4,080	4,120	4,160
Office Supplies (See Note 2)	2,700	3,987	1,600	1,616	1,632	1,648	1,664
Payroll Service Charges	-	-	1,000	1,010	1,020	1,030	1,040
Courier	-	-	100	101	102	103	104
	<u>21,160</u>	<u>13,723</u>	<u>23,810</u>	<u>24,438</u>	<u>24,665</u>	<u>24,879</u>	<u>25,138</u>

Note 1: The monthly lease cost for the office photocopier is \$239.75 (approximately \$2,900 per year). The lease term ends April 2015. GSA will continue to lease this photocopier for the office.

Note 2: The initial office budget of \$2,700 for 2011-2012 was revised in 2012-2013 as follows: payroll services \$1,000, courier \$100 and office supplies \$1,600.

## GSA Office Professional and Strategic Initiatives

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

### GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting

	For Comparative Purposes		Five Year Projection				
	2011 -2012 Budget	2011 -2012 Forecast	2012 -2013 Budget	2013-2014 Budget	2014 -2015 Budget	2015-2016 Budget	2016-2017 Budget
Financial Auditing	8,500	8,500	8,585	8,670	8,755	8,840	8,925
Consultants (see Note 1)	10,000	10,000	2,000	2,020	2,040	2,061	2,081
Legal Fees - General	10,000	13,000	20,000	20,200	20,402	20,606	20,812
Legal Fees - PAW/Other Major Legal Issues (see Note 2)	20,000	28,911	-	-	-	-	-
	48,500	60,411	30,585	30,890	31,197	31,507	31,818
Strategic Initiatives	50,000		50,000	50,500	51,000	51,500	52,000

Note 1: Now that the staff has the right mix of professionals, the consultant line is reduced by \$8,000.

Note 2: The Legal Fees budget for 2011-2012 was established as legal advice was required for the development of the PAW agreement. This agreement is completed.

**GSA Office - Service Expenses**

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

**GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting**

	For Comparative Purposes		Five Year Projection					
	2011-2012 Budget	2011-2012 Forecast	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	
<b>Grants and Subsidies Expenses</b>								
Academic Workshop Subsidies	7,500	7,500	7,575	7,650	7,725	7,800	7,875	
External Grants	1,000	1,000	1,010	1,020	1,030	1,040	1,050	
Grant Expenses	8,500	8,500	8,585	8,670	8,755	8,840	8,925	
<b>Other Expenses</b>								
Refillable Water Bottle Station (see Note 1)	2,000	-	2,020	2,040	2,060	2,080	2,100	
AMICCUS-C Membership	500	500	505	510	515	520	525	
Food Bank	9,000	9,000	9,090	9,180	9,270	9,360	9,450	
Photocopier Lease (Lounge) (see Note 2)	6,720	8,871	7,200	7,200	7,200	1,800	-	
Photocopier Meter (Lounge)	1,600	962	1,616	1,632	1,648	-	-	
Photocopies Paper (Lounge)	1,000	611	1,010	1,020	1,030	-	-	
Awards Night (see Note 3)	-	-	6,000	6,060	6,120	6,180	6,240	
	20,820	19,944	27,441	27,642	27,843	19,940	18,315	
	29,320	28,444	36,026	36,312	36,598	28,780	27,240	

Note 1: The plan is to set up a refillable water bottle station in the student lounge at GSA.

**GSA Office - Miscellaneous**

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2015-2016 and \$4.87 (or 3% CPI) in 2016-2017

**GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting**

	For Comparative Purposes		Five Year Projection				
	2011-2012 Budget	2011-2012 Forecast	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
GSA Advertising and Promotion	2,500	1,500	2,525	2,550	2,575	2,600	2,625
AGC Fees (see Note 1)	17,000	17,000	17,170	17,340	17,510	17,680	17,850
Other	5,000	5,000	5,050	5,100	5,150	5,200	5,250
	24,500	23,500	24,745	24,990	25,235	25,480	25,725

Note 1: The fees collected for the AGC are less than the cost of each graduate student membership in the AGC. The operating budget is supplementing the difference in cost. This will be paid out in March of each fiscal year.



## GSA - Restricted and Temporary Funding

Increase in Fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 (or 3% CPI) in 2014-2015, \$4.73 (or 3% CPI) in 2016 and \$4.87 (or 3% CPI) in 2016-2017

### GSA Five Year Funding Projection for 2012 to 2017 (ONE NEW HALF-TIME PROFESSIONAL) - Post Mar 7 Meeting

	Events, Project and Activities		
	REVENUE	EXPENSES	NET
<b>Temporary Funding from the Provost</b>			
Council Remuneration Student Groups	4,500	4,500	-
Lecture Grants	18,000	18,000	-
Student Group Funding Grants	2,500	2,500	-
	<b>25,000</b>	<b>25,000</b>	-
<b>Temporary Funding from the Dean of Students and the Dean of FGSR</b>			
Fall, Winter and Departmental Orientation and Awards Night	7,500	7,500	-
Temporary Funding from TDMMI	2,000	2,000	-
	<b>9,500</b>	<b>9,500</b>	-
<b>Fundraised Activity</b>			
GSA Handbook	12,715	12,715	-
<b>AEGS Projects (Restricted Revenue)</b>			
AEGS - Funded Awards Handed Out at Awards Night (Restricted)	14,000	14,000	-
Child Care Subsidy	75,000	75,000	-
Emergency Bursary	125,000	125,000	-
Professional Development Grant	270,000	270,000	-
	<b>484,000</b>	<b>484,000</b>	-
<b>Other Restricted Funding</b>			
AGC (Alberta Graduate Council) Fees Collected	15,000	15,000	-
CISR Fees Collected - \$1.00 per student goes to the radio operation	14,000	14,000	-
GSAP (Graduate Student Assistance Program) Fees Collected	46,000	46,000	-
Health Plan Revenue	1,084,000	1,084,000	-
Dental Plan Revenue	806,000	806,000	-
	<b>1,965,000</b>	<b>1,965,000</b>	-
	<b>2,496,215</b>	<b>2,496,215</b>	-

<p align="center"><b>GSA Budget 2012-2017 – Narrative Support to Budget</b>                      Increase in fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 in 2014-2015, \$4.73 in 2015-2016 and \$4.87 in 2016-2017                      Includes one new half-time staff</p>				
Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
<b>REVENUE</b>				
01	4120	GSA Fees	<ul style="list-style-type: none"> <li>The Graduate Students' Association (GSA) is supported by student fees which are assessed and received centrally. The fees received are based on the number of full-time and part-time graduate students attending the UA and the annual fees are approved by GSA Council and the U of A Board of Governors. Based on a funding schedule negotiated in 2007 with Financial Services, the GSA receives 60% of the annual funding by October 15, 90% by February 15 and 100% by May 15.</li> <li>Based on the February 27, 2012 meeting with the U of A Financial Services, new funding arrangements will be established for the next two years to facilitate cash management of GSA operations.</li> <li>Based on the January 31, 2012 fees disbursement from Financial Services, the GSA base fee is projected at \$682,195 for 2011-2012. This is based on funding for 5,860 full-time students (5,860 @ \$98.20 per student) and 1,450 part-time students (1,450 @ 73.65 per student). This budget line is only a projection and is based on the best information provided at the time.</li> </ul>	<ul style="list-style-type: none"> <li>Based on information obtained from the University, enrolment is projected to increase at 1.9% per year. GSA will apply 1.9% increase in student enrolment for the five year spending projection.</li> <li>To build a sustainable GSA, GSA fees are also projected to increase for both full-time and part-time graduate students. (See the budget schedules for details.)</li> </ul>
01	4130	Endowment Fund	<ul style="list-style-type: none"> <li>The United Investment Pool (UIP) consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The Association's share in the Pool is increased by its</li> </ul>	<ul style="list-style-type: none"> <li>As interest rates continue to be low, GSA in estimating an annual increase in interest rates of 1% per annum. Increase in revenue from the Endowment Fund will be marginal.</li> </ul>



<p style="text-align: center;"><b>GSA Budget 2012-2017 – Narrative Support to Budget</b>                      Increase in fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 in 2014-2015, \$4.73 in 2015-2016 and \$4.87 in 2016-2017                      Includes one new half-time staff</p>				
Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
	4140/4141	Interest /Investment Income (do not include Health and Dental Interest Revenue)	<ul style="list-style-type: none"> <li>share of investment income in the Pool and decreased by payments from the University. The interest is due March 2012. (In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into the UIP.)</li> </ul>	<ul style="list-style-type: none"> <li>As interest rates continue to be low, the GSA is estimating an annual increase in interest rates of 1% per annum.</li> </ul>
01	4490	Other Revenue	<ul style="list-style-type: none"> <li>This account is used to record revenue that may arise from other sources or one-time funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>GOVERNANCE</b>				
<b>Elected Officials Stipends</b>				
07	5055	Elected Officials Stipends	<ul style="list-style-type: none"> <li>The Elected Officials includes the President, the VP Academic, the VP Student Services, the VP Student Life and the VP Labour. The President receives an annual stipend of \$36,000 and the four VP positions each receive \$28,800.</li> <li>Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of elected officials from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>

GSA Budget 2012-2017 – Narrative Support to Budget			
Increase in fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 in 2014-2015, \$4.73 in 2015-2016 and \$4.87 in 2016-2017 Includes one new half-time staff			
Project Code	Account Code	Account Name	Brief Description
08	5057	Employer CPP Contributions	<p><b>Elected Officials Benefits &amp; Deductions</b></p> <ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>
08	5057	Employer EI Contributions	<ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>
08	5059	GSA Health and Dental Plan	<ul style="list-style-type: none"> <li>The 2012 rate is \$397.00 per student per annum.</li> </ul>
08	5052	U-Pass	<ul style="list-style-type: none"> <li>The U-Pass is set at \$116.67 each term.</li> </ul>
			<p><b>Elected Officials - Other Expenses</b></p>
09	5056	Insurance	<ul style="list-style-type: none"> <li>Directors and Officers Liability Insurance. In 2011, \$1,299.99 was paid for Director and Officer Liability Insurance.</li> </ul>
09	5065	Transition	<ul style="list-style-type: none"> <li>To facilitate the transitioning of the five GSA elected officials, this budget line is increased to \$3,900.</li> </ul>
09	5058	Appreciation	<ul style="list-style-type: none"> <li>No significant change to budget: GSA is planning for 1% increase each annum to this budget item.</li> </ul>
			<p><b>Narrative and Impact on New Budgets</b></p>
			<ul style="list-style-type: none"> <li>The 2012 rate is 4.95% of salary or 2,306.70 yearly maximum. The employer contribution is 1 to 1.</li> <li>The 2012 rate is 1.83% of salary or \$839.97 yearly maximum. The employer contribution is 1.4 to 1.</li> <li>The GSA Health and Dental plan is projected to increase at a rate of 5% per annum.</li> <li>No significant change to budget: GSA is planning for 1% increase each annum to this budget item.</li> <li>Insurance costs are expected to increase by 2% each annum. There may be a one-time larger increase as we complete the GSA's first-ever insurance review.</li> <li>In 2012-2013, this budget line is increased by \$2,400 to accommodate the transitioning of staff.</li> </ul>



GSA Budget 2012-2017 – Narrative Support to Budget				
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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
09	5060	Elected Officials Expenses Discretionary		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
09	5160	Board Expenses	<ul style="list-style-type: none"> <li>The cost estimate is based on 52 meetings per year at \$95.00 per meeting.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
09	New Account	Elected Officials Business Travel	<ul style="list-style-type: none"> <li>This is a new budget account to track costs related to business travel. <i>(In 2011-2012, these costs were coded to strategic initiatives funds and miscellaneous expenses.)</i></li> </ul>	
<b>Council Expenses</b>				
10	5155	Council/Food /Other Expense	<ul style="list-style-type: none"> <li>The cost estimate is based on 14 meetings per year at \$200.00 per meeting.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
10	5157	Council Security	<ul style="list-style-type: none"> <li>The hourly rate for Council security has increased. In 2012-2013, \$2,832 will be budgeted.</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
10	5165	Election Expenses	<ul style="list-style-type: none"> <li>GSA will provide an allowance for \$150.00 per candidate to assist with coverage of election expenses. As a result, this budget item was increased \$1,200.00 (from \$1,000.00 to \$2,200.00).</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
10	5158	Council Speaker Honorarium		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
10	5166	CRO Honorarium		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>

**GSA Budget 2012-2017 – Narrative Support to Budget**

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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
10	5330	Council Remuneration Student Groups	<ul style="list-style-type: none"> <li>This account is included under Temporary Provost Funding for 2012-2013.</li> </ul>	
<b>ADVOCACY</b>				
11	5189	Government and External Relations		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
11	5188	University Relations		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
11	5250	Research and Data Collection	<ul style="list-style-type: none"> <li>The \$500 budget was moved to office human resources (Staff Represented by NASA).</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>GSA Office – Human Resources</b>				
03	5040	Staff Represented by NASA	<ul style="list-style-type: none"> <li>Note that the salaries are gross salaries include tax, employee EI and CPP – remittances are made on behalf of employees from their salary totals.</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility is required with this budget amount to accommodate the changing and increasing requirements of GSA and the transitioning of staff.</li> <li>Staff include: the Executive Assistant (F/T), Communications Assistant (F/T), Grant and Governance Specialist (F/T), Computer Support/Front Desk (F/T), Researcher (P/T, and Front Desk (P/T).</li> </ul>
04	5045	Management	<ul style="list-style-type: none"> <li>Management positions were reorganized into two key positions of Executive Director and the Director</li> </ul>	<ul style="list-style-type: none"> <li>Staff include: the Executive Director (F/T) and the following part-time positions of Director</li> </ul>

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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
			<ul style="list-style-type: none"> <li>of Operations in 2010-2011. These were benchmarked and approved unanimously by the Council.</li> <li>The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary.</li> <li>The Director of Operations currently also serves as the Labour Professional. This salary was benchmarked in 2010 by Human Resources.</li> <li>Both positions were approved by the Council 2010.</li> </ul>	<p>of Operations/Labour Professional, Financial and Operations Manager and a GSA Financial Accountant.</p>
		<b>Employee Benefits</b>		
05	5043	Employer CPP Contributions	<ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>The 2012 rate is 4.95% of salary or 2,306.70 yearly maximum. The employer contribution is 1 to 1.</li> </ul>
05	5042	Employer EI Contributions	<ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>The 2012 rate is 1.83% of salary or \$839.97 yearly maximum. The employer contribution is 1.4 to 1.</li> </ul>

<p align="center"><b>GSA Budget 2012-2017 – Narrative Support to Budget</b>                      Increase in fees of \$30.00 in 2012-2013, \$25.00 in 2013-2014, \$4.60 in 2014-2015, \$4.73 in 2015-2016 and \$4.87 in 2016-2017                      Includes one new half-time staff</p>				
Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
05	5047	GSA Health and Dental Plan	<ul style="list-style-type: none"> <li>▪ The 2012 rate is \$397.00 per staff/elected officials per annum.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The GSA Health and Dental plan is projected to increase at a rate of 5% per annum.</li> </ul>
<b>Other HR Expenses</b>				
06	various	Merit Pay	<ul style="list-style-type: none"> <li>• In accordance with the Executive Director contract, the Executive Director has the opportunity to receive merit pay. Executive Director declined to have merit pay built into her salary.</li> <li>• Merit pay is also budgeted for office staff. Based on staff moving up .5 based on the salary scale, the merit pay is approximately 1.9%. This will be a matter for negotiations.</li> </ul>	<ul style="list-style-type: none"> <li>• No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
06	various	Parental Leave	<ul style="list-style-type: none"> <li>• No parental leave required at this point in time. If required GSA may reallocate funds from the RRSP staff account as those funds will not be accessed this year.</li> </ul>	<ul style="list-style-type: none"> <li>• No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
03	5048	RRSP Staff	<ul style="list-style-type: none"> <li>• Employees are eligible for RRSP after employment of three years. No employee at GSA for three years - at this time.</li> </ul>	<ul style="list-style-type: none"> <li>• No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
06	5048	RRSP Management	<ul style="list-style-type: none"> <li>• In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000.</li> </ul>	<ul style="list-style-type: none"> <li>• No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
06	5041	Staff Appreciation and Other	<ul style="list-style-type: none"> <li>• This pool of money is used for recognition of GSA staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>



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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
06	5039	Vacation Payout and other contractual	<ul style="list-style-type: none"> <li>Contractual arrangement with the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>Vacation payout, and other contractual.</li> </ul>
06	5054	Professional Expense Allowance	<ul style="list-style-type: none"> <li>Contractual arrangement with the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
06	5074	Parking	<ul style="list-style-type: none"> <li>Contractual arrangement for management.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>GSA – Administration and Operational Costs</b>				
01	5035	Telephone & Cable	<ul style="list-style-type: none"> <li>This budget amount is decreasing as number of telephone lines was reduced.</li> </ul>	
01	5093	Postage		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5092	Repair and Maintenance	<ul style="list-style-type: none"> <li>Now have onsite IT Support.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget this year. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5026	Computer Repair and Maintenance		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5091	Printing (outside printing only)		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>

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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
01	5095	Photocopier Lease (Office)	<ul style="list-style-type: none"> <li>The GSA leases one photocopier for internal use. Monthly lease cost is \$239.75. The lease term ends April 2015.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5100	Photocopier Meter (Office)		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5105	Photocopies Paper (Office)		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5038	Banking Service Charges		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5020	Insurance Office	<ul style="list-style-type: none"> <li>General liability insurance. In 2011, \$832.20 was paid for insurance and this will increase.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance costs are expected to increase by 2% each annum.</li> </ul>
01	5190	Miscellaneous Office		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	new (various)	Capital items	<ul style="list-style-type: none"> <li>These budget lines refer to purchases of major assets that the GSA will need for both of its operations. These are capital expenditures related to operations and services.</li> </ul>	<ul style="list-style-type: none"> <li>Starting in 2012-2013, a new budget line called Capital items will be established. This will allow for the purchase of capital items (computer ever-greening, furniture).</li> </ul>
01	various	Office Supplies	<ul style="list-style-type: none"> <li>The initial office budget of \$2,700 for 2011-2012 was revised in 2012-2013 as follows: payroll services \$1,000, courier \$100 and office supplies \$1,600.</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>

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<b>Project Code</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Brief Description</b>	<b>Narrative and Impact on New Budgets</b>
01	5038 (new)	Payroll Service Charges	<ul style="list-style-type: none"> <li>New account to code the payroll processing charges to (CERIDIAN) payroll service provider).</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
01	5094 (new)	Courier	<ul style="list-style-type: none"> <li>New account to code the courier charges to.</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>GSA Office – Professional and Strategic Initiatives</b>				
02	5080	Financial Auditing	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by Peterson Walker.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
02	5073	Consultants	<ul style="list-style-type: none"> <li>Decrease in consulting fees as the GSA Accountant fees were charged to consulting services. Starting in 2012-2013, these fees are grouped with management (working one day a week).</li> </ul>	<ul style="list-style-type: none"> <li>Decreased from \$10,000 to \$2,000 as a result of having professional management.</li> </ul>
02	5130	Legal Fees - General	<ul style="list-style-type: none"> <li>Legal requirements for the general operations.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
20	5130	Legal Fees - PAW/Other Major Legal Issues	<ul style="list-style-type: none"> <li>The GSA obtains legal counsel on any contract it signs (e.g. PAW, UPass, Information Sharing Agreement, employment contracts), and may, from time to time, seek legal advice on other matters.</li> </ul>	<ul style="list-style-type: none"> <li>PAW agreement is completed so this budget line has been absorbed into the above Legal Fees-General.</li> </ul>
17	Various	Strategic Initiatives	<ul style="list-style-type: none"> <li>A fund set aside to fund new initiatives and other funding pressures that may arise. Unanimously approved by Council last year.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget this year. This fund will be reviewed annually.</li> </ul>
<b>Grants and Subsidies Expenses</b>				



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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
12	5140	Academic Workshop Subsidies	<ul style="list-style-type: none"> <li>One external grant issued to Academic Support Centre. In January 2012 Council approved a \$2,500 disbursement to CAPS and a further \$3,595 to the Student Success Centre (previously Academic Support Centre).</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
12	5340	External Grants		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>Other Expenses</b>				
14	5085	Refillable Water Bottle Station	<ul style="list-style-type: none"> <li>Coffee was provided by Dewey's but it is now discontinued as usage was minimal. Plans are to set up a refillable water bottle station.</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
14	5049	AMICCUS-C Membership	<ul style="list-style-type: none"> <li>Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
14	5220	Food Bank	<ul style="list-style-type: none"> <li>Contractual (MOU) contribution will be made to the campus food bank.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
14	4730	Photocopier Revenue (Lounge)	<ul style="list-style-type: none"> <li>Yearly lease cost is \$7,200 and student use does not generate enough revenue. The revenue has dropped off significantly (less than \$1,000 in 2011-2012).</li> </ul>	
14	5800	Photocopier Lease (Lounge)	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers for its photocopy service use. Billing occurs quarterly along with the Office copier lease. The monthly lease cost for the</li> </ul>	



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Project Code	Account Code	Account Name	Brief Description	Narrative and Impact on New Budgets
14	5805	Photocopier Meter (Lounge)	photocopier is \$599.38 or \$7,200 per year. The lease term ends April 2015.	
14	5810	Photocopies Paper (Lounge)		<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item until the Board completes its review.</li> </ul>
14	5400	Awards Night (see Note 3)	<ul style="list-style-type: none"> <li>Starting in 2012-2013, the event expenses for the awards night is now established as a separate budget item.</li> </ul>	<ul style="list-style-type: none"> <li>GSA is planning for 1% increase each annum to this budget item.</li> </ul>
<b>GSA Office + Miscellaneous</b>				
15	5190	GSA Advertising and Promotion	<ul style="list-style-type: none"> <li>The GSA may require advertising or other promotion of its events and/or services. Swag items may also be purchased.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
15	5497	AGC Fees	<ul style="list-style-type: none"> <li>The fees collected for the AGC are less than the cost of each graduate student membership in the AGC. The operating budget is supplementing the difference in cost. This will be paid out in March 2012.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>
15	5190	Other	<ul style="list-style-type: none"> <li>To code other expenses that may arise during the fiscal year to this account.</li> </ul>	<ul style="list-style-type: none"> <li>No significant change to budget. GSA is planning for 1% increase each annum to this budget item.</li> </ul>

GRADUATE STUDENTS ASSOCIATION  
Statement of Cash Assets  
As at January 31, 2012

SIMPLY ACCOUNT	GSA Unrestricted Funds	
1015	Operating Account - 648 <b>General Funds</b>	92,345
1016	Savings Account - 420 <b>General Funds</b>	27,321
	<b>TOTAL CASH IN BANK</b>	<b>119,665</b>
1030	GIC for \$250,000 Reserve Fund (\$250,000 of the GIC is reserved for operating reserve fund)	258,206
1020		-
1025		-
	<b>TOTAL GIC</b>	<b>258,206</b>
	<b>Net Accessible Funds</b>	<b>377,871</b>
	4 months operating	(250,000)
	<b>Net Accessible Funds</b>	<b>127,871</b>

SIMPLY ACCOUNT	Restricted Funds	
1018	<b>AEGS Account - 074 AEGS and \$25,000 from Provost Office</b>	169,997
1019	<b>Health &amp; Dental Savings -287</b>	41,741
	<b>TOTAL CASH IN BANK</b>	<b>211,738</b>
1020	<b>Health and Dental Plan Reserve Fund GIC # 51288308</b>	38,988
1035	<b>Health and Dental Plan Reserve Fund GIC</b>	264,179
1025	<b>Health and Dental Plan Reserve Fund</b>	65,817
1950	Unitized Endowment Fund	302,519
1040	Legal Defence/Social Spaces - (Proposal to change name of Social Spaces to Capital Fund)	139,147
	4 Month Operating	250,000
	<b>Total Restricted Investments</b>	<b>1,060,650</b>
	<b>Total Restricted Funds</b>	<b>1,272,388</b>

Please find below an excerpt from the GSA Policy Manual (last updated on January 5, 2012) pertaining to the GSA Budget:

### Budget Principles, Practices, and Procedures<sup>1</sup>

#### 1. Principles

3. In planning and managing its budget, the GSA will be guided by the following principles:
  1. Be open and transparent, encouraging comprehensive input and consultation from both its Board and Budget and Finance Committee (BFC).
  2. 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.
  3. Ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services.
  4. Establish a Stabilization Fund equal to (approximately) a minimum three months operating expenditure and up to six months operating expenditure.
  5. Facilitate long-term planning by developing a three-to-five year rolling plan for revenue and expenditure.
  6. Enable provision of the key financials, budget projections, information notes and any other documentation required by Council, the GSA Board or BFC.
  7. Require reporting of re-allocation of resources.
  8. Support resource accountability.
  9. Delegate budget decisions to the level at which operational decisions are made.
  10. 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:
  11. Office Administration (OA);
  12. Human Resources (HR);
  13. Professional and Consulting (PC) ;
  14. Advocacy (including government relations);
  15. Governance (including Council, Speaker, CRO, Elections, Food for meetings held over normal meal times);
  16. Grants and Subsidies; and
  17. Contingency Fund.

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<sup>1</sup> Passed by GSA Council on August 22, 2011 (R20110822.1).

18. 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.
  19. 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
20. 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.
  21. 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.
  22. During the budget year, no reallocations may be made from the Stabilization Fund with out approval by Council.
4. Variances and Adjustments
23. 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
24. 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

25. 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

Financial documents requiring signature, including but not limited to cheques and investment instructions, require two signatures, either any two directly-elected Officers; or any one directly-elected Officer and one manager (as of 2011, Executive Director, Director of Operations or Financial Manager).

Wherever possible, it is preferable for one of the signatories to be the President.

2. Business Travel

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

University regulations will be observed.

4. Cheque Requisitions

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.

## AEGS Budget

*Note to Councillors: please add to item 15 iv – 2012-13 Annual Operating and Capital Budget*

*(previously distributed on March 20)*

1. In accordance with the negotiated settlement between the GSA and the Board of Governors, the University will provide to the GSA an additional \$30,000 in base funding for the AEGS program to bring the total allocation for 2012-13 to \$514,000. The GSA Board proposes that this additional \$30,000 be allocated to the Child Care Subsidy (CCS) 2012-13 budget.
2. The GSA Board proposes that the remaining balance in the Emergency Bursary (EB) and Professional Development Grant (PDG) programs *as of March 31, 2012* be rolled into the 2012-13 PDG budget.
3. The Board further recommends that Council reserve 5% of each program allocation as an equalizing AEGS contingency fund and 5% in program-specific contingency funds.

Fund	2011-12 Budget	2012-13 PROPOSED	3 Funding Periods
<b>Professional Development Grant</b>	\$270,000	\$270,000 + remaining 2011-12 PDG & EB balance as of 31 Mar 2012	\$90,000+/period
<b>Child Care Subsidy</b>	\$75,000	\$105,000	\$35,000/period
<b>Emergency Bursary</b>	\$125,000	\$125,000	n/a
<b>Awards</b>	\$14,000	\$14,000	n/a
<b>TOTAL</b>	<b>\$484,000</b>	<b>\$514,000 (+remaining balance as of 31 Mar 2012)</b>	n/a