

GSA Council Meeting CONSOLIDATED AGENDA

Monday, November 20, 2017 at 6:00 pm

2-100 University Hall, Van Vliet Complex

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

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

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

Deputy Speaker Teddy Carter in the Chair

A Subway sandwich dinner will be served at 5:15 pm.

Attached Numbered Pages

OPEN SESSION

1. Roll Call
2. Approval of the 20 November 2017 Agenda
3. Approval of the Minutes from the 23 October 2017 GSA Council Meeting
Attachment:
 - i. Minutes from the 23 October 2017 GSA Council Meeting
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

3.0 - 3.6

Councillor Announcements

5. Councillor Announcements

Presentation

6. Financial Sustainability and the U of A Budget Model
Babak Soltannia (GSA President) will present the item and introduce the guests.

Guests: Dr. Steven Dew (U of A Provost and Vice-President Academic) and Gitta Kulczycki (U of A Vice-President Finance and Administration)

Action Items

7. GSA 2017-2018 Budget and Expenditure Report
Babak Soltannia (GSA President) will present the item. Courtney Thomas (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), Heather Hogg (Director of Operations), and Julie Tanguay (Acting Executive Director, Associate Director) will be present to answer questions.

Prepared by L Hareuther and J Tanguay for GSA Council 20 November 2017

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

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

Attachments:

- | | | |
|------|--|--------------------|
| i. | Cover Letter from the President to GSA Council | 7.0 - 7.1 |
| ii. | Outline of Issue | 7.2 |
| iii. | GSA 2017-2018 Fall Term Financial Report | 7.3 - 7.4 |
| iv. | GSA 2017-2018 Fall Term Operating Budget Narrative | 7.5 - 7.18 |
| v. | GSA 2017-2018 Fall Term Restricted and Other Funding Narrative | 7.19 - 7.21 |

- 8. Proposed Changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund**
Babak Soltannia (GSA President and GSA Budget and Finance Committee Chair) will present the item

Attachments:

- | | | |
|------|--|-------------------|
| i. | Cover Letter from the GSA President to GSA Council | 8.0 |
| ii. | Outline of Issue | 8.1 |
| iii. | Proposed Changes to GSA Policy on the GSA Budget and Finance Committee and Budget Principles, Practices, and Procedures: Double Column | 8.2 - 8.5 |
| iv. | Proposed Changes to GSA Bylaw and Policy on the Legal Defence Fund: Double Column | 8.6 - 8.11 |

- 9. Proposed Changes to GSA Policy on GSA Recognition Awards**
Masoud Khademi (GSA Vice-President External and GSA Awards Selection Committee Chair) will present the item

Attachments:

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|------|---|------------------|
| i. | Cover Letter from the GSA VP External to GSA Council | 9.0 |
| ii. | Outline of Issue | 9.1 |
| iii. | Proposed Changes to GSA Policy on GSA Recognition Awards: Double Column | 9.2 - 9.4 |

- 10. GSA Council Elections**
Kenzie Gordon (GSA Nominating Committee Vice-Chair) will present the item

GSA Standing Committees

- a. GSA Appeals and Complaints Board (2 vacancies)

Attachment:

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|----|---|--------------------|
| i. | Nominee for the GSA Appeals and Complaints Board Vice-Chair | 10.0 - 10.1 |
|----|---|--------------------|

- b. GSA Elections and Referenda Committee (1 vacancy)

Attachment:

- | | | |
|----|---|--------------------|
| i. | Nominee for the GSA Elections and Referenda Committee (1 vacancy) | 10.2 - 10.3 |
|----|---|--------------------|

- c. GSA Board (1 vacancy)

Attachment:

- | | | |
|----|---------------------------------------|--------------------|
| i. | Nominee for the GSA Board (1 vacancy) | 10.4 - 10.6 |
|----|---------------------------------------|--------------------|

For Discussion:

- 11. Graduate Students' Mental Health Power Point Presentation**
Sasha van der Klein (GSA Vice-President Labour) will present the item

Attachment:

- | | | |
|----|---|---------------------|
| i. | Graduate Students' Mental Health Power Point Presentation | 11.1 - 11.14 |
|----|---|---------------------|

Reports

- | | |
|---|---------------------|
| 12. President (Babak Soltannia, GSA President) | |
| i. President's Report | 12.0 - 12.11 |
| ii. GSA Board | 12.12 |
| iii. GSA Budget and Finance Committee | 12.13 |
| iv. GSA Governance Committee (no meetings this reporting period) | |
| 13. Vice-President Academic (Firouz Khodayari, GSA Vice-President Academic) | |
| i. Vice-President Academic's Report | 13.0 - 13.1 |
| 14. Vice-President External (Masoud Khademi, GSA Vice-President External) | |
| i. Vice-President External's Report | 14.0 - 14.1 |
| ii. GSA Awards Selection Committee | 14.2 |
| 15. Vice-President Labour (Sasha van der Klein, GSA Vice-President Labour) | |
| i. Vice-President Labour's Report | 15.0 - 15.1 |
| ii. GSA Negotiating Committee | 15.2 |
| iii. GSA Labour Relations Committee (no meetings this reporting period) | |
| 16. Vice-President Student Services (Royle Feng, GSA Vice-President Student Services) | |
| i. Vice-President Student Services' Report | 16.0 - 16.1 |
| 17. Senator (Trent Nabe, GSA Senator) | |
| i. Senator's Report (no written report at this time) | |
| 18. Speaker (Joshua Connauton, GSA Speaker) | |
| i. Speaker's Report (no written report at this time) | |
| 19. Chief Returning Officer (Darcy Bemister, GSA Chief Returning Officer) | |
| i. Chief Returning Officer's Report (no written report at this time) | |
| 20. GSA Nominating Committee (Kenzie Gordon, GSA Nominating Committee Vice-Chair) | |
| i. GSA Nominating Committee Report | 20.0 - 20.1 |
| 21. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair) | |
| i. GSA Elections and Referenda Committee Report | 21.0 |
| 22. GSA Management (Julie Tanguay, GSA Associate Director and Acting Executive Director) | |
| i. Executive Director's Report | 22.0 - 22.4 |

Question Period

23. Written Questions (none at this time)

24. Oral Questions

Adjournment

GSA Council Meeting MINUTES
Monday, October 23, 2017 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Babak Soltannia (President)	Vicki Kwon (Art & Design)	Richard Maran (English & Film Studies)	Ty Kim (Paediatrics)
Firouz Khodayari (VP Academic)	Swai Mon Khaing (Biochemistry)	Adrian Christ (History & Classics)	Andrew Woodman (Pharmacology)
Masoud Khademi (VP External)	Francesca Jean (Biological Sciences)	Mohammed Abdul-Bari (Human Ecology)	Hamdah Al Nebaihi (Pharmacy & Pharm Sciences)
Sasha van der Klein (VP Labour)	Kevin Solar (Biomedical Engineering)	Kenzie Gordon (Humanities Computing)	Tugba Yoldas (Philosophy)
Royle Feng (VP Student Services)	Rongrong Zhang (Business PhD)	Kunjai Pundeer (Internetworking)	Stephen Hunter (Phys Ed & Recreation)
Teddy Carter (Deputy Speaker)	Karl Roesner (Cell Biology)	Kris Joseph; Tabatha Plesuk (Library & Info Studies)	Yilun Wu (Physiology)
Darcy Bemister (Chief Returning Officer)	Mengqi Fang (Chemical & Materials Engineering)	Catherine Ford; Atticus Harrigan (Linguistics)	Michal Juhas (Psychiatry)
Abdullah Alzubaidi (Councillor-at-Large)	Michael Armstrong (Chemistry)	Michelle Michelle (Math & Statistical Sciences)	Joanna Scanlon; Will Service (Psychology)
Spencer Balay (Councillor-at-Large)	Natalie Mahé (Communication Sciences & Disorders)	Milad Nazarahari (Mechanical Engineering)	Kevin Lien (Public Health)
Syed Hussain (Councillor-at-Large)	Melissa Woghiren (Computing Science)	Fahed Elian; Geoffrey Casey (Medical Genetics)	Alesha Reed; Yilina Liubaerjijin (Rehab Science)
Maryse Kiese (Councillor-at-Large)	Dorian Lang (Drama)	Quinten Kieser (Med Microbiology & Immunology)	Melody Everest (Religious Studies)
Kim Nguyen-Phoc (Councillor-at-Large)	Alison Thomas (Earth & Atmospheric Sciences)	Melissa Silva (Medicine)	Ryan Stanfield (Renewable Resources)
Nicole Noel (Councillor-at-Large)	Lin Li (East Asian Studies)	Derya Cinar (MLCS)	Yangzhe Cao (Resource Economics & Environmental Sociology)
Gabriel Ojakovo (Councillor-at-Large)	Danny Wallbank (Economics)	Hailey Pineau (Neuroscience)	Robert Piazza (Secondary Education)
Dasha Smirnow (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Corinne Story (Nursing)	Wenlong Huang (Surgery)
Brayden Whitlock (Councillor-at-Large)	Chantal Labonté (Ed Psych)	Jaelyn Hutchinson (Occupational Therapy)	Anthony Goertz (Women's and Gender Studies)
Talisha Chaput (Anthropology)	Nicole Jamison (Elementary Education)	Daniel Kryz; Braden Chow (Oncology)	

Guests: Dinuka Gunaratne (Career Education Coordinator, FGSR); Andrea Spevak (Graduate Student Internship Advisor, FGSR); Yanjun Ma (Chemical & Materials Engineering); Kun Xu (GSA Awards Selection Committee Nominee); Ding Xu (GSA Elections and Referenda Committee Nominee); Gautam Gaur (GSA Appeals and Complaints Board Nominee; GSA Elections and Referenda Committee Nominee); Amritha Jaya Prasad (GSA Elections and Referenda Committee Nominee; GSA Awards Selection Committee Nominee).

Speaker Joshuha Connauton in the Chair.

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

Roll Call**1. Roll Call of GSA Council Members in Attendance****Approval of Agenda****2. Approval of the 23 October 2017 Consolidated Agenda**

Members had before them the 23 October 2017 Consolidated Agenda, which had been previously distributed on 20 October 2017. F Kodayari **MOVED**; D Lang **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes**3. Minutes from the 18 September 2017 GSA Council meeting**

Members had before them the 18 September 2017 GSA Council Minutes, which had been previously distributed on 13 October 2017. S van der Klein **MOVED**; K Gordon **SECONDED**.

Motion **PASSED**. One abstention (A Goertz).

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

- i. **Introduction of New Councillors**; L Lin (East Asian Studies); R Maran (English and Film Studies); K Pundeer (Internetworking); M Nazarahari (Mechanical Engineering); G Casey (Medical Genetics); Q Kieser (Medical Microbiology & Immunology); H Pineau (Neuroscience); C Story (Nursing); J Hutchinson (Occupational Therapy) B Chow (Oncology); T Kim (Paediatrics); T Yoldas (Philosophy); W Service (Psychology).

- ii. **Farewell to Departing Councillors**

This was the last meeting for a number of Councillors: M Fang (Chemical & Materials Engineering); N Mahé (Communication Sciences & Disorders); M Abdul-Bari (Human Ecology).

Councillor Announcements**5. Councillor Announcements**

F Jean informed GSA Council that the Biological Sciences students were hosting a Halloween part on Saturday at Devaney's. S van der Klein reminded GSA Council about the graduate student safety certificate and noted that all the courses were free and online, and available through Environment, Health & Safety. M Armstrong asked if these courses count toward the Individual Development Plan. S van der Klein was not sure. K Nguyen-Phoc reminded GSA Council that the Let's Talk Science School of Witchcraft and Wizardry was coming up and volunteers were needed.

Presentation**6. FGSR Graduate Student Internship Program and Career Education**

Firouz Khodayari (GSA VP Academic) presented the item and introduced the guests (A Spevak and D Gunaratne).

D Gunaratne explained the Mentoring Program, noting that the program was offered four times every year, with about 25 students accepted each time, and that the selection process was competitive. He explained the structure of the program and the time commitments involved and noted that the program was designed to be real world applicable and relationships did not need to end when the program concluded. He mentioned that the grant for the program was recently extended to March 2019. The program is now on its fifth round and data showed that 40% of participants were international students and 60% domestic; the majority were first or second year students; of 58 mentors involved, 28 were from industry and 30 were from the public sector; and about 40 of those mentors were U of A Alumni. D Gunaratne explained that he worked with the graduate students to come up with a suitable mentor(s) in a related field and noted that, during this phase, students completed two assignments to help identify an appropriate mentor and prepare for their meetings with their mentor. He added that students were evaluated before and after their program, with a 6-month post-program follow-up and that mentors were also encouraged to provide feedback.

GSA Council members posed a series of questions including, among others, questions concerning the fees associated with the program and whether exceptions could be made, potential challenges faced by participants, the benefits of the program as opposed to finding mentors on an individual basis, the process by which mentors were selected and matched with participants, and the application process and selection criteria.

A Spevak then presented on the Graduate Student Internship Program (GSIP), noting that the Faculty of Graduate Studies and Research (FGSR) received a three-year grant in 2015 from Alberta Government to strengthen development and transferrable skills and this program was one of the initiatives resulting from the funding. She added that the program was set up to encourage employers to hire U of A Students and that it was interdisciplinary and open to all U of A graduate students. She

specified that the rate of pay was set at \$25/hour and the length of program ranged from a few months up to one year. She explained that employers were required to match the contribution of the FGSR, to provide a position to strengthen transferrable skills and professional activities, and to provide a supervisor for the position. She indicated that the FGSR was looking to secure additional funding and create new, sustainable relationships to keep the program going indefinitely. Thus far there have been 218 GSIP interns, with 70 placements in various stages of hire and that 80% have been external, private, not-for-profit, and government placements, one third of interns were PhD students and half of the interns were international students. GSIP positions were posted on the U of A online job board – Career Connect – and also in the FGSR e-newsletter. She invited graduate students to come to the Career Centre to meet with her or her colleague for an explanation of the process from application to hiring.

GSA Council members posed a series of questions including, among others, questions concerning how to match interns with unique backgrounds with appropriate positions, whether there were ever instances of conflict between mentors and mentees, and the percentage of Science students participating in the internship program.

In closing, A Spevak and D Gunaratne invited members of GSA Council or graduate students to contact them via email at spevak@ualberta.ca and dinuka.gunaratne@ualberta.ca.

Action Items

7. Proposed Changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund

Babak Soltannia (GSA President and GSA Budget and Finance Committee Chair) presented the item.

MOTION BEFORE GSA COUNCIL: That the GSA Council, on the recommendation of the GSA Budget and Finance Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund, as shown in the attached double column documents and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

B Soltannia noted that the proposals were developed on the recommendation of the GSA's Financial Team and the GSA Auditor and have been previously reviewed and discussed by the GSA Budget and Finance Committee (GSA BFC) and the GSA Board. He noted that this was the first reading of proposed changes to GSA Bylaw and that proposed changes to GSA Policy were presented for information, and would be presented for approval in November along with the second reading of proposed changes to GSA Bylaw. B Soltannia then summarized that the key changes.

GSA Council members posed a series of questions including, among others, questions concerning why Section K.POL.4.1.d proposed removing a minimum and maximum target amount for the Financial Stabilization Fund, and whether minimum or maximum amounts were listed elsewhere in GSA documents (in response it was noted the target amount was advised upon annually by the GSA's Auditor and was thus subject to change). D Smirnow, a member of the GSA BFC, also requested that Section L.POL.3.3 be changed to read "any income earned by the LDF will be returned to the LDF" as the Legal Defence Fund is earning both dividends and interest and the current wording specified only interest earned. GSA Council members, with one abstention, agreed to this revision.

MOTION: That the GSA Council, on the recommendation of the GSA Budget and Finance Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund, as shown in the attached double column documents (pending the incorporation of the above-noted and agreed upon change) and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

B Soltannia **MOVED**. S van der Klein **SECONDED**.

Motion **PASSED**. One opposed (K Joseph) and one abstention (R Maran).

Elections

8. GSA Council Elections

K Gordon (Vice-Chair of the GSA Nominating Committee) presented the items and noted that there had been one nominee who had put forward their name for all three GSA Standing Committees (GSA ACB, GSA ERC, and GSA ASC) but that this nominee has removed their name as a candidate for the GSA ERC, given that they had also put their nomination forward for the GSA ACB, and GSA Policy specifies that a graduate student cannot serve simultaneously on the GSA ERC and the GSA ACB. She noted as well that she, along with R Barta, Chair of the GSA Nominating Committee, had interviewed the nominee for the GSA ACB position, as per GSA Policy.

GSA Standing Committees

a. GSA Appeals and Complaints Board (3 vacancies)

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

Nominees for GSA Appeals and Complaints Board:

Gautam Gaur (AFNS)

b. GSA Awards Selection Committee (6 vacancies)

K Gordon presented the item and noted that not all of the nominees were able to attend GSA Council. She encouraged GSA Council members to read the bios and resumes included in the Council package, prior to casting their vote. She noted that there were eight nominees for six positions and that the option of "none of the candidates" was included on the ballot.

Nominees for GSA Awards Selection Committee:

Brooke Biddlecombe (Biological Sciences)

Gautam Gaur (Agricultural, Food, and Nutritional Sciences)

Mai Anh Le (MBA)

Duncan Maguire (Public Health)

Darpan Malhotra (Biochemistry)

Amritha Jaya Prasad (Agricultural, Food, and Nutritional Sciences)

Sabitha Rajaruban (Medicine)

Kun Xu (Renewable Resources)

c. GSA Elections and Referenda Committee (2 vacancies)

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

Nominees for GSA Elections and Referenda Committee:

Amritha Jayad Prasad (Agricultural, Food, and Nutritional Sciences)

Ding Xu (Political Science)

For Discussion

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

Babak Soltannia (GSA President) presented the item and reminded GSA Council that they received the GSA Board Strategic Work Plan (SWP) in July. He indicated that the SWP was then circulated to key members of the University Administration and that key points were also presented to various committees, including General Faculties Council, GFC Executive Committee, and Board Learning and Discovery Committee. He also noted that the Directly-Elected Officers (DEOs) met with various offices including University Relations and University of Alberta International. B Soltannia noted indicated that the letter circulated to GSA Council provided updates regarding the work of the DEOs on elements of the SWP and that some of the goals were long term and that the DEOs have started working on these but they would not be complete by the end of their term. B Soltannia noted that some key highlights included: updates on work to advocate for the University to launch a review of the current state of graduate student funding on campus, current work on preparing for bargaining the next collective agreement, the GSA's work with the Campus Food Bank, recent GSA engagement events, work on developing a survey with nursing students completing their practicum at Michener Park to help support advocacy related to improving Michener Park Transit, working with the FGSR and graduate students to gather feedback on professional development programs, and sponsoring 20-minute writing sessions through the Student Success Centre.

GSA Council members posed a series of questions including, among others, questions concerning the rationale for the establishment of the homelessness student campus project (S van der Klein explained that the definition of 'homeless' was complex because people did not define themselves this way so there was little data available and the working group was looking into addressing systemic issues and complex cases and that another thing that this group wanted to work on was better connecting services for complex cases (Campus Food Bank, Community Social Work, Counselling, etc.)), the ongoing call for a review of graduate student funding (FGSR was currently doing a survey and the GSA will see the collected data), and the GSA's collaboration with Writing Resources to offer 20-minute writing support sessions. When asked what some of the biggest challenges faced thus far were M Khademi responded that in meeting with senior administration, uncertainty surrounding government funding was an issue, F Khodayari noted the legislative changes that would come out in the upcoming months

following the tuition and funding review and that supervision was always a challenging issue and a big problem in some departments but that there had been progress, S van der Klein noted that compliance with the Collective Agreement continued to be challenging, and B Soltannia added that the issue of convincing administration of the need for a funding review and for the provision of minimum funding packages was difficult.

Reports

10. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, B Soltannia stated that the GSA hosted a fall social event on October 12 where graduate students and the Dean of the FGSR had the opportunity to mingle and play games. He reported that ab-GPAC, of which he was the Vice-Chair, had published its 2017 Advocacy Priorities and an open letter to the Government of Alberta with respect to tuition and fees regulations. He indicated, with respect to the proposal to begin a review of graduate student funding, that the Dean of the FGSR had initiated a survey to start collecting data and that 40 different departments had submitted responses. Finally, he encouraged GSA Councillors to attend the Early Call for Talent and Training Get-to-Know dinner on October 25 and the monthly GSA Coffee Breaks.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

iii. GSA Budget and Finance Committee

No meetings this reporting period.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

11. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, F Khodayari stated that the last University Research Policy Committee that he had attended emphasized that graduate students had access to resources through Compute Canada, including computation resources and storage. He noted it was an easy-to-use resource and that graduate students could register and have an account within their supervisor's account. He also provided an update on Future Energy Systems, for which the University had received \$75 million in funding towards. He reported there was good news for graduate students, as there would be almost 900 graduate students involved in the project, which would span over seven years, and that there would be almost 300 graduate students involved each year, including both Master's and PhD students. He noted as well that there were six faculties involved (Engineering, Science, Native Studies, Business, ALES, and Arts) and that he hoped there would be funding opportunities for graduate students.

12. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, M Khademi stated that the GSA Awards Selection Committee had received 123 applications for the Alberta Graduate Citizenship Award and that the adjudication process had started.

ii. GSA Awards Selection Committee's Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

13. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, S van der Klein stated that in September she hosted a Pre-Bargaining Town Hall, after which the GSA Labour Relations Committee and the GSA Negotiating Committee (GSA NC) met to discuss changes to the collective bargaining mandate. She reported that the 2017 bargaining mandate would be sent out to all current graduate assistants for a vote on 14 October 2017. She indicated that graduate assistants would have the opportunity to vote no, yes, or to abstain, and that if the

mandate was approved, that the GSA NC would send the mandate to the University to begin the bargaining process. She reported that future bargaining updates would be sent electronically to current graduate assistants.

ii. GSA Negotiating Committee

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

iii. GSA Labour Relations Committee

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

14. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, R Feng stated that they had received updates regarding the City of Edmonton's Smart Fare project during the U-Pass meetings he attended, and noted that the U of A would start working on designing the new ONECard that would utilize the Smart Fare technology. Additionally, he reported that after establishing that there was no long-term funding available to move forward with the Music Room proposal, that the GSA Board will no longer be pursuing this proposal. He indicated that if in future there were new funding opportunities available, that the GSA could potentially try to host a musical event for all graduate students on campus.

15. Senator

i. Senator's Report

No written report at this time.

16. Speaker

i. Speaker's Report

No written report at this time.

17. Chief Returning Officer

i. Chief Returning Officer's Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, D Bemister encouraged GSA Councillors to attend the Early Call for Talent and Training Get-To-Know Dinner and to encourage any interested colleagues to run for a DEO position.

18. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, K Gordon noted that she wanted to encourage graduate students to participate in the Early Call for Talent and Training program, and that there was a position for a GSA Councillor on the GSA Board that would be advertised shortly.

19. GSA Elections and Referenda Committee

ii. GSA Elections and Referenda Committee Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted.

20. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 20 October 2017. The report stood as submitted. In addition, J Tanguay, Acting ED with C Thomas was on maternity leave) stated that GSA Council receives yearly the list of contracts and agreements that define the GSA. She highlighted that the U-Pass agreement had been renegotiated until 2021, and that since the last time GSA Council received this list in 2016, a new agreement with Information Services and Technology (IST) to support the GSA office's technology infrastructure had been signed. In response to a question, J Tanguay provided an explanation of the acronyms used in the report concerning the GSA's awards, grants, and bursaries.

Question Period

21. Written Questions

None at this time.

22. Oral Questions

No oral questions.

Adjournment

The meeting was adjourned at 7:46 pm.



Dear GSA Council Colleagues,

November 10, 2017

Having reviewed the attached statements in depth with the members of the GSA's Financial Team of Courtney Thomas, Shirley Ball, Dorte Sheikh, Julie Tanguay and Heather Hogg, as well as with the GSA Budget and Finance Committee, I am pleased to report we are on track overall at this halfway point in our fiscal year and will likely have a surplus at the end of the year. I have highlighted a few areas to draw your attention to below (with the exception of the last portion, on Bill 7 and collective bargaining, the headings map onto those of the GSA's annual budget).

GSA Fees Revenue

As a fee-based organization, graduate student enrolment levels are the key drivers of the GSA's budget and, as has been the case in previous years, the Financial Team closely monitors these. We don't yet have the final Fall 2017 enrolment numbers but the GSA Council approved budget for this year conservatively projected no growth in enrolment.

Investment Revenue

Our investments are performing very well and are regularly reviewed by the GSA Budget and Finance Committee (GSA BFC). Please note that, on the recommendation of the GSA BFC, the interest income reported in the Fall Term Financial Report only includes the interest from the operating bank account. The investment income earned on the portfolio investments was reinvested in the portfolio; so while presented here as a variance, we are very much on track in terms of revenue in this area.

External Committed Funding and Other Expenses

The amount of the sponsorship that the GSA receives from the Faculty of Graduate Studies and Research (FGSR) for engagement (Fall and Winter Orientation, departmental orientations, a fall engagement event, GSA Coffee Breaks, and branded swag) was reduced this year. However, as noted in the 2017-2018 budget, an increased sponsorship from TDIMM was negotiated this past year and increased funding from the Dean of Students was secured. These funds are utilized for engagement events and opportunities, orientations, and departmental outreach (see the attached narrative sheets for further detail). The 2017-2018 budget also included, under the category of "GSA Services Expenses/Other Expenses" and in relation to engagement/outreach, some \$2,000 to be used to print additional copies of the GSA Planner if the revenue generated through the sale of ad space in the Planner was not sufficient to print enough copies. This year ad sales were up and so this budgeted amount was not needed.



Advocacy

As has been previously reported, ab-GPAC has been considering an increase in its fees for the past year as it grows as a provincial advocacy organization, and the group last year approved an increase of \$1 per graduate student for 2017-18. The Financial Team and the GSA BFC will, accordingly, closely review the impact any agreed upon increases to the fee will have from a budgetary standpoint.

Human Resources

We are projecting a surplus in this area as a result of Courtney's taking an eight-month maternity leave in this fiscal year.

Professional Expenses and Operating/Contingency Fund

As has been previously discussed with the GSA BFC and GSA Council, we requested a legal review to ensure we are compliant with the provisions of Bill 7 and met with our lawyers over the summer to discuss this issue. We are now in the process of implementing their recommendations with respect to the GSA's bylaws, policies, and procedures associated with collective bargaining. We will have our lawyers review any proposed changes to our governing documents to ensure they are fully compliant.

You may also recall that, on the recommendation of the GSA BFC, the 2017-2018 budget included funds to be expended should it be deemed advantageous for a consultant(s) to be utilized with respect to Bill 7. The Operating/Contingency Fund was also increased in 2017-2018, on the recommendation of the GSA BFC, in anticipation of potential expenses occasioned by the implementation of Bill 7. We are keeping a close eye on this issue and still consider spending these funds as a possibility as we get closer to negotiations, drafting revised bylaws, etc. Likewise, should this budget line be underspent by the end of our fiscal year, the implementation of Bill 7 may, over the coming years, necessitate considerable changes to the GSA's operations and the Financial Team feels it is prudent to ensure that funds are accessible to support such changes.

In closing, let me stress that, overall, we continue to be in excellent shape financially and offer my abundant thanks to the Financial Team and to the members of the GSA BFC.

Babak Soltannia, GSA President and Chair of the GSA BFC

Outline of Issue

GSA 2017-2018 Fall Term Financial Report

Suggested Motion for GSA Council:

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

Note: At its meeting of October 25, 2017 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2017-2018 Fall Term Financial Report. At its meeting of November 1, 2017, the GSA Board **received for information and forwarded to GSA Council** the GSA 2017-2018 Fall Term Financial Report. Members of the GSA BFC have been invited to attend the November 20, 2017 meeting of GSA Council.

Background:

The latest update on the 2017-2018 GSA's fiscal year was presented to the GSA Budget and Finance Committee (GSA BFC), GSA Board (GSAB), and GSA Council in June and July 2017.

These financial reports have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle.

The Financial Team (GSA Executive Director Courtney Thomas, CPA and GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, GSA Director of Operations Heather Hogg, as well as GSA Associate Director Julie Tanguay (currently serving as Acting Executive Director while Courtney is on maternity leave)) agrees that the GSA's budget is on track and there are no issues of concern with the 2017-2018 fall term financial report.

Additional information can be found in the attached cover letter from the GSA President and Chair of the GSA BFC.

Jurisdiction:

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

"The GSA BFC will receive for information and forward to the GSAB quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.4.a:

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

The Graduate Students' Association of the University of Alberta

2017-2018 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

2nd Update, April to September 2017 actuals and October 2017 to March 2018 forecast

	CURRENT YEAR April 1, 2017 to March 31, 2018						PRIOR YEAR Comparative	
	2017-2018	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual 2016-2017
	Approved Budget	Apr 2017 to Sep 2017	Oct 2017 to Mar 2018				Apr 2016 to Sep 2016	Apr 2016 to March 2017
REVENUE								
GSA Fees Revenue	1,133,333	453,335	679,998	1,133,333	-	0%	432,176	1,126,136
Investment Revenue	25,000	7,667	7,800	15,467	(9,533)	-38%	16,587	47,390
External Committed Funding	24,690	9,190	17,190	26,380	1,690	7%	13,690	28,380
Chopped Leaf (PAW Centre) Revenue	40,162	20,081	20,081	40,162	-	0%	18,806	38,887
Other Revenue	1,300	3,068	-	3,068	1,768	136%	1,697	9,048
Total Revenue	1,224,485	493,341	725,069	1,218,410	(6,075)	0%	482,956	1,249,841
EXPENSES								
Governance	208,204	95,030	104,580	199,610	8,594	4%	95,569	190,247
Advocacy	32,129	2,026	22,503	24,529	7,600	24%	13,002	23,253
Human Resources	697,220	306,328	365,146	671,474	25,746	4%	338,531	651,511
Office Administration	37,874	12,283	20,858	33,141	4,733	12%	11,132	22,753
Professional	60,200	30,201	18,295	48,496	11,704	19%	32,163	46,500
Services Expenses	77,777	42,287	33,840	76,127	1,650	2%	29,007	61,355
Operating/Contingency Fund	33,000	184	-	184	32,816	99%	7,217	7,437
Total Expenses	1,146,404	488,339	565,222	1,053,561	92,843	8%	526,621	1,003,056
BALANCE	78,081	5,002	159,847	164,849	86,768	111%	(43,665)	246,785

Explanatory notes:

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

The Graduate Students' Association of the University of Alberta

2017-2018 GSA Restricted and Other Funding

Budget and Expenditure Report

2nd Update, April to September 2017 actuals and October 2017 to March 2018 forecast

	CURRENT YEAR April 1, 2017 to March 31, 2018					PRIOR YEAR Comparative		
	2017-2018 Approved Budget	Actual Apr 2017 to Sep 2017	Forecast Oct 2017 to Mar 2018	Total	Variance	% Variance	Actual Apr 2016 to Sep 2016	Total Actual 2016-2017 Apr 2016 to March 2017
Fundraised Activity								
GSA Planner	11,000	10,113	-	10,113	887	8%	8,795	8,795
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)								
GSA Recognition Awards	18,000	-	18,000	18,000	-	0%	-	18,000
GSA Child Care Grants	254,720	172,000	82,720	254,720	-	0%	157,000	249,000
GSA Emergency Bursaries	143,280	62,302	80,978	143,280	-	0%	17,621	137,500
GSA Academic Travel Awards	398,000	260,310	137,690	398,000	-	0%	189,522	384,500
	814,000	494,612	319,388	814,000	-	0%	364,143	789,000
Other Restricted Funding								
ab-GPAC	7,275	-	7,275	7,275	-	0%	-	7,361
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,550	-	14,550	14,550	-	0%	-	14,700
GSAP (Graduate Student Assistance Program) Fees Collected	65,800	-	65,800	65,800	-	0%	-	68,014
Health Plan Revenue	1,512,388	-	1,512,388	1,512,388	-	0%	-	1,465,117
Dental Plan Revenue	1,130,384	-	1,130,384	1,130,384	-	0%	-	1,080,732
	2,730,397	-	2,730,397	2,730,397	-	0%	-	2,635,924
BALANCE	3,555,397	504,725	3,049,785	3,554,510	-	0%	372,938	3,433,719

Explanatory notes:

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

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

For further reference, see attached narrative.

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.5

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,133,333 budget	<ul style="list-style-type: none"> • The Graduate Students' Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council the annual fees are submitted to the University Board of Governors to provide for collection. • Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment; ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i> ○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled. 	<ul style="list-style-type: none"> • For 2017-2018, the projected GSA revenue is \$1,133,333. This is based on fees paid by an estimated 5,975 full-time graduate students (5,975 @ \$163.07 per graduate student) and an estimated 1,300 part-time graduate students (1,300 @ \$122.30 per graduate student) • Actual April to September: \$453,335 • Forecast October to March: \$679,998 • The 2016-2017 actual was \$1,126,136
Investment Revenue		
Interest and Investment Income \$25,000 budget	<ul style="list-style-type: none"> • The \$25,000 budget is a combination of estimated investment income on the investment portfolio and interest income from the ATB bank accounts. • Interest income on bank accounts is deposited monthly and is reported as this term's actual of \$7,677. • Investment income on the investment portfolio is re-invested and not cashed out and not included in this term's actual. For the period 	<ul style="list-style-type: none"> • Actual April to September: \$7,667 • Forecast October to March: \$7,800 • The 2016-2017 actual was \$47,390

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.6

Account Name and Budget	Brief Description	Narrative and Variance
	<p>April 1, 2017 to September 30, 2017 investment income of \$17,000 was earned and re-invested.</p> <ul style="list-style-type: none"> • The portfolio investments are reported in the annual audited financial statements. • ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee. 	
	External Committed Funding	
<p>Funding from the Dean of Students and the Dean of FGSR</p> <p>\$7,500 budget</p>	<ul style="list-style-type: none"> • This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement. FGSR funding has to be requested yearly. • Funding from the Dean of Students increased this year. 	<ul style="list-style-type: none"> • Actual April to September: \$9,190 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$11,690
<p>Funding from Studentcare</p> <p>\$5,190 budget</p>	<ul style="list-style-type: none"> • Studentcare provides \$5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA (additional to funds provided for their yearly ad in the GSA Planner and sponsorship of GSA Awards Night). • The commitment is for 5 years starting in 2015-2016. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$5,190 • The 2016-2017 actual was \$5,190
<p>Funding from TDIMM</p> <p>\$12,000 budget</p>	<ul style="list-style-type: none"> • TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation events. Funding includes an annual award of \$500 distributed at GSA Awards Night. • Signed agreement provides annual sponsorship of \$12,000 from 2016-2021, up from \$4,000 per year. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$12,000 • The 2016-2017 actual was \$11,500

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.7

	Revenue from Commercial Activities (Chopped Leaf)	
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue \$40,162 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. 	<ul style="list-style-type: none"> On target Actual April to September: \$20,081 Forecast October to March: \$20,081 The 2016-2017 actual was \$38,887

	Other Revenue	
Other Revenue \$1,300 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources or one-time funding/grant opportunities. An Unwind Your Mind grant was received in April 2017, which meets our revenue target. 	<ul style="list-style-type: none"> Actual April to September: \$3,068 Forecast October to March: \$0.00 The 2016-2017 actual was \$9,048

GSA GOVERNANCE

	Directly-Elected Officer Stipends	
Directly-Elected Officers Stipends \$164,408 budget	<ul style="list-style-type: none"> Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2017-2018, the President receives an annual stipend of \$39,144 and the four VP positions each receive \$31,318. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw & Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b) Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals. 	<ul style="list-style-type: none"> On target Actual April to September: \$82,001 Forecast October to March: \$82,204 The 2016-2017 actual was \$161,765
	Directly-Elected Officer Benefits	
GSA Health and Dental Plan \$2,835 budget	<ul style="list-style-type: none"> The rate currently is \$500.36 per graduate student per annum. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,502 Forecast October to March: \$0.00 The 2016-2017 actual was \$2,465

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.8

U-Pass \$2,175 budget	<ul style="list-style-type: none"> The U-Pass is set at \$145 each term in 2017-2018 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,433 Forecast October to March: \$725 The 2016-2017 actual was \$2,094
Directly-Elected Officer Employer Contributions		
Employer CPP Contributions \$7,400 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$3,786 Forecast October to March: \$3,636 The 2016-2017 actual was \$7,245
Employer EI Contributions \$4,000 budget	<ul style="list-style-type: none"> This is the GSA's contribution for EI which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$1,871 Forecast October to March: \$1,878 The 2016-2017 actual was \$4,116
Directly-Elected Officers - Other Expenses		
Insurance \$1,250 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Paid annually in January. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,250 The 2016-2017 actual was \$1,215
Transition/Early Call for Talent \$4,767 budget	<ul style="list-style-type: none"> The Early Call for Talent and Training occurs in the fall. Transition activity typically occurs in March and April. 	<ul style="list-style-type: none"> On target Actual April to September: \$426 Forecast October to March: \$4,341 The 2016-2017 actual was \$2,671
Training/Development (NEW) \$3,000 budget	<ul style="list-style-type: none"> Account created to meet an identified need for training and development of the DEOs to promote the effective performance of their duties. 	<ul style="list-style-type: none"> New for 2017-2018 On target Actual April to September: \$0.00 Forecast October to March: \$3,000
Directly-Elected Officers' Expenses \$2,653 budget	<ul style="list-style-type: none"> Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students. 	<ul style="list-style-type: none"> On target Actual April to September: \$217 Forecast October to March: \$200 The 2016-2017 actual was \$268
GSA Board and Other Committee Expenses	<ul style="list-style-type: none"> The cost estimate is based on 52 GSA Board meetings per year at \$65 per meeting and occasional meetings of other committees. 	<ul style="list-style-type: none"> On target Actual April to September: \$365

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.9

<p>\$3,500 budget</p>	<ul style="list-style-type: none"> The primary expense is the provision of a lunch. Costs are being contained by the use of economical frozen foods which are prepared in-house. 	<ul style="list-style-type: none"> Forecast October to March: \$1,275 The 2016-2017 actual was \$1,019
<p>GSA Council Expenses</p>		
<p>GSA Council Food and Other Expenses</p> <p>\$4,100 budget</p>	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$341 per meeting. In 2017-2018 this includes use of the SU plate service program which eliminates the use of paper plates. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,504 Forecast October to March: \$2,066 The 2016-2017 actual was \$3,349
<p>Election Expenses</p> <p>\$2,395 budget</p>	<ul style="list-style-type: none"> This is used to cover expenses associated with the GSA General Election that takes place in February/March. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$2,395 The 2016-2017 actual was \$1,098
<p>GSA Council Speaker Honorarium</p> <p>\$2,220 budget</p>	<ul style="list-style-type: none"> Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting). 	<ul style="list-style-type: none"> On target Actual April to September: \$925 Forecast October to March: \$1,110 The 2016-2017 actual was \$1,860
<p>Chief Returning Officer Honorarium</p> <p>\$1,500 budget</p>	<ul style="list-style-type: none"> Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda. Per recommendation by the GSA ERC, the honorarium was increased for 2017-2018. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,500 The 2016-2017 actual was \$1,082
<p>Other Honoraria</p> <p>\$2,000 budget</p>	<ul style="list-style-type: none"> This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO. Example, Deputy Returning Officer (DRO) needs to fill in for CRO for a significant period. Pre-approval by two signing authorities is needed. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$2,000 The 2016-2017 actual was \$0.00

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.10

GSA ADVOCACY		
<p>Government and External Relations</p> <p>\$16,483 budget</p>	<ul style="list-style-type: none"> • Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. • In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. 	<ul style="list-style-type: none"> • Actual April to September: \$1,684 • Forecast October to March: \$7,200 • The 2016-2017 actual was \$8,425
<p>University Relations</p> <p>\$1,096 budget</p>	<ul style="list-style-type: none"> • Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$343 • Forecast October to March: \$753 • The 2016-2017 actual was \$372
<p>ab-GPAC</p> <p>\$14,550 budget</p>	<ul style="list-style-type: none"> • Fees for ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. \$2.00 is paid from the GSA Operating budget and \$1.00 is paid from the dedicated fee assessed per graduate student (in the Restricted and Other Funding Budget). • The Alberta Graduate Provincial Advocacy Council (ab-GPAC) was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students. 	<ul style="list-style-type: none"> • On target • 2017-2018 budget doubled as the reserve is expended • Actual April to September: \$0.00 • Forecast October to March: \$14,550 • The 2016-2017 actual was \$14,456

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.11

GSA Office – Human Resources		
Support Staff (Represented by NASA)		
Support Staff - Salaries \$195,308 budget	<ul style="list-style-type: none"> • There are four full-time support staff positions (one is unfilled). • Salaries are gross salaries including tax, employee EI and CPP, and union dues – remittances are made on behalf of employees from their salary totals. • Includes contractual cost of living increases and one-time payments (e.g. responsibility pay). • The 2017-2018 budget is understated by approximately \$58,000 due to an unfilled staff position. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$97,737 • Forecast October to March: \$100,915 • The 2016-2017 actual was \$190,177
Support Staff – Benefits \$15,625 budget	<ul style="list-style-type: none"> • The GSA provides lump sum payments in lieu of benefits for continuing staff. The budget was calculated on the basis of 8% (as a starting point) of the salaries of continuing staff, which is lower than the benefit package for University staff. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$15,673 • The 2016-2017 actual was \$13,698
Support Staff – GSA Health and Dental Plan and GSAP \$1,764 budget	<ul style="list-style-type: none"> • The rate currently is \$500.36 per staff per annum. • The Graduate Student Assistance Plan is \$21 per staff per annum. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$1,501 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$1,479
Support Staff – Employer CPP Contributions \$8,000 budget	<ul style="list-style-type: none"> • This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$4,574 • Forecast October to March: \$3,426 • The 2016-2017 actual was \$7,780
Support Staff – Employer EI Contributions \$3,600 budget	<ul style="list-style-type: none"> • This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium (down from 2016-2017 rate of 1.88%). This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$2,086 • Forecast October to March: \$1,514 • The 2016-2017 actual was \$3,984
Support Staff Development \$2,400 budget	<ul style="list-style-type: none"> • The staff NASA contract provides for support of \$800.00 per staff for courses related to staff development, commencing in 2016- 	<ul style="list-style-type: none"> • On target • Actual April to September: \$800

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.12

	2017.	<ul style="list-style-type: none"> • Forecast October to March: \$0.00 • The 2016-2017 actual was \$1,213
	Administrative/Professional Staff	
Administrative/Professional Staff - Salaries \$361,858 budget	<ul style="list-style-type: none"> • The Executive Director's (ED) salary and other employment related expenses are established in a contractual agreement. The ED changed in September 2016 and resulted in modest salary savings in the 2017-2018 budget. • The Associate and Assistant Director work full-time. • The Labour Professional, Financial Manager, and Chartered Accountant work part-time. 	<ul style="list-style-type: none"> • Projected surplus due to maternity leave • Actual April to September: \$160,441 • Forecast October to March: \$186,000 • The 2016-2017 actual was \$328,341
Administrative/Professional Staff - Merit Pay \$30,000 budget	<ul style="list-style-type: none"> • In accordance with the ED's contract as of 2017-2018, the ED has the opportunity to receive an annual merit increment. • Additionally funds from this line may be used to augment RRSP payments or other administrative/professional staff benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$4,276 • Forecast October to March: \$22,000 • The 2016-2017 actual was \$30,348
Administrative/Professional Staff - Benefits \$25,979 budget	<ul style="list-style-type: none"> • In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% (as a starting point) of salary, which is lower than the comprehensive benefit package for University staff. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$15,035 • Forecast October to March: \$13,128 • The 2016-2017 actual was \$25,256
Administrative/Professional Staff - RRSP \$16,237 budget	<ul style="list-style-type: none"> • Administrative/professional staff receive RRSP payments for contribution to their own plans. • The budget was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$8,029 • Forecast October to March: \$9,300 • The 2016-2017 actual was \$15,489
Administrative/Professional Staff - GSA Health and Dental Plan and GSAP \$2,940 budget	<ul style="list-style-type: none"> • The rate currently is \$500.36 per administrative/professional staff per annum. • The Graduate Student Assistance Plan is \$21 per administrative/professional staff per annum. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$2,502 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$2,793
Administrative/Professional Staff - Employer CPP	<ul style="list-style-type: none"> • This is the GSA's contribution for the CPP which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 	<ul style="list-style-type: none"> • On target • Actual April to September: \$6,591

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.13

Contributions \$12,000 budget	4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	<ul style="list-style-type: none"> • Forecast October to March: \$5,409 • The 2016-2017 actual was \$10,934
Administrative/Professional Staff - Employer EI Contributions \$6,000 budget	<ul style="list-style-type: none"> • This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium (down from 2016-2017 rate of 1.88%). This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$3,024 • Forecast October to March: \$2,976 • The 2016-2017 actual was \$5,555
Other HR Expenses		
Office Recognition \$1,200 budget	<ul style="list-style-type: none"> • This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$250 • Forecast October to March: \$450 • The 2016-2017 actual was \$503
Vacation Payout \$5,323 budget	<ul style="list-style-type: none"> • Contractual arrangement with the ED for vacation payout, for vacation payout for NASA-represented support staff in accord with their Collective Agreement, and for administrative/professional staff at the ED's discretion. • Unspent funds from this line may be used to augment RRSP payments, or professional development. 	<ul style="list-style-type: none"> • Actual April to September: \$0.00 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$1,506
Professional Expense Allowance \$6,386 budget	<ul style="list-style-type: none"> • Contractual arrangement with the ED. Budget also used for other administrative/professional staff and professional development. • Unspent funds may be used for other administrative/professional staff benefits at the discretion of the ED. 	<ul style="list-style-type: none"> • Actual April to September: \$18 • Forecast October to March: \$3,800 • The 2016-2017 actual was \$9,410
Workers' Compensation \$2,100 budget	<ul style="list-style-type: none"> • WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation. • WC was acquired on April 7, 2014. • WCB-Alberta requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$1,635 • Forecast October to March: \$465 • The 2016-2017 actual was \$1,495
Parking \$500 budget	<ul style="list-style-type: none"> • Covers occasional parking for DEOs, NASA-represented support staff, and administrative/professional staff for meetings or events. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$15 • Forecast October to March: \$90

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.14

		<ul style="list-style-type: none"> The 2016-2017 actual was \$1,551
	GSA Office Administration and Operational Costs	
Capital items \$7,300 budget	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a five-year ever-greening plan established in 2011 and renewed in 2016. 	<ul style="list-style-type: none"> On target Actual April to September: \$4,250 Forecast October to March: \$3,050 The 2016-2017 actual was \$5,841
Information Technology Service Agreement (NEW) \$6,000 budget	<ul style="list-style-type: none"> Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services. 	<ul style="list-style-type: none"> On target New budget line for 2017-18. Actual April to September: \$0.00 Forecast October to March: \$6,000
Telephone & Cable \$4,258 budget	<ul style="list-style-type: none"> Billed monthly. The number of phones was reduced from 15 to 7 in 2011 and reduced to 6 in 2015. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,696 Forecast October to March: \$1,411 The 2016-2017 actual was \$3,291
Office Supplies \$6,400 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing/photocopying, and miscellaneous office expenses. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,049 Forecast October to March: \$4,601 The 2016-2017 actual was \$1,630
Repair and Maintenance \$3,053 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. Includes monthly fees for Adobe Creative Cloud. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,131 Forecast October to March: \$1,922 The 2016-2017 actual was \$2,696
Payroll and Banking Service Charges \$1,703 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and corporate MasterCard annual fees. 	<ul style="list-style-type: none"> On target Actual April to September: \$829 Forecast October to March: \$874 The 2016-2017 actual was \$1,319
Photocopier Lease and Meter	<ul style="list-style-type: none"> The GSA leases two photocopiers from Xerox on a three-year contract (2015-2018) for office use. 	<ul style="list-style-type: none"> Projected surplus due to cost savings in photocopying

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.15

<p>\$8,500 budget</p>	<ul style="list-style-type: none"> Billing for the lease and metering charges occurs monthly. 	<ul style="list-style-type: none"> Actual April to September: \$2,793 Forecast October to March: \$3,000 The 2016-2017 actual was \$7,440
<p>General Liability Insurance (Office)</p> <p>\$660 budget</p>	<ul style="list-style-type: none"> General liability insurance to cover property damage, personal injury, tenants' legal liability, etc. 	<ul style="list-style-type: none"> On target Actual April to September: \$535 Forecast October to March: \$0.00 The 2016-2017 actual was \$535
GSA Professional		
<p>Financial Auditing</p> <p>\$11,200 budget</p>	<ul style="list-style-type: none"> GSA has an annual audit performed by Collins Barrow. Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors. 	<ul style="list-style-type: none"> On target Actual April to September: \$11,288 Forecast October to March: \$0.00 The 2016-2017 actual was \$11,025
<p>Consultants</p> <p>\$14,800 budget</p>	<ul style="list-style-type: none"> IT and other consultants utilized in previous years. Since an agreement has recently been reached for IT support with IST the costs associated with this are in the new IT Service Agreement line under GSA Office Administration and Operational Costs. Other consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2017-2018. 	<ul style="list-style-type: none"> Projected surplus as need for consultants deferred Actual April to September: \$0.00 Forecast October to March: \$0.00 The 2016-2017 actual was \$8,232
<p>Investment Advisor</p> <p>\$9,200 budget</p>	<ul style="list-style-type: none"> As of 2016-2017 there are investment advisor fees for ATB Investment Management Inc. 	<ul style="list-style-type: none"> On target Actual April to September: \$6,109 Forecast October to March: \$6,100 The 2016-2017 actual was \$10,758
<p>Legal Fees - General</p> <p>\$25,000 budget</p>	<ul style="list-style-type: none"> Legal advice on significant operational issues as needed. Budget line was fully spent in 2016-2017 so a modest increase has been applied in addition to CPI. If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defence Fund, on advice from our auditor. 	<ul style="list-style-type: none"> On target Actual April to September: \$12,805 Forecast October to March: \$12,195 The 2016-2017 actual was \$16,486
GSA Services Expenses		

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.16

Grants and Subsidies Expenses		
<p>Academic Workshop Subsidies</p> <p>\$5,500 budget</p>	<ul style="list-style-type: none"> • The GSA Board, GSA Council, and the GSA Budget and Finance Committee have approved the continuation of these subsidies to the Student Success Centre and the Career Centre as graduate students' reviews (reviewed regularly by the GSA Board) of the workshops are outstanding. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$5,500 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$5,500
<p>External Grants</p> <p>\$2,400 budget</p>	<ul style="list-style-type: none"> • Funds request for external grants such as a grant for the Long Night Against Procrastination and International Week. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$2,400 • The 2016-2017 actual was \$1,525
<p>Campus Food Bank</p> <p>\$9,000 budget</p>	<ul style="list-style-type: none"> • Contribution made to the Campus Food Bank (which was founded by the GSA). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$9,000 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$9,000
Graduate Student Groups		
<p>GSA Council Remuneration for Student Groups</p> <p>\$10,800 budget</p>	<ul style="list-style-type: none"> • GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the GSA Council year. • Budget increased to reflect increase in number of departmental graduate student groups and a higher remuneration (from \$100 to \$200). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$11,200 • Forecast October to March: \$0.00 • The 2016-2017 actual was \$4,700
<p>Academically-Related Graduate Student Group Awards</p> <p>\$25,000 budget</p>	<ul style="list-style-type: none"> • The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to: <ul style="list-style-type: none"> ▪ Bring in special guest lecturers or host academic-style events. ▪ Support the academic activities of graduate students at the departmental level. ▪ Provide modest start-up funding for new groups. • Budget increased to meet strong demand for this grant. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$10,322 • Forecast October to March: \$14,678 • The 2016-2017 actual was \$14,957

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.17

	Other Expenses	
Annual Strategic Plan Initiatives \$3,000 budget	<ul style="list-style-type: none"> Any new strategic planning initiatives may be funded from this account. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$3,000 The 2016-2017 actual was \$6,528
Engagement Initiatives (NEW) \$7,000 budget	<ul style="list-style-type: none"> The GSA hosts a number of professional development and other engagement events for its membership. Funding for these was previously drawn from the Annual Strategic Plan Initiatives budget line. 	<ul style="list-style-type: none"> On target New budget line for 2017-18. Actual April to September: \$2,282 Forecast October to March: \$4,718
Orientations and Departmental Outreach \$5,000 budget	<ul style="list-style-type: none"> Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other graduate student departmental outreach initiatives and events. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,169 Forecast October to March: \$2,831 The 2016-2017 actual was \$5,528
AMICCUS-C Membership \$700 budget	<ul style="list-style-type: none"> Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$650.00 The 2016-2017 actual was \$650.00
Additional GSA Planner Printing (NEW) \$2,000 budget	<ul style="list-style-type: none"> Demand for the GSA Planner has been greater than the number printed (number printed is based on the ad sales and the GSA ran out of planners in 2016-2017). This budget line allows the GSA to print additional planners in 2017-2018 even if ad sales do not increase. Ad sales increased in 2017-2018 so these funds were not needed. 	<ul style="list-style-type: none"> Projected surplus New budget line for 2017-18. Actual April to September: \$0.00 Forecast October to March: \$0.00
GSA Awards Night \$7,377 budget	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). 	<ul style="list-style-type: none"> On target Actual April to September: \$1,814 Forecast October to March: \$5,563 The 2016-2017 actual was \$12,967
GSA Operating/Contingency Fund		

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

7.18

<p>Operating /Contingency Fund</p> <p>\$33,000 budget</p>	<ul style="list-style-type: none">• A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President.• Budget line increased on the recommendation of the GSA Budget and Finance Committee.	<ul style="list-style-type: none">• Projected surplus• Actual April to September: \$184• Forecast October to March: \$0.00• The 2016-2017 actual was \$7,437
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GSA 2017-2018 Restricted and Other Funding Budget (Narrative)

7.19

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Planner \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student planner to subsidize printing costs. 	<ul style="list-style-type: none"> On target Actual April to September: \$10,113 Forecast October to March: \$0.00 The 2016-2017 actual was \$8,795
<p>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</p> <p>The Memorandum of Settlement provided for total funds of \$814,000 for the GSSF for 2017-2018, and the budget is based on the funding remaining the same. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards. Reallocation of funds between these components are done as necessary throughout the year.</p>		
GSA Recognition Awards \$18,000 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual GSA Awards Night. Revenue is received in the form of GSSF funds. Expenses for the GSA Awards Night are processed in March. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$18,000 The 2016-2017 actual was \$18,000
GSA Child Care Grants \$254,720 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$172,000 Forecast October to March: \$82,720 The 2016-2017 actual was \$373,000
GSA Emergency Bursaries \$143,280 budget	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. Revenue is received in the form of GSSF funds. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$62,302 Forecast October to March: \$80,978 The 2016-2017 actual was \$45,220
GSA Academic Travel Awards \$398,000 budget	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in academic activities such as conferences and research trips. Revenue is received in the form of GSSF funds. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$260,311 Forecast October to March: \$137,690 The 2016-2017 actual was \$337,705
ab-GPAC	<ul style="list-style-type: none"> In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00

GSA 2017-2018 Restricted and Other Funding Budget (Narrative)

7.20

Account Name and Budget	Brief Description	Narrative
<p>\$7,275 budget</p>	<p>the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</p> <ul style="list-style-type: none"> • Fees for the new ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. • Previously the fees for AGC were \$2.00 per year, covered in part by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the “GSA contribution.” In the time between the disbanding of AGC and the start-up of ab-GPAC, the dedicated fees collected were held in reserve. This reserve has been drawn down year to cover the \$1.00 difference in fees. Consequently, in 2017-2018 the budget was increased to cover the fees from the Operating Budget. • Pending a future assessment of the stability and effectiveness of ab-GPAC, a referendum could be initiated to enable graduate students to vote for the full fee amount to be collected directly from graduate students. 	<ul style="list-style-type: none"> • Forecast October to March: \$7,275 • The 2016-2017 actual was \$7,361
<p>CJSR Fees</p> <p>\$14,550 budget</p>	<ul style="list-style-type: none"> • The U of A campus radio station (CJSR) receives \$1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$14,550 • The 2016-2017 actual was \$14,700
<p>GSAP (Graduate Student Assistance Program)</p> <p>\$65,800 budget</p>	<ul style="list-style-type: none"> • The Graduate Student Assistance Plan began in September 2009, and is funded in part by a \$12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$65,800 • The 2016-2017 actual was \$68,014
<p>Health Plan</p> <p>\$1,512,388 budget</p>	<ul style="list-style-type: none"> • This is the fee that is charged to graduate students for the health part of the Health and Dental plan. • The 2017-2018 fee is \$285.61 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Dental and Health Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$1,512,388 • The 2016-2017 actual was \$1,465,117
<p>Dental Plan</p>	<ul style="list-style-type: none"> • This is the fee that is charged to graduate students for the dental part of 	<ul style="list-style-type: none"> • On target

GSA 2017-2018 Restricted and Other Funding Budget (Narrative)

7.21

Account Name and Budget	Brief Description	Narrative
<p>\$1,130,384 budget</p>	<p>the Dental and Dental plan.</p> <ul style="list-style-type: none"> • The 2017-2018 fee is \$214.75 per graduate student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Dental and Health Plan costs exceed the amounts collected in fees. 	<ul style="list-style-type: none"> • Actual April to September: \$0.00 • Forecast October to March: \$1,130,384 • The 2016-2017 actual was \$1,080,732



Dear GSA Council Colleagues,

13 October 2017

The attached double column proposals before you for consideration relate to recommended changes to GSA Bylaw and Policy on the Legal Defence Fund (LDF) and Budget Principles, Practices, and Procedures (with corresponding recommended revisions to the terms of reference of the GSA Budget and Finance Committee (GSA BFC)). These proposals were developed on the recommendation of the GSA's Financial Team and have been previously reviewed and discussed by the GSA BFC and the GSA Board (GSAB), as noted in the attached Outline of Issue associated with this item.

- The recommended changes contained within this proposal are a part of the GSA's ongoing effort to review all sections of GSA Bylaw and Policy to ensure they are up-to-date and align with established GSA practice. The recommended changes, not including various editorial updates, can be summarized as follows:
- Amending references to the generation and review of "quarterly reports on revenues and expenses" to "regular reports on revenues and expenses," with "regular" defined as at least three times per year. While the GSA will continue its adherence to standard accounting practices in terms of the GSA BFC, the GSAB, and GSA Council regularly reviewing its financial position, quarterly financial reports currently don't span exact quarters, *per se*. In practice, reports on expenses and revenue have gone forward to GSA Council in July (along with the audit), November, and February (along with the budget). These proposed changes will thus align GSA Bylaw and Policy with current practice.
- Amending the section addressing the size of the Financial Stabilization Fund, removing references to the reallocation of these funds, and adding references to the other restricted funds of the GSA. These proposed changes reflect current practice, which itself adheres to best practices with respect to financial management, wherein, instead of establishing a specific amount for the Financial Stabilization Fund, the GSA's Auditor makes an annual recommendation on the amount that should be included in this fund. They also more accurately reflect the purpose of the Financial Stabilization Fund and the circumstances under which it can be accessed.
- Updating bylaw and policy on the LDF to align with the structure of that on the GSA Health and Dental Plan Reserve Fund.
- Clarifying the circumstances in which the LDF may be utilized, as well as the means by which it may be accessed.

I look forward to presenting these changes to you at the October meeting of GSA Council and welcome any questions you may have. My thanks as well to the members of the GSA Financial Team and the GSA BFC for their attention to these proposed changes.

Sincerely,

Babak Soltannia
GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

Outline of Issue

Proposed Changes to GSA Bylaw and Policy: Proposed Changes to GSA Bylaw and GSA Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund

Suggested Motion for GSA Council:

That the GSA Council, on the recommendation of the GSA Budget and Finance Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on the GSA Budget and Finance Committee, Budget Principles, Practices, and Procedures, and the Legal Defence Fund, as shown in the attached double column documents and effective immediately.

NOTE 1: The proposed changes apply to Section K: Finances, Budget Principles, Practices, and Procedures and Section L: Legal Defence Fund.

NOTE 2: This is the second reading of proposed changes to GSA Bylaw and the sole reading of proposed changes to GSA Policy.

Background:

At their meeting of September 13, 2017, members of the GSA Budget and Finance Committee (GSA BFC) voted to recommend the attached proposed changes to GSA Council. The attached proposal was developed following discussion with the GSA's Auditor and the GSA Financial Team.

At their September 27, 2017 meeting, members of the GSA Board reviewed the proposed changes prior to their onward transmission to GSA Council.

GSA Council voted to approve the attached proposed changes to GSA Bylaw (first reading) on October 23, 2017. At that meeting attached proposed changes to GSA Policy were presented for information.

Please see the attached cover letter for additional information.

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a
"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."

Section K: Finances, GSA Policy, Standing Committees, GSA Budget and Finances Committee, Section K.POL.3.2.b
 The GSA BFC is responsible for *"advising the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies."*

Finances: Proposed Changes to GSA Policy on GSA Budget and Finance Committee and Budget Principles, Practices, and Procedures	
Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee	<i>No change.</i>
K.POL.2 – K.POL.3.2.d...	<i>No change.</i>
K.POL.3.3 The GSA BFC will receive for information and forward to the GSAB quarterly reports on expenses and revenues <u>in the fall, winter, and spring/summer terms</u> ; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter <u>to date</u> , by budget division.	<i>While adhering to standard accounting practices, quarterly financial reports currently don't span exact quarters, per se. In practice, reports on expenses and revenue have gone forward to GSA Council in July (along with the audit), November, and February (along with the budget).</i>
K.POL.3.4 – K.POL.4.1...	<i>No change.</i>
GSA Policy: Budget Principles, Practices, and Procedures	<i>No change.</i>
Purpose...	<i>No change.</i>
Scope...	<i>No change.</i>
Related GSA Bylaw and Policy...	<i>No change.</i>
Related Forms...	<i>No change.</i>
K.POL.4 – K.POL.4.1.c...	<i>No change.</i>

<p>K.POL.4.1.d Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure to cover a period of operating costs as recommended by the GSA Auditor and regularly reviewed by GSA BFC, GSAB, and GSA Council, as well as other funds related to the operation of the GSA, including a Legal Defence Fund and Health and Dental Plan Reserve Fund, among others. Any investment income earned by these funds will be returned to these funds.</p>	<p><i>Proposed change to reflect current practice, which itself adheres to best practices with respect to financial management, wherein, instead of establishing a specific amount for the Financial Stabilization Fund, the GSA's Auditor makes an annual recommendation on the amount that should be included in this fund. Also adds reference to the other restricted funds that are held currently.</i></p>
<p>K.POL.4.1.e – K.POL.5...</p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management...</i></p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management...</i></p>	<p><i>No change.</i></p>
<p><i>Note from GSA Management:</i> “To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) will regularly review the HDPFRF [Health and Dental Plan Reserve Fund] in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports” (Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.a).</p>	<p><i>Should the updates to remove reference to Quarterly reports be approved, this content will need to be amended in current Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.a, to also remove reference to quarterly reports in this section.</i></p>
<p>K.POL.5.1 The Unrestricted and Restricted Operating Budget will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in both the quarterly fall, winter, and spring/summer terms reports and the annual three (3) year rolling budget and business plan.</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.2...</p>	<p><i>No change.</i></p>
<p>K.POL.5.2.a Except for the Operating/Contingency Fund, Financial 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 'human resources' budget division will have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.</p>	<p><i>Editorial and factual to reflect that parental leave funds are no longer located in the human resources budget, and are now allocated in a separate fund. Updated to amend a factually incorrect statement (it is the Operating/Contingency Fund that does not have distinct lines in the budget, rather than the Financial Stabilization Fund, which is not a budget line proper but, rather, a restricted fund).</i></p>
<p>K.POL>5.2.b – K.POL.5.3...</p>	<p><i>No change.</i></p>

<p>K.POL.5.3.a The GSA fiscal year starts April 1 and ends March 31. The budget is a financial report containing estimates of income and expenses. In budgeting, a variance is the difference between the budgeted amount and the actual amount incurred. Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported quarterly <u>regularly (at least three (3) times per year)</u> to the GSA BFC, the GSAB, and GSA Council. Unspent funds at year-end are rolled over, except that unspent funds for legal consultation are placed in the Legal Defense <u>Defence</u> Fund.</p>	<p><i>Editorial.</i></p>
<p>K.POL.5.3.b...</p>	<p><i>No change.</i></p>
<p>K.POL.5.3.c During the budget year, no reallocations may be made from the Financial Stabilization Fund without approval by GSA Council</p>	<p><i>The Financial Stabilization Fund would only be accessed in the event that the GSA ceased to exist (ie, was shut down by the Alberta government, etc), in order to pay its debts and wind down its operations, and therefore GSA Council would not exist to be able to approve the use of these funds. Current K.POL.4.1.d indicates that GSA Council will regularly review the Financial Stabilization Fund.</i></p>
<p>K.POL.5.4 Budget and Expenditure (Quarterly) Reporting</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.4.a The GSA Accountant and the GSA Financial Manager will <u>regularly (in the fall, winter, and spring/summer terms)</u> prepare a Budget and Expenditure Quarterly Report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's <i>Personal Information Protection Act</i> and other applicable laws.</p>	<p><i>See above rationale.</i></p>
<p>K.POL.5.5 Audit...</p>	<p><i>No change.</i></p>

<p>K.POL.5.5.a Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the ED, will arrange for an audit of the GSA's financial records by the approved auditor as required by the <i>PSLA</i>. Audited financial statements are normally due ninety (90) days after <u>the GSA's fiscal year-end</u>. Audited financial statements will be submitted by the Auditor to the President and ED; then to the GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager will prepare draft financial statements and the year-end working papers.</p>	<p><i>Editorial.</i></p>
<p>K.POL.5.6 – K.POL.6.1...</p>	<p><i>No change.</i></p>
<p>K.POL.6.1.a Financial documents related to the Unrestricted Operating Budget requiring signature, including but not limited to cheques and investment instructions, require two (2) signatures: either any two (2) Directly-Elected Officers (DEOs), or any one (1) DEO and one <u>(1)</u> Director.</p>	<p><i>Editorial.</i></p>
<p>K.POL.6.2.b Travel and other expense claims by the DEOs or management (such as meals) must include a receipt and details about the event. Exclusions are contractual expenses, such as parking, professional expense allowance claims, etc, or expenses related to the venue/hosting of the GSAB, GSA Council, Orientation, Awards Night, or similar GSA service events (these are reported to the GSA BFC, GSAB, and GSA Council in the Budget and Expenditure Quarterly Reports on expenses and revenues).</p>	<p><i>See above rationale.</i></p>
<p>K.POL.6.2.c – K.POL.6.4</p>	<p><i>No change.</i></p>
<p>K.POL.6.4.a All cheque requisitions will be prepared by the GSA Financial Manager (or delegate) and signed off by one (1) Director before the required two (2) signatures <u>for a cheque, as noted in K.POL.6.1.a, above,</u> are sought.</p>	<p><i>Editorial.</i></p>

Legal Defence Fund: Proposed Changes to GSA Bylaw and Policy, Legal Defence Fund	
Current Bylaw (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Bylaw: Legal Defence Fund	<i>No change.</i>
L.BYL.1 Definitions	<i>No change.</i>
L.BYL.1.1 For the purposes of this Bylaw , the Legal Defence Fund will be referred to as the "LDF."	<i>Editorial.</i>
<u>L.BYL.1.2 The administration of the LDF will be governed by GSA Policy (see Section L: Legal Defence Fund, GSA Policy, Legal Defence Fund, Section L.POL.3).</u>	<i>New statement to parallel language for the HDPRF Bylaw, Section M: GSA Health and Dental Plan, GSA Bylaw: GSA Health and Dental Plan, Section M.BYL.3.3.</i>
L.BYL.2 Purpose of Fund <u>the LDF</u>	<i>Editorial.</i>
L.BYL.2.1 The purpose of the LDF is to provide the GSA with the necessary resources <u>to pay legal costs under the circumstances to enter into legal action defined in GSA Policy where appropriate.</u>	<i>Editorial.</i>
L.BYL.2.2 The LDF may be used to pay legal costs involved in defending the GSA in court action brought against it, in cases not covered by the GSA's Directors' Liability policy.	<i>Proposal to remove this statement as it is addressed in GSA Policy, L.POL.4.1.a, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.3 The LDF may be used to pay legal costs involved when the GSA brings legal action against other parties.	<i>Proposal to remove this statement as it is addressed in GSA Policy, L.POL.4.1.b, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.4 The LDF may be used to pay legal costs involved in settling labour relations disputes with the University.	<i>Proposal to remove this statement as it is covered in L.POL.4.1.a and L.POL.4.1.b, and does not need to appear in both GSA Bylaw and GSA Policy.</i>
L.BYL.2.5 <u>L.BYL.2.2...</u>	<i>Renumbering.</i>

L.BYL.2.6 <u>L.BYL.2.3...</u>	<i>Renumbering.</i>
L.BYL.2.7 <u>L.BYL.2.4...</u>	<i>Renumbering.</i>
L.BYL.3 Location of the LDF	<i>Proposal to remove this statement as the amount and other details related to this restricted fund is advised upon by the GSA's Auditor and then reflected in the audited financial statements that receive feedback from GSA BFC, the GSAB, and GSA Council. Financial management of this restricted fund is provided by the GSA's Financial Advisor and receives oversight semi-annually by the GSA BFC.</i>
L.BYL.3.1 The monies associated with the LDF will be held in an interest bearing account with a term to maturity of no more than sixty (60) days.	<i>See above rationale.</i>
L.BYL.4 Size of the LDF	<i>See above rationale.</i>
L.BYL.4.1 The LDF will hold a target amount equal to \$62,000. This level is subject to periodic review.	<i>See above rationale.</i> <i>Additionally, currently there is more than \$62,000 in this restricted fund and it is recommended that the target amount of the fund not be prescribed in GSA Bylaw, as it is reviewed annually by the GSA's Auditor and the GSA BFC.</i>
L.BYL.5 Proceeds of the LDF	<i>See above rationale.</i>
L.BYL.5.1 Any interest earned by the LDF will be returned to the LDF until the LDF reaches an amount equal to its target size (stated above). Once the LDF has reached this amount, any interest earnings or proceeds from the LDF will be returned to GSA general revenue.	<i>Proposal to move statement into newly proposed L.POL.3.3, below.</i>
L.BYL.6 Access to the LDF	<i>Proposal to move this section into L.POL.4, below, to parallel the structure of current GSA Policy on the GSA Health and Dental Plan Reserve Fund.</i>

L.BYL.6.1 In order for money from the LDF to be used, the following procedures must be followed:	See above rationale.
L.BYL.6.2 The GSA Board (GSAB) must send the issue to the GSA Budget and Finance Committee (GSA BFC) and the GSA BFC must deal with the issue at its next regular meeting or within two (2) weeks of receipt of the request from the GSAB. The GSA BFC is to make its decisions based on guidelines set out in GSA Policy.	See above rationale. Additionally, the timelines for the GSA BFC to deal with recommendations to access the LDF will depend on the specific case and therefore should not be restricted to two weeks. The proposed L.POL.4.3 specifies that the GSA BFC will deal with any recommendations to access the LDF in a timely manner.
L.BYL.6.3 GSA Council must approve the use of funds.	See above rationale. Moved to L.POL.4.4, below.
GSA Policy: Legal Defence Fund	<i>Editorial.</i>
Purpose: To provide outline GSA Policy additional policies and procedure relevant related to the Legal Defence Fund.	<i>Editorial to parallel GSA Policy on the GSA Health and Dental Plan Reserve Fund.</i>
Scope: This policy expands upon procedures for <u>outlines the administration of and access to</u> the Legal Defence Fund.	See above rationale.
Related GSA Bylaw and Policy...	No change.
Related Forms...	No change.
L.POL.6 Defending the GSA in Actions Brought by Other Parties <u>L.POL.3 Administration of the Legal Defence Fund</u>	<i>Proposal to move content from current L.POL.6, L.POL.7, L.POL.8, and L.POL.9 into a single section titled 'administration'. This proposed change parallels the current GSA Health and Dental Plan Reserve Fund policy, which is divided into 'Administration of the GSA Health and Dental Plan Serve Fund' and 'Access to the HDPRF'. A parallel structure is proposed for the GSA LDF policy.</i>
<u>L.POL.3.1 To ensure prudent financial management the GSA Board (GSAB), GSA Budget and Finance Committee (GSA BFC), and GSA Council will regularly review the Legal Defence Fund (LDF) in conjunction with review of the GSA's audited financial statements.</u>	<i>New proposed statement to parallel the current policy detailing administration of the GSA Health and Dental Plan Reserve Fund. The LDF is a Restricted Fund that is reviewed regularly by the GSA BFC and is subject to annual audit which is reviewed by the GSA Board and GSA Council.</i>

L.POL.3.2 <u>The LDF is restricted funding and will be kept separate from the GSA operating budget.</u>	<i>See above rationale.</i>
L.POL.3.3 Any investment income earned by the LDF will be returned to the LDF.	<i>See above rationale.</i>
<u>L.POL.4 Access to the LDF</u>	<i>See above rationale. This new section incorporates content from previous L.POL.6, L.POL.7, L.POL.8, and L.POL.9, below, and also contains content from L.BYL.6, above.</i>
L.POL.4.1 <u>The LDF may be accessed under the following circumstances:</u>	<i>New statement to make clear the circumstances, as per GSA Policy, in which the LDF may be accessed.</i>
<u>L.POL.6 Defending the GSA in Action Brought by Other Parties</u>	<i>Moved to new L.POL.4.1.a, below.</i>
L.POL.6.1 L.POL.4.1.a <u>The LDF may be accessed to defend the GSA in actions brought forward by other parties. In the event that the GSA is served notice, and upon ascertaining being informed that the GSA's liability insurance will not cover the action, and consultation with legal counsel, the GSA Board (GSAB) will may make a recommendation make an application to the GSA Budget and Finance Committee (GSA BFC) to access the LDF. The GSA BFC will then make a recommendation to GSA Council to approve the use of funds. However, the GSA will work with its legal counsel to handle the case in the most expeditious and least costly way.</u>	<i>Editorial, to incorporate the previous L.POL.6, above, and to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, below, as this process is identical for all instances in which the GSA needs to access the fund. The GSA also has additional insurance beyond just liability insurance (ie Directors and Officers Insurance).</i>
<u>L.POL.7 Arbitration</u>	<i>Proposal to remove this section, since accessing the LDF for arbitration or filing a grievance under the Collective Agreement (CA) would not be precluded under the new L.POL.4.1.a and L.POL.4.1.b as they are broad statements.</i>
L.POL.7.1 Once a dispute arising during Collective Agreement (CA) negotiations has reached the arbitration stage, as per the CA, the Vice President Labour in conjunction with the GSA Negotiating Committee (GSA NC) will seek legal advice as to the merits of the case. Upon consultation with counsel, if it is felt that the case has merit, then the GSA NC will recommend to the GSAB that it proceed to arbitration. The GSAB will, bearing in mind confidentiality, make an application to the GSA BFC of the decision to proceed to arbitration. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the Legal Defence Fund (LDF).	<i>See above rationale.</i>

L.POL.8 Action against Other Parties by the GSA	<i>Moved to new L.POL.4.1.b, below.</i>
L.POL.8.1 <u>L.POL.4.1.b</u> The LDF may be accessed for action against other parties by the GSA. In cases where the GSAB feels that it has a legal basis and an obligation to uphold the rights of the GSA, the GSAB may investigate the possibility for of legal action. Upon consultation with <u>legal</u> counsel, if the legal opinion is that there are grounds for action, the GSAB <u>may make a recommendation</u> will make an application to the GSA BFC <u>to requesting access to the LDF.</u> The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted), through the GSAB, regarding the use of the LDF.	<i>Editorial and proposal to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, as this process is identical for all instances in which the GSAB decides it needs to apply for access to the fund.</i>
L.POL.9 Intervener Status by the GSA	<i>Editorial, as this usage of the LDF is now covered in L.POL.4.1.c, below.</i>
L.POL.9.1 <u>L.POL.4.1.c</u> The LDF may be accessed in cases where the GSAB feels that a case before the courts has the potential to set precedent that could impact graduate students <u>and wishes to assert intervener status.</u> <u>Upon consultation with legal</u> counsel, the GSAB <u>may make a recommendation</u> will make an application to the GSA BFC <u>requesting to access to the LDF.</u> The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the LDF.	<i>Editorial and proposal to move the process by which use of the LDF must be approved by the GSA BFC and GSA Council into L.POL.4.2 – L.POL.4.4, as this process is identical for all instances in which the GSAB decides it needs recommend accessing the fund.</i>
<u>L.POL.4.2</u> In making a recommendation to access the LDF, the GSAB must provide to the GSA BFC information regarding the proposed use of the LDF, including the <u>estimated amounts to be drawn down from the LDF.</u>	<i>New proposed statement to parallel the current GSA Policy detailing administration of the GSA Health and Dental Plan Reserve Fund (Section M: GSA Health and Dental Plan, GSA Policy: GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, M.POL.11.2.c).</i>
<u>L.POL.4.3</u> The GSA BFC will review the recommendation in a timely manner and make its decision based on GSA Policy on the LDF. If the GSA BFC determines <u>accessing the LDF is warranted, it will then make a recommendation to GSA Council regarding the use of the LDF.</u>	<i>Reflects the current wording in previous L.POL.6.1, L.POL.7.1, L.POL.8.1, and L.POL.9.1, and from L.BYL.6.2, above, and includes the proposal to remove the reference to the two-week deadline for the GSA BFC to respond to a recommendation, The timeline to review a recommendation would depend on the actual situation in which the LDF may need to be accessed.</i>
<u>L.POL.4.4</u> GSA Council must approve the use of funds from the LDF.	<i>No new wording: moved from previous L.BYL.6.3, above.</i>

<p><u>L.POL.4.5 In all cases, the GSA will work with its legal counsel to handle cases in the most expeditious and least costly way, and the usage of LDF funds will be reported to GSAB, the GSA BFC, and GSA Council.</u></p>	<p><i>Content moved from previous L.POL.6.1 to provide a more general statement that covers all cases where the LDF may need to be accessed.</i></p>
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Dear GSA Council Colleagues,

November 9, 2017

The attached double column proposal before you for consideration relates to proposed changes to GSA Bylaw and Policy on GSA Recognition Awards. As mentioned in the October GSA Awards Selection Committee (GSA ASC) report to GSA Council, the GSA ASC met on October 11, 2017 to discuss these proposed changes. The GSA Board also reviewed the proposed changes before you now at their October 25, 2017 meeting.

Following the adjudication of the GSA Recognition Awards in February 2017, GSA ASC members made a series of suggestions that they felt would help future adjudication processes. The proposed changes were made with these suggestions in mind and they can be summarized as follows:

- Removal of one criterion for both the Academic Staff and the Non-Academic Staff Awards that was determined to be vaguely defined and too difficult to assess.
- Removal of the Life Long Membership Award, as no applications for this award have been received in many years and it overlaps with the Academic Staff Award and the Non-Academic Staff Award. Additionally, the GSA also recognizes, during Awards Night, the significant contribution of individuals to the GSA through the GSA President's Citation.
- Clarification of a criterion for the Graduate Student Supervisor Award.

I look forward to presenting these changes to you at the November meeting of GSA Council and welcome any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Masoud Khademi'.

Masoud Khademi
GSA Vice-President External and Chair of the GSA Awards Selection Committee

Outline of Issue

Proposed Changes to GSA Bylaw and Policy: Proposed Changes to GSA Policy on the GSA Recognition Awards

Suggested Motion for GSA Council:

That the GSA Council, on the recommendation of the GSA Awards Selection Committee, **APPROVE** the proposed changes to GSA Policy on the GSA Awards, as shown in the attached double column documents and effective upon approval by GSA Council.

NOTE: The proposed changes apply to Section O: GSA Recognition Awards.

Background:

At their meeting of October 11, 2017, members of the GSA Awards Selection Committee (GSA ASC) voted to recommend the attached proposed changes to GSA Council. The attached proposal was developed following discussion with the GSA Awards Selection Committee in winter 2017.

At their October 25, 2017 meeting, members of the GSA Board reviewed the proposed changes prior to their onward transmission to GSA Council.

Please see the attached cover letter for additional information.

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a
"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."

Section O: GSA Recognition Awards, GSA Policy, Standing Committees, GSA Awards Selection Committee, Section O.POL.5.1.a

The GSA ASC will be *"consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Recognition Awards"*.

GSA Recognition Awards: Proposed Changes to GSA Policy, GSA Recognition Awards and Adjudication Criteria	
Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Policy: GSA Recognition Awards and Adjudication Criteria	<i>No change.</i>
O.POL.1 – K.POL.2.1.a	<i>No change.</i>
O.POL.2.1.b The Academic Staff Award will be adjudicated on the basis of four (4) <u>three (3)</u> criteria: excellence in support of graduate student teaching and/or research; leadership in collaboration with graduate students ; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Following feedback from the GSA Awards Selection Committee, it was determined that this criterion was vaguely defined and too difficult to assess within applications.</i>
O.POL.2.1.c ...	
O.POL.2.2 Life-Long Membership Award	<i>We have not received any applications for this award in many years and it overlaps with the Academic Staff Award and the Non-Academic Staff Award. Additionally, the GSA also recognizes, during Awards Night, the significant contribution of individuals to the GSA through the GSA President’s Citation.</i>
O.POL.2.2.a The purpose of this award is to recognize an individual who has made a significant contribution of time and effort to either society or the well being and success of graduate students at the University of Alberta. Any current or former member of the University community (any individual who participates in the activities of the University, broadly defined) is eligible for this award. The nominee must have been a member of the University community when their contribution was made. Self nominations are not accepted. Group nominations are not accepted.	<i>See rationale above.</i>

O.POL.2.2.b The Life-Long Membership Award will be adjudicated on the basis of two (2) criteria: significance of contribution to graduate students and extent of contribution to graduate students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>See rationale above.</i>
O.POL.2.2.c One (1) or more Certificate(s) of Distinction may be conferred annually.	<i>See rationale above.</i>
O.POL.2.3 – O.POL.2.3.a ...	<i>No change.</i>
O.POL.2.3.b The Non-Academic Staff Award will be adjudicated on the basis of three (2) criteria: excellence in support of graduate student teaching and/or research leadership in collaboration with graduate students; contribution to graduate student professional development ; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Following feedback from the GSA Awards Selection Committee, it was determined that this criterion was vaguely defined and too difficult to assess within applications.</i>
O.POL.2.3.c – O.POL.2.4.a ...	<i>No change.</i>
O.POL.2.4.b The Graduate Student Supervisor Awards will be adjudicated on the basis of four (4) criteria: excellence in mentoring and supervision; leadership <u>amongst their peers</u> in engaging graduate students; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Editorial, clarification of this criterion to make it easier to assess.</i>
O.POL.2.4.c – O.POL.2.5.a ...	<i>No change.</i>
O.POL.2.5.b The Graduate Student Service Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service and/or outreach activities with communities outside of the University of Alberta ; leadership in community involvement; and significance/impact of community work and/or leadership in non-academic community engagement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Editorial.</i>

O.POL.2.5.c – O.POL.2.7.a...	<i>No change.</i>
O.POL.2.7.b The Graduate Student Principal Instructor Teaching Award will be adjudicated on the basis of three (3) criteria: <u>quality of</u> teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Editorial.</i>
O.POL.2.6.c – O.POL.2.7.a	<i>No change.</i>
O.POL.2.7.b The Martha Piper Awards will be adjudicated on the basis of four (4) criteria: quality of research/ scholarly or creative activity; conference participation record (or equivalent, ie exhibition, and/or performance, or equivalent of artistic works) <u>during current program</u> ; publication record (may include or record of original artistic works produced, ie plays, compositions) <u>during current program</u> ; and overall contribution to the University of Alberta's research/ scholarly or creative community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Editorial.</i>
O.POL.2.7.c – O.POL.2.9.a...	<i>No change.</i>
O.POL.2.9.b The Graduate Student Teaching Assistant Awards will be adjudicated on the basis of three (3) criteria: <u>quality of</u> teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.	<i>Editorial.</i>
O.POL.2.9.c – O.POL.2.13.c ...	<i>No change.</i>

GSA NOMINATING COMMITTEE (GSA NoC)
GSA Appeals and Complaints Board (GSA ACB) Vice-Chair
1 NOMINEE

As set out in GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.3:

“GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.”

In recommending this nominee, the GSA NoC considered their previously conducted interview (as per GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.10.4), their experience relevant to the position of Vice-Chair of the GSA ACB, and their knowledge of fair process. The nominee has been a member of the GSA ACB since 2016.

As per GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.6.1, the mandate of the GSA ACB is as follows:

“The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding appeals of GSA Chief Returning Officer (CRO) decisions and complaints about GSA Officers and Councillors-at-Large (CALs) as allowed by Section 94(3) of the *Post-Secondary Learning Act*.”

There will be a paper ballot vote held at the Monday, November 20, 2017 GSA Council meeting.

If you and your alternate are unable to attend the Monday, November 20, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday, November 20, 2017, in order to cast your vote in advance of the GSA Council meeting.

Nominee for Vice-Chair of the GSA ACB:

1. **Benjamin Descardi-Nelson (Chemical and Materials Engineering) (until his end of term in January 2019)**

The name and biography received from the nominee is **BELOW on page 10.1**. Biographies are presented as **received** (ie not edited).

**Nominations for GSA ACB Vice-Chair (1 Vacancy for GSA ACB Members)
One (1) Nominee**

1. Benjamin Decardi-Nelson

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA ACB
---	---------

Statement of Interest: Briefly explain how your skills and experience would be an asset to your work on the committee.

My experiences serving as the Judicial Council/Committee Chairman for the Ghana Engineering Students' Association (GESA) during my undergraduate studies, a student member of the Faculty of Native Studies Appeals Committee, and a member of the GSA Appeals and Complaints Board (GSA ACB) will be invaluable to the operation of the GSA ACB. Also, aside my area of studies, I have keen interest in legal matters (law) and fairness, which align well with the mandate of the GSA ACB. These form the reasons for opting to be the Vice-Chair of the GSA ACB.

Bio: A brief description of yourself and your background.

I am an open-minded individual born in Ghana, a country located in West Africa. I moved to Saskatchewan, Canada in 2014 to study for my masters in Process Systems Engineering at the University of Regina after obtaining my bachelor's degree in Chemical Engineering in my home country. I am fluent in English and two other local languages in my homeland. I was a first-choice player in my department's soccer team and my year group because of my outstanding soccer prowess. I currently play for Fulvaso soccer club in the Edmonton indoor soccer league. While at the University of Regina, I volunteered to be an International peer adviser helping undergraduate students smoothly transition to the University environment.

Summary Resume: A brief description of your academic, professional, and volunteer work as it pertains to this position.

I am a first-year Ph.D. student in the Department of Chemical and Materials Engineering working on computer process control. I am a member of the Process Systems and Control Engineering research group headed by Dr. Jinfeng Liu. I worked on research that sought to address one of the most challenging issues facing humanity - Climate change and global warming mitigation - at the University of Regina for my master's degree. I also collaborated on research at the design lab at Rensselaer, Rensselaer Polytechnic Institute, USA during my summer break in 2011.

I have a schedule that is flexible enough to accommodate sitting on a working committee.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA ELECTIONS AND REFERENDA COMMITTEE (GSA ERC) (1 POSITION FOR A GSA COUNCIL MEMBER):
1 NOMINEE

Information regarding the position for one (1) GSA Council member was circulated on two instances, October 30, 2017 and November 10, 2017, via email to GSA Council with a deadline of November 14, 2017. One (1) nomination was received.

The GSA ERC “will advise the CRO on all matters pertaining to elections, referenda, and by-elections” (GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda, Section I.POL.20.1).

There will be a paper ballot vote held at the November 20, 2017 GSA Council meeting.

If you and your alternate are unable to attend the November 20, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday November 20, 2017, in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.

1. Yilun Wu (Physiology)

Jurisdiction:

GSA Bylaw and GSA Policy, Section I: Elections, GSA Policy, Standing Committees, GSA Elections and Referenda Committee, Section I.POL.18.2

“A total of six (6) graduate student members, including at least one (1) member of GSA Council elected by GSA Council, as voting members.”

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a

“The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

The name and biography received for the nominee (1) is BELOW on page 10.3. The biography is presented as received (ie not edited).

**Nomination for GSA ERC (1 Vacancy for GSA Council Members)
One (1) Nominee**

1. Yilun Wu

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA, FoMD Faculty Council
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Statement of Interest: Briefly explain how your skills and experience would be an asset to your work on the committee.

I have extensive experience in student organizations and governance at the University of Alberta through my undergraduate degree to my current graduate studies. I have participated and organized student organization elections for the Heart and Stroke Foudnation Students' Association and for both undergraduate and graduate physiology students' associations. I am dedicated to my work and have always been able to maintain a strong sense of neutrality and impartiality when the situation demands it.

Bio: A brief description of yourself and your background.

Born in China and immigrated to Edmonton in Jr High, I have always been involved in volunteerism and had a strong interest in science. My formal education have always revolved around biomedical sciences and I graduated in 2016 with a BSc in Honours Physiology from the department of Physiology, FoMD. Immediately after completing my BSc, I began a MSc program in the department of Physiology, FoMD. During my 5 years at the University of Alberta I have always participated in student governance from ISSS in the Faculty of science, to the Undergraduate and Graduate Physiology Students' Associations, to the FoMD Dean's advisory committee on Physiology Chair Review. I am committed to bringing more and improved services to our students and relaying important information and events to our students.

Summary Resume: A brief description of your academic, professional, and volunteer work as it pertains to this position.

I graduated with a BSc honours in Physiology at the University of Alberta and am currently working on my MSc in Physiology. I am the current departmental councillor for physiology in the GSA, and the current president of the Graduate Physiology Students' Association. I have a flexible schedule in my thesis based MSc.

I served as a member of the Granting Committee for the ISSS group for the Faculty of Science at the University of Alberta, where I demonstrated impartiality and objective judgement.

GSA NOMINATING COMMITTEE (GSA NoC)
GSA BOARD (GSAB) (1 POSITION FOR A GSA COUNCIL MEMBER):
1 NOMINEE

Radim Barta has stepped down from his position on the GSAB, leaving a vacancy for a non-voting member on the GSAB. Information regarding the position for one (1) GSA Council member was circulated on two instances, October 30, 2017 and November 10, 2017, via email to GSA Council with a deadline of November 14, 2017. One (1) nomination was received.

The GSAB is the senior administrative authority of the GSA. As set out in GSA Board Policy (GSA Board Policy, GSA Councillor Positions on the GSA Board: Responsibilities), the responsibilities of the GSA Councillor positions on the GSAB are:

1. Regular attendance at GSAB meetings, with regrets and reasons submitted to the GSA President.
2. Providing a link between the elected GSA Officers and the floor of GSA Council.
3. Participating and speaking up at GSA Council when GSAB business is discussed, from the member's own unique views.

There will be a paper ballot vote held at the November 20, 2017 GSA Council meeting.

If you and your alternate are unable to attend the November 20, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday November 20, 2017, in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

- 1. Yilina Liubaerjijin (Rehabilitation Science)**

GSA Council Member Leaving GSAB: Radim Barta (Oncology)

GSA Council Members Staying on GSAB: Kenzie Gordon (Humanities Computing), Gabriel O. Ojakovo (Music)

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.1.e
"Up to three (3) members of GSA Council elected by GSA Council as non-voting members."

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a

"The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement."

The name and biography received for the one (1) nominee is BELOW on pages 10.5 - 10.6. The biography is presented as received (ie not edited).

**Nominations for GSAB (1 Vacancy for GSA Council Members)
One (1) Nominee**

1. Yilina Liubaoerjijin

Other governance bodies you currently serve on (whether GSA or UAlberta)	N/A
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Statement of Interest: Briefly explain how your skills and experience would be an asset to your work on the committee.

I am interested in a role in the GSA council where I can be an ambassador and liaison between the members and officers of the council. My volunteer experiences with multiple health organizations during my undergraduate career has led to acquisition of skills that would complement a councillor role in the GSAB. The position interests me as I can assist in overseeing the implementation, administration, and performance of the GSA Health and Dental Plan. My previous event coordination experience has provided me various opportunities to coordinate and implement plans and to communicate with relevant stakeholders. Ultimately, I am a critical thinker, hardworking, organized and an experienced problem solver.

Bio: A brief description of yourself and your background.

I acquired my undergraduate degree in Kinesiology at the University of Alberta in 2016. During my undergraduate years, I was actively involved as a volunteer and organizer in various organizations. My hobbies include hiking and travelling as I'm always interested in seeing new things and pursuing new challenges. I have volunteered in local hospitals, neighbourhood communities, and other humanitarian organizations to give back to the community. I have learned to communicate with different populations through the volunteer experiences. In addition, volunteering with the Canadian Red Cross had provided me with different perspectives when working with vulnerable individuals and helping develop plans to improve their lives. I believe these experiences have equipped me with excellent organizing, decision making and critical thinking skills, so I am able to contribute unique but practical ideas at the GSA Council during the discussion of GSAB business.

Summary Resume: A brief description of your academic, professional, and volunteer work as it pertains to this position.

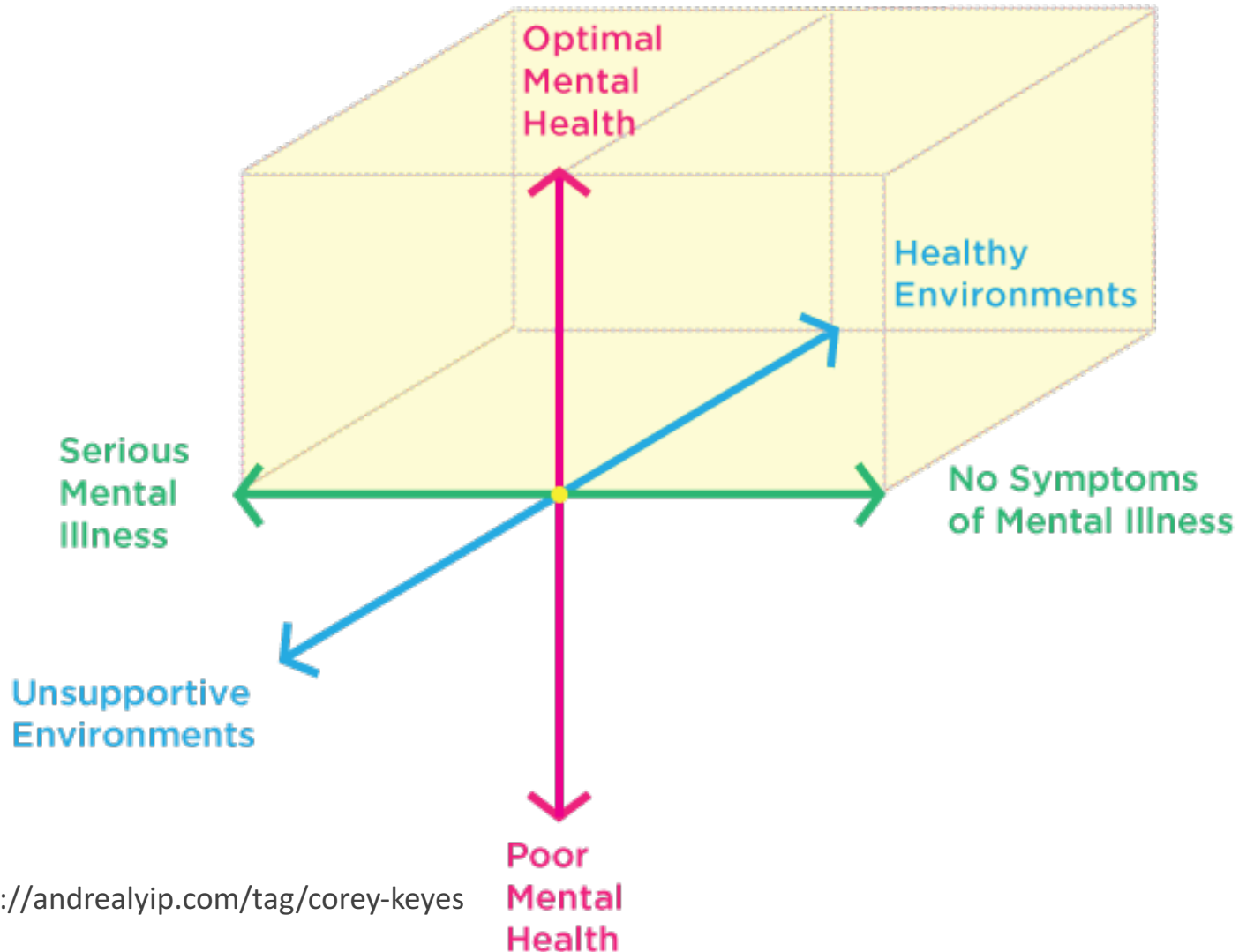
I am currently a second year masters student in the Faculty of Rehabilitation Medicine at the University of Alberta. I am working in the area of Bariatric Care and Rehabilitation Research with Dr. Mary Forhan. The focus of my research is postural control and balance during mobility in persons living with obesity. I am collaborating with multiple labs from different disciplines for this research project. Since four years ago, I have been working and volunteering in several research labs. These include the Physical Activity and Diabetes Laboratory and Physical Activity Promotion lab, both of which were at the

University of Alberta. During my undergraduate studies, I volunteered in local hospitals, humanitarian organizations and local neighbourhood community. All of these positions require excellent teamwork skills, communication skills, as well as problem solving skills. I believe my ability to adapt and working in an environment with people of different backgrounds will make me a valuable member of GSAB.

The link between graduate student funding and mental health



The mental health continuum



University of Alberta

2013 National College Health Assessment (U of A):

- 36.6% - so depressed it was difficult to function
- 50.2% - felt things were hopeless
- 8.5% - seriously considered suicide



2016 National College Health Assessment (Canada)

- 20% - Canadian post-secondary students are depressed and anxious or battling other mental health issues
- 13% - number of students saying they seriously considered suicide in the prior year

Nature 2017 Survey

Nature 2017 surveyed under 5,700 PhD students:

- 28% listed mental health as an area of concern
- 12% of all respondents said that they had sought help for anxiety or depression caused by their PhD studies

Belgium

1/3

Are at risk to develop a psychiatric disorder

1/2

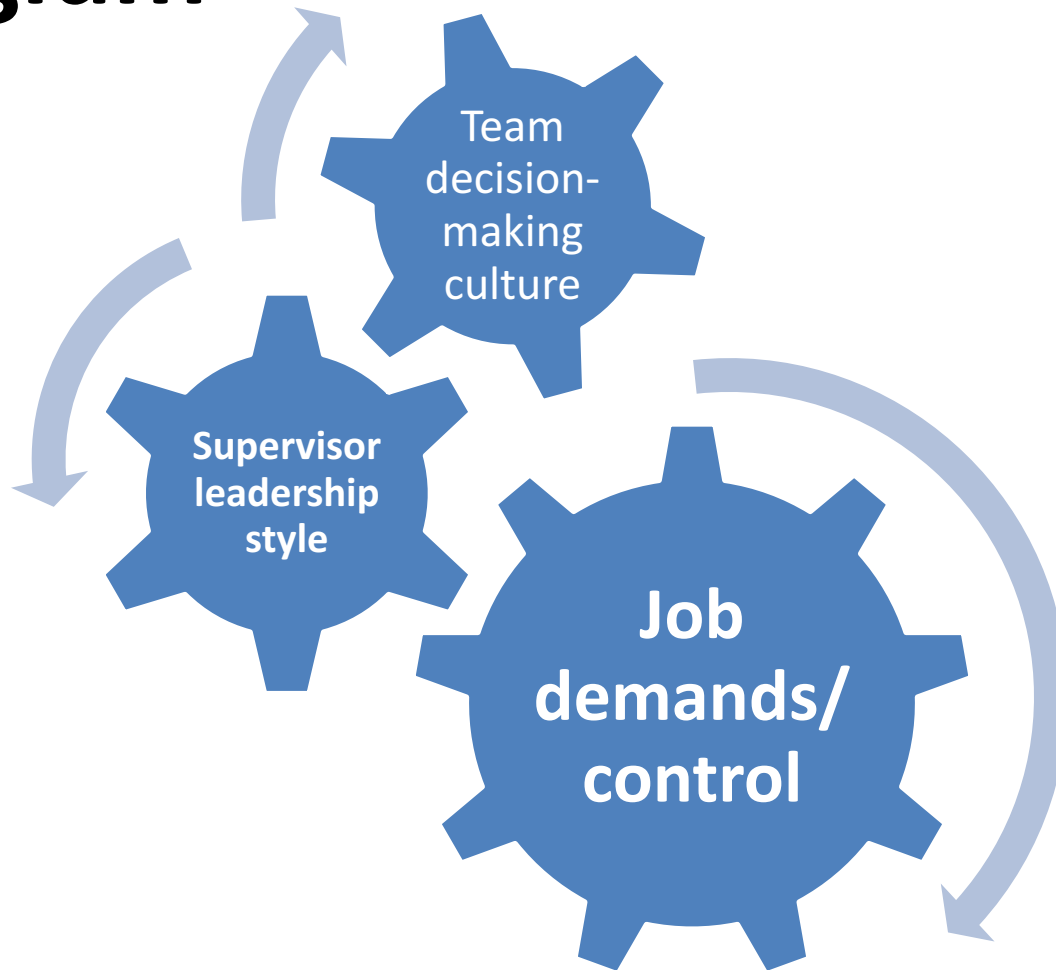
Experience psychological distress

PhD students from several Flemish universities

N = 3659

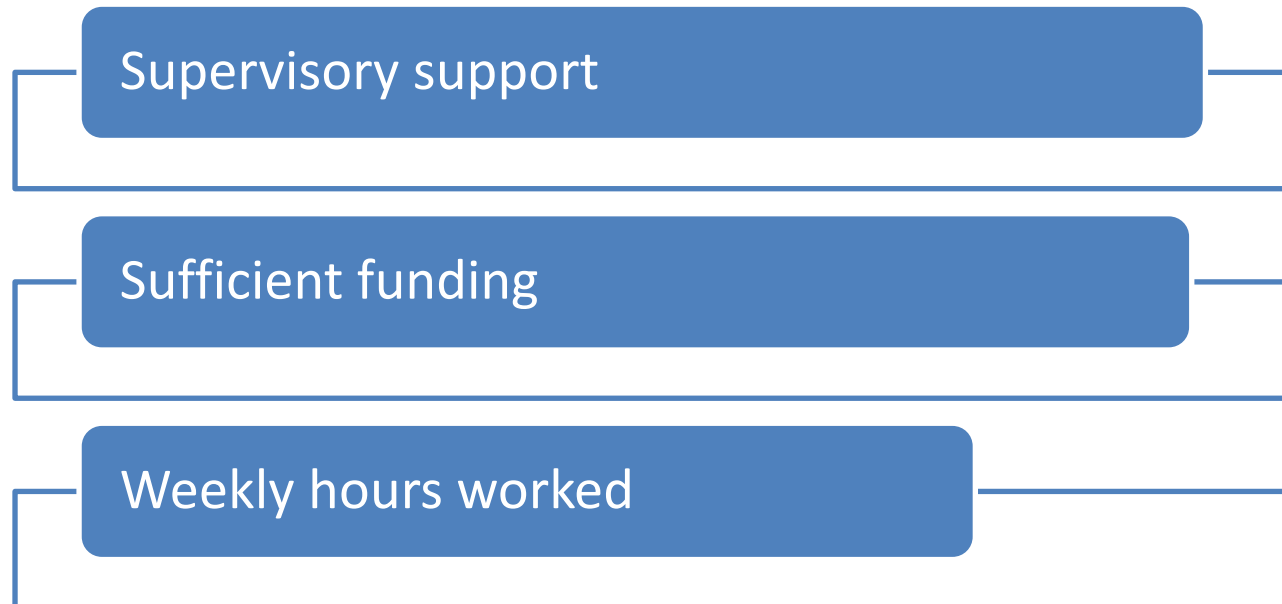
- ▶ Levecque, Katia, et al. "Work organization and mental health problems in PhD students." *Research Policy* 46.4 (2017): 868-879

Belgium



- ▶ Levecque, Katia, et al. "Work organization and mental health problems in PhD students." *Research Policy* 46.4 (2017): 868-879

Canada



Clinical and experimental Canadian psychology graduate students

N = 292

- ▶ Peluso, D. L., et al. (2011) "Depression symptoms in Canadian psychology graduate students: do research productivity, funding, and the academic advisory relationship play a role?" *Canadian Journal of Behavioural Science* 43 (2): 119.

Poland

Frequency and strength of the relationships between resources/demands and burnout/engagement identified key problem areas:

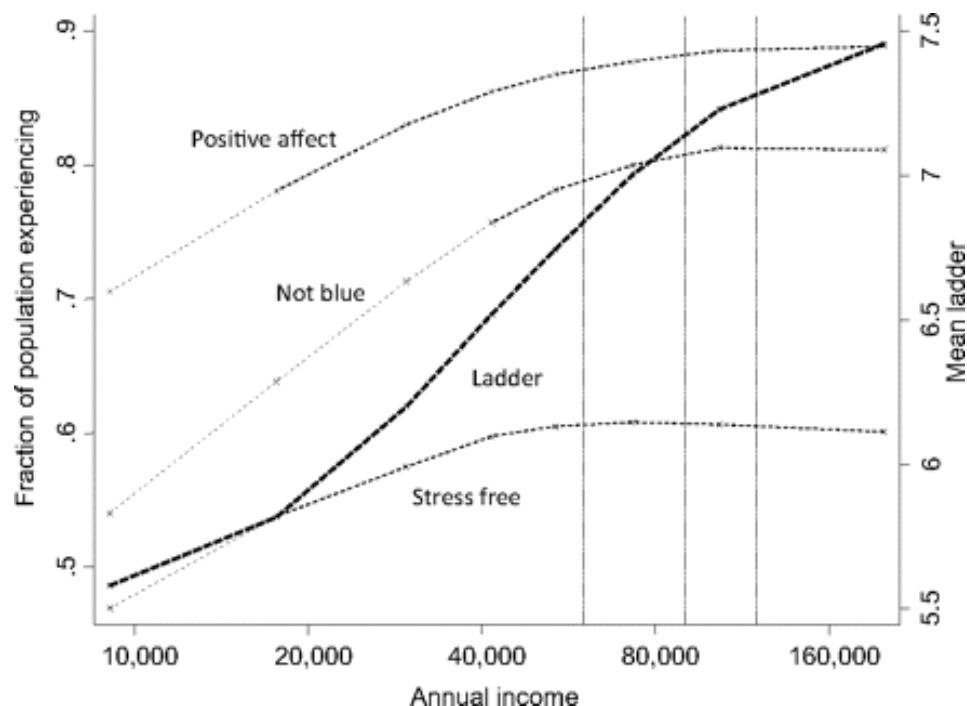
- Lack of support from their supervisor
- Role ambiguity within University structures
- **Conflict between paid work and doctoral studies**
 - Lack of remuneration for tutoring courses with students
 - Inability to take up employment
 - the use of PhD students as low-paid workers at the university
- Mandatory participation in classes as a student - unproductive use of time

PhD students from Jagiellonian University

N = 326

- ▶ Kulikowski, K., and R. Damaziak. (2017) "Contemporary University PhD programs in the eyes of doctoral students—demands and resources in the context of doctoral study programs. Research report on the opinion-based survey of doctoral students at the Jagiellonian University." *NAUKA* 2: 85 – 105.

Surprising? - No



Emotional Well-Being:

the day-to-day experiences that make life pleasant or unpleasant

- Positive affect
- Not blue
- Stress free

Evaluation of Life:

one's overall life satisfaction

- Ladder

US across states - 1,000 interviews

- ▶ Kahneman, D., and A. Deaton. (2010) "High income improves evaluation of life but not emotional well-being." *Proceedings of the national academy of sciences* 107 (38): 16489-16493.

Surprising? - No



“Low levels of household income are associated with several lifetime mental disorders and suicide attempts.”

Recommendation:

- “Policymakers need to consider optimal methods of intervention for mental disorders and suicidal behavior among low-income individuals.”

University of Alberta

~83%

Of students in non-professional grad programs are academically employed

Varies across departments, degrees, terms

Does not always sustain costs of living

Unpredictability of funding



After-Tax Low Income Measure

Low-income measures thresholds (LIM-AT and LIM-BT) for private households of Canada, 2015

Release date: September 13, 2017

Household size ¹	After-tax income	Before-tax income
1 person	22,133	25,516
2 persons	31,301	36,084
3 persons	38,335	44,194
4 persons	44,266	51,031
5 persons	49,491	57,054
6 persons	54,215	62,500
7 persons	58,558	67,508

¹

To convert to other household sizes, multiply the value in the one-person household by the square root of the desired household size.

Source: Statistics Canada, 2016 Census of Population.

Poverty line Edmonton

- “Youth not completing high school or post-secondary education and training are at increased risk of experiencing poverty. High school and post-secondary completion are steadily improving. However, Alberta still lags behind most other provinces when it comes to high school drop out rates.”
- “Alberta has one of Canada’s lowest post-secondary education participation rates. After its election, the Alberta government froze student tuition for a three-year period through the 2017-18 academic year. Doing so represents a wise investment in the province’s future since post-secondary graduates earn higher incomes and experience significantly lower unemployment.”

Conclusion

- Although specific research is lacking, there is a causal relationship between graduate student mental health and funding
- Improving the funding situation for graduate students could lessen the burden on their mental health in an already stressful academic environment

GSA President
Report to GSA Council for the November 20, 2017 Meeting

To: GSA Council
From: Babak Soltannia
Date: November 17, 2017

Dear Valued Councillors and Colleagues,

It is hard to believe that we are fast approaching the end of semester and the end of the year. I hope you had a bit of time to relax during reading week! As we passed an important day, Remembrance Day, and are approaching the December 6 National Day of Remembrance and Action on Violence Against Women, I would like to start my report by commemorating those who served the country and the 14 women killed at L'École Polytechnique in Montreal in 1989 and all women affected by violence perpetrated against them. I encourage you to come together to mark the paramount importance of these days of remembrance and action.

Moving to my report on my activities over the last month, the GSA issued a statement regarding the University's Financial Sustainability and Preliminary Budget Planning for 2018-2019, following the University's announcement on October 24. The full statement can be viewed [here](#). Briefly it states that the GSA values its productive working relationship with University administration and notes that, in collaboration with the Students' Union, we will closely monitor developments related to this issue and continue conversations with the University to ensure that student services and program quality are maintained.

An important activity for me this month, on a broader national scale, was my participation in the Canadian Association for Graduate Studies (CAGS) conference in beautiful Quebec City. This conference brought graduate deans, including Dr. Heather Zwicker, the Vice-Provost and Dean of the Faculty of Graduate Studies and Research, who generously provided financial support for the GSA's participation in this conference. Dr. Zwicker discussed the U of A's professional development initiatives, as the U of A is the first university to establish professional development requirements for graduate students. She also discussed the establishment of a mentorship academy, as an important advancement towards addressing the student-supervisor power imbalance.

At CAGS, I also had the opportunity to talk and share concerns with the leaders of many other GSAs, raise graduate student issues with the deans, and meet with Tri-Councils representatives. Several important topics were discussed, such as the extension of Tri-Council scholarships beyond the second year for domestic graduate students, the ineligibility of international graduate students to apply for Tri-Council Scholarships, preparing more welcoming campuses through supporting and including Indigenous students and other students from minority communities in graduate programs, immigration policies, student-supervisor relationships, equitable and sustainable funding packages, the existence of minimum funding packages at the University of Waterloo, University of Toronto, UBC, and Queen's University, sexual violence and campus safety, food security, and homelessness. Additionally, there was a town hall session where everyone had the opportunity to present and discuss ideas, and interact with and provide recommendations to graduate deans. I have attached a PowerPoint presentation from CAGS to my report, which provides more information about the items discussed during this town hall session. Overall, it was a very worthwhile opportunity and a fruitful conference.

My attendance at CAGS was also a great opportunity to discuss the progress on the Funding Review proposal with Dr. Zwicker. I continue to closely monitor the advancement of this proposal, and will keep you posted.

Masoud and Royle continue monitoring and addressing residences issues, and are continuing to work closely with the Nursing practicum students placed at Michener Park on the development of the transit usage survey. More

detailed information about this project can be found in Masoud's report to GSA Council. In addition to Collective Agreement bargaining, Sasha continues to participate in the FGSR Parent Link project and the Student Parent Project.

We continue to host monthly coffee breaks for graduate students to give them a break from their studies. At our November 24 Coffee Break, we will be partnering with Unitea, which is a program launched in Fall 2016 to connect students in order to foster open communities and social interaction.

Finally, we recently began our annual Early Call for Talent and Training program, which provides training and information to graduate students considering running for Directly-Elected Officer positions with the GSA. Each year, as per GSA Policy, the GSA Nominating Committee is charged with the responsibility of actively seeking out graduate students for the positions of GSA President, Vice-President Academic, Vice-President Labour, Vice-President Student Services, and Vice-President External. The program commenced with 20 interested graduate students attending a Get-to-Know Dinner on October 25, and is now continuing with a series of training sessions. The GSA depends on graduate students willing to serve in these positions and, while we have several students who have been eagerly attending the various sessions, we really hope more students will consider getting involved.

As always, I will be more than happy to answer any concerns or questions you may have, and also to be of assistance.

Warmest regards,
Babak

Please find below a list of meetings I attended between October 23, 2017 and November 20, 2017. The meetings were accurate at the time of printing.

October 25	GSA Budget and Finance Committee (GSA BFC)
October 25	Meeting with Marina Banister, Students' Union (SU) President
October 25	General Faculties Council Academic Planning Committee (GFC APC)
October 25	GSA Early Call Dinner
October 26	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
October 26	General Faculties Council Campus Law Review Committee (GFC CLRC)
October 26	Meeting with Andre Costopoulos, Dean of Students
October 26	Managing Up Series
October 26	Meeting with Steve Dew, Provost, Provost and Vice-President (Academic)
October 27	United Way Plasma Car Rally
October 30	Meeting with Robin Everall, Associate Dean of the Faculty of Graduate Studies and Research (FGSR)
October 30	General Faculties Council (GFC)
November 1	Public Interest Alberta Post-Secondary Education Meeting
November 6	Breakfast with Myer Horowitz, Former UAlberta President
November 6	Meeting with the Office of the Ombuds and the Postdoctoral Fellows Association (PDFA) re: Family Friendly Campus
November 6	GSA Directly-Elected Officer (DEO) Dinner
November 7-9	Canadian Association for Graduate Students (CAGS) Conference
November 15	Meeting with the MPRA
November 20	GSA Early Call Strategic Work Plan and Active Issues
November 20	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting

Issues Affecting Grad Students

Student-Dean Discussion

November 9, 2017

Themes for Improving the Grad Student Experience

- ▶ Student-supervisor relationships
- ▶ Funding
- ▶ International student experiences and concerns
- ▶ Mental Health and Wellness

Student-Supervisor Relationships

- ▶ lack of accountability
- ▶ supervision power imbalance
 - ▶ ie. inability to provide timely feedback
 - ▶ ie. unclear expectations
- ▶ lack of guidelines surrounding intimate relationships
 - ▶ ie. harassment and discrimination

Student-Supervisor Recommendations

- ▶ Compulsory mentorship training for incoming faculty, renewal every 5 years
- ▶ Standard supervisory relationship agreements upon selection
- ▶ 3rd party academic advisor (external to respective department)
- ▶ Prevention, policy, and response

Funding

- ▶ Tri-Agency student funding
 - ▶ international students ineligible
 - ▶ merit based on grades vs actual work (ie publications)
- ▶ Internal and External Funding
- ▶ Unsustainable funding
 - ▶ Financial precarity - food insecurity, homelessness, access to medical care
 - ▶ funding pay schedules (ie September)

Funding Recommendations

- ▶ Sustainable, equitable funding packages, clearly communicated to students in advance
- ▶ Guaranteed minimum funding above the respective provincial poverty line
- ▶ lobbying government parties to establish an equitable standard of funding across institutions

International Student Experiences and Concerns

- ▶ Health insurance
- ▶ language supports
- ▶ lack of funding and scholarship opportunities
- ▶ obtaining study permits
- ▶ permanent residency and immigration
- ▶ discrimination
- ▶ work hours

International Student Recommendations

- ▶ Publish fee structure and total costs associated with being a graduate student
- ▶ Sustainable, equitable funding packages, clearly communicated to students in advance
- ▶ Training for faculty and staff on intercultural competencies
- ▶ University wide strategy to support transitions and better integrate students, specifically regarding academic and research integrity
- ▶ Improve transfer of credits and knowledge
- ▶ Advocate for the re-integration of International Students into provincial public health care systems

Mental Health and Wellness

- ▶ Need to create more welcoming environments for all students (indigenization of campuses, accessibility, accommodations)
- ▶ Stress and increase in expectations - courses, publications (publish or perish), work-life balance (partners, kids, more health issues)
- ▶ Onset of mental illnesses
- ▶ Isolation
- ▶ Sexual violence and campus safety (physical and mental)
- ▶ Food security
- ▶ Homelessness

Mental Health and Wellness Recommendations

- ▶ Creating specific mental health services for international graduate students
- ▶ Address graduate student mental health separately from undergraduate students - training for disclosures of mental health, appropriate accommodations
- ▶ Providing community and alternative care options
- ▶ Central funding for Mental Health and Wellness services
- ▶ Joint advocacy to lobby provincial governments for mental health resources
- ▶ Ensure policy conducive to mental well being

**GSA Board (GSAB)
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
 From: Courtney Thomas, Executive Director; Julie Tanguay, Acting Executive Director and Acting Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Lisa Hareuther, Assistant Director
 Date: November 17, 2017

The GSAB reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 22.1 - 22.4.

25 October 2017 GSA Board Meeting

Main Agenda Items:

Proposed Changes to GSA Policy on GSA Recognition Awards; and GSA Statement on University Budget Planning for 2018-2019.

Motions and Agreements:

That the GSA Board, **FOR INFORMATION AND PRIOR TO ONWARD TRANSMISSION TO GSA COUNCIL**, the recommended proposed changes to GSA Policy on the GSA Awards, as shown in the attached double column documents and effective upon approval by GSA Council. BS **MOVED**. SvK Seconded. **CARRIED**.

1 November 2017 GSA Board Meeting:

Main Agenda Items:

GSA 2017-2018 Fall Term Financial Report; and Graduate Student Mental Health Power Point Presentation.

Motions and Agreements:

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

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

Members discussed **GFC**.

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

8 November 2017 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan: Annual Claims Report 2016-2017; and International Week: Request for an External Grant.

Motions and Agreements:

That the GSA Board **RECEIVE FOR INFORMATION** the attached Annual Claims Report 2016-2017, as prepared by Studentcare. RF **MOVED**. SvK Seconded. **CARRIED**.

That the GSA Board **APPROVE** an external grant of \$800 for International Week 2018, as requested in the attached letter from the Director, Global Education, UAI. FK **MOVED**. SvK Seconded. **CARRIED**.

15 November 2017 GSA Board Meeting

Main Agenda Items:

Meeting reports

Motions and Agreements:

Members **AGREED** to approve the Agenda of November 15, 2017, which had been previously distributed, after the addition of the "Learning Outcomes Retreat" to FK's Meeting Reports. FK **MOVED**. SvK Seconded. **CARRIED**.

**GSA Budget and Finance Committee
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Babak Soltannia
Date: November 17, 2017

Dear Council Colleagues,

On October 25, the GSA Budget and Finance Committee (GSA BFC) met to review the GSA's Fall Term Financial Report. The report is before you and I encourage you to read the associated cover letter and the statements themselves for additional information, in advance of the GSA Council meeting on November 20.

The next GSA BFC meeting will be held on November 28 as it begins the process of developing the operating budget for next year.

I am happy to answer any questions.

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

**GSA Vice-President Academic
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Firouz Khodayari
Date: November 17, 2017

Dear Council Colleagues,

It has been a cold November so far, let us handle it by warming each other's hearts. As Vice-President Academic, I have attended several meetings and been involved with various discussions during the last month; I share the highlights with you in this report.

Faculty of Graduate Studies and Research Supervision and Examinations Policy

The proposed revisions to the existing supervision and examination policy was approved by the General Faculties Council (GFC), and the new policy will be effective by July 1, 2018. The changes will be published in the 2018-2019 Calendar. The GSA completed a comprehensive consultation on the revisions with the GSA Council and graduate students last year. Some feedback was received and implemented in the proposal before the final approval. The changes will increase the fairness and transparency around supervision and thesis examinations.

Peter Lougheed Leadership College (PLLC)

President Turpin has asked everyone in the community to think about the opportunities that the PLLC can bring to the University and how it can have a role as an umbrella to the leadership initiatives at the University of Alberta. If you have any ideas or thoughts on this, you can contact the Office of President. If you would like to talk about this topic you can also always contact me directly.

U School

U School is a program run by the University of Alberta Senate that aims to introduce and connect students in grades 4 through 9 from Indigenous and rural communities to the University of Alberta. U School is currently looking for graduate students to share their research, and they are open to all ideas. In terms of format, they are interested in presentations similar to the 3-minute thesis presentations, but with more elaboration. The goal is to get the children interested in post-secondary education. Participation in this program can help you develop your public speaking skills, and practice presenting your research in an accessible manner for non-academic audience.

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

Thanks,

Firouz Khodayari, GSA Vice-President Academic

13.1

Please find below a list of meetings I attended between October 23, 2017 and November 20, 2017. The meetings were accurate at the time of printing.

October 25	Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC)
October 25	GSA Early Call Dinner
October 26	Meeting with Heather Zwicker, Vice-Provost and Dean of the Faculty of Graduate Studies and Research (FGSR)
October 26	General Faculties Council (GFC) Caucus
October 30	Mandatory Non-Instructional Fees (MNIF) Oversight Committee Meeting
October 30	Meeting with Michaela Mann re: Emerging Leaders Program
October 30	Meeting with Robin Everall, Associate Dean of the Faculty of Graduate Studies and Research (FGSR)
October 30	General Faculties Council (GFC)
November 6	Breakfast with Myer Horowitz, Former UAlberta President
November 6	GSA Directly-Elected Officer (DEO) Dinner
November 7	Vice-Provost and Chief Librarian Selection Committee
November 7	Centre for Teaching and Learning (CTL) Advisory Committee
November 9	UAlberta Campus Forum on Financial Sustainability Initiatives
November 14	Learning Outcomes Retreat
November 20	GSA Early Call Strategic Work Plan and Active Issues
November 20	General Faculties Council Executive Committee (GFC Exec)

**GSA Vice-President External
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Masoud Khademi
Date: November 17, 2017

Dear Council Colleagues,

Wow, it is November, and I cannot believe how fast this year has gone! As we are heading into the end of semester, I hope you have had a chance to relax a little bit during the long weekend and reading week, and have enjoyed the first heavy snow of the season. And for those of you who still have some midterm exams to take, I wish you all luck.

In the past month, I attended several meetings with respect to different elements of graduate student residences. In my meeting with the SU VP Student Life, Ilya Ushakov, we discussed the strategies and procedures that needed to be taken for streamlining the fee collection from graduate students for residents' associations. In the Council of Residence Associations (CORA) meeting, the process of fee dispersion and opt-out options for different residence associations were discussed. In addition, during a meeting with the Michener Park Residence Association (MPRA) Executives, Babak and I discussed residence association fee related matters.

The other meeting that I attended last month was the Residence Advisory Committee (RAC). In this meeting, Janice Johnson, Assistant Dean of Students, discussed creating a working group to address the space usage in residences, and suggested developing a Memorandum Of Understanding between residence associations and residence services to address space usage. She also suggested discussion the composition of this working group at the next CORA meeting.

I also attended two Residence Budget Advisory Committee (RBAC) meetings. In one of these meetings, a detailed presentation on hospitality and guest accommodation services was given. In the other meeting, the range of services and programing offered through the Augustana Residence was discussed. Finally, the preliminary draft of the budget for the residences' meal plans and rent for the upcoming year were discussed.

In early November, I also attended the GFC Academic Planning Committee (GFC APC), where two new programs (course-based MA in History of Art, Design and Visual Cultural and combined MSc in Physical Therapy/PhD in Rehabilitation Science) were approved. Steven Dew, Provost and Vice-President (Academic), also discussed the new financial sustainability plan that the university will be implementing.

At the Dean of Students' Advisory Committee (DAC) meeting, the format and timing of the next year's new student orientations were discussed. Additionally, the Dean of Students, Andre Costopoulos, discussed the university preliminary budget planning and how reductions in the operating budget could impact administrative units.

Throughout October, Royle and I worked with the nursing practicum students to provide suggested edits and additions to the survey they developed to track transit usage between Michener Park and the U of A campus. The nursing students then piloted this survey with some residents, to gather any feedback on the format and questions included in the survey.

Finally, in November, the GSA Awards Selection Committee (GSA ASC) finished the adjudication of the Alberta Graduate Citizenship Award. For more details, please refer to Item the GSA ASC report to GSA Council.

If you need more information or have any questions regarding the meetings that I have attended this past month, do not hesitate to contact me.

Sincerely,
Masoud Khademi, GSA Vice-President External

14.1

Please find below a list of meetings I attended between October 23, 2017 and November 20, 2017. The meetings were accurate at the time of printing.

October 25	Meeting with Ilya Ushakov, SU Vice-President Student Life
October 25	Council of Residence Associations (CORA)
October 26	Residence Budget Advisory Committee (RBAC)
October 27	Residence Advisory Committee (RAC)
October 27	GSA Coffee Break
October 30	Meeting with Robin Everall, Associate Dean of the Faculty of Graduate Studies and Research (FGSR)
November 6	Breakfast with Myer Horowitz, Former UAlberta President
November 6	GSA Directly-Elected Officer (DEO) Dinner
November 7	Meeting with Katherine Husing, Associate Vice-President (Facilities and Operations), Ancillary Services, and Janice Johnson, Assistant Dean of Students, Residences
November 7	GSA Awards Selection Committee (GSA ASC)
November 8	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Communications Meeting
November 8	GFC Academic Planning Committee (GFC APC)
November 8	Dean of Students' Advisory Committee (DAC) Meeting
November 9	Residence Budget Advisory Committee (RBAC)
November 13	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Meeting
November 15	Meeting with Michener Park Residence Association (MPRA)
November 18	Alumni Council Retreat
November 20	GSA Early Call Strategic Work Plan and Active Issues
November 20	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting

**GSA Awards Selection Committee (GSA ASC)
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Masoud Khademi
Date: November 17, 2017

Dear Council Colleagues,

The GSA Awards Selection Committee (GSA ASC) is responsible for adjudicating applications for the Government of Alberta Graduate Citizenship Award (AGCA) on behalf of the province. As was reported last month, the deadline for the GSA to receive AGCA applications was October 16, 2017. The GSA received 123 applications, down from the 140 received in 2016 but on par from the 123 received in 2015.

The members of the GSA ASC adjudicated these applications and, at their meeting of November 7, 2017, voted to recommend twenty nominees to the government. The list of nominees was provided to the Government of Alberta on November 14, 2017.

The names forwarded to the government for the 2017 AGCA are (note that recipients will be officially notified by the government in December):

Maryam Aghajamali	Danika Jorgensen-Skakum
Laurent Albrecht	Erin McCabe
Karl Berendt	Valerie Miller
Samantha Blais	Sneh Monga
Antonio Bruni	Christina Poletto
Chen Chen	Babak Soltannia
Kushmol Dhaliwal	Robyn Stobbs
Clara Fallone	Gabrielle Warner
Jacqueline Filipek	Prabjot Warring
Juanita Gnanapragasam	Andrew Woodman

Congratulations to those listed above and thank you to GSA ASC members for their hard work.

Best,
Masoud Khademi, GSA Vice-President External and Chair of the GSA Awards and Selection Committee

**GSA Vice-President Labour
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: November 17, 2017

Dear Council Colleagues,

The wonderful white winter landscape of Edmonton has returned, and I love it. My bicycle loves it a little less when I'm plowing it through the snow, so it's a good thing a bicycle can't complain.

I helped a lot of students this month navigate the benefits they have access to through the Graduate Student Assistantship Collective Agreement. I have also had some in-depth conversation with FGSR and the Provost's Office regarding some confidential labour cases, and I hope that changes or actions from these conversations will be forthcoming.

For the mental health part of my portfolio, I have been meeting a lot with the Dean of Students Office, through meetings with the Suicide Prevention Steering Committee, the Sexual Assault Response Implementation Committee, the Student Homelessness project and the Student Parents project. We are still mostly discussing the scope of these projects and the organization of the committees, but it looks like when all these pieces are in place, people can hit the ground running. A lot of the research behind these projects has already been done and I anticipate the workflow will be smooth. As the graduate student representative on these committees, I ensure that a graduate student perspective is taken into account when decisions are made.

For the Student Parents projects I have also been meeting with the Post-Doctoral Fellows Association and the Ombuds Service, to keep them updated. We will jointly work to advocate for the voice of graduate student and post-doctoral fellow parents on campus.

I also met with the Friendship Bench Committee, an initiative to have more Friendship Benches installed across our campuses. Friendship Benches are the yellow benches located in the atrium in front of Rutherford Library. Both the Faculties and the University are really interested in the project.

I also worked on the Graduate Student Mental Health and Funding presentation, which I will present to you during this GSA Council meeting.

Finally, I wanted to bring your attention to World Hello Day. It's celebrated on campus on Tuesday November 21st, and there will be various activities on campus, including anonymous letter writing. Please see our newsletter or the [Days of Action](#) website, for information. Also, in the same theme, Unitea will host the GSA Coffee Break on November 24th and we will have some fun activities then as well!

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

Thanks,

Sasha van der Klein, GSA Vice-President Labour

15.1

Please find below a list of meetings I attended between October 23, 2017 and November 20, 2017. The meetings were accurate at the time of printing.

October 24	Student Parent Project Committee Meeting
October 24	Meeting with the Office of the Provost
October 25	GSA Budget and Finance Committee (GSA BFC)
October 25	GSA Early Call Dinner
October 26	Meeting with Andre Costopoulos, Dean of Students
October 26	Managing Up Series
October 27	ACCESS Steering Committee
October 30	Meeting with Robin Everall, Associate Dean of the Faculty of Graduate Studies and Research (FGSR)
October 31	Meeting with a Graduate Student
October 31	Meeting with a Graduate Student Group
October 31	Homeless Student Campus Project Meeting
November 1	Meeting with a Graduate Student
November 2	GSA Early Call Services 101
November 2	Meeting with a Graduate Student
November 3	Sexual Assault Response Implementation Committee (SARIC) Steering Committee
November 6	Breakfast with Myer Horowitz, Former UAlberta President
November 6	Meeting with the Office of the Ombuds and the Postdoctoral Fellows Association (PDFA) re: Family Friendly Campus
November 6	Friendship Bench Committee Meeting
November 6	GSA Directly-Elected Officer (DEO) Dinner
November 7	GSA Awards Selection Committee (GSA ASC)
November 8	Meeting with a Graduate Student
November 9	Unwind Your Mind Collective Working Group Meeting
November 9	Suicide Prevention Implementation Committee
November 14	Meeting with a Graduate Student
November 15	Days of Action Committee
November 15	GSA Labour 101
November 17	GSA Early Call Services 101
November 20	GSA Early Call Strategic Work Plan and Active Issues

**GSA Negotiating Committee (GSA NC)
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: November 17, 2017

Dear Council Colleagues,

On October 24, 2017, graduate assistants were asked to vote on the bargaining priorities and goals to confirm the mandate of the GSA Negotiating Committee going into negotiations with the University for the Graduate Student Assistantship Collective Agreement. Graduate assistants had until October 26, 2017 to cast a vote. The bargaining priorities and goals were approved by a vast majority.

These bargaining priorities and goals were then used to finalize the Opening Position, which was sent to the University on October 31, 2017.

I am happy to answer any questions.

Respectfully,
Sasha van der Klein, GSA Vice-President Labour and Chair of the GSA NC

**GSA Vice-President Student Services
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Royle Feng
Date: November 17, 2017

Dear Council Colleagues,

With the dancing snowflakes, we are ushering in a lovely winter season again. When you feel fatigued from sitting in front of your office computer, please step outside and enjoy the winter. For myself, I was quite busy this month and was mainly involved in the following activities:

During the Campus Food Bank (CFB) 25 Year Celebration Event Steering Committee meeting, the CFB Executive Director indicated he will continue to work closely with the GSA, the Students' Union and the Office of the Dean of Students to celebrate the CFB's 25th anniversary from November 27 to 30. Lots of interesting and meaningful activities are planned. As an organization serving mostly students, the CFB really hopes students can join them to celebrate and to support students facing food insecurity. You can learn more details from the CFB's Facebook page and from the posters and advertisements on campus.

During the General Faculties Council Committee on the Learning Environment meeting, the Dean of Students updated members on the University's proposed revisions to its Student Group Policies and he noted that they were still under discussion, and that when the changes were approved they would be sent to those who had brought forward questions or concerns. Then two items, Open Educational Resources and Experiential Learning, were presented and discussed extensively. Both of these initiatives were welcomed by all committee members and many constructive suggestions were made to these items.

During the meeting that the GSA Directly-Elected Officers (DEOs) had with Robin Overall, Associate Dean of the Faculty of Graduate Studies and Research, I emphasized that the CFB has served a lot of students on campus and noted that, in order to collect more detailed data on usage effectively and efficiently, a new database will soon be introduced.

At the U-Pass Administrative Committee meeting, I shared new updates regarding the transit usage survey developed by the Nursing practicum students for Michener Park residents. Masoud also outlines the development of this survey in his report.

Additionally, I am excited to report that this year's United Way Campaign has achieved great success.

Last but not least, the GSA DEOs had a breakfast with Myer Horowitz, a former President of the University of Alberta. It was a nice discussion and I learnt a lot from Myer's experiences.

Best regards,

Royle

Please find below a list of meetings I attended October 23, 2017 and November 20, 2017. The meetings were accurate at the time of printing.

October 25	GSA Early Call Dinner
October 26	Meeting with Andre Costopoulos, Dean of Students
October 26	Campus Food Bank 25 Year Committee Meeting
October 27	GSA Coffee Break
October 28	Campus Food Bank Trick or trEAT Door-to-Door Volunteering
October 30	Mandatory Non-Instructional Fees (MNIF) Oversight Committee Meeting
October 30	Meeting with Robin Overall, Associate Dean of the Faculty of Graduate Studies and Research (FGSR)
November 1	General Faculties Council Committee on the Learning Environment (GFC CLE)
November 2	United Way Campaign Committee Meeting
November 6	Breakfast with Myer Horowitz, Former UAlberta President
November 6	GSA Directly-Elected Officer (DEO) Dinner
November 9	Campus Food Bank 25 Year Anniversary Meeting
November 15	Campus Open Spaces Advisory Committee
November 16	U-Pass Administrative Committee Meeting
November 16	Campus Food Bank Board Meeting
November 17	GSA Early Call Services 101
November 20	GSA Early Call Strategic Work Plan and Active Issues

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Radim Barta
Date: November 17, 2017

Dear Council Colleagues,

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

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

Sincerely,

Radim Barta, Chair of the GSA NoC

Early Call for Talent and Training

GSA Bylaw and Policy states that “GSA NoC will be proactive in seeking out potential candidates for all Directly-Elected Officer (DEO) and Council-Elected Officer positions” (Section E: Nominating, GSA Policy, Nominating, Section E.POL.1.5). It also states that:

“The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During Early Call, graduate students interested in running for elected office are invited to a get-to-know event and are encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the DEO portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of the GSA as a corporate entity and for the carrying out of fiduciary duties” (Section E: Nominating, GSA Policy, Nominating, Section E.POL.7.7)

The training program (with a total of 5 different sessions) is currently ongoing. As GSA Council members are aware, engagement from graduate students is key to the success of the GSA, and so I encourage all members of GSA Council to share this information with their colleagues and to please contact gsanomco@ualberta.ca if you seek further information.

GSA Standing Committees

1) GSA Board (GSAB) (1 Non-Voting Councillor Position)

Information regarding the position for one (1) GSA Council member was circulated on two instances, October 30, 2017 and November 10, 2017, via email to GSA Council with a deadline of November 14, 2017. One (1) nomination was received. There will be a paper ballot vote. **See Item 10b – Nominees for GSA Board.**

2) GSA Elections and Referenda Committee (GSA ERC) (1 GSA Council Member)

Information regarding the position for one (1) GSA Council member was circulated on two instances, October 30, 2017 and November 10, 2017, via email to GSA Council with a deadline of November 14, 2017. One (1) nomination was received. There will be a paper ballot vote. **See Item 10a – Nominees for GSA ERC.**

3) GSA Appeals and Complaints Board (GSA ACB) (2 GSA Councillor Positions, and GSA ACB Chair and Vice-Chair)

Information regarding the position for two (2) GSA Council members was circulated on two instances, October 30, 2017 and November 10, 2017, via email to GSA Council with a deadline of November 14, 2017. No nominations were received, so these vacancies will be advertised again. There are also vacancies for the positions of GSA ACB Chair and GSA ACB

Vice-Chair. As per GSA Bylaw and Policy, "GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair" (Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.3). Members of GSA ACB were informed of these vacancies via email on November 3, 2017 and were invited to submit nominations by November 14, 2017. No nominations were received for the position of GSA ACB Chair; one (1) nomination was received for the position of GSA ACB Vice-Chair. GSA NoC recommends that **Benjamin Decardi-Nelson (Chemical and Materials Engineering)** be elected to serve as GSA ACB Vice-Chair for the remainder of his current term on GSA ACB, ending in January 2019. **See Item 10 – Nominee for GSA ACB Vice-Chair.**

External Committees

1) Science Faculty Council (1 Faculty of Science Graduate Student)

This position was advertised in the October 20, 2017 GSA newsletter with a nomination deadline of October 25, 2017. One (1) nomination was received. **Ryan Millar (Earth and Atmospheric Science)** was elected to serve on Science Faculty Council.

2) General Faculties Council (GFC) (4 Graduate Student Positions)

These positions were advertised in the GSA newsletters of October 20 and October 27, 2017 with a nomination deadline of November 1, 2017. One (1) nomination was received. **Linzy Bohn (Psychology)** was elected to serve on the GFC. The remaining three (3) positions were advertised in the GSA newsletter of November 3, 2017 with a nomination deadline of November 9, 2017. Three (3) nominations were received. **Erica Chang (Surgery), Heidi Cossey (Environmental Engineering), and Gautam Gaur (Agricultural, Food and Nutritional Sciences)** were elected to serve on the GFC.

3) Shell Enhanced Learning Fund (SELF) Selection Committee (1 Engineering, Science, or Business Graduate Student Position)

This position was advertised in the GSA newsletters of October 20 and October 27, 2017 with a nomination deadline of November 1, 2017. Three (3) nominations were received. **Anthony Owolabi (MBA)** was elected to serve on the SELF Adjudication Committee

4) Festival of Teaching and Learning (FoTaL) Steering Committee (1 Graduate Student Position)

This position was advertised in the GSA newsletters of October 20 and October 27, 2017 with a nomination deadline of November 1, 2017. One (1) nomination was received. **Mostafa Tawfeek (Civil and Environmental Engineering)** was elected to serve on the FoTaL Steering Committee.

5) University of Alberta Museum Policy and Planning Committee (1 Graduate Student Position)

This position was advertised in the GSA newsletters of November 3 and November 9, 2017 with a nomination deadline of November 15, 2017. Three (3) nominations were received. The name of the student elected by GSA NoC will be reported in the next report to GSA Council.

Current Vacancies

1) Learning Technologies Advisory Committee (1 Graduate Student Position)

This position was advertised in the GSA newsletter of November 9, 2017 and will be advertised again in advance of the nomination deadline of November 22, 2017.

2) ONEcard Student Advisory Group (1 Graduate Student Position)

This position was advertised in the GSA newsletter of November 9, 2017 and will be advertised again in advance of the nomination deadline of November 22, 2017.

3) Teaching and Learning Enhancement Fund Selection Committee (1 Graduate Student Position)

This position was advertised in the GSA newsletter of November 9, 2017 and will be advertised again in advance of the nomination deadline of November 29, 2017.

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Leigh Spanner
Date: November 17, 2017

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met on November 7, 2017, to continue planning the 2018 GSA General Election.

At this meeting, the GSA ERC reviewed and advised the Chief Returning Officer (CRO) on the draft Directly-Elected Officer and Councillor-at-Large nomination forms, and the 2018 GSA General Election draft ballot and voting instructions. GSA ERC members reviewed voter turn-out statistics from other Canadian student associations and continued discussing ways to increase voter turn-out during the 2018 General Election. Finally, the GSA ERC reviewed and approved questions to ask candidates during the 2018 GSA General Election Forum.

At their next meeting on November 23, the GSA ERC will continue their work on the 2018 GSA General Election, and will review the All-Candidates Meeting agenda and the various communications for the 2018 GSA General Election that the CRO will send to graduate students.

I am happy to answer any questions.

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

**GSA Executive Director
Report to GSA Council for the November 20, 2017 Meeting**

To: GSA Council
From: Courtney Thomas and Julie Tanguay
Date: November 17, 2017

Dear GSA Council Members,

Firstly, as was reported last month, the annual Early Call for Talent and Training, led by the GSA Nominating Committee, is now underway. The Get-to-Know Dinner was held on October 25 and 20 graduate students attended. Since the dinner we have offered many sessions to Early Call participants on subjects such as governance, the GSA's budget, and GSA Council. The sessions are ongoing for the next few weeks. Anyone interested in participating is invited to contact gsanomco@ualberta.ca.

Secondly, the Fall Term Financial Report was circulated to GSA Council this month. The budget is on track and there are no concerns to report.

As always, the detailed weekly reports from the management team to the GSA Board are attached for your review.

We will be happy to answer any questions.

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

Management Report to the GSA Board, October 25, 2017

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on October 11, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; work associated with the bargaining process; GSA Council second mailing; preparations for and follow-up from meetings; GSA Governance Committee vote on editorial changes; research on exams deferral; supporting Departmental GSA elections; work associated with the Early Call for Talent and Training; and forward planning for the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes; and various editorial changes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Receipt of applications for the Alberta Graduate Citizenship Award and assistance with preparing for adjudications by the GSA Awards Selection Committee.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Shell Enhanced Fund Selection Committee, Festival of Teaching and Learning Steering Committee, Science Faculty Council, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Awards and Selection Committee, and GSA Board).
- Planning for the Winter Orientation.
- Transfer of content to Sitecore 3.
- Facebook = 1070 likes (up 10 from October 11); Facebook posts reached 798 users this week and our "post engagement" count was 87. Twitter = 794 followers (up 4 from October 11); our tweets earned 2,000 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$35,337.29	28	116 (33 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	0	47 (8 pending processing)
ASGAs	\$7,744.57	\$5,599.57	1	3 (1 pending processing)
EBs	\$133,952.00 (no periods)	\$66,598.00	0	18 (0 pending processing)

Management Report to the GSA Board, November 1, 2017

The following issues have dominated management's attention in the past week since the last GSA Board meeting on October 25, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Early Call Talent and Training Program (20 participants attended the Get-to-Know dinner On October 25); Work associated with changes to the Collective Agreement; work associated with the bargaining process; actions arising from a GSA Budget and Finance Committee meeting; GSA Coffee Breaks; preparations for and follow-up from meetings; drafting of external reports; associated work to the statement on University's budget planning; supporting Departmental GSA elections; and forward planning for the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes; and various editorial changes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Assistance with preparing for adjudications by the GSA Awards Selection Committee.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Science Faculty Council, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Board, and Deputy Returning Officer).
- Planning for the Winter Orientation.
- Transfer of content to Sitecore 3.
- Facebook = 1075 likes (up 5 from October 25); Facebook posts reached 728 users this week and our "post engagement" count was 85. Twitter = 803 followers (up 7 from October 25); our tweets earned 2,100 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$27,483.99	16	132 (21 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	0	47 (1 pending processing)
ASGAs	\$7,744.57	\$5,599.57	0	3 (0 pending processing)
EBs	\$133,952.00 (no periods)	\$53,015.00	3	21 (3 pending processing)

Management Report to the GSA Board, November 8, 2017

The following issues have dominated management's attention in the past week since the last GSA Board meeting on November 1, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Early Call Talent and Training Program (sessions have started); Work associated with changes to the Collective Agreement; budget building for the 2018-2019 fiscal year; GSA Elections and Referenda Committee meeting; GSA Awards Selection Committee meeting; staff training; GSA Council first mailing; preparations for and follow-up from meetings; drafting of external reports; associated work to the statement on University's budget planning; supporting Departmental GSA elections; and forward planning for the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes; and various editorial changes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Adjudication of applications for the Alberta Graduate Citizenship Award.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (SELF Selection Committee, General Faculties Council, Festival of Teaching and Learning Steering Committee, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Board, and Deputy Returning Officer).
- Planning for the Winter Orientation.
- Transfer of content to Sitecore 3.
- Facebook = 1075 likes (up 0 from November 1); Facebook posts reached 573 users this week and our "post engagement" count was 111. Twitter = 807 followers (up 4 from November 1); our tweets earned 1,900 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$14,812.11	28	160 (31 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	0	46 (0 pending processing)
ASGAs	\$7,744.57	\$5,599.57	1	4 (1 pending processing)
EBs	\$133,952.00 (no periods)	\$53,015.00	0	21 (0 pending processing)

Management Report to the GSA Board, November 15, 2017

The following issues have dominated management's attention in the past week since the last GSA Board meeting on November 8, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Early Call Talent and Training Program (sessions have started); Work associated with changes to the Collective Agreement; budget building for the 2018-2019 fiscal year; staff training; GSA Council mailing; preparations for and follow-up from meetings; drafting of external reports and external presentations; associated work to the statement on University's budget planning; supporting Departmental GSA elections; and forward planning for the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes; and various editorial changes.
- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

Grants and Office Operations

- Adjudication of applications for the Alberta Graduate Citizenship Award (names forwarded to the Government of Alberta) and preliminary preparation for the GSA Recognition Awards.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (General Faculties Council, Festival of Teaching and Learning Steering Committee, UAlberta Museum Policy and Planning Committee, ONEcard Student Advisory Group, Learning Technologies Advisory Committee, GSA Elections and Referenda, GSA Appeals and Complaints Board, GSA Board, and Deputy Returning Officer).
- Planning for the Winter Orientation and the Winter Social Event.
- Transfer of content to Sitecore 3.
- Facebook = 1079 likes (up 4 from November 8); Facebook posts reached 747 users this week and our "post engagement" count was 176. Twitter = 808 followers (up 1 from November 8); our tweets earned 1,300 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$90,782.97	\$12,812.11	4	164 (10 pending processing)
CCGs	\$83,105.48	\$0 CLOSED	0	46 (0 pending processing)
ASGAs	\$7,744.57	\$5,599.57	0	4 (0 pending processing)
EBs	\$133,952.00 (no periods)	\$47,966.00	2	23 (2 pending processing)