

Agenda

1. Approval of the Agenda
2. Approval of the Minutes
3. Presentations and Announcements
 - (a) Presentations by Guests
 - i. 2009-2010 Audit (30 minutes)
 - (b) Councillor Announcements
4. Reports
 - (a) Executive Reports
 - i. President (see attachment)
 - ii. VP Academic (see President's report)
 - iii. VP Labour (see President's report)
 - iv. VP Student Life (see President's report)
 - v. VP Student Services (see attachment)
 - (b) Officer Reports
 - i. Speaker
 - ii. Chief Returning Officer
 - iii. Senator
 - (c) Standing Committee Reports
 - i. GSA Board (see attachment)
 - ii. Governance Committee
 - iii. Budget and Finance Committee
 - iv. Grant Selection Committee
 - v. Health and Dental Plan Committee
 - vi. Student Affairs Committee
 - vii. Awards Selection Committee
 - viii. Negotiation Committee
 - ix. Labour Relations Committee
 - x. Elections and Referenda Committee
 - xi. Nominating Committee
 - (d) Ad-Hoc Committee Reports
 - (e) Recommendations from GSA Management

- i. Executive Director (see attachments)
- ii. Director of Finance and Operations (to be distributed)

5. Question Period

- (a) Written Questions
- (b) Oral Questions

6. Elections and Appointments

- (a) GSA Standing Committees
- (b) Other Committees

7. Special Orders

8. Unfinished Business and General Orders

- (a) Unfinished Business
- (b) General Orders
 - i. R20110117.1: Voter Eligibility proposal (second reading) (see attachment)
 - ii. R20110117.2: President and VP Portfolio Reform I proposal (second reading) (see attachment)
 - iii. R20110117.3: Graduate Student Groups proposal (second reading) (see attachment)
 - iv. R20110117.4: Confidential motion (see attachments)
 - v. R20110117.5: Special Meeting of Council
 - vi. R20110117.6: President and VP Portfolio Reform II proposal (see attachment)
 - vii. R20110117.7: GSA Budgeting Processes and GSA Membership Fees Proposal (first reading) (see attachment)

9. New Business

- (a) Scheduled Business
- (b) Unscheduled Business

10. Committee of the Whole

11. Adjournment

General Orders

R20110117.1 *BIRT* Council, upon the recommendation of the Elections and Referenda

Committee, approve the Voter Eligibility proposal as attached in second reading.

Moved by Sarah Barnes, Chief Returning Officer

Motivation As presented in the attached document.

R20110117.2 *BIRT* Council, in consultation with the Executive Director, approve the President and VP Portfolio Reform I proposal as attached in second reading.

Moved by Sarah Barnes, Chief Returning Officer

Motivation As presented in the attached document.

R20110117.3 *BIRT* Council, upon the recommendation of the GSA Board, approve the Graduate Student Groups proposal in second reading.

Moved by Tamara Korassa, Interim Vice President Labour on behalf of Cecilia Lee, Vice President Student Life

Motivation As presented in the attached document.

R20110117.5 *BIRT* Council call a special council meeting for Monday, January, 24th, 2011 for the purpose of considering disciplinary measures.

Moved by Sarah Barnes, Chief Returning Officer

Motivation This is a petition for a special session of council for January 24, 2011; the special council meeting would be dedicated to the debate, discussion, and passing of motions regarding disciplinary action.

R20110117.6 *BIRT* Council approve the President and VP Portfolio Reform II proposal as attached.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

R20110117.7 *BIRT* Council approve the GSA Budgeting Processes and GSA Membership Fees proposal as attached in first reading.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

Speaker called to order at 6:00 pm. Introduced temporary minute-takers.

1. Approval of the Agenda

Speaker moved the late addition to the main agenda to ensure done on time due to urgent nature.

Agenda approved by unanimous consent.

7(a). Special Order R20101213.1 (immediately following approval of the agenda): Approval of election results

Speaker: This is the first of several special orders were listed which would take precedence over other business.

Motion: CRO moved that Council approve the results of the Councillor-at-Large by-election. Seconded.

Vote: Carried unanimously.

2. Approval of the Minutes

Speaker called for questions or objections to minutes on both October 18, 2010 and November 15, 2010. No objections; minutes approved by unanimous consent.

3. Presentations and Announcements

(a) Presentations by Guests

i. 2009-2010 Audit

Speaker announced that the auditor presentation would happen when the auditor arrived.

(b) Councillor Announcements

VN CELLBIO: Looking to get feedback from students on classroom, seminar and other space. If you have feedback, report to Nima or Vicky. Also, AGC is considering approaching industry for fundraising and is looking for Councillors to help. Email either AGC or the GSA.

4. Reports

(a) Executive Reports

i. President

President: Highlighted tuition fees: 0.35% increase was passed on previous Friday morning. Next year, graduate students should expect \$12 more in tuition. Slightly higher fee increases, 0.8%, as it is in a different schedule. The current framework of regulation governing tuition increases is fixed to CPI increases; minister has indicated that he is in favour of keeping this policy, but there are a number of voices in a number of settings who want the university to have the ability to increase these fees well beyond these current limits. Will be lobbying to keep this in place for predictable increases. Minister is also willing to cap increases on fees, such as the COSS fee, holding it to the same standard. This was the new fee implemented this year. The GSA is working on this behind the scenes. Revenue streams are open for new sources. GSA has had early conversations with the administration about funding some of the GSA's expense, such as the modest student group funding currently being used, as well as the academic plan and student engagement initiatives. President spent two weekends ago in Vancouver meeting with GSAs from Canada-west to discuss issues of mutual interest and concern.

ii. VP Academic

VPA: One of the duties of VPA portfolio has been Residence Standards Review. Previously abstained from voting at both APC and GFC. However, at the past moth, explained reasoning for voting in favour of the proposal – came to the agreement that the U would hire a professional to write the plan, and create an “implementation committee” for the RJ system. This was the basis for support.

For CLE and Dr. Skidmore, has been very involved with GS and advisor relationships, including survey. Will report back to Council in January.

iii. VP Labour

VPL: Negotiations meeting set up with administration for January 21st. Will move forward with schedule in upcoming term. Admin has not yet settled with AASUA; will watch this. Admin has provided data. January 5th preliminary meeting.

Working with Andrea on supervisors. FGSR approached GSA about end-survey to give feedback on GSA student relationships. However, feels this would no longer be adequate feedback, and will now be doing a survey to be taken throughout the course of the student's life. Will work to make sure this is productive.

Report came in two parts: meetings, and labour concerns. Wanted to provide a picture of complexities of issues; great deal of time spent dealing with students on a one-on-one basis. Have provided examples of complaints for the past month.

iii. VP Student Life

President: VP SL could not be here. Council will note from her report that Winter Orientation is continuing without a hitch. VP SL has been working on graduate student residence issues. Has spent a lot of nights sitting through meetings.

VPA: was at several of these meetings. Dima Utgoff was meeting with students to address concerns about the lease and the process; feels that the issues are being resolved.

v. VP Student Services

VPSS: PAW centre has been a priority. Tried to give an introduction of how this project started in written report. A few more updates: at this time, GSA investigating possibility of hiring researcher to ensure students are getting a good deal for their money. Would present in two or three months to the Council to give a better understanding of how the project is happening, and what will be on the website. Council will hear more about the results of the research on the business plan. If there are any questions regarding the report, come and see VP SS, President, or Director of Finance.

(b) Officer Reports

i. Speaker

Speaker: Highlighted that the attendance sheet should be going around – has been updating information forms. If your name or number doesn't

appear, look for your name at the back. This means councilors have not submitted paperwork. Send Speaker an email to clarify and rectify.

ii. Chief Returning Officer

CRO: Successful bylaw after new computer system made internally. Big improvement. Working on Executive nomination packages in January.

iii. Senator

President: the executive board sat down with Chancellor, and there will be a Council social with Senate in February. Will be announced officially in January Council meeting.

(c) Standing Committee Reports

i. GSA Board

President: Will refer to the report as submitted. Again, draw attention to staff member Greg, who put together the new locally-hosted election system. Will save a lot of money in future.

ED: Two things the board specifically asked for; both are on second-to-last page. Draft vision and mission. GSA is a not-for-profit; if we want to maintain status, will need to ensure compliance.

Speaker: Addendum to report in board.

Motion: JE CS moves to enter executive session and is seconded.

Vote: motion carries unanimously and Council enters executive session #1.

Motion: JE CS moved to go out of executive session.

Vote: carried unanimously.

President: Reminder to Council: if you have confidential documents, treat them as such.

ii. Governance Committee

Speaker: Next meeting is Thursday at 11:30; feel free to attend.

iii. Budget and Finance Committee

President: Report is as submitted. Audited statements are in minutes. Hooking up GSA photocopiers to ONECard; cost is 7 cents per sheet as opposed to the 5 cents per sheet right now. Hopefully this will now cause the GSA to break even on photocopies. Compliance, legal fees and employment issues will be part of the discussion later on.

iv. University and Governmental Affairs Committee

President: If the Council approves second reading to dissolve UGAC, it will not exist.

viii. Awards Selection Committee

President: VPSL chaired this meeting. Applications will be available in January. Will be on website. Night will be happening in March. Will have Carl Amrhein as speaker at the event.

ix. Negotiation Committee

VPL: As stated in report.

x. Labour Relations Committee

VPL: There is a report in material, and will leave as stands. Moving along well; excellent work that hopefully we will hear more about in the coming months. Would invite Ben to add comments (he declines).

(e) Recommendations from GSA Management

i. Executive Director

ED: Focus on ad-hoc budget committee. Long-term health of the organization; starting to turn around. Contested elections were signal of renewed attention to GSA. Looking at structural issues that will contribute to stability and professionalization of the GSA.

ii. Director of Finance and Operations

DFO: As submitted.

5. Question Period

(b) Oral Questions

JN ECE: Question for President: In lieu of university vote to not extend copyright agreement, will this impact long-term? Access Copyright expires Dec 31st; inability for instructors to put required reading on materials.

President: Regarding photocopying: will not currently provide GSA rights; however, individual students will still receive fair dealings. As long as students operate within their rights, there is no problem. However, cannot legally copy entire books. At the risk of sounding alarmist, be careful after December 31st.

7(b). Special Order R20101213.2 (immediately before Elections and Appointments): Nominating Committee proposal (second reading)

Motion: President moves that Council, in consultation with the Executive Director, approve the Nominating Committee proposal as attached in second reading.
Seconded.

President: Last meeting, this was a bill to talk about members representing the GSA on boards. Was approved last month, and would recommend that it be re-approved. Three Councillors will thus be members of the nominating committee. Would welcome new info; otherwise, please vote in favour.

Vote: motion carried unanimously.

6. Elections and Appointments

President nominates **VJ CAL, LN CME, EM EAS** to GSA Board and Nominating Committee. **Carried unanimously.**

7(c). Special Order R20101213.12 (immediately before General Orders): Extra-budgetary expenditure for legal fees

Motion: President moved that Council, upon the recommendation of the Budget and Finance Committee, approve extra-budgetary spending under the Legal Fees budget line of up to \$10,000. Seconded.

Motion: President moved to amend motion by increasing the amount to \$15,000; adopted by unanimous consent.

President: We have been doing a great deal of work to meet compliance requirements, particularly in photocopying and copyright. Minimize exposure to Risk Management. Also, ensuring compliance with PIPPA. Further, there was a case in which an employment-related issue needed to be discussed with lawyer. There will be six million dollars of GSA money involved in the contract if GSA approves. Want to ensure this is done properly. Have racked up large legal bills. Hoping to create a successful resolution with NASA on the collective agreement. Contracts still need to be reviewed. Compliance-based legal fees have driven above the budget. Best estimate is \$10,000, and exec does not want to come back to council and thus hold up process further.

JN ECE: POI. Is this a request for extra budgetary spending or legal defense?

President: The former.

Vote: carried unanimously.

8. Unfinished Business and General Orders

(b) General Orders

i. R20101213.3: Standing of Governing Documents proposal (second reading)

Motion: President moves that Council, in consultation with the Governance Committee, approve the Standing of Governing Documents proposal as attached in second reading. Seconded.

President: This is a second reading. Please only bring up additional information or relevant debate.

Vote: motion carries unanimously.

ii. R20101213.4: By-Election Reform proposal (second reading)

Motion: CRO moves that Council, upon the recommendation of the Elections and Referenda Committee, approve the By-Election Reform proposal as attached in second reading. Seconded.

CRO: This is a second reading, as outlined by RC.

Vote: motion passed with JE CS abstaining.

iii. R20101213.5: Dissolution of the University and Governmental Affairs

Committee proposal (second reading)

Motion: President moves that Council, in consultation with the Executive Director, approve the Dissolution of the University and Governmental Affairs Committee proposal as attached in second reading.

President: UGAC has proposed to have an overlapping focus with Board and AGSA caucus. Proposed to remove this committee to streamline processes with the GSA.

Vote: motion carried unanimously.

iv. R20101213.6: Voter Eligibility proposal (first reading)

Motion: CRO moves that Council, upon the recommendation of the Elections and Referenda Committee, approve the Voter Eligibility proposal as attached in first reading. Seconded.

CRO: nothing in bylaw stating who has voter eligibility. Has now been included.

JN ECE: Have no vote, but would be in favour of this motion. There are several grad classifications that are grad students but don't pay GSA fees. Suggests that GSA demand taxation before.

VPL: When grad students are in grad portion of their joint program, they have option to "opt in" during their undergrad portion.

Vote: carried unanimously.

v. R20101213.7: President and VP Portfolio Reform I proposal (first reading)

Motion: CRO moves that Council, in consultation with the Executive Director, approve the President and VP Portfolio Reform I proposal as attached in first reading. Seconded.

ED: Started in June as a consultant. Looked at your elected positions. Looking at bylaws regarding duties of elected representatives. Example: in past two months, committees being given to GSA have gone up 20% in past month. Further, hours involved in positions are currently too strenuous in some portfolios: must find balance to see

what the GSA can do, feasibly. Putting this in policy would make this easier for students to fill these positions. Would be brought in January with an explicit policy proposal.

Vote: one opposed; motion passes.

vi. R20101213.8: Graduate Student Groups proposal (first reading)

Motion: VPL moves that Council, upon the recommendation of the GSA Board, approve the Graduate Student Groups proposal in first reading. Seconded.

VPL: Student groups policy is lacking. Currently don't have any oversight into what groups are approved and what groups could bring in terms of risk to the organization. This proposal will bring us into line with the current university policies.

JE CS: only groups registered with the GSA have the ability to use the name: big problem.

JN ECE: Would be abstaining because, although there is no policy under GSA groups per se, we have always been covered in the current U of A.

President: the GSA name may be silly, but realistically speaking, this is important because if a group begins to misrepresent the GSA, this could lead to lawsuits of our association. Unlikely situation that this would come up as a major problem. Current student groups don't live up to student groups regulations. University could possibly

Vote: 25 in favour; 3 opposed; one abstention (SJ Political Science)

vii. R20101213.9: Confidential motion

Motion: President moves to enter executive session.

No objections to VPL being allowed to stay despite her interim status.

Vote: carried unanimously. Council enters executive session #2.

Vote: 13 in favour; 10 opposed. Motion carries.

Motion: JE CS moves to go out of executive session.

Vote: carries unanimously.

viii. R20101213.10: Approval of Training Program for Returning VP Labour (see attachments)

Motion: VP Academic moves that Council, in consultation with the Executive Director, approve the attached training program for the returning VP Labour, and that Council appoint three Councillors to be responsible for the evaluation of successful completion of the training program. Seconded.

ED: Two documents: the first is an excerpt from Nov 24 2010 board minutes. Two of the motions referred to earlier. The current VPs may not return to office or act in capacity until completed a training program. Nicholai, Thomas on committee. Also, delegated TK to lead labour relations for 2010.

Training program has been a near-monthly topic since joining you in June. Have taken the training program that was agreed upon. The table in front of you shows you what I can duplicate and what I can't from the training program. It is also a request for who can decide what to do.

First thing I'm suggesting is a read-through of board and council meetings; second thing that I am suggesting is that in lieu of the strat plan, the current VPs could read through all of the strategic planning documents and summarize what is important for graduate students. For example, residence plan, capital plan.

Second, there are specific complaints from summer. Tamara works with Heather Hogg: perhaps these two individuals could work with Saheed on these matters.

To duplicate Myers-Briggs test, asking for advice from Council on team-building exercise.

Also asking for general thoughts and feedback from Council.

FA CAL: currently opposed. In training since September 10th; will be training until January. Why is it taking so long? Is he getting paid?

ED: Problem is that no one is in total control of the training. In part, this is a problem with scheduling around the university. For example, governance 101 has not been offered in 2010, and needs University Secretary. Louise Rogers is another person who will need to be contacted. Will be six to eight weeks based on scheduling; have not actually contacted some people because need more feedback.

SA: previous training program was proposed by Council. Were any of the other VPs and Presidents part of that job? And what have the current executive members done?

ED: Needs specific advise on specific things. Otherwise, the three Councillors on the board will be fully responsible for ensuring plan and successful completion.

JE CS: How do you issue MB as a team exercise? CAPPs could do this for free. Otherwise, could be done on internet.

SA: How it has been decided about the current executive: how have they been evaluated? I would be willing to go through that same evaluation process.

ED: VPs and President are largely evaluated through their reporting to Council, and through their performance with admin and university officials.

President: abstaining from material conflict of interest. However, training was established by ad-hoc committee of Council and Ellen, approved by board. But this is being brought to you because of conflict of interest at the board. If there was a decision to say the training was not completed sufficiently, board would be unable to.

JE CS: there has been a failure of the transition process. This training program is a clear step in the right direction. There are many things the Council doesn't know about like labour law; this has directly led to the problems we've experienced over the last two years. So I strongly advise Council to continue the training plan. You have an executive who should undergo this training plan.

SA: wants to thank ED of GSA. How have the execs been evaluated? If other VPs have been able to go the same training program I have done, they should consider that as well.

VPL: abstaining. However, one issue that will arise is the cross-training between TK and VP Labour; some information is confidential, and SA would need to be re-instated before giving training, and students notified.

LN CME: I gather the GSA was going quite badly and now seems to be working. I think the program outlined is a reasonable facsimile.

President: Still abstaining. Difficult in conflict of interest to say whether or not this passes muster; has to be up to you (Council).

ED: What students have on table is a cut-and-paste of the original exec portfolio. We are not quite through doing all of these elements. It is not a facsimile, it is a cut-and-paste, except where there are things that cannot be replaced.

JE CS: Abstaining. Not in favour of the Myers-Briggs.

Vote: 17 in favour; 2 opposed; abstentions: Art and Design, Renewable Resources, Medicine, All VPs, President, Danny Guo, Computer Science, Music, Cell Biology, Laboratory Medicine and Pathology, Music

Speaker: we can now consider who those three Councillors will be immediately. If someone does not make motion, we will wait until next meeting.

JN ECE: nominated three councilors described in following motion.

Speaker: Only 1/3 in order – one of the three is no longer a Councillor and LF ANTHRO is not present.

CD EPS refuses nomination.

Speaker: Hearing no further nominations, moving along.

ix. R20101213.11: Commendation of Councillors

Speaker: In conflict with the current motion. President takes the chair to preside over motion.

President: calls for nomination of any Councillor to take the chair for

consideration of this motion.

DG CAL: nominates President.

Vote: passed unanimously.

President: would someone like to move the original motion?

Motion: VPL moves that the GSA Council commends Councillors Cory Dawson and Lacey Fleming and former Councillor-at-Large Steve Melenchuk for their exceptional contributions to the GSA over the Summer/Fall of 2010. Seconded.

Vote: motion passed unanimously.

Speaker takes the chair.

9. New Business

(b) Unscheduled Business

Speaker: President to bring forward nominations; will need a brief recess to compile this motion.

Recess called by unanimous consent; meeting recessed at 8:07 pm.

Meeting called back to order at 8:12 pm.

Motion: (R20101213.13) President moves that LN CME, VK CAL, and EM EAS be appointed to evaluate the successful completion of the training program of the returning VP Labour, and that Council empower these councillors to address any concerns of the Executive Director with respect to the training program.

President: This will try to address what we couldn't do at the board. When this is done, please commend those Councillors who have stepped up.

Vote: passed unanimously.

DG CAL: POI. Is there a name for this committee?

Speaker: No – there were former names.

10. Committee of the Whole

(a) 2009-2010 Budget

Speaker: This is the last item on the agenda to discuss. Will give to president to deal with at this point in time. A committee of the whole is more or less a discussion. There are similar rules of order, but it is by topic and not by motion. Discuss for as long or short as wanted; dies when debate dies.

President: This item is because the GSA is resolving the way it does its budget, and modernizing it. Last month, struck an ad hoc budget advisory committee. Requirement to retain staff – that they would not recycle every three to six months, to ensure institutional memory, to keep exec up to speed between years, and to have professionalism to make sure that the GSA can, in fact, live up to its obligations in law, some things were brought forward such as increased business portfolio. We have stake in Dewey's; doesn't seem to be worth anything right now. We will have a share in PAW eventually. These things require that we have a continuing, professional staff. The reality is that this will be a larger budget than we've passed before. We have a lot of reserve funds that, in some future date, could cause GSA some problems and bring taxation upon the GSA. The committee is looking at revenue enhancement. One idea is a new SU proposal with Dewey's. Another is raising fees from constituents, particularly tied to inflation. Another thing the GSA could do would be use surpluses as bridging item to bring GSA to where it "needs to be." Wants feedback from Council as to where this will go. You will see a budgeting policy, but I would like your advice on how to proceed: fee increase? Reserve dip? Whatever you think, from the perspective of your constituents. Worst-case scenario: \$10 increase per year in GSA fee, which is currently about \$12.

Speaker: Floor is open to any and all discussion.

JN ECE: To assume growth of grad student pool is irresponsible. We have \$700,000 cash in hand. That sounds big, but only works out to \$100 per graduate student.

MA CAL: Do we have ballpark/ benchmark for what other GSAs pay?

LN CME: Would we be better off doing this after the auditor?

ED: How many of you were here for first death and disaster report, and

second report on improvement? Some are brand-new. At the beginning, the GSA was hanging by a thread. Administration has wondered whether the GSA will dissolve if the current system does not change. The GSA will fall apart if institutional problems are not fixed. This will take about 18 months, with another 6 months for consolidation. The university is planning GSA's building in PAW, and the academic plan: we need to have a voice at the table. We need institutional memory, benchmarks for staff, and a strategy for professional recruitment, retention and training. These things have simply not been there. At the beginning of Ellen's term, the jobs were all framed as advertisements. Every day, we run into areas of compliance and concern. There is a lot of basic office professionalization that must be done. We are also watching and benchmarking the university's growth rate for graduate students and using the most conservative estimates of the university's projections. Have asked researchers to look through the GSA comparators' fees. What are the benefits for the fee levels students are paying? What's going on? There are 60 questions to answer on the form, at which point the GSA will know "bang for buck" value. In terms of the other universities, there is a whole range of professionalism and fee levels.

President: Echoes Ellen's comments. Further, one of the things the GSA has done is set aside a \$500,000 sustainability fund; this way the CRA can't complain, as it is a recommendation of the auditor. If something disastrous happened, this would give GSA enough money to keep going for a short-term emergency. You can use a surplus, but you can only use it once. As far as what other GSAs pay, UofC is at the high end. They are the most direct comparator, and they do the same things we do; in theory, they have the same rights and responsibilities. For example, in BC, there are separate groups for TAs and GSAs, and there is representation from GSA on SU councils. Another piece under consideration is changing way fees are collected for part-time fees. Currently providing \$381,000 annually to students through awards and bursaries, and are available to any or all grad students. It's not a question of "partial access" to services, to consider increasing the fees. Would welcome feedback.

Speaker: No further discussion means that we are finished.

President: Item in closed session: remind that Council can take action if they wish.

11. Adjournment

Meeting adjourned at 8:37 pm.

GSA PRESIDENT, IVP LABOUR and VPs ACADEMIC AND STUDENT LIFE

REPORT TO COUNCIL FOR January 17, 2011

To: Council Colleagues

From: Roy Coulthard

Date: 5 January 2011

Meetings and Activities for President, Interim VP Labour, VP Academic and VP Student Life

For those of us listed above, all our meetings are appended to this report.

I will report orally on:

- My meeting with Provost Carl Amrhein;
- My meeting with VP Facilities and Operations Don Hickey; and
- The work of the Board's *ad hoc* Committee to review and Report on the Budget.

Interim VP Labour Tamara Korassa will report on negotiations.

VP Student Life Cecilia Lee will report on Winter Orientation.

VP Academic Andrea Rawluk will report on the exit survey of graduate students being drafted by FGSR with input from the GSA.

VP Student Services Nima Yousefi has a separate written report which focuses on PAW; Learning Spaces; U-Pass; PDG; Dewey's; and CAPS.

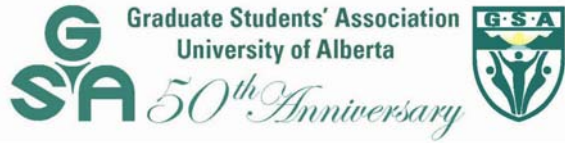
GSA Strategic Plan: Update

The five of us would like to report to Council on the progress to date concerning the Strategic Plan. The Plan is attached and you will see written updates in italics.

Best,

Roy Coulthard

GSA President



REPORT TO THE GSA COUNCIL FROM VP STUDENT SERVICES

To: Board and Council Colleagues
 From: Nima Yousefi Moghaddam
 Date: January 6, 2011

Meetings and Activities since December 6, 2010

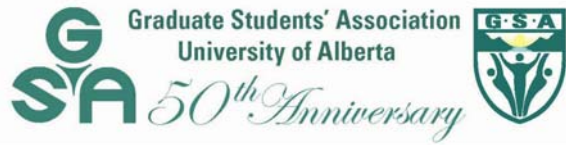
Mon Dec 6, 2010	7:30am - 9:30am	PAW Center Design Meeting
Tue Dec 7, 2010	8am - 9:30am	HCAG
	1:30pm - 3pm	FDC Sub-Committee on Learning Space
Wed Dec 8, 2010	12pm - 2pm	GSA Board Meeting
Thu Dec 9, 2010	1:30pm - 2:30pm	Meeting with Researcher for PAW
	3pm - 4:30pm	PAW Programming
Fri Dec 10, 2010	9am - 11am	GSC Meeting
Mon Dec 13, 2010	10am - 12am	Meeting with SU reps
Tue Dec 14, 2010	12pm - 2pm	PAW Center Design Meeting
Wed Dec 15, 2010	12pm - 2pm	GSA Board Meeting
	1pm - 2pm	HDPC Meeting
	2pm - 4pm	GFC APC
Thu Dec 16, 2010	8:30am - 10am	U-Pass Admin Meeting
Fri Dec 17, 2010	1:30pm - 2:30pm	Meeting with Sharon Sherman (CAPS)
Wed Dec 22, 2010	12pm - 2pm	GSA Board Meeting
Thu Dec 23, 2010	1:30pm - 4:30pm	GFC FDC
Wed Jan 5, 2011	12pm - 2pm	GSA Board Meeting
Wed Jan 5, 2011	12pm - 2pm	GSA/Admin Negotiations
Thu Jan 6, 2011	4pm - 6pm	Winter Orientation

PAW Centre Design Committee

Topic	PAW Centre Design Committee	
Date	Dec 6, 2010 Dec 9, 2010 Dec 14, 2010	
Place	SUB & GSB	
GSA reps	Sherrie Blake	DOF
	Nima Yousefi	VPSS
	Roy Coulthard	President
Meeting Chair	Kyle Braithwaite	
Attendees	Dean of Phys. Ed.	
	Nick Dehod	(SU)
	Marc Dumouchel	(SU)
	Zach Fentiman	(SU)
	Ben Louie	(University Architect)
	Lorrina Belland	(Planner)
	Colette O'Brien	(Planner)
	Doug Ramsey	(Group 2)
	Troy Smith	(Group 2)
	Barry Johns	(Group 2)
	Nicole Howard	(Group 2)
	Eleanor Hopkins	(Group 2)
	Janice Kong	(Group 2)
Attachments		

Summary of the key issues:

- Review of the office spaces for coaches (intramural)
- Commercial space and SU/GSA administered office spaces
 - office spaces for student outdoor clubs
- GSA assessment of business case based on "Average enrolment"
 - Should it be written as of a 80-20% share in the contract?
- Conflicts will go to Provost
- GSA DFO raised the issues GSA has with the contract, e.g. cost associated with damages, etc.



- Discussion about: Games room, Meditation Space, Community Kitchen, Multi-purpose space, GSA Lounge, Social street commercial spaces
- Process: Student engagement
- Presentation to the Students council and Executives

Action Item:

- GSA to describe what do they need as in Lounge space?
- GSA and SU need a separate meeting
- GSA DFO will report on the meetings extensively

General Faculties Council – Facility Development Subcommittee on Learning Space

Topic	1 st meeting of Subcommittee on Learning Space		
Date	December 7, 2010		
Place	University Hall		
GSA reps	Nima Yousefi Moghaddam	VPSS	
	Vikki Northrup	Councilor from Cell Biology	
	Sherrie Blake	Observer - DFO	
Committee Chair	Dru Marshall		
Attendees	Co-Chairs	Dru Marshall	Deputy Provost
			Associate Vice-President, Facilities and Operations
		Bart Becker	
	CLE Member	TBD	
		Frank	
	FDC/CLE Member	Nargang	
	FDC Member	Neil Buddel	
	TLAT Member	TBD	
	GSA Representative	Nima Yousefi	
		Zach	
	SU Representative	Fentiman	
	UG Student-at-large	TBD	
	Graduate Student at-large	Vikki Northrup	
	NASA Representative	TBD	
	University Architect	Ben Louie	UA Architect
Learning Services	TBD		
Academic Information and Communication Technology (AICT) Representative	TBD		
Ancillary Services Representative	TBD		
Attachments			

A learning space can be any space that provides for formal and/or informal learning. The *Facilities and Operations Space Categories and Relationship Matrix* is part of the *Space*

Management Manual and is used for space distribution on campus and includes the following categories related to learning spaces:

- Category 1 (Classroom, Lecture and Seminar Space – Instruction)
- Category 6 (Library and Study Services Space)
- Category 11 (Student and Staff Housing Space)
- Category 13 (Student Community Space)
- Tasks of this committee:
 - Identify principles for development and design of learning spaces that stimulate learning, discovery, creativity, and engagement.
 - Review and discuss current processes used for the planning and design of learning spaces on campus.
 - Identify gaps in current processes.
 - Identify barriers to principles identified in Task 1 that prevent the University from achieving optimal learning spaces.
 - Identify strategies to address gaps and barriers in the current process.
 - Identify recommendations.
- Potential Strategies for Committee:
 - Design Charette on learning space
 - Literature search
 - Dialogue/debate
 - Focus groups
 - Facility tours
 - Presentations
- Outcome:
 - Recommendations to GFC Facilities Development Committee for renewing of current, and design and development of new formal and informal learning spaces.

Summary of the key issues:

- Turning spaces into places
- There is a “space management manual”
- Purpose of subcommittee is to focus on the processes: To identify new, and enhance current, processes to aid in the planning and design of formal and informal learning spaces across all campuses.
 - A report from this committee is expected by the end of June
 - Subcommittee meets monthly
- Evaluate the current spaces
 - How can we improve the use
 - . Redesign the current spaces - Consideration in the new designs
- Other similar committees: CLE (Learning environment), TLAT (Teaching and Learning), TELSA
- Presentation on the space management

- Enrolment is going up to 52000 FLE (Full loaded equivalent)
- Current residents available is 12% compared to the world's 20-25%
 - Co-learning and Cohort Learning
 - Leadership college: Residents for students interested in leadership
- Work, Live and Play
- Although the committee focuses on the above four categories (1, 6, 11 and 13), but some other types of space may be discussed and added such as (3, 4 and 7 – mainly research spaces)
- “Research spaces” and “Research support space”

Action Item:

- GSA/SU to ask their constituents to provide committee with feedback in terms of a presentation:
 - What do students want from a learning space?
 - What would be a day in your life at school?
 - What is distracting your learning experience?

Grant Selection Committee

Topic	3 rd round of PDG and Student groups funding Adjudication
Date	December 10, 2010
Place	Green Board room - Triffo
GSA reps	Nima Yousefi Moghaddam – VP SS Mindy Pitre – Researcher Sherrie Blake – DFO
Committee Chair	Nima Yousefi Moghaddam – VP SS
Attendees	Ksenia Michelle Salima Jordan
Attachments	

Summary of the key issues:

- Review of the regulation
- Review of the applications
- Adjudication process
- Finalization
- Feedbacks from the committee members

Action Item:

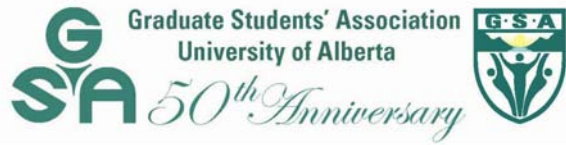
- Pass the results to DFO
- Request DFO for a final report on the amount of grants and the status of the applications, including the stats

Meeting with Student Union Representatives

Topic	PAW Center and Dewey's
Date	December 13, 2010
Place	Triffo Hall
GSA reps	Roy Coulthard – President Nima Yousefi Moghaddam – VP SS Sherrie Blake – DFO
Committee Chair	-
Attendees	Nick Dehod (SU – President) Marc Dumouchel (SU – Business manager) Zach Fentiman (SU – VP)
Attachments	

Summary of the key issues:

- Providing Coffee from Dewey's
 - Dewey's does not generate much profit
 - Bringing Coffee will cost GSA ~ \$6500
- Alumni Grad/UG center in power plant?
- What is the vision for power plant
- Sign an agreement for Dewey's by the end of April
- Student space/Social space
- Business sharing: 80-20%? A change in the enrolment requires renegotiation
- Pro-shop in Paw
- Multipurpose space
- Meditation space



GSA Council
January 17, 2011
Item 4(a).v

Action Items:

- Review Dewey's agreement
- Perform a cost-benefit analysis of having a large coffee maker in GSA lounge
- Review the power plant agreement

U-Pass Admin Meeting

Topic	U-Pass Admin Meeting
Date	December 16, 2010
Place	SUB
GSA reps	Nima Yousefi Moghaddam – VP SS Sherrie Blake – DFO
Committee Chair	Martin Coutts, Financial Services
Attendees	Tom Hidson, Registrars' Office Wioletta Polanski, Registrars' Office Norma Rodenburg, Dean of Students Office Jason Cobb, Communications Marsha Amanova, ONEcard Office Jane Lee, Manager, SU Hallie Brodie, Manager, InfoLink Rory Tighe, VP Student Life SU
Attachments	

Summary of the key issues:

- Opt-in: PGME students opt-in to GSA to get the U-pass
- Onecard office to admit students on January 5,6, and 7
- Extended roots
- Registrar office to put a new fee assessment page including the 5 circumstances you can opt out
- Distribution (fall 2010 updates)
- Winter upass distribution started on December 13th
- Communication plan for Winter 2011
- Audit of the stickers by ETS
- Next meeting Jan 21st 2011

CAPS (Career Center) meeting

Topic	Meeting with CAPS reps
Date	December 17, 2010
Place	SUB
GSA reps	Nima Yousefi Moghaddam – VP SS Sherrie Blake – DFO
Committee Chair	-
Attendees	Sharon Sherman - Career Advisor
Attachments	

Summary of the key issues:

- Introduction to the services available for Grad students
- Review of the winter schedule
- Experiential learning: Job Shadow
- Caps peer educators for Grad students: Mike and Sharon
- CAPS graduate network
- Employer information sessions
- Career fairs
- Job postings
- Employers who have advertised positions for graduate students
 - Faculty of Graduate Studies
- CAPS Grad Student & PDF Workshops

Action Items:

- Review of the subsidy available for grad students attending the CAPS workshops

GSA BOARD
REPORT TO COUNCIL FOR the January 17, 2011 Meeting

To: Council Colleagues
From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board
Date: January 6, 2011

Dear Council Members,

The GSA Board reports regularly to Council by listing its agenda items and motions/agreements. Motions on agenda approval and approval of the minutes are not included unless there were amendments made.

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

GSA Board Meeting Agenda
Wednesday, December 8, 12 Noon – 2:30 pm
GSA Board Room, Triffo Hall

OPENING ITEMS

1. Approval of the Agenda
Members had before them the Agenda and associated materials.
It was **AGREED** that the Agenda be **APPROVED** with two additions: a closed session concerning payment to a former Vice-President (requested by the ED with supporting material) and a question concerning the new Emergency Bursary Policy (requested by the DFO orally).

The latter item was **DEFERRED UNTIL JANUARY**.

With respect to the former item, it was **MOVED** by RC and seconded by TK to move into closed session. **CARRIED UNANIMOUSLY**. It was **MOVED** by RC and seconded by TK to move out of closed session. **CARRIED UNANIMOUSLY**.

Board members **AGREED** to refer a request concerning payment to a former VP directly to Council, noting that governing documents permitted direct referral.

2. Approval of the Minutes of December 1, 2010 (attached)
3. Comments from President
 - A. **Letter from VP Don Hickey (to be distributed Dec 8 by JC)**
The Board **AGREED** to nominate to Council Esther McNairnay along with Vijay Kandalam and Lucy Nolan to the GSA Board.

ACTION ITEMS

4. GSA Vision and Mission: Request for Approval -- The item was TABLED in order to give RC time to make amendments.

5. GSA Strategic Plan: Discussion of Strategic Initiatives Four Through Ten (attached; and note that ES will update this document as discussed at the December 1 meeting)
ACTION: Strategic plan updated.

REPORTS

6. Meetings attended by members since last GSA Board

- a. President
- b. Vice-President Student Services
- c. Vice-President Academic
- d. Vice-President Labour
- e. Vice-President Student Life
- f. Senate
- g. Executive Director: Report on Meetings and General Matters (**attached**)

ACTION ITEM: JC would be sending out a copy of the confidentiality form to the President and Vice-Presidents.

ACTION ITEM: ES would ask Greg Gibeau, Computer Support, to set up an "out of office" note to all GSA email accounts.

The office would be closed to the public beginning on December 15. ES was hoping to use the period from December 15-22 for training and filing.

ACTION ITEM: SB would contact Studentcare Network for a video to present during Winter Orientations.

- h. Executive Director, Finance: Report on Meetings and Financial Matters (to be distributed)

7. Upcoming meetings (everyone to report)

TRAINING

Norma Rodenburg not available until 2011

INFORMATION ITEMS

8. Website changes authorized by President or VPs since last Board meeting
9. Work anticipated for main office
10. GSA Newsletter - **to be set out on the tables AND NOTE THAT THE TEST DRIVE ASKED FOR BY THE BOARD WILL BE CONDUCTED SHORTLY BY THE DFO**
11. Other Business
12. Adjournment

NEXT MEETING: December 15 -- LAST MEETING OF THE YEAR
THE DECEMBER 22 MEETING WILL BE HELD ONLY IF NEEDED

GSA Board Meeting Agenda
Wednesday, December 15 Noon – 2:00 pm
GSA Board Room, Triffo Hall

OPENING ITEMS

4. Approval of the Agenda
It was **AGREED** that the Agenda be **APPROVED** with the following two subtractions:
 - Item 4: GSA Vision and Mission
 - Item 7: Council Minutes for December and January
5. Approval of the Minutes of December 8, 2010 (**attached**)
6. Comments from President; Welcome to New Councilors

ACTION ITEM – DEFERRED FROM Dec 8

7. GSA Vision and Mission: Request for Approval (Note that this item will only be discussed if RC is able to do the edits arising from discussion by the *ad hoc* budget committee)

CLOSED SESSION

8. Human Resource Issues Related to NASA (no material) – ED
It was **MOVED** by RC and seconded by TK to move into closed session. **CARRIED UNANIMOUSLY.**
It was **MOVED** by RC and seconded by TK to move out of closed session at 1:39PM. **CARRIED UNANIMOUSLY.**

NEW BUSINESS

9. **Migration to Gmail (material to be set on tables); guest Greg Gibeau, Computer Analyst**
10. **Council Minutes for December and January – payment to staff – no material (ED)**
11. Work anticipated for main office

REPORTS and YEAR IN REVIEW

12. Meetings attended by members since last GSA Board

- a. President
- b. Vice-President Student Services
- c. Vice-President Academic
- d. Vice-President Labour
- e. Vice-President Student Life
- f. Senate
- g. Speaker**
- h. Executive Director: Report on Meetings and General Matters **(attached)**
- i. Director, Finance and Operations: Report on Meetings and Financial Matters **(attached)**

13. 2011: Discussion led by RC

TRAINING

Norma Rodenburg not available until 2011

INFORMATION ITEMS

14. Website changes authorized by President or VPs since last Board meeting
15. GSA Newsletter: to be set out on the tables
- 16. GSA Strategic Plan: Updated Plan with Progress Reports ((attached)**

17. Other Business
18. Adjournment

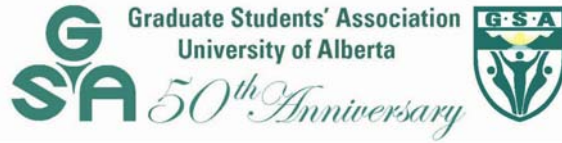
NEXT MEETING: December 22 -- ONLY IF NEEDED

E:\My Documents\Documents\GSA CONSULTING\GSA Board\December\DEC 15 2010\CONSOLIDATED AGENDA DECEMBER 15 2010.doc

GSA Board Meeting Agenda
Wednesday, January 5, 2011 12 Noon- 2
GSA Board Room, Triffo Hall

OPENING ITEMS

19. Approval of the Agenda
20. Approval of the Minutes of December 15, 2010 (attached)
21. Comments from President
 - Budget
 - President/VPs Portfolios and Nomination Packages
 - Qualifications to run for office (ref *PSLA*)



- Reports to Council due January 6: Suggest instead of individual reports, report on progress re Strategic Plan
- Winter Orientation: Thursday, January 6, 4pm-6pm
- NASA Agreement Progress

CLOSED SESSION

4. Relationship with NASA (Material to be distributed – ED)

Motion to go into closed session: Rawluk/Yousefi

Motion to come out of closed session: Rawluk/Lee

12:30

- 5. NEGOTIATIONS MEETING** – Agenda sent separately by Interim VPL, Tamara Korassa

6. Adjournment

NEXT MEETING: January 12, 2011

**GSA EXECUTIVE DIRECTOR
REPORT TO COUNCIL FOR January 17, 2011**

To: Council Colleagues
From: Ellen Schoeck
Date: January 6, 2011

Meetings and Activities

As reported to Council in December, my continued top priority is ensuring that steps are taken to secure the long-term health, stability and effectiveness of the GSA.

My main strategic initiatives in this regard are:

1. *Support for the ad hoc Board Committee to Review and Recommend on the Budget*, where I think it is essential that the GSA have a realistic budget to carry out its duties under the *Post-Secondary Learning Act* and also to maintain its status as a not-for-profit (eg a contingency fund, earmarked reserves, employee positions that are benchmarked to the market);
2. *Support for the President* as he seeks new revenue streams;
3. *Portfolio descriptions for elected positions* that reflect the reality of the executives' responsibilities; and which include a statement on qualifications and hours.

I hope, through a combination of items 1 and 2, that we will accommodate nearly all the new budgetary initiatives the Board has set out and previously reported to Council.

Portfolio descriptions are before Council at this meeting. This has been a tremendous team effort over the past few months and will be reflected not only in policy but also in the 2011 nomination packages. I believe that the GSA now has workable and realistic "job descriptions" for its elected officials, together with qualifications, checks and balances, a team approach to elected positions, and hours that are realistic. In that regard I would like to emphasize that the presidential position is easily a full-time job.

My more detailed reports to the Board are attached. I would like to highlight the fact that as part of my performance appraisal I have mapped out my goals for 2011.

I would be pleased to answer any questions from Council.

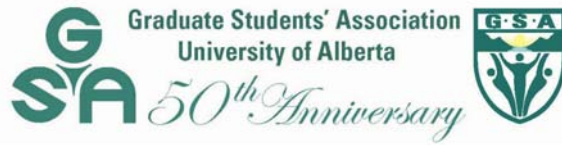
Best,

Ellen Schoeck

GSA Executive Director

ED REPORT TO THE GSA BOARD FOR DECEMBER 15, 2010

- Planning intensely with staff to close out as many active files as possible as we wrap up 2010
- Training for staff will occur Dec 16-17: U of A 101; Gov 101; GSA 101; tour of campus
- Review with Dyan of front desk issues and discussion with Heather Hogg about signage (all in effort to manage down front desk traffic and free up time of Front Desk Assessors)
- Mikeala returning for four days to assist with filing
- Work beginning on organizing new Nominating Committee
- Reviewing GFC procedures as basis for portions of GSA committee review
- Have asked Marlene Lewis if there is policy on percentage of new buildings devoted to undergrad space
- Confirmed with Marc Dumouchel that SU execs do NOT sign binding post-election contracts
- Work on Saeed Aria's training
- Various reports (eg for FGSR, Board, Senate)
- Lindsay Knox's MFA reception is Thursday in FAB, 7-10pm; Mindy Pitre defends Monday
- MY LAST DAY IS DEC 20 but I will be in the office the morning of the 21st to deal with anything urgent.



GSA Council
January 17, 2011
Item 4(e).i.A

REPORT TO THE BOARD FROM THE ED
JANUARY 5, 2011

Main activities since Dec 13:

- Presidential and VP portfolio descriptions
- Legal matters
- Training program for Mr Aria
- Hired graduate student Katie Biittner to replace Dyan Semple for two months

Over the holidays I submitted my Performance Appraisal to the President including goals for 2011.

Best,
Ellen Schoeck

To: GSA Council
From: Ellen Schoeck, GSA Executive Director
Date: January 5, 2011
Cc Saeed Aria

RE: Saeed Aria

At the Board meetings of December 15, 2010 and January 5, 2011, I discussed with the Board, in closed session, the fact that I felt **ethically compelled** to disclose comments made to me three times between June and December 2010 by Louise Rogers, the GSA-NASA Labour Relations Officer and a senior, experienced labour professional. Louise and the GSA VPL are the two key people who negotiate the Collective Agreement covering the GSA office staff.

I worked with Louise previously and have the utmost respect for her. I spoke to her when I first began consulting at the GSA regarding the office closure, VP leaves and staff concerns.

This is when Louise first conveyed to me comments about the then VPL on leave, Saeed Aria, as follows:

- **“Mr Aria did not know Canadian labour law and was not willing to learn it.”**
- **“Mr Aria unilaterally cancelled negotiation meetings.”**
- **“Mr Aria did not do his job.”**

Given that Mr Aria wishes to return as VP Labour, and given that I was privy to comments which I viewed as directly related to his ability to fulfill duties as VPL, I felt duty-bound to convey these comments to the Board. Then, over the winter break, I confirmed in writing with Ms Rogers that I could disclose her comments to the **Council**. I felt that if I withheld these comments from the Council, I would be hiding information that I felt puts the GSA at risk.

Some long-serving Councillors will recall that Ms Rogers attended Council in May 2010 to address Council about serious labour problems in the GSA office. She informed Council that the GSA was close to being charged with unfair labour practice under the Alberta Labour Code. I reviewed all these matters in person with Mr Aria in winter 2010 when he first indicated his wish to return to office. At those same meetings I told Mr Aria that the Board had passed a motion that the Interim VPL continue leading negotiations with Administration covering employment academically-employed

graduate students. *Inability to participate fully in both these negotiations basically 'guts' the position of VPL.*

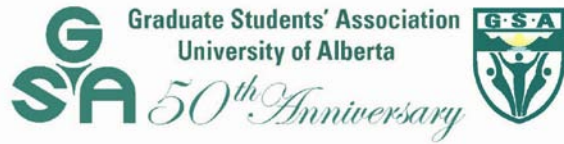
Based on Ms Rogers' comments, I therefore submit to Council THAT:

- **Mr Aria does not have the background to carry out his responsibility as VPL in negotiating the Collective Agreement with NASA covering the office staff.**
- **Canadian labour law is fundamental to two other duties of the VPL: negotiating the Collective Agreement with the University governing thousands of academically-employed graduate students, and dealing with labour-related problems being experienced by individual graduate students.**
- **An understanding of labour law is fundamental to chairing the GSA Labour Relations Committee. It does not appear that Mr Aria has this background.**
- **If Council agrees to all of the above, Mr Aria is left with very little to do as VPL.**

Now that Council has this information, it is up to Council to decide how to use it.

I reserve the right to supply Council with further information if needed.

Ellen Schoeck, GSA Executive Director



GSA Council
January 24, 2011
Item 7(a)

R20110124.1 *BIRT* Council remove Saeed Aria from the position of Vice President Labour in second reading.

Moved by Sarah Barnes, Chief Returning Officer

Motivation See documentation from Item 8(b).iv from the January 17, 2011 meeting of Council.

CONFIDENTIAL

To: Council
From: CRO, President, ED and DFO
Date: January 21, 2011

Dear Councilors,

Following on the Council meeting of Monday, January 17, we have the following information to present.

ISSUE ONE RE EMAIL ACCESS:

Question: Did Mr Aria have access to all his relevant emails when he was defending himself (a) from charges under the Code of Student Behavior and (b) from the motion to remove from office first considered by Council on January 17, 2011?

Answer:

(a) In June 2010 Mr Aria was provided with all relevant emails for his defence under charges arising from the Code of Student Behaviour. The GSA cooperated in every way possible to provide this access as evidenced by the attached emails. In June 2010 Mr Aria provided a Gmail account to the GSA to which the requested emails could be sent; the emails were sent to this Gmail account.

There were no bounce backs (which were monitored by the GSA IT). At that time we were not notified that the emails had not been received. Further, this communication was coordinated by the Student Ombudsservice (SOS) and no additional requests were made, nor did SOS tell us that the emails were not received.

(b) Still further, although Mr Aria stated several times at the January 17 Council meeting that he did not have access to these emails and that this non-access prevented his full defence against the motion to remove, Mr Aria could have easily accessed these emails by asking the GSA Speaker for these emails during the week-long notice period preceding the January 17 Council meeting when he was completely free to so ask and been so advised.

Following the January 17 Council meeting – on January 20 – Mr Aria requested access to certain emails from his VLP account. A special web-based account was set up for him on January 20. On January 21, these emails were checked for information that would have to be withheld under the *Personal Information and Privacy Act* and Mr Aria was given access to this special email account.

ISSUE TWO: Role of Judicial Committee

Question: Is it a requirement that the GSA Judicial Committee consider a motion to remove before consideration by Council?

Answer: No it is not a requirement, and we have sought legal advice on that issue. The Judicial Committee's terms of reference in GSA Bylaw (Part VI (2)) allows for the *graduate student population and for staff* to make complaints about elected officials. The Constitution allows *Council* to deal with any issue that might be cause to have an elected official be removed from office.

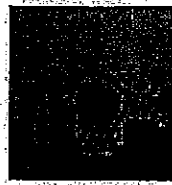
ISSUE THREE: Role of Speaker when Mr Aria was VPL

Question: Can the Speaker advise elected officials?

On several occasions during the Council meeting of January 17, Mr Aria was asked why he did not seek advice from the Speaker on certain issues. Mr Aria's answer was essentially this: no, he did not seek advice and we should check the bylaw in force at the time to check out the Speaker's duties.

We have done now done so. The GSA bylaw in force **when Mr Aria was in office explicitly allows the Speaker to provide advice to elected officials**. It is our view that Mr Aria consistently ignored the advice of the Speaker.

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: emails
Date: 11 June 2010 2:29:49PM MDT
To: Charlene Kassen - [REDACTED]



Hi Charlene,

I spoke to Colin Fetter this afternoon, and as long as the original accounts are preserved, he sees no problem with the VPs having access to the messages themselves. What we are suggesting is as follows:

Each VP can let me know what date range of emails they require (starting no sooner than when they took office and ended on 17 May 2010), and I will ask our IT technician, [REDACTED] to forward all those messages to a personal email account of their choice. I would recommend that they use something like GMail to ensure that there is room for all the messages.

Subsequently, I will ensure that all the passwords are in the possession of [REDACTED] only, as he is not involved in this process at all, and from my perspective is beyond reproach. He will be instructed not to provide access to anyone else.

Does this sound reasonable? Please let me know your thoughts. I can be reached at [REDACTED] if needed. Hopefully we can get this sorted out early next week,

cheers,
Roy

Roy Coulthard
President
The Graduate Students' Association of the University of Alberta
Killam Centre for Advanced Studies, Triffo Hall
University of Alberta
Edmonton, AB T6G 2N2
Phone: 780.492.2175

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

This communication is intended for the use of the recipient to whom it is addressed and may contain confidential, personal and/or privileged information. Please contact me immediately if you are not the intended recipient of this communication and do not copy, distribute or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: "Kassen, Charlene" [REDACTED]
Subject: RE: emails
Date: 11 June 2010 2:45:07PM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>

Hi Roy,

That sounds very reasonable. I will let the 3 VPs know about this arrangement and have them set up e-mail accounts with enough capacity to receive what I assume may be a high volume of data. I appreciate your willingness to help sort this out - I know it's been tricky.

On a different note, I have [REDACTED] GSA key, and am awaiting his swipe card so that I can return them both to GSA on his behalf. He indicated that he may have some mail there and asked if I would retrieve this for him while I am there. Similarly, [REDACTED] has expressed an interest in picking up any personal belongings he has at his GSA desk, so [REDACTED] can contact CSS for this. If CSS accompanied him over to GSA office, would 1pm or later work better given the office hours?

Thanks,

Charlene Kassen

Undergraduate Student Ombudsperson
Student OmbudService
5-02 SUB
University of Alberta
780-248-1351

Confidentiality Notice: This email message, including any attachments, is intended only for the named recipient(s) and may contain information that is confidential and/or exempt from disclosure under applicable law. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender by email and delete this message, including any attachments.

-----Original Message-----

From: Roy Coulthard [mailto:president@gsa.ualberta.ca]
Sent: Friday, June 11, 2010 2:30 PM
To: Kassen, Charlene
Subject: emails

Hi Charlene,

From: "Kassen, Charlene" [REDACTED]
Subject: RE: follow up
Date: 17 June 2010 3:30:46PM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>

Hi Roy,

As promised, here is a better reply to your e-mail...I sent you a short one this morning only because I was in a rush.

In terms of [REDACTED], he had not received any e-mails as of 8:45 this morning, but that's okay. If he gets them in the next few days or so, that should be fine. The dates you selected for e-mail transfer appear reasonable, so thanks for proceeding with that. One question that [REDACTED] had - is there any other mail in his GSA mailbox other than his paycheque which I picked up yesterday? If so, I am happy to swing by early next week. Alternatively, I wonder if it could be mailed to him?

In terms of [REDACTED], I am not in the rest of the week, but I will e-mail [REDACTED] to let him know that the April stub is ready. I realize that he will be unable to pick it up at GSA, but should he require it before the weekend, I will contact you back to see what arrangements we might be able to make. As for his e-mail account, as I mentioned in my previous e-mail, it was my oversight not to specify dates. My apologies if I caused any confusion [REDACTED] didn't request the whole account. I will send him an e-mail regarding this to see if he needs access to e-mails prior to Jan 1st. Otherwise, I believe that date may work.

Any yes, for Saeed, using his start date is logical for the e-mail transfers. Once I have his new e-mail address, I will forward that to you.

[REDACTED]

If I have missed anything in this e-mail, let me know.

Regards,

Charlene Kassen

Original message-----

From: Roy Coulthard [mailto:president@gsa.ualberta.ca]

Sent: Wed 6/16/2010 11:21 AM

To: Kassen, Charlene

Subject: Re: follow up

Hi Charlene,

The re-printed pay stub is now in [REDACTED] mailbox, and you're welcome to swing by to pick it up and [REDACTED]'s mail.

Regarding [REDACTED]'s email, what he is requesting is more than what Colin Fetter, the GSA lawyer, and I had in mind when we spoke about it, and under the circumstances, I think it is entirely unreasonable to ask for the whole account. The objective is ONLY to allow [REDACTED] (and the others) access to material he (they) needs to make his (their) case(s). The objective is not to provide access to any other correspondence which remains the property of the GSA, the same as messages on a GSA answering machine would be. That is why I asked for a starting date, with the end date being 17 May when the leaves began, and I'm sorry if I didn't make that point as clear as I meant to. That would, however include sent items, inbox, drafts and junk between those dates, and only between those dates with the express stipulation that they be used ONLY for making those cases, and NOT for any other purpose. I would suggest an arbitrary start date of 1 January 2010 to ensure a wide buffer prior to the events since March that are the subject of investigations, which probably far more than is needed. In Saeed's case it would start when he took office. Is there any specific reason [REDACTED] requires more messages? Or the whole account? Other than the specific exception we are dealing with, the express purpose of limiting access is to firstly ensure protection of the material contained in the account and secondly to prevent unauthorized access to it.

I'm sorry if this is making your life more difficult, but I'd still like to get this taken care of as soon as possible, so please feel free to phone me on [REDACTED] or drop me an email as may be necessary. If January 1 will work, I'd like to go ahead with that. If there is a burning reason to have longer access, then I will need to know the general reason for it. In [REDACTED] case, we could go further back as required by the specifics of his case. Due to the short time frame on his request, I'll go back to August 1, 2009 as my impression is there may be material he requires from the fall. If this is ok, then we will proceed. I've now requested [REDACTED] take care of [REDACTED] messages back to August 1. For [REDACTED] I will wait on hearing back from you.

[REDACTED]

sincerely,
Roy

On 2010-06-15, at 1:10PM, Kassen, Charlene wrote:

- > Hi Roy,
- >
- > By way of follow up to our earlier conversation, here's the e-mail reminder I promised.
- > I can make a trip over to GSA tomorrow since I need to drop off [REDACTED]'s swipe card and key.
- >
- > At that time could I pick up: [REDACTED]'s April pay stub and [REDACTED]'s mail?
- >
- > As well, here is [REDACTED] new e-mail address: [REDACTED]
- >
- > He will need inbox messages, sent items, drafts, junk, etc.so essentially the whole account.
- >
- > Thanks,

From: "Kassen, Charlene" <[REDACTED]>
Subject: RE: update / follow-up
Date: 24 June 2010 8:45:44PM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>

Hi Roy,

Here is Saeed's new e-mail address:

saeedariatemp@gmail.com

Charlene Kassen

-----Original Message-----

From: Roy Coulthard [<mailto:president@gsa.ualberta.ca>]
Sent: Thu 6/24/2010 10:15 AM
To: Kassen, Charlene
Subject: update / follow-up

Hi Charlene,

My apologies for not sending this to you sooner. I think [REDACTED] has the GSA accounts done, but AICT accounts have proved to be much more difficult to forward. I am going to ask [REDACTED] in your office to see if AICT can have the entire contents forwarded to the recipients. The alternative would be to export all the folders and hopefully they can import the mailboxes into a different account, or otherwise transfer them to google. I'm sorry I haven't been able to get back to you sooner.

Re: [REDACTED] mail, there is a letter for him from overseas. If you want to stop by, just ask [REDACTED] to give you all the mail in [REDACTED] mailbox.

cheers,
Roy

Roy Coulthard
President
The Graduate Students' Association of the University of Alberta
Killam Centre for Advanced Studies, Triffo Hall
University of Alberta
Edmonton, AB T6G 2N2
Phone: 780.492.2175

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

This communication is intended for the use of the recipient to whom it is addressed and may contain

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: Fwd: update / follow-up
Date: 28 June 2010 1:01:14PM MDT
To: [REDACTED]



Begin forwarded message:

From: Roy Coulthard <president@gsa.ualberta.ca>
Date: 28 June 2010 12:34:48PM MDT
To: comptech@gsa.ualberta.ca
Subject: Fwd: update / follow-up

Hi [REDACTED] please forward all the mail in vplabour/vplabor/vpl/vplr@gsa to the following email address.

Roy

Begin forwarded message:

From: "Kassen, Charlene" <charlene.kassen@uss.ualberta.ca>
Date: 24 June 2010 8:45:44PM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>
Subject: RE: update / follow-up

Hi Roy,

Here is Saeed's new e-mail address:

saeedariatemp@gmail.com

Charlene Kassen

Roy Coulthard
President
The Graduate Students' Association of the University of Alberta
Killam Centre for Advanced Studies, Triffo Hall
University of Alberta

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: Re: follow up
Date: 5 July 2010 4:21:48PM MDT
To: "Kassen, Charlene" [REDACTED]



Hi Charlene,
AT some point, I'll come up to the office to pick up the credit card.

As far as I'm aware, the email transfer for GSA hosted accounts took place already. I arranged to have messages forwarded to the gmail accounts of [REDACTED] and [REDACTED] from the AICT [REDACTED] and [REDACTED] accounts. [REDACTED] should have 2 large messages, [REDACTED] should have 7 (I think). If they did not arrive, please let me know. They will be amalgamated messages with many messages in a single email.

[REDACTED]

regards,
Roy

On 2010-07-05, at 8:39AM, Kassen, Charlene wrote:

Hi Roy,

I just wanted to touch base about a few things...

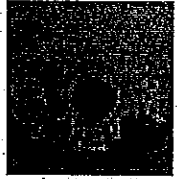
I have [REDACTED] GSA credit card. Would you like me to forward it through campus mail or would you prefer to pick it up here?

Also, do you happen to know if the e-mail transfer has taken place yet? The last I heard from the VPs, they had not yet received their e-mails.

[REDACTED]

Regards,

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: Fwd: update / follow-up
Date: 8 July 2010 3:54:56PM MDT
To: [REDACTED]



Hi [REDACTED]

this is Saeed's email address. Please forward all the messages from vplabour, and vplr @ gsa to this address, starting from February 9 and ending on May 17.

cheers,
Roy

Begin forwarded message:

From: "Kassen, Charlene" <charlene.kassen@uss.ualberta.ca>
Date: 24 June 2010 8:45:44PM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>
Subject: RE: update / follow-up

Hi Roy,

Here is Saeed's new e-mail address:

saeedatemp@gmail.com

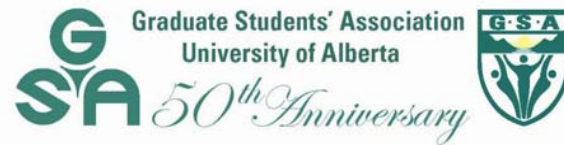
Charlene Kassen

-----Original Message-----

From: Roy Coulthard [mailto:president@gsa.ualberta.ca]
Sent: Thu 6/24/2010 10:15 AM
To: Kassen, Charlene
Subject: update / follow-up

Hi Charlene,

My apologies for not sending this to you sooner. I think [REDACTED] has the GSA accounts done, but AICT accounts have proved to be much more difficult to forward. I am going to ask [REDACTED] in your office to see if AICT can have the entire contents forwarded to the recipients. The alternative would be to export all the folders and hopefully they can import the mailboxes into a different account, or otherwise transfer them to google. I'm sorry I haven't been able to get back to you sooner.



Voter Eligibility

Preamble

Currently, the only reference to eligibility to vote of any kind in the GSA’s governing documents is in the Elections Code in the Policy Manual, stating that:

“The CRO shall obtain from the Faculty of Graduate Studies and Research a list of current student information for all part-time and full-time graduate students as of January 1st of the year of the election[...].”

As a fundamental principle of the GSA, it is best to enshrine this right to vote in (at least) Bylaw, and this proposal allows for precisely that.

Proposal

BIRT Council amend Part II Members’ Dues, Rights, and Privileges as follows:

Original	Proposed	Motivation
<i>(new paragraph)</i>	<u>3.1.1 All current full-time and part-time graduate students are eligible to vote in all GSA elections.</u>	As above.

President and VP Portfolio Reform I

Preamble

The current excellently functioning state of the Presidential and VP positions, as evidenced by the GSA's current successes in its advocacy efforts, as well as a handful of duties ascribed to the President and VPs and/or the Board as a whole, are somewhat at odds with the duties of those portfolios as specified in Bylaw. In addition, several weaknesses have been identified in the current balance of duties between the various portfolios. Both of these point to the need to reform the duties of the President and VP portfolios as currently outlined in Bylaw.

Discussion has been underway for quite some time by the GSA Board and Executive Director concerning descriptions for these positions which are anticipated to be ready in time for the opening of nominations for the general elections in January; in order for these to be ready by then the current descriptions of the positions would need to be removed from Bylaw in favour of placing them in the Policy Manual (as befits the need to be able to quickly adapt these positions to their quickly changing requirements from the University community) with only a minimum specification of the overall duties of the position in Bylaw to give guidance to those policies.

Proposal

BIRT Council amend Part III The Executive as follows:

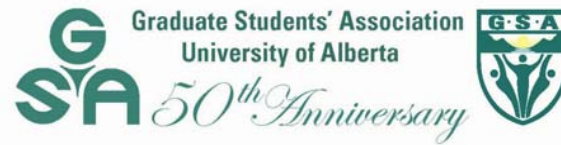
Original	Proposed	Motivation
1.2.1 Public support of and action upon all decisions made by Council or the GSA membership; 1.2.2 Recruitment of representation for graduate students on all appropriate University committees, taskforces, and meetings; and	1.2.1 Public support of and action upon all decisions made by Council or the GSA membership; and	This is specified as a duty of the soon-to-be-implemented Nominating Committee.
<i>(new paragraph)</i>	<u>1.5 Duties of Individual Portfolios</u> <u>1.5.1 The President is the chief executive officer of the GSA and is responsible for</u>	See above motivation.

	<p><u>the GSA's overall operations as well as external and university affairs.</u></p> <p><u>1.5.2 The Vice President Academic is responsible for major academic matters and affairs concerning graduate students.</u></p> <p><u>1.5.3 The Vice President Labour is responsible for labour-related matters concerning graduate students and special projects.</u></p> <p><u>1.5.4 The Vice President Student Services is responsible for GSA and university services provided to graduate students and for space-related issues.</u></p> <p><u>1.5.5 The Vice President Student Life is responsible for matters related to the graduate student experience including students groups, and for special projects.</u></p> <p><u>1.5.6 Specific responsibilities of the President and Vice Presidents are outlined in the Policy Manual.</u></p>	
--	---	--

BIFRT Council strike Part IV Executive Portfolios of Bylaw in its entirety.

BIFRT Council amend Part V GSA Board as follows:

Original	Proposed	Motivation
4.2.3 Selection, retention, and evaluation of GSA staff;	<i>(deleted)</i>	This is at odds with the GSA's agreements with NASA and the Directors.



GSA Council
January 17, 2011
Item 8(b).ii

BIFRT Council rescind the Executive Representation on University Committees Policy effective upon the second reading of this proposal.

Graduate Student Groups

Preamble

Student groups are an integral aspect of the graduate student experience, and there are currently serious concerns with the management and administration of these groups as pertains to the GSA. The GSA lacks adequate student group policy, most notably bylaws; there is no oversight to ensure that GSA is compliant with the laws and policies that govern the university community; groups are not being tied into the GSA's mandate in any meaningful way; and there is no formal mechanism for communication with Student Group Services. These bylaws are the first step in remedying these ongoing concerns.

Proposal

BIRT Council pass a new part of Bylaw following Part XXV Alberta Graduate Council Caucus entitled Graduate Student Groups, as follows:

Original	Proposed	Motivation
<i>(new paragraph)</i>	1 General 1.1 Any "student group" shall be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.	See preamble.
<i>(new paragraph)</i>	1.2 The GSA, the University of Alberta Office of the Dean of Students, and Student Group Services are jointly responsible for the administration and oversight of graduate student groups as per the Graduate Student Groups Policy.	See preamble.
<i>(new paragraph)</i>	2 Registration 2.1 In order to register as a student group	See preamble.

	<p>with the GSA, a student group must:</p> <ul style="list-style-type: none"> 2.1.1 Be registered as a student group with the University of Alberta; 2.1.2 Have an executive committee comprised of at least 3/4 graduate students; 2.1.3 Have a total membership of at least 2/3 graduate students; 2.1.4 Submit bylaws or other governing documents to Student Group Services that meet reasonable governance standards, at the discretion of Student Group Services; and 2.1.5 Any other responsibilities set out in the Graduate Student Groups Policy. 	
<p><i>(new paragraph)</i></p>	<p>2.2 Student groups' registration with the GSA will expire each year on April 30th.</p> <ul style="list-style-type: none"> 2.2.1 As such, it is the responsibility of student groups to familiarize themselves with all policies pertaining to student group status, and to re-register before April 30th of each year to ensure their ongoing student group status. 	<p>See preamble.</p>

<i>(new paragraph)</i>	2.3 The GSA reserves the right to suspend a student group's GSA registration, and all rights and privileges associated with such registration.	See preamble.
<i>(new paragraph)</i>	3 Privileges 3.1 Only groups registered with the GSA may use the GSA's name or derivatives of that name in their title and/ or promotional materials.	See preamble.
<i>(new paragraph)</i>	3.2 Where there is a portion of the GSA's operating budget designated for grants to be paid to student groups, only student groups that are fully registered shall be eligible to receive a grant from that portion of the GSA's operating budget.	See preamble.
<i>(new paragraph)</i>	4 Responsibilities 4.1 Student groups will manage their finances responsibly and maintain financial records, subject to auditing by the University of Alberta, Student Group Services, or the GSA.	See preamble.
<i>(new paragraph)</i>	4.2 Student groups shall act on behalf of and for their members and according to all relevant regulations, including (but not limited to):	See preamble.

	<p>4.2.1 GSA policies pertaining to student groups;</p> <p>4.2.2 The University of Alberta Code of Student Behaviour;</p> <p>4.2.3 University of Alberta student group policies and procedures;</p> <p>4.2.4 The individual groups' own governing documents, as approved by Student Group Services on delegated authority of the GSA through registration; and</p> <p>4.2.5 All applicable laws.</p>	
<i>(new paragraph)</i>	4.3 Student groups shall serve their members in a way that is transparent, democratic, accountable, and fiscally prudent.	See preamble.
<i>(new paragraph)</i>	4.4 Student groups shall promote community, benefit their members and the community, and be non-commercial.	See preamble.

Appendix: Graduate Student Groups Policy Outline

The working draft of Graduate Student Groups Policy will elaborate on the following areas:

1. Delegation of Graduate Student Group Authority

The Graduate Students' Association is responsible for the following:

- Determining the terms and conditions by which a student group can be registered in its name
- Ensuring adequate and comprehensive policy governing GSA student group standards
- Keeping an up-to-date-list of all student groups registered in its name
- Ensuring a yearly risk analysis is performed to protect groups, students and the GSA
- Internally outlining roles and responsibilities for staff members and elected officials as pertain to graduate student groups

The Office of the Dean of Students is responsible for the following:

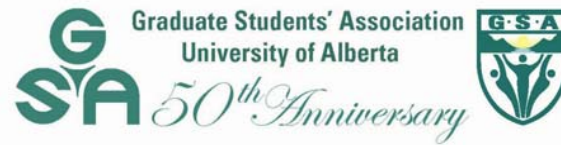
- Ensuring student groups meet all standards of affiliation under GSA and university policy
- Providing direct oversight to SGS

Student Group Services is responsible for the following:

- Administering front-line student group registration
- Providing information and support to individual groups
- Communicating regularly with the GSA as per provisions outlined in a Memorandum of Understanding

2. Memorandum of Understanding with Student Group Services

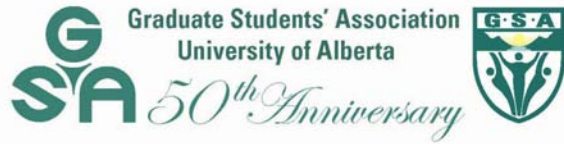
The memorandum of understanding will be a yearly document updated on a yearly basis that outlines the roles and responsibilities of each party in overseeing, registering, communicating with and administering student groups.



3. Graduate Student Groups Communications Policy

The GSA will outline a process for regular and ongoing communications with groups that will include a yearly reminder of the registration process and other relevant information related to student group administration.

This will form the framework for the policy, though there certainly may be other areas to include later in the process.



GSA Council
January 17, 2011
Item 8(b).iv

R20110117.4 *BIRT* Council remove Saeed Aria from the position of Vice President Labour in first reading.

Moved by Sarah Barnes, Chief Returning Officer

Motivation See attached documentation.

CONFIDENTIAL

Before taking office as the CRO, the GSA employed me as the full-time Receptionist and therefore I have direct knowledge about the workings of the office and the office environment when Mr. Aria was VP Labour. On November 15, Mr. Aria told Council that he was charged under the Code of Student Behaviour with harassment and that the charges were “not made out.” Mr Aria made his wish to return to his office as VP Labour clear; nevertheless, it is my view that Mr. Aria is unable to be a functional VP of the GSA.

The fact that Mr. Aria was charged with harassment was known GSA employees were aware of but the staff were told to keep this and other related information confidential. I sense that councillors are confused about this whole matter, as the full story has not been provided to everyone; only bits and pieces have trickled into council, which does not provide a clear picture. **GSA employees were aware of the charge of harassment against Mr. Aria because two GSA employees pressed those charges. Council members are aware that three VPs were trespassed, but I am not at liberty to disclose information about the other two.**

While I am not at liberty to disclose other, related information, because confidentially agreements are involved, I **can** attest to certain matters, as I worked for the GSA while Mr. Aria was in office at the GSA; I believe that Mr. Aria’s actions require a call for his removal from office.

1. I can attest to the fact that Mr Aria's attitude and behaviour towards the managers and staff were unprofessional. Mr. Aria interfered in the management of the office and gave direct orders to a couple of my colleagues, after the former General Manager had repeatedly requested that any work for staff be cleared through her. This occurred at a time where another VP had been trespassed by Campus Security and Mr. Aria sought to call an emergency Exec Board meeting outside Triffo Hall so that the trespassed VP could attend. This was in violation of the Campus Security order, the Speaker's advice and advice from the GSA lawyer. Further, Mr. Aria sought to exclude the two managers from portions of the meeting, despite being informed repeatedly by the GSA's lawyer, the Speaker, and the President that this action was in violation of bylaw and their legally binding contracts.
2. Council members who were present at the May meeting of Council will have read the resignation letter of the former General Manager who, in her eight-page resignation letter, outlined Mr Aria's unprofessional behaviour at a negotiation meeting.
3. Council members who were in attendance at the May 2010 Council meeting heard an oral report from NASA Labour Relations Officer Louise Rogers that the GSA was close to being charged with unfair labour practice. Louise Rogers has also stated that Mr. Aria **unilaterally cancelled negotiation meetings, did not make an effort to understand**

Canadian labour law, and did not do his job. This alone, in my opinion, illustrates that Mr. Aria does not have the background to deal with labour matters adequately.

4. Council members who were present at the July 2010 meeting had a written report from Consultant Ellen Schoeck (who was hired by President Roy Coulthard on behalf of the GSA Board) about the dismal state of affairs at the GSA. I believe that Mr. Aria's behaviour were a contributing factor to the GSA's dysfunction.
5. There was a labour dispute between on staff member, and one VP. Mr. Aria was advised by the graduate student ombudsperson and the GSA lawyer not to get involved in this dispute. He, nonetheless, did try to involve himself. The staff member felt Mr. Aria had a conflict of interest due to his friendship with the other VP. Consequently, the staff member quit.
6. Mr. Aria contributed to a dysfunctional culture in the office that resulted in the office's closure for approximately two weeks in May 2010. Between May and September there was a **complete turnover of staff.**
7. Finally, I'd like to draw council's attention to the fact that Mr. Aria's trespass order from Campus Security was lifted on Friday, September 17, and he did not attend either the Sept 20 or Oct 18 council meetings, in violation of *Bylaw Part III Section 1.4.1 Pursuant*

to 1.3, each Executive is responsible for attendance at Council and general meetings;

Constitution 25 (1) The Speaker or President shall recommend to Council for removal from office any Executive who is absent during his or her term in office from two meetings of Council or three consecutive meetings of the Executive unless prior notification was given to the Speaker, the President, or their designates.

To conclude: It is my opinion that Saeed Aria committed a dereliction of his fiduciary duties as a VP of the GSA by exposing the GSA to legal risk, and violating bylaws. He continually ignored advice and guidance from the GSA's lawyer, the Council Speaker, the Grad Student Ombudsperson, the former General Manager, as well as President Roy Coulthard.

The Post-Secondary Learning Act sets up the GSA as its own corporate entity, making it separate from the University, and accountable to graduate students and it has a fiduciary duty to represent 8000 graduate students at the University bargaining table and the GSA staff at the NASA bargaining table. While Mr. Aria stated that the Office of Student Judicial Affairs cleared him of all charges, the GSA Council has yet to make its own decision regarding his actions while in the office of the VP Labour. As the highest governing body of the GSA, I believe it is our duty to take action. For all these reasons, I believe that Council should remove Saeed Aria from the position of VP Labour.

Timeline of Events

- **March 23, 2010:** RC emails grad student ombudsperson Lara Apps (LA) for advice on how to proceed with a labour dispute in the GSA; LA responds, and RC shares her advice with the executives
- **March 24, 2010:** Campus Security Services places a trespass order on a GSA VP
- **March 25, 2010:** Lawyer Colin Fetter (CF) sends letter, providing guidance for dealing with the labour dispute
-
-

Timeline of Events

- **March 26, 2010:** CF sends email to RC stating that the Campus Security order supersedes GSA Bylaw
- **March 31, 2010:** Speaker Rem Kooistra (RK) responds to email sent by a GSA VP, and reiterates the CF and LA's advice that the law supersedes GSA Bylaw; RK's email is sent to all GSA executives

-

Timeline of Events

- **May 6, 2010:** RC reminds all executives of advice provided by CF, LA, and RK
- **May 11, 2010:** Saeed Aria (SA) tells the Communication Assistant that she is obliged obey him, as he is her employer. The General Manager informs SA that GSA Bylaw and the Collective Agreement stipulate that she manages the office staff.

Timeline of Events

- **May 12, 2010:** SA tries to schedule an Executive Board meeting outside of Triffo Hall, so the trespassed VP can attend, excluding the GSA management, contrary to legal advice, GSA bylaws, and the management's contracts
- **May 13, 2010:** SA unilaterally cancels negotiations with NASA; GSA Office is closed at the discretion of GSA Management, after consultation with GSA staff ; two GSA employees file a complaint with Campus Security

Timeline of Events

- **May 17, 2010:** Three GSA VPs trespassed by campus security and put on leave by Council
- **September 17, 2010:** SA's trespass order is lifted by Campus Security, allowing him to return to his position at the GSA
- **September 20, 2010:** SA does not attend GSA Council
- **October 18, 2010:** SA does not attend GSA Council

Contracts of GSA Management

Note: The Financial Manager has managerial discretion when dealing with the office staff, but shall consult the GSA Executive Committee on all staff issues at the GSA Executive Committee meetings.

6. GSA Committee Consultation

- Member of the Budget and Finance Committee (ex officio).
- Member of the GSA Executive Committee (ex officio).

7. Financial Reports

- Preparing the GSA annual budget, the AEGS Fund annual budget, monthly cash flow statements, revenue/expense reports, AEGS Fund statements and other required financial reports.

8. Vacation Relief for General Manager

- Supervising of all GSA Office Staff.

The Employee acknowledges that as an ex-officio (non-voting) member of the Executive Committee of the Employer, the Employee shall be privy to confidential information that is covered under the Alberta *Freedom of Information and Protection of Privacy Act*.

Contracts of GSA Management

4. As General Manager, the Employee shall consult with:
 - (a) The Executive Committee of the Employer (on an ex-officio basis)
 - (b) The Budget Advisory Committee of the Employer
 - (c) The Hiring and Nominating Committee of the Employer

The Employee acknowledges that as an ex-officio (non-voting) member of the Executive Committee of the Employer, the Employee shall be privy to confidential information that is covered under the *Alberta Freedom of Information and Protection of Privacy Act*.

Post- AGM Bylaws Regarding EB Membership

PART IV EXECUTIVE BOARD

1 Membership

- 1.1 The President is the chair of the Executive Board (EB).
- 1.2 All Executives are members of the EB.
- 1.3 All management employees are full members of the EB with the exception of the right to vote.

Legal Opinion Regarding EB Membership

From: "Fetter, Colin" <CFETTER@brownleelaw.com>
Subject: RE: GSA Office
Date: 26 March 2010 10:36:13AM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>

Roy I have consulted with one of the lawyers at our office that regularly deals with governance issues.

The key thing here is Part XI Section 2.3 of the Bylaws. This provides that the GM and FM are members of the EC. As a result, they are entitled to be at the meetings. While the Bylaws also entitle [REDACTED] to be at the meetings the terms of the Campus Security order clearly prevent this given he is to have no contact with the GM and FM. The result is that regardless of where a meeting was held the GM and FM are entitled to be in attendance and the Campus Security Order prevents [REDACTED]'s attendance. This order is not within the control or jurisdiction of the EC.

EB Membership According to Speaker

From: "Remkes Kooistra" <speaker@gsa.ualberta.ca>
Subject: **Re: EC Wednesday**
Date: 31 March 2010 10:49:19AM MDT
To: "[REDACTED]" <gsavpcom@ualberta.ca>
Cc: "Roy Coulthard" <president@gsa.ualberta.ca>, "GSA VPLR" <vplr@gsa.ualberta.ca>, "Aziz Rahman" <vpac@gsa.ualberta.ca>, - [REDACTED] <vpcom@gsa.ualberta.ca>, "Remkes Kooistra" <speaker@gsa.ualberta.ca>
Reply-To: speaker@gsa.ualberta.ca

Morning, all. Sorry that this come late, likely after your meeting.

Here are the answers to your questions, [REDACTED]. These answers are given according to my priviledge as speaker to provide advice on the bylaws.

Rem, as the GSA speaker, will you please explain what are the legal obligations (based on GSA governing documents) of keeping GM and FM in each and every EC meeting?

The managers are members of EC. Other than the right to vote, they are equivalent as members to the executives. A GSA decision to exclude any member of the committee, executive or manager, is in contradiction with the committee bylaw. Both executves and managers have the right to attend 100% of each and every EC meeting.

Does GSA EC have to keep them the whole portion of the meetings always?

Yes.

EB Membership According to Speaker

Is there any bylaws that prevents Executives from asking them to stay part of the EC meetings instead of whole meeting, or to not attend some of the EC meetings?

Yes, the committee structure bylaw prevents this. Membership in a committee includes the right to attend 100% of all meetings, and that cannot be revoked by the other members of the committee.

Does GSA bylaws prevent the EC from having any meeting(s) that are attended by elected EC members only?

A meeting where all members were informed and given reasonable time and opportunity to attend, but chose not to and send regrets instead, would be in order. A meeting where any member, executive or manager, was excluded by GSA action, is out of order. This includes cases where a member did not attend because he or she was not informed or because the meeting was intentionally scheduled when he or she could not attend.

The only reason that the current meeting is in order, with the exclusion of the VPCOM, is that such an exclusion is a campus security decision. Campus security takes precedence here over our own bylaws and rights of members to attend committees here; this was clarified also in the legal opinion which has been distributed.

I hope this was of assistance,

Cheers,

Rem

EB Membership According to RC

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: **Re: About having the EB meeting tomorrow**
Date: 6 May 2010 7:36:00AM MDT
To: vpsl@gsa.ualberta.ca
Cc: vpss@gsa.ualberta.ca, vplabour@gsa.ualberta.ca, Aziz Rahman <vpac@gsa.ualberta.ca>, Remkes Kooistra <speaker@gsa.ualberta.ca>, Sherrie Blake <financialmanager@gsa.ualberta.ca>, [REDACTED] <generalmanager@gsa.ualberta.ca>

Thank you to the VPSL for the updates. Re: alternate arrangements for EB meetings, I remind you of the legal opinion of 26 March, and the speaker's ruling of 31 March indicating that to do so would exclude the GSA managers, and therefore violate GSA bylaws, and more importantly violate legally binding management contracts. To hold such meetings exposes the GSA to potential legal risk. It is our fiduciary duty as GSA Executives to avoid such risks. I should not have to remind you of this again.

sincerely,
Roy

SA's Action

From: Saeed Aria <aria.saeed@gmail.com>
Subject: **Re: Emergency EB Scheduling**
Date: 12 May 2010 11:45:31AM MDT
To: Executive Assistant <execadmin@gsa.ualberta.ca>
Cc: Nima Yousefi <yousefim@gmail.com>, [REDACTED],
<generalmanager@gsa.ualberta.ca>, Aziz Rahman <vpac@gsa.ualberta.ca>,
Deborah Fakorede - Office Administrator <officeadmin@gsa.ualberta.ca>,
Financial Manager <financialmanager@gsa.ualberta.ca>, GSA President
<president@gsa.ualberta.ca>, GSA VP Labour <vplabour@gsa.ualberta.ca>, GSA
VPSS <vpss@gsa.ualberta.ca>, Saeed Aria <vplr@gsa.ualberta.ca>

Hi Lisa,

Please, check it out with the General Manager and cancel this booking. **The Emergency EB meeting will not happen in Triffo Hall.** I asked the manager to book a room in SUB (or even in Cameron Library) for the Emergency EB meeting, not in Triffo Hall.

So, please try to book a room there in coordination with the General Manager.

Thanks for this and appreciated.

Bests,

Saeed Aria
PhD Student

On Wed, May 12, 2010 at 11:31, Executive Assistant <execadmin@gsa.ualberta.ca> wrote:

Good morning,

If it is alright with everyone I will book the Green GSA Boardroom for an Emergency EB on Monday April 17 from 9:00 am – 10:30 am. Please let me know if this conflicts with your schedule.

SA's Action

From: Saeed Aria <aria.saeed@gmail.com>
Subject: Call for an Emergency EB Meeting
Date: 12 May 2010 1:40:52AM MDT
To: amanohar@ualberta.ca, Roy Coulthard <president@gsa.ualberta.ca>, vpcom@gsa.ualberta.ca, GSA VPLR <vplr@gsa.ualberta.ca>, vpac@gsa.ualberta.ca, vpss@gsa.ualberta.ca, Nima Yousefi <yousefim@ualberta.ca>, Financial Manager <financialmanager@gsa.ualberta.ca>, GSA VP Labour <vplabour@gsa.ualberta.ca>, [REDACTED] <gsavpcom@ualberta.ca>

Respecting the rights of both management and Executives as the members of EB and in pursuant of the GSA bylaw article: 1 Membership (1.2 All Executives are members of the EB. and 1.3 All management employees are full members of the EB with the exception of the right to vote.), I am thinking of managing and coordination of the next Emergency EB meeting (and all the future EB meetings) in a way of having both sides' presence in the EB meeting to be able to do their responsibilities, instead of violating the bylaw and easily ignoring one side's rights and responsibilities. To do that I propose to have the managers in the absence of VP Student Life in the first half of the meeting and then, having VP Student Life in the second half of meeting in absence of the Managers. In this fashion all the items discussed in both half will be identical. However, after leave of our current General Managers, my expectation is making it easier to be handle the job (We just have the problem of having the financial Manager and VP Student Life in the EB Meetings).

Please let me know if anyone have any idea about that or have a better management idea to both obeying the rights of all the parties, according to the Bylaw.

Bests,

Saeed Aria

EB Membership According to RC

From: Roy Coulthard <president@gsa.ualberta.ca>
Subject: **EB**
Date: 12 May 2010 8:15:24PM MDT
To: Aziz Rahman <vpac@gsa.ualberta.ca>, GSA VP Labour <vplabour@gsa.ualberta.ca>, GSA VPSS <vpss@gsa.ualberta.ca>, [REDACTED] <generalmanager@gsa.ualberta.ca>, vpsl@gsa.ualberta.ca, Financial Manager <financialmanager@gsa.ualberta.ca>
Cc: Remkes Kooistra <speaker@gsa.ualberta.ca>

Dear All,

I am genuinely appalled by the barrage of emails I have received today regarding the so-called Emergency EB meeting. I won't even attempt to touch on the vast majority of what has been circulated. Suffice to say that I am unable to attend Thursday or Friday, and any such meeting remains egregiously out of order as you already know.

The core issue is a simple one. The GSA managers have contracts that require them to attend EB meetings. These are legal contracts. That means they legally bind the GSA to uphold them. And legally binding contracts supersede the GSA's bylaws in EVERY situation. If a meeting is held at which the managers are barred from attending for "any reason", then these contracts have been breached, and the managers will have every right to sue the GSA in court, and most importantly they would win.

Each of you already knows this as it has been told you countless times by myself, the Speaker, the Ombudservice and the GSA's legal counsel. Therefore, I can only assume that you are wilfully ignoring the GSA's legal obligations and inviting lawsuits against the GSA. To do so is to violate the fundamental fiduciary duties you each hold as trustees of the Graduate Students' Association of the University of Alberta.

Former GM's Letter to May Council

Some members of the Executive Committee also seem to have difficulty understanding how their responsibilities to act on behalf of the GSA affect their interactions with external organizations. In a March 23, 2010 meeting between the GSA, NASA, and a GSA employee at which the Vice President Labour Relations and I were representing the GSA (as per the relevant provisions of the Collective Agreement), the Vice President Labour Relations saw fit to accuse me of mismanagement and of failing to conduct myself according to the terms of the Collective Agreement. While individual Vice Presidents are certainly well within their rights to take issue with my performance – indeed, I welcome feedback on areas where members of the Executive Committee feel I can improve – making such allegations in front of a union representative was entirely inappropriate, and exposed the GSA to legal risk. As I stated earlier, officials of the GSA are always considered to be acting on behalf of the organization unless they are clearly in violation of the rules or have been previously censured for the conduct under discussion. This includes the GSA management. In the absence of such sanction, accusing me of improper behavior is actually accusing the GSA of improper behavior. Making such accusations of me in front of an external organization without first discussing it confidentially at Executive Committee is a serious breach of both GSA rules and of due process under my contract. I tried my best to work with the Vice President Labour Relations prior to that meeting to cultivate an understanding that would avoid such an issue, but it seems I was largely unsuccessful in my attempts to convey to him what our respective obligations are when representing the GSA. The GSA has a responsibility to ensure that its officials receive the training and support required to ensure that they are equipped to avoid such breaches. It is deeply concerning to me that we are not currently providing support to members of the Executive Committee that educates them about the dangers of inviting such risks, and that the Vice President Labour Relations [redacted] see fit to disregard procedural advice from the GSA management on such issues.

Attestation of SA by NASA Officer Louise Rogers

- SA did not know Canadian labour law and was not willing to learn it
- SA unilaterally cancelled negotiation meetings
- SA did not do his job

SA's Cancellation of Negotiations

From: Saeed Aria <aria.saeed@gmail.com>
Subject: **Request for Postponing the Bargaining Meeting on Thursday May 13**
Date: 13 May 2010 12:10:17AM MDT
To: louise.rogers@ualberta.ca
Cc: GSA VPLR <vplr@gsa.ualberta.ca>, Aziz Rahman <vpac@gsa.ualberta.ca>, vpc@gsa.ualberta.ca, GSA VPSS <vpss@gsa.ualberta.ca>, VP Academic <gsavpac@ualberta.ca>, Financial Manager <financialmanager@gsa.ualberta.ca>, Roy Coulthard <president@gsa.ualberta.ca>

Dear Louise,

That is unfortunate to say that Roy, GSA President, has not been recovered completely, yet. He be unable to come to the GSA through the past month, GSA NASA Bargaining team in GSA could not meet and have an efficient team work and be prepared for our next meeting on Thursday, May 13.

Knowing that, I would like to ask for postponing the next bargaining meeting to the earliest time in the near future, when GSA has been able to deal with the case.

As the negotiation team leader in GSA, I will try to manage the next meeting with you again.

I would like to apology for any inconvenience and we hope to see Roy recovered, soon.

Bests,

Saeed Aria
GSA- VP Labour

Written Report from Ellen Schoeck

PROBLEM ONE: The GSA is non-compliant on several fronts.

Your Financial Manager and General Manager have not been able to carry out their responsibilities under the Collective Agreement because some GSA executives have regularly taken on a management/operational role. This violates the Collective Agreement with NASA.

Because the GM has not fully been able to manage staff, the GSA runs a risk of being charged with unfair labour practice. If that happens, it is unlikely that good candidates will apply for your vacancies. In that case, your organization will tank.

In interviewing current and former staff, I can tell you that your main office has been dysfunctional for some time with respect to reporting lines and related matters. I am also concerned about the inappropriate retention of highly confidential information held by some GSA executives. It would not be prudent for me, at this time, to provide you with details; however, I would be prepared to discuss this information at a later date.

Advice Regarding Labour Disputes from Grad Student Ombudsperson

-----Original Message-----

From: Roy Coulthard [mailto:president@gsa.ualberta.ca]

Sent: Tuesday, March 23, 2010 11:08 AM

To: Apps, Lara

Subject: a few questions

Importance: High

Dear Lara,

I was hoping that you, as the Grad Student Ombudsperson, might be able to provide an independent perspective on several questions related to our GSA-NASA collective agreement:

- 1) Does the GSA VPLR have any authority to prevent a harassment case from escalating to the formal stage?
- 2) Does the GSA VPLR have the right to mediate in a harassment dispute between another Executive and a member of the GSA staff?
- 3) Does the GSA have the right to prevent a formal complaint going forward on the basis that one or more members of the GSA Executive feel that informal resolution steps have not been completed?
- 4) If a formal complaint is received by the GSA, does the GSA have the responsibility to begin an investigation? Can the GSA refuse to conduct an investigation on any grounds?

regards,
Roy

From: "Apps, Lara" <Lara.Apps@uss.ualberta.ca>
Subject: **RE: a few questions**
Date: 23 March 2010 11:54:10AM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>

Dear Roy,

Thank you for your email. I cannot provide legal advice, but as an Ombudsperson I can speak about issues relating to due process, fairness, and informal resolution.

1. The agreement between the GSA and NASA establishes that a GSA Employee may lodge a formal complaint with their Supervising Manager. Section 9.09 states that the Supervising Manager shall investigate and inform NASA. If, in the Supervising Manager's opinion, the situation warrants it, she/he will appoint an independent investigator. It is clear in sections 9.07-9.11 that the GSA VPLR is involved only if the complaint is about the Supervising Manager. The intent of the agreement is not to give the Supervising Manager and GSA VPLR authority in the same case; the intent behind including the GSA VPLR is to provide a mechanism for addressing complaints about the Supervising Manager. **My understanding of the situation is that the current complaint is about the behavior of a GSA Executive member, not about the Supervising Manager; therefore, the GSA VPLR has no authority in this formal complaint.** The question of whether to proceed to investigation or not is the Supervising Manager's decision. **An Employer may not block an Employee from filing a grievance with the Union; that is an Employee's fundamental right, and the GSA Executive would be well-advised not to attempt to interfere with that right.**

2. Re. mediation: **no one has a _right_ to be a mediator.** First, a mediator must be a neutral, impartial third party. Second, mediation must be voluntary on the part of both parties to the dispute; ideally, both parties agree on who the mediator will be. There is no point in attempting to coerce parties to mediate, and there is no point in having a mediator that one or both parties feel may be biased. The central problem in having the GSAVPLR mediate a dispute between an Executive member and an Employee is that the GSAVPLR is also an Executive member and, thus, might be considered biased (by either party). Also, the agreement states that the Supervising Manager (whom we have identified as the person responsible in this particular case) must determine **_if informal resolution is possible_.** **There is no _requirement_ to engage in informal resolution if it is not possible.** **If one party, i.e. the complainant, has said they do not wish to engage in informal resolution, then informal resolution is not possible.** **Complainants and respondents**

cannot be forced to engage in informal resolution against their wishes. Finally, mediation requires training and skill, especially when issues such as harassment are in dispute.

3. No. See my comments above.

4. Yes. According to 9.09, the Supervising Manager (or GSAVPLR for complaints about the Supervising Manager) shall determine whether investigation is warranted. The wording in 9.09 is unfortunate; it should say that the Supervising Manager shall review the complaint and inform the Union. The review step allows for an immediate dismissal of a complaint believed to be malicious, vexatious, or, perhaps, better handled informally. The important thing to be clear about here is that it is the Supervising Manager's decision, and that this decision is grievable.

To sum up, as I understand the particulars of this situation (a complaint by an Employee against a GSA Executive member), the GSA VPLR has no authority to act or to make decisions regarding the resolution of this complaint. The GSA/NASA agreement establishes that it is the Supervising Manager who has sole authority to decide whether informal resolution is possible or not, and whether an independent investigator should be appointed or not. The organization of the agreement clauses is unfortunately ambiguous on the surface; I can understand why the GSA VPLR might think he has authority in this matter. I recommend revising the agreement to make this clearer. It is clear to me, however, that the intent of the clauses is to give the Supervising Manager the authority to deal with complaints unless the complaint is about the Supervising Manager, in which case (and only in which case) the GSA VPLR becomes the responsible person.

I would like to add that, while I understand the desire to minimize the potential for political damage to the GSA, it will do the organization and the Executive no good at all to be seen as attempting to prevent its employees from exercising their rights. I also recommend that if the parties involved agree to informal resolution, i.e. mediation, at some point, the GSA should discuss with the parties whom they would prefer to have as a mediator. The Alberta Arbitration and Mediation Society would be an excellent resource for finding independent, impartial, and fully-trained mediators. The Student Ombudservice may also be able to help in this regard.

I hope this is helpful. Please don't hesitate to get in touch if you have further questions or you need clarification.

Advice Regarding Labour Disputes from the GSA's Lawyer

I. OPINION AND RECOMMENDATION

A. *The Code Of Student Conduct Complaints*

1. Management staff of the GSA that are outside the scope of the NASA Collective Bargaining Agreement have made formal complaints under the Code of Student Conduct. Campus security and the appropriate authorities pursuant to the Code of Student Conduct have taken carriage of investigation and handling of this matter.
2. Given the above, it is our opinion that the GSA, its executive and all of its members should respect the Complainant's rights to have filed the complaints; respect the Respondent [REDACTED]'s right to be innocent until proven guilty; and at the end of the day stay out of the process and let the appropriate authorities investigate and take action, if any, if appropriate.

{17/12/2009,E0854990.DOC;1}

ESTD 1933

2200 COMMERCE PLACE

10155 - 102ND STREET, EDMONTON, ALBERTA, CANADA T5J 4G8

TELEPHONE: 780.497.4800 WWW.BROWNLEE.LAW.COM FACSIMILE: 780.424.3254

Advice Regarding Labour Disputes from the GSA's Lawyer

4. The bottom line with respect to these complaints is, as of the complaints being made under the Code of Student Conduct, the matter is out of your hands and we would suggest that all members of the GSA Executive Committee respect that and go back to the normal affairs of managing the GSA and leave consideration and determination of the complaints to the authorities to which they are assigned.

B. Harassment Complaints Pursuant To The NASA Collective Agreement

1. This relates to Article 9 of the Collective Agreement. Article 9 clearly sets out that when a complaint of harassment arises, while there is the option and opportunity to attempt to resolve it informally, essentially that decision will lay with the Complainant as to whether informal resolution or attempted informal resolution is acceptable. The bottom line is, if the Complainant as in this case has indicated that they wish to proceed with a formal complaint, then it is the obligation to proceed accordingly.
2. We also agree with the advice you have received from the University Ombudsman that if informal resolution was to be pursued, the attempted mediator of such resolution would be the General Manager of the GSA without any involvement from anyone on the Executive Committee, including the Vice President Labour Relations.

Advice Regarding Labour Disputes from the GSA's Lawyer

which members of the GSA Executive Committee need have no involvement other than to cooperate with the investigating authorities. Further, the wording of the Collective Agreement makes it absolutely clear in the circumstances that you are in that an independent investigator must be assigned to investigate, and once again the staff, management and Executive Committee members should respect this process and take no steps at this time on these issues other than to cooperate and let the process take its course. Of course, once the independent investigator has finalized a report, we will advise further on future steps at that time.

Yours truly,
BROWNLEE LLP

PER:



COLIN R. FETTER
CRF/tj

BY

SA's Involvement with the Labour Dispute

From: "VPLR" <vplr@gsa.ualberta.ca>
Subject: RE: a few questions
Date: 24 March 2010 10:36:57AM MDT
To: "Roy Coulthard" <president@gsa.ualberta.ca>
Cc: <vpac@gsa.ualberta.ca>, <vpcom@gsa.ualberta.ca>, <vpos@gsa.ualberta.ca>, <vplr@gsa.ualberta.ca>

Hi Roy,

is breach of agreement. For now, what I have seen is that GM has not preformed her role as mediator. It was interesting that our office GM's position in the meeting with NASA representative, was exactly the same of Union's. Instead of performing her role as mediator, she mentioned that as the previous attempts of finding a resolution to the complaint was unsuccessful. So, this shows that the informal procedure has been done and She was thinking it is impossible to find a solution for the complaint (this was exactly what Union's position). However, through our meeting I tried to convince the union that this is a new complaint and according to our Collective Agreement, we have to follow each step. But what could I do when our mediator was not welcome to do her role as mediator of the case. Even more, she was

SA's Attempting to Manage GSA Staff

To: vplabour@gsa.ualberta.ca

Subject: Council email list

Hi Saeed,

I sent an email to Rem about what the proper process is for contacting Council, and I will get back to you as soon as I have heard from Rem. This is the first time I have this petition so I would like to double check.

██████████ is aware of your petition so you can follow up with her.

All my best,

Communications Assistant

From: "VP Labour" <vplabour@gsa.ualberta.ca>

Date: Tue, 11 May 2010 16:33:48 -0600

To: 'Communications Assistant' <comadmin@gsa.ualberta.ca>; [REDACTED]
[REDACTED] <generalmanager@gsa.ualberta.ca>

Cc: Roy Coulthard <vpos@gsa.ualberta.ca>; <vpss@gsa.ualberta.ca>;
<vpsl@gsa.ualberta.ca>; 'Aziz Rahman' <vpac@gsa.ualberta.ca>

Subject: RE: Council email list

Hi [REDACTED],

I think we are working in the GSA office not anywhere else. You were not supposed to communicate with the Speaker of the GSA.

I take it as I have not heard and I will appreciate if that does not happen again and never follow the case from what you hear from the Speaker. I think we are all working in an office, being employee on someone and having our own employers who we have to be accountable to. So for the future, may I ask you to discuss any problem you have within the jobs with your own manager, who is not the Speaker, at all?

To [REDACTED]

Hi [REDACTED]

Providing you with the update, I have asked [REDACTED] to send me all the Email addresses of the councillors and I would like to receive them tomorrow.

May you manage the case, please?

I would like to ask you stop any communication of the staff, related to the job questions and issues, with outside of office in the future, making it clear about all the GSA Executives as the employers (not anyone else) and making the hierarch of GSA clear for the office staff, please?

Best Regards,

Saeed Aria

VP Labour Relations

SA's Attempting to Manage GSA Staff

From: generalmanager@gsa.ualberta.ca [mailto:generalmanager@gsa.ualberta.ca]
Sent: May-11-10 4:45 PM
To: VP Labour; 'Communications Assistant'
Cc: Roy Coulthard; vpss@gsa.ualberta.ca; vpsl@gsa.ualberta.ca; Aziz Rahman
Subject: Re: Council email list

Saeed,

It was completely inappropriate for you to send the email below to [REDACTED]. It should have been addressed in its entirety to me.

[REDACTED], please disregard the VPL's email.

I will address the content of your email tomorrow during business hours. I normally do not respond to work emails off hours, but your brash actions necessitate an immediate response.

Do not cc staff on any further responses to this email. I will view further inclusion of staff on this email as potentially harassing behaviour and will discuss the matter with NASA if it occurs.

SA's Attempting to Manage GSA Staff

From: "VP Labour" <vplabour@gsa.ualberta.ca>
Date: Tue, 11 May 2010 17:29:34 -0600
To: <generalmanager@gsa.ualberta.ca>
Subject: RE: Council email list

Hi [REDACTED],

It is up to you to regard to the points that I have mentioned or not. However, I am so serious to improve the way these things are managed in the office. I would like to ask you again, to stop the staff of any forwarding the questions to the outside of the office and to follow the rules, policies and hierarchy of the office.

I am even welcome with follow the case through the NASA as well. I may consider following the case in the next EB if you insist on, as well, as an indication of mismanagement of the office.

By the way, I am not happy with that. All I want you, as the manager of the office, is to try to make the staff more familiar with their expected professional behaviour.

Saeed Aria
VP Labour Relations

Bylaw and Constitution Sections Regarding Council Attendance

- **Bylaw Part III Section 1.4.1:** Pursuant to 1.3, each Executive is responsible for attendance at Council and general meetings
- **Constitution 25 (1):** The Speaker or President shall recommend to Council for removal from office any Executive who is absent during his or her term in office from two meetings of Council or three consecutive meetings of the Executive unless prior notification was given to the Speaker, the President, or their designates.

Excerpt from President Roy Coulthard's Campus Security Services Witness Statement

Filed on May 13, 2010 at 1:10 pm

Saeed began to request access to the GSA Council email list from the Communication Assistant. The request was on behalf of the trespassed VP. As the GSA-NASA collective agreement states, the staff report to management, and the CA reported this to the GM for approval. After discussing the issue with me, the GM asked the CA to get in touch with Rem Kooistra, the Speaker, regarding the list, at which time Saeed sent the CA an email demanding that she stop all correspondence with the Speaker, which is an aspect of her job.

Louise met with the GM, Sherrie, and I and informed us of her concerns, that she felt the GSA cannot perform its duties as an employer and that NASA would consult with legal counsel and seek the severest penalty that can be imposed against the GSA. Louise subsequently met with us and Saeed. Louise expressed her concern about the GSA to Saeed; the GM agreed and informed Saeed that she was closing the office until further notice, as the staff do not feel safe. Saeed responded by asking her what authority she was closing the office under, and continued to press his point at which time the GM advised him to stop what he was saying as it would expose the GSA to legal action. Saeed refused to stop, at which time I advised him to do so at the risk of legal action and derelicting his fiduciary duties to the GSA's members. Louise reminded him that his email to the CA was out of order and contrary to the Collective Agreement, and that if he had issue, he needed to take it through the GM. He claimed that he had. Louise pointed to the direct email, which Saeed dismissed. At this point, Louise stated that she was done with the meeting and there was nothing left to talk about.

Saeed Aria: Statement from Sherrie Blake, Director of Finance and Operations

In 2010, I was a complainant and/or witness in a case against Saeed Aria and two other GSA Vice Presidents. I was bound to confidentiality until the University completed its investigation under the Code of Student Behaviour. That investigation and subsequent appeal were completed on September 17, 2010.

I would like to briefly review the case as I understand most Councilors do not have this background. I believe it is relevant to the motion before you concerning Mr. Aria.

- In March, I filed a complaint against one VP. He was charged with sexual harassment by Campus Security, was found guilty and resigned. I will call this VP “VP #1”.
- The two other VPs supported VP #1 in various ways and were charged with harassment by Campus Security after a complaint by a GSA staff member.
- The charges against these two other VPs were not “made out”. One of these two VPs subsequently resigned. The remaining VP, Mr. Aria, now wishes to return to his office despite the vote of Council that requested he resign.

It was my hope that Mr. Aria would resign because I feel his resignation would be in the GSA’s best interests. I believe it is in the best interest of the GSA that Mr. Aria no longer hold office for the following reasons:

1. Mr. Aria caused very difficult problems with staff at the GSA and his preemptory behaviour with staff was a significant factor in the resignation of the General Manager and two other staff members.
2. Mr. Aria ordered staff around when he had no right to do so. He countermanded directions that staff was given by me and/or the General Manager. He continued to do so even after he was advised by the President and the NASA representative that this was inappropriate.
3. I believe he violated GSA bylaw in attempting to bar the two Managers from an Executive Board meeting.
4. He attempted to schedule an Executive Board meeting outside Triffo Hall so that VP #1 (who was trespassed at this point) could attend: this was in *known* violation of the Campus Security trespass order. Furthermore, according to the then Speaker and the GSA lawyer, his actions violated GSA bylaw and he ignored this advice.

5. Mr. Aria was the elected official in charge of negotiation the Collective Agreement between the GSA and NASA covering the office staff. I was also part of the negotiation committee. In my view, he did not understand basic concepts of labour law and, to be more specific, did not understand the current Collective Agreement. When I tried to explain some of the rules and why he had to comply with the basic specifics, he argued with me in front of the NASA negotiator and insisted his interpretation was what should be used. It was, frankly, an embarrassment and put the GSA at risk with NASA. His behaviour in cancelling meetings was also factor in NASA's consideration of charging us with unfair labour practice. I was present when the NASA representative said "After what I have witnessed today, I am returning to my office to call the NASA lawyer to request he provide me with the stiffest penalty I can impose on the GSA".
6. I am very uncomfortable around Mr. Aria. At one moment can be quite charming and the next very, very angry. I believe he has anger management problems. I am one of several current or former staff who has told Campus Security that we do not feel safe around Mr. Aria.

Council has heard repeatedly this year about what an awful state the GSA has been in the past year with these three VPs in office – that includes Mr. Aria. The culture in this office was the worst I have ever experienced. During that time the staff was both fearful and frustrated. The environment in the office was toxic.

I cannot fathom what it would be like to have Mr. Aria back in the office. The GSA has made huge strides in creating a positive and respectful workplace. The reputation of this organization, which was at a very, very low point, is slowly gaining ground. What a shame for this to happen when the GSA has finally made such advances in creating a positive atmosphere in the office and has recruited and retained such excellent staff. I believe Mr. Aria's return would be extremely disruptive to the office.

For all these reasons I urge Council to take whatever action will prevent Mr. Aria from returning to his position as VPL.

Saeed Aria: Statement from President Roy Coulthard

On Thursday, January 6, the GSA Speaker received a motion that Mr. Aria be removed from office.

Given Council's December resolution adopting the position that Mr. Aria resign, it had been my hope that he would do so. (Council should know that Mr. Aria had previously advised that he had two lawyers and so we have consulted extensively with the GSA's legal counsel).

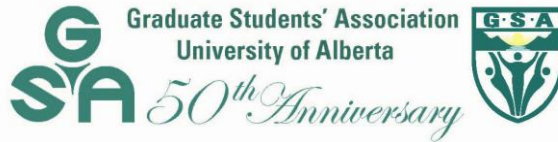
As Mr. Aria has not resigned, I wish to present my views to Council.

I was a complainant and/or witness in charges of sexual harassment and harassment against three GSA VPs in 2010. Up to now I have conflicted out of decisions regarding these individuals.

Now I feel it is my duty as President to inform Council of three things:

1. I do not feel that Mr Aria should return to office for the reasons set out in Director of Operations and Finance Sherrie Blake's statement and in the letter to you from GSA Executive Director Ellen Schoeck. **I believe his behaviour has been unprofessional, that after repeated advice to the contrary, he knowingly attempted to violate GSA bylaw and contracts with GSA managers, and that in many respects – most notably in his relationship with NASA -- did not do his job.**
2. The GSA is a separate corporation from the University of Alberta under the *Post-Secondary Learning Act*. We are required to represent graduate students in many respects, including in the area of labour relations. Given the information before Council today, should Council allow Mr Aria to return to office, **I believe we expose ourselves to the risk of being accused of not carrying out our fiduciary responsibilities to our employees, as well as to our own members.**
3. As President, I have a responsibility for working with the GM/ED in maintaining a safe office environment. **There are now several current or recent managers, staff and/or elected officials who have told University of Alberta Protective Services (formerly Campus Security Services) that they do not feel safe in the presence of Mr Aria.** In part because of Mr Aria's behaviour, the office was closed for a week and staff resigned. The office is now alarmed and two staff now carry personal alarms.

I urge Council to take clear steps **today** to remove Mr Aria from office.



President and VP Portfolio Reform II

Preamble

As discussed in the President and VP Portfolio Reform I proposal, it is more appropriate to place the detailed duties of the President and VP portfolios into the Policy Manual. This proposal creates the policy for these portfolios and contains an initial description of the current duties of those positions.

Proposal

BIFRT Council approve the President and Vice President Portfolios Policy as follows.

President and Vice President Portfolios

Purpose: To outline the duties of and qualifications for the positions of the President and the Vice Presidents.

Scope: This policy sets out Council's expectations of the President and Vice Presidents.

Related Policies & Bylaws	Bylaw Part III
Related Forms	

1. General Qualifications

1. Candidates must have schedules that allow them to attend preset meeting dates for university committees their position requires them to attend.
2. Candidates must have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyse policy, and ability to assess large amounts of governance information in order to determine when to "jump in" to a new university committee or process in order to ensure that the GSA voice is heard.
3. All elected officials must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.
4. Depending on the unique backgrounds and skills of elected officials, they may be required to assist with special projects or aspects of a colleague's portfolio. All elected officials may serve as a delegate for another elected official on any committee where this parent body (e.g. GFC) allows such delegation.
5. Elected officials shall assist the VPSL with departmental orientations as needed.
6. In lieu of the specific requirements listed for each position below, candidates may present other directly related experience as determined by the CRO, who may consult as needed.
7. If the CRO feels a candidate is not qualified or will not be able to attend preset university meetings, the CRO must consult with the Elections and Referenda Committee; that Committee may direct the CRO to refuse to accept a nomination from such a candidate. The decision of the Elections and Referenda Committee is final and binding.

2. President

8. Duties

- a. As President and CEO of the GSA, the President has overall responsibility for ensuring the long-term effectiveness of the GSA at all levels.
- b. The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.

- c. The President leads the organisation internally by shaping a cohesive, cross-trained, dynamic team of Vice-Presidents and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors, and Chancellor that advance the GSA's strategic goals.
 - d. The President leads development of a strategic plan for the GSA and works in concert with the Vice President Labour to craft the GSA's bargaining position and to strategise concerning tuition and other crucial, "big ticket" issues facing graduate students.
 - e. The President leads the GSA external to the GSA. This includes:
 - i. Membership on the Board of Governors and General Faculties Council;
 - ii. Playing a lead role on the Alberta Graduate Council;
 - iii. Active participation in the Western Canadian Graduate Student Summit and GG13; and
 - iv. Advocating for graduate student issues at the city, provincial, and federal levels.
 - f. The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to maintenance of key personal and professional relationships.
 - g. The President maintains the relationship with TD Meloche Monnex (the name as of 2010-2011), provider of insurance and other such services for graduate students.
 - h. The President keeps a watchful eye on the hours spent by the Vice Presidents on their portfolios in order to balance work loads.
 - i. The position of President requires daily contact with the Executive Director and Executive Assistant, weekly contact with the Director of Finance and Operations on financial matters, daily or weekly contact with the Vice President Labour as needed, and at least weekly contact with the Vice President Academic, Vice President Student Life, and Vice President Student Services.
 - j. The position of President average 40 hours per week.
9. Committees
- a. The President is a non-voting member of all GSA Standing Committees.
 - b. The President chairs the following GSA boards and committees:
 - i. The GSA Board;
 - ii. The Governance Committee;
 - iii. The Budget and Finance Committee; and
 - iv. The Nominating Committee.
 - c. The President chairs the GSA Alberta Graduate Council Caucus.
 - d. The President is a member of the GSA GFC Caucus and GSA FGSR Council Caucus.

- e. The President is a member of the following university boards and committees:
- i. The Board of Governors;
 - ii. The Board Finance and Property Committee (BFPC);
 - iii. The Board Learning and Discovery Committee (BLDC);
 - iv. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to the Vice President Labour by the full Board of Governors;
 - v. The Board University Relations Committee (BURC);
 - vi. The General Faculties Council (GFC);
 - vii. The GFC Academic Planning Committee;
 - viii. The University Budget Advisory Committee (BAC);
 - ix. The Graduate Student Market Modifier Implementation Committee;
 - x. The China Institute Board;
 - xi. The Residence Services Capital Planning Group; and
 - xii. The Strategic Initiative Group (SIG).

10. Qualifications

- a. Candidates must have some experience with the budget, negotiations and governance at the university level.

3. Vice President Academic

11. Duties

- a. The Vice President Academic (VPA) is the GSA's voice at the central governance table on all matters related to the academic life of a graduate student.
- b. The responsibilities of the VPA mirror the responsibilities of the University Provost and Vice-Provosts and embrace a wide swath of essential matters, from grading/assessment to use of e-mail; the list of committees the Vice President Academic attends provide a clear picture of the depth and breadth of this portfolio.
- c. The VPA must be able to attend a large number of meetings, most of which have preset meetings dates.
- d. The position of VPA requires regular contact every week with the President, Executive Director and Executive Assistant and with the other Vice Presidents weekly as needed.
- e. The position of VPA averages 40 hours per week; the Vice President Student Life is expected to assist the VPA for approximately 10 hours per week on committee assignments.

12. Committees

- a. The VPA is a member of the GSA Grant Selection Committee.
- b. The VPA chairs the GSA FGSR Council Caucus and GSA GFC Caucus.
- c. The VPA is a member of the following university boards and committees:

- i. The Faculty of Graduate Studies and Research Council (FGSR Council);
- ii. The FGSR Council Policy Review Committee;
- iii. The FGSR Dean's Advisory Committees,
- iv. The FGSR Graduate Scholarship Committee;
- v. The FGSR Academic Appeals Committee;
- vi. The General Faculties Council (GFC);
- vii. The GFC Executive Committee;
- viii. The GFC Academic Standards Committee (GFC ASC);
- ix. The GFC ASC Subcommittee on Standards (GFC ASC SOS);
- x. The GFC Campus Law Review Committee (GFC CLRC);
- xi. The GFC Committee on the Learning Environment (GFC CLE);
- xii. The GFC University Teaching Awards Committee (GFC UTAC);
- xiii. The GFC University Research Policy Committee (GFC URPC);
- xiv. The GFC Teaching, Learning, and Technology Council (GFC TLAT);
- xv. The Academic Policy and Process Review Committee;
- xvi. The Centre for Teaching and Learning Advisory Committee;
- xvii. The Vice-President Research Review Committee;
- xviii. The University Writing Committee; and
- xix. The Administration Information Systems Steering Committee.

13. Qualifications

- a. Candidates should have some experience with governance at the university level as well as the ability to work hand-in-hand with all levels of administration, or directly related experience as determined by the CRO, who may consult as needed.

4. Vice President Labour

14. Duties

- a. The Vice President Labour (VPL) is the chief negotiator of the Collective Agreement with the University covering all academically employed graduate students.
- b. The VPL also negotiates other matters with the University related to graduate student employment, including those issues concerning academically related employment and issues regarding interpretation of the Agreement.
- c. The VPL is the key elected official responsible for defining the GSA's approach to market modifiers; this area of responsibility results in the disposition of hundreds of thousands of dollars to graduate students in various forms.
- d. The VPL receives and seeks resolution of complaints and concerns from graduate students about employment matters, working in concert with the Faculty of Graduate Studies and Research, the Graduate Ombudsperson, and, should the GSA hire a part time labour professional, with that individual.

- e. The VPL will also assist in non-employment disputes such as those occurring between a graduate student and supervisor.
- f. Regarding GSA staff, should the Agreement with NASA so stipulate, the VPL shall play a role in negotiating that Agreement.
- g. The VPL serves as the executive vice president, and, should the President be unable to act for any reason (e.g. illness, research field trip), as determined by the Speaker and Executive Director, the VPL will assume the President's duties; any such instance will be reported to Council at its next subsequent meeting.
- h. The VPL may serve as the delegate for the President or Vice Presidents at any meeting where a delegate is allowed, such as the Board Safety, Health, and the Environment Committee (BSHEC).
- i. Time permitting, the VPL may take on or direct specific projects as determined after consultation with the President, GSA Board, Labour Relations Committee, or Council.
- j. In years where there are no direct negotiations, the President and VPL, in consultation with the CRO and Executive Director if needed, will decide on special projects to be undertaken by the VPL.
- k. The position of VPL requires close contact with the President and Executive Director, and regular contact with all Vice Presidents and the Executive Assistance.
- l. The position of VPL averages 30 hours per week.

15. Committees

- a. The Vice President Labour chairs the GSA Labour Relations Committee and the GSA Negotiation Committee.
- b. The Vice President Labour is a member of the GSA Awards Selection Committee, the GSA Governance Committee, and the GSA FGSR Council Caucus.
- c. The Vice President Labour is a member of the following university committees:
 - i. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to the Vice President Labour in lieu of the President by the full Board of Governors;
 - ii. The Faculty of Graduate Studies and Research Council (FGSR Council);
 - iii. The FGSR Graduate Program Administrator's Council (GPAC);
 - iv. The Workplace Health Promotion Advisory Committee;
 - v. The Alcohol Policy Review Committee;
 - vi. The Human Rights and Harassment Working Group; and
 - vii. The Campus Security Services Commission.

16. Qualifications

- a. Candidates should have a background in law and/or business and/or labour issues.

- b. Previous experience on the GSA Labour Relations Committee or the GSA Negotiation Team would be both desirable and advantageous.

5. Vice President Student Life

17. Duties

- a. The VPSL has overall responsibility for student life and engagement. This includes but is not limited to:
 - i. Residence life;
 - ii. Student groups;
 - iii. Governance engagement;
 - iv. Departmental orientations;
 - v. Liaison with departmental graduate student associations;
 - vi. Engagement with university or departmental activities; and
 - vii. Fundraising for scholarships.
- b. The above areas of responsibility may change over the term of the position as the University shifts its focuses with respect to student life activities.
- c. The VPSL shall maintain awareness of student groups with respect to risk management and work closely with the GSA Directors in this respect.
- d. The Vice President Student Life (VPSL) is responsible for advising the Director of Finance and Operations on matters related to Orientation, Awards Night, and similar activities, with the Directors responsible for delivery of these events.
- e. The position of VPSL requires weekly contact with the President and Director of Finance and Operations, and with the other Vice Presidents weekly as needed.
- f. The above duties of VPSL require approximately 20 hours per week.
- g. Under the President's direction, the VPSL also assists with all other portfolios and with special projects for approximately an additional 10 hours per week.

18. Committees

- a. The VPSL chairs the GSA Student Affairs Committee and the GSA Awards Selection Committee.
- b. The VPSL is a member of the GSA Health and Dental Plan Committee, the GSA Labour Relations Committee, and the GSA AGC Caucus.
- c. The VPSL sits on the following university boards and committees:
 - i. Committees related to the UPass (including the committee external to the university);
 - ii. The Residence Halls Association;
 - iii. The Student Extracurricular Activity Grant Committee;
 - iv. The Athletics & Recreation Fees Advisory Group;
 - v. The Recreation Action Committee;
 - vi. The Residence Budget Advisory Committee (RBAC);
 - vii. The Council on Student Affairs (COSA);

- viii. The Alumni Council;
- ix. The Alumni Council Student Life Subcommittee;
- x. The Festival of Ideas;
- xi. The Festival of Teaching Steering Committee;
- xii. The Campus Recreation Advisory Committee; and
- xiii. The Student Engagement Grants Committee.

19. Qualifications

- a. Candidates should have some experience with student life issues.
- b. Because this position assists with all other portfolios, experience with governance issues is desirable.

6. Vice President Student Services

20. Duties

- a. The Vice President Student Services (VPSS) has overall responsibility for the proper disposition of funds received from the University for disbursement to graduate students, and works closely with the Director of Finance and Operations in this regard; these funds presently support Professional Development Grants, Emergency Bursaries, and Child Care Subsidies.
- b. The VPSS oversees the Health and Dental Plan and Graduate Student Assistance Program, and ensures that there is solid value for these services for the dedicated fees paid by graduate students to support them.
- c. The VPSS is overall in charge of attending university committees that discuss space for the university community, including collaborative social space, housing, social space, any nay other space that the GSA deems is needed or which may be part of any memorandums of understanding the GSA has signed in the past (e.g. the Power Plant agreement). This area of responsibility includes close contact with the GFC Facilities Development Committee, the University Architect and the Associate VP Facilities and Operations or equivalent.
- d. The VPSS is responsible for coordination with University Student Services and the Dean of Students Office regarding all services offered to graduate students by the University (eg CaPS, UPass, Student Success Centre). This responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet graduate students' needs.
- e. The VPSS is responsible, in collaboration with the GSA Board, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.
- f. The position of VPSS requires regular contact with the Director of Finance and Operations and also with the Executive Director and Executive Assistant.
- g. The position of VPSS averages 30 hours per week.

21. Committees

- a. The VPSS chairs the GSA Grant Selection Committee and the GSA Health and Dental Plan Committee.
- b. The VPSS is a member of the GSA Student Affairs Committee and the GSA Negotiation Committee.
- c. The VPSS is a member of the following university boards and committees:
 - i. Committees related to the UPass (including the committee external to the university);
 - ii. The General Faculties Council Facilities Development Committee (GFC FDC);
 - iii. The GFC FDC Subcommittee on Learning Spaces;
 - iv. The Student Action Committee on International Engagement (SAIC);
 - v. The Campus Food Bank;
 - vi. The Dewey's Advisory Group;
 - vii. The Sector 8 Review Committee;
 - viii. The Student Financial Aid Task Force;
 - ix. The ONECard Student Advisory Group;
 - x. The Health Services Advisory Group / Health Promotion Advisory Committee;
 - xi. The Dining Services Focus Group;
 - xii. University Student Services;
 - xiii. The Health Centre Advisory Group; and
 - xiv. Committees related to the Physical Activity and Wellness Centre.

22. Qualifications

- a. Candidates should have some experience with student services issues.

GSA Budgeting Processes and GSA Membership Fees

Preamble

Council and Governance Committee have previously discussed the possibility of better codifying the process for developing and passing the GSA's annual budget (see the minutes of the June 21, 2010 meeting of Council). This proposal moves toward implementing such a process and better collects the financial responsibilities of the organisation in one place in Bylaw, and also incorporates adjustments to the regulations currently surrounding "dues", which are known as "membership fees" under the *Post Secondary Learning Act*, to reflect the organisation's current responsibilities under the PSLA.

Proposal

BIRT Council amend Part II Members' Dues, Rights, and Privileges:

Original	Proposed	Motivation
2.1 Annual dues shall be paid by all members of the GSA.	2.1 Pursuant to section 95(2)(f) of the <u><i>Post Secondary Learning Act</i></u> , annual <u>membership fees</u> shall be paid by all members of the GSA.	This terminology is set out by the PSLA, and this change explicitly sets out the authority of the GSA to collect fees.
2.2 Dues shall be indexed annually to inflation as measured by the Alberta Consumer Price Index.	2.2 <u>Membership fees</u> shall be indexed annually to inflation as measured by the Alberta Consumer Price Index.	This is consistent terminology with the PSLA.
2.3 Notwithstanding Part I Section 2.3 of the Bylaws altering any dues to be paid by members of the GSA shall be instituted by 2.3.1 a motion of the general membership at a General Meeting of the GSA; or 2.3.2 as a result of a referendum	2.3 Notwithstanding <u>2.2, adjustments to the membership fees to be paid by members of the GSA may be made as part of the annual budgeting process, subject to explicit approval by Council.</u>	Section 95(2)(f) of the PSLA sets out that it is ultimately the responsibility of Council to deal with affairs related to membership fees.

	passed by the general membership of the GSA.		
2.4	Any alteration of dues must be approved by the Board of Governors of the University of Alberta.	2.4	Any alteration of <u>membership fees</u> must be approved by the Board of Governors of the University of Alberta.
			This is consistent terminology with the PSLA.

BIFRT Council amend Part III The Executive as follows:

	Original	Proposed	Motivation
3.1	Members of the Executive shall be paid a stipend, the amount, timing of payment, and accountability regarding performance of Executive duties, shall be established annually by Council at any regularly scheduled meeting of Council except those in January, February, and March.	3.1 Members of the Executive shall be paid a stipend <u>as detailed in the Policy Manual.</u>	By simply specifying that a stipend will be paid, further details can be moved to the Policy Manual.
3.2	Any changes in the stipend will not come into force until approved by the membership at a general meeting.	3.2 Any changes in the stipend <u>above the Consumer Price Index are subject to explicit approval by Council.</u>	As above. The new explicit approval is a similar control to that suggested for membership fees.

BIFRT Council amend Part V GSA Board as follows:

	Original	Proposed	Motivation
4.2.7	Seeking legal advice for the GSA; and	4.2.7 Seeking legal advice for the GSA.	This responsibility will be collected in the Policy Manual.
4.2.8	Approving extra budgetary expenses up to \$500.	.	

<p>7 Signing Authority 7.1 Members of the GSA Board will each as individuals have authority as signing officers for the GSA, subject to the restrictions in the Financial Expenses Policies.</p>	<p><i>(deleted)</i></p>	<p>This responsibility has been moved to the new section of Bylaw.</p>
---	-------------------------	--

BIFRT Council amend Part VI Officers of the GSA as follows:

Original	Proposed	Motivation
<p>2.3.1 The Speaker shall receive a set honorarium per Council or General Meeting. Honoraria for additional responsibilities as Speaker shall be decided by Council at the August Council meeting by a simple majority vote on a motion of Council.</p>	<p>2.3.1 The Speaker shall receive a set honorarium per Council or General Meeting.</p>	<p>This is an arbitrary restriction, and Council is ill-equipped to consider motions of this nature without input from some other aspects of the budgeting process.</p>
<p>3.5.2 Honoraria for additional responsibilities as CRO shall be decided by Council at the August Council Meeting by a simple majority vote on a motion of Council.</p>	<p><i>(deleted)</i></p>	<p>As above.</p>

BIFRT Council amend Part XI General Meetings as follows:

Original	Proposed	Motivation
----------	----------	------------

<p>1.3.1.2 approve a budget for the coming fiscal year; 1.3.1.3 receive notification of all amendments to the Bylaws passed by the Council in the last year; 1.3.1.4 appoint an independent accountancy firm to perform the audit of the previous financial year;</p>	<p>1.3.1.2 receive notification of all amendments to the Bylaws passed by the Council in the last year;</p>	<p>Also to be collected under the relevant section of Bylaw, though the budget will ultimately be up to Council for approval.</p>
---	---	---

BIFRT Council amend Part XIV Budget & Finance Committee as follows:

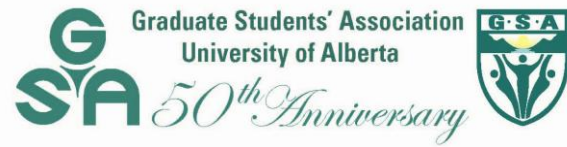
Original	Proposed	Motivation
<p>2.1 The mandate of the BFC is to make financial decisions or recommendations to ensure that the needs and priorities of graduate students are observed.</p>	<p>2.1 The mandate of the BFC is to <u>advise the Director of Finance and Operations and President on the financial affairs of the organisation</u> to ensure that the needs and priorities of graduate students are observed.</p>	<p>BFC's mandate does not take into account the important role the DFO plays in the organisation's day-to-day financial affairs; this better highlights its role as a supporting committee.</p>
<p>2.2 The BFC will 2.2.1 prepare the annual budget to go to Council with the assistance of the Director of Finance and Operations and Executive Director;</p>	<p><i>(deleted)</i></p>	<p>These are either redundant with the above mandate or are incorporated in the new section of Bylaw or Policy Manual.</p>

<p>2.2.2 review monthly expenditures, deal with urgent financial matters;</p> <p>2.2.3 approve extra budgetary expenditures between \$500 and \$2000; and</p> <p>2.2.4 make recommendations to Council concerning extra budgetary expenses in excess of \$2000.</p>		
<p>2.3 The BFC shall prepare the report to Council including the report provided by the Director of Finance and Operations as a member of BFC.</p>	<p><i>(deleted)</i></p>	<p>The DFO now also reports regularly to Council.</p>

BIFRT Council pass a new part of Bylaw following Part XXV Alberta Graduate Caucus entitled Finances, as follows:

Original	Proposed	Motivation
<p><i>(new paragraph)</i></p>	<p><u>PART XXVI FINANCES</u></p> <p><u>1 General</u></p> <p><u>1.1 The President, Vice-Presidents, and Directors shall each as individuals have authority as signing officers for the GSA, subject to the restrictions in the Financial Expense Policies.</u></p>	<p>Imported from the GSA Board section of Bylaw.</p>
	<p><u>1.2 Pursuant to section 97(1) of the <i>Post Secondary Learning Act</i>, the</u></p>	<p>Adjusted from a former section of the General Meetings bylaw to better explain</p>

	<u>GSA's financial statements shall be audited annually by a qualified accountant.</u>	its presence and requirement for being there.
	2 Budget <u>2.1 The Director of Finance and Operations and the President, in consultation with the Executive Director, GSA Board, and Budget and Finance Committee, shall draft an annual budget to be reviewed and approved by BFC no later than BFC's last meeting in the February prior to the April in which the budget will take effect.</u>	As the organisation's front line individual dealing with the organisation's finances on a day to day basis, the DFO is in the best position to draft an initial budget. BFC, in its advisory role, is in the best position to render initial approval.
<i>(new paragraph)</i>	<u>2.2 Upon approval of the draft budget by BFC, BFC shall recommend the draft budget to Council to be approved by Council no later than the March regular meeting of Council.</u>	Council will now be responsible for final approval of the Budget on the recommendation of BFC.
<i>(new paragraph)</i>	<u>2.3 The process for approving the budget shall follow the process for approval of expenses as outlined in the Financial Expenses policy.</u>	Additional detail with respect to the budgeting process is not necessary in Bylaw.
	3 Extra-Budgetary Expenditures <u>3.1 Approval for extra-budgetary</u>	This process already exists, and specifies some of the arbitrary limits such as



	<u>expenditures shall follow the process outlined in the Financial Expenses Policies.</u>	approval limits.
--	---	------------------