

**GSA Council  
27 February 2012 Agenda**

**Agenda**

**I: Approval of Agenda**

**II: Approval of Minutes**

1. Minutes from the 23 January GSA Council meeting (**attached**)

**III: Introduction of New Councillors**

**IV: Presentations and Councillor Announcements**

1. GSA Health and Dental Plan (Amanda Symtaniuk, Studentcare Networks) - up to 30 minutes
2. Introduction of GSA Election Candidates (request from ERC) - up to 30 minutes
3. Councillor Announcements

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

1. President
  - i. GSA Board (**tbd**)
  - ii. Budget and Finance Committee (**tbd**)
  - iii. Governance Committee - **GoC is considering the interpretation of the word "elected" as it applies to departmental representatives on GSA Council**
  - iv. Nominating Committee (**tbd**)
2. Vice President Academic (**tbd**)
3. Vice President Student Services (**tbd**)
  - i. Student Affairs Advisory Committee (co-chair: VPSL) - **first meeting will be held shortly**
4. Vice President Student Life (**tbd**)
  - i. Awards Selection Committee (**tbd**)
5. Vice President Labour (**tbd**)
  - i. Negotiation Committee - **no need for meetings at this time**
  - ii. Labour Relations Committee (**tbd**)
6. Senator (**tbd**)
7. Speaker
8. Chief Returning Officer

27 February 2012

GSA Council

Item I

- i. Elections and Referenda Committee **(tbd)**
- 9. GSA Management **(tbd)**

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

- 1. Discussion Item: Quarterly Financial Statements **(materials attached)**
  - o Shirley Ball, the GSA accountant, will be present.
- 2. Election: Nominating Committee **(materials attached)**

**VII: Question Period**

- 1. Written Questions
- 2. Oral Questions

**VIII: Adjournment**

## 23 January 2012 GSA Council Minutes

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

### Roll Call/Attendees:

- Council Members: refer to the attendance record
- Guests:
  - Frank Robinson (Dean of Students)
  - Robin Everall (Provost Fellow)

### 1. Approval of the Agenda:

- **AMENDMENT** by COULTHARD/LUNAWAT: To add a motion under New Business to add a special Council meeting for the purpose of considering the PAW Centre Agreement: **CARRIED**
- **AMENDMENT** by COULTHARD/LUNAWAT: To add a motion under New Business to approve the new Standing Orders of Council: **CARRIED**.
- **AMENDMENT by KANDALAM/COULTHARD**: To add another committee slate (ASC) to the GSA standing committee elections under item 6(a): **CARRIED**.
- **With these amendments, the agenda was approved.**

### 2. Approval of the Minutes

- (a) The 19 December 2011 minutes were before Council: **CARRIED**.

### 3. Presentations and Announcements

#### (a) Presentations by Guests

i. Frank Robinson and Robin Everall presented to Council on the topic of mental health. The presentation included the following points:

- An introduction of Robin Everall
- Mental Health is a hot issue across campuses in North America
- The UofA took part in a survey on health and wellness (detailed report can be requested by email from [gsa.execadmin@ualberta.ca](mailto:gsa.execadmin@ualberta.ca))
- Grad students were overrepresented in the response rate (27% were grad students)
- 55% said academics have been traumatic or difficult to handle in last 12 months
- Computer and gaming addictions are on health professionals' radars now
- A request has been made to Provost Amrhein for more money for counseling
- The Dean of Students supports Fall Reading Week strongly, no matter what students spend their time doing – going on a vacation is good for mental health

Robin Everall continued the presentation. Among other points, she talked about the following:

- My approach will be to consult extensively with the SU, GSA and Dean of Students
- We cannot just look at the optimal, but must consider the feasible. We are looking for approaches that are practical and can be implemented in the next few years
- We will target different cross-sections of students: aboriginal, international, but also male vs.

female

Questions included the following:

- N Yousefi (VPA), asked whether the initiatives would include a dissection of the sources of student stress.
  - o Robin Everall confirmed that they would.
- o N Yousefi followed up by asking whether the initiatives would look at graduate student stress specifically.
  - o Robin Everall noted that she would rely on the GSA for assistance for that purpose.
- T Korassa (VPL) noted that members could contact her if they had any comments or questions later.

#### 4. Reports

##### (a) Executive Reports

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

- R Coulthard, President, reported further orally:
  - The **PAW Centre** agreement has gone back and forth half dozen or more times since December, but we are almost there. At 4:30 pm today we received the latest corrections. It seems we do not need to approve the agreement to approve funding at BFPC. The Motion for the special meeting may not be needed. If there is reason for us to approve the Agreement before BFPC, I want to make sure we have a date for a special Council.
  - **Fall reading week** – This proposal is likely going to be entering the governance system. It would entail a week off in the second week of November – including Remembrance Day. Two instructional days would be lost, so this is creating controversy. The proposal is backed strongly by the SU and I've come to see it as good.
  - **Talked to the Premier** at the Jubilee Auditorium on Monday morning. I hope that some of you went to meet the cabinet. We must use every opportunity to get grad issues on the provincial agenda.
  - **Mandatory Non-Instructional Fees** – There is a proposal is to put a committee in place to approve MNIFs. The SU is opposing this very strongly.
  - **The Grad Students Association of Canada** has now dissolved itself, so we should soon see a return to the GSA of our membership fees from the GSAC's last bank account.
  - **AGC** – there is a conference proposed. Date will probably be May 3-5, 2012
  - **Awards Night** is coming up – application forms are now online. Please nominate people, and/or yourself.

##### ii. VP Academic (written report was before Council)

- N Yousefi, VPA, reported further orally:
  - **Graduate Supervision Taskforce**: Roy had a meeting with Dr. Skidmore and Dean Shirvani. It looks as though Murray Gray, Vice Provost Academic, will be leading the initiative. Hopefully there will be good news in February as promised.



iii. VP Labour (written report was before Council)

- T Korassa, VPL, reported further orally:
  - **Labour Liaison Program:** LRC is working hard on this program. Political Science and Neuroscience have agreed to participate in the fall pilot project. There is a training session on February 7<sup>th</sup>. LRC will report back.
  - **Academic policy review:** There are a number of changes to the CoSB and the academic appeals policy.
  - **Meeting the Cabinet:** the provincial cabinet is doing a tour of Alberta, and the UofA was their first stop. I attended the tour and had a good conversation with the Premier. I am now a little more optimistic about the Government.

iv. VP Student Life (written report was before Council)

- H Sparkes, VPSL, reported further orally:
  - **GSA Awards Night:** please pass on the link to the nomination forms on any listserv you have access to.
  - **SAAC:** I'm excited to start using the committee to get feedback on various issues.

v. VP Student Services (written report was before Council)

- S Lunawat, VPSS, reported further orally:
  - **SACIE:** volunteers will be needed to give input to the International Working Group.

(b) Officer Reports

i. Speaker

- F Wu, Speaker, drew Council's attention to the new, simplified standing orders to be approved under New Business at today's meeting.

ii. Chief Returning Officer

- R Agrawal, CRO, stated that S Barnes, DRO, would report on his behalf since she had filled in for him for the last month.
- S Barnes, DRO, noted that nomination packages for this year's GSA election would be available electronically after the end of the GSA Council meeting. She further noted that the next ERC meeting would take place 2 February 2012.

iii. Senator (written report was before Council)

- the report stands as submitted

(c) Standing Committee Reports

i. GSA Board (written report was before Council)

- R Coulthard, President, reported further orally:
  - **The Board's letter to the Gateway:** It appeared in the first issue of the new year and underscored the importance of Graduate Program Advisors.

ii. Governance Committee (written report was before Council)

- R Coulthard, President, asked Councillors to refer to item 8(b) i, where the Governance Committee's recommendation to change Council composition was up for approval in second reading.

iii. Budget and Finance Committee

- R Coulthard, President, stated that BFC was up and running. The committee is had an initial joint meeting with the Board for training, and would meet on January 27 to review financial statements, with another joint meeting to consider the 2012-13 budget. We also have pleasant news – the 2011 25k from Provost Amrhein to support academic student groups will be renewed for one year.

v. Awards Selection Committee (written report was before Council)

- V Kandalam, C-a-L and Vice Chair of the NoC, referred Council to item 6(a), where a new slate for ASC would be approved

vi. Negotiation Committee – no meetings required at present.

vii. Labour Relations Committee (written report was before Council)

- report stands as submitted.

viii. Elections and Referenda Committee (written report was before Council)

- report stands as submitted

ix. Nominating Committee (written report was before Council)

- V Kandalam, C-a-I and Vice Chair, referred Council to section 6 of the Agenda.

(d) Report from GSA Management (written report was before Council)

- E Schoeck, ED, further reported orally:
  - **Budget:** I would like you to be prepared for the budget, since it's one of your biggest responsibilities as a Council.
  - In the past, you were saving money while your infrastructure crumbled. Now, you are at the top nationally.
  - Your budget is driven by a strategic plan, and the basic elements were drafted with input from Eric Newell, former UofA Chancellor and former CEO of Syncrude.
  - We are funding three years of deficit budgets by dipping into savings and increasing fees. We maintain a minimum \$250,000 separate account as a contingency,
  - Your staff is now benchmarked to UofA standards – in the old GSA your staff never stayed for more than one year.
  - **Elections:** I am very grateful for those people who came forward early – some of them are here observing tonight. It's not realistic to learn the duties of elected officials in one month. We will put anyone who comes forward now through an intensive training session.

- **Thank you:** to Esther and Lucy for sitting on the GSA Board and NoC. Also, to Vicky Northrup, who helps the VPA by attending meetings and reporting back to us regularly. Vijay has been a very active Vice Chair of NoC, and Evan is your link to BFC.

5. Question Period

(a) Written Questions – none

(b) Oral Questions – none

6. Elections and Appointments

(a) GSA Standing Committees – Committee Replenishment

- KANDALAM/SPARKES **MOVED** to receive the SAAC slate: **CARRIED**. Abstentions: Lacey Fleming, Thomas McIntyre, Lucy Nolan, Farzan Tavakoli, and Iraj Rahimi.
- KANDALAM/TAVAKOLI **MOVED** to receive the GSA Board member slate: **CARRIED**. Abstentions: Lacey Fleming, Hamman Samuel and Michele Duval abstains.
- KANDALAM/SPARKES **MOVED** to receive the ASC slate: **CARRIED**. Hamman Samuel abstains.

(b) Other Committees

- COULTHARD/KANDALAM **MOVED** to ratify the candidate for the Nursing Dean Selection Committee: **CARRIED**.

7. Special Orders – none

8. Unfinished Business and General Orders

(a) Unfinished Business – none

(b) General Orders

i. R20120123.1 Council Composition: SECOND READING (materials were before Council ). **MOVED** by COULTHARD/MCINTYRE. **CARRIED**.

ii. R20120123.2 PAW Centre Approval (tentative - see President's report) – **WITHDRAWN**.

9. New Business

(a) Scheduled Business – none.

(b) Unscheduled Business

iii. R20120123.3 PAW Special Meeting: That GSA Council hold a special meeting

	<p>on 30 Jan 2012 at 6 pm for the purpose of considering the PAW Centre Agreement, if needed. <b>MOVED</b> by COULTHARD/LUNAWAT: <b>CARRIED</b>. Abstention: Hamman Samuel.</p> <p>iv. R20120123.4 Council Standing Orders: That GSA Council approve the standing orders as before them (materials were before Council). <b>MOVED</b> by COULTHARD/LUNAWAT: <b>CARRIED</b>.</p> <p>10. Committee of the Whole – none.</p> <p>11. Adjournment – The meeting was adjourned at 7:35 pm. The meeting was adjourned at 8:04pm.</p>

27 February 2012  
GSA Council Meeting  
Item IV.1 (Attachment 1)

# University of Alberta Graduate Students' Association Health & Dental Plan

## Annual Claims Report for 2010-2011



[ihaveaplan.ca](http://ihaveaplan.ca)





# University of Alberta GSA Claims Experience

Policy Number: 050146 Insured claims: September 2010 - August 2011

## Health

	Premiums	Claims	Loss Ratio
SEPTEMBER	\$82,957	\$81,963	99%
OCTOBER	\$82,957	\$54,252	65%
NOVEMBER	\$82,957	\$89,560	108%
DECEMBER	\$82,957	\$71,754	86%
JANUARY	\$83,785	\$63,484	76%
FEBRUARY	\$83,785	\$48,842	58%
MARCH	\$83,785	\$103,451	123%
APRIL	\$83,785	\$67,948	81%
MAY	\$83,785	\$80,835	96%
JUNE	\$83,785	\$69,399	83%
JULY	\$83,785	\$66,679	80%
AUGUST	\$83,785	\$83,968	100%
<b>CLAIMS TOTAL</b>	<b>\$1,002,107</b>	<b>\$882,134</b>	<b>88%</b>

## Dental

	Premiums	Claims	Loss Ratio
SEPTEMBER	\$64,203	\$55,703	87%
OCTOBER	\$64,203	\$55,492	86%
NOVEMBER	\$64,203	\$62,848	98%
DECEMBER	\$64,203	\$50,275	78%
JANUARY	\$64,764	\$52,803	82%
FEBRUARY	\$64,764	\$54,976	85%
MARCH	\$64,764	\$56,857	88%
APRIL	\$64,764	\$52,859	82%
MAY	\$64,764	\$54,905	85%
JUNE	\$64,764	\$54,075	83%
JULY	\$64,764	\$56,004	86%
AUGUST	\$64,764	\$89,203	138%
<b>CLAIMS TOTAL</b>	<b>\$774,925</b>	<b>\$696,000</b>	<b>90%</b>

Premiums

Claims

Loss Ratio

**PAID CLAIMS GRAND TOTAL**

**\$1,777,031**

**\$1,578,134**

**89%**

**Notes:** Insurer premiums are reconciled and net of fixed costs, studentcare.net/works fees and premium tax.

# University of Alberta GSA - Annual Report

Policy Number: 050146 Insured claims: September 2010 - August 2011

## Per Capita Claims Analysis

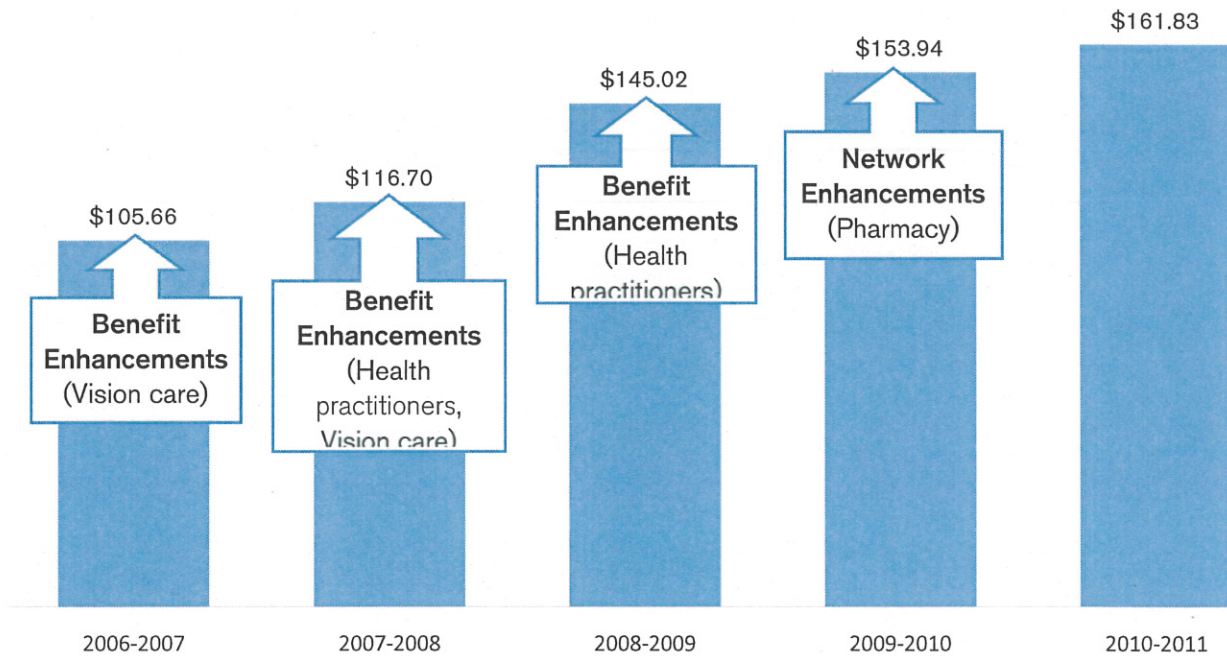
	2009-2010	2010-2011	Change
<b>HEALTH</b>			
Paid Claims	\$819,533	\$882,134	8%
Enrolment	5,324	5,451	2%
<b>Per Capita Claims</b>	<b>\$153.94</b>	<b>\$161.83</b>	<b>5%</b>
<b>DENTAL</b>			
Paid Claims	\$664,506	\$696,000	5%
Enrolment	5,260	5,409	3%
<b>Per Capita Claims</b>	<b>\$126.34</b>	<b>\$128.67</b>	<b>2%</b>
<b>TOTAL</b>			
Paid Claims	\$1,484,039	\$1,578,134	6%
Enrolment	5,292	5,430	3%
<b>Per Capita Claims</b>	<b>\$280.45</b>	<b>\$290.62</b>	<b>4%</b>



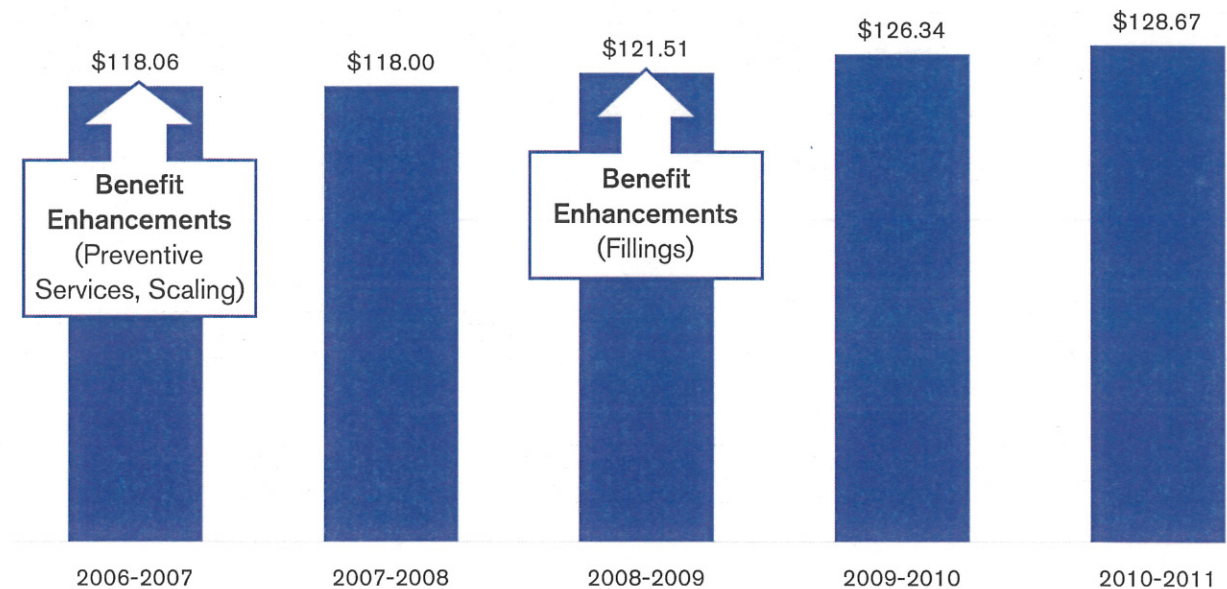
# University of Alberta GSA - Annual Report

Policy Number: 050146 Insured claims: September 2010 - August 2011

## Per Capita Health Claims



## Per Capita Dental Claims





# Health Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

	September 1, 2010 to August 31, 2011			September 1, 2009 to August 31, 2010		
	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Hospital, in Canada</b>						
Semi-private own-province	2,157.00	1,701.00	0.19	4,166.00	3,534.00	0.43
Private own-province	544.00	0.00	0.00	1,064.00	0.00	0.00
Out of Province	238.00	0.00	0.00	1.00	0.00	0.00
	<b>2,939.00</b>	<b>1,701.00</b>	<b>0.19</b>	<b>5,231.00</b>	<b>3,534.00</b>	<b>0.43</b>
<b>Out of Canada</b>						
Out of Canada	728.12	94.56	0.01	182.24	142.58	0.02
	<b>728.12</b>	<b>94.56</b>	<b>0.01</b>	<b>182.24</b>	<b>142.58</b>	<b>0.02</b>
<b>Pay Direct Drugs</b>						
Diabetic/Ostomy Supplies	33,937.33	21,200.31	2.40	33,409.85	23,008.61	2.81
Elective Therapies	661.38	529.04	0.06	232.44	181.90	0.02
Erectile Dysfunction	70.71	0.00	0.00	68.45	0.00	0.00
Fertility	1,873.99	486.49	0.06	5,102.87	878.50	0.11
Generic Pharmacare Drugs	2,026.17	1,545.25	0.18	2,415.33	1,850.20	0.23
Injectibles	7,886.94	5,216.58	0.59	2,124.00	1,591.40	0.19
Insulin	22,071.65	16,897.81	1.92	22,248.02	17,050.00	2.08
Miscellaneous	3,233.95	2,398.51	0.27	3,921.41	2,957.30	0.36
Non-Prescription	2,425.89	1,409.41	0.16	2,440.86	1,501.28	0.18
Pharmacare Drugs	1,535.00	955.56	0.11	697.69	294.48	0.04
Prescription	735,573.60	509,312.33	57.74	543,219.69	370,479.02	45.21
Smoking Cessation	1,921.11	1,512.84	0.17	1,193.46	954.75	0.12
Unallocated	0.00	0.00	0.00	115,386.53	88,482.64	10.80
	<b>813,217.72</b>	<b>561,464.13</b>	<b>63.65</b>	<b>732,460.60</b>	<b>509,230.08</b>	<b>62.14</b>



# Health Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

	September 1, 2010 to August 31, 2011			September 1, 2009 to August 31, 2010		
	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Reimbursement Drugs</b>						
Prescription	14,213.53	7,516.58	0.85	15,540.39	5,961.37	0.73
Non-Prescription	10,579.40	5,674.81	0.64	7,943.15	4,124.99	0.50
Injectibles	35,985.55	11,213.19	1.27	21,625.21	17,270.82	2.11
Diabetic/Ostomy Supplies	6,476.37	1,224.48	0.14	945.83	714.77	0.09
Insulin	0.00	0.00	0.00	118.91	0.00	0.00
Elective Therapies	17,908.41	13,786.02	1.56	15,640.73	12,251.33	1.49
Fertility	313.50	0.00	0.00	0.00	0.00	0.00
Generic Pharmacare Drugs	108.30	0.00	0.00	0.00	0.00	0.00
Pharmacare Drugs	579.12	0.00	0.00	72.84	0.00	0.00
	<b>86,164.18</b>	<b>39,415.08</b>	<b>4.47</b>	<b>61,887.06</b>	<b>40,323.28</b>	<b>4.92</b>
<b>Medical Services &amp; Equipment</b>						
Ambulance	14,750.20	13,698.20	1.55	19,519.46	18,071.70	2.21
Laboratory	2,145.40	697.40	0.08	7,061.23	3,950.00	0.48
Equipment	48,516.51	18,679.46	2.12	32,242.40	12,882.29	1.57
Orthotics/Orthopaedic Shoes	25,381.01	14,419.00	1.63	30,073.12	15,800.00	1.93
Hearing Aids	3,990.00	500.00	0.06	358.00	0.00	0.00
Dental	0.00	0.00	0.00	113.02	106.63	0.01
Other	0.00	0.00	0.00	271.49	271.49	0.03
	<b>94,783.12</b>	<b>47,994.06</b>	<b>5.44</b>	<b>89,638.72</b>	<b>51,082.11</b>	<b>6.23</b>



# Health Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

September 1, 2010 to  
August 31, 2011

September 1, 2009 to  
August 31, 2010

	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Paramedical Practitioners</b>						
Physiotherapist	72,051.50	36,430.00	4.13	54,020.50	27,385.00	3.34
Chiropractor	72,018.35	50,012.48	5.67	59,836.03	43,291.22	5.28
Psychologist	19,588.82	3,780.00	0.43	24,842.50	6,785.00	0.83
Massage Therapist	89,252.22	38,413.00	4.35	82,806.69	38,195.00	4.66
Podiatrist/Chiropodist	792.00	410.00	0.05	2,924.67	715.00	0.09
Other Practitioners	2,326.25	1,153.75	0.13	4,781.50	1,837.50	0.22
Acupuncturist	44,073.47	23,846.00	2.70	29,206.85	16,530.00	2.02
Certified Athletic therapy	930.00	480.00	0.05	250.00	120.00	0.01
Naturopath	5,513.18	1,504.60	0.17	2,289.03	777.76	0.09
Optometrist/Ophthalmologist	51,120.60	28,764.35	3.26	47,665.44	27,647.00	3.37
Audiologist	180.00	0.00	0.00	263.00	0.00	0.00
	<b>357,846.39</b>	<b>184,794.18</b>	<b>20.95</b>	<b>308,886.21</b>	<b>163,283.48</b>	<b>19.92</b>
<b>Health Spending Account</b>						
Dental Surgical, Restorative	0.00	0.00	0.00	14.80	0.00	0.00
EHC Expense eligible under HSA	37.46	0.00	0.00	0.00	0.00	0.00
Medical Services & Equipment	122.50	0.00	0.00	0.00	0.00	0.00
Miscellaneous	37.46	0.00	0.00	0.00	0.00	0.00
Paramed - Physiotherapist	30.00	0.00	0.00	0.00	0.00	0.00
Reimbursement Drugs	114.80	0.00	0.00	63.01	0.00	0.00
	<b>342.22</b>	<b>0.00</b>	<b>0.00</b>	<b>77.81</b>	<b>0.00</b>	<b>0.00</b>

# Health Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

	September 1, 2010 to August 31, 2011			September 1, 2009 to August 31, 2010		
	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Contact Lenses or Eyeglasses</b>						
Contact Lenses or Eyeglasses	189,312.26	44,771.67	5.08	202,741.17	50,539.01	6.17
Laser Eye Treatment	38,702.00	1,650.00	0.19	32,350.00	1,350.00	0.16
	<b>228,014.26</b>	<b>46,421.67</b>	<b>5.26</b>	<b>235,091.17</b>	<b>51,889.01</b>	<b>6.33</b>
<b>Miscellaneous</b>						
Miscellaneous	21,967.45	667.81	0.08	24,192.52	48.00	0.01
	<b>21,967.45</b>	<b>667.81</b>	<b>0.08</b>	<b>24,192.52</b>	<b>48.00</b>	<b>0.01</b>
<b>Unallocated</b>						
Unallocated	0.00	-418.74	-0.05	0.00	0.00	0.00
	<b>0.00</b>	<b>-418.74</b>	<b>-0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Canadian Dollars Total Claims</b>	<b>1,606,002.46</b>	<b>882,133.75</b>	<b>100.00%</b>	<b>1,457,647.33</b>	<b>819,532.54</b>	<b>100.00%</b>



# Dental Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

	September 1, 2010 to August 31, 2011			September 1, 2009 to August 31, 2010		
	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Diagnostic, Preventive</b>						
Bite Wing Radiographs	73,354.62	54,132.59	7.78	71,979.75	53,638.80	8.07
Complete Radiographs	43,241.44	32,233.72	4.63	41,122.02	29,832.09	4.49
Fluoride Treatment	38,869.39	27,682.17	3.98	36,828.69	26,197.57	3.94
Initial Oral Exam	56,569.88	40,332.16	5.79	58,458.18	42,254.39	6.36
Other Examination	41,406.99	27,278.03	3.92	39,463.29	23,565.74	3.55
Other Radiographs	20,671.98	13,857.43	1.99	17,691.24	11,698.65	1.76
Prophylaxis	89,106.03	59,728.28	8.58	86,468.03	58,794.85	8.85
Recall Oral Exam	61,950.91	41,637.00	5.98	56,890.17	38,211.27	5.75
Routine Extraction	13,964.86	6,015.77	0.86	12,174.13	4,600.44	0.69
Space Maintainers	834.00	402.48	0.06	978.09	204.84	0.03
	<b>439,970.10</b>	<b>303,299.63</b>	<b>43.58</b>	<b>422,053.59</b>	<b>288,998.64</b>	<b>43.49</b>
<b>Major Restorative</b>						
Crowns	97,866.63	633.45	0.09	70,586.48	404.91	0.06
Fixed Bridges	0.00	0.00	0.00	5,038.10	0.00	0.00
Fixed Prosthodontic Repairs	2,251.69	0.00	0.00	1,322.25	0.00	0.00
Gold Inlays	965.00	0.00	0.00	1,463.00	0.00	0.00
Onlays, Gold Foils, and Other Types	0.00	0.00	0.00	2,606.00	0.00	0.00
Partial Dentures	385.98	0.00	0.00	600.00	0.00	0.00
Prosthodontic (Removal) Repairs	333.53	0.00	0.00	478.91	0.00	0.00
	101,802.83	633.45	0.09	82,094.74	404.91	0.06
<b>Miscellaneous</b>						
Miscellaneous	0.00	-1,148.65	-0.17	0.00	19.76	0.00
	<b>0.00</b>	<b>-1,148.65</b>	<b>-0.17</b>	<b>0.00</b>	<b>19.76</b>	<b>0.00</b>



# Dental Claims Paid by Type of Service

GSA HEALTH & DENTAL PLAN Policy Number: 050146

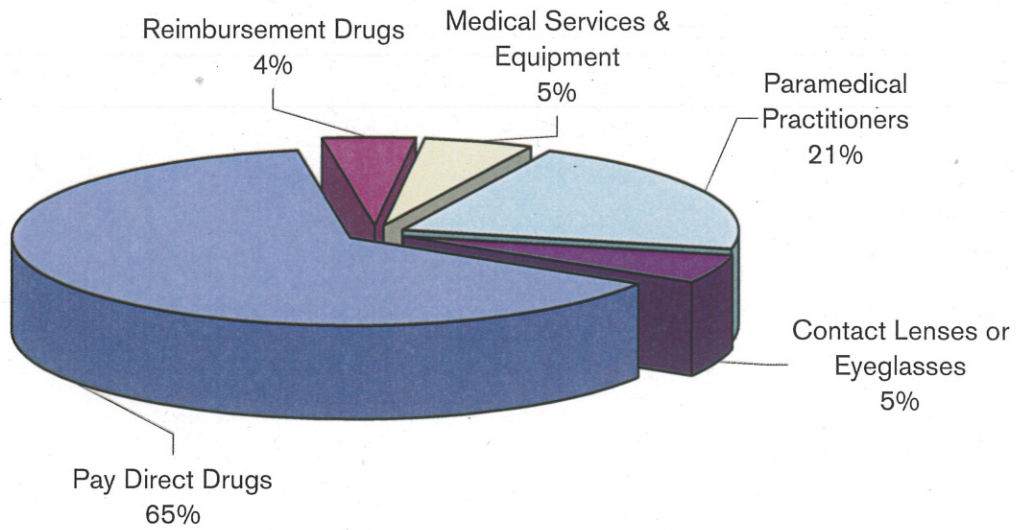
	September 1, 2010 to August 31, 2011			September 1, 2009 to August 31, 2010		
	Amount Submitted	Amount Paid	% of Total Amount Paid	Amount Submitted	Amount Paid	% of Total Amount Paid
<b>Orthodontics</b>						
Orthodontics	6,564.93	0.00	0.00	3,556.82	0.00	0.00
	<b>6,564.93</b>	<b>0.00</b>	<b>0.00</b>	<b>3,556.82</b>	<b>0.00</b>	<b>0.00</b>
<b>Periodontics, Endodontics</b>						
Endodontics	6,855.20	2,305.43	0.33	6,791.82	1,729.71	0.26
Periodontics	379,967.97	223,621.40	32.13	371,991.29	209,960.95	31.60
Root Canals	96,138.83	27,816.67	4.00	95,322.58	28,531.78	4.29
	<b>482,962.00</b>	<b>253,743.50</b>	<b>36.46</b>	<b>474,105.69</b>	<b>240,222.44</b>	<b>36.15</b>
<b>Surgical, Restorative</b>						
Alveolectomies	95.60	47.80	0.01	57.63	39.62	0.01
Amalgams	23,032.02	9,318.87	1.34	16,200.01	6,322.29	0.95
Other	17,296.56	3,932.88	0.57	17,261.34	2,431.99	0.37
Other Surgeries and Anaesthesia	14,494.51	2,060.13	0.30	14,275.31	4,368.64	0.66
Other Types of Restorations	6,482.10	2,716.43	0.39	5,897.17	3,096.11	0.47
Silicate, Composite, Acrylic	261,862.94	102,764.66	14.77	252,902.72	102,132.66	15.37
Surgical Extraction	48,859.53	18,631.33	2.68	52,739.63	16,469.06	2.48
	<b>372,123.26</b>	<b>139,472.10</b>	<b>20.04</b>	<b>359,333.81</b>	<b>134,860.37</b>	<b>20.29</b>
<b>Canadian Dollars Total Claims</b>	<b>1,403,423.12</b>	<b>696,000.03</b>	<b>100.00%</b>	<b>1,341,144.65</b>	<b>664,506.12</b>	<b>100.00%</b>



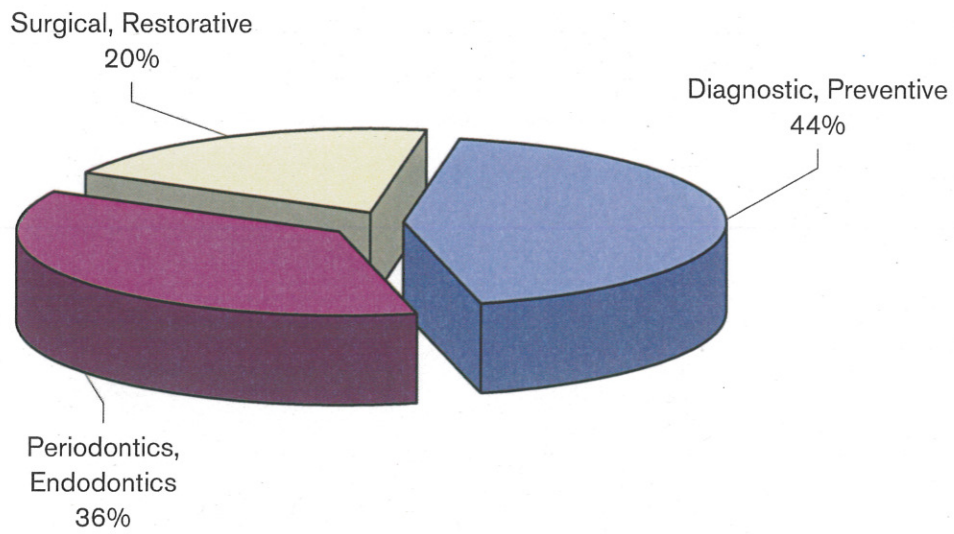
# University of Alberta GSA Health & Dental Claims

September 2010 - August 2011

## U of Alberta GSA Health Claims Sept. 2010 - Aug. 2011



## U of Alberta GSA Dental Claims Sept. 2010 - Aug. 2011



**studentcare.net/works**

1134 St. Catherine Street West, Suite 700  
Montreal, Quebec H3B 1H4  
1 866 795-4430

**Health & Dental Plan Office**

Room 028, SUB Lower Level  
8900 114<sup>th</sup> Street  
Edmonton, AB T6G 2J7



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**University of Alberta GSA Health & Dental Plan  
2012-2013 Renewal Analysis**

February 16, 2010

**2011-2012 CLAIMS ANALYSIS**

	Health	Dental	Total
Claims through September 2011 through Jan 2012	\$ 373,857	\$ 294,075	\$ 667,931
Ratio to Project Claims to Year End	40%	40%	
Projected Claims 2011-2012 (through August)	\$ 934,642	\$ 735,187	\$ 1,669,829
Enrolled units 2011-2012	5372	5341	

**2012-2013 PROJECTED COST ANALYSIS**

	Health	Dental	Total
Projected Claims 2011-2012 (through August 2012)	\$ 934,642	\$ 735,187	\$ 1,669,829
Enrolled units 2011-2012	5372	5341	
Claims per Enrolled Unit	\$ 173.99	\$ 137.65	\$ 311.64
Inflation Trend	7%	5%	
Projected Claims/Unit 2012-2013	\$ 186.17	\$ 144.53	\$ 330.70
Insurer Claims Administration	\$ 7.73	\$ 6.00	\$ 13.72
Insurer General Admin, Risk Charge and Premium Tax	\$ 16.86	\$ 13.09	\$ 29.95
Travel (pooled benefit)	\$ 6.00	-	\$ 6.00
Plan administration (studentcare.net/works)	\$ 10.00	\$ 10.00	\$ 20.00
<b>Projected Plan Premiums (2012-2013)</b>	<b>\$ 226.76</b>	<b>\$ 173.62</b>	<b>\$ 400.38</b>
Current Plan Premiums (2011-12)	\$220.32	\$163.80	\$384.12
Percentage Change	3%	6%	4%

<b>PLAN FEES</b>			
	Health	Dental	Total
Current Plan Fees 2011-12	\$ 215.25	\$ 162.75	\$ 378.00
Allowable fee increase for 2012-13	\$ 10.76	\$ 8.14	\$ 18.90
Total allowable fee for 2012-13	\$ 226.01	\$ 170.89	\$ 396.90
Current Plan Premium (2011-12)	\$ 220.32	\$ 163.80	\$ 384.12
Projected Plan Premiums (2012-2013)	\$ 226.76	\$ 173.62	\$ 400.38
<b>Difference between Max. Allowable Fees and Projected Premiums</b>	<b>\$ 0.74</b>	<b>\$ 2.73</b>	<b>\$ 3.48</b>
<b>Difference between 2011-12 Premiums and Projected Premiums</b>	<b>-\$6.44</b>	<b>-\$9.82</b>	<b>-\$16.26</b>

Any difference between the Premiums and the Plan Fee is the property and responsibility of the GSA.  
These funds can be used at the discretion of the GSA, and only for the purposes of the Health & Dental Plan

# GSA

# HEALTH & DENTAL PLAN

## University of Alberta

Presentation to Council

February 2012

Presented by Callan Davey



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# GSA Health & Dental Plan

Established by student referendums in 1994, 2003

One of the largest services provided by GSA

Designed to provide students with extended health care for services not covered by the province (Alberta Health) or other basic plans

Professionally administered by studentcare.net/works since 2003 under the direction of the GSA Executives & Board



# What is Covered?

Health



prescription drugs, vaccinations, health practitioners (psychologist, chiropractor, physiotherapist...), ambulance, medical equipment, and more...

Vision



eye exams, contact lenses and/or prescription eyeglasses, laser eye surgery

Dental



cleanings, checkups, fillings, root canals, gum treatments, etc.

Travel



covered up to 120 days per trip and up to a maximum of \$5,000,000 per incident



# Who is Studentcare?

- Founded by students in 1996
- Leading provider of student Plans in Canada
- Over 60 partner associations in 5 provinces, representing nearly 550,000 students
- Student-centred organization: student clients, student employees
- Working with more Graduate Students' Associations than any other provider in Canada (UBC, SFU, UofS, Western, McGill...)



# Studentcare' s Major Roles

## Consultant

- Negotiation support with Insurer
- Plan Set-Up
- Strategy
- Reporting

## Administrator

- Member Services Centre
- Communications
- Opt-Out / Enrolment
- Data Transfer



# Council's Role in Policy Decisions

## Setting Fees and Benefits

- GSA Board

- Provide oversight & evaluate student appeals
- Review detailed reports & options from studentcare
- Recommend best possible decisions: premiums, benefits

- Council oversees broad decisions & long-term Plan stability

- review recommendations of GSA Board
- Set Plan fee per Board of Governors deadlines



# Determining Plan Cost



Claims drive the cost of the Plan by 90%

Cost of Claims are impacted by:

- **Volume:** better awareness, new coverage means increased usage
- **Cost of Benefits:** changes to drug formulary, provincial Dental Fee increases, etc.

Inflation trend is custom calculated for student demographic to save \$\$

Insurer Admin expenses are lowest possible: 8% + premium tax

Studentcare fees are fixed dollar amount, as per our agreement





# Next Steps: March - April

- Review Plan Cost projections
- Set Plan Fees for 2012-2013 Policy Year
- Review & finalize potential benefit change options (if possible or necessary)



# Here's to a healthy and productive 2012!



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[ihaveaplan.ca](http://ihaveaplan.ca)

**GSA President  
Report to Council**

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

Dear Colleagues,

I hope that this message finds you well. Here are a few highlights of the past month of work:

**Graduate Students' Association of Canada**

We have recently closed out this organization, which should lead to an infusion of \$6000 into the GSA budget. This money was remitted to the Graduate Students' Association of Canada as dues in 2006. The money was not spent, as the organization became defunct, and therefore it will be returned to us.

**GSA Budget**

We have been working diligently on preparing the GSA 2012-2013 Annual Budget. Several joint BFC and GSAB meetings have been held. We have run multiple scenarios considering different variations, from our current deficit budget position to balancing our budget. The group is committed to finding the best solution that will support the GSA over the long term.

**Alumni Association Legacy Committee**

I attended this committee to discuss projects for the Alumni Association 100<sup>th</sup> Anniversary in 2015. One of the suggestions is an artificial ice surface in quad that would be available for 8-9 months of the year. Other options include alumni involvement in the Power Plant building.

**Power Plant**

We have been working actively with the SU (and involving the Alumni) in order to extend the current lease on Dewey's and enhance or expand the currently available space. We are looking at options for longer-term occupancy in tandem with renovations in the Dentistry/ Pharmacy building.

**Graduate Funding**

I met with President Indira Samarasekera to discuss graduate student funding and ways to ensure that we are maximizing internal funding, which would in part mean that we bring in as much external funding as possible. We agreed that the GSA has a role to play in communicating major award and scholarship opportunities to graduate students, and we will be moving forward on this over the next year.

### **UA Budget Reallocations and Grad Program Administrators**

I have heard a number of concerns from students recently about the budget cuts that are affecting all the administrative units at the University. Although the total budget of the University has not been cut, increasing salary settlements are leading to reallocations of the existing funds. The net effect of this are budget "cuts" at the Faculty and department levels. We have learned that Graduate Program Administrators in several departments have been or are being considered for cuts.

In response to these pending cuts, the GSA wrote a letter to the Provost in December to emphasize the importance of Grad Program Administrators to graduate students. We also had a letter published in the Gateway in their first issue in January. However, the only way to prevent cuts due to these budget reallocations is to increase the University's revenue. We have been lobbying continuously for increased base funding to the University through the AGC for the past two years. We most recently met with the Minister in early February. Our lobbying has not been without success. While the University was promised a 0% increase for 2012-13 as recently as last year, we received a 2% increase in the Provincial budget. While this does not solve the issue of budget cuts at the Department level, it does alleviate the situation compared to what we were expecting. The AGC and the University continue to lobby for one time funding which would further alleviate the budget pressure. The GSA and AGC are continuing to seek additional Provincial funding. We encourage Departmental GSAs to communicate concerns to your Deans and Department Chairs so that your concerns are considered in the budget reallocation process.

With the upcoming Provincial election, graduate students have an opportunity to ensure that post-secondary funding is on the agenda. The GSA is also considering participating in a province-wide campaign during the election in support of increased funding to Alberta Universities.

### **Mandatory Non-Instructional Fees**

Some of you may have heard that the Board of Governors rescinded a previous resolution that required extraordinary increases (higher than the CPI) in Mandatory Non-Instructional Fees (MNIF) to be approved by the Student Councils (SU and GSA). This policy also mandated a refund mechanism if the fees collected were higher than the cost of the service. The GSA along with the Students' Union spoke strongly against rescinding this policy but we were unsuccessful in a ten to five vote. The old policy was replaced by a new Board-mandated Provost-level committee, M-BAC, to discuss all mandatory non-instructional fees annually. This would include new fees, which were not covered by the old policy, as well as existing fees, such as the CoSSS fee.

In practice, we do not expect this new policy to lead to new MNIF in the short term, and the Provost indicated to the Board that administration is not considering any new fees. However, the GSA will need to remain vigilant and hold the Provost to his word in the future. In addition, a campaign spearheaded by the SU and their Provincial partners has succeeded in attracting the

Minister's attention. He is currently reviewing the policies of all the institutions within Campus Alberta and is considering regulating MNIF at the Provincial level. I will keep you posted on future developments.

**AGC Conference**

The 2nd annual AGC Conference will be held this May at the U of A from 3-5 May. The conference will include a career fair, professional development sessions, panel discussions and networking opportunities with representatives of business, industry, government and the non-profit sector. The steering committee includes three GSA members: Jennifer Zwicker, a long-time AGC member (Organizer); Ashlyn Bernier, President of AB CampusTech at the U of A (Sponsorship Coordinator), and myself (moral support). This promises to be an excellent opportunity for U of A grad students. Please save the date and don't miss out!

I hope that you had a restful Reading Week, and welcome you back.

Sincerely,  
Roy Coulthard

February 23, 2012

\*\*\*\*\*

Please find below a list of the meetings I attended between January 12 and February 20, 2012:

Date	Meeting
12-January	Meeting with Mr. Rosen re: GSA Awards Night
	AGC Conference call
16-January	Community Leagues, Under 40 Engagement in Edmonton Meeting
	Meeting with Dean Robinson and the Provost re: Fall Reading Week
17-January	Teleconference with GM of Simon Fraser GSA
18-January	Dean's Council
	GSA Board
	Meeting with Vikki Northrup re: ASC
	Edmonton Clinic Opening
19-January	AGC Conference call
	Meeting with SU President re: MNIF
	Quality on Graduate Supervision Meeting
23-January	Meeting with the Provost (Student Consultation Process)
	North Power Plant Charette Pre-Meeting
	CAPS and Writing Resources Pre- Meeting
	Board Learning and Discovery Committee
	GSA Council
24-January	Meeting with the Provost
25-January	Meeting with Dean Shirvani
	Meeting with Dr. Overall
	GSA Board

	GFC Academic Planning Committee
	Board Finance and Property Committee
	AGC Conference Call
26-January	AGC Conference Call
27-January	Meeting with Dean Robinson re: AGC
	GSA BFC
30-January	Meeting with Dean Shirvani
	Prep time for Board Finance and Property Committee
	Meeting with the SU re: PAW
	Emergency Meeting with the Dean of Students
	GFC
	Alumni Association Legacy Committee
31-January	Board Finance and Property Committee
1-February	GSA Board
	Follow up meeting re: North Power Plant Social Space Program Charrette
2-February	AGC Conference Call
	Budget meeting at the GSA
6-February	Meeting with SU President
	Fall Reading Week meeting
	Meeting with Minister Weadick
7-February	Meeting with Dr. Skidmore re: Graduate Teaching and Learning
	PAW presentation (SU Council)
8 February	Meeting with SU re: PAW
	Joint BFC/ GSAB Meeting
	GFC Academic Planning Committee
9- February	Meeting with Dean Shirvani
	Meeting with Dr. Polziehn
	AGC Conference Call
	Bi-monthly meeting with Dean Robinson
10-February	Board of Governors
	Board Finance and Property Committee Budget Briefing
	Meeting with the President re: Vanier Awards
16-February	Meeting with Bob Rosen re: GSA Awards Night
	Meeting with Dr. Bill Connor
17-February	Meeting with Dr. Gray re: Graduate Supervision
22- February	GSAB meeting
	GFC Academic Planning Committee
	AGC Conference Call
23-February	Meeting with APIRG
	AGC Conference Call Meeting

	Graduate Student Payment Cycle meeting
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27 February 2012

GSA Council

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**GSA Board  
Report to Council**

To: Council Colleagues

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

Date: 23 February 2012

The Board reports regularly to Council by listing its agenda items, motions/agreements and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. The President, Vice-Presidents, Director of Operations, Financial Manager and I will be happy to answer any questions or provide more information at the Council meeting.

**JANUARY 11, 2012 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following items: Labour Liaison Program, Chancellor search, GFC CLRC, Market Modifiers and the Funding Task Force, leave from program for Elected Officials, subsidies for CAPS and Writing Resources, Alumni Award nominations, AGC, awards and funding, Fall Reading Week, PAW, email from Michener Park student, enrolment, Social Spaces Fund, Health and Dental Reserve Fund, staffing, graduate student groups and Council elections.

Motions and/or Agreements:

It was **AGREED** that any GSA involvement in any specific space dispute or problems should be clearly in the GSA's jurisdiction given within the Collective Agreement.

Board Members were in **AGREEMENT** that given the Council approved the 7.5 K for academic subsidies for this budget year, the GSA will issue a cheque of 5 K to Writing Resources and 2.5K to CAPS. The GSA will request reports from CAPS and Writing



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Resources on how the money is used.

It was **AGREED** that the VP Student Life and VP Labour would meet with Dr. Robinson to discuss the two services [CAPS and Writing Resources].

It was **AGREED** that the VP Student Services would contact his SU counterpart to get an idea of if or how the SU is supporting CAPS and/ or Writing Resources.

It was **AGREED** that the U of A GSA will not provide any administrative support for the [AGC] conference.

It was **AGREED** that the GSA would encourage graduate students to apply for major scholarships and awards.

It was **AGREED** that the VP Student Life will get in touch with Dima Utgoff, Director of Residence Services.

Board Members discussed the difference between a GSA newsletter and bulletin. It was **AGREED** that the Student Affairs Advisory Committee (SAAC) will continue the discussion.

### **JANUARY 18, 2012 GSA BOARD MEETING**

#### Main Agenda Items:

Board members discussed the following items: GSA Health and Dental Plan, FGSR funding, CAPS and Writing Resources, Sustainability Report, Fall Reading Week, AGC, and Graduate Teaching Program.

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Motions and/or Agreements:

There were no motions or agreements.

**JANUARY 23, 2012 SPECIAL GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following item: urgent ratification of ERC meeting minutes.

Motions and/or Agreements:

It was **MOVED** by HS and **SECONDED** by SL that the GSA Board, under the mandate of being “the [senior administrative authority of the GSA]” , ratified the GSA ERC January 19 Meeting Minutes in absence of two ERC members with the following changes to the nomination packages.

“I, \_\_\_\_\_, supervisor of the candidate, am aware of this nomination.” **CARRIED UNANIMOUSLY.**

**JANUARY 25, 2012 GSA BOARD MEETING**

Main Agenda Items:

Board members discussed the following items: CAPS and Writing Resources subsidies, Emergency Bursaries, MNIFs, upcoming GFC and guest speakers, Safe Disclosure Report, Cabinet Tour, Alumni Council Graduate Student Engagement Survey, increased enrolment internationalization, complaint from Michener Park student, UPass, Power Plant Charette, Health and Dental Appeal, TEC Edmonton competition opportunity, newsletter, and confidentiality.

Motions and/or Agreements:

It was noted, and members **AGREED** that the SU, GSA, and Dean of Students seemed to be on the same page [regarding the Power Plant].

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It was **AGREED** that this [business plan competition] represented an excellent opportunity for the GSA and would be pursued by the Executive Director or President

## **FEBRUARY 1, 2012 GSA BOARD MEETING**

### Main Agenda Items:

Board members discussed the following items: Labour Liaison training, Awards Selection Committee and open awards, AEGS Fund report, CCS, Health and Dental Plan Student Appeal, meeting with Dr. Shirvani, MNIFs, Fall Reading Week, meeting with Dr. Martin Ferguson-Pell, TD Meloche Monnex Insurance report, GFC FDC discussion of sexual harassment policy, general space program, and GSAP.

### Motions and/or Agreements:

It was **AGREED** that the GSA Board would not need to seek nominees because the Distinguished Alumnus Award was handed out earlier this year. It was also **AGREED** that the GSA Board, under the highest administrative authority would bring to the ASC a slate of nominees for the remaining Awards [Distinguished Benefactor and Life-Long Membership].

It was **AGREED** that an ad hoc AEGS Fund Review Committee be struck and provide recommendations to the Board concerning CCS. The ad hoc Committee would be comprised of the following members:

- Tamara Korassa
- Sagar Lunawat
- Vijay Kandalam

It was **AGREED** to accept C Davey's recommendation to grant the appeal, provided the graduate student was in fact out of the country during the September Change-of-Coverage period, and allow coverage retroactive to January 2012.

It was also **AGREED** that the President would write a personal thank-you

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note to MFP and attach the GSA Strategic Work Plan.

Members discussed the increased usage of GSAP. It was noted by the VPA that the GSAP no longer provides services for family members of graduate students. It was **AGREED** that the office would enquire on the matter and report back to the Board on February 15.

### **FEBRUARY 8, 2012 JOINT BFC/GSA BOARD MEETING**

#### Main Agenda Items:

Board members discussed the following items: Draft GSA Budget.

#### Motions and/or Agreements:

It was **AGREED** that the office would prepare additional budget scenarios as discussed in closed session.

It was **AGREED** that the office would prepare budget fact sheets for distribution by Councillors in departments.

It was **AGREED** that the GSA would investigate possibility of GSA fees revenue advances with University officials.

### **FEBRUARY 15, 2012 JOINT BFC/GSA BOARD MEETING**

#### Main Agenda Items:

Board members discussed the following items: Draft GSA Budget, Board nominations for awards, Graduate Supervision Task Force, SACIE Committee on International Engagement fall event, ECV renovations and sector plan, Appeals Regulations Working Group, Discrimination and Harassment Complaint Guidelines, SAAC, NASA Collective Agreement, relief for Elected Officials, registration status for students on leave; PAW; Power Plant; student groups, elections, transition, photocopiers, and welcome letter.

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Motions and/or Agreements:

Board members **AGREED** that members of BFC were to remain for budget discussion, regardless of candidacy for elected office.

Board and BFC members **AGREED** to hold an additional joint meeting March 7 at 11:00 to finalize the budget proposal.

**GSA Budget and Finance Committee (BFC)  
Report to Council**

To: Council Colleagues  
From: Roy Coulthard  
Date: February 22, 2012

Please find the following Minutes for January 27 GSA BFC meeting:

GSA Budget and Finance Committee  
Minutes of a Meeting Held  
Friday, January 27, 2012  
GSA Boardroom, Triffo Hall

**In Attendance:**

**Voting Members**

President Roy Coulthard in the Chair; Councillor Evan Berry (EB), Member-at-large Tim Riordan (TR)

**Non-Voting:**

Ellen Schoeck, Executive Director (ES)  
Shirley Ball, GSA Accountant (SB)  
Dorte Sheikh, Manager of Finance and Operations (DS)

**Regrets:**

Member-at-large Huimen Zhong (medical) and VPL Tamara Korassa (class)

**OPEN SESSION**

**1. Approval of the Agenda**

It was **AGREED** that the Agenda, which had been circulated in advance be approved, with a note that in item 6 it was the December 2011 financial statement before members (not December 2012).

**2. Approval of the Minutes of the Joint GSAB/BFC Meeting of January 4, 2012**

Members had before them the above-cited Minutes. It was **AGREED** that the Minutes of January 4, 2012 be approved.

**3. Oral Report from the Chair**

The Chair made the following main points:

- **The \$25K “one-time” funding from the Provost had recently been renewed;** this funding was earmarked for academically-related student groups purposes, eg Council remuneration and lecture grants. Background was provided (eg U of C “quality money.”) Background was also provided on \$100 K from administration some years ago regarding multi-year tuition package.
- Steps have now been taken to have returned to the GSA monies sitting in the **dormant account of the Graduate Student Association of Canada**, a long-defunct organization.

- Questions concerning T4As for AEGS-funded awards have been resolved.

TR made the following points:

- The GSA was emerging as a stable organization;
- The GSA needs a published financial policy concerning transparent handling of all funds received from the University and including terms and conditions of the funding. **It was so AGREED and ES undertook to draft a policy, noting that BFC's mandate provided that it advise the President and Council on the Budget Principles, Policies and Procedures.**

#### **4. Publication on the Website of the Approved Budget**

Members had been advised that this suggestion came from TR and that the President and GSA Accountant were supportive.

**It was AGREED that the following be posted on the GSA website: audited financial statements; memorandum of settlement; and approved budget.** It was noted that the Budget Principles, Policies and Procedures were already on-line.

#### **5. Request to the Board to develop a policy for use of the Health and Dental (HD) Reserve Fund**

Members were reminded in an Agenda note that this matter had been discussed at the January 6 joint meeting with the Board.

The Chair read relevant by-law, noting that the fee was set in April based on seven months' of data, while the premium was set in July with more complete information. If the fee came in high and the premium low, the difference went into the reserve; this year it was the other way around.

He further noted that by referendum, the HD fee could not be raised by more than 5%; last year's 2% was used from the reserve to bridge increased costs. A policy should address the acceptable per cent to draw down, as well as for how many years the GSA could draw down the reserve.

TR stated his view that the health and dental plan should be self-funded; that the reserve should be used only for the truly unexpected; and that any anticipated shortfall should be dealt with by either cutting benefits or by raising the 5% cap. Any policy should be cautious and conservative.

The Chair put forward for consideration the notion that students who pay the fee should enjoy the benefit and that their fee dollars should not go into a reserve for the benefit of future students. A lengthy discussion ensued, with the following points made or considered:

- Usage rates
- Inflationary trends
- Range of benefits in the plan
- Previous consideration of eliminating naturopaths revealed that there would be no savings.

TR compared the GSA plan with other plans he was part of and felt that GSA plan was very generous; premiums elsewhere were astronomical. Thus, do we need to go beyond the 5%? EB said that if our plan was so good, why compromise it?

ES suggested the Speaker could ask Councillors during the roll call vote about their view of, and usage of, the plan. EB felt this would provide more information as a policy was considered.

It was **AGREED** that the GSA plan be compared to the University plan and to a selection of other student plans.

## **6. December 2011 financial statements: For Information and Discussion**

Members had before them the above-cited document which had been distributed in advance.

The Chair first turned to the issue of the two photocopiers in the lounge, where the annual expenditure was some \$7200 and anticipated revenue \$1K max. He explained the background to photocopying as a service, noting that the GSA office no longer faxed for students on a cash basis, had eliminated cash-handling for the photocopiers, and had also eliminated the making of coffee by staff. Coffee provided by Dewey's was being wasted and had been discontinued.

He explained that photocopies made at the GSA were 7 cents; the SU 8 cents; and the Library 12 cents. He outlined copyright issues. The Chair also let members know that since the beginning of the month students were asked to note their department when they used the copiers. He said that while students relied on the GSA photocopiers, primarily those in buildings close Triffo, the money might be better spent on advocating for students in those departments to get money from their departments for photocopying. In his own department, photocopies were 5 cents.

TR strongly suggested that the photocopy issue be handled now, as part of the restructuring of the GSA and not left to the end of the lease in 2015 when institutional memory would likely show lapses. He suggested that even if the lease had to be paid out, it was better to resolve this issue now.

ES said she was in the midst of determining if the lease was valid and would also meet with the One Card head to see if the university would take over the lease. The Chair wondered if the ESS might take over one of the machines.

A lengthy discussion ensued about the upcoming transition of five new elected officials and steps being taken to soften the impact of a full turnover, including the possibility of having one VP assist with transition in May and another work in the summer to attend meetings with new officials and take on various duties such as updating the Strategic Work Plan to reflect progress to date.

**CLOSED SESSION:** Members **AGREED** to move into closed session to discuss staffing issues. After a brief discussion, members **AGREED** to move out of closed session.

TR urged that the current president be retained as a consultant and that this was the top priority. He felt it was a big risk to the GSA to have the current president leave at this point in the GSA's recovery.

Discussion then turned to the Social Spaces Fund, with EB asking for background.



The Chair said that research on the matter indicated that this fund was intended to renovate space in the Power Plant as social space and provided history of this matter, including the current situation whereby the SU ran Dewey's, with the GSA getting a 15% share of any profits. He noted that the Social Spaces Fund was in a GIC along with the Legal Defense Fund. **The Chair suggested GSAB set terms of reference for the Social Spaces Fund and use it as a capital reserve. It was SO AGREED.**

**ES noted that this was the first quarterly report related to the new budget and that it would go to the February Council. Minor amendments were suggested to the coffee and photocopy notes. It was SO AGREED.**

### **7. Building the 2012-13 budget: oral report**

Members first discussed the fact that the GSA engages in collective bargaining and in effect acts as a union and that the GSA had a set of other responsibilities, including advocacy and representation.

TR felt the two functions should be differentiated, with the union-related activities funded by a union fee paid by academically-employed graduate students. The Chair noted that there had once been a failed referendum on this point; nonetheless the GSA still had these duties under the *Post-Secondary Learning Act*. The possibility was raised that the government could change the *Act* to allow the fee. TR wondered what other GSAs charged as union dues and explained his experience at other institutions.

ES lead members through the budget-building exercise to date, noting the importance of getting the best possible estimate of the number of graduate students anticipated for next fall since fees drove the GSA budget. She ran through the budget categories and the anticipated initiatives that would require some changes to the budget. SB asked for advice on what number to plug in for inflation and a discussion ensued about inflation, fee revenue and the proposed fee increase.

It was **AGREED** that the fee increase for the next two years be \$10, and then \$7.50, \$5 and then 1%.

### **8. Adjournment**

Before adjournment, members discussed their schedules: TR preferred to meet over lunch and EB said he had academic commitments Wednesdays at noon and Thursdays from 1-4; he could miss one Wednesday commitment.

It had been noted that the **NEXT MEETING was scheduled for February 15, 2012, 11-1pm** with Board to follow, but **AFTER ADJOURNMENT IT WAS LEARNED THAT THE PRESIDENT HAD TO BE OUT OF TOWN ON FEB 15 FOR ACADEMIC REASONS AND THE MEETING WAS RESCHEDULED TO WEDNESDAY, FEBRUARY 8 FROM 12-2.**

The meeting adjourned at 2:35pm.

### **SUMMARY OF KEY ACTIONS/TASKS**

- The GSA needs a published financial policy concerning transparent handling of all funds received from the University and including terms and conditions of the funding. **It was so AGREED and ES**

**undertook to draft a policy, noting that BFC's mandate provided that it advise the President and Council on the Budget Principles, Policies and Procedures.**

- **It was AGREED that the following be posted on the GSA website: audited financial statements; memorandum of settlement; and approved budget.**
- It was **AGREED** that the GSA plan be compared to the University plan and to a selection of other student plans.
- ES said she was in the midst of determining if the lease was valid and would also meet with the One Card head to see if the university would take over the lease.
- **CLOSED SESSION:** Members **AGREED** to move into closed session to discuss staffing issues. After a brief discussion, members **AGREED** to move out of closed session.
- **.The Chair suggested GSAB set terms of reference for the Social Spaces Fund and use it as a capital reserve. It was SO AGREED.**
- **ES noted that this was the first quarterly report related to the new budget and that it would go to the February Council. Minor amendments were suggested to the coffee and photocopy notes. It was SO AGREED.**
- TR wondered what other GSAs charged as union dues and explained his experience at other institutions.
- It was **AGREED** that the fee increase for the next two years be \$10, and then \$7.50, \$5 and then 1%.
- **AFTER ADJOURNMENT IT WAS LEARNED THAT THE PRESIDENT HAD TO BE OUT OF TOWN ON FEB 15 FOR ACADEMIC REASONS AND THE MEETING WAS RESCHEDULED TO WEDNESDAY, FEBRUARY 8 FROM 12-2.**

Please refer to the GSA Board report for Minutes of the Joint GSA Board/ BFC meetings of February 8 and February 15.



To: Deans of Faculties with Graduate Programs  
From: Roy Coulthard, GSA President

February 15, 2012

RE: Graduate Representation on Faculty Councils

Dear Colleagues,

The GSA regularly receives requests from the Deans of Arts and Science for graduate students to sit on their Faculty Councils. We have also had graduate students from some Faculties ask about representation on Faculty Councils. Such representation is provided for in GFC policy, section 55.1: "All Faculty Councils must include graduate students (the exact number to be determined by each Faculty Council)." A detailed list of each Faculty Council's composition follows in section 55.5.

I am writing to let you know that the GSA has structures in place to contact all graduate students in each Faculty about vacancies on Faculty Councils. We also have a very active Nominating Committee to oversee the nomination process, and can run elections for these positions if requested to do so by a Faculty.

*It would be very helpful to the GSA if you or your delegate would kindly let us know if you have graduate students on you Councils at present, and if so how many. It would also be helpful to us to know what process is used for electing these students to your Councils.*

Your reply can be emailed to me in care of [gsa.general@ualberta.ca](mailto:gsa.general@ualberta.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Roy Coulthard', written in a cursive style.

Roy Coulthard  
GSA President

Cc  
Vijay Kandalam, Vice-Chair, GSA Nominating Committee  
Dr. Lesley Cormack, Dean of Arts  
Dr. Gregory Taylor, Dean of Science  
Marion Haggarty-France, University Secretary

## Graduate Students' Association

Room 1-37, Killam Centre for Advanced Studies  
Triffo Hall, University of Alberta  
Edmonton, Alberta T6G 2E1  
T 780.492.2175 F 780.492.2999

[www.gsa.ualberta.ca](http://www.gsa.ualberta.ca)

**Nominating Committee  
Report to Council**

To: Council Colleagues  
From: Vijay Kandalam, Vice-Chair  
Date: 16 February 2012

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

**GSA COMMITTEES**

Please refer to Item VI.2 on this Agenda.

**BODIES EXTERNAL TO THE GSA**

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

**General Faculties Council Academic Standards Committee (ASC) and Subcommittee on**

**Standards:** A note was sent to the Director of GFC Services Garry Bodnar notifying him that Vice President Student Life Hillary Sparkes has been delegated to serve on GFC Academic Standards Committee (ASC) and GFC ASC Subcommittee on Standards.

**General Faculties Council (GFC) at large committees:** A message was sent to all graduate students on February 10, February 16 and February 22 advertising upcoming graduate student at-large vacancies on GFC committees. Nominations are due on March 1. The GSA NoC will forward a slate of nominations to the *GFC Nominating Committee* for consideration.

**Faculty Councils:** The NoC is poised to send out a letter (attached to this report) to all Faculties with graduate programs informing them the GSA has structures in place to fill those vacancies with graduate students on Faculty Councils.

**TLAT Council- online student course evaluations and e-textbook task force:** The GSA NoC is in contact with the Office of the Vice-President Information Technology in drafting an ad to call for nominations.

**University of Alberta Data Summit Planning Committee:** An ad was sent out to all graduate students. Naseeb Adnan was elected by the NoC to serve on this Committee.

**University of Alberta Residence Halls Association:** Ad ad was sent out to all graduate students on February 13. The NoC will elect one member once nominations close on February 21.

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

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

Two reports away from my last day in office, I hope you all had a fantastic TA free reading week. Highlights of my February report includes exciting news about the task force for graduate supervision and teaching programs for graduate students. The sweet part of my report is that if you have read it, you could come by and take some of the treats Hillary (VPSL) might bring to council! Don't be shy: come and see if she has any!

**Quality of Graduate Supervision Task force**

Since my last report, Dr. Murray Gray (Vice-provost Academic), has taken over the leadership on the appointment of a Provost's Fellow to chair this task force. He has been a past dean of FGSR who led some initiatives for graduate supervision during his term. Tamara (VPL) and I had a really exciting meeting with him, and he delivered some good news and a potential date for the appointment of a candidate. We also had an interesting discussion about a number of issues that we would like the task force to look into. Hopefully we will have some more news for you by next Council.

**Teaching**

The Provost's office will be hosting the Teaching and Learning Enhancement Fund (TLEF) adjudication this week, where we will look at the applications from University of Alberta instructors who incorporate innovative ways of creating exceptional learning experiences and environments.

I attended the special meeting of the advisory committee of the Centre for Teaching and Learning (CTL), where we had a presentation from the director (Dr. Heather Kanuka), who will be completing her 5th year soon. Given the reorganization happening in the Provost's office, the appointment of a new director will not take place immediately. Discussions took place around the necessity of a unit review, and receiving feedback from the advisory committee members. A comprehensive consultation will take place before the beginning of the new term. The Graduate Teaching Program is moving forward as Dr. Polziehn is presenting it at more stops. It provides opportunities for graduate students to receive the necessary training they need for their teaching endeavors, in 3 tiers including a confirmation of attendance, notation on the transcripts, and a certificate program. It was presented and discussed at the GFC CLE meeting.

Please find below a list of the meetings I attended between January 12 and February 20, 2012:

Date	Meeting
18-January	GSA Board Meeting

	FGSR Council Caucus
	FGSR Council
19-January	Quality of Graduate Supervision Meeting
23-January	GSA Council
25-January	GSA Board Meeting
26-January	TLEF Adjudication meeting
30-January	Emergency meeting with the Dean of Students
	GFC Caucus
	GFC Meeting
1-February	GSA Board Meeting
	GFC Committee on the Learning Environment
6-February	GFC Nominating Committee (Orientation Lunch)
	GFC Executive
7-February	Meeting with Dr. Skidmore
8-February	GSA Board
9-February	Meeting with Dr. Polziehn
	Centre for Teaching and Learning Meeting
15-February	GSA Board
17- February	Meeting with Dr. Gray re: Graduate Supervision
22-February	GSA Board

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

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

Dear Colleagues,

I hope you are doing well and now busy with courses, upcoming midterms and research deadlines. The reading week is approaching and I know you guys have plans for the reading week but still I hope you will take a few moments to read out a few important points in GSA elected officials' reports. The time flies so quickly that February is almost over. I want to update you folks on few important points in my portfolio over the last few weeks.

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

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

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

I have been involved in Student Advisory Committee on International Engagement and its subcommittee(s). The SACIE has a lot happening on national as well as international front. Following are the subcommittees, where I am representing GSA.

**SACIE Subcommittee on International Engagement**

As I have updated in the last council meeting about this working group. The main purpose of this working group is to have a good international engagement on this campus. We are planning to have an event in Fall 2012 and I will keep Council updated on the happenings around it.

**Graduate Programming Subcommittee**

The main purpose of this committee is to help universities in other countries (Developing and other countries) to set up graduate programs. This group is currently working on drafting policy and guidelines for doing such projects by U of A staff and faculty.

**Green and Gold student leadership and Professional development grant:** I want to encourage all the graduate students to apply for this grant. This grant has no limit on funding amount. For more details and application process you can visit <http://www.greenandgoldgrant.ualberta.ca/>.



With the VPSL, VPL and ED, I attended the North Power Plant Social Space Program Charette and it was really a good exercise to see the potential of NPP place as a social space. In future, I am looking forward to see more design aspects of the North Power Plant.

Student Advisory group on Welcome Centre is meeting regularly and doing a good job for the Welcome Centre project and same for the ONEcard Student Advisory Committee.

Please find below a list of the meetings I attended between January 12 and February 22, 2012:

Date	Meeting
12-January	Welcome Centre Project-Student Advisory Committee
23-January	GSA Council
24-January	North Power Plant Social Space Program Charette
25-January	U-Pass Advisory Committee Meeting
	GSA Board Meeting
26-January	GFC Facilities Development Committee
30-January	GFC
1-February	GSA Board
7-February	SACIE Subcommittee on Student Engagement in International Education
8-February	Joint GSAB/BFC
	Student Advisory Meeting-Welcome Project
9-February	<i>Ad hoc</i> Child Care Subsidy Review
10-February	GSA Board
15-February	GSA Board Meeting
	SACIE
16-February	U-Pass Admin Meeting
22-February	GSA Board Meeting

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

Sagar Lunawat

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

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

Dear Council Members,

I hope everyone has had a great reading week and was able to catch up on work, relax a bit and get ready to finish this academic term!

Since the past Council meeting things have progressed very nicely in my portfolio. Both University Festivals: Festival of Teaching and Festival of Ideas are planning really great events that I think all graduate students should check out. The Festival of Teaching is happening March 12-15<sup>th</sup>. Check out the website: [www.fot.ualberta.ca/](http://www.fot.ualberta.ca/) and help spread the word. You can check out various teaching styles by attending festival classes or come out to the public talks.

There have been many nominations for our GSA awards and thank you to all of the grad students who volunteered to adjudicate the awards. We are looking forward to celebrating all of our outstanding students later this term.

SAAC is organizing our first meeting to get this ball rolling. We're looking forward to having this committee as a source for more input from graduate students.

The GSA is looking forward to the upcoming election and we are hoping that as GSA councilors you will spread the word and encourage your graduate student colleagues to vote in this election. Here is the website that I hope you will share within your departments:

<http://www.gsa.ualberta.ca/index.php/governance/content/category/elections/>

Please find below a list of the meetings I attended between January 12 and February 20, 2012:

Date	Meeting
16- January	Welcome Centre Project Advisory Committee
18-January	GSA Board Meeting
	Edmonton Clinic Opening
20-January	Undergraduate Research Initiative
23-January	Cabinet Tour Young Professional Event
	North Power Plant Charette pre-meeting
	CAPS and Writing Resources Pre-Meeting
	GSA Council

24-January	Alumni Council meeting
	North Power Plant Social Space Charette
	Alcohol Policy Review Committee
25-January	GSA Board
27-January	Student Group Granting Session
15-February	GSA Board
17-February	Meeting with Director of Residence Services
22-February	GSA Board

Sincerely,

Hillary Sparkes

**Awards Selection Committee**

**Report to Council**

To: Council Colleagues

From: Tamara Korassa, Vice President Labour and Acting Chair

Date: 22 February 2012

2012 GSA Awards: Adjudication

Committee members have each visited the GSA Office at least twice to score award applications. On 23 February 2012, the Committee will meet to ratify final Award recipients, who will then be notified by email.

2012 GSA Awards: Awards Night Planning

Planning is mostly complete; just waiting for RVSPs to trickle in and for ASC to ratify successful Award recipients so that the program and script can be finalized.

**GSA Management  
Report to Council**

To: Council Colleagues  
From: Ellen Schoeck and Heather Hogg  
Date: February 20, 2012  
Dear All,

Last month I reported on the budget and the upcoming elections. This month, I am going to report on the same two matters, with a twist or two. My detailed reports to the Board are attached.

**BUDGET**

The GSA has come through a tough time and is now highly functional. *To reach this functionality within a year has engendered a unique set of experiences and difficult challenges, and I say this with 30 years management experience* as Director of the U of A's University Secretariat (now University Governance) and as a consultant in private practice for three years.

The challenge in maintaining this momentum will be a combination of two things: (1) up-front fee increases (which frankly should have been taken care of years ago as the grad population grew rapidly during 2005-10 at a time when the GSA banked fees as its infrastructure crumbled) and (2) use of this large operating reserve (as separate and distinct from the \$250K Sustainability Fund).

Because your operating reserve is being drawn down to restore your infrastructure, and because we are fees-driven (ie no other major source of revenue), there may be times over the next two years when Council needs to borrow from the Sustainability Fund. It is also a priority in our new budget processes to renegotiate with the University the timetable for delivery to the GSA of graduate student fees – this is at the core of our cash flow. We are due the cash, but receipt depends on a payment schedule that accords with the timing of our expenditures. This matter is being raised with the Administration.

As well, the GSA is, for the first time, in discussions with the Administration about their projected graduate enrolment numbers. For us, this is the number upon which we base our revenue; thus an accurate forecast is critical.

Your President is on top of these matters and has discussed them with senior Administration.

**UPCOMING ELECTIONS**

I have just one urging: all Councilors should be aware of the key issues facing the GSA and should actively educate their graduate student colleagues and urge them to get out and vote in the upcoming election!

Best,  
Ellen

### ED Report to GSA Board for January 11, 2012

This week's highlights:

#### Continuing:

- PAW agreement meetings continue;
- Training of candidates;
- Discussion with U of A HR re benefits package for staff.

#### New

- Hiring of part-time staff to assist with NoC and graduate student groups *basic* support (salary already funded and approved by Council in current budget);
- We are still in the midst of the following reviews: **insurance, lease, third-party information sharing agreement, NASA Collective Agreement for our staff.**
- We are focusing on our compliance **and insurance aspects of graduate student group administration**, areas where the GSA has never conducted a review;
- Training for BFC members;
- Budget follow-up from joint Board/BFC meeting;
- Heather and Ellen are building the 2012-13 budget;
- Our new **Nominating Committee** has been a great success. We receive excellent applications for positions on some **150 committees** where graduate students have representation. We will be contacting Faculty Deans to ask if there is **graduate student representation on their Faculty Councils**;
- Review of the membership status of all GSA committees with Vice-chair of NoC;
- Meeting of ERC and timeline established for elections, with DRO Sarah Barnes in the Chair;
- Low numbers for winter orientation but went off without a hitch;

### ED Report to GSA Board for January 18, 2012

This week's highlights:

#### Continuing:

- PAW agreement meetings continue;
- Website demo!!!
- Working with Sitecore on election support.

#### New

- Excellent transition from Janelle Morin to Lisa Hareuther on student groups; Lisa will start training soon on NoC support;
- We now have spreadsheets of comprehensive information on our graduate student groups and will determine who is serving alcohol (insurance implications);
- Building the 2012-13 budget;
- Council material went out this time without a hitch;
- Reports done for FGSR and Alumni Council; support work for LRL initiative;
- We are still in the midst of the following reviews: **insurance, lease, third-party information sharing agreement, NASA Collective Agreement for our staff.**

### ED Report to GSA Board for January 11, 2012

This week's highlights:

#### Continuing:

- PAW agreement meetings continue;
- Training of candidates;
- Discussion with U of A HR re benefits package for staff.

#### New

- Hiring of part-time staff to assist with NoC and graduate student groups *basic* support (salary already funded and approved by Council in current budget);
- We are still in the midst of the following reviews: **insurance, lease, third-party information sharing agreement, NASA Collective Agreement for our staff.**
- We are focusing on our compliance **and insurance aspects of graduate student group administration**, areas where the GSA has never conducted a review;
- Training for BFC members;
- Budget follow-up from joint Board/BFC meeting;
- Heather and Ellen are building the 2012-13 budget;
- Our new **Nominating Committee** has been a great success. We receive excellent applications for positions on some **150 committees** where graduate students have representation. We will be contacting Faculty Deans to ask if there is **graduate student representation on their Faculty Councils**;
- Review of the membership status of all GSA committees with Vice-chair of NoC;
- Meeting of ERC and timeline established for elections, with DRO Sarah Barnes in the Chair;
- Low numbers for winter orientation but went off without a hitch;

### ED Report to GSA Board for February 1, 2012

This week's highlights:

- The final (we hope) PAW agreement meetings are occurring and our lawyer has the latest draft for review;
- Deep thinking and planning about transition of five new elected officials;
- Applying for STEP and Canada Summer Job support for two summer positions;
- Meeting re Occupy U of A, which begins Feb 1;
- Office closure January 30 and February 1 (filing and archiving);
- All files left by elected officials from 2005-2009 have now been filed, shredded or will be reviewed beginning February 1;
- Great deal of work on Awards Night and grants;
- Moves of furniture have created a quiet space in the file area and increased filing cabinets with no cost to the GSA (ie better use of existing capital items);
- Second draft of next year's budget done;

- One-on-one training of candidate who responded to the NoC January call for interest in running for elected office;
- We are still in the midst of the following reviews: **insurance, lease (now at the lawyers), third-party information sharing agreement, NASA Collective Agreement for our staff.**

#### **ED Report to GSA Board for February 8, 2012**

Dear All,

This week's highlights:

- Budget, budget, budget;
- PAW agreement meetings are concluding;
- Two PAW meetings;
- Long lineups on the deadline day for submission of Awards;
- Meetings with two potential candidates;
- Meeting with Ben Louie re Power Plant;
- We are still in the midst of the following reviews: **insurance, lease (now at the lawyers), third-party information sharing agreement, NASA Collective Agreement for our staff.**

#### **ED Report to GSA Board for February 15, 2012**

This week's highlights:

- Collective Agreement Negotiations with NASSA Covering Office Staff;
- Proposal drafting (eg relief for elected officials);
- Debriefs with elected officials following meetings;
- Budget, budget, budget;
- Close-to-final PAW meetings;
- Awards adjudication;
- Follow-ups on GSAC, Workers Compensation and One-card;
- Researching health coverage available through the province;
- We are still in the midst of the following reviews: **insurance, lease (still at the lawyers), third-party information sharing agreement.**



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

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

Hello Councillors!

It has been a busy couple of weeks since the last Council meeting with plenty of new issues arising to keep myself and the other VP's on our toes.

At the end of January the VPSL, VPSS and I attended a space brainstorming session for the North Power Plant with the SU and the Facilities & Operations (F&O) team. The meeting was to imagine what could possibly be done with the Power Plant space and consider what the stakeholders might want to see in that space. F&O has compiled a report of our session.

As indicated in the LRC report, I led a training session for the new Labour Liaisons in early February and will be working with LRC to bring feedback to Council about the success of that program over the next couple months.

On February 4<sup>th</sup> the Winter Take Back the Term Session was held and I presented to the students who attended about Employment and Collective Agreement issues. Jayson MacLean, the graduate ombudsman, presented at the same session about how to manage the relationship with your supervisor. The session was successful.

As Vice Chair of the Awards Selection Committee I have been overseeing the adjudication of this year's awards for Awards Night. At the time of writing this report the final selections have not been made but will be in the next couple of days and I will be able to orally report on the process.

I met with the Dean of Students and the directors of CAPS and the Student Success Centre to discuss the GSA's support for these services and the benefit that graduate students receive from these resources. The purpose of the meeting was to express the need for these services to continue and grow to better serve graduate students. I will be following up in the coming weeks with the Dean of Students.

I have been in communication with the Dean of FGSR about Graduate Student Funding. We have been looking at different sets of data and discussing next steps for the Graduate Student Funding Task Force and the connection with the Parking Lot issues from last year's negotiations.

At the request of the Board, I have led an *ad hoc* committee tasked with reviewing the Childcare Subsidy funding program and bringing recommendations to the Board. The Board will likely be sending recommendations to Council in March.

The Academic Policy Review Group has reviewed a number of changes to the Academic Appeals policy that will make the process more student friendly and more in line with current practices. Some of these changes will be going to CLRC later this week and then to GFC EXEC in early march. This has taken much of my time in the past few weeks as there have been numerous documents to review.

As many of you may be aware, the University will be switching graduate student payments from a monthly to a semi-monthly pay cycle. A number of concerns about this switch have been expressed to the GSA office and the president and I have been involved in relaying these concerns to University Human Resources. We are working closely with this office to ensure that all graduate student concerns are alleviated before the implementation of the change. It is our goal to make sure that graduate students are not negatively impacted by this change and will spend the next number of months ensuring that all issues are fixed. If you are aware of any situations in which graduate students in your departments might be negatively affected please send me an email at [gsa.vplabour@ualberta.ca](mailto:gsa.vplabour@ualberta.ca) and I will make sure that your concerns get added to the conversation.

I met with the Disclosure and Privacy Working Group who are looking at reviewing issues of disclosure and privacy in the Code of Student Behaviour. There will likely be more meetings with this group in the coming months.

I have continued to be actively involved in the Chancellor Search Committee. Nominations for Chancellor will close on February 27 and the Committee will interview and short list candidates in March. Senate will vote on the Chancellor at its April Plenary Meeting.

Please find below a list of the meetings I attended between January 12 and February 20, 2012:

Date	Meeting
12-January	GSA Labour Relations Committee
18-January	GSA Board
	Edmonton Clinic Opening
23-January	Cabinet Tour Young Professional Event
	North Power Plant Charette Pre-Meeting
	CAPS and Writing Resources Pre-Meeting
	GSA Council
24-January	North Power Plant Social Space Program Charette

25- January	Meeting with Dean Shirvani
	GSA Board
26-January	GFC Campus Law Review Committee
	COSB Academic Appeals Stakeholders meeting
30-January	Meeting with Dean Shirvani
	Emergency meeting with the Dean of Students
1-February	Meeting with office re: Awards Night
	GSA Board
4-February	Take Back the Term
7-February	Labour Liaison Training
	Meeting with student re: labour
8-February	Joint GSAB/BFC meeting
9-February	Coffee meeting with Dean Shirvani
	Meeting with Dean Robinson
10-February	Meeting with student re: labour
	<i>Ad hoc</i> Child Care Subsidy Review
14-February	Meeting with SU VP SL re: Academic Regulations Group
15-February	ARG Meeting
	GSA Board
16-February	Meeting with student
17-February	Meeting with Dr. Gray re: Graduate Supervision
	Disclosure and Privacy meeting
21-February	Board Safety, Health and Environment Committee
22-February	GSAB

Cheers!

Tamara Korassa

27 February 2012  
GSA Council Meeting  
Item V.5.ii

**GSA Labour Relations Committee  
Report to Council**

To: Council Colleagues  
From: Tamara Korassa, VP Labour  
Date: February 20, 2012

Dear Colleagues,

The Labour Relations Committee has started the pilot Labour Liaison Program. On February 9<sup>th</sup>, 2012 two students, one from political science and one from neuroscience met with the VP Labour, the director of operations, and members of the Labour Relations Committee. This meeting focused on training the LRL's about their role and about the collective agreement. The training was successful and both students have begun to assist students in their departments.

The next time that LRC meets we will have the first set of reports back from the LRL's and the committee will look to see what kind of success the first month has brought. Oral feedback so far is positive with the LRL from neuroscience establishing a connection with the graduate program coordinator and the LRL from political science updating her departmental student group. There has been feedback that the political science student has even been approached by students who are not in her department.

The LRC will continue to look for departments that would like to participate in the pilot program. We would add additional departments in May and September. If your department is interested please contact me with the name of the student volunteer.

LRC will be monitoring the LRL pilot and continuing to design a program that can be implemented on a wider scale. In addition, LRC will be reviewing its terms of reference in the coming months.

**GSA Senator  
Report to Council**

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

Since the last council meeting I have attended a Senate Honorary Degrees Committee meeting and a Senate Executive Committee meeting. There have been no Plenary meetings as of the time of writing this report. Senate will meet on Feb 23 and 24 and I will report on that meeting at the March Council Meeting.

Please find below a list of the meetings I attended as Senator between January 12 and February 20, 2012:

Date	Meeting
16-January	Chancellor Search Committee
23-January	Chancellor Search Committee
30-January	Honorary Degree meeting
1-February	Chancellor Search Committee
6-February	Chancellor Search Committee
9-February	Senate Executive Committee
13-February	Chancellor Search Committee
22-February	Chancellor Search Committee

27 February 2012  
GSA Council Meeting  
Item V.6.

**Elections and Referenda Committee  
Report to Council**

To: Council Colleagues  
From: Rahul Agrawal, Chief Returning Officer and Chair  
Date: 15 February 2012

**02 February 2012 ERC Meeting**

Main Agenda Items

Members discussed the request by the Gateway regarding possible referendum dates, the progress of the new electronic voting system, questions for candidate videos, and election promotion strategies.

Motions and/or agreements

It was **AGREED** that a letter would be sent to the Gateway informing them why it was too late to include the referendum with the 2012 general election.

Members **AGREED** on three advance questions and two other questions, to be asked of the 2012 GSA General Election Elected Official candidates during their video interviews.

Members **AGREED** to buy one 4" by 4" *Gateway* ad to publicize the GSA General Election.

Members **AGREED** that CRO Rahul Agrawal would contact Facilities and Development to obtain permission to post a combined total of 50 lawn signs on the main Campus and the Campus St. Jean.

Members **AGREED** to investigate the possibility of creating a basic GSA Facebook Page to promote elections.

Members **AGREED** to ask use of the GPAC list to promote elections.

The next ERC meeting was set for 16 February 2012, 3 pm.

**08 February 2012 Electronic Voting System Demo**

ERC Members were invited to preview the new electronic voting system currently being developed by University of Alberta Web Strategies, and to provide input at this early design stage. Input was given by members with regard to ease of use of the system.

**16 February 2012 ERC Meeting**

Seven Candidates:

President- Ashlyn Bernier  
VPA- Nathan Andrews, Andy Rathbone  
VPL- Brent Epperson  
VPSS- Naseeb Adnan, Zhen Li  
VPSL- Huimin Zhong



EAS suggested that we should have a minuter for the All-Candidates Meeting to record questions from the candidates

**ACTION:** Discussed the proposed slate from 4 candidates: Keep their budgets separate; discipline separate; can't vote for the slate online. Can work together and have identical materials.

CAL extending nominations until: 29 February 2012 3:00PM, due to only one nomination coming forward.

GSA COUNCIL  
February 27, 2012

## OUTLINE OF ISSUES

### Quarterly Financial Statement

**Action Required:** To discuss the attached financial statement as submitted jointly by the GSA Budget and Finance Committee (January 27, 2012) and the GSA Board (January 4, 2012 in joint session with BFC).

**Relevant Policy:** Budget Principles, Policies and Practices (passed by Council August 22, 2011)

#### “5. Quarterly reporting

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

#### **Background:**

- The GSA’s budget was modernized and completely redrafted last year. For instance, restricted and unrestricted revenues were segregated and instead of some 200 separate budget lines, the budget was divided into seven general groupings (eg Office Administration). The GSA received advice on this matter from our Auditor, from Chancellor and Board Chair Emeritus Eric Newell (who is also former CEO of Syncrude), and from the Executive Director.
- The 2010-2011 budget was *passed unanimously* as the first of an ongoing series of deficit budgets funded in part by the GSA’s savings and in part by an increase in fees. Council took this step in order to begin to rectify a crippling lack of infrastructure.
- In addition to its savings, the GSA also has a \$258K Sustainability Fund as recommended by our Auditor.
- The financial statement before Council is the first of what will be quarterly financial reports to Council.

C:\Dropbox\Documents\GSA CONSULTING\Council Reports and Correspondence\2012\OI  
Feb 2012 Council Quarterly Fin Report.doc

**GSA - Detailed Operating Budget for 2011-2012**  
**For the 12 month period from April 1 to March 31, 2012**

GSA Budget 2011-2012	Budget 2011-2012	Actual Costs	Forecast to Yearend	Total Annual Cost	Amount Variance	% Variance	Comments
		April 2011 to Dec 2011	Jan 2012 to Mar 2012	April 2011 to Mar 2012	(= budget - total annual cost)	(=variance amount/budget)	
<b>FEES REVENUE</b>							<b>In reviewing the variance, negative numbers indicate revenue shortfall. Nil balances (0% variance) represents receiving the expected revenue. Positive numbers represent receiving unplanned revenue amounts.</b>
GSA Fees Revenue	770,870	344,115	408,416	752,531	(18,339)	-2%	The GSA fees are based on the number of full-time and part-time graduate students attending the UA and the established annual fees as approved by GSA Council and the U of A Board of Governors. Based on projected student enrolment information provided to the GSA, the projected GSA fee revenue for 2011-2012 is \$770,880 (based on 5,600 full-time students @ \$98.20 per student 3,000 part-time students @ 73.65 per student). (This is only a projection and is based on the best information provided at the time).  Financial Services indicated enrolment at September 30, 2011 was 5,957 full-time and 2,275 part-time, resulting in projected GSA fees of \$752,531. GSA will continue to monitor the Winter enrolment and make appropriate adjustments to spending as required.
<b>INVESTMENT REVENUE</b>							
Endowment Fund	10,000	-	10,000	10,000	-	0%	The Unitized Investment Pool consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The Association's share in the Pool is increased by its share of investment income in the Pool and decreased by payments from the University. The interest is due March 2012. (In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into this fund.)
Interest Revenue	6,500	5,914	586	6,500	-	0%	Interest on banking balance and investments.
Health and Dental Interest revenue	1,000	817	183	1,000	-	0%	Interest earned on Health and Dental Reserve Fund.
<b>TOTAL INVESTMENT REVENUE</b>	<b>17,500</b>	<b>6,731</b>	<b>10,769</b>	<b>17,500</b>	<b>-</b>	<b>0%</b>	
<b>OTHER REVENUE</b>							
Petty Cash Plus Funding for the GU15 Meeting	-	1,061	-	1,061	1,061	100%	\$750 (from Lorne Babiuk, VP Research) for the next GU15 meeting and petty cash of \$310.65.
<b>TOTAL OTHER REVENUE</b>	<b>-</b>	<b>1,061</b>	<b>-</b>	<b>1,061</b>	<b>1,061</b>	<b>1,061</b>	
<b>TOTAL REVENUE</b>	<b>788,370</b>	<b>351,907</b>	<b>419,185</b>	<b>771,092</b>	<b>(17,278)</b>		

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<b>EXPENSES</b>							<b>In reviewing the variance, negative numbers indicate over expenditure. Nil balances (0% variance) represent spending the full budget. Positive numbers represent savings.</b>
<b>OFFICE ADMINISTRATION</b>							
Telephone & Cable	5,500	3,315	978	4,293	1,207	22%	Under-spent. Phone lines eliminated. Average cost is \$326 per month.
Postage	500	9	100	109	391	78%	Under-spent. More faxing and email.
Office Supplies and Equipment	2,700	3,190	797	3,987	(1,287)	-48%	Over-spent. Expenditures to bring up level of office inventory to appropriate level.
Repair and Maintenance	800	466	150	616	184	23%	Under-spent.
Computer Repair and Maintenance	1,000	-	-	-	1,000	100%	No expenditures - now have onsite IT support.
Printing (outside printing only)	750	-	-	-	750	100%	No expenditures - no outside printing needed.
Photocopier Lease (Office)	3,360	2,997	720	3,717	(357)	-11%	Over-spent. Monthly lease cost is \$239.75. The lease term ends June 2015.
Photocopier Meter (Office)	1,700	1,324	376	1,700	-	0%	On target.
Photocopier Paper (Office)	750	215	75	290	460	61%	Under-spent.
Banking Service Costs	1,200	640	150	790	410	34%	Under-spent.
Insurance	1,400	1,266	527	1,793	(393)	-28%	Meeting with insurance experts to analyze insurance coverage.
Miscellaneous Office	1,500	416	-	416	1,084	72%	Under-spent.
<b>TOTAL OFFICE ADMINISTRATION</b>	<b>21,160</b>	<b>13,837</b>	<b>3,873</b>	<b>17,710</b>	<b>3,450</b>	<b>16%</b>	Overall, the office administration expenses will be under-spent by \$3,450.
<b>PROFESSIONAL &amp; CONSULTING Fees</b>							
Financial Auditing	8,500	8,400	100	8,500	-	0%	The audit is performed once a year by Peterson Walker. The audit fee is incurred on an annual basis.
Consultants	10,000	8,476	1,524	10,000	-	0%	The GSA Chartered Accountant was contracted to provide financial management and strategic business planning services (\$9,000).
Legal Fees	30,000	21,911	20,000	41,911	(11,911)	-40%	\$17,416.68 in legal fees paid to Brownlee LLP for PAW and \$4,493.78 for other legal services. Forecasted expenses include legal advice on labour manual, lease, student groups and NASA collective agreement.
<b>TOTAL PROFESSIONAL &amp; CONSULTING FEES</b>	<b>48,500</b>	<b>38,787</b>	<b>21,624</b>	<b>60,411</b>	<b>(11,911)</b>	<b>-25%</b>	Over-spent by \$11,911.

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<b>HUMAN RESOURCES</b>							
<b>Staff Salaries</b>							
NASA staff	284,142	193,042	62,000	255,042	29,100	10%	Based on the GSA projected staff plan ( <i>staff vacancies, transitioning in new staff, hiring casual staff</i> ) the staffing budget is projected at \$256,000 for 2011-2012. One-time payment of \$4,500 processed in December. Includes budget for .5 researcher (student groups, nomcom support) which was not filled until January 1, 2012.
<b>Total Staff Salaries</b>	<b>284,142</b>	<b>193,042</b>	<b>62,000</b>	<b>255,042</b>	<b>29,100</b>	<b>10%</b>	
<b>Management</b>							
Executive Director (full-time)	110,000	82,500	27,500	110,000	-	0%	Salary benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary. Approved by the Council 2010.
Director of Operations (part-time)	73,000	50,161	14,400	64,561	8,439	12%	The Director of Operations also serves as the Labour Professional. As this position works on a part-time basis, this budget will be under-spent by \$8,439. Salary benchmarked in 2010 by Human Resources. Approved by the Council 2010.
Labour Professional	-	-	-	-	-	0%	
Finance and Operations Manager (part-time)	37,000	26,292	8,451	34,743	2,257	6%	Under-spent. To make the management positions more sustainable the hours will either increase or another part-time manager will be hired.
<b>Total Management</b>	<b>220,000</b>	<b>158,952</b>	<b>50,351</b>	<b>209,303</b>	<b>10,697</b>	<b>5%</b>	
<b>HR Benefits &amp; Deductions</b>							
Staff E.I. Expense	9,759	6,829	2,930	9,759	-	0%	On target.
Staff C.P.P. Expense	19,258	12,651	3,500	16,151	3,108	16%	Under-spent.
GSA Health & Dental Plan	3,000	2,311	689	3,000	0	0%	On target.
Staff appreciation and other	2,100	1,089	232	1,321	779	37%	Under-spent.
<b>Total HR Benefits &amp; Deductions</b>	<b>34,117</b>	<b>22,880</b>	<b>7,351</b>	<b>30,231</b>	<b>3,886</b>	<b>11%</b>	
<b>HR Expenses Other</b>							
Staff and MGT Merit Increases	20,000	11,408	-	11,408	8,592	43%	In accordance with the contract, the Executive Director has received two merit pay increases of \$3,988 each. Executive Director declined to have merit pay built into her salary. Merit pay of \$3,000 for Director of Operations processed in December. For this year only, one-time payment for NASA staff paid out of NASA staff budget.
Parental Leave	2,500	-	-	-	2,500	100%	No parental leave required at this point in time. If required GSA may reallocate funds from the RRSP staff account as those funds will not be accessed this year.
RRSP - staff	10,000	-	-	-	10,000	100%	Employees are eligible for RRSP after employment of three years. No employee at GSA for three years - at this time.

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RRSP- Mgt	10,000	300	5,000	5,300	4,700	47%	In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000. The savings will be used to cover contractual travel expenses in the next budget.
Professional Expense Allowance	2,200	1,563	637	2,200	-	0%	Contractual - on target.
Parking	2,000	689	1,311	2,000	-	0%	Contractual - on target.
Vacation Payout	7,000	3,204	2,675	5,879	1,121	16%	Contractual - under-spent
<b>Total HR Expenses Other</b>	<b>53,700</b>	<b>17,164</b>	<b>9,623</b>	<b>26,787</b>	<b>26,913</b>	<b>50%</b>	
<b>TOTAL HR</b>	<b>591,959</b>	<b>392,038</b>	<b>129,325</b>	<b>521,363</b>	<b>70,596</b>	<b>12%</b>	<b>Under-spent by \$70,596</b>
<b>STRATEGIC INITIATIVES FUND</b>							
Strategic Initiatives Fund	50,000	11,767	14,800	26,567	23,433	47%	As at December 31, 2011, the Strategic Initiatives Fund has \$26,567 of the fund spent or committed to future projects. Expenditures to date include: Office Ergo Equipment (\$3,783), grant issued to Piled Higher & Deeper Publishing (\$1076), strategic and business planning services (\$4,252), executive travel to conference in November (\$1,238) and December (\$1,321) and socials (\$97). Remaining commitments includes: strategic and business planning services (\$14,000) and furniture (\$800).
<b>TOTAL STRATEGIC INITIATIVES FUND</b>	<b>50,000</b>	<b>11,767</b>	<b>14,800</b>	<b>26,567</b>	<b>23,433</b>	<b>47%</b>	<b>Under-spent by \$23,433</b>

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<b>GOVERNANCE</b>							
Elected Officials Stipends	115,200	86,400	28,800	115,200	-	-	On target
President Stipend	36,000	27,000	9,000	36,000	-	0%	On target
<b>Total Stipends</b>	<b>151,200</b>	<b>113,400</b>	<b>37,800</b>	<b>151,200</b>	<b>-</b>	<b>0%</b>	<b>On target</b>
<b>Elected Officials Benefits &amp; Deductions</b>							
Employment Insurance	3,768	2,706	1,062	3,768	-	0%	On target
Canada Pension Plan	7,484	4,769	2,715	7,484	-	0%	On target
Appreciation	500	265	235	500	-	0%	On target
GSA Health & Dental Plan	1,890	1,725	165	1,890	-	0%	On target
Insurance	1,300		1,300	1,300	-	0%	On target
U-Pass	1,020	521	499	1,020	-	0%	On target
<b>Total Executive Benefits &amp; Deductions</b>	<b>15,962</b>	<b>9,987</b>	<b>5,975</b>	<b>15,962</b>	<b>-</b>	<b>0%</b>	<b>On target</b>
<b>Executive Other</b>							
Transition	1,500	354	1,146	1,500	-	0%	On target
Executive Expenses Discretionary	1,500	238	1,262	1,500	-	0%	On target
Committee Expenses	5,000	2,087	2,913	5,000	-	0%	On target
<b>Total Executive Other</b>	<b>8,000</b>	<b>2,679</b>	<b>5,321</b>	<b>8,000</b>	<b>-</b>	<b>0%</b>	<b>On target</b>
<b>Council Expenses</b>							
Council Expense	2,000	1,987	1,245	3,232	(1,232)	-62%	Over-spent. Cost estimate for Council meetings for Jan to Mar (3 meetings at \$75 per meeting.) Cost estimate for Board meetings for Jan to Mar (12 meetings at \$85 per meeting).
Council Speaker Honorarium	2,100	750	1,350	2,100	-	0%	On target
Council Security	2,200	1,280	920	2,200	-	0%	On target
Elections Expenses	1,000		1,000	1,000	-	0%	On target
CRO Honorarium	1,000		1,000	1,000	-	0%	On target
<b>Total Council Expenses</b>	<b>8,300</b>	<b>4,017</b>	<b>5,515</b>	<b>9,532</b>	<b>(1,232)</b>	<b>-15%</b>	
<b>TOTAL GOVERNANCE</b>	<b>183,462</b>	<b>130,083</b>	<b>54,612</b>	<b>184,694</b>	<b>(1,232)</b>	<b>-1%</b>	



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<b>ADVOCACY</b>							
Government & External Relations	1,000	228	772	1,000	-	0%	On target
University Relations	1,000	667	333	1,000	-	0%	On target
Research & Data Collection	500	30	470	500	-	0%	On target
<b>TOTAL ADVOCACY</b>	<b>2,500</b>	<b>925</b>	<b>1,575</b>	<b>2,500</b>	<b>-</b>	<b>0%</b>	<b>On target</b>
<b>SERVICE EXPENSES</b>							
<b>GRANTS &amp; SUBSIDIES EXPENSES</b>							
Academic Workshop Subsidies	7,500	1,405	6,095	7,500	-	0%	One external grant issued to Academic Support Centre. In January 2012 Council approved a \$2500 disbursement to CAPS and a further \$3595 to the Student Success Centre (previously Academic Support Centre).
External Grants & Sponsorship	1,000		1,000	1,000	-	0%	On target
<b>TOTAL GRANTS EXPENSES</b>	<b>8,500</b>	<b>1,405</b>	<b>7,095</b>	<b>8,500</b>	<b>-</b>	<b>0%</b>	<b>On target</b>
<b>OTHER SERVICES</b>							
Coffee	2,000		-	-	2,000	100%	Coffee was provided by Dewey's but it is now discontinued as usage was minimal.
Subscriptions (membership)	500	412	88	500	-	0%	Membership to AMICCUS-C
Campus Food Bank	9,000		9,000	9,000	-	0%	Contractual (MOU) contribution will be made to the campus food bank.
Photocopier Revenue	(5,000)	(559)	(922)	(1,481)	(3,519)	70%	Shortfall in photocopy revenue.
Photocopier Lease ( Lounge)	6,720	7,073	1,798	8,871	(2,151)	-32%	Over-spent. Monthly lease cost is \$599.38 The lease term ends June 2015.
Photocopier Meter ( Lounge)	1,600	463	500	963	637	40%	Under-spent. Use of photocopier not as high as originally anticipated. GSA is undertaking analysis to determine usage.
Photocopier Paper ( Lounge)	1,000	311	300	611	389	39%	Under-spent. Use of photocopier not as high as originally anticipated. GSA is undertaking analysis to determine usage.
<b>TOTAL OTHER SERVICES</b>	<b>15,820</b>	<b>7,699</b>	<b>10,764</b>	<b>18,463</b>	<b>(2,643)</b>	<b>-17%</b>	
<b>TOTAL SERVICES EXPENSES</b>	<b>24,320</b>	<b>9,104</b>	<b>17,859</b>	<b>26,963</b>	<b>(2,643)</b>	<b>-11%</b>	Overall, this category is overspent as the photocopier revenue is not as high as originally expected.
<b>MISCELLANEOUS EXPENSES</b>							
GSA Advertising & Promotion	2,500		1,500	1,500	1,000	40%	Swag items will be purchased.
AGC fees	17,000	-	17,000	17,000	-	0%	The fees collected for the AGC are less than the cost of each graduate student membership in the AGC. The operating budget is supplementing the difference in cost. The fees will be paid out in March 2012.
Other (External relations, travel)	5,000	4,448	552	5,000	-	0%	Includes travel and other related costs (President travel to conferences, such as GU15conference, Alberta Graduate Council conference and Western Summit)
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>24,500</b>	<b>4,448</b>	<b>19,052</b>	<b>23,500</b>	<b>1,000</b>	<b>4%</b>	

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GSA Budget 2011-2012	Budget 2011-2012	Actual Costs	Forecast to Yearend	Total Annual Cost	Amount Variance	% Variance	Comments
		April 2011 to Dec 2011	Jan 2012 to Mar 2012	April 2011 to Mar 2012	(= budget - total annual cost)	(=variance amount/budget)	
<b>TOTAL EXPENSES</b>	946,401	600,989	262,719	863,708	82,693	9%	
<b>Net Revenue/Expense</b>	(158,031)	(249,082)	156,466	(92,616)	65,415	41%	

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**Comment:** Owner:  
adjustedfor 110

27 February 2012  
GSA Council Meeting  
Item VI.1

# GSA - Events, Projects and Restricted Funding Initiatives - Financial Summary

## For the 12 month period from April 1 to March 31, 2012

27 February 2012  
GSA Council Meeting  
Item VI.1

	Revenue	Expenses <span style="color: red;">At December 31, 2011</span>	Net
<b>One-Time Provost Funding in 2011 - \$25,000</b>			
Council Remuneration	\$ 4,500	\$ 3,503	\$ 997
Lecture Grants	18,000	4,480	13,520
Student Group Funding Grants	2,500	200	2,300
	<b>25,000</b>	<b>8,183</b>	<b>16,817</b>
<b>Events</b>			
Fall Orientation	6,500	5,322	1,178
GSA Handbook	12,715	11,611	1,104
Winter Orientation	-	-	-
Awards Night	-	-	-
- Funding for Awards Handed Out (AEGS Funding Restricted)	14,000	-	14,000
- Awards Night	750	-	750
	<b>33,965</b>	<b>16,932</b>	<b>17,033</b>
<b>Projects (Restricted Revenue)</b>			
Project 97 - Child Care Subsidy	75,000	97,655	(22,655)
Project 98 - Emergency Bursary	125,000	72,876	52,124
Project 99 - Professional Development Grant	270,000	185,922	84,078
	<b>470,000</b>	<b>356,452</b>	<b>113,548</b>
<b>Other Restricted Funding</b>			
AGC (Alberta Graduate Council) Fees Collected	3,705	-	3,705
CJSR Fees Collected - \$1.00 per student goes to the radio operation	7,411	-	7,411
GSAP (Graduate Student Assistance Program) Fees Collected	41,273	-	41,273
Health Plan Revenue	641,848	483,562	158,286
Dental Plan Revenue	486,834	364,804	122,030
	<b>1,181,071</b>	<b>848,367</b>	<b>332,704</b>
<b>Deficit from GSA Operations ( previous schedule)</b>			<b>(249,082)</b>
<b>Reconciled to Income Statement in SIMPLY at December 31, 2011</b>		<b>-</b>	<b>\$ 231,020</b>

### **GSA COMMITTEE ELECTIONS**

The GSA Nominating Committee (NoC) is charged with bringing to Council nominations to fill vacancies and GSA Board and GSA committees. The NoC therefore presents the following nominations for consideration by the GSA Council. Upon receipt of this report, members of Council may submit additional nominations to Joanna Chan, Executive Assistant, extension 2-5217 ([gsa.execadmin@ualberta.ca](mailto:gsa.execadmin@ualberta.ca)). In accord with GSA policy, should there be any additional nominations they must be received by **3:30 PM, February 24, 2011. The nominees must be both willing and eligible to serve. A brief biographical sketch should accompany any nominations. If no additional nominations are received by the deadline, the nominees noted below will be declared elected.**

GSA Nominating Committee (NoC): The GSA NoC “is responsible for the selection and replenishment of graduate student representatives to Councils, committees, and bodies requiring such representation other than *ex officio* representation by the President, Vice-Presidents, or Officers.” (GSA Bylaws Part VII 9.1 and GSA Board Policy Manual: [http://www.gsa.ualberta.ca/index.php/governance/content/category/governing\\_documents/](http://www.gsa.ualberta.ca/index.php/governance/content/category/governing_documents/)).

Two of the three current NoC members are completing their program and will be resigning: Esther McNairnay (Councillor-at-Large) and Lucy Nolan (Councillor-at-Large).

The GSA NoC presents the following Councillor nominees to fill the two vacancies on the GSA Board:

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

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