

GSA Council Meeting CONSOLIDATED AGENDA

Monday, October 20, 2014 at 6:00 pm

MEC 2-01

A light, vegetarian dinner will be served at 5:15 pm at MEC 2-01.

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

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

Speaker Sarah Prescott in the Chair

OPEN SESSION

1. Roll Call
2. Approval of the 20 October 2014 Agenda
3. Approval of the Minutes from the 20 October 2014 GSA Council meeting.
Attachments:
 - Minutes from the 20 October 2014 GSA Council meeting
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Action Items, Elections, Appointments, Special Business, Updates

6. Elections
 - i. Decanal Search and Review Committees: Paper Ballot Election
Michele DuVal (GSA Nominating Committee Member) will present the item.
Attachments:
 - Nominees for Faculty of Education Decanal Search Committee
 - Nominees for Faculty of Arts Decanal Review Committee

**Attached Numbered
Pages**

3.0 - 3.9

**6.0 – 6.2
To Be Distributed
Hard Copy at Council**

Deferred Business

7. Alberta Graduate Provincial Advocacy Council (ab-GPAC): Membership
Nathan Andrews (GSA President) will present the Item.

Attachments:

- Outline of Issue
- Cover Letter from the GSA President
- ab-GPAC Bylaws

7.0
7.1
7.2 - 7.15

New Business

8. GSA 2014-2015 Budget and Expenditure (Quarterly) Report
Nathan Andrews (GSA President) will present the Item and Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will be available to answer questions.

GSA BFC Members present as members of GSA Council: Nathan Andrews (GSA President and BFC Chair), Monty Bal (GSA Vice-President Labour and BFC Vice-Chair), Dasha Smirnow (Councillor, Business PhD) and Harsh Thaker (Councillor-at-Large). **GSA BFC Member invited to GSA Council as a guest:** Karen Turpin.

Attachments:

- Outline of Issue
 - GSA 2014-2015 Budget and Expenditure (Quarterly) Report
 - GSA 2014-2015 Quarterly Operating Budget Narrative
 - GSA 2014-2015 Quarterly Restricted and Other Funding Narrative
9. GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Changes to GSA Bylaw and Additions to GSA Policy, First Reading
Megha Bajaj (GSA Vice-President Student Services) will present the item.
- Attachments:*
- Outline of Issue
 - GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund: Proposed Changes (Triple Column), GSA Bylaw, Part XII, Health and Dental Plan: Proposed Changes (Triple Column), and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund (Triple Column)
 - GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund: Proposed Changes If Approved, GSA Bylaw, Part XII, Health and Dental Plan: Proposed Changes If Approved, and GSA Policy, GSA Health and Dental Fund and GSA Health and Dental Plan Reserve Fund: Proposed Changes if Approved

8.0
8.1 - 8.2
8.3 - 8.14
8.15 - 8.18

9.0
9.1 - 9.7

9.8 - 9.11

10. Special Business (**none at this time**)

Reports

11. President (**Nathan Andrews, GSA President**)
- President's Report
 - GSA Board

11.0-11.1
11.2

iii.	Budget and Finance Committee	11.3
iv.	Governance Committee	11.4
a)	Nominating Committee	
i.	Nominating Committee Report (presented by Michele DuVal, GSA Nominating Committee Member)	11.5
12.	Vice-President Academic (Colin More, GSA Vice-President Academic)	
i.	Vice-President Academic's Report	12.0
13.	Vice-President Student Services (Megha Bajaj, GSA Vice-President Student Services)	
i.	Vice-President Student Services' Report	13.0-13.1
ii.	Student Affairs Advisory Committee (joint chair: Vice-President External) (no meetings this reporting period)	
14.	Vice-President External (Susan Cake, GSA Vice-President External)	
i.	Vice-President External's Report	14.0
ii.	Awards Selection Committee (no meetings this reporting period, will be meeting shortly to adjudicate the Alberta Graduate Citizenship Award)	
15.	Vice-President Labour (Monty Bal, GSA Vice-President Labour)	
i.	Vice-President Labour's Report	15.0-15.1
ii.	Negotiating Committee (no meetings this reporting period, will resume meeting Fall 2015)	
iii.	Labour Relations Committee (no meetings this reporting period)	
16.	Senator (Gary Barron, GSA Senator)	
i.	Senator's Report	16.0
17.	Speaker (Sarah Prescott, GSA Speaker)	
i.	Speaker's Report (no written report at this time)	
18.	Chief Returning Officer (Hamman Samuel, GSA Chief Returning Officer)	
i.	Chief Returning Officer's Report (will report orally to Council)	
ii.	Elections and Referenda Committee	18.0 – 18.1
19.	GSA Management (Ellen Schoeck, GSA Executive Director)	
i.	Executive Director's Report	19.0-19.11

Question Period

20. Written Questions

21. Oral Questions

Adjournment

**Meeting MINUTES
22 September 2014
GSA Council Meeting**

[Note: All materials referred to in these Minutes are stored in hard copy in the Official File, as well as electronically]

IN ATTENDANCE:

Nathan Andrews (President)	Pooran Appadu (AFNS)	Sulya Fenichel (Elementary Ed)	Manoj Parmar (Pharm & Pharmaceutical Sci)
Colin More (VP Academic)	Alphonse Ahola Ndem (Anthropology)	Amanda Daignault (English & Film Studies)	Luke McNulty (Philosophy)
Monty Bal (VP Labour)	Lacey Fleming (Anthropology)	James White (History & Classics)	Ruijia Wang (Physics)
Susan Cake (VP External)	Aaron Veldstra (Art & Design)	Sumit Mandal (Human Ecology)	Brayden Whitlock (Physiology)
Megha Bajaj (VP Student Services)	Michele DuVal (Bio Sci)	Gooneshwaree Beesoon (Library & Information Sci)	Emrah Keskin (Political Science)
Sarah Prescott (Speaker)	Patricia Leighton (Bio Sci)	Abdulaziz Alarifi (Linguistics)	Ruojng Zhou (Psychology)
Roy Coulthard (Deputy Speaker)	Shamandeep S Pawar (Business MBA)	Amir Nosrati (Math & Stats Sciences)	Tharsini Sivananthajothy (Public Health)
Hamman Samuel (CRO)	Dasha Smirnow (Business PhD)	Vanessa Carias (Medical Genetics)	Arnold Wong (Rehab Med)
Richard Kanyo (DRO)	Myriam Bernier (Comm Sci & Disorders)	Colleen Reid (Med Microbio & Immunology)	Kayla Swanson (Religious Studies)
Gary Barron (Senator)	Neda Aslsabbaghpourhokmabadi (Computing Sci)	Jennifer Bell (Nursing)	Alison Murata (Renewable Resources)
Qendresa Beka (Councillor-at-Large)	Rohan X (Drama)	Lisa Pashniak (Occupational Therapy)	Kyle Kipps (Renewable Resources)
Sandra Gawad Gad (Councillor-at-Large)	Laura Brin (Earth & Atmospheric Sci)	Lauren Richards (Occupational Therapy)	Angela Bentley (Res Econ & Enviro Sociology)
Jude Kong (Councillor-at-Large)	Hasriadi Masalam (Ed Policy Studies)	Dylan Breitreutz (Oncology)	Kerry Rose (Secondary Education)
Saeed El Khair Nusri (Councillor-at-Large)	Connie Yuen (Ed Psych)	Geetha Venkateswaran (Paediatrics)	Tasha Jayatunge (Sociology)
Shahriar Rozen (Councillor-at-Large)	Amanda Radil (Ed Psych)	Stephanie Lunn (Pharmacology)	Kelsi Barkway (Sociology)
Harsh Thaker (Councillor-at-Large)			

GUESTS: Carl Amrhein (Provost and Vice-President (Academic)), Phyllis Clark (Vice-President (Finance and Administration)), Benjamin Louie (University Architect), and Kristin Foster (Pacific and Western Director, Studentcare).

Speaker Sarah Prescott in the Chair.

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

Speaker made an announcement regarding the new, temporary location of GSA Council.

Roll Call

1. Roll Call of Council Members in Attendance

Approval of Agenda

2. Approval of the 22 September 2014 Consolidated Agenda

Members had before them the 22 September 2014 Consolidated Agenda, which had been previously distributed on 19 September 2014.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

C Iverson MOVED to approve the Agenda. SECONDED by A Veldstra.

Motion PASSED UNANIMOUSLY.

Approval of Minutes

3. Minutes

i. Minutes from the 14 July 2014 GSA Council Meeting

Members had before them the 14 July 2014 GSA Council Minutes, which had been previously distributed on 08 September 2014.

APPROVED by unanimous consent.

4. Minutes

i. Minutes from the 12 August 2014 GSA Council Meeting

Members had before them the 12 August 2014 GSA Council Minutes, which had been previously distributed on 08 September 2014.

APPROVED by unanimous consent.

Changes in Council Membership

5. Changes in Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: Rohan (Drama); S Lunn (Pharmacology); E Davari (Chemical & Mechanical Eng); N Aslsabbaghpourhokmabadi (Computing Sci); M Kumar (MINT), A Alarifi (Linguistics), J White (History & Classics), T Jayatunge (Sociology); L McNulty (Philosophy); and P Appadu (Agriculture, Food and Nutritional Science).

ii. Farewell to Departing Councillors

This was the last meeting for M Bernier (Communication Sciences & Disorders).

Presentations and Councillor Announcements

6. 2015-2016 Tuition and Fees

N Andrews introduced the item and the guests, Carl Amrhein (Provost and Vice-President (Academic)) and Phyllis Clark (Vice-President (Finance and Administration)). During their presentation C Amrhein and P Clark raised the following points:

P Clark stated that the University runs a consolidated budget that is embedded in financial statements and the CIP. The consolidated budget includes: the operating budget (the teaching and learning) which includes grants, tuition and fees, investment income to pay for salaries, benefits, utilities, scholarships and bursaries; the ancillary which includes break even units such as parking, bookstore, residence and food services, and parts of the student experience that are not considered part of teaching and learning; the capital budget which includes money from the province to be used for building, mortgages, and general ancillaries; the research budget which includes money to support research; and other funds. The operating budget is unrestricted and there is flexibility with allocation of this budget, the ancillary, capital and research budgets are restricted.

Revenue sources are detailed in the CIP and include: 49% from the provincial government, including restricted and unrestricted funds; 18% from tuition and fees (generic, course tuition, MNIFs, fees voted on); 11% from sales of products and services; 8% from donations and grants; 11% from federal and other governmental sources; and 3% from investment income including non-endowed investment pool and unitized endowment pool (can only be used for the purpose originally given).

With respect to the operational budget (teaching and learning budget) the provincial government is the largest funder (59%). Other revenue sources include tuition and fees (31%), sales (7%), other government donations and grants (1%) and investment income (2%). The largest expenditure is on salaries and benefits. There was also a 1% institutional budget reduction of \$7M. Operating budget expenditures are increasing at a rate higher than revenue, resulting in a structural gap that must be addressed as salaries and wages continue to increase and, legally, the budget needs to be balanced or accounted for.

The budget cycle operates such that assumptions of activity in the main budget drivers (underlying inflation, costs) and requests for funding are put forward as an integrated budget plan at GFC Exec, and then GFC APC; then to BFPC, then to BoG in December. The integrated budget is then brought forward as a budget briefing to BoG in February for approval in March.

C Amrhein noted that the goal was to bring revenue and expenses in line with each other. Some strategies included:

- Fund development (eg philanthropy, China institute, 100% expenditures from an endowment between provincial government and important donors, etc); this revenue fluctuates and the operating budget cannot make a call on the operating funds of each institution. The goal was to put as many operating units as possible off budget and not subject to fluctuations of operating funds.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

- Revenue generating initiatives; any program delivery for consumption outside of Canada is unregulated but all elements of those programs must be accessible and regulated in Canada. There was some discussion on these types of initiatives in ALES, Engineering, and Business. A benefit of this type of program is increased employment opportunities for U of A graduate students.
- Indirect costs of research; not a significant area in Canada currently. Not supported by government. Will be required if other avenues are not successful.
- Tuition and fees; domestic tuition currently closed to negotiation. Ministry has allowed increases of 2.2%. Likely to take full increase.
- Market modifier proposals; it was unexpected that former Premier Hancock would open market modifiers. Law, Pharmacy, and Business MBA are putting together proposals, other departments might be working on proposals. MBA is likely only proposal submitted for graduate students.

Following the presentation, there were a number of questions:

C Iverson asked which other faculties were investigating market modifiers. C Amrhein declined to say.

S Pawar asked for clarification regarding operating costs and the 50% increase between 2008-09 and 2009-10. P Clark responded that the projections are based on percentages going forward. The big change is benefit costs that are increasing rapidly.

C Iverson MOVED to go into Closed Session. S Pawar Seconded.

Motion PASSED UNANIMOUSLY.

C More MOVED that guests be allowed to stay during the Closed Session. J Bell Seconded.

Motion PASSED. S Cake, M Bajaj, H Samuel, M DuVal Opposed.

S Cake MOVED to go out of Closed Session. T Jayatunge Seconded.

Motion PASSED UNANIMOUSLY.

S Cake asked if central administration is helping to ensure program development proposals are put together responsibly, in an ethical manner and with proper consultation. C Amrhein responded yes.

S Fenichel asked what possibilities there are for greater financial support from the provincial government for indirect costs of research (ICR). C Amrhein responded that Quebec had just introduced a flat rate 40% provincial ICR funding, other jurisdictions around the world vary between 20-40%, private schools in the USA vary between 60-80%, EU 60%. In Canada AUCC and GU15 have been lobbying through Presidents for federal funding. Federal response was the Canada First Research Excellence Fund. Federal funding provides 20% of ICR. Province feels they already provide greater than 50% of costs and provide 90-95% of new building costs (In Ontario they get 10%, in BC 20-30%). In Alberta the U of A budget must map to the provincial budget and the University is part of the crown and the government of Alberta. While provincial funding does not cover ICR it does cover teaching. P Clark added that in Quebec they get 27% and an annual envelope in support of facility and space.

S Fenichel asked if industry financed research and ICR are separate. C Amrhein responded that yes, the agreement with Deans is that industry using facilities pay 20% although this is not always followed. M Bal added to S Fenichel's question, stating that based on numbers from last year ICR costs recovered from industry were 1.6% and asking what progress has been made on reaching the 20% goal. C Amrhein and P Clark disagreed with M Bal's numbers and asked M Bal to get clarification on the 1.6% from the VP Research's office.

M Bajaj asked where MNIFs are accounted for within the revenue stream. P Clark responded that MNIFs are restricted funds (internally restricted) and thus not included in the revenue stream shown in the presentation.

J Kong asked M Bal if the 2% tuition increase discussed in the presentation was in line with the collective agreement. M Bal responded that yes it was, the award component is linked to tuition, which is based on CPI, the salary component is additional. J Kong responded asking if graduate salaries and tuition increased by 2.2% what was the net benefit? M Bal responded that a formula was used and a salary increase of 1.65% was negotiated (would have like to have been higher), it was accepted there would be a tuition component but unsure what as CPI is an external factor. J Kong inquired on how CPI is determined. P Clark responded that CPI was mandated by the provincial government, and they use 2.2% for forecasting. C Amrhein added that this information was shared with student leaders.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

G Barron asked how the Change Agenda goal of increasing graduate students will help with reducing the structural gap considering last year graduate tuition did not cover the costs of graduate teaching. C Amrhein responded that increasing graduate enrollment was not expected currently. G Barron asked how to meet the ratio in that case. C Amrhein said it would not be easy and he was not sure how to do it without more money. The University was shrinking and if new revenue sources were not developed between now and July 1 then new employee contracts will shrink. There was no additional enrollment capacity outside of Engineering to allow increases in graduate enrollment, the only option was to shrink undergraduate enrollment, which was unpopular. Change agenda is for long-term goals and current financial situation sees cost pressure come 01 July and a shrinking academy.

J Kong asked why pressure was not put on professors to give money back rather than students though increasing graduate TA duties while increasing fees and salaries. C Amrhein responded that they were putting pressure on everyone. N Andrews reflected on J Kong's comment on increases being in line with the Collective Agreement. He stated that the previous DEOs, led by Brent Epperson, were seeking a regulatory framework around tuition increases and not supporting increases beyond CPI, especially those not associated with a regulated framework. S Cake was part of the government discussions where regulations were set for market modifiers. CPI was mandated by government and hence that was what the GSA was asking for and the GSA had been included in negotiations.

S Cake asked about the revenue from Spring and Summer tuition. P Clark responded that in the new system Thesis 919 fees were lower and equalized over one period so overall payment was the same as the previous system. If there had been an increase in revenue it would have gone to support for graduate students and professorial salaries. C Amrhein commented that the concept was M Shirvani's and he could best to answer how it worked and that he and P Clark pushed for an increase in graduate tuition as it was not covering costs. His biggest challenge with Thesis 919 was the idea that were graduate students not taking courses and so cost no money, which was not true as they continued to use resources such as the library.

A Nosrati asked two questions. Firstly, have other universities with similar challenges been consulted and, secondly, if the main problem was revenue and not costs should we not be looking for ways to generate money. C Amrhein responded yes, it was being considered. Had spent a year talking to institutions overseas and compared with them our graduate tuition; ours is very low. When you equate quality with tuition we should be looking at 35-40K dollars. Honest opinion was that graduate tuition should increase significantly with an increase in scholarships to support students in need.

There were no further questions. N Andrews thanked C Amrhein and P Clark.

7. Physical Activity and Wellness Centre (PAW) Update

M Bajaj introduced the item and the guest, Benjamin Louie (University Architect). During his presentation B Louie, in addition to showing designs and photos illustrating transformation of space, raised the following points:

The project has been developing for many years and is a partnership between the Faculty of Physical Education and Recreation, GSA, SU, and University administration to create a wellness and recreation facility that also provided social infrastructure and enhanced student experience.

Functional deliverables included increasing available space; providing multipurpose rooms, expanding climbing wall and other facilities to address current deficiencies, integrating teaching and recreation use; developing a social street with food and retail; a graduate lounge; improving circulation and way finding; increasing accessibility; site landscaping; etc. The design process had worked to deliver qualified deliverables of meaningful, pleasurable spaces and sustainable design.

Following the presentation there were a number of questions:

N Andrews asked if there would be restrictions on times for access to the gym and the social street. B Louie responded that these details needed to be worked out with the Strategic Operating Committee.

C Iverson asked how the project was progressing in terms of a timeline. B Louie responded that in the best case scenario the University would have access for fitting and furnishing on 01 November to open in January 2015. The worst case scenario was that all spaces were ready for use except two (fitness area and climbing wall) but the existing facilities would remain open.

M DuVal asked if the GSA lounge was restricted for graduate use or accessible to everyone and if restricted how this would be managed? M Bajaj responded that the Strategic Operating Committee would be looking at block bookings for the lounge and all spaces. B Louie agreed with M Bajaj's response. M Bajaj added that the GSA is looking into programming for the space and encouraged groups to use it. C Iverson asked if the space was currently available and M Bajaj responded that it was.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

C Iverson asked if the fitness centre would be larger with more equipment. B Louie responded it would have more equipment.

R Zhou asked if before the grand opening there would be advertising for the new space and facility and if all students would receive this. B Louie said there would be, difficulty is the date is currently unknown. M Bajaj added that in PAW meetings the grand opening has been discussed as happening in March 2015 along with FPER's 50th anniversary celebrations.

There were no further questions. M Bajaj thanked B Louie.

8. Councillor Announcements

E Keskin announced that Political Science would be hosting a lecture on Thursday 02 October, 7pm, Telus 150

R Wang announced a Physics public symposium on Thursdays at 7pm

C Iverson announced the Chemistry Memorial Lecture, Tuesday 23 September, 4pm, CCSIS L1160

Action Items, Elections, Appointments, Special Business

9. Studentcare Agreement Renewal for the GSA Health and Dental Plan

Members had before them an outline of issue and cover letter from the GSA President and GSA Vice-President Student Services. M Bajaj introduced the item, with R Coulthard and E Schoeck also speaking to the item. K Foster (Pacific and Western Director, Studentcare) was available outside of Council Chambers, should Councillors have questions for her.

MOTION BEFORE COUNCIL: That GSA Council on the **unanimous recommendation** of GSA Board, **APPROVE** renewal of the GSA agreement with Quebec Student Health Alliance Inc. to act as the broker/administrator of the GSA Health and Dental Plan for the period of October 1, 2014 - August 31, 2020.

M Bajaj stated that the current agreement with Studentcare expired in August 2015. Steps have been taken considering the renewal and Studentcare's excellent services (including the office in SUB and a mobile app) have been taken into consideration. There have not been any major concerns with Studentcare and K Foster has taken the time personally to answer student questions in the few circumstances where students have come forward. The GSA has had consultations with other GU15 universities and all responses have been positive. Studentcare has also gone to bat for the GSA with insurance providers, (got increased vision care when claims did not increase as expected). The GSA's lawyers have looked at the agreement and do not see any problems. Some key elements of the renewal include: 1) increase in administration fee of 75 cents per plan per student, this is the first increase since 2004. 2) Studentcare has committed to full financial commitment for GSA awards night, handbook advertising and funds for social engagement events, 3) in case the campus office is lost, the GSA will be given appropriate funding to provide administrative services to graduate students. Based on these recommendations the GSA Board unanimously recommended renewal.

E Schoeck commented that the current GSA system requires the GSA's lawyers to review all agreements prior to signing. As it is a 5-year renewal any changes should be made now, prior to approving the renewal. If the vote goes against the renewal there is time to search for another provider. R Coulthard commented that since 1996 Studentcare has become the market leader and the general environment scan is that Studentcare is a good provider.

J Kong asked why there was an increase in the administration fee and if the GSA was using Studentcare because other GU15 schools were or if there had been an investigation into Studentcare as a cost effective broker. M Bajaj responded that the increase in the administration fee was associated with long-term plans for improving services including expansion of the e-health plan system (customisation and personalisation) and detailed analysis using Google analytics. Expenses of providing services are also increasing. As to the second part of J Kong's question, M Bajaj responded that the use of Studentcare was based on all the feedback received and compared cost effectiveness.

H Thaker asked what the processes were to expand the number of networked providers available to students. R Coulthard commented that there is an optimal size to a network to ensure that the providers were getting the volume to justify the discount. The question was deferred until K Foster arrived to answer.

S Fenichel asked if the 5-year renewal was a typical time period and what the benefits and drawbacks were of this. M Bajaj responded that it was a typical renewal length and gave the GSA advantages. There was also a clause in the agreement that Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

allowed the GSA to break the agreement if required. R Coulthard added that a 5-year renewal plan kept costs lower as negotiations were not constantly ongoing and Studentcare had a longer commitment to offer the market.

C Iverson asked about University of Calgary's Request For Proposals (RFP) and their reasons for switching providers. M Bajaj responded that she could not name their provider but they switched because of the service level, member interaction, and cost effectiveness of Studentcare. E Schoeck added additional reasons were the level of transparency and the operating philosophy of Studentcare. R Coulthard added that while at least one provider does pool resources from multiple institutions this model does not have good transparency as service levels are different and amounts paid in are not proportional to amounts paid out. The Studentcare model ensures all monies can be tracked.

H Samuel asked if other providers had been investigated. M Bajaj responded that the GSA had used data from the University of Calgary's RFP. E Schoeck added that, in terms of cost effectiveness, we pay a lower administration fee and get more coverage for lower fees than the previous provider. R Coulthard added that he did not believe U of C got a better deal with their previous provider. E Schoeck added that an annual performance appraisal of Studentcare ensured that any changes are documented. This protects the GSA if we need to break the agreement. R Coulthard spoke to the difference between the insurance company and the insurance provider. The GSA can go directly to insurance companies and not use a provider but this means not taking advantage of Studentcare's volumes. Studentcare also has actuaries to ensure that insurance companies are charging a fair price for use.

K Foster joined the meeting at this point.

H Thaker asked what the processes were to expand the number of networked providers available to students. K Foster responded that expanding the networks was a normal operational issue and can be brought forward at any time. Students can bring suggestions of providers to be added to the network to Studentcare.

C Iverson asked what Studentcare has done for improving the lead time for complex questions. K Foster responded that Studentcare uses the provincial drug formulary of drugs and most students needs are covered, although there are exceptions which can be processed through the drug exception process. Most exceptions are eventually covered and Studentcare works as an advocate between the student and the insurance company. The delay in response to these exceptions is often on the part of the insurance company. C Iverson asked if information can be obtained via phone for faster response. K Foster responded that the complex cases often require higher level associates that are not available via phone and that the written record provided through email is often beneficial.

MOTION: That GSA Council on the **unanimous recommendation** of GSA Board, **APPROVE** renewal of the GSA agreement with Quebec Student Health Alliance Inc. to act as the broker/administrator of the GSA Health and Dental Plan for the period of October 1, 2014 - August 31, 2020. M Bajaj **MOVED**. N Andrews **Second**.

Motion PASSED. J Kong, C Iverson Opposed.

10. Elections

- i. Vacancies on the GSA Awards Selection Committee

Members had before them Nominees for the GSA Awards Selection Committee. L Fleming presented the item.

L Fleming stated there were nine nominees for eleven positions and that the slate must go to Council to place students on the committee. The ASC slate was uncontested.

MOTION BEFORE COUNCIL: GSA Council **ELECT** the nine (9) nominees to the GSA Awards Selection Committee, effective immediately.

There were no questions

MOTION: That GSA Council **ELECT** the nine (9) nominees to the GSA Awards Selection Committee, effective immediately. L Fleming **MOVED**. M DuVal **Second**.

Motion PASSED UNANIMOUSLY.

- ii. Vacancies on the GSA Elections and Referenda Committee

Members had before them GSA Elections and Reference Committee (ERC) Nominees. L Fleming presented the item.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

L Fleming stated there would be a paper ballot as there were four nominations for two positions. Nominee biographies were available in the GSA council materials and should be referred to prior to voting.

Election Results: L Spanner received 28 votes; P Schultz received 24 votes; R Dutt received 11 votes; J-P Crete received 15 votes; None of the Above received 0 votes; 1 ballot was spoiled.

11. Alberta Graduate Provincial Advocacy Council (ab-GPAC): Membership

Members had before them an outline of issue, cover letter from the GSA President, and the ab-GPAC Bylaws. N Andrews presented the item.

N Andrews stated that ab-GPAC has been developed on a solid foundation. In 2013 the GSA along with three other research universities, University of Calgary, University of Lethbridge and Athabasca University worked to form a new group. The goal of this group was to have a united provincial presence to lobby with government. The information package outlines the bylaws and the *Societies Act* application. These documents have been seen by the GSA's lawyers and approved by the GSA Board and unanimously sent to GSA Council for support. If approved by GSA Council the group will be formed and the *Societies Act* application filed in mid-November.

MOTION BEFORE COUNCIL: That GSA Council, on the **unanimous recommendation** of GSA Board, **APPROVE** membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council (ab-GPAC).

C More noted that the delay in submitting the *Societies Act* application was to allow other member institutions to ratify all documents.

S Fenichel noted there was an editorial error in 7.2.e and asked what constituted a conflict of interest in section 9.13. N Andrews responded that a conflict of interest could be varied. In regards to a conflict on an issue discussed once a director has a conflict no decisions can be made as four votes (one per member institution) is required. If there was a conflict then the issue should not be put forward as the goal is to have consensus in an advocacy group.

H Samuel asked if it was possible to move the motion to a later meeting due to the extended length of the current meeting. E Schoeck responded that it would be possible.

H Samuel MOVED to postpone this item for a later Council (October). K Swanson Second.

C Iverson AMENDED the motion to note that this item be adjourned to the next council meeting with high priority on the agenda. H Samuel Second.

Motion PASSED. 30 for, 3 against, 2 abstentions.

12. GSA Board 2014-2015 Strategic Work Plan: Update

Members had before them a letter from the GSA President. N Andrews presented the item.

N Andrews stated that this agenda item was for information and included an update on what had been achieved since June on the SWP. As highlighted on the information sheet many initiatives are at the stage of implementation. One initiative (increased funding for GSSF) had been achieved. There was a 2-year agreement with the Board of Governors, with no further negotiations until 2016. Increased funding includes \$80K in GSSF (a 1.65% increment, 1.5% for each year). Other items in the SWP will be covered by VP reports, but in summary: the PAW lounge was previously discussed; graduate supervision was still being worked on; still focusing on professional development, especially as more graduates are not entering the academy; connection with student groups and student engagement is improving, Fall Orientation was successful, the GSA's Fall Mix and Mingle was upcoming.

13. Special Business (none at this time)

Reports

14. President

i. President's Report:

Members had before them a written report from the GSA President, which had been previously distributed on 19 September 2014. The report stood as submitted. In addition N Andrews stated that the GSA was making headway on supervision reform. N Andrews also informed Council that an interim Dean of FGSR had been announced. The interim Dean was currently a professor in English and Film Studies. N Andrews encouraged Councillors to attend the Fall Mix and Mingle on Wednesday.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

ii. GSA Board

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted.

There were no questions.

iii. Budget and Finance Committee

No meetings this reporting period.

iv. Governance Committee

No meetings this reporting period.

a) Nominating Committee

i. Nominating Committee Report

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted.

There were no questions.

15. Vice-President Academic

i. Vice-President Academic's Report

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, C More stated that graduate supervision reform was focusing on four things: electronic records management; a student-supervisor agreement; information on the FGSR website; and the creation of a supervisory college. The professional development plan was moving ahead with three working groups, will report back before Christmas with Winter implementation.

There were no questions.

15. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, M Bajaj stated that she and M Bal had met with UAI regarding PR applications and progress regarding PR services. UAI has developed a proposal with three models and three services for international students. These proposals include all elements the GSA asked for and what came out of focus groups. The three services include general group information sessions, individual consultations which would come with a cost to students, and review on completed applications prior to submission which would also come with a cost. The proposal was currently with the University's legal counsel. M Bajaj reminded students that the PAW referendum fee passed in 2010 so in January 2015 the PAW fee would begin to be administered. Student contribution to the PAW centre totals \$30M. M Bajaj also informed members about Entrepreneurship week, a joint venture scheduled for 23-24 October with free sessions. Communications will be sent from the GSA, eHUB and CaPS. M Bajaj also reminded members that the GSA subsidized various sessions and services with the Student Success Centre and CaPS on campus.

There were no questions.

ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life)

No meetings this reporting period.

16. Vice-President External

i. Vice-President External's Report

Members had before them a written report from the Vice-President External, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, S Cake thanked Councillors for input to ab-GPAC. S Cake reported on the progress of the tuition working group looking at international fees and on the residences committee where fees were discussed. Residence fees were not tied to CPI but were being increased to CPI, some units in HUB might see 27.1% increases. S Cake commented on market modifiers, explaining they were a tuition adjustment tool.

There were no questions.

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

- ii. **Awards Selection Committee**
No meetings this reporting period.

17. Vice-President Labour

- i. **Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, M Bal noted he met with representatives from city and mayor's office regarding student issues in the city and felt there was good synergy between student needs and city goals. M Bal also noted he is seeking feedback about budget cuts and the impacts in departments, especially for travel or professional development funding. M Bal is also seeking feedback on the structures of local GSAs and information on the use of senior PhD or MA/MSc students as mentors.

There were no questions.

- ii. **Negotiating Committee**
No meetings this reporting period.
- iii. **Labour Relations Committee**
No meetings this reporting period.

18. Senator

- i. **Senator's Report As submitted**

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted.

There were no questions.

19. Speaker

- i. **Speaker's Report**

No report was required at this time.

20. Chief Returning Officer

- i. **Chief Returning Officer's Report**

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, H Samuel stated that the GSA Elections and Referenda Committee has been very busy with the work coming out of the GSA President's Task Force on GSA Elections Bylaw and Policy. They are working on a lot of changes, and hope to come to Council with it soon.

There were no questions.

- ii. **Elections and Referenda Committee**

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted.

21. GSA Management

- i. **Executive Director's Report**

Members had before them a written report, which had been previously distributed on 19 September 2014. The report stood as submitted and, in addition, E Schoeck stated she was proud to support the GSA team and that the GSA was submitting itself to external reviews which showed the evolution and competence of the organization in its last four years of rebuild. E Schoeck also thanked K Biittner for her service at the GSA.

There were no questions.

Question Period

22. Written Questions

No written questions were received prior to the meeting.

23. Oral Questions

Prepared by M. Caldwell and C. Thomas for the Council Meeting of 22 September 2014

H Thaker asked if N Andrews could speak to the Board Report to explain the choice of external relations events to be attended, considering the current political climate in Alberta. N Andrews responded that the events to be attended are the Conference Board of Canada and CAGS, and that while these events might not necessarily be advocacy in terms of making asks they are good to attend to enable interaction with other student organizations. The Conference Board deals with skills and professional development and as such is central to the SWP. H Thaker suggested a revision to GSA Board Policy to reflect this. N Andrews agreed to look into it.

Adjournment

The meeting was adjourned at 9:24 pm.

GSA NOMINATING COMMITTEE (NoC)
 DEAN OF EDUCATION SELECTION COMMITTEE (ONE POSITION)
 NOMINEES

On September 26, 2014 the **GSA Nominating Committee** advertised this position to all departments and extra-departmental units in the Faculty of Education. This position is for one graduate student to serve on the Dean of Education Selection Committee. The GSA received **four nominations (one from the Department of Elementary Education, one from the Department of Secondary Education, one from the Department of Educational Psychology and one from the Department of Educational Policy Studies)**. **No nominations were received from Educational Studies or Library and Information Studies.** As set out in U of A policies and procedures:

“The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students’ Association and the representative will be elected by the Graduate Students’ Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students’ Association shall be responsible for forwarding a name to the Graduate Students’ Association Council for ratification.”

(<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Selection-of-Faculty-Deans-Procedure-Appendix-A-%20Dean-Selection-Committees-for-Individual-Faculties.pdf>).

There will be a paper ballot vote held at the October 20, 2014 GSA Council meeting for the Education Graduate Student Position on the Dean of Education Selection Committee.

If you are unable to attend the October 20, 2014 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday October 20, 2014 in order to cast your vote in advance of the Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in reverse alphabetical order on the ballot. ‘None of the Above’ will not be considered a nominee for the purpose of this ballot, as University regulations must be followed.

Educational Psychology Graduate Students’ Association Nominee:

Brittany Budzan (MEd program, Educational Psychology)

Educational Policy Studies Graduate Students’ Association Nominee:

Christopher Ian McNeill (PhD program, Educational Policy Studies)

Secondary Education Graduate Students’ Association Nominee:

Patrick Tomczyk (PhD program, Secondary Education)

Elementary Education Graduate Students’ Association Nominee:

Suzanna So Har Wong (PhD program, Elementary Education)

The names and biographies received (four nominees) are **ATTACHED on page 6.1 – 6.2**. Biographies have been attached as **received** (i.e. not edited).

Biographies and Resumes of Nominees in Alphabetical Order

1. Brittany Budzan (MEd program, Educational Psychology)

Brittany Budzan's Bio:

I moved to Edmonton from Winnipeg last year to pursue my graduate studies. At the University of Winnipeg I graduated with a B.A. (Honours) in Psychology (2012), and was an active member of the student body. I worked for the University of Winnipeg Students' Association, ran as a candidate in a student election, and volunteered for Peer Support, Shinerama, and the Psychology Students' Association. Here at the University of Alberta I have been a member of the Mindfulness Meditation Student Group, participated in intramural sports, and am currently an area co-rep for the Educational Psychology Graduate Students' Association.

Brittany Budzan's Resume:

I am a second-year Masters student in the Department of Educational Psychology studying the influence of self-compassion in romantic relationships. I currently volunteer in Dr. Van Vliet's lab studying self-compassion narratives. I am interested in the Dean of Education Selection Committee because I strongly believe in student involvement and representation, and want to be a part of the development of our faculty. My schedule is flexible and will be able to accommodate sitting on this committee.

2. Christopher Ian McNeill (PhD program, Educational Policy Studies)

Christopher Ian McNeill's Bio:

I was born and raised in Edmonton Alberta. I attended French immersion school in Edmonton until High School. I have a BA in English/History minor, a BEd in Secondary Education, a MEd in Educational Policy Studies, and I am currently working on my Phd in the same area as my MEd. I have been a classroom teacher, department head, and grade coordinator in various capacities for the past 16 years for Edmonton Public Schools. I have volunteer coached volleyball, basketball, and team handball. I am secretary of the Alberta Team Handball Federation. I enjoy skateboarding and playing team handball. I am currently a member of the UofA handball club.

Christopher Ian McNeill's Resume:

I am currently a second-year PhD student in the Department of Policy Studies. I am on a professional improvement leave from Edmonton Public Schools. I am here to work on my research project in the area of policy implementation and change experiences in public schools. As part of my professional identity, volunteerism is essential to my work place. I have given freely of my time to many different initiatives, some of which include East of the Mountains (a cross cultural exchange with China), coaching sports (too many to list), and a not for profit board (secretary of the Alberta Team Handball Federation). I am interested in this committee because I feel it is important to engage in University life and work during my sabbatical. As a teacher leader, I have served on several hiring committees and will likely do so in the future. I am intrigued by how the University handles this type of work and my schedule is currently relatively free.

3. Patrick Tomczyk (PhD program, Secondary Education)

Patrick Tomczyk's Bio:

I am a second year PhD student in the department of Secondary Education and I hold a doctoral SSHRC fellowship. I would like to build my academic service experience by volunteering to be on this committee. My experience thus far has included service in various committees as detailed below, experience as an undergraduate student in a BEd program in Alberta, service as a graduate student, and currently being a doctoral student and teaching BEd courses. Additionally, I also have k-12 teaching certification and experience in the province of Alberta.

THREE PAGES

Patrick Tomczyk's Resume:

Recently, while attending Concordia University in Montreal for my MA, I served as a graduate student representative for the Advisory Search Committee for Academic Unit Head for the department of Creative Arts Therapies in the Faculty of Fine Arts. This consisted of several meetings, where the committee discussed in camera the candidates' skills and suitability for the position, reviewed candidates' CVs and academic portfolios, reviewed student and faculty letters of support, interviewed candidates, and lastly, made a recommendation for the position to the Dean. Previously, while attending the University of Calgary, my service to the academy included being the Faculty of Education undergraduate student representative to the General Faculties Council, being the Student Union Faculty of Education Representative, as well as the Executive Vice President for the ATA student local. Through these various roles I learned about how universities function in their administrative capacities, as well as the responsibilities required of positions such as Dean. I have experience as an undergraduate, and graduate student in the faculty of education, as well as experience as an instructor in the BEd program, and experience as a teacher in Alberta; therefore I offer a varied perspective to the committee.

Lastly, I also am an active member of the following educational associations:

Canadian Society for Studies in Education (CSSE)
 The Canadian Association for Curriculum Studies (CACS)
 Arts Researchers and Teachers Society (ARTS)
 Canadian Network for Arts and Learning (CNAL)
 Alberta Teachers' Association (ATA)

4. Suzanna So Har Wong (PhD program, Elementary Education)**Suzanna So Har Wong's Bio:**

I studied at the University of Alberta and attained a B.ED (1979), an Early Childhood Diploma (2005), and a M.ED (2007). I have been teaching undergraduate courses (e.g., EDEL 305, EDEL 404, EDEL 335) at the University of Alberta since 2007. I taught in the Alberta public school system (Kindergarten to grade 12) for over 30 years. For the last 20 years, I have been a mentor teacher for many University of Alberta preservice teachers. I served as a committee member in the Alberta Government's "Curriculum Redesign" initiatives, and currently a member of the Science "Redesign Curriculum Prototyping" committee, as well I am an active member of the Alberta Teachers' Association professional development specialists council. I served on the Elementary Education Graduate Students Association as co-chair in 2009-2010, treasurer in 2010-2012, representative on the Diversity, Equity, and Respective committee in 2011-2012, and website and social media coordinator in 2012-2014, and currently I serve as an alternative GSA council representative. I volunteer for Campus Food and campus UNICEF 2012 campaign.

Suzanna So Har Wong's Resume:

I am a fifth-year PhD. Candidate in the Department of Elementary Education, Language and Literacy studying preschoolers' multiliteracy practices at home. Currently I am working with Dr. Linda Laidlaw as her graduate research assistant in her SSHRC project on young children's digital literacy practices in schools. In 2014-2015, I work as a teaching assistant with Dr. Carol Leroy, Dr. Anna Kirova, and Dr. Linda Laidlaw. I am interested in serving on the Dean of Education selection committee because I can provide a multidimensional perspective: teacher/researcher/student. I believe we have an excellent faculty and with a dynamic leader, we will be the best education faculty in Canada. I am available at the times this committee will meet.

Outline of Issue (GSA Council)

Alberta Graduate Provincial Advocacy Council (ab-GPAC): Membership

Suggested Motion for the GSA Council:

GSA Council, on the **unanimous recommendation** of GSA Board, is asked to **APPROVE** membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council (ab-GPAC).

Background:

Since the dissolution of the Alberta Graduate Council in October of 2013, members of the four Graduate Student Associations at CARI Universities in Alberta (**U of A, U of Calgary, U of Lethbridge, and Athabasca U**) have been working to form a new graduate provincial advocacy group. A series of governing documents have been produced and agreed upon by the four GSAs (see the attached cover letter for more background, page 10.1).

The GSA Board discussed these documents at its meeting of September 3, 2014, and **unanimously recommended that GSA Council approve membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council.** Should GSA Council approve membership in ab-GPAC, the four CARI GSAs anticipate filing an application to form under the Alberta *Societies Act* in mid-November.

Currently, U of A GSA members pay \$0.50 per term as a fee for membership in a provincial graduate student advocacy group. Additionally, there is a budget line providing additional funds for a provincial graduate student advocacy group in the Council-approved GSA 2014-2015 Budget.

Jurisdiction:

Bylaw Part III Council, Section 1 Mandate, Subsection 1.1:

"The mandate of the Council is to fulfill all responsibilities listed in Section 95 of the Post-Secondary Learning Act."

Alberta Post-Secondary Learning Action, Section 95(1):

"The business and affairs of a student organization of a public post-secondary institution must be management by a council..."

Dear GSA Council,

At the September 22, 2014, meeting of GSA Council, **Councillors will be asked to consider a proposal to approved membership in the a provincial graduate student advocacy group, the Alberta Graduate Provincial Advocacy Council (ab-GPAC).** ab-GPAC is the replacement of the former provincial advocacy group, the Alberta Graduate Council (AGC). ***At the September 22 meeting, GSA Council members agreed to defer this item to the October 20 Council Agenda. Councillors will be asked to consider the proposal on October 20, 2014.***

In October of 2013, **the Graduate Student Associations of the four CARI Universities in Alberta (U of A, U of Calgary, U of Lethbridge, and Athabasca U) agreed to dissolve AGC in order to work together to create a new provincial advocacy group for graduate students with a proper, legal basis for existence.**

Following the dissolution of AGC, the four GSAs began work to form a new provincial graduate student advocacy group. In January and February of 2014, members of the four Alberta GSAs met to construct a mutually agreeable list of considerations ('MoU') from which a new provincial graduate lobby group would be formed. From that list, **a series of governing documents were solicited: a Societies Act application, a membership agreement and bylaws were drafted by Brownlee Law, and financial control policies and a code of conduct were drafted by Russell Farmer** (a governance subject matter expert from Russell Farmer and Associates Consulting Ltd.).

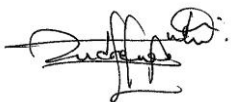
Due to his extensive background with the former Alberta Graduate Council, Roy Coulthard, current GSA Consultant and former GSA President, was asked to review these documents and suggested several changes and revisions based on his understanding of how the group had functioned in the past and best practices for the group moving forward. Additional suggestions were made by GSA Executive Director Ellen Schoeck and GSA Assistant Director Megan Caldwell based on the content of the 'MoU'.

On June 7, 2014, members of the four Alberta GSAs met to discuss and revise draft governing documents for the soon to be formed Alberta Graduate Provincial Advocacy Council (ab-GPAC). Further discussions occurred via teleconference in July and August, resulting in a series of mutually agreed upon governing documents for the new group. In addition to the attached ab-GPAC Bylaws (pages 10.1 - 10.15), the group has also finalized a Financial Control Policy, Code of Conduct for members of its board, and a membership agreement (which outlines obligations of member GSAs to ab-GPAC). A Travel and Expenses Policy will also be drafted for the group, and any additional policies the group deems necessary once it has formed.

The GSA Board has discussed the set of governing documents multiple times as they were being drafted. At meetings on January 29 and July 9 Board Members discussed and weighed in on aspects of the 'MoU' and draft governing documents, respectively. The GSA Board reviewed the final documents at its meeting of September 3, 2014, and **unanimously recommended that GSA Council approve membership of the Graduate Students' Association of the University of Alberta in the Alberta Graduate Provincial Advocacy Council.** Should GSA Council approve membership in ab-GPAC, the four CARI GSAs anticipate filing an application to form under the Alberta *Societies Act* in mid-November.

I will be happy to answer any questions Councillors have about ab-GPAC.

Sincerely,



Nathan Andrews, GSA President 2014-2015

**GRADUATE PROVINCIAL ADVOCACY COUNCIL
BYLAWS**

ARTICLE 1 - NAME OF SOCIETY

- 1.1 The name of the Society shall be "Graduate Provincial Advocacy Council".

ARTICLE 2 - INTERPRETATION

- 2.1 In these Bylaws, so far as the context does not otherwise require:
- (a) "**Act**" means the *Societies Act*, RSA 2000, c. S-14, as amended from time to time;
 - (b) "**Annual General Meeting**" means that meeting of the Members to be held as set forth in Article 5.1 hereof;
 - (c) "**Application**" means that application filed with the Alberta Corporate Registrar which sets forth the objects of the Society;
 - (d) "**Board**" means Board of Directors of the Society;
 - (e) "**Business Day**" means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
 - (f) "**Bylaws**" means the Bylaws of the Society;
 - (g) "**CARI Institution**" means any university pursuant to the *Post-Secondary Learning Act*, S.A. 2003, c.P-19.5 that is recognized as a comprehensive academic and research intensive institution by the Minister of Innovation and Advanced Education or any successor thereto;
 - (h) "**Chair**" means that Director appointed as the Chair under these Bylaws;
 - (i) "**Conflict of Interest**" means a situation where an individual or Member is involved in multiple interests, one of which could possibly corrupt the motivation of that individual or Member.
 - (j) "**Directors**" means the Directors of the Society appointed from time to time and a "Director" means one of them;
 - (k) "**Members**" means those members of the Society from time to time;
 - (l) "**Ordinary Resolution**" means:
 - (i) a resolution passed at a general meeting of the Society by a simple majority of the votes cast by those Members entitled to vote at the general meeting; or
 - (ii) a resolution that has been submitted to the Members and consented to in writing by no less than all of the Members, in person or by proxy, who would have been entitled to vote on it; or
 - (m) "**Other Provincial Advocacy Group**" means another group or society in Alberta whose object is to advocate or lobby on Advanced Education;
 - (n) "**PSLA**" means *Post-Secondary Learning Act*, S.A. 2003, c.P-19.5.
 - (o) "**Secretary**" means that Director appointed as the Secretary under these Bylaws;

- (p) **"Society"** means the Graduate Provincial Advocacy Council;
- (q) **"Special Resolution"** means:
 - (i) a resolution passed
 - (A) at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
 - (B) by the vote of not less than 100% of those members who, if entitled to do so, vote in person or by proxy; or
 - (ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree;
- (r) **"Treasurer"** means that Director appointed as the Treasurer under these Bylaws; and
- (s) **"Vice-Chair"** means that Director appointed as the Vice-Chair under these Bylaws.
- (t) **"Voting Director"** - means the Director from each Member that has the power to vote at Meetings and on the Board

2.2 Except where they conflict with the definitions contained in these Bylaws, the definitions in the Act apply to these Bylaws.

2.3 The objects of the Society are those named in the Application under the Act, and a copy of that Application, as amended from time to time with approval of the Members, shall be kept with a copy of these Bylaws.

2.4 Words using the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons, organizations or corporations shall include individuals, partnerships, firms, societies and corporations, all as the context requires.

ARTICLE 3 - MEMBERSHIP

3.1 **Members of Society** – Any person may become a Member, subject to:

- (a) the prior approval of a two-thirds majority of the Members at a duly-constituted general meeting;
- (b) the person being a Graduate Students' Association, as set out in the *PSLA* Section 94, at a CARI Institution;
- (c) the person executing that form of membership agreement that the Board may require; and
- (d) further complying with any other requirement imposed by the Board, from time to time.

3.2 **Fees Payable by Members** - Yearly membership fees shall be fixed by resolution of the Board, subject to approval by the Members. The Chair shall notify the Members of the dues or fees at any time payable by them.

3.3 **Membership Ongoing** - Membership in the Society is ongoing, non-transferable and does not require affirmation by the Members.

3.4 **Conduct of Society** - The Society shall conduct its activities without the purpose of personal gain for any of its Members or Directors, except as otherwise specifically stated in the Bylaws. Any income or other assets of the Society shall be used in carrying out the Society's objects.

3.5 Membership in Other Provincial Advocacy Groups

- (a) The Members acknowledge and agree that the intent of the Society is that it shall be an entity to advocate collectively for the Members. As such, the Members also agree and acknowledge that it is contrary to the best interests for any Member to belong as a member or support any other provincial advocacy group.
- (b) The Members each acknowledge and agree that any Member upon becoming a Member shall no less than 24 months after becoming a Member, terminate its membership in any other provincial advocacy group.
- (c) In the event that any Member continues its membership or support of another provincial advocacy group contrary to Section 3.5(b) (the “**Infringing Member**”), the other Members have the right, but not the obligation, to call a special meeting of the Members to discuss the expulsion of the Infringing Member from the Society.
- (d) Should a special meeting of the Members be called pursuant to Section 3.5(c) hereof:
 - (i) the Infringing Member shall be granted the opportunity to discuss the matter of the Infringing Member’s expulsion;
 - (ii) all other Members shall have the right to discuss the matter of the Infringing Member’s expulsion; and
 - (iii) once all parties are heard from regarding the matter of the expulsion of the Infringing Member, a vote of all Voting Directors, which shall include the Infringing Member, shall be conducted by secret ballot. If a majority of Members vote to expel the Infringing Member, the Infringing Member shall no longer be a Member of the Society.
- (e) Upon the expulsion of the Infringing Member of the Society, the Infringing Member shall forthwith pay to the Society, its dues that it would have been responsible to pay to the Society for the next twelve (12) months, had it not been otherwise expelled.
- (f) Notwithstanding the expulsion of any Infringing Member, an Infringing Member may at any time, reapply to the Society to obtain membership of the Society.

ARTICLE 4 - MEMBERSHIP CEASES

4.1 Membership Ceasing - A Member shall cease to be a Member:

- (a) upon the termination of the corporate existence of a Member;
- (b) upon the Member having been expelled from Membership as set forth in Section 3.5;
- (c) upon the Member failing to forward to the Society the fees payable by them, as set forth in Section 3.2, within the six (6) months following receipt of a notification of Fees Payable from the Chair.

4.2 Voluntary Withdrawal of Member - A Member may terminate its membership in the Society by providing no less than 12 months’ notice in writing to the Society, which termination shall be effective of December 31 of the following year. For greater certainty, the Member shall be responsible for forwarding to the Society such dues as are normally required from a Member (Section 3.2) up to December 31 of the following year. For example purposes only, should a Member provide notice in 2018 of its intent to cease being a member, that Member’s status of a Member terminates as of December 31, 2019.

ARTICLE 5 - MEETINGS OF MEMBERS

5.1 **Annual General Meeting** - The Annual General Meeting shall be held at such time and place, in accordance with the Act, as the Board shall decide. It is the intention that the Annual General Meeting will be held within four weeks of the final day of October every calendar year. Notwithstanding this, this date is not binding upon the Members.

5.2 **Notice of Annual General Meetings** - Written notice of the time and place of Annual General Meetings of the Members and an agenda of the business to be transacted shall be given to each Member, as applicable, at least **twenty-one (21) days before the holding of any such meeting.**

5.3 **Minimum Number of Annual General Meetings** - The Board shall cause at least one Annual General Meeting to be called each calendar year within four weeks of the final day of October.

5.4 **Quorum for Annual General Meetings** - A quorum for the transaction of business at any meeting of Members (general meeting, special meeting or Annual General Meeting) shall consist of a no less than 100% of voting Members.

5.5 **Other Meetings of Members** - All other meetings of Members shall proceed as Board Meetings, outlined in Article 9 below.

ARTICLE 6 - PROCEEDINGS AT MEMBERS' MEETINGS

6.1 **Meeting Agenda** - Other than at the Annual General Meeting, the agenda for a general or special meeting shall be that approved at the meeting.

6.2 **Voting Director** – As each Member is a corporate body itself, each Member shall appoint a Voting Director, who is a member in good standing of the Graduate Student Association which they are representing, in the following form or in any other appropriate form accepted by the Chair, to indicate that this individual shall be entitled to vote for that Member:

“Voting Director Appointment”

WE being a member of the Graduate Provincial Advocacy Council, hereby nominate, constitute and appoint _____, or in the absence of _____, _____ as our Voting Director, attorney, and/or representative with full power and authority to attend, vote and otherwise act for us in our name and on our behalf at all meetings of Members of the Society (including the Annual General Meeting), with full power of substitution, and

WE hereby revoke all other appointments given by us which might be used in respect of such meetings and any and all adjournments thereof.

Given this ____ day of _____, 20__.

[Name of Member]

Per: _____c/s)

6.3 **One Vote for Each Member** - Each Member in good standing shall be entitled to one (1) vote on every matter properly put before a meeting for a vote. In the event of a tie, the matter shall be considered defeated. Notwithstanding the attendance of more than one person as a Director of a Member, only the Voting Director shall be entitled to vote for each Member.

6.4 **Voting Procedure**

- (a) Unless otherwise required by the Bylaws or pursuant to applicable law, any resolution put before the Members with no less than twenty-one (21) days notice must be supported by not less than a majority of the votes cast, failing which the resolution shall fail.
- (b) Unless otherwise required by the Bylaws or pursuant to applicable law, any resolution put before the Members with less than twenty-one (21) days notice must be supported by not less than two thirds (2/3) of the votes cast, failing which the resolution shall fail.
- (c) Questions shall be decided in the first instance by a voice vote unless any Member requests a recorded vote.
- (d) A declaration by the chairperson of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the vote accorded in favour of or against such resolution.

6.5 **Conduct of Business at Meeting** - Business at all meetings of the Members shall be conducted according to these Bylaws and the rules of order adopted by resolution of the Members.

6.6 **Submission of Resolutions** - Except as provided in the Act, a resolution may be submitted to any meeting by any Member, with notice in writing of the intention to submit such resolution given to the Secretary prior to such meeting. Voting Members present at the meeting may submit a resolution at such meeting.

6.7 **Chairperson of Member Meetings** - The Chair shall preside at every meeting of the Members but if the Chair is not present, or for any reason the Chair refuses to preside, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, then those present at the meeting shall appoint a chairperson to act at that meeting.

6.8 **Conflict of Interest** – A Member shall not vote on a matter in which that Member has a conflict of interest. Where a Member believes a conflict of interest on a given matter exists, that Member shall make that declaration at a meeting. Should a conflict exist, the Member will be asked to leave the room for that part of the meeting where the matter in question is discussed. In the event that a Member or Members are asked to leave the room for part of the meeting due to determination of a conflict, resolutions may be passed on the subject regarding such conflict by the majority of those remaining at the meeting.

6.9 **Advocacy Policies** – Each Member shall have the right to present to the Chair for the Board's consideration, an advocacy policy that this Member wishes for the Society to implement. Upon the Chair's receipt of this advocacy policy that the Member desires to be considered, the Chair shall present said policy to the Board for its consideration at the next meeting of the Board. Each Member agrees and acknowledges that notwithstanding this presentation, the Board shall not be obligated to ratify this advocacy policy.

ARTICLE 7 - COMPOSITION OF BOARD OF DIRECTORS

7.1 **Appointment of the Board of Directors**

- (a) Each Member shall have the right to appoint up to (3) Directors from time to time;
- (b) One (1) Director shall be appointed Voting Director by the Member.
- (c) At the discretion of the Members, the appointment of each Director may occur by each Member submitting a letter to the Society, advising of their appointment of the Director, normally in April of each year.

7.2 **Situations Where Director is Deemed Not Be a Director** - A Director shall immediately cease to be a Director upon:

- (a) giving his resignation in writing to the Board;
- (b) his/her death;
- (c) being removed by the Member that appoints him or her;
- (d) the Director ceases to be a Member in good standing of their Graduate Students' Association;
- (e) failing to attend or to participate in two (2) consecutive regular meetings of the Board of which he had notice unless the Board has specifically excused the Director from attendance. The Board shall send notice to the Member who appointed the Director and shall request the Member to appoint a new Director; or
- (f) Number of Directors - **The number of Directors shall not be less than one Director from each Member.**

ARTICLE 8 - BOARD OF DIRECTORS

8.1 **Powers of Board** - The Board shall manage the property and affairs of the Society and may exercise all powers and do all acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members, but subject nevertheless, to rules, not being inconsistent with either the Application or these Bylaws, which are made, adopted, revised or replaced from time to time by Members of the Society.

8.2 **Term of Directors** - The term of each Director shall be for one year. Notwithstanding this, a Director may be reappointed by the Member who initially appointed him or her.

8.3 **Payment to Directors** - No Director shall be paid by the Society for being or acting as a Director.

8.4 **Board Expenditures** - The Board shall have the power to make expenditures for the purpose of furthering the objects of the Society.

8.5 **Compliance with Code of Conduct** - The Board shall develop a code of conduct respecting certain obligations and expectations of the Directors from time to time. Respecting this code of conduct:

- (a) each Director shall execute and abide by this code of conduct, as it may be amended or replaced, from time to time;
- (b) if a Director fails to abide by the code of conduct, the Board shall notify the Member that appointed the Director that is failing to abide by the code of conduct. That Member will take appropriate action respecting this Director, which action may result in the removal of this Director from the Board.

ARTICLE 9 - PROCEEDINGS OF BOARD MEETINGS

9.1 **Frequency and Location of Board Meetings** - The meetings of the Board may be held at any time and place to be determined by the Chair in consultation with the Board. Notwithstanding anything in the Bylaws to the contrary, the Board may set a schedule of Board meetings for a certain period or periods.

9.2 **Notice of Board Meetings** - Written notice of the time and place of a meeting of the Board and an agenda of the business to be transacted shall be given to each Director no fewer than five (5) Business Days prior to the meeting. A Director may, but is not obligated to, at any time, waive the requirement of notice in writing of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

9.3 **Meeting Agenda** - The agenda for a meeting shall be that approved at the meeting.

9.4 **Quorum for Meeting** - A quorum for all meetings of the Board shall be a majority of the Directors, with at least one Director present from each Member.

9.5 **Voting on Matters** - Except as otherwise described in these Bylaws, a majority of votes cast at a meeting of the Board shall be required to pass a resolution of the Board.

9.6 **Voting Procedure** – Subject to Section 9.12, voting shall be by voice vote unless the majority of the Directors present and eligible to vote shall otherwise determine.

9.7 **No Casting Vote** - The Chair shall have the right to vote on any question if they are the Voting Director of their Graduate Students' Association, but may only cast one (1) vote that shall be cast at such time as the other votes are cast.

9.8 **Tie Vote** - In the event of a tie vote, the motion shall be declared lost.

9.9 **Recorded Votes** - Directors may request that their vote be recorded.

9.10 **Resolutions in Writing** - A resolution in writing, signed by all the Directors and deposited with the Chair, is as valid and effective as a resolution of the Board passed at a meeting of the Board.

9.11 **Frequency of Meetings**

(a) The Board shall have no fewer than four meetings of the Board per annum whereby the expectation is that notwithstanding Section 9.12 hereof, each Director shall attend the Board meeting in person. Subject to Section 9.1, the Chair shall, in consultation with the Board, determine which meetings these will be, from time to time. Only in extenuating circumstances recognized by the Board shall a Director not attend this meeting of the Board in person.

(b) The Board shall endeavor to hold additional meetings of the Board whereby the Directors shall be entitled to attend and participate via those means as set forth in Section 9.12 hereof.

9.12 **Telecommunication** - A Director may participate in a meeting of Directors or of a committee of Directors by means of telephone or other communication facilities that permit all Directors participating in the meeting to hear each other. A Director participating in a meeting by those means is deemed to be present at the meeting.

9.13 **Conflict of Interest** – A Director shall not vote on a matter in which that Director has a conflict of interest. Where a Director believes a conflict of interest on a given matter exists, that Director shall make that declaration at a meeting. Should a conflict exist, the Director will be asked to leave the room for that part of the meeting where the matter in question is discussed. In the event that a Voting Director or Voting Directors are asked to leave the room for part of the meeting due to determination of a conflict, resolutions may be passed on the subject regarding such conflict by the majority of those Voting Directors remaining at the meeting.

9.14 **Private Board Meetings** – Within the discretion of the Board, the Board shall have the right to hold all or a portion of the Board meeting *in camera*.

ARTICLE 10 - CREATION OF CERTAIN EXECUTIVE OFFICER POSITIONS/ROLES OF THE BOARD

10.1 **Election of Positions**

The Board shall elect, no later than June 30 of every year, from amongst those sitting as Directors, the following Board positions:

- (i) the Chair;
- (ii) the Vice-Chair;

- (iii) the Secretary; and
- (iv) the Treasurer.

10.2 **Restrictions on Board Positions** - The Chair shall not serve as any other Executive Officer.

10.3 **Chair of the Board** - Without limiting anything contained in this Bylaw, the Chair shall:

- (a) **preside over each** regular meeting, special meeting and the annual meeting of the Board and of the Members, and in doing so be the chairperson of such meetings;
- (b) vote on all matters before the Board;
- (c) be an ex-officio member of all committees of the Society that may be created from time to time.
- (d) Notwithstanding the membership ex-officio of any committee:
 - (i) the Chair shall not have voting rights at any committee meeting unless the Chair is appointed by the Board to be a member of the committee beyond his or her capacity as a member ex-officio; and
 - (ii) the Chair shall not be a chairperson of the committee unless the members of the committee agree that the Chair of the Board shall be the chairperson of the committee; and
- (e) exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

10.4 **Vice-Chair of the Board** - The Vice-Chair shall:

- (a) have the powers of the Chair, in the absence or inability of the Chair to discharge his or her duties; and
- (b) exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

10.5 **Secretary of the Board** – The Secretary shall:

- (a) attend at all meetings of the Board for the purposes of being the recording secretary of the meeting and shall therefore enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;
- (b) otherwise ensure that a recording secretary is present at such meetings and shall therefore enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings; and
- (c) exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

10.6 **Treasurer** – The Treasurer shall:

- (a) keep or cause to be kept proper accounting records in compliance with the Act and shall be responsible for the deposit of monies and other valuable effects of the Society in the name and to the credit of the Society in such banks or other depositories as the Board may from time to time designate;
- (b) subject to any financial policies enacted by the Board, shall be responsible for the disbursement of the funds of the Society;
- (c) render to the Board, whenever so directed, an account of all financial transactions and of the financial position of the Society; and
- (d) exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

10.7 **Removal of Executive Officers**

The Board, in their discretion, may remove any person elected in Section 10.1, with or without cause, at any time. Any resolution under Section 10.7 must be supported by not less than two thirds (2/3) of the votes cast, failing which the resolution shall fail. Notwithstanding the removal of any Executive Officer from the position in Section 10.1, this removal does not remove the Executive Officer as being a Director on the Board.

ARTICLE 11 - DUTIES OF STAFF

11.1 **Appointment of Staff Positions** - The Board may appoint Staff positions, such as an Executive Director, as the Board sees fit. Without limitation of the foregoing,

- (a) the powers of the Staff positions shall be set by the Board, from time to time, in accordance with any employment contract with the Staff member;
- (b) the remuneration of each Staff position shall be set by the Board from time to time in accordance with any employment contract with the Staff member; and
- (c) prior to a Staff member assuming the their responsibilities, the Board shall execute an employment contract with the Staff member governing, without limitation, the responsibilities, remuneration and mechanism of removal of the Staff member

11.2 **Restriction on Staff Positions** - No Director shall be an employee of the Society.

11.3 **Removal of Staff** - The Board, upon a majority vote of the Directors, may remove the Executive Director, subject to any employment contract that the Executive Director may have with the Society to the contrary.

11.4 **Duties and Responsibilities of Executive Director** - The duties and responsibilities of the Executive Director shall be codified in an employment contract between the Executive Director and the Society. Without limiting the foregoing, any such contract shall require that the Executive Director:

- (a) be executive director of the Society and subject to the authorities of the Board shall have supervision of the business and affairs of the Society and shall have such other additional powers and duties as the Board may specify from time to time in accordance with any employment contract with the executive director;

- (b) give or cause to be given as and when instructed, all notice to Members, the Board, Officers, Auditors and members of committees of the Board;
- (c) provide operational reports or other statements as to the affairs of the Board, as the Board may require from time to time;
- (d) certify any documents of the Society except when some other Officer or agent has been appointed for any such purpose;
- (e) ensure that the policies and programs of the Society are implemented;
- (f) advise and inform the Board on the operations and affairs of the Society;
- (g) carry out any lawful direction of the Board from time to time;
- (h) attend at all meetings of the Board and committees of the Board for the purposes of being the recording secretary of the meeting and shall therefore, in consultation with the Secretary, enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;
- (i) otherwise ensure that a recording secretary is present at such meetings and shall therefore, in consultation with the Secretary, enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;
- (j) keep or cause to be kept, in consultation with the Treasurer, proper accounting records in compliance with the Act and shall be responsible for the deposit of monies and other valuable effects of the Society in the name and to the credit of the Society in such banks or other depositories as the Board may from time to time designate;
- (k) be responsible, in consultation with the Treasurer, for the disbursement of the funds of the Society;
- (l) render to the Board, whenever so directed, an account of all financial transactions and of the financial position of the Society; and
- (m) be responsible for registering or filing of, or causing to be registered or filed, all reports, certificates and all of the documents required by law to be registered or filed by the Society; and
- (n) be the custodian of the corporate seal, if any, of the Society and shall have charge of all books, papers, reports, certificates, records, documents, registers and instruments belonging to the Society;

11.5 In the event of a vacancy of the Executive Director position the supervision of the business and affairs of the Society and any other powers and responsibilities assigned to the Executive Director rest with the Board.

ARTICLE 12 - COMMITTEES

12.1 **Board Committees** - The Board may appoint standing or *ad hoc* committees that it deems necessary consisting of Directors and others and may assign duties and responsibilities to the committees that are not inconsistent with the Act and may make regulations governing their conduct.

12.2 **Directors on Committees** - At least one (1) Director shall be a member of each committee.

12.3 **Committees Accountable to Board** - All such committees shall be accountable to the Society through the

Board and shall regularly report their discussions and activities to the Board.

12.4 **Delegation of Board Powers** - By Resolution of the Board, the Board may delegate some, but not all, of its powers to its committees as it thinks fit. Notwithstanding any delegation of its powers to its committees, the Board remains responsible and accountable for all decisions made by its committees.

ARTICLE 13 - AUDITOR

13.1 **Annual External Audit** - The Society shall appoint a qualified external auditor and the books and records will be audited once a year as soon as possible after each fiscal year end (August 31st) of the Society.

13.2 **External Auditor Appointed at Annual General Meeting**

- (a) At each Annual General Meeting the external auditor shall be appointed by the Members to hold office until he or she is re-appointed or his successor is appointed, at the next following Annual General Meeting.
- (b) The books and records of the Society shall not be audited by:
 - (i) a Director;
 - (ii) an Officer;
 - (iii) an employee of the Society; or
 - (iv) a Member of the Society, or any employee of a Member of the Society.

ARTICLE 14 - SEAL

14.1 **Seal** - The Board may provide a seal for the Society and it shall have power from time to time to change such seal.

14.2 **Seal Affixation** - The seal shall be affixed only when authorized by a resolution of the Board, and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of any two (2) Directors.

ARTICLE 15 - FINANCIAL ACTIVITIES AND OPERATIONS

15.1 **Financial Control Policy** - All financial activities of the Society shall be subject to any financial control policy enacted by the Board, as amended from time to time.

15.2 **Borrowing by Society** - For the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, and in particular, but without limiting the foregoing, by the issue of debentures, provided however, that no debenture shall be issued without being approved by Special Resolution.

15.3 **No Personal Gain of Directors** - The Society shall conduct its activities without the purpose of personal gain for any of its Directors, except as otherwise specifically stated in the Bylaws. Any income or other assets of the Society shall be used in carrying out the Society's objects.

15.4 **Fiscal Year of Society** - The fiscal year of the Society shall terminate August 31st annually, and the financial statements of the Society's affairs for presentation to the Members at the Annual General Meeting shall be made up to that date.

ARTICLE 16 - MINUTES

16.1 **Minutes to be Entered** - The Directors shall cause minutes to be entered in books provided for the purpose of:

- (a) all appointments of Officers;
- (b) all names of all Directors present at each meeting of the Directors; and
- (c) all resolutions and proceedings of meetings of the Members and of the Board.

16.2 **Minutes Endorsed by Chair** - Any minutes of the Members and the Board, if approved by normal resolution of the Members or Board, as appropriate, and signed by the chairperson of that meeting or the Chair of the next succeeding meeting, shall be receivable as prima facie evidence of the matters stated in such minutes.

16.3 **Records Activities** - The Board shall cause all facts and minutes of all proceedings to be kept on all meetings of the Society and shall cause all notices to be given to Members and to Directors required by these Bylaws. The Board shall cause to be kept the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board.

ARTICLE 17 - NOTICE

17.1 **People Entitled to Notice of Annual General Meeting** - Notice of an Annual General Meeting shall be given to:

- (a) every person shown on the register of Members as a Member on the day notice is given; and
- (b) the external auditor, if appointed.

17.2 **Method of Providing Notice** - Any notice which is required or permitted to be given under these Bylaws shall be in writing and shall be:

- (a) delivered or mailed by regular mail to the address of the recipient, to whom is it intended, last known to the Society as recorded on its books or records;
- (b) sent by fax to the fax number of the recipient last known to the Society as recorded on its books or records; or
- (c) sent by electronic mail to the electronic mail address of the recipient last known to the Society as recorded on its books or records.

17.3 **Deemed Delivery of Notice**

- (a) Any notice delivered before 4:30 p.m. (local time) on a Business Day shall be deemed to have been received on the date of delivery.
- (b) Any notice delivered, sent by facsimile or by electronic mail after 4:30 p.m. (local time) on a Business Day or delivered on a day other than a Business Day, as the case may be, shall be deemed to have been received on the next Business Day. Any notice mailed by regular mail shall be deemed to have been received four (4) days after the date it is postmarked.
- (c) Further, if normal mail service is interrupted by strike, slow-down, force majeure or other cause after a notice has been sent by regular mail, such notice will not be deemed to be received until actually received. In the event that normal mail service is impaired at the time of sending a notice, then the other means of sending such notice shall be the only effective means of giving notice.

ARTICLE 18 - INSPECTION OF BOOKS AND RECORDS BY MEMBERS

18.1 **Inspection of Books and Records by Members** - Any Member may inspect the books and records of the Society at any time upon providing written notice to the Board and arranging a time satisfactory to the Chair or Vice-Chair respectively. For greater certainty, the Chair or Vice-Chair shall arrange for a Member to inspect the books and records no more than twenty-one (21) days following receipt of such written notice. Each Director shall, at all times, have access to such books and records.

ARTICLE 19 - BYLAWS

19.1 **Alteration of Bylaws** - These Bylaws may be rescinded, altered or added to by a Special Resolution.

ARTICLE 20 - DISSOLUTION OF SOCIETY

20.1 **Special Resolution to Dissolve** - The Society may only be dissolved by Special Resolution. Unless otherwise unanimously agreed by the Members, any assets of the Society will be assigned to each Member according to the proportion of fees paid to the Society by each Member in the previous year.

DATED this ____ day of _____, 2014

**THE GRADUATE STUDENTS ASSOCIATION
OF ATHABASCA UNIVERSITY**

Address (including postal code)

Per: _____

**THE GRADUATE STUDENTS ASSOCIATION
OF UNIVERSITY OF ALBERTA**

Address (including postal code)

Per: _____

**THE GRADUATE STUDENTS ASSOCIATION
OF UNIVERSITY OF CALGARY**

Address (including postal code)

Per: _____

**THE GRADUATE STUDENTS ASSOCIATION
OF UNIVERSITY OF LETHBRIDGE**

Address (including postal code)

Per: _____

Address (including postal code)

WITNESS to signature of **THE GRADUATE STUDENTS ASSOCIATION OF ATHABASCA UNIVERSITY**

Address of Witness (including postal code)

Signature:

Print Name of Witness:

WITNESS to signature of **THE GRADUATE STUDENTS ASSOCIATION OF UNIVERSITY OF ALBERTA**

Address of Witness (including postal code)

Signature:

Print Name of Witness:

WITNESS to signature of **THE GRADUATE STUDENTS ASSOCIATION OF UNIVERSITY OF CALGARY**

Address of Witness (including postal code)

Signature:

Print Name of Witness:

WITNESS to signature of **THE GRADUATE STUDENTS ASSOCIATION OF UNIVERSITY OF LETHBRIDGE**

Address of Witness (including postal code)

Signature:

Print Name of Witness:

WITNESS to signature of _____

Signature:

Address of Witness (including postal code)

Print Name of Witness:

Outline of Issue: GSA 2014-2015 Budget and Expenditure (Quarterly) Report (GSA COUNCIL)

Suggested Motion for GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report.

Note: At the meeting of September 23, 2014, the GSA BFC **reviewed and discussed** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. At the meeting of October 1, 2014, the GSA Board unanimously **received for information and forwarded to Council** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the October 20, 2014 meeting of GSA Council.

Role of the GSA BFC:

Policy Manual, Standing Committees, Budget and Finance Committee, 4.1.c:

“BFC shall review and discuss quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division.”

Role of the GSA Board:

Policy Manual, Standing Committees, GSA Board, 2.3.a:

“The GSAB is the senior administrative authority of the GSA as delegated to it by Council.”

Background:

The last quarterly reports on the GSA budget were presented to the GSA Budget and Finance Committee (BFC), GSAB, and GSA Council in June and July, 2014.

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

The GSA Financial Team (GSA Director Ellen Schoeck, GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, Director of Operations Heather Hogg, and Director of Services and Governance Courtney Thomas) agree that the GSA’s budget is on track and there are no issues of concern.

Jurisdiction:

Policy Manual, Budget Principles, Practices, and Procedures 2.4.a

“The GSA Accountant and the GSA Financial Manager will prepare a quarterly report which will first be submitted to the Executive Director, then the GSA President and then to the Board, BFC and Council.”

The Graduate Students' Association of the University of Alberta

2014-2015 GSA Operating Budget (including Capital Budget)

GSA 2014-2015 Budget and Expenditure (Quarterly) Report
2nd Quarter, April to August 2014

CURRENT YEAR
April 1, 2014 to March 31, 2015

	2014-2015 Approved Budget	Actual Apr to Aug 2014	Forecast Sept 2014 to Mar 2015	Total	Over/(Under Budget)*	% Over/(Under Budget)**
REVENUE						
GSA Fees Revenue	1,106,450	442,580	663,870	1,106,450	-	0%
Investment Revenue	18,685	12,861	5,824	18,685	-	0%
Other Revenue	1,212	938	274	1,212	-	0%
Total Revenue	1,126,347	456,379	669,968	1,126,347	-	0%
EXPENSES						
Governance	193,988	75,129	118,859	193,988	-	0%
Advocacy	24,202	8,789	15,413	24,202	-	0%
Human Resources	767,967	275,592	492,375	767,967	-	0%
Office Administration	31,307	11,154	20,153	31,307	-	0%
Professional	32,017	15,610	16,407	32,017	-	0%
Services Expenses	49,563	17,111	32,452	49,563	-	0%
Operating/Contingency Fund	15,000	1,000	14,000	15,000	-	0%
Sub-total	1,114,044	404,385	709,659	1,114,044	-	0%
(Expenditures Exceed Revenues) /Revenues Exceed Expenditures	12,303	51,994	(39,691)	12,303	-	0%

*Over/Under Budget column: Since only five months of actuals are being reported, a balanced budget is presented. As such, the budget is neither over spent or under spent.

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

*** Expenditures are on par with last year.

The Graduate Students' Association of the University of Alberta

2014-2015 GSA Restricted and Other Funding

GSA 2014-2015 Budget and Expenditure (Quarterly) Report

2nd Quarter, April to August 2014

CURRENT YEAR

April 1, 2014 to March 31, 2015

	2014-2015	Actual	Forecast	Total	Over/(Under Budget)	% Over/(Under Budget)
	Approved Budget	Apr to Aug 2014	Sept 2014 to Mar 2015			
Funding from the Dean of Students and the Dean of FGSR						
Fall, Winter and Departmental Orientation, and Other Funding Priorities	7,500	-	7,500	7,500	-	0%
Temporary Funding from TDIMM	4,000	-	4,000	4,000	-	0%
	11,500	-	11,500	11,500	-	0%
Fundraised Activity						
GSA Handbook	11,000	9,480	-	9,480	(1,520)	-14%
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)						
GSA Graduate Student Recognition Awards	18,000	-	18,000	18,000	-	0%
GSA Child Care Grants	176,844	44,000	132,844	176,844	-	0%
GSA Emergency Bursaries	161,124	20,837	140,287	161,124	-	0%
GSA Professional Development Awards	448,005	115,540	332,465	448,005	-	0%
	803,973	180,377	623,596	803,973	-	0%
Other Restricted Funding						
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,523	-	-	-	(7,523)	-100%
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,140	-	14,140	14,140	-	0%
GSAP (Graduate Student Assistance Program) Fees Collected	77,770	-	77,770	77,770	-	0%
Health Plan Revenue	1,094,840	-	1,094,840	1,094,840	-	0%
Dental Plan Revenue	814,060	-	814,060	814,060	-	0%
	2,008,333	-	2,000,810	2,000,810	(7,523)	-0.4%
	2,834,806	189,857	2,635,906	2,825,763	(9,043)	-0.3%

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.3

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees (annual membership fee) \$1,106,450 budget	<ul style="list-style-type: none"> • The Graduate Students’ Association (GSA) is supported by student annual membership fees which are levied by Council and collected by the university. The fees received are based on the number of full-time and part-time graduate students attending the UA. Following approval of the fee amount by the GSA Council the annual fees are submitted to the UA Board of Governors to provide for collection. • Based on the three-year funding agreement signed between GSA and UA on April 30, 2013, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the Fall term 100% withdrawal deadline in October</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the Winter term 100% withdrawal deadline in February</i> ○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled 	<ul style="list-style-type: none"> • For 2014-2015, the projected GSA revenue is \$1,106,450. This is based on funding 6,031 full-time students (6,031 @ \$154.73 per student) and 1,493 part-time students (1,493 @ \$116.05 per student). • On target. • Actual April to August: \$442,580 • Received May advance. • Forecast September to March: \$663,870
Endowment Fund \$12,120 budget	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The GSA’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 paid in May of each fiscal year. <i>(In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into the UEP.)</i> • <i>Information: The share in the Unitized Endowment Fund is restricted for the Financial Stabilization Fund. At March 31, 2014 the share in the UEP had a market value of \$353,205.08.</i> 	<ul style="list-style-type: none"> • On target. • Actual April to August: \$11,565 • Forecast September to March: \$555

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.4

Account Name and Budget	Brief Description	Narrative and Variance
Interest and Investment Income \$6,565 budget	<ul style="list-style-type: none"> Interest on banking balance and investments. This does not include any interest on the Health and Dental Plan investments, which would be accounted for under Restricted Funding. 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,296 Forecast September to March: \$5,269
Other Revenue \$1,212 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources or one-time funding opportunities. Received \$938 as a Hiring Credit for Small Business from the Canada Revenue Agency. 	<ul style="list-style-type: none"> On target. Actual April to August: \$938 Forecast September to March: \$274
GSA GOVERNANCE		
Elected Officers Stipends		
Elected Officers Stipends \$155,995 budget	<ul style="list-style-type: none"> The Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 2014-2015, the President receives an annual stipend of \$37,142 and the four VP positions each receive \$29,713. Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Elected Officers from their stipend totals. 	<ul style="list-style-type: none"> On target. Actual April to August: \$64,867 Forecast September to March: \$91,128
Elected Officers Benefits		
GSA Health and Dental Plan \$1,985 budget	<ul style="list-style-type: none"> The 2014 rate is \$396.90 per student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$1,985
U-Pass \$1,906 budget	<ul style="list-style-type: none"> The U-Pass is set at \$129.17 each term. This amount is reimbursed in May, September and January. 	<ul style="list-style-type: none"> On target. Actual April to August: \$615 Forecast September to March: \$1,291

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.5

Employer Contributions		
Employer CPP Contributions \$7,067 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at the 2014 rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$2,880 Forecast September to March: \$4,187
Employer EI Contributions \$4,242 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at the 2014 rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,707 Forecast September to March: \$2,535
Elected Officers - Other Expenses		
Insurance \$1,950 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Paid annually in January. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$1,950
Transition/Early Call for Talent \$4,524 budget	<ul style="list-style-type: none"> May be used to fund Early Call for Talent in the fall. Transition activity typically occurs in March. 	<ul style="list-style-type: none"> On target. Actual April to August: \$946 Forecast September to March: \$3,578
Appreciation \$520 budget	<ul style="list-style-type: none"> Elected Officers recognition in the form of lunches/cards/birthdays. 	<ul style="list-style-type: none"> On target. Actual April to August: \$130 Forecast September to March: \$390
Elected Officers Expenses Discretionary \$1,702 budget	<ul style="list-style-type: none"> Expenses related to hosting/food/conferences to maintain current GSA relationships. President approves expenses of the VPs. 	<ul style="list-style-type: none"> On target. Actual April to August: \$538 Forecast September to March: \$1,164
Board and Other Committee Expenses \$5,212 budget	<ul style="list-style-type: none"> The cost estimate is based on 52 Board meetings per year at \$100 per meeting and occasional meetings of other committees. The primary Board expense is the provision of a lunch. Costs are being contained by the use of more economical frozen foods which are prepared in-house. 	<ul style="list-style-type: none"> On target. Actual April to August: \$877 Forecast September to March: \$4,335

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.6

Council Expenses		
Council/Food /Other Expense \$3,384 budget	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$282 per meeting. 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,689 Forecast September to March: \$1,695
Council Security \$0.00		<ul style="list-style-type: none"> There were no expenditures in 2013-2014 for Council Security, and they are not expected in 2014-2015. Budget line retained for possible future use.
Election Expenses \$2,273 budget	<ul style="list-style-type: none"> This is used to cover expenses associated with elections that take place in March. 	<ul style="list-style-type: none"> On target. Actual April to August: \$130 Forecast September to March: \$2,143
Council Speaker Honorarium \$2,188 budget	<ul style="list-style-type: none"> Speaker is paid an honorarium for each Council meeting (\$150 per meeting). 	<ul style="list-style-type: none"> On target. Actual April to August: \$750 Forecast September to March: \$1,438
Chief Returning Officer Honorarium \$1,042 budget	<ul style="list-style-type: none"> Chief Returning Officer is paid an honorarium for managing the GSA general election in March, and any by-elections, and any referenda. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$1,042
GSA ADVOCACY		
Government and External Relations \$15,639 budget	<ul style="list-style-type: none"> Relationship-building, with a focus on advocacy, between the GSA, government and other organizations. Usually in the form of travel expenses, hosting, or meeting related to advocacy. In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. As a strong, stable, rebuilt organization, the GSA and its leaders are now in an excellent position to take on intensive, integrated advocacy for and presentation of graduate student issues. 	<ul style="list-style-type: none"> On target. Actual April to August: \$7,097 Forecast September to March: \$8,542

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative) 2nd Quarter, April to August 2014

8.7

University Relations \$1,040 budget	<ul style="list-style-type: none"> Expenses related to the building, or repair, of relationships between the GSA and university units. Usually in the form of hosting/meeting expenses. 	<ul style="list-style-type: none"> On target. Actual April to August: \$798 Forecast September to March: \$242
New Provincial Graduate Student Advocacy Fees (Formerly Alberta Graduate Council Fees) \$7,523 budget	<ul style="list-style-type: none"> In 2013, the Alberta Graduate Council closed its operations. A new Provincial Graduate Student Advocacy group, to lobby with the Alberta government in promoting the interests and concerns of graduate students, is expected to be formed under the Societies Act in October 2014. The AGC, of which the GSA was a member, received \$1.00 per student per term. The intention is two-fold: 1) to use the unspent portion of the "GSA contribution" against expenses associated with setting up the new organization, and 2) to then provide these fees to the new organization. These graduate student advocacy activities are in part covered by a dedicated fee of \$0.50 assessed per student per term that was implemented by a referendum in 2000. The remaining \$0.50 per student per term is paid out of the GSA operating budget as the "GSA contribution." 	<ul style="list-style-type: none"> On target. Actual April to August: \$894 Forecast September to March: \$6,629
GSA Office – Human Resources		
Staff Represented by NASA		
Staff Represented by NASA - Salaries \$247,000 budget	<ul style="list-style-type: none"> Note that the salaries are gross salaries including tax, employee EI and CPP and union dues – remittances are made on behalf of employees from their salary totals. This is to include approved cost of living increases and one-time payments. 	<ul style="list-style-type: none"> On target. Actual April to August: \$86,277 Forecast September to March: \$160,723
Staff Represented by NASA – Benefits \$19,760 budget	<ul style="list-style-type: none"> The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$19,760 was calculated on the basis of 8% (as a starting point) of the salaries of continuing staff even though the university's benefit package is 20% of salary (including health and dental). 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$19,760

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)

2nd Quarter, April to August 2014

8.8

<p>Staff Represented by NASA – GSA Health and Dental Plan and GSAP</p> <p>\$2,090 budget</p>	<ul style="list-style-type: none"> The 2014 rate is \$396.90 per annum per staff. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$2,090
<p>Staff Represented by NASA – Employer CPP Contributions</p> <p>\$10,495 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at the 2014 rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$4,000 Forecast September to March: \$6,495
<p>Staff Represented by NASA – Employer EI Contributions</p> <p>\$5,850 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at the 2014 rate of 1.88% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$2,222 Forecast September to March: \$3,628
<p>Management</p>		
<p>Management - Salaries</p> <p>\$362,000 budget</p>	<ul style="list-style-type: none"> Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by the Council. These positions are still evolving as the GSA finishes a rebuilding which began in 2010. The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary. The DO/FM left in 2011. A part-time Chartered Accountant and a part-time Financial Manager were hired. The DO position was combined with the Labour Professional position. The Director of Operations/ Labour Professional works three days a 	<ul style="list-style-type: none"> On target. Actual April to August: \$145,528 Forecast September to March: \$216,472

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)

2nd Quarter, April to August 2014

8.9

	<p>week (reduced in 2013 from four days).</p> <ul style="list-style-type: none"> A half-time position approved in the 2012-2013 budget at \$35,000 is now the full-time Director of Services and Governance position. Position was augmented to \$50,000 later in 2012 through under expenditure in other areas. This position has now been benchmarked and is equivalent to a U of A departmental APO with a starting salary of \$62,000. 	
<p>Management - Merit Pay/Contractual for Management</p> <p>\$28,952 budget</p>	<ul style="list-style-type: none"> In accordance with the Executive Director contract, the Executive Director has the opportunity to receive merit pay and other contractual expenses (being paid monthly). Executive Director declined to have merit pay built into her salary. The ED uses this fund primarily to provide merit pay to managers. Unspent funds from this line may be used to augment RRSP payments or other management benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan). 	<ul style="list-style-type: none"> On target. Actual April to August: \$6,485 Forecast September to March: \$22,467
<p>Management - Benefits</p> <p>\$26,160 budget</p>	<ul style="list-style-type: none"> In 2013 the GSA began to provide benefit compensation for management. The budget of \$26,160 was calculated on the basis of 8% (as a starting point) of salary even though the university's benefit package is 20% of salary (including health and dental). 	<ul style="list-style-type: none"> On target. Actual April to August: \$9,892 Forecast September to March: \$16,268
<p>Management - RRSP</p> <p>\$16,350 budget</p>	<ul style="list-style-type: none"> In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000 (made in monthly increments). Other management also receive RRSP payments. The budget of \$16,350 was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> On target. Actual April to August: \$5,974 Forecast September to March: \$10,376
<p>Management - GSA Health and Dental Plan and GSAP</p> <p>\$2,507 budget</p>	<ul style="list-style-type: none"> The 2014 rate is \$396.90 per annum per staff. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$2,507
<p>Management - Employer CPP Contributions</p> <p>\$10,600 budget</p>	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at the 2014 rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$5,225 Forecast September to March: \$5,375

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)

2nd Quarter, April to August 2014

8.10

<p>Management - Employer EI Contributions</p> <p>\$6,140 budget</p>	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at the 2014 rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to August: \$2,871 Forecast September to March: \$3,269
Other HR Expenses		
<p>Parental/Other Discretionary Leave</p> <p>\$9,595 budget</p>	<ul style="list-style-type: none"> This funding is for parental leave. This is contractual as per the GSA staff agreement with NASA. To date there has been one parental leave and one discretionary leave. 	<ul style="list-style-type: none"> On target. Actual April to August: \$3,025 Forecast September to March: \$6,570
<p>Staff Appreciation</p> <p>\$2,222 budget</p>	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members. (E.g. when staff leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> On target. Actual April to August: \$160 Forecast September to March: \$2,062
<p>Vacation Payout</p> <p>\$5,050 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the Executive Director's discretion. Unspent funds from this line may be used to augment RRSP payments. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$5,050
<p>Professional Expense Allowance</p> <p>\$6,060 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development. Unspent funds may be used for other management benefits at the discretion of the Executive Director. 	<ul style="list-style-type: none"> On target. Actual April to August: \$2,463 Forecast September to March: \$3,597
<p>Workers' Compensation</p> <p>\$5,050 budget</p>	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers have strongly recommended that the GSA enrol in the Workers' Compensation plan. WCB has just been acquired, effective April 7, 2014. WCB requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> On target. Actual April to August: \$935 Forecast September to March: \$4,115

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.11

Parking \$2,086 budget	<ul style="list-style-type: none"> Contractual arrangement for Executive Director. Other occasional parking for elected Officers, staff and management. 	<ul style="list-style-type: none"> On target. Actual April to August: \$535 Forecast September to March: \$1,551
GSA Office Administration and Operational Costs		
Capital items \$6,060 budget	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a five-year plan established in 2010. 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,630 Forecast September to March: \$4,430
Telephone & Cable \$4,040 budget	<ul style="list-style-type: none"> Billed monthly. The number of phones was reduced from 15 to 7 in 2011. 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,513 Forecast September to March: \$2,527
Office Supplies \$5,287 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing and miscellaneous office expenses. 	<ul style="list-style-type: none"> On target. Actual April to August: \$950 Forecast September to March: \$4,337
Repair and Maintenance \$1,929 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. Includes monthly fee for WIKI database and Google storage. 	<ul style="list-style-type: none"> On target. Actual April to August: \$202 Forecast September to March: \$1,727
Payroll and Banking Service Charges \$1,616 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and Corporate MasterCard annual fees. 	<ul style="list-style-type: none"> On target. Actual April to August: \$540 Forecast September to March: \$1,076
Photocopier Lease (Office) \$6,940 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs quarterly along with the lounge (student) copier lease. The lease term ends April 2015 and options are being explored. 	<ul style="list-style-type: none"> On target. Actual April to August: \$3,524 Forecast September to March: \$3,416
Photocopier Meter (Office) \$4,000 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target. Actual April to August: \$2,003 Forecast September to March: \$1,997

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.12

Photocopier Paper (Office) \$808 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> On target. Actual April to August: \$177 Forecast September to March: \$631
Insurance (Office) \$626 budget	<ul style="list-style-type: none"> General liability insurance, which was doubled in 2013. 	<ul style="list-style-type: none"> On target. Actual April to August: \$615 Forecast September to March: \$11
GSA Professional		
Financial Auditing \$9,797 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by Peterson Walker. Required by <i>Post-Secondary Learning Act</i> and submitted to the Board of Governors. 	<ul style="list-style-type: none"> On target. Actual April to August: \$9,660 Forecast September to March: \$137
Consultants \$2,020 budget	<ul style="list-style-type: none"> Reduced considerably in 2014-15 due to increased professional qualifications of management. 	<ul style="list-style-type: none"> On target. Actual April to August: \$267 Forecast September to March: \$1,753
Legal Fees - General \$20,200 budget	<ul style="list-style-type: none"> Legal advice on major initiatives such as PAW, operational issues such as bylaw changes, and human resource issues. If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor. 	<ul style="list-style-type: none"> On target. Actual April to August: \$5,683 Forecast September to March: \$14,517
GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$5,500 budget	<ul style="list-style-type: none"> Executive Director and Director of Operations recommended to GSAB and BFC to continue providing these subsidies as students' reviews of the workshops are outstanding. Two grants will be paid in 2014-2015 totalling \$5,500. 	<ul style="list-style-type: none"> On target. Actual April to August: \$5,500 Forecast September to March: \$0.00
External Grants \$2,238 budget	<ul style="list-style-type: none"> Budget re-introduced in 2014-15 as external grant requests are being received. 	<ul style="list-style-type: none"> On target. Actual April to August: \$00.00 Forecast September to March: \$2,238

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.13

<p>Council Remuneration Student Groups</p> <p>\$5,000 budget</p>	<ul style="list-style-type: none"> GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the Council year. 	<ul style="list-style-type: none"> On target. Actual April to August: \$3,900 Forecast September to March: \$1,100
<p>Academically-Related Student Group Awards</p> <p>\$15,000 budget</p>	<ul style="list-style-type: none"> The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to: <ul style="list-style-type: none"> Bring in special guest lecturers or host academic-style events. Support the academic activities of graduate students at the departmental level. 	<ul style="list-style-type: none"> On target. Actual April to August: \$5,951 Forecast September to March: \$9,049
<p>Other Expenses</p>		
<p>AMICCUS-C Membership</p> <p>\$975 budget</p>	<ul style="list-style-type: none"> Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers). Review membership renewal in 2014. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$975
<p>Food Bank Memorandum of Understanding</p> <p>\$9,000 budget</p>	<ul style="list-style-type: none"> Contractual (MOU) contribution will be made to the Campus Food Bank (which was founded by the GSA). 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$9,000
<p>Photocopier Lease (Lounge)</p> <p>\$3,400 budget</p>	<ul style="list-style-type: none"> The GSA leases one photocopier for its (student) photocopy service use. Billing occurs quarterly along with the Office copier lease. The lease term ends April 2015. Approximately \$3,400 in 2015-16 will be saved as lease will not be renewed. 	<ul style="list-style-type: none"> On target. Actual April to August: \$1,510 Forecast September to March: \$1,890
<p>Photocopier Meter (Lounge)</p> <p>\$700 budget</p>	<ul style="list-style-type: none"> Billed monthly. The photocopier lease will not be renewed in 2015-2016. 	<ul style="list-style-type: none"> On target. Actual April to August: \$92 Forecast September to March: \$608

GSA 2014-2015 Operating Budget (including Capital Budget) Report (Narrative)
2nd Quarter, April to August 2014

8.14

Photocopier Paper (Lounge) \$750 budget	<ul style="list-style-type: none"> • Purchased monthly. • The photocopier lease will not be renewed in 2015-2016. 	<ul style="list-style-type: none"> • On target. • Actual April to August: \$75 • Forecast September to March: \$675
Awards Night \$7,000 budget	<ul style="list-style-type: none"> • Expenses for the annual GSA Awards Night (normally in March). 	<ul style="list-style-type: none"> • On target. • Actual April to August: \$83 • Forecast September to March: \$6,917
GSA Operating/Contingency Fund		
Operating /Contingency Fund \$15,000 budget	<ul style="list-style-type: none"> • A contingency fund is a fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President to the Board. 	<ul style="list-style-type: none"> • On target. • Actual April to August: \$1,000 • Forecast September to March: \$14,000

GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative)
2nd Quarter April to September 2014

8.15

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Funding from the Dean of Students and the Dean of FGSR		
Fall, Winter and Departmental Orientation, and Other Funding Priorities \$7,500 budget	<ul style="list-style-type: none"> This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events for new graduate students. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$7,500
Temporary Funding from TDIMM (to 2016) \$4,000 budget	<ul style="list-style-type: none"> TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and Orientation. See MOU for details. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$4,000
Fundraised Activity		
GSA Handbook \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student agenda/handbook to subsidize printing costs. 	<ul style="list-style-type: none"> Handbook ad revenue of \$9,480 was earned. This amount was spent producing the handbook. It was a break even project. Actual April to August: \$9,480 Forecast September to March: \$0.00
<p align="center">Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</p> <p>The Memorandum of Settlement provided for total funds of \$674,000 for the GSSF in 2014-2015. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Professional Development Awards. Reallocation of funds between these components are recommended to the Board and approved by the Board.</p>		
GSA Graduate Student Recognition Awards The budget was amended to \$18,000	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual Awards Night. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$18,000

GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative)

2nd Quarter April to September 2014

8.16

Account Name and Budget	Brief Description	Narrative
<p>from \$17,500, as additional funds were provided in the Memorandum of Settlement. \$18,000 budget</p>		
<p>GSA Child Care Grants The budget was amended to \$138,844 from \$131,500 as additional funds were provided in the Memorandum of Settlement. Also carryover of \$38,000 from prior year. \$176,844 budget</p>	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target. Actual April to August: \$44,000 Forecast September to March: \$132,844
<p>GSA Emergency Bursaries The budget was amended to \$151,124 from \$125,000 as additional funds were provided in the Memorandum of Settlement. Also carryover of \$10,000 from prior year. \$161,124 budget</p>	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target. Actual April to August: \$20,837 Forecast September to March: \$140,287
<p>GSA Professional Development Awards The budget was amended to \$366,032</p>	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in professional development activities such as conferences. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. 	<ul style="list-style-type: none"> On target. Actual April to August: \$115,540 Forecast September to March: \$332,465

GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative)

2nd Quarter April to September 2014

8.17

Account Name and Budget	Brief Description	Narrative
<p>from \$335,000, as additional funds were provided in the Memorandum of Settlement. Also carryover of \$81,973 from prior year. \$448,005 budget</p>	<ul style="list-style-type: none"> Expenses are processed throughout the year. 	
<p>New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)</p> <p>\$7,523 budget</p>	<ul style="list-style-type: none"> In 2013, the Alberta Graduate Council closed its operations. A new Provincial Graduate Student Advocacy group, to lobby with the Alberta government in promoting the interests and concerns of graduate students, is expected to be formed under the Society's Act in October 2014. The AGC, of which the GSA was a member, received \$1.00 per student per term. The intention is to provide these fees to the new organization, subject to the approval of the new organization and GSA Council. These graduate student advocacy activities are in part covered by a dedicated fee of \$0.50 assessed per student per term that was implemented by a referendum in 2000. The remaining \$0.50 per student per term is paid out of the GSA operating budget as the "GSA contribution." 	<ul style="list-style-type: none"> Anticipated surplus of \$7,523 pending start-up of new provincial advocacy group. Actual April to August: \$0.00 Forecast September to March: \$0.00
<p>CJSR Fees</p> <p>\$14,140 budget</p>	<ul style="list-style-type: none"> The U of A campus radio station (CJSR) receives \$1.00 per student per term. This is a dedicated fee that was implemented by a referendum in 1999. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$14,140
<p>GSAP (Graduate Students Assistance Program)</p> <p>\$77,770 budget</p>	<ul style="list-style-type: none"> The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$77,770
<p>Health Plan</p> <p>\$1,094,840 budget</p>	<ul style="list-style-type: none"> This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2014-2015 is \$226.01. Revenue and the related expenses are processed in October, February and March. 	<ul style="list-style-type: none"> On target. Actual April to August: \$0.00 Forecast September to March: \$1,094,840

GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative)
2nd Quarter April to September 2014 **8.18**

Account Name and Budget	Brief Description	Narrative
Dental Plan \$814,060 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Dental part of the Health and Dental plan. The fee for 2014-2015 is \$170.89. • Revenue and the related expenses are processed in October, February and March. 	<ul style="list-style-type: none"> • On target. • Actual April to August: \$0.00 • Forecast September to March: \$814,060

Outline of Issue (Council)

**GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Changes to GSA Bylaw and Additions to GSA Policy,
FIRST READING**

The proposed changes to GSA Bylaw are to remove the outdated term 'Premium' from the Bylaw (which is a holdover from when the GSA administered the Health and Dental plan out of the office itself) and to move pieces of Bylaw which outline policies to Policy.

Suggested Motion for GSA Council:

GSA Council is asked to consider the following Motion:

That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND Part XII, Health and Dental Plan, as presented in the attached triple column document, **effective upon the second reading.**

NOTE: Should GSA Council approve the proposed revisions to GSA Bylaw, it will create a new section of GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund. As well, instances in GSA Policy that directly quote the relevant GSA Bylaw (specifically GSA Policy, Standing Committees, Section 4, Budget and Finance Committee) will be similarly revised.

Background:

At its meeting of October 8, 2014, the GSA Board agreed, unanimously, to **“RECOMMEND to GSA Council** the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND GSA Bylaw, Part XII, Health and Dental Plan, effective upon the second reading by GSA Council.” **The proposed revisions will come to Council for a second reading in November.**

The proposed revisions, which were developed in consultation with GSA Consultant Roy Coulthard, GSA Accountant Shirley Ball, and GSA Financial Manager Dorte Sheikh, include:

- **Moving the pieces of Bylaw which outline policies to a new GSA Policy,** GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund
- Several **editorial changes to enhance clarity**
- **Changing the term “premium” to “fee”** – the term “fee” is accurate (“premium” refers to a time when the GSA office administered the Plan)
- Specific reference to **the process required to opt-out (this makes opting out a simpler process for graduate students)**
- Enhanced management of the Health and Dental Plan Reserve Fund, including **a rolling plan to accompany any use of the HDPFR**

Jurisdiction:

GSA Bylaws, Part I, Section 1.2

“These Bylaws ... may be amended by two two-thirds majority votes of Council held on seven calendar days’ notice of motion and no less than one week apart”.

GSA Bylaws, Part XII, Section 7.1

“The GSAB is mandated to oversee the implementation, administration, and performance of the Health and Dental Plan, and to make recommendations to Council regarding the Plan (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.c)”.

Prepared by C Thomas and E Schoeck for GSA Council October 20, 2014

C:\Users\GSAIT\Google Drive\320 - Council\Meetings\October 2014\First Mailing\GSA Council 20 October 2014 Item 9 - Outline of Issue.docx

Part X, Finances, Section 3, Health and Dental Plan Reserve Fund: Proposed Revisions

Current Bylaw Headings	Proposed Changes (<i>Additions Underlined and Deletions Noted by a Strikethrough</i>)	Rationale / Background
<p>3. Health and Dental Plan Reserve Fund</p>		
<p>3.1 Definitions</p>	<p><i>No change</i></p>	
<p>3.2 Purpose of the HDPRF</p>	<p>3.2.1 The creation of the HDPRF is meant to ensure that money students intended to be spent on health and dental insurance <u>all Health and Dental Plan fees paid by graduate students</u> is going towards health and dental coverage. For example, the HDPRF may be used to:</p>	<p>Editorial.</p>
	<p>3.2.1.1 Lessen the GSA Health and/or Dental Plan fee increases from one year to another, acting as a buffer;</p>	<p>Editorial.</p>
	<p>3.2.1.2 Expand services or coverage at with no or reduced <u>GSA Health and Dental Plan fee increases actual costs to students; and/or</u></p>	<p>Editorial.</p>
	<p>3.2.1.3 Provide other services, or financial adjustments to the GSA Health and/or Dental Plan(s) and their its associated fees costs.</p>	<p>Editorial.</p>
	<p>3.2.2 <u>The HDPRF may only be used for GSA Health and Dental Plan purposes.</u></p>	
	<p>3.2.3 <u>The administration of the HDPRF shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, GSA Health and Dental Plan Reserve Fund).</u></p>	<p>Addition to note movement of remainder of Bylaw to Policy.</p>
<p>3.3 Administration of the HDPRF</p>		<p>Moved remaining sections to GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund (see below).</p>
<p>3.4 Access to the HDPRF</p>		

Part XII, Health and Dental Plan: Proposed Revisions

Current Bylaw Headings	Proposed Changes <i>(Additions Underlined and Deletions Noted by a Strikethrough)</i>	Rationale / Background
Part XII, Health and Dental Plan	Part XII, <u>GSA</u> Health and Dental Plan	Editorial.
1. Definitions	1. <u>General</u>	Editorial, reflecting movement of Bylaw to Policy.
	<p>1.1 In this Bylaw, "Plan" shall refer to the "GSA Health and Dental Plan", which the GSA membership determined in its a referendum of October 8 and 9, 2003 to be its group Health and Dental Plan, and all of its amendments that shall be the object of this Bylaw. <u>The GSA shall have a "GSA Health and Dental Plan", as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.</u></p> <p>1.2 In this Bylaw, "Agreement" shall refer to the legal document which details the agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan. <u>The GSA shall have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.</u></p> <p>1.3 <u>The administration of the GSA Health and Dental Plan shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).</u></p>	<p>Editorial, reflecting movement of Bylaw to Policy.</p> <p>Editorial, reflecting movement of Bylaw to Policy.</p> <p>Addition to note movement of remainder of Bylaw to Policy.</p>
<p>2. Plan Availability</p> <p>3. Implementation Dates</p> <p>4. Premiums</p> <p>5. Opt-out Provisions</p> <p>6. Opt-in Provisions</p> <p>7. Oversight by GSA Board</p> <p>8. Increases in Premiums</p>		<p>Moved remaining sections to GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund (see below).</p>

GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Proposed Addition

Current Bylaw Heading	Proposed Changes to GSA Bylaw and Movement to GSA Policy (<i>Additions Underlined and Deletions Noted by a Strikethrough</i>)	Rationale / Background
<p>2. Plan Availability</p>	<p><u>1.</u> Plan Availability</p> <p><u>1.1</u> The Plan is only available to members included in Part II, Section 1, of <u>GSA</u> Bylaw who are members as of September of each year that the Plan is in effect and to their spouses and dependents. <u>Members who begin their programs of study in January are able to opt-in to the Plan, along with their partner/spouse and/or dependent children (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions).</u></p>	<p>Numbering changes throughout.</p> <p>Until such times as the University has a mechanism to collect Health and Dental Plan fee for members who are admitted in January, graduate students who begin in January are able to opt-in, as reflected in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions.</p>
<p>3. Implementation Dates</p>	<p><u>2.</u> Implementation Dates</p> <p><u>2.1</u> <i>No change</i></p>	<p>Numbering changes throughout.</p>
<p>4. Premiums</p>	<p><u>3.</u> Fees</p> <p><u>3.1.</u> In this Policy, <u>“Fee(s)” shall refer to the amount of money paid by enrolled graduate students for the Plan. The amount of the Fee includes both Plan premiums and administrative overhead. The Fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, Health and Dental Plan Reserve Fund).</u></p> <p><u>3.2.</u> <u>Fees</u> shall be collected through the University’s regular <u>student</u> fee payment mechanism in September of each year that the Plan is in effect.</p> <p><u>3.3.</u> <u>Fees</u> shall be non-refundable except where a <u>graduate</u> student qualifies to opt-out of the Plan (<u>see GSA Bylaw, Part XII Health and Dental Plan, Section 5, Opt-out Provisions</u>).</p> <p>4.3 The total premium for an individual graduate student covered by the Plan from</p>	<p>The term “premium” has been replaced by “Fee” where appropriate throughout. Numbering changes throughout.</p> <p>Clarification of what the term "Fee" refers to in the remainder of the Policy. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Addition of “student” to the phrase regarding “fee payment” mechanisms recommended by the GSA Accountant for enhanced clarity.</p> <p>Editorial.</p> <p>GSA Council approves the fee as developed in an appendix to the signed Agreement and Section 8 covers</p>

	<p>September 1 to August 31 shall be as specified in the Agreement. Section 8 of this Bylaw describes allowable increases in the Fee.</p>	<p>the approval process associated with all changes to fees.</p>
<p>5. Opt-out Provisions</p>	<p>4. Opt-out Provisions</p> <p>4.1. Enrolled students GSA members enrolled in the Plan may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated through provision of documentation as required by the administrator of the Plan, to the administrator of the Plan during the opt-out period. The opt-out period shall be a minimum of 10 working days following the implementation dates, with specific dates detailed in the Agreement.</p> <p>5.2 The GSA shall remit to any student that opts out of the plan the amount of the premiums and administration fee paid after receiving confirmation from the University that such premiums have been paid.</p>	<p>Numbering changes throughout.</p> <p>Recommend stipulating the process required for opt-outs.</p> <p>Alternate coverage information is provided to StudentCare.net/works rather than the GSA.</p> <p>The term “premium” has been replaced by “Fee” where appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Specific dates with respect to opting out are not detailed in the Agreement.</p> <p>Section 3.2 addresses refunds with respect to opt-outs. Additionally, it is not the GSA that would remit funds (this is a hold-over from when the GSA administered the plan internally) and, in most cases, there would not be actual funds to remit as opt-outs occur prior to fee collection.</p>
<p>6. Opt-in Provisions</p>	<p>5. Opt-in Provisions</p> <p>6.1 GSA members who are not enrolled students may opt in to the Plan during the opt-in period. The opt in period shall be a minimum of three weeks following the implementation dates, with specific dates detailed in the Agreement.</p> <p>5.1. GSA members covered by the Plan may add spouses, common law spouses, and financial dependents spouses/partners and/or dependent children to the GSA Health and/or the Dental Plan by paying additional premiums Fees during the opt-in period.</p>	<p>Numbering changes throughout.</p> <p>Repeats 6.2 and is unclear. Specific dates with respect to opting in are not detailed in the Agreement.</p> <p>The term “premium” has been replaced by “Fee” where appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term</p>

	<p>5.2. The additional premium Fee charged to add a spouse, common law spouse, or one financial dependent a partner/spouse or one dependent child to the Plan shall be no more than the premium Fee for an individual graduate student. The additional Fee charged to add any number of additional financial dependents shall be no more than the Fee for an individual graduate student.</p> <p>6.3 The additional premium charged to add any number of additional financial dependents shall be no more than the premium for an individual graduate student.</p>	<p>“Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Use language consistent with that employed in the Agreement. Link 5.2 and 5.3 (6.2 and 6.3 in the old numbering) for greater clarity.</p>
7-Oversight by GSA Board	<p>6. Oversight by the GSA Board</p> <p>6.1. No change.</p> <p>7.2 The GSAB shall also be responsible for ensuring that all reasonable steps are taken to inform the affected students of the Health and Dental Plan and its details (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.d).</p>	<p>Editorial. Numbering changes throughout.</p> <p>Redundant as captured in 6.1.</p>
8- Increases in Premiums	<p>7. Increases in Fees</p> <p>7.1. Any increase in premium the Fee or modification of coverage must be approved by GSA Council as per on the recommendation of the GSA Board. 8.2 Any annual increase in the total premium Fee exceeding 15% of the previous year’s premium Fee must also be put to a referendum prior to implementation of the premium increase.</p>	<p>Numbering changes throughout.</p> <p>The term “premium” has been replaced by “Fee” where appropriate throughout. The Fee collected from graduate students includes both Plan premiums and administrative overhead and, as such, the more encompassing term “Fee” is accurate. The term “premium” is a holdover from when the GSA office administered the Plan.</p> <p>Recommend linking 8.1 and 8.2 in move from Bylaw.</p> <p>Editorial.</p>
	8. GSA Health and Dental Plan Reserve Fund	<p>New section to reflect movement of Bylaw related to the GSA Health and Dental Plan Reserve Fund from GSA Bylaw, Part X Finances.</p>
3.3 Administration of the HDPRE	8.1. Administration of the GSA Health and Dental Plan Reserve Fund (HDPRE)	<p>New subsection title to reflect movement of Bylaw related to the GSA Health and Dental Plan Reserve Fund from Part X Finances. Numbering changes throughout.</p>

	<p><u>a. To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports;</u></p> <p><u>b. All surpluses from the GSA Health and Dental Plan fees must be transferred into the HDPRF at the end of the fiscal year; must be transferred into the HDPRF;</u></p> <p><u>c. The HDPRF is restricted funding and shall be kept separate from should not be associated with the GSA operating budget; and</u></p> <p>3.3.4 The monies associated with the HDPRF shall be held in a risk-free interest bearing account with a term to maturity of no more than sixty (60) days;</p> <p><u>d. Any interest earned by the HDPRF shall be returned to the HDPRF; and</u></p> <p>3.3.6 The current balance of the HDPRF shall be reported in the GSA Balance Statement.</p> <p><u>e. The HDPRF shall be replenished through the collection of fees in excess of the cost of the Plan upon the approval of GSA Council and on the recommendation of the GSA Board and the GSA BFC.</u></p>	<p>To further enhance sound financial management and planning.</p> <p>Editorial.</p> <p>Editorial.</p> <p>GSA Accountant recommends removal as it is overly specific.</p> <p>Editorial.</p> <p>Currently reported regularly to the GSA BFC, GSA Board, and GSA Council in the Quarterly Financial Reports.</p> <p>Provides for a process for the replenishment of the HDPRF.</p>
<p>3.4 Access to the HDPRF</p>	<p><u>8.2. Access to the HDPRF</u></p> <p><u>a. The HDPRF can only be drawn down once the total fees collected from students are less than Plan premiums and administrative allowances. A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan;</u></p> <p><u>b. No change</u></p> <p><u>c. To draw down the HDPRF, the GSA Board must provide to the GSA BFC information regarding the proposed use of the HDPRF, to the Budget and Finance Committee including information provided must include the anticipated amounts to be drawn down from the HDPRF (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.1.g) and a rolling plan regarding the HDPRF:</u></p> <p>3.4.4 The BFC must deal with the proposal at its next regular meeting or within two (2) weeks of receipt of the request from the GSA Board (quoted in GSA Policy, Standing</p>	<p>Numbering changes throughout.</p> <p>Editorial, to enhance clarity.</p> <p>Editorial and to further enhance sound financial management and planning.</p> <p>No longer needed.</p>

	<p>Committees, Section 4, Budget and Finance Committee, 4.1.g.i.);</p> <p>i. If the BFC finds that the proposal is financially sound, it shall report <u>present</u> the proposal and the financial implications to GSA Council for approval (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.1.g.iii); and</p> <p>ii. <i>No change</i></p> <p>d. <u>GSA Council must approve any proposals the use of funds prior to use of HDPRF funds proposals being finalized and implemented.</u></p>	<p>Editorial.</p> <p>Editorial.</p>
--	---	-------------------------------------

DRAFT

GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund, GSA Bylaw, Part XII, GSA Health and Dental Plan, and GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund IF PROPOSED CHANGES APPROVED BY GSA COUNCIL
PART X FINANCES¹

1 ...

3 GSA Health and Dental Plan Reserve Fund²

3.1 Definitions

3.2.1 For the purposes of this Bylaw, the GSA Health and Dental Plan Reserve Fund shall be referred to as the HDPRF.

3.2 Purpose of the HDPRF

3.2.1 The HDPRF is meant to ensure that all Health and Dental Plan fees paid by graduate students is going towards health and dental coverage. For example, the HDPRF may be used to:

3.2.1.1 Lessen the GSA Health and Dental Plan fee increases from one year to another, acting as a buffer;

3.2.1.2 Expand services or coverage with no or reduced GSA Health and Dental Plan fee increases; and/or

3.2.1.3 Provide other services, or financial adjustments to the GSA Health and Dental Plan and its associated costs.

3.2.2 The HDPRF may only be used for GSA Health and Dental Plan purposes.

3.2.3 The administration of the HDPRF shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, GSA Health and Dental Plan Reserve Fund).

¹ Passed by GSA Council on January 17, 2011 and February 14, 2011 (R20110117.7 and R20110214.1).

² Amended by GSA Council on June 27, 2011 and July 25, 2011 (R20110627.2 and R20110725.2).

GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund, GSA Bylaw, Part XII, GSA Health and Dental Plan, and GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund IF PROPOSED CHANGES APPROVED BY GSA COUNCIL
PART XII **GSA HEALTH AND DENTAL PLAN**³

1 General

- 1.1 The GSA shall have a "GSA Health and Dental Plan", as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.
- 1.2 The GSA shall have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.
- 1.3 The administration of the GSA Health and Dental Plan shall be governed by GSA Policy (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).

³ Amended by GSA Council on June 13, 2005 and July 11, 2005 (R20050613.1 and R20050711.1).

**GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund, GSA Bylaw, Part XII, GSA Health and Dental Plan, and GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund IF PROPOSED CHANGES APPROVED BY GSA COUNCIL
GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund**

Purpose: To outline policies related to the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Scope: This policy outlines the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Related Policies & Bylaws	GSA Bylaws, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund GSA Bylaws, Part XII, Health and Dental Plan GSA Policy, Standing Committees, Section 4, Budget and Finance Committee
Related Forms	

1. Plan Availability

1. The Plan is available to members included in Part II, Section 1, of GSA Bylaw who are members as of September of each year that the Plan is in effect and to their spouses and dependents. Members who begin their programs of study in January are able to opt-in to the Plan, along with their partner/spouse and/or dependent children (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 5, Opt-in Provisions).

2. Implementation Dates

1. The GSA shall implement the plan effective September 1 of each year, in accordance with GSA Bylaw.

3. Fees

1. In this Policy, “Fee(s)” shall refer to the amount of money paid by enrolled graduate students for the Plan. The amount of the Fee includes both Plan premiums and administrative overhead. The Fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, Health and Dental Plan Reserve Fund).
2. Fees shall be collected through the University’s regular student fee payment mechanism in September of each year that the Plan is in effect.
3. Fees shall be non-refundable except where a graduate student qualifies to opt-out of the Plan (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 4, Opt-out Provisions).

4. Opt-out Provisions

1. GSA members enrolled in the Plan may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated through provision of documentation as required by the administrator of the Plan, to the administrator of the Plan during the opt-out period.

5. Opt-in Provisions

1. GSA members covered by the Plan may add spouses/partners and/or dependent children to the GSA Health and Dental Plan by paying additional Fees during the opt-in period.

GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund, GSA Bylaw, Part XII, GSA Health and Dental Plan, and GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund IF PROPOSED CHANGES APPROVED BY GSA COUNCIL

2. The additional Fee charged to add a partner/spouse or one dependent child to the Plan shall be no more than the Fee for an individual graduate student. The additional Fee charged to add any number of additional financial dependents shall be no more than the Fee for an individual graduate student.

6. Oversight by GSA Board

1. The GSA Board is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan (quoted in GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.c).

7. Increases in Fees

1. Any increase in the Fee or modification of coverage must be approved by GSA Council on the recommendation of the GSA Board. Any increase in the Fee exceeding 15% of the previous year's Fee must also be put to a referendum.

8. GSA Health and Dental Plan Reserve Fund

1. Administration of the GSA Health and Dental Plan Reserve Fund (HDPRF)
 - a. To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports;
 - b. All surpluses from the GSA Health and Dental Plan fees must be transferred into the HDPRF at the end of the fiscal year;
 - c. The HDPRF is restricted funding and shall be kept separate from the GSA operating budget;
 - d. Any interest earned by the HDPRF shall be returned to the HDPRF; and
 - e. The HDPRF shall be replenished through the collection of fees in excess of the cost of the Plan upon the recommendation of GSA Council and on the recommendation of the GSA Board and the GSA BFC.
2. Access to the HDPRF
 - a. A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan;
 - b. The HDPRF may not be overdrawn;
 - c. To draw down the HDPRF, the GSA Board must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the HDPRF (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g) and a rolling plan regarding the HDPRF:
 - i. If the GSA BFC finds that the proposal is financially sound, it shall report present the proposal and the financial implications to GSA Council for approval (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g.i); and
 - ii. If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSA Board for reconsideration (quoted in GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g.ii).
 - d. GSA Council must approve any proposals prior to use of HDPRF funds.

**GSA President
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: October 17, 2014

Dear Council Colleagues,

The Fall colours are simply breath-taking. I hope you've taken a chance to enjoy the wonderful environment outside of your classrooms, offices, and labs. Soon enough, it will be white all over the place! Speaking of Fall, I will like to thank all those who came to the **GSA Fall Mix and Mingle**, sponsored by the Alumni Association. This was our first such event but we got enough positive feedback to suggest it's a needed engagement activity. Please look forward to similar events soon! Let me use the next few paragraphs to update you on some key things that have come out of my meetings since the September council meeting.

I spent almost the whole of October 6 in a **quarterly meeting with the new Minister for Innovation and Advanced Education, Don Scott, in Calgary**. This meeting brought together student executives from all post-secondary institutions across Alberta, and several issues including market modifiers, mandatory non-instructional fees (MNIFs), and long-term strategic plan for post-secondary education were discussed. The Minister kept on using the buzzword, "consultation," and he does appear to be interested in what students have to say so let's hope we maintain a strong voice. He did also reiterate the Premier's campaign promise that funding from last year's budget cuts will be restored. We're not sure what form or shape this will take, but it's at least some good news.

In relation to having a strong voice amidst the sporadic changes in government and the Education Ministry, I look forward to the formalization of the **Alberta Graduate Provincial Advocacy Council (ab-GPAC)** before the end of this year. We've been working with our counterparts at the University of Calgary, University of Lethbridge, and Athabasca University have made steps to finalize the legal and financial documents of ab-GPAC. This item was before Council for a vote in September but it was suggested that we postpone it to the October meeting to allow for more focused and engaged discussion. So I will leave it here and wait to answer any questions Councillors may have.

Finally, as most of you know from the GSA Board Strategic Work Plan (SWP), increasing funding opportunities for international graduate students has been one of our priorities for this year. In line with this objective, we sent a letter in conjunction with the University of Lethbridge and Athabasca University GSAs to the then Minister for Innovation and Advanced Education, Dave Hancock, to open up the **Queen Elizabeth II Graduate Scholarships** to international students. We did not receive a favourable response per se, but he did confirm that our request is part of an ongoing discussion around supports for post-secondary learners. We will keep pushing for this and the many other priorities outlined in our SWP. I am happy to answer any questions about any of the meetings I attended since my last report to Council.

Cheers,
Nathan Andrews, GSA President

Please find below a list of meetings I attended between September 20, 2014 to October 17, 2014.

September 20	Alumni Weekend Events
September 22	General Faculties Council
September 23	GSA Budget and Finance Committee
September 23	Board Finance and Property Committee
September 24	GSA Fall Mix and Mingle
September 25	Creating a Health Campus Event
September 25	Celebrate Teaching Event
September 29	Board Learning and Discovery Committee
September 30	Meeting with R Epp, Vice-Provost (Academic)
September 30	Meeting with GSA representative on FACRA
September 30	Meeting with the Dean of Students
October 1	ab-GPAC Phone Meeting
October 2	Meeting with the Dean of FGSR
October 2	Tea and Pool with O Yonge, Deputy Provost, and the SU
October 2	CoSSS Fee Discussion with the SU
October 6	Quarterly Meeting with the Minister of IAE
October 8	CoSSS Fee Discussion with the SU and the Provost
October 8	GFC Academic Planning Committee
October 8	Market Modifiers Discussion with the Provost
October 9	PLLC Lecture with Kim Campbell
October 15	Joint GSA Elections and Referenda Committee and GSA Governance Committee
October 15	Killam Awards Luncheon

**GSA Board
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance
 Date: October 17, 2014

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. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, Financial Manager, and I will be happy to answer any questions or provide more information at the Council meeting.

24 September 2014 GSA Board Meeting

Main Agenda Item:

Actual Expenses for Attendance at the GU15 Conference, from August 5-8, 2014, in Montreal, QC: External Relations Travel Expenses

Motions and Agreements:

Members **AGREED** to post the Actual Expenses for Attendance at the GU15 Conference, from August 5-8, 2014, in Montreal, QC to the GSA website.

01 October 2014 GSA Board Meeting

Main Agenda Items:

Attendance at the Quarterly Meeting with the Minister of Innovation and Advanced Education, October 6, 2014, in Calgary: Estimated Expenses; Discussion with Britta Baron, Vice-Provost and Associate Vice-President (International), Britta Baron; GSA 2014-2015 Budget and Expenditure (Quarterly) Report

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expenses for a representative(s) of the GSA to attend the Quarterly Meeting with the Minister of Innovation and Advanced Education, October 6, 2014, in Calgary, as shown in the attached travel estimate. NA **MOVED**. MoB Seconded. **CARRIED**.

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. NA **Moved**. MoB Seconded. **CARRIED**.

08 October 2014 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund: Changes to GSA Bylaw and Additions to GSA Policy

Motions and Agreements:

That the GSA Board **RECOMMEND to GSA Council**, the proposed revisions to GSA Bylaw, Part X, Finances, Section 3, Health and Dental Plan Reserve Fund AND GSA Bylaw, Part XII, Health and Dental Plan, as presented in the attached triple column document, **effective upon the second reading by GSA Council**. NA **Moved**. SC Seconded. **CARRIED UNANIMOUSLY**.

15 October 2014 GSA Board Meeting

This meeting of GSA Board was cancelled due to no action items on the Agenda.

**GSA Budget and Finance Committee (BFC)
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: October 20, 2014

Dear Council Colleagues,

The GSA BFC met on September 23, 2014 to receive for information and forward to the GSA Board the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. Subsequently, some members of BFC also attended the October 1, 2014 meeting of the GSA Board where the GSA 2014-2015 Budget and Expenditure (Quarterly) Report was received by the GSA Board and forwarded to Council. **This item will be before Council to be received for information at the October 20 meeting. The GSA Financial Team (GSA Director Ellen Schoeck, GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, Director of Operations Heather Hogg, and Director of Services and Governance Courtney Thomas) will be in attendance.**

I would be happy to report further orally.

Respectfully,
Nathan Andrews, GSA President and Chair of GSA Budget and Finance Committee

**GSA Governance Committee (GC)
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: October 17, 2014

Dear Council Colleagues,

The GSA Elections and Referenda Committee is working intensively on a set of proposed GSA Elections Bylaw and Policy changes. One of the key recommendations from the GSA President's taskforce on Elections Bylaw and Policy report was to re-examine the process for appealing a CRO decision during an election or referendum.

A number of the proposed GSA Bylaw and Policy changes related to elections appeals are located in Bylaws and Policies outside the purview of the GSA Elections and Referenda Committee. The Governance Committee mandate is to "advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues." (GSA Policy, Standing Committees, 5.2.a).

The GSA Governance Committee met jointly with the GSA Elections and Referenda Committee on October 15, 2014. GSA Governance Committee members provided their feedback and recommended changes to the Judicial Bylaw and Policy proposals, which include the proposed creation of an Appeals and Complaints Board that would deal with removal of Officers and appeals of CRO decisions.

I would be happy to report further orally.

Sincerely,

Nathan Andrews, GSA President and Chair of the GSA Governance Committee

**GSA Nominating Committee (NoC)
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Lacey Fleming, Vice-Chair of the GSA Nominating Committee
Date: October 17, 2014

Dear Council Colleagues,

The report from the GSA Nominating Committee (NoC) is a summary of discussion/decisions the NoC has made since its last report together with a list of all vacancies filled.

The Bylaw governing the NoC is located in Part V (Standing Committees). Policy governing NoC is found in the sections titled "Nominating" and "Standing Committees." As provided for in its terms of reference, the GSA Nominating Committee (NoC) has been conducting business via e-mail.

Sincerely,

Lacey Fleming, Vice-Chair of the GSA Nominating Committee

Bodies External to the GSA

Council has delegated to the NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to Policy, "advertising may be waived in instances where, in the NoC's view, it is urgent to fill a vacancy" (GSA Policy, Nominating, 5.2).

1) Dean of Education Selection Committee (1 position)

A Selection Committee for the Dean of Education has been struck. The Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, as approved by the General Faculties Council Executive Committee, outlines that the Departmental GSAs in Education will select and forward one name to GSA Council and the representative will be elected by the Graduate Students' Association Council. **SEE ITEM 6 - NOMINEES FOR FACULTY OF EDUCATION DEAN SELECTION COMMITTEE, PAGES 6.0 – 6.2.**

2) Dean of Arts Review Committee (1 position)

A Review Committee for the Dean of Arts has been struck. The Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, as approved by the General Faculties Council Executive Committee, outlines that the Departmental GSAs in Arts will select and forward one name to GSA Council and the representative will be elected by the Graduate Students' Association Council. **This item will be distributed hard copy at Council.**

3) Science Faculty Council (2 positions)

These two positions for graduate student from the Faculty of Science were advertised through the GSA newsletter and five strong applications were received. The GSA Nominating Committee elected **Christos Tzounis (PhD program, Physics) and Pedro Waterton (PhD program, Earth and Atmospheric Sciences)** to serve on the Science Faculty Council.

**GSA Vice-President (Academic)
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Colin More
Date: October 17, 2014

Dear Council Colleagues,

I hope you're having a good fall! I managed to get to the Arctic for a week, which I would recommend to anyone who hasn't been before!

On the political front, it has been a relatively quiet month in terms of ongoing initiatives. In particular, President Samarasekera's **graduate reform action plan** appears to have temporarily disappeared from public view. I expect it is merely being revised somewhat, and will reappear rather soon, but it's oddly missing in discourse right now for an issue of such key importance to us all.

One item that is new is a **discussion between the student groups (both SU and GSA) and administration regarding the structuring of Mandatory Non-Instructional Fees (MNIFs)**. These discussions arose from concerns about the Common Student Space, Sustainability and Services (CoSSS) fee. It is still somewhat unclear what the scope of these discussions will be, or the timeline, but at the least we hope for some degree of clarity and accountability in what CoSSS actually covers. I will keep you posted!

In the meantime, try to enjoy the middle of semester, and the abundance of pumpkin spice beverage options!

Cheers,

Colin More, GSA Vice-President Academic

Please find below a list of meetings I attended between September 20, 2014 to October 17, 2014.

September 22	General Faculties Council
September 30	Meeting with the Dean of Students
October 2	CoSSS Fee Discussion with the SU
October 6	USS-GSA Grad Services
October 7	Code of Student Behaviour Review with the SU
October 9	Health Centre Advisory Group
October 8	Academic Integrity Council
October 8	Market Modifiers Discussion with the Provost
October 9	Alberta Heritage Savings Trust Fund
October 17	Academic Integrity Conference

**GSA Vice-President Student Services
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Megha Bajaj
Date: October 17, 2014

Dear Council Colleagues,

Hope you are well. The past month at the GSA has been comparatively quiet for me. However, research, teaching, and marking student assignments has kept me really busy. Below is an update from some of the meetings I attended since the last meeting of GSA Council.

U-Pass-ETS Advisory Committee: The pilot program for lower U-Pass replacement stickers was discussed. As you may already know, this **pilot program started in September 2014 and students now do not have to pay the full cost of the U-Pass if they lose their sticker. Instead they pay a pro-rated cost.** University administration (the U of A and all other institutions in Edmonton) have finally signed the MoU with transit authorities after extensive review of the document. **Transit authorities have agreed that the pilot program will continue into the Winter 2015 term.** In January 2015, transit authorities will do an analysis of the number of replacement stickers sold during the Fall 2014 term and another analysis will be done at the end of the Winter 2015 term. After that, this committee will review the results of the pilot program and discuss how to proceed forward. I will be part of these discussions, which will happen next year. **The GSA, along with the SU and University administration, will advocate strongly for continuation of this pro-rated cost of replacement stickers for all students.**

A brief update on the **smart fare program** was also given at the meeting. There is a **delay in ETS's initial timeline for the implementation of smart fare due to funding and technical issues.** The **new estimated timeline for implementation** of the smart fare program is now **2019.** I will bring updates on this particular program as and when they are presented.

University Student Services (USS) Meeting: This is a **follow up from my September 2014 meeting report to GSA Council.** The GSA meet with several campus service providers **to discuss strategies to increase student awareness** about various services offered on campus and also to **improve their internal referral process.** The GSA met with representatives from **Writing Resources, CaPS, University Mental Health Services, and the Student OmbudService** and discussed ideas that could help increase student awareness about these services. I will report more on this during my oral report.

Lastly, with Nathan, I would like to **thank everyone who attended the GSA Fall mix and Mingle event** held on September 24. I really **enjoyed chatting with the graduate students and alumni** who attended this event. I found this an **interesting venue to meet with students from other faculties and talk about the varied experience we all have as graduate students on this campus.**

This is all for now. As always please feel free to get in touch with me if you have any questions, concerns or suggestions. See you at Council!

Sincerely,
Megha Bajaj, GSA Vice-President Student Services

Please find below a list of meetings I attended between September 20, 2014 to October 17, 2014.

September 22	U-Pass Subsidy Discussion with the Vice-President (Finance and Administration)
September 23	Joint U-Pass Advisory Committee
September 23	Meeting with B Luth, Vice-Provost
September 24	GSA Fall Mix and Mingle
September 26	University Research Policy Committee
September 26	Physiology Orientation
September 29	Campus Open Space Advisory Committee
September 30	University Research Initiatives Advisory Committee
October 2	Tea and Pool with O Yonge, Deputy Provost, and the SU
October 6	USS-GSA Grad Services
October 14	PAW Steering Committee
October 16	U-Pass Administration

**GSA Vice-President External
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Susan Cake
Date: October 17, 2014

Dear Council Colleagues,

Due to a family matter I have been away for the past week and so my written report to you will be brief but I will report in more detail at Monday's meeting. Here are a few brief highlights from the past month.

Since the last meeting of GSA Council I have had teleconference meetings with the other members of **ab-GPAC to discuss issues related to provincial advocacy on behalf of graduate students and matters associated with the formal establishment of the group**. I look forward to the discussion at GSA Council surrounding the new group!

The **Athletics and Recreation Fee Advisory Committee** has struck a subcommittee to discuss potential increases to the fee. I will continue to actively participate in these discussions and will report to GSA Council on their progression.

As I reported last month, I remain engaged in the early stages of consultation regarding some **upcoming changes to U of A Residences**, including potential fee increases. I will report further as consultation progresses.

Lastly, I likewise remain involved in **meetings with the provincial government surrounding tuition and fees** for post-secondary students in Alberta and am keeping a close eye on all discussions pertaining to tuition, market modifiers, and MNIFs that remain ongoing.

If you have any questions, concerns, or comments please feel free to contact me.

Susan Cake, GSA Vice-President External

Please find below a list of meetings I attended between September 20, 2014 to October 17, 2014.

September 24	GSA Fall Mix and Mingle
September 25	Council on Student Affairs
September 26	Advanced Learning and Community Partnerships
September 30	Tuition and Fees Guidelines Subcommittee
October 1	ab-GPAC Phone Meeting
October 1	Residence Budget Advisory Group
October 2	Residences Advisory Committee
October 2	Tea and Pool with O Yonge, Deputy Provost, and the SU
October 9	PLLC Lecture with Kim Campbell

**GSA Vice-President (Labour)
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Monty Bal
Date: October 17, 2014

Dear Council Colleagues,

Review of the Code of Student Behaviour: I met with some of the SU execs to discuss an SU led proposal which seeks to review the Code of Student Behaviour. The SU execs have argued that there needs to be a comprehensive review of the Code in order to better understand how students interact with the Code. A part of this review, which uses both pro-bono legal counsel and volunteers from the U of A Law School, includes the potential creation of a map which students may be able to use to understand various appeals processes available to them. This allows them to know what their rights are at every step of the appeals process. The GSA Board agreed that it would be an asset to involve a GSA exec in this process as the outcomes may be of use to graduate students. In the upcoming months, I will be working with the SU execs to meet with various parties on campus to access information which the reviewers may need, including working with the U of A Appeals Office and the Ombuds Service.

Mental Health Advisor Committee: I attended the first HCAG committee meeting to discuss the various programs and processes being undertaken on campus with respect to comprehensive wellness. As a part of our discussions, I was able to highlight the importance of family and employment in graduate student lives and how added programs which address these issue areas may be beneficial. The committee members agreed to work in the upcoming year to expand the mandate of the committee to include work safety and mental health as it relates to employment. We will move forward to bringing in organizations on campus who are intimately related to these issue areas to take into account graduate and, more widely, student concerns.

Creating a Healthy Campus: Nathan and I were able to meet representatives from the University Wellness team to discuss the creation of a campus wide initiative to make mental health a top concern for the University in the upcoming year. This includes engaging widely with the University community to discuss what the community feels are the important concerns regarding wellness on campus through a world café. We were also able to advise the University Wellness team about the importance of the presidential transition and why it may be important to get the new president to internalize the importance of the issue as they come into office. As a result of these ongoing processes, we are working to create a new timeline for the world café events in order to best utilize the momentum which may exist as a result of important events and changes on campus.

Finally, as always, if there are any issues related to your RA/TAship, please contact us directly so we can work to help you out.

Thanks,

Monty Bal, GSA Vice-President Labour

Please find below a list of meetings I attended between September 20, 2014 to October 17, 2014.

September 23	GSA Budget and Finance Committee
September 24	GSA Fall Mix and Mingle
September 25	Creating a Health Campus Event
September 25	GFC Facilities Development Committee
September 30	Board Safety, Health, and Environment Committee
September 30	Public Interest Disclosure Act Information Session
October 7	Code of Student Behaviour Review with the SU
October 9	Health Centre Advisory Group
October 9	"Let's Talk" Announcement

GSA Senator
Report to Council for October 20, 2014 GSA Council Meeting

To: GSA Council
From: Gary Barron
Date: October 17, 2014

Dear Council Colleagues,

September was a very busy month for the Senate. We had our regular plenary session, which spans two days and 8 hours of meetings. We discussed a number of initiatives at Senate to engage communities with the University of Alberta across the province. The Chancellor and a number of other Senators have been visiting communities, and hearing about how we might better engage with them on a local level. In September the plenary also coincided with Alumni weekend, so we attended Alumni Awards Night and a number of other events, all of which demonstrated some truly amazing things that University of Alberta graduates have accomplished since their time here. At the Senate plenary I also delivered the GSA report indicating the important role that graduate students play on campus, running tutorials and labs, grading exams, and contributing to research and service.

As I mentioned in my August report, I have been taking part in the Senate Task Force on Community Engagement. I have scheduled two dates during which I will host focus groups. Both focus groups will occur in November, one in Calgary and the other in Edmonton. Results of the focus groups are being kept confidential until the report is complete, but I have been told that so far they are leading to some interesting and useful information.

That concludes my report for this month. See you all on October 20.

Gary Barron, GSA Senator

**GSA Elections and Referenda Committee
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Hamman Samuel
Date: October 17, 2014

Dear Council Colleagues,

The GSA ERC is working intensively on bringing forward an extensive set of proposed GSA Bylaw and Policy changes to GSA Council in November. As set out in the GSA ERC's Mandate "the ERC will review Elections and Referenda Bylaws and Policies annually and make any recommendations to Council through the Board" (GSA Policy, Standing Committees, 9.3.c). Council will recall that as a result of the President's Task Force Report on Elections Bylaw and Policy Report the GSA ERC had an list of election issues to consider when working to review GSA Elections Bylaw and Policy.

ERC met on October 2, 2014 and the main agenda items and topics of discussion and review included:

- CRO and DRO Job Descriptions (Draft 3).
- CRO review and approval of campaign materials.
- Extensive discussion of shifting the term 'slate' to 'teams' for campaigning and current Directly-Elected Officer not running in an election endorsing candidates.
- Proposed establishment of an Appeals and Complaints Board to deal with removal from office of Officers and to hear appeals of CRO decisions.
- Proposed changes to Discipline and Judicial Bylaws and Policies (ie moving issues of attendance out of the current Judicial Policy into a more concrete attendance policy for different positions).
- Extensive review of triple column changes for proposed elections Bylaw and Policy.

ERC members attended an information session on Google Forms on Thursday October 9, 2014:

- ERC members met with the U of A's lead expert on Google Forms to determine whether this voting software would be suitable to use for GSA Elections and Referenda given the technical issues that were experienced with the current GSA Election Software during the 2014 General Election.

ERC also met jointly with the GSA Governance Committee on October 15, 2014 and the main agenda items and topics of discussion and review included:

- A number of the proposed GSA Bylaw and Policy changes related to election appeals are located in bylaws and policies outside the scope of the GSA Elections and Referenda Committee. The Governance Committee mandate is to "advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues." (GSA Policy, Standing Committees, 5.2.a).
- Governance Committee members provided their feedback and recommended changes to the Judicial Bylaw and Policy proposals including the proposed creation of an Appeals and Complaints Board which would deal with removal of Officers and appeals of CRO decisions.

I will be reporting on these discussions orally at the October 20, 2014 meeting of GSA Council.

Feel free to contact me with any questions before the September meeting of GSA Council:
gsa.elections@ualberta.ca.

Best regards,

Hamman Samuel, GSA Chief Returning Officer and Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to Council for October 20, 2014 GSA Council Meeting**

To: GSA Council
From: Ellen Schoeck, GSA Executive Director
Date: October 17, 2014

Dear Council,

As you may be aware, I choose one topic to focus on for the Executive Director's Report to Council each month. This month, following on GSA Council's recent approval of the renewal of the GSA's agreement with Studentcare to act as the provider of the GSA Health and Dental Plan, I would like to share the **list of all the documents that define the GSA as a corporate entity**.

As usual, the detailed weekly Management reports to the GSA Board are attached for your review.

I am happy to answer any questions.

Best,

Ellen Schoeck, GSA Executive Director

Documents that Define the GSA as a Corporate Entity

NAME	SUMMARY	STATUS
<i>Agreements with Expiry Dates</i>		
North Power Plant and Dewey's	<p>2009 Memorandum of Agreement with the Students' Union regarding the operation of Dewey's</p> <p>2010 Memorandum of Understanding with the U of A for use of North Power Plant Space for the Tory Building decant</p> <p>1997 Memorandum of Agreement with the U of A guaranteeing graduate social space in North Power Plant or at another location; 2004 Letter of Confirmation on this MoU from the Dean of Students</p>	<p>Expired August 2012 - conversations and negotiations are currently ongoing</p> <p>Expired - Tory Decant complete</p> <p>No Expiration - conversation regarding Dewey's/NPP underway as part of this MoA</p>
Collective Agreement (AEGS)	Sets out terms of employment for certain graduate students and terms for use of AEGS funds.	Current agreement expires August 31, 2016.

NAME	SUMMARY	STATUS
Graduate Student Assistance Program (GSAP)	Provides for a wide range of personal counselling.	Originally signed December 31, 2010 for a two-year period with the possibility of 4 two-year extensions. Was reviewed and re-signed via email in August 2013. Dependents added in December 2013. Current agreement expires December 31, 2014 but is described by Administration as a rolling plan. Reviewed annually with Administration.
Officers/Directors' Insurance	As a separate corporation from the university, we carry insurance that covers the elected officials, and management.	We doubled our coverage in 2013. Current agreement expires January 28, 2015.
Photocopier Lease	Covers three photocopiers.	Current agreement expires March 20, 2015.
Collective Agreement with NASA covering office staff	Sets out terms of employment for GSA staff.	Signed in April 2012. Current agreement expires April 30, 2015.
Liability Insurance	As a separate corporation from the university, we carry our own General Liability insurance and Directors and Officers insurance.	We doubled our liability insurance in 2012. We are not covered for alcohol use and yet have GSA students groups who have self-reported that they use alcohol: discussions in 2013-2014 with Administration and insurance experts. General Liability insurance expires May 17, 2015. Directors and Officers insurance expires January 28, 2016.
Health and Dental Agreement with Studentcare	Provides for Health and Dental Plan.	Re-signed in 2014. Provider changed in 2012. Current agreement expires August 31, 2020. Review service levels annually.
U of A Financial Services	Stipulates when GSA receives fees collected by the U of A on our behalf.	Re-negotiated and signed in April 2012. Re-negotiated again in 2013 for the academic years 2013-2014, 2014-2015, and 2015-2016. Deals with cash flow issue. Current agreement expires April 30, 2016.
Triffo Lease	Detailed lease covering our use of Triffo office space.	First-ever lease was signed in June 2011; 5-year term, four renewals. Current agreement expires May 30, 2016 (notification of desire to renew must be given 6-12 months before expiry).

NAME	SUMMARY	STATUS
TDIMM	Provides for group auto and home insurance as well as some funding for GSA events.	Current agreement expires October 7, 2016. Funding for the TD Student Service Award continues until 2017.
U-PASS Transit Agreement with the U of A	Governs U-PASS.	Referendum held in March 2013. New agreement signed in September 2013. Current agreement expires in 2017 when the U of A agreement with the City of Edmonton expires. For 2015-16 and 2016-17: "U-Pass Fee per Participating Student per School Term to be negotiated by the University and the GSA" (as noted in the Agreement).
Agreement with the City of Edmonton	Governs U-PASS.	The University, rather than the GSA, signs this agreement with the City and the U of A and the GSA and SU then sign a separate agreement. Current agreement expires in 2017 and an agreement in principle on renewal must be reached between the U of A and City of Edmonton by October 31, 2016.

AGREEMENTS WITH NO EXPIRY DATE (ONGOING)

AGREEMENTS WITH NO EXPIRY DATE (ONGOING)		
Semi-Annual Pay Cycle	Governs AEGS pay cycle	Signed in April 2012. Ongoing with no expiry date.
Banking and signing authorities	Operating account, GICs, investments.	Actively reviewed with BMO in April 2012. Signing authorities reviewed annually.
Campus Food Bank	Regulates GSA involvement with Food Bank.	GSA gives \$9000/annum to Campus Food Bank. Ongoing Memorandum of Understanding with no expiry date.
CAPS and Writing Resources Centre Agreement (Academic Workshop Subsidies)	Provides for subsidy of certain CAPS and WRC courses for grad students.	Annual subsidy of \$5500. Subsidy part of the GSA budget.
Ceridian (Payroll)	GSA staff and elected officials are now paid by direct deposit.	We are very pleased with Ceridian. Outsourcing is cheaper than in-house production of cheques. Agreement signed May 30, 2011. Ongoing with no expiry date.
Direct Deposit	Provides for direct deposit of AEGS cheques and T4A production by U of A.	Signed 2012. Major infrastructure change. Ongoing with no expiry date.

NAME	SUMMARY	STATUS
Info Sharing with Studentcare and University	Allows Studentcare access to graduate students' personal information for strictly defined purposes regarding the GSA's Health and Dental Plan.	Reviewed with the U of A Privacy Officer and Studentcare in 2012 and new agreement signed on May 3, 2013. Ongoing with no expiry date, GSA gives notice of 6 months if wanting to terminate.
Personal Information Sharing Agreement with the U of A	Allows the GSA access to graduate students' personal information for strictly defined purposes, e.g. emailing the newsletter, elections.	Signed in May 2013. Ongoing with no expiry date.
PAW Centre Agreement	Sets out terms of operation of PAW. SU also a signatory to the Agreement.	Signed in April 2012. Need to negotiate business terms with SU (discussion began in December 2013 and continues).
Student Financial Services (formerly UBEF)	UBEF administers the GSA's emergency bursary funds.	2006 AEGS Memorandum of Settlement between GSA/BoG provides for establishment of bursary program with terms of reference developed by GSA and "distributed through the University Bursary Program."

Other Corporate Documents		
Audit (based on Council-approved budget)	As a separate corporation from the university, we hire our own auditor. Requirement of the <i>Post-Secondary Learning Act</i> .	Audit occurs annually in May-June.
Council Bylaws and Policies	Enabled by the <i>Post-Secondary Learning Act</i> .	Comprehensive review began in 2013 and continues.
Management contracts with ED/letters of appointment	Sets out terms of employment for managers.	Standard appointment letter has been reviewed by our lawyers.
Referenda Master File	All referenda questions that actively impact graduate students (eg UPASS, PAW Centre, GSAP, Health and Dental Plan, etc).	Compiled and filed. Ongoing as referenda arise.
Tuition Agreement Letters	Letters from the University stating the tuition increases for the upcoming academic year.	Received annually.

NAME	SUMMARY	STATUS
Agreements with Expiry Dates		
North Power Plant and Dewey's	<p>2009 Memorandum of Agreement with the Students' Union regarding the operation of Dewey's</p> <p>2010 Memorandum of Understanding with the U of A for use of North Power Plant Space for the Tory Building decant</p> <p>1997 Memorandum of Agreement with the U of A guaranteeing graduate social space in North Power Plant or at another location; 2004 Letter of Confirmation on this MoU from the Dean of Students</p>	<p>Expired August 2012 - conversations and negotiations are currently ongoing</p> <p>Expired - Tory Decant complete</p> <p>No Expiration - conversation regarding Dewey's/NPP underway as part of this MoA</p>
Collective Agreement (AEGS)	Sets out terms of employment for certain graduate students and terms for use of AEGS funds.	Current agreement expires August 31, 2014. Negotiations began in March 2014.
Graduate Student Assistance Program (GSAP)	Provides for a wide range of personal counseling.	Originally signed December 31, 2010 for a two-year period with the possibility of 4 two-year extensions. Was reviewed and re-signed via email in August 2013. Dependents added in December 2013. Current agreement expires December 31, 2014 but is described by Administration as a rolling plan. Reviewed annually with Administration.
Officers/Directors' Insurance	As a separate corporation from the university, we carry insurance that covers the elected officials, and management.	We doubled our coverage in 2013. Current agreement expires January 28, 2015.
Photocopier Lease	Covers three photocopiers.	Current agreement expires March 20, 2015.

NAME	SUMMARY	STATUS
Collective Agreement with NASA covering office staff	Sets out terms of employment for GSA staff.	Signed in April 2012. Current agreement expires April 30, 2015.
Liability Insurance	As a separate corporation from the university, we carry our own General Liability insurance and Directors and Officers insurance.	We doubled our liability insurance in 2012. We are not covered for alcohol use and yet have GSA students groups who have self-reported that they use alcohol: discussions in 2013-2014 with Administration and insurance experts. General Liability insurance expires May 17, 2015. Directors and Officers insurance expires January 28, 2016.
Health and Dental Agreement with Studentcare	Provides for Health and Dental Plan.	Provider changed in 2012. Re-signed in 2014. Current agreement expires August 31, 2020. Service levels will be reviewed annually.
U of A Financial Services	Stipulates when GSA receives fees collected by the U of A on our behalf.	Re-negotiated and signed in April 2012. Re-negotiated again in 2013 for the academic years 2013-2014, 2014-2015, and 2015-2016. Deals with cash flow issue. Current agreement expires April 30, 2016.
Triffo Lease	Detailed lease covering our use of Triffo office space.	First-ever lease was signed in June 2011; 5-year term, four renewals. Current agreement expires May 30, 2016 (notification of desire to renew must be given 6-12 months before expiry).
TDIMM	Provides for group auto and home insurance as well as some funding for GSA events.	Current agreement expires October 7, 2016. Funding for the TD Student Service Award continues until 2017.

NAME	SUMMARY	STATUS
U-PASS Transit Agreement with the U of A	Governs U-PASS.	Referendum held in March 2013. New agreement signed in September 2013. Current agreement expires in 2017 when the U of A agreement with the City of Edmonton expires. For 2015-16 and 2016-17: "U-Pass Fee per Participating Student per School Term to be negotiated by the University and the GSA" (as noted in the Agreement).
Agreement with the City of Edmonton	Governs U-PASS.	The University, rather than the GSA, signs this agreement with the City and the U of A and the GSA and SU then sign a separate agreement. Current agreement expires in 2017 and an agreement in principle on renewal must be reached between the U of A and City of Edmonton by October 31, 2016.

Agreements with No Expiry Date (ongoing)

Semi-Annual Pay Cycle	Governs AEGS pay cycle	Signed in April 2012. Ongoing with no expiry date.
Banking and signing authorities	Operating account, GICs, investments.	Actively reviewed with BMO in April 2012. Signing authorities reviewed annually.
Campus Food Bank	Regulates GSA involvement with Food Bank.	GSA gives \$9000/annum to Campus Food Bank. Ongoing Memorandum of Understanding with no expiry date.
CAPS and Writing Resources Centre Agreement (Academic Workshop Subsidies)	Provides for subsidy of certain CAPS and WRC courses for grad students.	Annual subsidy of \$5500. Subsidy part of the GSA budget.
Ceridian (Payroll)	GSA staff and elected officials are now paid by direct deposit.	We are very pleased with Ceridian. Outsourcing is cheaper than in-house production of cheques. Agreement signed May 30, 2011. Ongoing with no expiry date.
Direct Deposit	Provides for direct deposit of AEGS cheques and T4A production by U of A.	Signed 2012. Major infrastructure change. Ongoing with no expiry date.

NAME	SUMMARY	STATUS
Info Sharing with Studentcare and University	Allows Studentcare access to graduate students' personal information for strictly defined purposes regarding the GSA's Health and Dental Plan.	Reviewed with the U of A Privacy Officer and Studentcare in 2012 and new agreement signed on May 3, 2013. Ongoing with no expiry date, GSA gives notice of 6 months if wanting to terminate.
Personal Information Sharing Agreement with the U of A	Allows the GSA access to graduate students' personal information for strictly defined purposes, e.g. emailing the newsletter, elections.	Signed in May 2013. Ongoing with no expiry date.
PAW Centre Agreement	Sets out terms of operation of PAW. SU also a signatory to the Agreement.	Signed in April 2012. Need to negotiate business terms with SU (discussion began in December 2013 and continues).
UBEF	UBEF administers the GSA's emergency bursary funds.	2006 AEGS Memorandum of Settlement between GSA/BoG provides for establishment of bursary program with terms of reference developed by GSA and "distributed through the University Bursary Program."

Other Corporate Documents

Audit (based on Council-approved budget)	As a separate corporation from the university, we hire our own auditor. Requirement of the <i>Post-Secondary Learning Act</i> .	Audit occurs annually in May-June.
Council Bylaws and Policies	Enabled by the <i>Post-Secondary Learning Act</i> .	Comprehensive review began in 2013 and continues.
Management contracts with ED/letters of appointment	Sets out terms of employment for managers.	Standard appointment letter has been reviewed by our lawyers.
Referenda Master File	All referenda questions that actively impact graduate students (eg UPASS, PAW Centre, GSAP, Health and Dental Plan, etc).	Compiled and filed. Ongoing as referenda arise.
Tuition Agreement Letters	Letters from the University stating the tuition increases for the upcoming academic year.	Received annually.

Management Report to the GSA Board, September 24, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on September 17, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Council, dean selection and review committees, U-Pass subsidy from the University, the graduate student lounge in PAW (programming and bookings), ab-GPAC, GSA Fall Mix and Mingle, budget building and quarterly financial statements (meeting of the GSA BFC), IT and infrastructure review/support, ongoing review of the Health and Dental Reserve Fund (HDPFRF) four-year plan and attendant proposed revisions to GSA Bylaw on the Health and Dental Plan and HDPFRF, GSA communications strategy (continued work on the review of the GSA website), ramping up for the application period and adjudication of the Alberta Graduate Citizenship Award, advocacy travel budget.
- **Bylaw and Policy Review** – Bylaw and Policy review (**Editorial:** integrating bylaw and policy into one document (a draft has been prepared and is being reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is underway.
- **Graduate Student Groups:** Planning to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative** and **connecting effectively with constituents. Strategic thinking with respect to hiring a staff member to liaise with departmental/student groups.** Thinking on ways to better acknowledge the contributions and activities of graduate student groups (GSA Awards Night, etc).

Grants and Operations

- **Social Media:** Facebook = 495 likes (up 8 from September 17), Twitter = 271 followers (up 0 from September 17).
- **Grants review and processing:** **Professional Development Awards (based on recently concluded bargaining process \$106,401 is available for each period (but \$102,861 was available for this period due to over-expenditure in period one), of which \$8,555 remains)** and 193 applications submitted this period (30 pending processing), **Childcare Grants (based on recently concluded bargaining process \$44,210 is available for each period, of which \$6,422 remains)** and 26 applications submitted this period (1 pending processing), **Academically-Related Student Group Awards (period opened with \$3,886, of which \$1,687 remains)** and 2 applications submitted this period, **Emergency Bursaries (no periods and, based on recently concluded bargaining process, \$153,068 is available for the fiscal year, of which \$126,231 remains)** and 13 applications submitted since April 1, 2014.

Week in Review – Office Operations:

- Assisting with the lead up to the opening of applications (and subsequent adjudication) for the **Alberta Graduate Citizenship Award** (opening of applications, training session for members of the GSA ASC, etc).
- **GSA Fall Mix and Mingle.**
- Early assistance with respect to planning for **GSA Awards Night 2015.**
- **Council.**
- **Grants processing** and assisting with review of the GSA website.
- **ERC support** and related research.
- Developing a **list of GSA committee members on the GSA website**, and assisting the Nominating Committee with **filling vacancies on several committees** (Dean of Arts Review Committee, Student Library Advisory Council position, FGSR Academic Appeals Committee).

Management Report to the GSA Board, October 1, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on September 24, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Croquet game the Provost's office, review of GSA judicial policy and related bylaws and policies, meeting with R Epp, Council action, dean selection and review committees, review of portfolios, the graduate student lounge in PAW (programming and bookings and preparing for the first meeting of the PAW Strategic Operating Committee), GSA Fall Mix and Mingle (post-event analysis, thanks yous, etc), budget building and quarterly financial statements (preparing for the quarterly financial statements to go to Council), IT and infrastructure review/support, ongoing review of the Health and Dental Reserve Fund (HDPRF) four-year plan and attendant proposed revisions to GSA Bylaw on the Health and Dental Plan and HDPRF, GSA communications strategy (continued work on the GSA website), ramping up for the application period and adjudication of the Alberta Graduate Citizenship Award, advocacy travel budget.
- **Bylaw and Policy Review** – Bylaw and Policy review (**Editorial:** integrating bylaw and policy into one document (a draft has been prepared and is being reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a "definitions" section and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is underway.
- **Graduate Student Groups:** Planning to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.** Thinking on ways to better acknowledge the contributions and activities of graduate student groups (GSA Awards Night, etc).

Grants and Operations

- **Social Media:** Facebook = 500 likes (up 5 from September 24), Twitter = 273 followers (up 2 from September 24).
- **Grants review and processing:** **Professional Development Awards (based on recently concluded bargaining process \$106,401 is available for each period (but \$102,861 was available for this period due to over-expenditure in period one), of which \$6,589.74 remains)** and 197 applications submitted this period (10 pending processing), **Childcare Grants (based on recently concluded bargaining process \$44,210 is available for each period, of which \$6,422 remains)** and 26 applications submitted this period (0 pending processing), **Academically-Related Student Group Awards (period opened with \$3,886, of which \$2,387 remains)** and 1 application submitted this period (2 submitted applications were noted last period; the second application was deemed ineligible), **Emergency Bursaries (no periods and, based on recently concluded bargaining process, \$153,068 is available for the fiscal year, of which \$126,231 remains)** and 13 applications submitted since April 1, 2014. **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- Assisting with the lead up to the opening of applications (and subsequent adjudication) for the **Alberta Graduate Citizenship Award** (opening of applications, training session for members of the GSA ASC, etc).
- Early assistance with respect to planning for **GSA Awards Night 2015.**
- **Grants processing** and assisting with review of the GSA website.
- Organization of **GSA financial records.**
- **ERC support** and related research.
- Assisting the Nominating Committee with **filling vacancies on several committees** (delegates for Senate Committees, Student Library Advisory Council, and Global Education Advisory Committee).

Management Report to the GSA Board, October 8, 2014

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on October 1, 2014:

Strategic

- **Main Issues Dealt With in the Past Week:** Discussions of fees (CoSSS, Student Services, etc) with the SU and the Provost, review of GSA judicial policy and some 8-10 associated bylaws and policies, review of GSA elections and referenda bylaws and policies, early call for talent, Council preparation, review of portfolios, budget building and quarterly financial statements (preparing for the quarterly financial statements to go to Council), ongoing review of the Health and Dental Reserve Fund (HDPRF) rolling plan, GSA communications strategy (continued work on the GSA website), ramping up for the application period and adjudication of the Alberta Graduate Citizenship Award (preparing for a meeting of the GSA ASC), meeting with providers of services for graduate students.
- **Bylaw and Policy Review** – Bylaw and Policy review (**Editorial:** integrating bylaw and policy into one document (a draft has been prepared and is being reviewed), a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is underway.
- **Graduate Student Groups:** Ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, template constitution, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.**

Grants and Operations

- **Social Media:** Facebook = 501 likes (up 1 from October 1), Twitter = 274 followers (up 1 from October 1).
- **Council Remuneration for 2013-2014:** 48 eligible departmental graduate student groups based on GSA Council attendance (\$5000 budget (operating) - \$4400 allocated = \$600 remaining). 41 graduate student groups with bank accounts received \$100 grants; list available for review. 3 had no formal groups, no bank accounts, but able to arrange to provide \$100 grant to department for use of informal graduate student group. 3 departments were eligible but had no group (formal or informal) and no current GSA Councillor. 1 department had no group and there was no response from the current GSA Councillor.
- **Grants review and processing:**
July 1 - September 30 Funding Period: Professional Development Awards (based on recently concluded bargaining process \$106,401 is available for each period (but \$102,861 was available for this period due to over-expenditure in period one), of which \$6,589.78 remains) and 197 applications submitted this period (0 pending processing), Childcare Grants (based on recently concluded bargaining process \$44,210 is available for each period, of which \$6,422 remains) and 26 applications submitted this period (0 pending processing), Academically-Related Student Group Awards (period opened with \$3,886, of which \$2,387 remains) and 1 application submitted this period (2 submitted applications were noted last period; the second application was deemed ineligible), Emergency Bursaries (no periods and, based on recently concluded bargaining process, \$153,068 is available for the fiscal year, of which \$126,231 remains) and 13 applications submitted since April 1, 2014. **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

October 1 - December 31 Funding Period: Professional Development Awards (\$106,401 is available for each period (but \$112,990 was available for this period due to under-expenditure in period two), of which \$105,490 remains) and 15 applications submitted this period (15 pending processing), Childcare Grants (\$44,210 is available

for each period (but \$48,422 was available for this period due to under-expenditure in period two), of which \$4,422 remains; period closed October 1, 2014) and 30 applications submitted this period (30 pending processing), **Academically-Related Student Group Awards (\$3,562.50 is available for each period (period opened with \$4,870.25 due to under-expenditure in period two), of which \$4,870.25 remains)** and 0 applications submitted this period, **Emergency Bursaries (no periods; \$153,068 is available for the fiscal year, of which \$122,231 remains)** and 17 applications submitted since April 1, 2014 (1 pending processing). **Note: the totals provided above do not include the contingency fund of 5% associated with each grant, award, and subsidy.**

Week in Review – Office Operations:

- Assisting with the lead up to the opening of applications (and subsequent adjudication) for the **Alberta Graduate Citizenship Award** (opening of applications, training session for members of the GSA ASC, etc).
- **Grants processing** and assisting with review of the GSA website.
- Organization of **GSA financial and grants records**.
- **ERC support** and related research.
- Assisting the Nominating Committee with **filling vacancies on several committees** (delegates for Senate Committees, Dean Selection and Review Committees, etc).