

GSA Council Meeting AGENDA

Monday, February 24, 2014 at 6:00 pm

Telus 1-34

GSA General Elections Forum

5:00 - 5:45 PM Telus 1-150

A General Election Forum with the Directly-Elected Officer and Councillor-at-Large Candidates for the 2014 General Election will be held on Monday February 24, 2014, from 5:00 - 5:45 PM in Telus 1-150, prior to the GSA Council Meeting.

For Councillors unable to attend the GSA General Elections Forum, a light, vegetarian dinner will be served at 5:15 pm at Telus 1-34.

In accordance with the Standing Orders of Council, **substantive material** (the bulk of agenda materials) is sent to all Council members at least one week prior to the date of the meeting to give members abundant time to review. 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.

OPEN SESSION

1. Roll Call
2. Approval of the 24 February, 2014 Agenda
3. Approval of the Minutes from the 20 January, 2014 GSA Council meeting
Attachments:
 - Minutes from the 20 January, 2014 GSA Council meeting
4. Changes in Council Membership
 - i. Introduction of New Councillors (*If you are new to Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last Council meeting, or if your last Council meeting is approaching, please let us know*)

Presentations and Councillor Announcements

5. Mental Health Center: Satellite Office in Triffo Hall, Introduction to Registered Psychologist Becky Ponting
Brent Epperson (GSA President) will present the guest and the item.
Guest: Becky Ponting (Registered Psychologist, Mental Health Centre - Triffo Hall Satellite Office)
Presentation will begin at 6:15 pm.

Attached Numbered Pages

3.0-3.13

6. Councillor Announcements

Action Items, Elections, Appointments, Special Business

7. Annual Operating and Capital Budgets **AND** Five-Year Budget/Business Plan **Brent Epperson (GSA President), Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will present the item.**

Attachments:

- Outline of Issue: Annual Operating and Capital Budgets and Five-Year Budget/Business Plan 7.0 - 7.1
- Cover Letter from the GSA President to Council 7.2 - 7.3
- Annual Operating and Capital Five-Year Budget Business Plan (2014-2015 to 2018-2019) 7.4 - 7.12
- Operating Budget Narrative 2014-2015 7.13 - 7.28
- Restricted and Other Funding Five-Year Budget Business Plan (2014-2015 to 2018-2019) 7.29
- GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative) 7.30 - 7.32

8. GSA 2012-2013 Budget and Expenditure (Quarterly) Financial Report **Brent Epperson (GSA President), Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will present the item.**

Attachments:

- Outline of Issue: Quarterly Financial Report 8.0
- GSA 2013-2014 Budget and Expenditure (Quarterly) Report High Level Summary 8.1 - 8.2

9. Grant Application Policy and Information: Proposed Revisions to GSA Policy **Megha Bajaj (Vice-President Student Services) will present the item.**

Attachments:

- Outline of Issue: Proposed Revisions to GSA Policy 9.0
- Cover letter from the GSA President to Council 9.1
- Grant Application Policy and Information: Triple Column of Proposed Changes (Current, Proposed, Rationale) 9.2 - 9.7
- Grant Application Policy and Information: Revised Policy if Proposed Changes Approved 9.8-9.17

10. Elections

- i. Nominees for GSA Standing Committees: LRC and BFC **Lacey Fleming (Vice-Chair, NoC) will present the item.**

Attachments:

- Nominees for GSA Standing Committees: LRC

**To Be Distributed
Following Close of
Nominations**

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

Reports

12. President

- i. President's Report
- ii. GSA Board
- iii. Budget and Finance Committee
- iv. Governance Committee

To Be Distributed
To Be Distributed
To Be Distributed
To Be Distributed

a) Nominating Committee

- i. Nominating Committee Report (**presented by Lacey Fleming**)

To Be Distributed

13. Vice-President Academic

- i. Vice-President Academic's Report

To Be Distributed

14. Vice-President Student Services

- i. Vice-President Student Services' Report
- ii. Student Affairs Advisory Committee (joint chair: Vice-President External) (**no meetings this reporting period**)

To Be Distributed

15. Vice-President External

- i. Vice-President External's Report
- ii. Awards Selection Committee

To Be Distributed
To Be Distributed

16. Vice-President Labour

- i. Vice-President Labour's Report
- ii. Negotiating Committee (**no meetings this reporting period, meeting expected to be scheduled soon**)
- iii. Labour Relations Committee (**no meetings this reporting period, meeting expected to be scheduled soon**)

To Be Distributed

17. Senator

- i. Senator's Report

To Be Distributed

18. Speaker

- i. Speaker's Report

To Be Distributed

19. Chief Returning Officer

- i. Chief Returning Officer's Report
- ii. Elections and Referenda Committee

To Be Distributed
To Be Distributed

20. GSA Management

- i. Executive Director's Report

To Be Distributed

Question Period

21. Written Questions

22. Oral Questions

Adjournment

GSA Council Meeting CONSOLIDATED AGENDA

Monday, February 24, 2014 at 6:00 pm

Telus 1-34

GSA General Elections Forum

5:00 - 5:45 PM Telus 1-150

A light, vegetarian dinner will be served at 4:30 pm at Telus 1-150.

A General Election Forum with the Directly-Elected Officer and Councillor-at-Large Candidates for the 2014 General Election will be held on Monday February 24, 2014, from 5:00 - 5:45 PM in Telus 1-150, prior to the GSA Council Meeting.

For Councillors unable to attend the GSA General Elections Forum, a light, vegetarian dinner will be served at 5:15 pm at Telus 1-34.

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Attachments:
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 - i. Introduction of New Councillors (*If you are new to Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last Council meeting, or if your last Council meeting is approaching, please let us know*)

Presentations and Councillor Announcements

5. Mental Health Center: Satellite Office in Triffo Hall, Introduction to Registered Psychologist Becky Ponting
Brent Epperson (GSA President) will present the guest and the item.
Guest: Becky Ponting (Registered Psychologist, Mental Health Centre - Triffo Hall Satellite Office)

Attached Numbered Pages

3.0-3.13*
**previously distributed*

Presentation will begin at 6:15 pm.

6. Councillor Announcements

Open Session: Action Items, Elections, Appointments, Special Business

7. Elections

- i. Nominees for GSA Standing Committees: LRC

Lacey Fleming (Vice-Chair, NoC) will present the item.

Attachments:

- Nominees for GSA Standing Committees: LRC

7.0

- ii. Nominees for the Advisory Search Committee for the President

Lacey Fleming (Vice-Chair, NoC) will present the item.

Attachments:

- Nominees for the Advisory Search Committee for the President
- Advisory Search Committee for the President: Terms of Reference

7.1 - 7.5

7.6 - 7.12

Closed Session: Action Items, Elections, Appointments, Special Business

8. Athletics and Recreation Fee: Proposed Increase

Brent Epperson (GSA President) will present the item.

Attachments:

- Distributed to Council via email February 21, 2014

Open Session: Action Items, Elections, Appointments, Special Business

9. Annual Operating and Capital Budgets **AND** Five-Year Budget/Business Plan
Brent Epperson (GSA President), Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will present the item.

Attachments:

- Outline of Issue: Annual Operating and Capital Budgets and Five-Year Budget/Business Plan
- Cover Letter from the GSA President to Council
- Annual Operating and Capital Five-Year Budget Business Plan (2014-2015 to 2018-2019)
- Operating Budget Narrative 2014-2015
- Restricted and Other Funding Five-Year Budget Business Plan (2014-2015 to 2018-2019)
- GSA 2014-2015 Restricted and Other Funding Budget and Expenditure Report (Narrative)

9.0 - 9.1*

9.2 - 9.3*

9.4 - 9.12*

9.13 - 9.28*

9.29*

9.30 - 9.32*

**previously distributed as Item 7*

10. GSA 2012-2013 Budget and Expenditure (Quarterly) Financial Report
Brent Epperson (GSA President), Ellen Schoeck (GSA Executive Director),

Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will present the item.

Attachments:

- Outline of Issue: Quarterly Financial Report
- GSA 2013-2014 Budget and Expenditure (Quarterly) Report High Level Summary

10.0*
10.1 - 10.2*
**previously distributed
as Item 8*

**11. Grant Application Policy and Information: Proposed Revisions to GSA Policy
Megha Bajaj (Vice-President Student Services) will present the item.**

Attachments:

- Outline of Issue: Proposed Revisions to GSA Policy
- Cover letter from the GSA President to Council
- Grant Application Policy and Information: Triple Column of Proposed Changes (Current, Proposed, Rationale)
- Grant Application Policy and Information: Revised Policy if Proposed Changes Approved

11.0*
11.1*
11.2 - 11.7*

11.8 - 11.17*
**previously distributed
as Item 9*

12. Special Business (none at this time)

Reports

13. President

- President's Report
- GSA Board
- Budget and Finance Committee
- Governance Committee

13.0 - 13.1
13.2 - 13.4
13.5
13.6

a) Nominating Committee

- Nominating Committee Report (**presented by Lacey Fleming**)

13.7 - 13.8

14. Vice-President Academic

- Vice-President Academic's Report

14.0 - 14.1

15. Vice-President Student Services

- Vice-President Student Services' Report
- Student Affairs Advisory Committee (joint chair: Vice-President External) (**no meetings this reporting period**)

15.0 - 15.1

16. Vice-President External

- Vice-President External's Report
- Awards Selection Committee

16.0
16.1

17. Vice-President Labour

- Vice-President Labour's Report
- Negotiating Committee (**no meetings this reporting period, meeting**)

17.0 - 17.1

iii.	expected to be scheduled soon) Labour Relations Committee (no meetings this reporting period, meeting expected to be scheduled soon)	
18.	Senator	
i.	Senator's Report (none at this time)	
19.	Speaker	
i.	Speaker's Report (none at this time)	
20.	Chief Returning Officer	
i.	Chief Returning Officer's Report	20.0
ii.	Elections and Referenda Committee	20.1
21.	GSA Management	
i.	Executive Director's Report	21.0-21.7

Question Period

22. Written Questions

23. Oral Questions

Adjournment

Meeting Minutes
20 January, 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:

Brent Epperson (President)	Ephrem Zewdie (Biomedical Eng)	Sarah Vela (Humanities Computing)	Therese Saoeniaks (Phys Ed and Rec)
Colin More (VP Academic)	Syed Shakeeb Ahmed (Business MBA)	Mahima Kumar (Internetworking)	Roshan Achal (Physics)
Monty Bal (VP Labour)	Shamandeep S Pawar (Business MBA)	Elshan Hasanov (Internetworking)	Burkhard Ritter (Physics)
Hasin Haroon (VP Student Life)	Claire Deng (Business PhD)	Solomon Aomateng (Law)	R Kanyo (Physiology)
Megha Bajaj (VP Student Services)	Virginia Pimmett (Cell Biology)	Keitha Langston (SLIS)	Heather Stewart (Poli Sci)
Daniel Prins (Speaker)	Zhendong Li (Chemistry)	Gooneshwaree Beesoon (SLIS)	Erin Martin (Psychiatry)
Roy Coulthard (Senator/Deputy Speaker)	Jeremy Wohland (Civil and Enviro Eng)	Michael Akinwumi (Math & Stats Sciences)	Allison Hahn (Psychology)
Nathan Andrews (Councillor-at-Large)	Yulia Riabko (Comm & Tech)	Colleen Reid (Med. Microbiology & Immunology)	Ruojng Zhou (Psychology)
Rob Found (Councillor-at-Large)	Pengfei Wang (Comp Lit)	Daya Madhur (Music)	T Sivananthajothy (Public Health)
Zhen Lei (Councillor-at-Large)	Nancy Sandercock (Drama)	Grant Norman (Neuroscience)	Arnold Wong (Rehab Med)
Shiv Vembadi (Councillor-at-Large)	Leanne Labossière (Earth & Atmos Sci)	Micaela Santiago (Nursing)	Yasmin Merchant (Religious Studies)
Shiv Vembadi (Councillor-at-Large)	Laura Brin (Earth & Atmos Sci)	Oksana Zimka (Nursing)	Kyle Kipps (Renewable Resources)
Richard Zhao (Councillor-at-Large/Interim Deputy CRO)	Hasriadi Masalam (Ed Policy Studies)	Chelsea Gordon (Occupational Therapy)	Sarah Prescott (Res Econ and Enviro Sociology)
Michelle Borowitz (Anthro)	Connie Yuen (Ed Psych)	Sudip Subedi (Oncology)	Kerry Rose (Secondary Ed)
Aaron Veldstra (Art and Design)	Sulya Fenichel (Elementary Ed)	Antoinette Nguyen (Pediatrics)	Susan Cake (Sociology)

Jennifer Wang (Biochem)	Amanda Lim (English & Film Studies)	Luis Morales (Pharmacology)	Kelsi Barkway (Sociology)
Michele DuVal (Bio Sci)	Gino Canlas (History & Classics)	Scott Campbell (Pharmacology)	Myriam Bernier (Speech Path and Audiology)
Patricia Leighton (Bio Sci)	Sumit Mandal (Human Ecology)	Emily Douglas (Philosophy)	Rotem Lavy (Surgery)

GUESTS: Caroline Lawson (Exchange Program Coordinator, Education Abroad Program, University of Alberta International), Kerry Mummery (Dean, Faculty of Education & Recreation), and Ian Reade (Director of Athletics, Faculty of Physical Education and Recreation)

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

Approval of Agenda

1. Approval of the 20 January, 2014 Agenda

Members had before them the 20 January, 2014 Agenda, which had been previously distributed on 17 January, 2014.

H Haroon MOVED to approve the agenda. SECONDED by B Epperson.

Motion PASSED UNANIMOUSLY.

Approval of Minutes

2. Minutes

i. Minutes from the 18 November, 2013 GSA Council meeting

Members had before them the 18 November, 2013 GSA Council Minutes, which had been previously distributed on 06 December, 2013, and again on 10 January, 2014.

S Vela MOVED to approve the minutes. SECONDED by H Haroon.

Motion PASSED UNANIMOUSLY.

Changes in Council Membership

3. Changes in Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: G Beesoon (LIS), S Campbell (Pharmacology), D Madhur (Music), G Norman (Neuroscience), S Prescott (Res Eco & Env Socio), Y Riabko (MCAT), N Sandercock (drama), T Sivananthajothy (Public Health), H Stewart (Political Science), and R Wang (Physics).

ii. Farewell to Departing Councillors

This was the last meeting for two Councillors: E Martin (Psychiatry) and B Ritter (Physics).

Presentations and Councillor Announcements

4. UAI - Education Abroad

B Epperson introduced the item and the guest, C Lawson (Exchange Program Coordinator, Education Abroad Program, University of Alberta International).

C Lawson spoke about the Education Abroad Program, and raised the following points:

- Education Abroad (EA) offers over 85 programs in over 35 countries to both graduate and undergraduate students. There are also international programs available through different faculties and departments;

- EA offers exchange programs for either a term or an entire year where students study at partner institutions abroad while paying U of A tuition and transfer their course credits back to the U of A. Graduate students can also conduct research at other institutions through this program;
- EA offers summer programs, mainly of interest to undergraduate students, of 3-6 weeks in length where participants take courses and participate in cultural activities;
- EA offers work experience and internships, some are for credit but most are not. EA works with partner institutions, organizations and companies to offer these internships;
- Faculty-led programs consist of U of A faculty taking U of A students somewhere else in the world for coursework;
- EA also offers E-3 programs, in Berlin and Brazil, where students can combine up to three different experiences (language study, internship, academic courses);
- Over \$500,000 in funding for EA programs and other exchanges exists on campus;
- EA offers individual awards for students that range between \$750-\$3750 depending on the length of the exchange, and can be won by any student participating in a U of A endorsed exchange, even if it is not an EA program;
- Deadline for individual awards just passed, but EA will advertise if a second funding opportunity happens this year;
- Consular Ball Scholarships provide students, usually graduate students, with funding to conduct research abroad;
- UAI also has a risk management coordinator who oversees an off-campus travel policy and the U-GO Off Campus Travel Registry where U of A members can register with the U of A information on where they will be and how to contact them in the event of an emergency;
- UAI also offers an online pre-departure Moodle course for U of A members going abroad; *and*
- For more information, visit the EA website (www.goabroad.ualberta.ca) or email them (goabroad@ualberta.ca).

Following the presentation, there was a question:

- S Mandal asked if students whose supervisors have arranged for them to conduct research outside of Canada were eligible for EA funding
and
- C Lawson replied that all students can apply for the funding so long as their travel is endorsed by the U of A, regardless of whether or not it is an EA program.

There were no further questions.

B Epperson thanked C Lawson.

5. Athletics and Recreation Fee: Information Session on Proposed Increase

Members had before them an outline of issue and Information Provided by the Faculty of Physical Education and Recreation in Response to Information Request from Student Members of ARFAC.

B Epperson introduced the item and the guests, K Mummery (Dean, Faculty of Physical Education & Recreation) and I Reade (Director of Athletics, Faculty of Physical Education & Recreation). B Epperson noted the following:

- When K Mummery had last visited GSA Council in November, the Faculty of Physical Education and Recreation (FPER) had not yet had the chance to respond to the questions about the Athletics and Recreation Fee (ARF) submitted by the student reps on the Athletics and Recreation Fee Advisory Committee (ARFAC); those answers were now before Council members;
- B Epperson thanked K Mummery and I Reade for their excellent ongoing consultation with students regarding the proposed ARF increase; *and*

- Stated that it was the GSA's responsibility to look into the fee increase proposal on behalf of graduate students.

I Reade spoke about the proposed increase to the Athletics and Recreation Fee and raised the following points:

- The ARF is a source of revenue for a partnership that includes numerous partners within the U of A and that runs recreation services, operations and other programming. It has not seen an increase beyond CPI since 1996;
- The operation budget gives Athletics and Recreation (A&R) around \$1,000,000, and the Adopt-An-Athlete program raises another \$450,000;
- A&R's donations and sponsor contributions have also gone up in the last 18 years, and they have already used these sources of funding before coming to students for an increase to the ARF;
- The ARF is used to cover coaching salaries and regular season travel costs;
- The proposed increase amount of \$16.38/term was calculated by looking at the cost of salaries and the current total revenue of the fee, and determining what increase was needed;
- In return for the ARF increase, students will have free admission to all regular season Golden Bears and Pandas events;
- The SU is holding a plebiscite;
- FPER has been undertaking consultations for several months; once the consultation process is done, ARFAC will review the proposal, then it will go to MBAC, which will make comments and pass the proposal to GFC APC which also reviews it, and then it goes to the Board Finance and Property Committee, and finally the Board of Governors for final approval; *and*
- FPER would like student support of the proposal, and hope students will at least begrudgingly say yes to the increase.

Following the presentation, there were a number of questions:

- K Rose asked if the fee is the same for undergraduate and graduate students, and for part-time and full-time students? I Reade replied that the fee amount is based on full-time status, and part-time students will be assessed half as much; undergraduate and graduate students will pay the same amount;
- G Norman asked what the current fee is? I Reade replied that the fee is currently \$129.84 a year, and will rise to \$162.20 a year if the fee is approved;
- G Norman asked when free admission to games for students would be implemented? I Reade replied that free admission would begin in September;
- R Kanyo asked if the fee increase was for general use or for something specific, such as operating PAW? I Reade replied that the ARF is an operating fee that pays salaries, pays for the equipment room, facilities, programming, head coaches, and travel for varsity teams;
- M Duval asked if other than the graduate students on varsity teams, graduate students otherwise involved with FPER would be benefited by the increase (eg, funding their research)? I Reade replied that a very small part already goes to funding graduate students through working with teams as coaches or for funding their research, but probably only around \$25,000 a year. FPER funds graduate students with an additional \$80,000 a year, separate from the ARF. The ARF cannot pay for teaching and instruction so cannot support graduate students in that way;
- H Stewart asked what the difference was between the ARF increase and the PAW fee? K Mummery replied that the PAW fee will come into place when PAW construction is complete, and goes to pay off the PAW mortgage to pay for the building itself, over a term of about 30 years. I Reade elaborated that the PAW fee is a capital fee and does not cover operating costs;

- N Sandercock asked why A&R cannot raise the funds needed by raising the cost of admission to sporting events? I Reade replied that the higher they raise the price, the fewer students will come;
- R Lavy asked if, by having the ARF increased, the fees to access athletics facilities at South Campus could be offset? I Reade replied that construction on South Campus was funded through private partnerships, and those partnerships dictate access and fees for those facilities. K Mummery elaborated that A&R hopes that eventually students will have free access to those facilities, but that would be 10 or more years down the road;
- R Lavy followed up by asking if any of the current ARF goes to South Campus facilities? K Mummery replied that it only goes to athletics or recreation services programming at South Campus, but not to anything that the public can access;
- R Coulthard asked what mechanisms might be put into place to ensure proper consultation about the cancellation of varsity teams in the future, referencing the removal of women's field hockey a few years ago? I Reade replied that he has agreed with the SU to consult immediately as soon as cutting a team became an option for A&R, and would extend that agreement to the GSA. He agrees that a consultation process does need to be in place, but that work must be done to figure out what it will look like;
- A Daignault asked how long the increase would be sufficient to keep the programming running and when students might expect another increase, considering that MNIFs are not regulated? I Reade replied that there is no definitive answer because it would be dependent on what happens with their other sources of funding. I Reade believes using the term 'regulatory framework' might be too strong because ultimately the BoG decides on fee increases - FPER has built in a number of years of funding stability into the fee increase and would not want to ask for another increase for at least five years, but of course cannot guarantee what will happen;
- A Wong asked how much of the fee increase will go into improving facilities, which look like they have not been upgraded in 18 years? I Reade replied that a portion of this increase will be put into improvements, and that some of it will also be put into a reserve to fund replacement of equipment in PAW. But most of the funds are for salaries and operations and there isn't room for paying for improvements. K Mummery elaborated that he thinks the building of the PAW Centre shows that improvements are being made overall to the facilities, even though it is true that some things haven't changed;
- V Pimmett asked what the consultation process is for when new teams are added as there could be huge increases to the budget if a lot of new teams are added? I Reade replied that there is a committee already in place, the Interuniversity Athletics Committee, for adding CIS sports that includes graduate student representation;
- B Epperson spoke to the phrasing of 'regulatory framework', explaining that student lobby groups across the province are pushing for a provincial framework. With the change in Ministers, it is not clear where that item sits but T Lukaszuk was interested in having a framework when he was Minister. The decision now is whether it will be provincial or internal, and the GSA is still working on this issue;
- I Reade stated that he thinks it is a good idea to have regulatory frameworks with a set of criterion within which you make decisions, and who makes the decisions, working within the *PSLA*. It would have helped FPER to get an increase before this point if there had been a body to approach; *and*
- K Mummery concluded by stating that he thinks Athletics and Recreation are important to student life and that all students should value them.

There were no further questions.

B Epperson thanked K Mummery and I Reade.

6. Councillor Announcements

Prepared by M Caldwell, A Gordon, and C Thomas, 20 January 2014

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None at this time.

Action Items, Elections, Appointments, Special Business

7. Changes to GSA Bylaws and GSA Policy RE: Change of Title: Vice-President Student Life to Vice-President External and Student Life - Second Reading of GSA Bylaws, Only Reading of GSA Policy.

Members had before them the outline of issue, cover letter from the GSA President, proposed changes to GSA Bylaw, and proposed changes to GSA Policy, which had been previously distributed on 10 January, 2014. In addition, B Epperson noted that it is a GSA priority to have a Vice-President External and Student Life to help the president with advocacy. Many other GSAs and SUs across Canada have Vice-Presidents External.

MOTION 1 BEFORE COUNCIL: That the GSA Council approve, on the recommendation of the GSA Board, that the title of Vice-President Student Life be changed to Vice-President External and Student Life in the GSA Bylaws (Part IV Officers), as outlined in the attached triple-column document, effective immediately (this is the second reading of the Motion, see the below note).

MOTION 2 BEFORE COUNCIL: That the GSA approve, on the recommendation of GSA Board, that the proposed revisions to GSA Policy on "Officer Portfolios, Section 1, General Qualifications", "Officer Portfolios, Section 2, President", and "Officer Portfolios, Section 5, Vice-President Student Life" be changed to reflect the change in title and duties of Vice-President Student Life to Vice-President External and Student Life as outlined in the attached three-column document, effective immediately.

B Epperson presented the item.

With respect to Motion 1, the following points were raised in discussion:

- S Cake inquired if the term 'VPSL' under point six of 'Qualifications' was a typo. B Epperson replied that it is a typo;
- R Coulthard proposed a friendly amendment to change the title simply to external, given the current situation with working to reform a provincial lobby group, that it would lend external credibility to the person doing that job to be seen as a person who is dedicated to external activities;
- S Cake asked if the portfolio of the Vice-President Student life would conflict with the name change, and if there were any university policies that refer to the Vice-President Student Life; *and*
- B Epperson replied that the GSA is not aware of any conflicts, and that the Vice-President External will continue to serve on the same committees, with the plan being to work out any kinks in scheduling.

R Coulthard MOVED to amend the title change to Vice-President External. Seconded by B Epperson.

Motion PASSED. 1 opposed (Z Li), 1 abstention (H Haroon)

- R Zhao asked if the portfolio would be moving away completely from Student Life and entirely to External
and
- B Epperson replied that the Student Life portfolio would remain with the Vice-President External at this time, filling the same roles and sitting on the same committees, as well as taking on external advocacy.

MOTION 1: That the GSA Council approve, on the recommendation of the GSA Board, that the title of Vice-President Student Life be changed to Vice-President External in the GSA Bylaws (Part IV Officers), as outlined in the attached triple-column document, effective immediately (this is the second reading of the Motion, see

the below note). B Epperson **MOVED**. M Borowitz **Second**. Unanimously passed. 0 opposed, 1 abstention (H Haroon).

MOTION 2. That the GSA approve, on the recommendation of GSA Board, that the proposed revisions to GSA Policy on “Officer Portfolios, Section 1, General Qualifications”, “Officer Portfolios, Section 2, President”, and “Officer Portfolios, Section 5, Vice-President Student Life” be changed to reflect the change in title and duties of Vice-President Student Life to Vice-President External as outlined in the attached three-column document, effective immediately. B Epperson **MOVED**. R Coulthard **Second**. Unanimously passed. 0 opposed, 1 abstention (H Haroon).

8. GSA Board’s 2013-2104 Strategic Work Plan: Update (For Information)

Members had before them a letter from the GSA President, and the 2013-2014 Strategic Work Plan Checklist was displayed on the overheads.

B Epperson presented the item and made the following points:

- In each part of the Board’s Strategic Work Plan (SWP), the GSA executive identified a priority or problem, framed it, and then collaborated with stakeholders to resolve it;
- What is being presented tonight is an update on where each priority currently sits. Each priority is at a different stage because the GSA does not work with the same people on every issue, and there are a lot of different constituencies and stakeholders involved;
- The GSA executive thought they would get all of the priorities resolved during their current terms, but the budget cuts have been a big distraction both to the GSA and to university administration;
- There have been substantial improvements to mental health services across campus, including a new counsellor in Triffo Hall;
- The Department Liaison Initiative has filled Council seats and allowed the GSA to connect with graduate students. The GSA also had good student turn out at the forums held on tuition and fees;
- The outfitting of the PAW graduate student lounge has been completed with the support of the Dean of Students and will save the GSA and students a lot of money;
- Our office team makes sure the GSA executive is prepared when going to meetings, and is as good as any other GSA’s in the country. That strength will be maintained going forward;
- International graduate students (except MBA students) did not see their international fee differential raised more than CPI, which was a big victory for the GSA, but be on the lookout for more proposed increases in the future;
- The GSA was able to obtain flexible lease agreements for graduate students living in University residences after years of negotiation;
- Our advocacy with the Government of Alberta and Board of Governors has been impacted by the dissolution of the Alberta Graduate Council, but we have been with the other GSAs working on putting together a new provincial lobby and advocacy group;
- A number of issues have buy-in from the stakeholders that need to support them to move forward: graduate supervision, professional development, increased funding, and prayer space are all moving forward with support from the appropriate stakeholders on campus;
- It is still unclear what is happening with FGSR reform, and until there is a tangible plan, there is nothing for the GSA to support or speak against, but this issue is important to the future of the institution and the GSA continues to monitor it closely;
- Academic bullying is a big problem on campus, and it is hard to know how to fix it. Simply putting a policy in place may not be enough, and a culture change is necessary. This is a problem

that is bigger than we can likely solve in the next few months, but we are still working hard on this issue; *and*

- In regards to permanent residency services, the GSA has had trouble getting the buy-in from key stakeholders that is necessary to move this item forward, but the GSA is still working on this issue as well.

Following the presentation, there were a number of questions:

- R Coulthard asked if B Epperson had read the graduate supervision report? B Epperson replied that he had seen the last draft, but has not read the completed document. That document will be coming to the GSA soon for feedback. R Coulthard asked if B Epperson thought anything would come of the document, considering that the issue was a 2010 academic year project? B Epperson replied that it was a 2010 project from the GSA's perspective, but that the University has been actively working on the issue since then, and that he hopes to have heard about where the document sits by next Council. The problem is that although the University struck a taskforce and created a document, it will be hard to follow through on the recommendations because the taskforce members are unable to enforce changes. The GSA will have to lobby the University for change to happen;
- S Vela inquired about what arguments had been made against prayer space? B Epperson replied that space is the problem with prayer space. Stakeholders on campus understand that finding space is a priority, and no one was opposed to the issue, but it was hard to convince university administration to put muscle behind the proposal while they were dealing with the budget. The GSA is hopeful to have a memorandum of understanding with the University before the end of the current office term for a couple spaces currently being considered;
- E Douglas asked if Councillors could have access to the chart shown during the presentation to take back to their departments? B Epperson replied that it would be made available; *and*
- S Vela asked what happened to the professional masters programs? B Epperson replied that the GSA is still working on that issue with FGSR, but are unaware of where it sits with regards to university administration. Updates will be given to Council.

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

Reports

10. President

i. **President's Report:**

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted, and B Epperson noted that the Board's SWP Update stood as his oral report.

ii. **GSA Board**

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

iii. **Budget and Finance Committee**

No meetings this reporting period, but will be meeting on 22 January, 2014.

iv. **Governance Committee**

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

11. a) Nominating Committee

i. **Nominating Committee Report**

Members had before them a written report, which had been distributed on 17 January, 2014. In addition, M Duval made the following comments:

- L Fleming and E Schoeck have been working hard on the Early Call for Talent; E Schoeck will speak more to that in the Management Report;
and
- The Nominating Committee filled two seats on external committees this reporting period.

12. Vice-President Academic

i. Vice-President Academic's Report

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted and, in addition, C More noted that there had been a Deans' retreat regarding FGSR reform the weekend of 11 January, 2014, but that he had not yet heard outcomes of the retreat; C More will update Council as soon as he knows more, and asked that Councillors let him know of any concerns they have with anything they hear about FGSR reform.

13. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted, and, in addition, M Bajaj encouraged Councillors to talk to graduate students in their departments about the proposed increase to the Athletics and Recreation Fee.

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

No meetings this reporting period.

14. Vice-President Student Life

i. Vice-President Student Life's Report

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

ii. Awards Selection Committee

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

15. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted, and, in addition, M Bal noted the following:

- The GSA has been working with FGSR and the Provost's Office on Collective Agreement compliance;
- The GSA has asked the Provost to get copies of contracts from every department and faculty and his office is in the process of doing so;
- Once the GSA has those contracts, they can start working on a comprehensive picture of what is happening on campus; *and*
- The GSA is working on establishing a taskforce with HR to look into how graduate students are paid and to address overpayment issues that have been happening in multiple departments.

- ii. **Negotiating Committee**
No meetings this reporting period.
- iii. **Labour Relations Committee**
Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

M Bal MOVED to go into closed session. SECONDED by S Cake.

Motion PASSED UNANIMOUSLY.

C More MOVED to go into open session. SECONDED by G Norman.

Motion PASSED UNANIMOUSLY.

16. Senator

i. Senator's Report

No report was required at this time. In addition, R Coulthard noted the following:

- Senate last met in early December;
- The Chancellor is running round tables to hear from Senators about what people in their communities hear about the University of Alberta; *and*
- The Senate's task force on connecting communities is moving forward.

17. Speaker

i. Speaker's Report

No report was required at this time.

18. Chief Returning Officer

i. Chief Returning Officer's Report

The ERC report stood as the CRO report.

ii. Elections and Referenda Committee

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted.

19. GSA Management

iii. Executive Director's Report

Members had before them a written report, which had been distributed on 17 January, 2014. The report stood as submitted and, in addition, E Schoeck noted the following points:

- The Early Call for Talent is unique in Canada, and is intended to help students interested in running for elected office learn about the roles early on to ease the transition period;
- Last year 18 students came forward and 9 ran for office;
- This year we have 16 students, 7 have said they want to run for CAL first to learn about the GSA;
- All of these individuals go through training courses to prepare them for running for office;
- Councillors should come to a Budget 101 session before February Council so that they are prepared to read the budget documents and vote on them;
- The GSA has helped address issues some Councillors were having getting access to emails to provide information from Council back to members of their departments;
- Councillors should let the GSA office know if they have issues gaining email access to students in their departments; *and*

- Nominations for GSA Elections will open January 27, 2014, and the Elections timeline has been sent out to all graduate students.

Question Period

20. Written Questions

No written questions were received prior to the meeting.

21. Oral Questions

No questions were asked.

Adjournment

The meeting was adjourned at 8:07 pm.

LABOUR RELATIONS COMMITTEE NOMINEES: FOR INFORMATION

PREPARED BY THE GSA NOMINATING COMMITTEE (NoC)
February 24, 2014 COUNCIL

List of Nominees Previously Distributed to Council on February 13, 2014; Advertisement for Positions Previously Distributed via the GSA Newsletter on January 17, 2014

Recommended Motion:

GSA Council is asked to consider the following Motion:

That the GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee (NoC), **receive for information** the newly-elected GSA Council members for the GSA Labour Relations Committee.

Jurisdiction:

Policy Manual, Nominating, 6.6

“The NoC will provide Council with nominations for [...] all GSA standing committees [...]. Additional nominations may be made by Councillors, **in writing**, in advance of the Council meeting where elections will take place.”

No additional nominations were received by the deadline provided of 12 (noon) on Friday February 21, 2014. The candidate presented on this report is therefore declared **elected**.

Nominating Committee Mandate from GSA Policy Manual:

“Nominating, Expectations: Members of the NoC must have a demonstrated ability to be neutral and are expected to act impartially, including declaring conflicts of interest and rising above individual/departmental interests to ensure the **best fit between nominees and vacancies.**”

Governance Committee: Vacancy: TWO TO FIVE MEMBERS OF THE GSA

No set composition yet. In consultation with the LRC Chair (GSA VP Labour) LRC will have approximately 6-9 members-at-large with as broad representation of departments as possible (with no more than two students from any one department), and ideally at least one GSA Councillor.

Continuing Members on this Committee (4): Hannah Madsen (Library and Information Studies), Michal Juhas (Psychiatry), Susan Cake (Councillor, Sociology), Qiang Li (CAL, Chemical and Materials Engineering)

Newly elected GSA Council Members on this Committee:

1. Saeed Nusri (MSc Chemical and Materials Engineering)

GSA NOMINATING COMMITTEE (NoC)
**ADVISORY SEARCH COMMITTEE FOR THE U OF A PRESIDENT (“ONE MEMBER OF THE
GRADUATE STUDENTS’ ASSOCIATION APPOINTED BY THE GSA”)
NOMINEES**

The GSA NoC advertised for this position to all graduate students in the GSA Newsletter and received **three** nominations, including bios and brief resumes by the deadline of Friday February 14, 2014 at 12:00 PM (Noon). As the GSA President (Chair of the GSA Nominating Committee) is one of the applicants, upon advice of the GSA NoC Vice-Chair, **NoC members agreed to refer this vote to GSA Council to ensure neutrality.** GSA Policy governing the NoC states “In any instance where the NoC cannot decide on an appointee to a Council or committee, the matter will be referred to Council” (GSA Policy Manual, Nominating, 5.6).

There will be an anonymous paper ballot vote held at the February 24, 2014 GSA Council meeting

The biographies and brief resumes of all nominees are listed below in alphabetical order. Nominees shall be listed on the ballot in reverse alphabetical order. The Terms of Reference of this Committee found on pages 11.6-11.13 in the attached material.

GSA Policy governing the NoC states “in all cases, nominees will be required to provide a brief resume and bio”(GSA Policy Manual, Nominating, 5.5). **Biographies and brief resumes of the Advisory Search Committee for the President (3 nominees) are ATTACHED on pages 11.2-11.5. Biographies and brief resumes have been attached as received (i.e. not edited).**

1. Gary Barron (PhD program, Sociology)

Biography

I was raised in Calgary where I received bachelor's degrees in sociology and psychology, as well as a master's degree in sociology at the University of Calgary (U of C). I am now in the third year of my doctoral studies and my candidacy is scheduled for March 7. My research to date has been related to mental health, illness, and governance, but I have a broad range of interests related to the production and use of knowledge. My doctoral research examines the politics of university rankings systems. Rankings are transforming immigration policies, student and parent decisions, teaching, research, and other practices within universities and across the higher education sector more broadly. Most research on rankings has critiqued their methods, or simply described people's perceptions of their effects. My research will examine the institutionalized processes by which rankings are made, and through which they take effect by doing an institutional ethnography of rankings publishers and universities. Outside of the university I enjoy applying my academic training as a consultant, spending time with my partner, walking my dog, and cycling.

Resume

As an undergraduate I served as the Sociology Student's Association events coordinator for two years, organizing a number of academic, social, and fundraising events. I also worked full-time or near full-time hours; first at Costco as a customer service representative, and then as a support worker for adults dually diagnosed with intellectual disabilities and psychiatric conditions. I also worked as a research assistant with the former Alberta Mental Health Board, now Alberta Health Services Addiction and Mental Health, until Summer 2012. At the master's level I served on the Sociology Graduate Student Caucus (SGSC) graduate studies committee and took part in a process to revise the doctoral candidacy exams. I also served as the SGSC chair, acting as a liaison with faculty in regard to student concerns, as well as many other duties. Outside of my home department I served with the Graduate Student Association's (GSA) committee that revised their bylaws. In 2012, I was elected Sociology Graduate Student Association President, and I was the Canadian Sociological Association Student Concerns Committee Western Canada Representative for 2011 to 2013. This past year I have served on the University of Alberta General Faculties Council, Academic Standards Committee, and Subcommittee on Standards. I was recently a research assistant to the University of Alberta Provost's Fellow examining effective practices in graduate student mentorship and success. During that term I had the opportunity to investigate local and global issues related to the graduate student experience, career outcomes, and the University more broadly. I am interested in serving on this committee as it pertains directly to my personal interests in advocating for students and the University, as well as my doctoral research. I believe my service, recent work, and ongoing research will allow me to make a valuable contribution to this committee, to graduate students, and the University of Alberta.

Please take note that I will not be able to attend the meeting on April 14 as my partner and I have already planned and paid for a vacation at that time. I will also have to miss the May 12 meeting as it corresponds with a major rankings conference in London that I must attend for my doctoral research because it will be hosted by the people who created the Academic Ranking of World Universities (first global university rankings) and the "Berlin Standards" for rankings. I will have email access and a laptop with me to remain abreast of committee work.

2. Brent Epperson (PhD program, Political Science)

Biography

I am a Ph.D. Candidate in political science, researching the role of the media in health care reform outcomes. I am currently serving as GSA President and previously served as the GSA Vice-President Labour. Working closely with my team of elected officials and the professional GSA staff, during two terms as a GSA elected official, my team and I have improved graduate student engagement, increasing voter turnout, filling formerly empty GSA Council seats, and attracting broad participation in public forums on university and provincial policy issues. Through advocacy to the university administration and the Board of Governors, my team and I have achieved better funding, flexible lease agreements, and improved mental health services for graduate students. We further persuaded the university to review graduate supervision and not pursue a substantial increase to international tuition fees. In ongoing projects, we are working closely with the Faculty of Graduate Studies to enhance professional development for graduate students. I have consistently sought to advance graduate student interests, serving on a range of university and Board committees, while simultaneously pursuing my research, teaching, and acting as a teaching assistant for courses at Campus Saint-Jean and the Department of Political Science. I am available for the meeting dates of the presidential search committee and would be grateful for the opportunity to serve.

Resume

I am a Ph.D. candidate in the Department of Political Science, specializing in comparative politics and Canadian politics. I earned my BA (Hons) in Political Science, French and Spanish literature in 2007 and my Master of Public Administration (MPA) in 2009 from the University of Montana. My Ph.D. dissertation examines the role of the media in health care reform outcomes, offering valuable insights into media influence for researchers, policy-makers and health reform activists.

I am seeking the nomination to serve on the search committee for the next president of the University of Alberta because the next president will have substantial influence on the future of graduate education. In my service as GSA President and Vice-President Labour and in other public engagement on post-secondary education issues, I believe I have demonstrated the leadership, commitment, and collaborative spirit necessary to advance the interests of graduate students within the context of broader university and provincial interests. If

nominated, I will work to ensure that graduate student priorities are effectively taken into account and that the search committee recommends a candidate who will help the U of A realize its full potential as a quality, affordable, and accessible public research university.

3. Joshua G Pemberton (PhD program, Biological Sciences)

Biography

I was born and raised in Edmonton where my father has worked as a Professor in the University of Alberta's Department of Earth & Atmospheric Sciences since 1982. Upon receiving my BSc Hon from the U of A (2009), I spent a summer as Research Assistant in the Department of Pathology & Molecular Medicine at Queen's University (Kingston, ON) prior to returning to the U of A to start a PhD in the highly-respected Department of Biological Sciences. During my time as a PhD student I have volunteered extensively within my home Department, serving as the President (2013/04-Present) and Vice President (2012/03-2013/03) of the Biological Sciences Graduate Student Association (BGSA), and as the graduate student representative on the Graduate Program and Admissions Committee (2013/11-Present), Campus Alberta Innovates Program (CAIP) Chair – Search Committee (2013/10-2014/02), Biological Sciences Department Chair Selection Committee (2012/10-2013/03), Departmental Council (2012/09-Present), Adjunct Committee (2012/04-Present), and Physiology, Cell & Developmental Biology Research Interest Group Council (2011/06-Present). Furthermore, I was elected as the Student Councilor for the Canadian Society of Zoologists (CSZ; 2011/05-2013/05) and served as the organizer (2010/09-2011/03) for the Dr. Richard E. Peter Biology Conference (formerly Biological Sciences Graduate Student Research Days) held on March 17-18th, 2011. Outside of academics, I have volunteered as a Football coach with the Harry Ainlay High School Senior Men's Football Team (2005/08-2012/11) and the Edmonton Mustangs Football Team (Capital District Minor Football Association; 2008/02-2012/02) prior to being invited to work as the Assistant Offensive Line Coach with the University of Alberta Golden Bears Football Team last season (2012/12-2014/01).

Resume

I am in my 5th year as a PhD Student (2009/09-Present) in the Department of Biological Sciences under the supervision of Professor John P. Chang. Our research has focused on understanding the mechanisms underlying the hormonal control of growth and reproduction at the cellular level using a basal vertebrate study model, the goldfish (*Carassius auratus*). Throughout my PhD, I have taught a variety of introductory and advance laboratory courses, presented my work at national and international meetings, and engaged in collaborations with researchers from high-profile researchers at other institutions. These experiences, In addition to actively searching for a post-doctoral program, have given me a broad understanding of how basic and applied research is done as well as a unique perspective on the requirements for building a successful graduate training experience. As a result, I am extremely interested in serving on the Advisory Search Committee for the University of Alberta President because I

want to learn more about the rigors of organizing a world-renowned research institution and, more importantly, I want to ensure that excellence in graduate training remains as the foundation for the University of Alberta's long-term goals. Based on the preliminary schedule, I will be available to attend all of the proposed committee meetings and, in general, I am fortunate to have a flexible schedule that is amenable to participating in these types of involvements.

JAN 17.6 2014

University Governance
3-04 South Academic Building (SAB)
University of Alberta
Edmonton, Alberta, Canada T6G 2G7

Tel: 780.492.1745/4262
www.governance.ualberta.ca

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JAN 17 2014

GRADUATE STUDENTS ASSOCIATION

Date: Thursday, January 16, 2014

To: Brent Epperson
President, Graduate Students' Association

From: Marion Haggarty-France
University Secretary, and Secretary, Advisory Search Committee for the President

c: Douglas Goss, QC, A.O.E, Chair, Board of Governors

Re: **Advisory Search Committee for the President - Request for One member of the Graduate Students' Association to Serve**

As you know, President Samarasekera's second and final term will conclude on June 30, 2015 and the Board is in the early stages of recruiting her successor. The Advisory Search Committee for the President (*the Committee*) will begin meeting in March 2014 and, accordingly, the process to begin populating the Committee must begin now so that the Committee will be ready to launch by this date.

The composition of the Advisory Search Committee for President includes the following:

- Chair of the Board of Governors as Chair of the Committee
- Chancellor
- Two members of the Board of Governors appointed by the Board
- Three faculty members (*see procedure regarding eligibility*) elected by the faculty and the appointed academic staff representatives on GFC.
- One Dean elected by Deans' Council
- One Chair elected by Chairs' Council
- One member of the AASUA appointed by the AASUA
- Two members of the Students' Union appointed by the Students' Council
- One member of the Graduate Students' Association appointed by the GSA
- One member of the Non-Academic Staff Association as appointed by NASA
- One member of the Alumni Association appointed by the Alumni Association

The composition of the Advisory Search Committee for the President includes one member of the Graduate Students' Association appointed by the GSA. Please, therefore, arrange for the appointment of your member to serve on this Committee and advise me who the representative will be no later than March 10, 2014.

There will be a number of meetings of the Advisory Search Committee as outlined in the anticipated meeting schedule. Given the importance of this Committee and its expected demands, members of this committee will be asked to be as flexible as possible in order to meet its needs.

*Meeting Schedule**

Meeting	Date	Time	Activity
1	March 17, 2014	afternoon	1 st Committee Meeting
2	April 14, 2014	full day	2 nd Committee Meeting
3	May 5, 2014	full day	3 rd Committee Meeting
4	May 12, 2014	full day	4 th Committee Meeting
5	June 16, 2014	afternoon	5 th Committee Meeting
6	August 25, 2014	morning	6 th Committee Meeting
7	September 8, 2014	full day	7 th Committee Meeting – shortlist
8	September 22, 2014	full day	8 th Committee Meeting – short-list
	October – December 2014	TBD	Interview Dates And decision meeting

- *Please note: given the nature of the Presidential search process, the published schedule may change from time to time depending on the needs of the committee. While we will give as much notice as possible with respect to any schedule changes, flexibility will be expected and patience required!*

The Search Procedure for the President as well as the position definitions and eligibility details of this 15-member Advisory Search Committee for the President can be accessed on-line under the University of Alberta Policies and Procedures On-Line (UAPPOL):

- Presidential Search Procedure:
<https://policiesonline.ualberta.ca/policiesprocedures/procedures/search-procedure-for-president.pdf>
- and
- Presidential Search and Review Procedures (Appendix A): Committees for President Position Definitions and Eligibility:
<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Search-Procedure-for-President-Appendix-A-Committees-for-President-Position-Definitions-and-Eligibility.pdf>

Should you have any questions, please feel free to contact me.

Marion Haggarty-France



Approval Date: December 11, 2009

Last Revision Date: December 13, 2013

Parent Policy: Recruitment Policy

Presidential Search Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs.

Purpose

To detail the procedure for search and selection of the University President.

PROCEDURE

- 1) COMPOSITION OF SEARCH COMMITTEE FOR PRESIDENT
 - a) A search committee shall be organized in accordance with the *Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility (UAPPOL)*.
 - b) The University Secretary is responsible for drawing together the search committee and for ensuring that the committee positions are properly replenished.
- 2) ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF SEARCH COMMITTEE
 - a) NOMINATIONS
 - i) The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** through a notice as set out in 2(a)(ii) of the following:
 - Nominations for certain categories of academic staff who do not hold administrative positions, are being sought;
 - Nominations must be received by University Governance by a specified date;
 - Nominees must agree to let their name stand; and
 - All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.
 - ii) The notice shall be published in *Folio*; however, the Secretary (or delegate) is permitted to use alternate means (for example, electronic mail or the web) if circumstances warrant such means.
 - At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations.
 - b) NUMBER OF BALLOTS REQUIRED
 - i) When electing (3) faculty members from **Staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7** (only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible):
 - If there are between four and seven nominees, one election will be held.
 - If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot. In both elections, the three candidates with the highest number of votes will be elected.
 - c) ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a "representation by population" basis and the appointed academic staff representatives.



U of A Policies and Procedures On-Line (UAPPOL)

d) PREPARATION OF BALLOTS

- i) The Secretary (or delegate) will prepare the ballot form with relevant instructions for the election, listing nominees in alphabetical order. Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter.
- ii) Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.
- iii) The ballots will be made available by the Secretary (or delegate) and accompanied by clear voting instructions to ensure successful access to the ballot prior to the election voting deadline.
- iv) When voting for three (3) faculty members from staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.
- v) The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.

e) THE BALLOT COUNT

- i) The Secretary (or delegate) will ensure that the candidates are aware of the election end date and time of ballot tabulation.
- ii) At least 50% of ballots must be received before the ballots will be tallied.
- iii) Each candidate may name a scrutineer to observe the tabulation of election results.
- iv) In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.
- v) After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed.

3) SEARCH PROCEDURES FOR PRESIDENT

- a) The Board will provide the search committee with guidelines and procedures.
- b) The Board will provide the Chair of the Board with compensation and benefits guidelines with respect to the appointment.
- c) The Board Chair will decide whether a search consultant should be retained and may seek advice from the Advisory Search Committee on this matter.
- d) The Search Committee will recommend one nominee to the Chair and Vice-Chair of the Board of Governors, and the Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the nominee, whether his or her compensation and benefits expectations fall within the Board guidelines, and also if the nominee is prepared to cooperate in a systematic assessment of his or her performance during his or her term.
- e) Where the nominee is from outside the University and is also seeking an academic staff appointment, the Search Committee established for the administrative position of President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.
- f) The BHRCC will make a recommendation to the Board of Governors respecting the appointment of the recommended candidate. The Committee shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.
- g) The Chair of the Board of Governors will then present the name of the candidate recommended by BHRCC to the Board of Governors.
- h) The Board may appoint the nominee, or return the matter to the search committee.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Staff Category A1.0, A1.1, A1.6, and their counterparts in A1.5 and A1.7

Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues



FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)

[Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#)

[Presidential Review Procedure \(UAPPOL\)](#)

[Presidential Search Procedure \(UAPPOL\)](#)



Original Approval Date: December 11, 2009

Most Recent Approval Date: December 13, 2013

Parent Policy: Recruitment Policy

Presidential Search and Review Procedures (Appendix A): Committees for President Position Definitions and Eligibility

Office of Administrative Responsibility:	University Governance
Approver:	Board Human Resources and Compensation Committee

COMPOSITION OF ADVISORY SEARCH AND REVIEW COMMITTEES FOR PRESIDENT:

Refer to Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (UAPPOL).

1. PRESIDENT

Chair of the Board of Governors as Chair of the Committee

Chancellor

Two members of the Board of Governors appointed by the Board

Three faculty members from Categories A1.1, A1.6, or their counterparts in A1.5 and A1.7 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 2, elected by the faculty and the appointed academic staff representatives on GFC.

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AASUA appointed by the AASUA

Two members of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association as appointed by NASA

One member of the Alumni Association appointed by the Alumni Association

For a list of staff who are not eligible to serve on the advisory search and review committees for the President, please see Section 2.

2. STAFF WHO ARE NOT ELIGIBLE TO SERVE ON ADVISORY AND REVIEW COMMITTEES FOR PRESIDENT

Staff who are on leave are not eligible to serve on advisory search and review committees for President. The term leave includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment.

Staff who hold the following administrative positions at the time of the initial nomination are not eligible to serve:

Vice-President, Associate or Assistant Vice-President, Dean, Associate or Assistant Dean or Department Chair (excluding those members elected by Deans' Council and Chairs' Council).



U of A Policies and Procedures On-Line (UAPPOL)

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DEFINITIONS

There are no definitions for this Appendix. [[▲Top](#)]

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)

[Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#)

[Presidential Review Procedure \(UAPPOL\)](#)

Outline of Issue (GSA Council)

Annual Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019)

Background:

At the meeting of January 22, 2014, and with an amendment via email on January 30, 2014, **the GSA Budget and Finance Committee reviewed and advised upon** the Annual Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and **unanimously recommended** to Council the Annual Operating and Capital Budget (2014-2015) and the Restricted and Other Funding Budget (2014-2015).

At the meeting of February 5, 2014, **the GSA Board unanimously recommended to Council that it approve**, having been unanimously recommend by the GSA BFC, the Annual Operating and Capital Budget (2014-2015) and the Restricted and Other Funding Budget (2014-2015). **The GSA Board also unanimously recommended to Council that it receive for information**, having been reviewed and advised upon by the GSA BFC, the Operating and Capital Five-Year Budget/Business Plan and Restricted and Other Funding Five-Year Budget/Business Plan.

For your information, the relevant jurisdiction for GSA BFC and GSA Board can be found on page 7.1.

Suggested Motions for GSA Council:

Motion 1: That the GSA Council **APPROVE**, having been unanimously recommended by the GSA BFC and the GSA Board, the Annual Operating and Capital Budget (2014-2015) (found on pages 7.4 to 7.12 in the attached material in the "2014-2015 Budget for Approval" **column bordered in red on each page**) and the Restricted and Other Funding Budget (2014-2015) (found on page 7.29 in the attached material in the "2014-2015 Budget for Approval" **column bordered in red**).

and

Motion 2: That the GSA Council **RECEIVE FOR INFORMATION** (having been reviewed and advised upon by the GSA BFC and unanimously recommended by the GSA Board) the Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019) (pages 7.4 to 7.12 and 7.29 in the attached material).

Jurisdiction for GSA Council:

GSA Bylaw, Part X, Section 1.1:

"The BFC will advise and recommend to Council via the GSA Board on the annual budget. The GSA Board will forward BFC's recommendation with its own recommendation to Council."

GSA Bylaw, Part X Section 1.2:

"Council will receive a recommendation on the annual operating and capital budgets, together with a recommended five-year budget and business plan, no later than its March regular meeting."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.j:

"In planning and managing its budget, the GSA will ... propose to Council a budget that represents all aspects of the GSA's operations."

Prepared by M Caldwell, C Thomas and E Schoeck for GSA Council February 24, 2014

Jurisdiction for BFC:GSA Bylaw, Part X, Section 1.1:

"The BFC will advise and recommend to Council via the GSA Board on the annual budget."

GSA Policy, Standing Committees, Section 4.2.e:

"BFC shall make recommendations to Council on the annual operating and capital budgets."

GSA Policy, Standing Committees, Section 4.2.d:

"BFC shall review and advise on the rolling five-year capital plan."

Jurisdiction for GSAB:GSA Bylaw, Part X, Section 1.1:

"The GSA Board will forward BFC's recommendation with its own recommendation to Council."

GSA Bylaw, Part X Section 1.2:

"Council will receive a recommendation on the annual operating and capital budgets, together with a recommended five-year budget and business plan, no later than its March regular meeting."

Other Relevant Jurisdiction:GSA Bylaw, Part II, Section 2.2:

"Membership fees shall be indexed annually to inflation as measured by the Alberta Consumer Price Index."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.a:

"In planning and managing its budget, the GSA will ... be open and transparent, encouraging comprehensive input and consultation from both its Board and Budget and Finance Committee (BFC)."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.b:

"In planning and managing its budget, the GSA will ... take into account the GSA's vision, mission and mandate which are based largely on the GSA's duties as set out in the Post-Secondary Learning Act, and be guided by the GSA's Strategic Work Plan."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.c:

"In planning and managing its budget, the GSA will ... ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.e:

"In planning and managing its budget, the GSA will ... facilitate long-term planning by developing a five-year rolling plan for revenue and expenditure."

GSA Policy, Budget Principles, Practices, and Procedures, Section 1.1.f:

"In planning and managing its budget, the GSA will ... enable provision of the key financials, budget projections, information notes and any other documentation required by Council, the GSA Board, BFC, or the GSA's Auditor."

GSA Policy, Budget Principles, Practices, and Procedures, Section 2.1:

"The Unrestricted and Restricted Operating Budget will be organized into broad budget divisions which are presented to BFC, the Board, and Council in both the quarterly reports and the annual five-year budget and business plan."

To: GSA Council
From: Brent Epperson, GSA President
RE: Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

Dear Colleagues,

I am pleased to present the GSA's 2014-2015 annual operating and capital budgets together with the GSA's five-year (rolling) budget/business plan. At their meeting of January 22, 2014, the GSA BFC recommended to Council the annual operating and capital budgets and reviewed and advised upon the five-year budget/business plan (an amendment was made by email on January 30, 2014). The GSA is in excellent financial shape and we again show a positive balance after three years of deficit budgets during our extensive re-build of the GSA which began in 2010.

We have come a long way since 2010 when the GSA was at a low point. Our management and staff are top-notch, our infrastructure has been modernized and our bylaws and policies have been about 80% overhauled. We have attracted excellent representatives from amongst the graduate student population at all levels, and I am particularly proud of the Vice-Presidents I serve with.

The attached budgets and business plan would not be before you without our financial team: Chartered Accountant Shirley Ball, Financial Manager Dorte Sheikh, Director of Operations Heather Hogg and Executive Director Ellen Schoeck. Director of Services and Governance Courtney Thomas also participates in aspects of budget planning and Casey Germain is our point person on insurance and infrastructure.

Last year we went through 17 drafts of the budgets and business plan; this year it was 3 drafts – an indicator of our continued evolution. We now have three years of dependable, historical financial information, and this will serve us well into the future in terms of forecasting.

Highlights:

- There is **no fee increase** this year beyond CPI of 1%, as required by GSA Bylaw, the inflation factor is 1% and the enrollment forecast is 0%; these are the same factors used by the University.
- In line with the GSA Board's Strategic Work Plan, we have **increased the GSA Advocacy budget** substantially and funded it largely through under-expenditures in other lines. Our office resources have evolved and streamlined to the point where elected officials

will have support from management and staff for advocacy efforts within the planned budget.

- **Some budget lines have been collapsed.** For instance, “elected officials business travel” has been moved to the advocacy line. “Council security”, a line we will not spend for the next few years, has also been collapsed into the advocacy line.
- There is a new title for the “Early Call” line, where we now also show **transition expenditures**.
- The “**external grants**” line has been resurrected and is budgeted for \$2238. This line was not used for three years, and then suddenly last year we had several requests to sponsor events like conferences, spending some \$1500 from the contingency line. These expenditures are approved by the Board under an approved policy and reported to Council.
- Last year we budgeted \$5000 for **Workers’ Compensation** and will move forward with this expenditure in 2014. For 2014-2015 we also have budgeted for \$21/month/per staff member for inclusion in the **GSAP program**. For 2015-2016 we will explore **medical benefits** for staff and management. These changes align us more closely with the University’s plans.
- We will **no longer be requesting temporary funding from the Provost** for Council remuneration to student groups and academically-related student group awards. This matter was discussed last year by BFC and the consensus was that we should aim to “stand on our own two feet.” We have been able to replace that \$20K from savings in other areas and this is now reflected in the operating budget under GSA service expenses.
- Finally, our **photocopier lease** will expire in 2015. The public photocopier located in the lounge costs us c. \$5000/year and the revenue is c. \$500. The plan is that this photocopier will not be replaced and we will explore options with the University for replacement of the photocopiers used by the GSA office.

The financial team and I look forward to meeting with you!



Brent Epperson, GSA President 2013-2014

Annual Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2013-2014 Budget	2014-2015 Budget for Approval	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2013-2014 Forecast	2012-2013 Actual
REVENUE								
GSA Fees Revenue	1,095,495	1,106,450	1,117,514	1,128,689	1,139,976	1,151,376	1,095,495	908,841
Investment Revenue	18,500	18,685	18,872	19,061	19,251	19,444	18,500	16,103
Other Revenue	1,200	1,212	1,224	1,236	1,249	1,261	17,072	4,233
Total Revenue	1,115,195	1,126,347	1,137,610	1,148,986	1,160,476	1,172,081	1,131,067	929,177
EXPENSES								
Governance	191,620	193,988	196,007	198,051	200,119	202,212	191,520	183,257
Advocacy	15,126	24,202	24,369	24,537	24,707	24,879	13,626	10,652
Human Resources	759,951	767,967	775,646	783,403	791,237	799,149	679,400	597,744
Office Administration	29,865	31,307	31,620	31,936	32,255	32,578	28,604	27,196
Professional	31,700	32,017	32,337	32,661	32,987	33,317	29,999	31,573
Services Expenses	28,113	49,563	49,605	44,835	44,917	44,999	25,395	27,653
Operating/Contingency Fund	15,000	15,000	15,000	15,000	15,000	15,000	15,000	17,621
Sub-total	1,071,375	1,114,043	1,124,584	1,130,423	1,141,222	1,152,134	983,544	895,696
(Expenditures Exceed Revenues) /Revenues Exceed Expenditures	43,820	12,304	13,026	18,564	19,254	19,947	147,523	33,481

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Revenue

	2013-2014 Budget	2014-2015 Budget for Approval	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2013-2014 Forecast	2012-2013 Actual
GSA Fees (see below for detailed calculations)	1,095,495	1,106,450	1,117,514	1,128,689	1,139,976	1,151,376	1,095,495	908,841
Investment Revenue								
Endowment Fund	12,000	12,120	12,241	12,364	12,487	12,612	12,000	11,577
Interest and Investment Income	6,500	6,565	6,631	6,697	6,764	6,832	6,500	4,526
	18,500	18,685	18,872	19,061	19,251	19,444	18,500	16,103
Other Revenue	1,200	1,212	1,224	1,236	1,249	1,261	17,072	4,233
Total	1,115,195	1,126,347	1,137,610	1,148,986	1,160,476	1,172,081	1,131,067	929,177

GSA Fees (Calculations)

Number of Full-time students (estimate)	6,031	6,031	6,031	6,031	6,031	6,031	6,031	5,993
Fees (per annum per student)	154.73	156.28	157.84	159.42	161.01	161.01	153.20	128.20
	933,189	942,521	951,946	961,465	971,080	971,080	923,905	768,365
Number of Part-time students (estimate)	1,493	1,493	1,493	1,493	1,493	1,493	1,493	1,461
Fees (per annum per student)	116.05	117.21	118.38	119.57	120.76	120.76	114.90	96.15
	173,261	174,994	176,744	178,511	180,296	180,296	171,520	140,475
	1,106,450	1,117,514	1,128,689	1,139,976	1,151,376	1,151,376	1,095,425	908,841

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Governance

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2013-2014	2012-2013
	Budget	Budget for Approval	Budget	Budget	Budget	Budget	Forecast	Actual
Elected Officers Stipends								
Elected Officers Stipends (VPs)	117,677	118,853	120,042	121,242	122,454	123,679	117,677	115,200
President Stipend	36,774	37,142	37,513	37,889	38,267	38,650	36,774	36,000
	154,451	155,995	157,555	159,130	160,722	162,329	154,451	151,200
Elected Officials Benefits								
GSA Health and Dental Plan	2,085	1,985	2,084	2,188	2,298	2,413	1,985	1,985
U-Pass	1,845	1,906	1,925	1,944	1,964	1,983	1,845	1,479
	3,930	3,891	4,009	4,133	4,262	4,396	3,830	3,464
Employer Contributions								
Employer CPP Contributions	6,997	7,067	7,137	7,209	7,281	7,354	6,997	6,759
Employer EI Contributions	4,200	4,242	4,284	4,327	4,371	4,414	4,200	3,951
	11,197	11,309	11,422	11,536	11,651	11,768	11,197	10,710
Elected Officials - Other Expenses								
Insurance (<i>Director and Officer Liability Insurance</i>)	1,900	1,950	1,970	1,989	2,009	2,029	1,900	2,652
Transition/Early Call for Talent	3,984	4,524	4,569	4,615	4,661	4,708	3,984	5,509
Appreciation	515	520	525	531	536	541	515	35
Elected Officers Expenses Discretionary	1,685	1,702	1,719	1,736	1,753	1,771	1,685	476
Board and Other Committee Expenses	5,160	5,212	5,264	5,316	5,370	5,423	5,160	3,530
Elected Officials Business Travel	-	-	-	-	-	-	-	-
	13,244	13,907	14,047	14,187	14,329	14,472	13,244	12,202
Council Expenses								
Council/Food /Other Expense	3,350	3,384	3,417	3,452	3,486	3,521	3,350	2,705
Council Security (retain account for future use)	-	-	-	-	-	-	-	-
Election Expenses	2,250	2,273	2,295	2,318	2,341	2,365	2,250	316
Council Speaker Honorarium	2,166	2,188	2,210	2,232	2,254	2,276	2,166	1,650
Chief Returning Officer Honorarium	1,032	1,042	1,053	1,063	1,074	1,085	1,032	1,010
	8,798	8,886	8,975	9,065	9,155	9,247	8,798	5,681
Total	191,620	193,988	196,007	198,051	200,119	202,212	191,520	183,257

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Advocacy

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2013-2014	2012-2013
	Budget	Budget for Approval	Budget	Budget	Budget	Budget	Forecast	Actual
Advocacy								
Government and External Relations	3,030	3,060	-	-	-	-	3,030	611
Elected Officials Business Travel (moved from Governance)	2,043	2,063	-	-	-	-	2,043	779
Council Security (moved from Governance)	1,500	1,515	-	-	-	-	-	965
New Incremental Funding Amount		9,000	-	-	-	-	-	-
New Total for Government and External Relations	6,573	15,639	15,795	15,953	16,113	16,274	5,073	2,355
University Relations	1,030	1,040	1,051	1,061	1,072	1,083	1,030	878
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,523	7,523	7,523	7,523	7,523	7,523	7,523	7,419
	15,126	24,202	24,369	24,537	24,707	24,879	13,626	10,652

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Office - Human Resources

	2013-2014 Budget	2014-2015 Budget for Approval	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2013-2014 Forecast	2012-2013 Actual
Staff Represented by NASA								
Salaries	255,000	247,000	249,470	251,965	254,484	257,029	244,000	242,663
Benefits								
Benefits (8% of salary)	20,400	19,760	19,958	20,157	20,359	20,562	12,500	-
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,085	2,090	2,111	2,132	2,153	2,175	2,000	1,600
	22,485	21,850	22,069	22,289	22,512	22,737	14,500	1,600
Employer Contributions								
Employer CPP Contributions	12,000	10,495	10,600	10,706	10,813	10,921	10,500	10,000
Employer EI Contributions	6,600	5,850	5,909	5,968	6,027	6,088	5,800	5,000
	18,600	16,345	16,508	16,674	16,840	17,009	16,300	15,000
Total for Staff Represented by NASA	296,085	285,195	288,047	290,927	293,837	296,775	274,800	259,263
Management								
Salaries and Merit Pay								
Salaries	343,200	362,000	365,620	369,276	372,969	376,699	300,000	271,923
Merit Pay/Contractual For Management	28,200	28,952	29,242	29,534	29,829	30,128	28,200	27,964
	371,400	390,952	394,862	398,810	402,798	406,826	328,200	299,887
Benefits								
Benefits (8% of salary, excludes merit pay)	27,456	26,160	26,422	26,686	26,953	27,222	20,000	-
RRSP (5% of salary, excludes merit pay)	17,160	16,350	16,514	16,679	16,845	17,014	14,400	11,100
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,085	2,507	2,532	2,557	2,583	2,609	2,300	1,046
	46,701	45,017	45,467	45,922	46,381	46,845	36,700	12,146
Employer Contributions								
Employer CPP Contributions	10,500	10,600	10,706	10,813	10,921	11,030	10,600	9,206
Employer EI Contributions	5,500	6,140	6,201	6,263	6,326	6,389	6,000	6,282
	16,000	16,740	16,907	17,076	17,247	17,420	16,600	15,488
Total for Management	434,101	452,709	457,236	461,808	466,427	471,091	381,500	327,521
Other HR Expenses								
Parental/Other Discretionary Leave	9,500	9,595	9,691	9,788	9,886	9,985	5,300	3,496
Staff Appreciation	2,200	2,222	2,244	2,267	2,289	2,312	1,500	1,767
Vacation Payout	5,000	5,050	5,101	5,152	5,203	5,255	5,000	1,500
Professional Expense Allowance	6,000	6,060	6,121	6,182	6,244	6,306	4,700	2,476
Workers' Compensation	5,000	5,050	5,101	5,152	5,203	5,255	5,000	-
Parking	2,065	2,086	2,107	2,128	2,149	2,170	1,600	1,721
	29,765	30,063	30,363	30,667	30,974	31,283	23,100	10,960
Total	759,951	767,967	775,646	783,403	791,237	799,149	679,400	597,744

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Office Administration and Operational Costs

	2013-2014 Budget	2014-2015 Budget for Approval	2015-2016 Budget	2016- 2017 Budget	2017- 2018 Budget	2018- 2019 Budget	2013-2014 Forecast	2012-2013 Actual
Capital Items	6,000	6,060	6,121	6,182	6,244	6,306	6,000	3,747
Telephone & Cable	4,000	4,040	4,080	4,121	4,162	4,204	3,169	3,545
Swag Purchases	1,525	-	-	-	-	-	-	-
Postage (Courier)	300	-	-	-	-	-	-	-
Printing (outside printing only)	760	-	-	-	-	-	-	-
Miscellaneous Office	1,000	-	-	-	-	-	-	-
Office Supplies	1,650	-	-	-	-	-	-	-
New Total for Office Expenses	5,235	5,287	5,340	5,394	5,448	5,502	4,069	4,579
Repair and Maintenance	810	-	-	-	-	-	-	-
Computer Repair and Maintenance	1,100	-	-	-	-	-	-	-
New Total for Repair and Maintenance	1,910	1,929	1,948	1,968	1,988	2,007	1,870	2,045
Banking Service Charges	500	-	-	-	-	-	-	-
Payroll Service Charges	1,100	-	-	-	-	-	-	-
New Total for Payroll and Banking Service Charges	1,600	1,616	1,632	1,648	1,665	1,682	1,424	1,321
Photocopier Lease (Office)	6,700	6,940	7,009	7,079	7,150	7,222	6,939	6,713
Photocopier Meter (Office)	3,000	4,000	4,040	4,080	4,121	4,162	3,931	4,087
Photocopier Paper (Office)	800	808	816	824	832	841	587	550
Insurance (Office)	620	626	632	639	645	652	615	609
	29,865	31,307	31,620	31,936	32,255	32,578	28,604	27,196

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**NO INCREASE IN THE GSA FEE 1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Professional

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2013-2014	2012-2013
	Budget	Budget for Approval	Budget	Budget	Budget	Budget	Forecast	Actual
Financial Auditing	9,700	9,797	9,895	9,994	10,094	10,195	9,634	11,108
Consultants	2,000	2,020	2,040	2,061	2,081	2,102	365	465
Legal Fees - General	20,000	20,200	20,402	20,606	20,812	21,020	20,000	20,000
	31,700	32,017	32,337	32,661	32,987	33,317	29,999	31,573

Five-Year Budget/Business Plan and Annual Operating and Capital Budgets (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 4

GSA Service Expenses

	2013-2014 Budget	2014-2015 Budget for Approval	2015- 2016 Budget	2016- 2017 Budget	2017- 2018 Budget	2018- 2019 Budget	2013-2014 Forecast	2012-2013 Actual
Grants and Subsidies Expenses								
Academic Workshop Subsidies	7,738	5,500	5,500	5,500	5,500	5,500	5,500	6,672
External Grants	-	2,238	2,200	2,200	2,200	2,200	-	-
Grant Expenses	7,738	7,738	7,700	7,700	7,700	7,700	5,500	6,672
(Formerly Temporary Funding from the Provost)								
Council Remuneration Student Groups	5,000	5,000	5,000	5,000	5,000	5,000	6,812	1,597
Academic Student Group Awards	15,000	15,000	15,000	15,000	15,000	15,000	15,517	23,410
	20,000	20,000	20,000	20,000	20,000	20,000	22,329	25,007
Other Expenses								
AMICCUS-C Membership	525	975	985	995	1,005	1,015	975	412
Food Bank Contract	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Photocopier Lease (Lounge)	3,400	3,400	3,400	-	-	-	3,356	3,356
Photocopier Meter (Lounge)	700	700	700	-	-	-	306	216
Photocopier Paper (Lounge)	750	750	750	-	-	-	258	236
Awards Night	6,000	7,000	7,070	7,141	7,212	7,284	6,000	7,761
	20,375	21,825	21,905	17,135	17,217	17,299	19,895	20,981
	28,113	49,563	49,605	44,835	44,917	44,999	25,395	27,653

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

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees \$1,106,450 budget	<ul style="list-style-type: none"> • The Graduate Students' Association (GSA) is supported by student fees which are assessed and received centrally. The fees received are based on the number of full-time and part-time graduate students attending the UA and the annual fees are approved by GSA Council and the UA Board of Governors. • 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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. 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). • The 2013-2014 budget was \$1,095,495. • The 2012-2013 actual was \$908,841. This was based on funding 5,993 full-time students (5,993 @ \$128.20 per student) and 1,461 part-time students (1,461 @ \$96.15 per student). • GSA has adopted a conservative, zero increase in forecasting grad enrollment, based on significant UA budget cuts.
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, 2013 the UEP had a market value of \$318,279.</i> 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$12,000. • The 2012-2013 actual was \$11,577.
Interest and Investment	<ul style="list-style-type: none"> • Interest on banking balance and investments. • This does not include any interest on the Health and Dental Plan 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget.

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

Account Name and Budget	Brief Description	Narrative and Variance
Income \$6,565 budget	investments, which would be accounted for under Restricted Funding.	<ul style="list-style-type: none"> • The 2013-2014 budget was \$6,500. • The 2012-2013 actual was \$4,526.
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 \$1,000 as a Hiring Credit for Small Business from the Canada Revenue Agency. 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • For 2013-2014, this revenue account will have a projected surplus of \$15,872. As a result of the Alberta Graduate Council discontinuing operations, the GSA received a one-time refund of fees of \$15,842 in November, 2013. The fees will be utilized to fund advocacy and other GSA initiatives in 2014-2015. • The 2013-2014 budget was \$1,200. • The 2012-2013 actual was \$4,233.
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 Student Life 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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$154,451. • The 2012-2013 actual was \$151,200.
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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$2,085. • The 2012-2013 actual was \$1,985.

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

Account Name and Budget	Brief Description	Narrative and Variance
U-Pass \$1,906 budget	<ul style="list-style-type: none"> The U-Pass is set at \$129.17 each term. This amount is paid in May, September and January. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Calculated on approved increase for 2014-15. The 2013-2014 budget was \$1,845. The 2012-2013 actual was \$1,479.
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"> The 2013-2014 budget was \$6,997. The 2012-2013 actual was \$6,759.
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"> The 2013-2014 budget was \$4,200. The 2012-2013 actual was \$3,951.
Elected Officers - Other Expenses		
Insurance \$1,950 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Normally paid in January. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. The 2013-2014 budget was \$1,900 The 2012-2013 actual was \$2,652.
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"> The budget was increased to include \$500 for Early Call for Talent activities. The 2013-2014 budget was \$3,984. The 2012-2013 actual was \$5,509.
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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$515. The 2012-2013 actual was \$35.
Elected Officers	<ul style="list-style-type: none"> Hosting/food/conferences/special functions. President approves 	<ul style="list-style-type: none"> No significant change to the 2014-2015

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

Account Name and Budget	Brief Description	Narrative and Variance
Expenses Discretionary \$1,702 budget	expenses of the VPs.	<p>budget. Applied 1% increase to budget.</p> <ul style="list-style-type: none"> • The 2013-2014 budget was \$1,685. • The 2012-2013 actual was \$476.
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 and purchase of a small oven. 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$5,160. • The 2012-2013 actual was \$3,530.
Elected Officers Business Travel	<p style="color: red;">MOVED BUDGET TO GSA ADVOCACY – GOVERNMENT AND EXTERNAL RELATIONS</p> <ul style="list-style-type: none"> • Moved budget of \$2,043 to Advocacy – Government and External Relations 	
	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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$3,350. • The 2012-2013 actual was \$2,705.
Council Security	<p style="color: red;">MOVED BUDGET AMOUNT TO GSA ADVOCACY – GOVERNMENT AND EXTERNAL RELATIONS</p> <ul style="list-style-type: none"> • Moved budget of \$1,500 to Advocacy – Government and External Relations. 	<ul style="list-style-type: none"> • There were no expenditures in 2013-2014 for Council Security, and they are not expected in 2014-2015, so the budget amount has been transferred to GSA Advocacy. • Retain budget line 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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$2,250. • The 2012-2013 actual was \$316.

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

Account Name and Budget	Brief Description	Narrative and Variance
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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$2,166. The 2012-2013 actual was \$1,650.
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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$1,032. The 2012-2013 actual was \$1,010.
GSA ADVOCACY		
Government and External Relations \$15,639 budget	<ul style="list-style-type: none"> Relationship-building between the GSA, government and other organizations, particularly related to advocacy. Usually in the form of hosting, meeting or travel expenses related to advocacy. The Elected Officers Business Travel budget (from GSA Governance) of \$2,043 was moved to this budget account. The Council Security budget (from GSA Governance) of \$1,500 was moved to this budget account. As the Council meetings are now held at the Telus Centre, security is no longer required. An incremental funding amount of \$9,000 was also assigned to this budget. 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 (as outlined in the SWP) intensive, integrated advocacy for and presentation of graduate student issues. 	<ul style="list-style-type: none"> Increase in budget due to increased efforts on advocacy The 2013-2014 budget was \$6,573. The 2012-2013 actual was \$2,355.

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

Account Name and Budget	Brief Description	Narrative and Variance
University Relations \$1,040 budget	<ul style="list-style-type: none"> • Relationship-building between the GSA and university units. Usually in the form of hosting/meeting expenses. 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$1,030. • The 2012-2013 actual was \$878.
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, will be established. • 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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$7,523. • The 2012-2013 actual was \$7,419.

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

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"> • Due to the realignment of positions and increased office efficiencies, the 2014-2015 budget was decreased by \$9,000. • The 2013-2014 budget was \$255,000. • The 2012-2013 actual was \$242,663.
Staff Represented by NASA – Benefits \$19,760 budget	<ul style="list-style-type: none"> • The GSA is considering a plan to provide affordable benefit options to supplement salaries for continuing staff. The options must be simple to administer. 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"> • The budget of \$19,760 was calculated on the basis of 8% of the salaries of continuing staff. • The 2013-2014 budget was \$20,400.
Staff Represented by NASA – GSA Health and Dental Plan and GSAP \$2,090 budget	<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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$2,085. • The 2012-2013 actual was \$1,600.
Staff Represented by NASA – Employer CPP Contributions \$10,495 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"> • The 2013-2014 budget was \$12,000. • The 2012-2013 actual was \$10,000.
Staff Represented by NASA – Employer EI Contributions	<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"> • The 2013-2014 budget was \$6,600. • The 2012-2013 actual was \$5,000.

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

\$5,850 budget		
	Management	
Management - Salaries \$362,000 budget	<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. • 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 week (reduced in 2013 from four days). • 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 and is approved at this amount in the 2013-14 budget. 	<ul style="list-style-type: none"> • In 2013-2014, savings of \$43,200 will be achieved as the junior management position was not filled. With the broadening scope and workload of the GSA, this position will be filled in 2014-2015. • The 2013-2014 budget was \$343,200. • The 2012-2013 actual was \$271,923.
Management - Merit Pay/Contractual for Management \$28,952 budget	<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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$28,200. • The 2012-2013 actual was \$27,964.

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

<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"> The budget of \$26,160 was calculated on the basis of 8% (as a starting point) of salary. The 2013-2014 budget was \$27,456.
<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"> The budget of \$16,350 was calculated on the basis of 5% of salary. The 2013-2014 budget was \$17,160. The 2012-2013 actual was \$11,100.
<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"> The budget amount was based on the current rates for each staff member. The 2013-2014 budget was \$2,085. The 2012-2013 actual was \$1,046.
<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"> The 2013-2014 budget was \$10,500. The 2012-2013 actual was \$9,206.
<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"> The 2013-2014 budget was \$5,500. The 2012-2013 actual was \$6,282.
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. A parental leave commenced for one of the NASA-represented staff in January 2013. This is contractual as per the GSA staff agreement with NASA. Full budget needs to be retained for 2014-15 to ensure that a parental leave request can be funded. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$9,500. The 2012-2013 actual was \$3,496.

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

<p>Staff Appreciation \$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 leave or reach significant benchmarks) 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$2,200. • The 2012-2013 actual was \$1,767.
<p>Vacation Payout \$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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$5,000. • The 2012-2013 actual was \$1,500.
<p>Professional Expense Allowance \$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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$6,000. • The 2012-2013 actual was \$2,476.
<p>Workers' Compensation \$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. • Will require an annual statement to the Workers' Compensation Board. 	<ul style="list-style-type: none"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$5,000.
<p>Parking \$2,086 budget</p>	<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"> • No significant change to the 2014-2015 budget. Applied 1% increase to budget. • The 2013-2014 budget was \$2,065. • The 2012-2013 actual was \$1,721.

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

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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$6,000. The 2012-2013 actual was \$3,747.
Telephone & Cable \$4,040 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$4,000. The 2012-2013 actual was \$3,545.
Swag Purchases	<ul style="list-style-type: none"> MOVED AND CONSOLIDATED BUDGET UNDER OFFICE EXPENSES Moved budget of \$1,525 to Office Expenses below. 	
Postage (Courier)	<ul style="list-style-type: none"> MOVED AND CONSOLIDATED BUDGET UNDER OFFICE EXPENSES Moved budget of \$300 to Office Expenses below. 	
Printing (outside printing only)	<ul style="list-style-type: none"> MOVED AND CONSOLIDATED BUDGET UNDER OFFICE EXPENSES Moved budget of \$760 to Office Expenses below. 	
Miscellaneous Office	<ul style="list-style-type: none"> MOVED AND CONSOLIDATED BUDGET UNDER OFFICE EXPENSES Moved budget of \$1,000 to Office Expenses below. 	
Office Supplies	<ul style="list-style-type: none"> MOVED AND CONSOLIDATED BUDGET UNDER OFFICE EXPENSES Moved budget of \$1,650 to Office Expenses below. 	

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

Office Expenses \$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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$5,235. The 2012-2013 actual was \$4,579.
Repair and Maintenance \$1,929 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances and equipment. Contingency fund for computer repair and maintenance, but is minimal as in-house IT can do most of this. Includes yearly fee for WIKI database and Google storage. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$1,910. The 2012-2013 actual was \$2,045.
Computer Repair and Maintenance	<ul style="list-style-type: none"> MOVED BUDGET TO REPAIR AND MAINTENANCE Moved budget of \$1,100 to Repair and Maintenance above. 	
Payroll and Banking Service Charges \$1,616 budget	<ul style="list-style-type: none"> Payroll service charges. Business banking plan fee and corporate MasterCard annual fees. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$1,600. The 2012-2013 actual was \$1,321.
Banking Service Charges	<ul style="list-style-type: none"> MOVED TO PAYROLL AND BANKING SERVICE CHARGES Moved budget of \$500 to Payroll and Banking Service Charges above. 	
Payroll Service Charges	<ul style="list-style-type: none"> MOVED TO PAYROLL AND BANKING SERVICE CHARGES Moved budget of \$1,100 to Payroll and Banking Service Charges above. 	
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 public (student) copier lease. The lease term ends April 2015. 	<ul style="list-style-type: none"> Increase to 2014-2015 budget as annual lease costs are \$6,940. The 2013-2014 budget was \$6,700. The 2012-2013 actual was \$6,713.
Photocopier Meter (Office)	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> Increase to the 2014-2015 budget as projected photocopy costs for 2013-2014 will be \$4,000. The 2013-2014 budget was \$3,000.

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

<p>\$4,000 budget</p>		<ul style="list-style-type: none"> The 2012-2013 actual was \$4,087.
<p>Photocopier Paper (Office)</p> <p>\$808 budget</p>	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$800. The 2012-2013 actual was \$550.
<p>Insurance (Office)</p> <p>\$626 budget</p>	<ul style="list-style-type: none"> General liability insurance 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$620. The 2012-2013 actual was \$609.
GSA Professional		
<p>Financial Auditing</p> <p>\$9,797 budget</p>	<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"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$9,700 The 2012-2013 actual was \$11,108. During 2012-2013, the auditor also provided assistance in handling issues with the Canada Revenue Agency.
<p>Consultants</p> <p>\$2,020 budget</p>	<ul style="list-style-type: none"> Reduced considerably in 2013-14 due to increased professional qualifications of management. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$2,000. The 2012-2013 actual was \$465.
<p>Legal Fees - General</p> <p>\$20,200 budget</p>	<ul style="list-style-type: none"> Legal requirements for the general operations and advice on major initiatives such as PAW, operational issues such as bylaw changes, and Human Resources. Reduced considerably in 2013-14 due to stability/health of GSA. If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund. 	<ul style="list-style-type: none"> No significant change to the 2014-2015 budget. Applied 1% increase to budget. The 2013-2014 budget was \$20,000. The 2012-2013 actual was \$20,000 (legal costs of \$1,263 and transfer of \$18,737 into the Legal Defense Fund).
GSA Service Expenses		

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

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"> • The 2014-2015 budget was reduced to \$5,500 from \$7,738 as only 2 workshop subsidies will be paid from this account. The \$2,238 savings will be applied to the new External Grants Account. • The 2013-2014 budget was \$7,738. • The 2012-2013 actual was \$6,672.
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"> • \$2,238 budget was transferred from the Academic Workshop Subsidies. • In response to requests for grants received, GSA Board approved a policy on External Grants which is outlined in the Board Policy Manual.
(Formerly Temporary Funding from the Provost)		
Council Remuneration Student Groups \$5,000 budget	<ul style="list-style-type: none"> • MOVED FROM RESTRICTED AND OTHER FUNDING- TEMPORARY FUNDING FROM THE PROVOST-COUNCIL REMUNERATION STUDENT GROUPS • This funding was temporary and will not be received from the Provost in 2014-2015. • 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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$5,000. • In 2013-2014, \$6,812 was spent on council remuneration student groups and \$1,597 in 2012-2013 (previously reported under Restricted and Other Funding).
Academic Student Group Awards \$15,000 budget	<ul style="list-style-type: none"> • MOVED FROM RESTRICTED AND OTHER FUNDING- TEMPORARY FUNDING FROM THE PROVOST- ACADEMIC STUDENT GROUP AWARDS • This funding was temporary and will not be received from the Provost in 2014-2015. 	<ul style="list-style-type: none"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$15,000. • The 2012-2013 actual was \$23,410 (previously reported under Restricted and Other Funding).

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

	<ul style="list-style-type: none"> • The GSA provides a grant program 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. 	
	Other Expenses	
AMICCUS-C Membership \$975 budget	<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"> • In 2013-2014, the membership fee increased to \$975. As a result, the 2014-2015 budget was increased to \$975. • The 2013-2014 budget was \$525. • The 2012-2013 actual was \$412.
Food Bank Memorandum of Understanding \$9,000 budget	<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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$9,000. • The 2012-2013 actual was \$9,000.
Photocopier Lease (Lounge) \$3,400 budget	<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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$3,400. • The 2012-2013 actual was \$3,356.
Photocopier Meter (Lounge) \$700 budget	<ul style="list-style-type: none"> • Billed monthly. • The photocopier lease will not be renewed in 2015-2016. 	<ul style="list-style-type: none"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$700. • The 2012-2013 actual was \$216.
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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$750. • The 2012-2013 actual was \$236.
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"> • The 2014-2015 budget was increased by \$1,000 (from \$6,000 to \$7,000) in order to align budget with required expenses.

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

		<ul style="list-style-type: none"> • The 2013-2014 budget was \$6,000. • The 2012-2013 actual was \$7,761.
	GSA Operating/Contingency Fund	
<p>Operating /Contingency Fund</p> <p>\$15,000 budget</p>	<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. • In 2013-2014, three external grants have been paid from this fund. In 2014-2015, a separate budget line for External Grants has been established. 	<ul style="list-style-type: none"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$15,000. • The 2012-2013 actual was \$17,621.

Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019)

**1.0% CPI INCREASE IN THE GSA FEE IN 2014-2015 AND 1.0 % CPI INCREASE IN THE FEE FOR THE NEXT FOUR YEARS
NO INCREASE IN STUDENT ENROLLMENT AND 1.0% INFLATION FACTOR APPLIED TO EXPENSES**

DRAFT 3

GSA - Restricted and Other Funding

	2013-2014 Budget	2014-2015 Budget for Approval	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2013-2014 Forecast	2012-2013 Actual
Temporary Funding from the Provost								
Council Remuneration Student Groups	-	-	-	-	-	-	-	-
Academic Student Group Awards	-	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-	-
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	7,500	7,500	7,500	7,500	7,500
Temporary Funding from TDIMM	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
Fundraised Activity								
GSA Handbook	11,000	11,000	11,000	11,000	11,000	11,000	11,000	12,117
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)								
GSA Graduate Student Recognition Awards	17,500	17,500	17,500	17,500	17,500	17,500	17,500	13,500
GSA Child Care Grants	131,500	131,500	131,500	131,500	131,500	131,500	131,500	107,500
GSA Emergency Bursaries	125,000	125,000	125,000	125,000	125,000	125,000	125,000	82,085
GSA Professional Development Awards	335,000	335,000	335,000	335,000	335,000	335,000	335,000	253,135
	609,000	609,000	609,000	609,000	609,000	609,000	609,000	456,220
Other Restricted Funding								
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,523	7,523	7,599	7,675	7,751	7,829	7,523	7,419
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,140	14,140	14,281	14,424	14,568	14,714	14,140	14,838
GSAP (Graduate Student Assistance Program) Fees Collected	77,770	77,770	78,548	79,333	80,127	80,928	77,770	78,708
Health Plan Revenue	1,094,840	1,094,840	1,105,788	1,116,846	1,128,015	1,139,295	1,094,840	1,058,538
Dental Plan Revenue	814,060	814,060	822,201	830,423	838,727	847,114	814,060	839,362
	2,008,333	2,008,333	2,028,417	2,048,701	2,069,188	2,089,880	2,008,333	1,998,865
	2,639,833	2,639,833	2,659,917	2,680,201	2,700,688	2,721,380	2,639,833	2,478,702

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

Draft 3

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Temporary Funding from the Provost		
Council Remuneration Student Groups	<ul style="list-style-type: none"> • MOVED BUDGET TO SERVICE EXPENSES - COUNCIL REMUNERATION STUDENT GROUPS – on the Annual Operating and Capital Five-Year Budget/Business Plan • Moved budget of \$5,000 to Service Expenses – Council Remuneration Student Groups. 	
Academic Student Group Awards	<ul style="list-style-type: none"> • MOVED BUDGET TO SERVICE EXPENSES – ACADEMIC STUDENT GROUP AWARDS-on the Annual Operating and Capital Five-Year Budget/Business Plan • Moved budget of \$15,000 to Service Expenses – Academic Student Group Awards. 	
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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$7,500. • The 2012-2013 actual was \$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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$4,000. • The 2012-2013 actual was \$4,000.

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

Draft 3

	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"> No change to the 2014-2015 budget. The 2013-2014 budget was \$11,000. The 2012-2013 actual was \$12,117.
	Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)	
GSA Graduate Student Recognition Awards \$17,500 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual Awards Night. Revenue is received in May and expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> No change to the 2014-2015 budget. The 2013-2014 budget was \$17,500. The 2012-2013 actual was \$13,500.
GSA Child Care Grant \$131,500 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in May and expenses are processed throughout the year. Asked for \$187,500 in the opening position for the AEGS Collective Agreement 2014-2015 but subject to formal negotiation. 	<ul style="list-style-type: none"> No change to the 2014-2015 budget. The 2013-2014 budget was \$131,500. The 2012-2013 actual was \$107,500.
GSA Emergency Bursaries \$125,000 budget	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. Revenue is received in May and expenses are processed throughout the year. 	<ul style="list-style-type: none"> No change to the 2014-2015 budget. The 2013-2014 budget was \$125,000. The 2012-2013 actual was \$82,085.
GSA Professional Development Awards \$335,000 budget	<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 May and expenses are processed throughout the year. Asked for \$470,000 in the opening position for the AEGS Collective Agreement 2014-2015 but subject to formal negotiation. 	<ul style="list-style-type: none"> No change to the 2014-2015 budget. The 2013-2014 budget was \$335,000. The 2012-2013 actual was \$253,135.
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	<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, will be established. 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, 	<ul style="list-style-type: none"> No change to the 2014-2015 budget. The 2013-2014 budget was \$7,523. The 2012-2013 actual was \$7,419.

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

Draft 3

\$7,523 budget	<p>subject to the approval of the new organization and GSA Council.</p> <ul style="list-style-type: none"> • 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." 	
CJSR Fees \$14,140 budget	<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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$14,140. • The 2012-2013 actual was \$14,838.
GSAP (Graduate Students Assistance Program) \$77,770 budget	<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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$77,770. • The 2012-2013 actual was \$78,708.
Health Plan \$1,094,840 budget	<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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$1,094,840. • The 2012-2013 actual was \$1,058,538.
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"> • No change to the 2014-2015 budget. • The 2013-2014 budget was \$814,060. • The 2012-2013 actual was \$839,362.

Outline of Issue (GSA Council)

GSA 2013-2014 Budget and Expenditure (Quarterly) Report

Suggested Motion for the GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report (pages 8.1 - 8.2 in the attached material).

Note: At the meeting of January 22, 2014, the GSA BFC **reviewed and discussed** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report. At the meeting of February 5, 2014, the GSA Board **received for information and forwarded to Council** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report.

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."

Role of 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 BFC, GSAB, and GSA Council in September and October 2013.

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.

Please refer to the cover letter from the GSA President (contained in Item 7) for additional background and information.

The GSA Accountant and GSA Financial and Operations Manager agree that the GSA's budget is on track and there are no issues of concern.

In the attached documents please note that 0% equals "on target" and no lines have been overspent (with respect to advocacy, once the budget limit for this line was reached, additional expenses were taken from the contingency budget line).

Prepared by M Caldwell, C Thomas and E Schoeck for GSA Council February 24, 2014

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The Graduate Students' Association of the University of Alberta
2013-2014 GSA Operating Budget (including Capital Budget)

High Level Financial Summary of Revenue and Expenditures

Current Year

April 1, 2013 to March 31, 2014

	Budget As Approved by Council	Actual Apr-13 to Dec-13	Forecast Jan-14 to Mar-14	Total (actuals plus forecast) Apr-13 to Mar-14	Underspent/ (Overspent)	% Underspent/ (Overspent)	
REVENUE							
GSA Fees Revenue	1,095,495	859,764	235,731	1,095,495	-	0%	
Investment Revenue	18,500	13,565	4,935	18,500	-	0%	
Other Revenue	1,200	17,072		17,072	(15,872)	-1323%	
Total Revenue	1,115,195	890,401	240,666	1,131,067	(15,872)	-1%	Favorable revenue increase
EXPENSES							
Governance	191,620	136,109	55,511	191,620	-	0%	
Advocacy	15,126	2,566	11,060	13,626	1,500	10%	
Human Resources	759,951	495,370	184,030	679,400	80,551	11%	
Office Administration	29,865	22,430	6,174	28,604	1,261	4%	
Professional	31,700	14,763	15,236	29,999	1,701	5%	
Services Expenses	28,113	19,667	5,728	25,395	2,718	10%	
Operating/Contingency Fund	15,000	6,114	8,886	15,000	-	0%	
	1,071,375	697,019	286,625	983,644	87,731	8%	Underexpenditure on total
(Expenditures Exceed Revenues) /Revenues Exceed Expenditures	43,820	193,353	(45,959)	147,423	(103,603)	-236%	Increase of surplus from anticipated expenditures

High Level Summary of Revenue and Expenditures

Current Year
 April 1, 2013 to March 31, 2014

	2013-2014 Budget As Approved by Council	Actual Apr-13 to Dec 13	Forecast Jan-14 to Mar-14	Total (actuals plus forecast) Apr-13 to Mar-14	Over/(Under) Budget
Temporary Funding from the Provost					
Council Remuneration Student Groups	5,000	6,812	-	6,812	1,812
Academic Student Group Awards	15,000	15,517	-	15,517	517
Total Revenue	20,000	22,329	-	22,329	2,329
Funding from the Dean of Students and the Dean of FGSR					
Fall, Winter and Departmental Orientation, and Other Funding Priorities	7,500	823	4,922	5,745	(1,755)
Temporary Funding from TDIMM	4,000	-	4,000	4,000	-
	11,500	823	8,922	9,745	(1,755)
Fundraised Activity					
GSA Handbook	11,000	10,832	-	10,832	168
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)					
GSA Graduate Student Recognition Awards	17,500	-	17,500	17,500	-
GSA Child Care Grants	131,500	115,500	16,000	131,500	-
GSA Emergency Bursaries	125,000	49,059	75,941	125,000	-
GSA Professional Development Awards	335,000	249,752	85,248	335,000	-
	609,000	414,311	194,689	609,000	-
Other Restricted Funding					
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,523	-	-	-	7,523
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,140	7,600	6,540	14,140	-
GSAP (Graduate Student Assistance Program) Fees Collected	77,770	34,503	43,267	77,770	-
Health Plan Revenue	1,094,840	467,878	626,962	1,094,840	-
Dental Plan Revenue	814,060	372,414	441,646	814,060	-
	2,008,333	882,395	1,118,415	2,000,810	7,523
	2,659,833	1,330,690	1,322,026	2,652,716	8,265

Outline of Issue (GSA Council)

Grant Application Policy and Information: Proposed Revisions to GSA Policy

Suggested Motion for the GSA Council:

That the GSA Council **APPROVE**, on the unanimous recommendation of the GSA Board, the proposed revisions to GSA Policy on **Grant Application and Information**, as outlined in the attached triple-column document, effective April 1, 2014.

NOTE: The proposed revisions would take effect at the beginning of the 2014-2015 fiscal year. Individuals or groups applying under the pre-April 1, 2014 Policy would be grandfathered in and their applications would be accepted for up to six weeks after the date of their event, even if after April 1, 2014.

Jurisdiction:

Bylaws, Part I, 2.1:

"The Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council."

Background:

See attached cover letter for full background information.

At the GSA Board meeting of February 5, 2014, the Board **unanimously recommended** that the proposed revisions to the GSA Policy on **Grant Application and Information** be forwarded to Council for consideration.

Dear Colleagues,

February 14, 2014

As the GSA continues with the ongoing project of ensuring durable infrastructure and streamlining processes to provide more efficient and effective services to the graduate student community, reviewing GSA Bylaws and Policy has been a top priority (as you have heard in past meetings of Council). I pleased to report that intensive work on the part of the GSA Directly-Elected Officers (in particular, Vice-President Student Services, Megha Bajaj - who will speak to this item in Council) and management, in consultation from the GSA Board, has resulted in the proposed changes to GSA Grant Application and Information Policy before you in the attached triple column and draft policy "if approved".

The proposed revisions to GSA grants policy before Council began with a thorough review of editorial issues. On January 29, 2014, the GSA Governance Committee approved, via email vote, a series of editorial changes to the Policy in keeping with the committee's mandate to "make any routine or editorial changes to the governance documents as deemed necessary by the Committee" (GSA Policy, Standing Committees, Section 3.2.a.ii).

Following on this editorial review, a more substantive review of the Policy has resulted in the proposed revisions before you now. The proposed revisions include:

- **An emphasis that PDA funds are to be used for travel for the purposes of academic activities related to a student's current program** (conferences and research activities, as opposed to registrations for local courses that might be only tangentially related to a student's academic program). **Currently the majority of PDA applications are for conference travel** (between April 2012 and August 2013 1066 PDAs were processed, 90% were for conferences, 5% were for courses, and 5% were for research trips). **Limiting GSA PDAs to academic travel would free up funds to support additional applications for conference travel. With the high demand for these awards, this would redirect available resources to where demand is highest.**
- **Creating an additional funding period** (currently three periods exist and four are proposed) and **eliminating the provision to submit applications up to six weeks after an event has been hosted (ASGAs) or professional development expense incurred (PDAs)**. It is believed that this will eliminate the "dead zone" that has been observed in the past in which groups and individuals submitting after events and trips/conference participation often find applications closed due to a lack of funds and are outside of the six week time limit by the time a new granting period opens. It is further believed that this will result in a more even distribution of funds.
- **A 5% contingency rather than the current 10%** to increase the funding going directly to students in each granting period.
- **Increasing the amount available for EBs from \$1500 to \$2000**. Typically, there are a reduced number of applications for EBs (compared to other GSA grants and awards) but the students who do submit applications often need more than \$1500 to assist them in their financial emergencies. **The University Bursary and Emergency Funding Office (which works with the GSA to administer the bursaries) endorses this proposed revision as well.**

I am happy to comment further and answer any questions that you may have.



Brent Epperson
2013-2014 GSA President

Grant Application Policy and Information: Triple Column of Proposed Changes to GSA Policy (Current, Proposed, Rationale)

Current Bylaw / Policy <i>(Deletions noted by a strikethrough)</i>	Proposed Changes <i>(Additions Underlined)</i>	Rationale / Background
1. Professional Development Awards		
1. Sponsor/Purpose		
<p>a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement covering the Academic Employment of Graduate Students. The Professional Development Award (PDA), provided through the GSSF, allows graduate students to participate in professional development activities such as conferences, research trips, etc.</p>	<p>a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement covering the Academic Employment of Graduate Students. The Professional Development Award (PDA), provided through the GSSF, allows graduate students to <u>travel to participate in academic activities such as conferences that are directly related to their current academic programs.</u></p>	<p>Recommend stressing that PDA funds are to be used for travel for the purposes of academic activities related to a student's current program.</p>
2. Eligibility Criteria		
<p>a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.</p> <p>a. The event must be relevant to the professional development of the graduate student with confirmation by (a) the Supervisor or designate (for thesis-based students); (b) the Advisor or Department Chair or designate (for course-based students) supporting the professional development activity.</p>	<p>a. ...</p> <p>b. <u>Travel must involve participation in academic activities such as conferences that are directly related to their current academic programs</u> with confirmation by (a) the Supervisor or designate (for thesis-based students); (b) the Advisor or Department Chair or designate (for course-based students) supporting the <u>academic travel.</u></p>	<p>Recommend stressing that PDA funds are to be used for conference and research travel (rather than for courses, etc.) for academic activities related to a student's current program. Currently the majority of PDA applications are for conference travel (between April 2012 and August 2013 1066 PDAs were processed, 90% were for conferences, 5% were for courses, and 5% were for research trips). Funding courses has been problematic in the past as many applications are for courses that are only tangentially connected to a student's academic program. Limiting GSA PDAs to academic travel would also free up funds to support additional applications for conference travel. With the high demand for these awards and the early closure of FGSR travel funding, this would redirect available resources to where demand is highest.</p>

		Similar wording as used for FGSR travel awards.
3. Application Information		
<p>a. ...</p> <p>b. The GSA will offer awards until allocated funding is expended in the specified period (ie April 1 – July 31; August 1 – November 30; December 1 – March 31).</p> <p>c. ...</p> <p>d. PDA applications can be submitted no more than six (6) weeks before or after the conference or event.</p> <p>e. ...</p>	<p>a. ...</p> <p>b. The GSA will offer awards until allocated funding is expended in the specified period (ie <u>April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31</u>).</p> <p>c. ...</p> <p>d. PDA applications can be submitted no more than six (6) weeks before the <u>academic event (as determined from the date the application is received)</u>.</p> <p>e. ...</p>	Creation of an additional funding period and elimination of acceptance of applications after the event will eliminate the “dead zone” and more evenly distribute funds.
4. Applying for a PDA		
...		
5. Allocation Policy		
...		
6. Appeals Policy		
...		
7. Budget Allocation Policy		
<p>a. Funds will normally be distributed as follows:</p> <p>i. 10% of the total annual PDA budget will be held back as contingency funding.</p> <p>ii. Of the total annual PDA budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.</p> <p>iii. ...</p>	<p>a. Funds will normally be distributed as follows:</p> <p>i. <u>5%</u> of the total annual PDA budget will be held back as contingency funding.</p> <p>ii. Of the total annual PDA budget, <u>1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.</u></p> <p>iii. ...</p>	<p>Recommend a 5% contingency rather than 10% to increase the funding going directly to students and keep the applications periods open a little longer given the high demand for these funds.</p> <p>Budget will be allocated differently given the addition of an extra granting period.</p>
8. Office Procedures		
...		
9. Interpretation of PDA Policy		
...		
10. Changes to PDA Policy		
...		

2. Childcare Grants		
1. Sponsor/Purpose		
...		
2. Eligibility Criteria		
...		
3. Application Information		
<p>a. ...</p> <p>b. The GSA will offer grants until allocated funding is expended in the specified period (ie April 1 – July 31; August 1 – November 30; December 1 – March 31).</p> <p>c. ...</p> <p>d. ...</p> <p>e. ...</p>	<p>a. ...</p> <p>b. The GSA will offer grants until allocated funding is expended in the specified period (ie <u>April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31</u>).</p> <p>c. ...</p> <p>d. ...</p> <p>e. ...</p>	<p>Creation of four granting periods to be consistent with recommended changes to PDAs.</p>
4. Applying for a CCG		
...		
5. Allocation Policy		
<p>a. ...</p> <p>b. Eligible applicants may apply for one (1) CCG in each GSA fiscal year (April 1 to March 31) and the CCG will be a maximum of \$1000 per child in each fiscal year.</p>	<p>a. ...</p> <p>b. Eligible applicants may apply for one (1) CCG <u>per child</u> in each GSA fiscal year (April 1 to March 31) and the CCG will be a maximum of \$1000 per child <u>per student</u> in each fiscal year.</p>	<p>To make consistent with other grants policies and to clarify application procedure/regulations.</p>
6. Appeals Policy		
...		
7. Budget Allocation Policy		
<p>a. Funds will normally be distributed as follows:</p> <p>i. 10% of the total annual CCG budget will be held back as contingency funding.</p> <p>ii. Of the total annual CCG budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.</p> <p>iii. ...</p>	<p>a. Funds will normally be distributed as follows:</p> <p>i. <u>5%</u> of the total annual CCG budget will be held back as contingency funding.</p> <p>ii. Of the total annual CCG budget, <u>1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.</u></p> <p>iii. ...</p>	<p>Recommend a 5% contingency rather than 10% to increase the funding going directly to students given the high demand for these funds.</p> <p>Budget will be allocated differently given the addition of an extra granting period.</p>

8. Office Procedures		
...		
9. Interpretation of CCG Policy		
...		
10. Changes to CCG Policy		
...		

3. Academically Related Student Group Award		
1. Sponsor/Purpose		
...		
2. Eligibility Criteria		
...		
3. Application Information		
a. ... b. The GSA will offer awards until allocated funding is expended in the specified period (ie April 1 – July 31; August 1 – November 30; December 1 – March 31). c. ... d. ASGA applications can be submitted no more than six (6) weeks before or after the event. e. ...	a. ... b. The GSA will offer awards until allocated funding is expended in the specified period (ie <u>April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31</u>). c. ... d. ASGA applications can be submitted no more than six (6) weeks before the event (<u>as determined from the date the application is received</u>). e. ...	Creation of four granting periods to be consistent with recommended changes to PDAs and CCGs.
4. Applying for a ASGA		
...		
5. Allocation Policy		
...		
6. Appeals Policy		
...		
7. Budget Allocation Policy		
a. Funds will normally be distributed as follows:	a. Funds will normally be distributed as follows:	Recommend a 5% contingency rather than 10% to increase the funding going directly to students and keep the applications periods open a little longer given

<p>a. 10% of the total annual ASGA budget will be held back as contingency funding.</p> <p>b. Of the total annual ASGA budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.</p> <p>c. ...</p>	<p>i. <u>5%</u> of the total annual ASGA budget will be held back as contingency funding.</p> <p>ii. Of the total annual ASGA budget, <u>1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.</u></p> <p>iii. ...</p>	<p>the high demand for these funds.</p> <p>Budget will be allocated differently given the addition of an extra granting period.</p>
8. Office Procedures		
...		
9. Interpretation of ASGA Policy		
...		
10. Changes to ASGA Policy		
...		

4. Emergency Bursaries		
1. Sponsor/Purpose		
...		
2. Eligibility Criteria		
...		
3. Application Information		
<p>a. EBs are offered on a first-come, first-serve basis.</p>	<p>a. <u>EBs are offered on an as-needed basis, provided funds are available.</u></p> <p>b. <u>If all available funds have been expended in the specified period, no additional applications will be accepted during that period.</u></p> <p>c. ...</p>	<p>Softens the language surrounding eligibility/application procedure and reflects the nature of EBs as for unanticipated emergencies.</p> <p>To be consistent with other grants policies.</p>
4. Applying for an EB		
...		
5. Allocation Policy		
<p>a. There is no limit to the number of EB applications a graduate student can submit during his/her degree program. There is a maximum of one EB per fiscal year (April 1 – March 31).</p>	<p>a. ...</p> <p>b. The maximum amount that will be awarded to a graduate student</p>	<p>Recommend removal of these clauses with the agreement of the UBEF office – these are covered under the stipulation, above, that EBs are for unanticipated emergencies and these are overly micro.</p>

<p>b. The maximum amount that will be awarded to a graduate student for an EB is \$1500.</p> <p>c. EBs are reviewed and recommended to the GSA by the Financial Aid Office.</p> <p>d. Laptop replacements will not be considered unless the laptop was stolen and a police report is provided.</p> <p>e. Dental costs will not be funded if the student has opted out of the Health and Dental Plan.</p> <p>f. Under exceptional circumstances and upon the recommendation of the Financial Aid Office, the GSA President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.</p>	<p>for an EB is <u>\$2000</u>.</p> <p>c. ...</p> <p>d. ... (point f now becomes d)</p>	<p>Recommend raising the maximum subsidy to \$2000 as the UBEF office (confirmed by a GSA review of past applications) notes that short falls are typically above \$1500 (between April 2012 and August 2013 average shortfall was \$6600).</p>
<p>6. Appeals Policy</p> <p>...</p>		
<p>7. Budget Allocation Policy</p>		
<p>a. Funds will normally be distributed as follows:</p> <p>i. 10% of the total annual EB budget will be held back as contingency funding.</p> <p>ii. ...</p>	<p>a. Funds will normally be distributed as follows:</p> <p>i. <u>5%</u> of the total annual EB budget will be held back as contingency funding.</p> <p>ii. ...</p>	<p>To be consistent with the amount of the contingency fund proposed for PDAs, CCGs, and ASGAs.</p>
<p>8. Office Procedures</p> <p>...</p>		
<p>9. Interpretation of EB Policy</p> <p>...</p>		
<p>10. Changes to EB Policy</p> <p>...</p>		

Grant Application Policy and Information: Revised Policy if Proposed Changes ApprovedGrant Application Policy and Information¹

Purpose: To outline the granting processes of the GSA.

Scope: This policy governs procedures related to applications for GSA Grants and Awards and Emergency Bursaries.

Related Policies & Bylaws	
Related Forms	Application forms available at www.gsa.ualberta.ca . Application forms are based directly on the below GSA Policy.

1. Professional Development Awards

1. Sponsor/Purpose

- a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement covering the Academic Employment of Graduate Students. The Professional Development Award (PDA), provided through the GSSF, allows graduate students to travel to participate in academic activities such as conferences that are directly related to their current academic programs.

2. Eligibility Criteria

- a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b. Travel must involve participation in academic activities such as conferences that are directly related to their current academic programs with confirmation by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students) supporting the academic travel.

3. Application Information

- a. PDAs are offered on a first-come, first-serve basis. See below.
- b. The GSA will offer awards until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).

¹ Passed by GSA Council on May 16, 2011 (R20110516.1). Amended by GSA Council on December 10, 2012.

- c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - d. PDA applications can be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received).
 - e. Graduate students are responsible for the completeness and accuracy of their application packages.
4. Applying for a PDA
- a. Applications must be completed online through the GSA website.
5. Allocation Policy
- a. There is no limit to the number of PDA applications a graduate student can submit during his/her degree program. There is a maximum of one (1) PDA grant for each specified professional development event.
 - b. A Master's student will be awarded up to a maximum of \$500 during his/her degree program.
 - c. A Doctoral student will be awarded up to a maximum of \$1000 during his/her degree program, up to a maximum of \$500 in a fiscal year (April 1 – March 31).
 - d. Graduate students will be awarded their shortfall up to a maximum of \$500.
 - e. PDAs will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (UAPPOL, Travel Expense Procedure and Travel Expense Procedure Appendix A, Schedule of Allowable Travel Expenses), except for hosting expenses, which are not eligible. In cases of dispute, the Vice-President Student Services (or designate) will decide on allowable expenses.
6. Appeals Policy
- a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other Directly-Elected Officer if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
7. Budget Allocation Policy
- a. Funds will normally be distributed as follows:
 - i. 5% of the total annual PDA budget will be held back as contingency funding.

- ii. Of the total annual PDA budget, 1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.
- iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a. Applications will be reviewed by the GSA Office for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.
 - ii. The applicant has confirmed he/she is a current member of the GSA and is in a graduate degree program.
 - iii. There are sufficient funds available in the PDA budget in the specified period that the application is received.
 - iv. The criteria in the Allocation Policy (Section 5) have been met.
- b. Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- c. All applications will be reviewed by the Vice-President Student Services (or designate).
- d. Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.

9. Interpretation of PDA Policy

- a. The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to PDA Policy

- a. PDA policy is subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarifications.

2. Childcare Grants²

1. Sponsor/Purpose

- a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement covering the Academic Employment of Graduate

² Passed by GSA Council on December 10, 2012.

11.11

Students. The Child Care Grant (CCG), provided through the GSSF, helps offset the cost of child care for graduate students at the University of Alberta.

2. Eligibility Criteria

- a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b. A graduate student applicant on leave does not qualify for a CCG.
- c. Eligible children include:
 - i. Dependent children up to, and including, twelve (12) years of age; and/or
 - ii. A dependent child with special needs up to eighteen (18) years of age.
- d. Total gross household income cannot exceed the cut-offs listed below. Applicants paying their own tuition fees may deduct these fees from the total income:

Household Size (Adults + Children)	Low Income Measure [Cut-Off] (2009) ³
2	\$30,000
3	\$37,000
4	\$43,000
5	\$48,000
6	\$50,000

3. Application Information

- a. CCGs are offered on a first-come, first-serve basis. See below.
- b. The GSA will offer grants until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).
- c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d. Graduate students are responsible for the completeness and accuracy of their application.

4. Applying for a CCG

- a. Applications must be completed online through the GSA website.

5. Allocation Policy

³ Statistics Canada, Catalogue no. 75F0002M, p.27 (figures rounded to the nearest \$1,000)

- a. There is no limit to the number of CCG applications a graduate student can submit during his/her degree program.
- b. Eligible applicants may apply for one (1) CCG per child in each GSA fiscal year (April 1 to March 31) and the CCG will be a maximum of \$1000 per child per student in each fiscal year.

6. Appeals Policy

- a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
- b. Appeals must state the grounds for the appeal in writing.
- c. Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other Directly-Elected Officer if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.

7. Budget Allocation Policy

- a. Funds will normally be distributed as follows:
 - i. 5% of the total annual CCG budget will be held back as contingency funding.
 - ii. Of the total annual CCG budget, 1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.
 - iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a. Applications will be reviewed by the GSA Office for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted or confirmed.
 - ii. The applicant has confirmed he/she is a current member of the GSA and is in a graduate degree program.
 - iii. There are sufficient funds available in the CCG budget in the specified period that the application is received.
 - iv. The criteria in the Allocation Policy (Section 5) have been met.
- b. Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- c. All applications will be reviewed by the Vice-President Student Services (or designate).

- d. Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.
- 9. Interpretation of CCG Policy
 - a. The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.
- 10. Changes to CCG Policy
 - a. CCG Policy is subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarifications.

3. Academically-Related Student Group Awards

- 1. Sponsor/Purpose
 - a. The Graduate Students' Association (GSA) Academically-Related Student Group Award (ASGA) is provided by the GSA to support the academic activities of graduate student groups by providing funding to offset the costs of seminars, guest lecturers, colloquia or other academic events.
- 2. Eligibility Criteria
 - a. Must be registered as an academically-related graduate student group through Student Group Services.
 - b. Requires confirmation of the Department Chair (or designate) attesting that the event for which the funding is requested is academic in nature and that he/she supports the event.
- 3. Application Information
 - a. ASGA's are offered on a first-come, first-serve basis. See below.
 - b. The GSA will offer awards until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).
 - c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - d. ASGA applications can be submitted no more than six (6) weeks before the event (as determined from the date the application is received).
 - e. The graduate student group is responsible for the completeness of their application.
- 4. Applying for a ASGA
 - a. Applications must be completed online through the GSA website.
- 5. Allocation Policy

- a. There is no limit to the number of applications that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.
- b. Funding for an event will be allocated at 100% of shortfall up to a maximum of \$1500 per fiscal year (April 1 – March 31) and a maximum of one (1) ASGA may be allocated to an academically-related graduate student group in a fiscal year.
- c. In the event that multiple ASGA applications are received and insufficient funds remain for the specified period, the award will be given to a graduate student group that has not recently received an ASGA.
- d. ASGAs will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (UAPPOL, Hospitality, Working Sessions/Meetings and University Employee Functions Procedure). In cases of dispute, the Vice-President Student Services (or designate) will decide on allowable expenses.

6. Appeals Policy

- a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
- b. Appeals must state the grounds for the appeal in writing.
- c. Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate) and two GSA Councillors (including Speaker and CRO) selected by the President (or other Directly-Elected Officer if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.

7. Budget Allocation Policy

- a. Funds will normally be distributed as follows:
 - i. 5% of the total annual ASGA budget will be held back as contingency funding.
 - ii. Of the total annual ASGA budget, 1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.
 - iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a. Applications will be reviewed by the GSA Office for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.

- ii. The event has been organized by an academically-related graduate student group registered through Student Group Services.
 - iii. The academically-related graduate student group has confirmed in the application that the planned event is an academic activity.
 - iv. The application has been verified and approved by the Department Chair (or designate) in support of the event.
 - v. There are sufficient funds available in the ASGA budget in the specified period that the application is received.
 - vi. The criteria in the Allocation Policy (Section 5) have been met.
- b. Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
 - c. All applications will be reviewed by the Vice-President Student Services (or designate).
 - d. Applicants and Department Chairs will be notified by the GSA by email once processing has been completed and a decision has been made.
9. Interpretation of ASGA Policy
- a. The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.
10. Changes to ASGA Policy
- a. ASGA policy is subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarifications.

4. Emergency Bursaries

- 1. Sponsor/Purpose
 - a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement covering Academic Employment of Graduate Students. The Emergency Bursary (EB), provided through the GSSF, is a non-repayable bursary for graduate students at the University of Alberta who need assistance due to an unanticipated emergency.
- 2. Eligibility Criteria
 - a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
 - b. An applicant cannot have received a GSA EB in the past fiscal year (April 1 – March 31).

- c. Graduate students must have exhausted all other available funding options before applying for a GSA EB.
- 3. Application Information
 - a. EBs are offered on an as-needed basis, provided funds are available.
 - b. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - c. Graduate students are responsible for the completeness and accuracy of their application packages.
- 4. Applying for an EB
 - a. An applicant must apply through the Financial Aid Office and schedule a meeting with an Emergency Aid Advisor (EAA). The applicant must bring the following to the meeting:
 - i. Completed GSA EB application form.
 - ii. All relevant supporting documents.
 - b. Applications are available through the GSA website or from the Financial Aid Office.
- 5. Allocation Policy
 - a. There is no limit to the number of EB applications a graduate student can submit during his/her degree program. There is a maximum of one EB per fiscal year (April 1 – March 31).
 - b. The maximum amount that will be awarded to a graduate student for an EB is \$2000.
 - c. EBs are reviewed and recommended to the GSA by the Financial Aid Office.
 - d. Under exceptional circumstances and upon the recommendation of the Financial Aid Office, the GSA President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.
- 6. Appeals Policy
 - a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other Directly-Elected Officer if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- 7. Budget Allocation Policy
 - a. Funds will normally be distributed as follows:
 - i. 5% of the total annual EB budget will be held back as contingency funding.

- ii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a. Applications will be reviewed by the GSA Office for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.
 - ii. The criteria in the Allocation Policy (Section 5) have been met.
- b. All applications and recommendations from the Financial Aid Office will be reviewed by the Vice-President Student Services (or designate).
- c. The Financial Aid Office will contact EB recipients via email when a cheque is available for pick up at the GSA Office.

9. Interpretation of EB Policy

- a. The Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to EB Policy

- a. EB policy is subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarifications.

**GSA President
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Brent Epperson
Date: February 21, 2014

Dear Council Colleagues,

This month I will report orally to Council on our ongoing external advocacy efforts, primarily on the building of a new provincial graduate student advocacy group.

A list of the meetings I have attended since last Council is attached below, and I welcome any questions you might have on those meetings.

Best,

Brent Epperson, GSA President

Please find below a list of meetings I attended between January 20, 2014 and February 21, 2014:

January 21	Meeting with Dean of FGSR
January 21	Grants
January 21	Prayer Space Meeting
January 22	BFC
January 22	GFC APC
January 22	Professional Development Advisory Board
January 23	Gen Y Inc
January 24	GMSA
January 24	FGSR Professional Development and Outreach Director
January 25	NDP Event (Advocacy)
January 27	Student Services - Student Consultation
January 31	Meeting with the Dean of Students
February 5	Phone Meeting with SU President
February 6	Prayer Space
February 6	PAW Centre Site Tour Set-up
February 6	Meeting with Dean of FGSR
February 7	CIP Briefing to BoG
February 7	Meeting with SU VP External
February 8	Quarterly Meeting with the Deputy Premier
February 8	Meeting with Provincial GSAs
February 8	Meeting Graduate Representative on FSJ Dean Selection Committee
February 11	IAE Staff
February 11	Meeting with CAUS Chair
February 20	Meeting with Dean of Students
February 20	PIA
February 20	TBAC-MBAC

February 21	Coalition
February 24	BURC
February 24	BLDC

**GSA Board
Report to Council for February 24, 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, Associate Director

Date: February 21, 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. 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.

22 January, 2014 GSA Board Meeting

Main Agenda Items:

Travel Expenses Related to External Relations: Proposed Revision to Existing Board Policy; Provincial Advocacy Retreat; International Students' Association; *and* Prayer Space.

Motions and Agreements:

MoB **AGREED** to approve the proposed revision to the GSA Board Policy on Travel Expenses to External Relations.

29 January, 2014 GSA Board Meeting

Main Agenda Items:

Estimated Expenses Associated with Attendance at the CASA AGM in Charlottetown, PEI, March 13-17, 2014; GSA President's Citation: 2014 Proposed Recipients and Rationale and List of Past Recipients; Provincial Advocacy; *and* Athletics and Recreation Fee.

Motions and Agreements:

BE **MOVED** that the GSA Board **APPROVE** the estimated expenses for one representative of the GSA to attend the CASA 2014 AGM, from March 14-16, 2014 in Charlottetown, PEI, as shown in the attached proposed budget with the amendment that transportation costs to the airport be factored in. Seconded by CM. **MOTION CARRIED** unanimously.

BE **MOVED** that the GSA Board **APPROVE** the awarding of a GSA President's Citation to an individual(s) from the attached list of proposed recipients. Seconded by HaH. **MOTION CARRIED** unanimously.

Board members **AGREED** to discuss changes to the confidential document related to provincial advocacy with other Alberta GSAs.

Board members **AGREED** to develop a Board Policy on non-binding, consultative referenda.

Board members **AGREED** to contact the Students' Union regarding further edits to the draft plebiscite question.

05 February, 2014 GSA Board Meeting

Main Agenda Items:

MOU on Prayer Space; Annual Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019); GSA 2013-2014

Budget and Expenditure (Quarterly) Report; *and* the Non-Binding, Consultative Referendum on the Proposed Increase to the Athletics and Recreation Fee: Proposed Question.

Motions and Agreements:

BE **MOVED** that the GSA Board make its own **RECOMMENDATION to Council that it approve**, having been unanimously recommended by the GSA BFC, the Annual Operating and Capital Budget (2014-2015) (found on pages 3.4 to 3.12 in the attached material in the “2014-2015 Budget for Approval” column bordered in red on each page) and the Restricted and Other Funding Budget (2014-2015) (found on page 3.29 in the attached material in the “2014-2015 Budget for Approval” column bordered in red). Seconded by CM. **MOTION CARRIED** unanimously.

BE **MOVED** that the GSA Board make a **RECOMMENDATION to Council that it receive for information**, having been reviewed and advised upon by the GSA BFC, the Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019) (pages 3.4 to 3.12 and 3.29 in the attached material). Seconded by HaH. **MOTION CARRIED** unanimously

BE **MOVED** that the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO COUNCIL** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report. Seconded by HaH. **MOTION CARRIED** unanimously

BE **MOVED** that the GSA Board **APPROVE** the proposed addition of a Non-Binding Consultative Referenda Policy to GSA Board Policy, as outlined in the attached documentation, effective immediately. Seconded by HaH. **MOTION CARRIED. CM** Abstained

BE **MOVED** that the GSA Board **APPROVE** the following background and question to be used in a non-binding consultative referendum on the proposed increase to the Athletics and Recreation fee.

“Background to the Proposed Non-Binding Consultative Referendum Question:

The Athletics and Recreation Fee (ARF) is a Mandatory Non-Instructional Fee (MNIF) levied by the University of Alberta and paid by every on-campus undergraduate and graduate student. In addition to funding from the university, donors, sponsors and program revenues, the ARF supplies revenue that enables the university to provide recreational and interuniversity athletic programs as well as facility access to students. The ARF revenues will be used to cover the costs of professional staff who manage the aforementioned programs.

Any increase to the ARF would be accompanied by the following recommendations:

- No increases to student user fees for existing intramural programs for a three-year period, and no increases to student user fees for existing fitness programs or services for a one-year period.
- Given that students will be paying a fee for the Physical Activity and Wellness Centre, assurance will be given that students will not be paying two fees for the same services/access.

In addition, the Faculty of Physical Education and Recreation has offered to provide the following benefits to accompany the proposed increase to the ARF:

- “Free admission to all regularly scheduled Golden Bears and Pandas events excluding Canada West and CIS playoffs and special events.
- 10% student discounts on merchandise from the Golden Bears and Pandas store.

- Facility access at no charge for two special events per semester sponsored by the SU and/or GSA (subject to SU and GSA participation in the required facility scheduling timeline and process).
- Two (2) presentations in the Spring/Summer and Fall semesters, respectively, by the Faculty of Physical Education and Recreation to the GSA Council and the Students' Union Council to present and explain the budget for the ARF, and differentiate use of the ARF from use of the Physical Activity and Wellness Centre fee."

The ARF is currently \$64.92 per semester for full-time students and \$32.46 per semester for part-time students.

Proposed Non-Binding Consultative Referendum Question:

Given the explanation, recommendations, and benefits described above, do you support an increase in the Athletics and Recreation Fee of \$16.38 per semester for full-time students and \$8.19 per semester for part-time students?"

Seconded by HaH. **MOTION CARRIED** unanimously.

12 February, 2014 GSA Board Meeting

Main Agenda Items:

Friends of the University of Alberta: Institutional Membership; Draft of Policy Elements on Professional Master's Programs; Enrolment Management: Policy and Procedure Changes; Provincial Advocacy; *and* External Relations Travel Expenses: Actual Expenses Incurred Through Attendance at Robbie Burns Night (Opportunity for Advocacy with the NDP) on January 25, 2014 (Brent Epperson).

Motions and Agreements:

MeB **MOVED** That the GSA Board **APPROVE** institutional membership at a cost of \$25 per year with the Friends of the University of Alberta. Seconded by HaH. **MOTION CARRIED** unanimously.

The GSA Board **AGREED** to post the summary of actual expenses incurred through attendance at Robbie Burns Night on the GSA website.

19 February, 2014 GSA Board Meeting

Main Agenda Items:

Permanent Residence Assistance and the GSA Board's PNP White Paper: feedback from Tony Santiago (UIA); Athletic and Recreation Fee: Feedback from Graduate Students on the Proposed Increase; Enrolment Management: Policy and Procedure Changes; GSA President's Citations and Other Plaques Conferred at the 2014 GSA Awards Night: Proposed Wording of Plaques; *and* Quarterly Meeting with the Deputy Premier

Motions and Agreements:

BE **MOVED** that the GSA Board **APPROVE** the wording of plaques to be conferred to recipients of GSA President's Citations and other plaques at the 2014 GSA Awards Night ceremony as presented on page 5.1 of the attached material. **BE MOVED**. Seconded by CM. **MOTION CARRIED** unanimously.

**GSA Budget and Finance Committee
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Brent Epperson
Date: February 21, 2014

Dear Council Colleagues,

The **GSA BFC met on January 22, 2014 to review and advise upon** the Annual Operating and Capital Five-Year Budget/Business Plan (2014-2015 to 2018-2019) and Restricted and Other Funding Five-Year Budget/Business Plan (2014-2015 to 2018-2019). At this meeting **the GSA BFC unanimously recommended the Annual Operating and Capital Budget (2014-2015) and the Restricted and Other Funding Budget (2014-2015)** to Council (Item 7 on the Agenda for the Council meeting of February 24, 2014). **The GSA BFC also reviewed and discussed the 2013-2014 GSA Budget and Expenditure (Quarterly) Report**, currently before Council as Item 8 on the Agenda. **Members of the GSA BFC were also invited to attend the GSA Board meeting of February 5, 2014, where these items were discussed.**

Additionally, during the January 22, 2014 meeting, **the GSA BFC discussed other matters pertaining to the GSA's budget, including potential risks and the elements needed to ensure a robust GSA over time.**

Following this meeting, **the GSA BFC unanimously voted in favour of a Motion (via email) suggested on January 30, 2014 to amend the annual budget and five-year budget/business plan to include a 1% CPI fee increase (as mandated in GSA Bylaw, Part II, Section 2.2, "membership fees shall be indexed annually to inflation as measured by the Alberta Consumer Price Index")**. This amendment to the budget was proposed with the consensus of the BFC Chair and Vice-Chair, the financial team, and GSA management in order to ensure compliance with Bylaw and on the recommendation of GSA Accountant Shirley Ball. **The GSA Accountant noted, "the increase would provide a cushion against lower student enrolment and allow some funding in case the new Board wants some new initiative ... I believe it is prudent to increase 1%. The GSA would have a positive balance of \$12,304 at the end of March 31, 2015 [revenues exceed expenditures]."**

On February 21, 2014, the GSA BFC held an email vote to approve the draft expenses of the GSA Transition Retreat, to be held March 22-23, 2014 in Camrose, AB. The GSA Board requested that the GSA BFC approve the draft expenses for a retreat at its meeting of February 19, 2014, to ensure transparency as all five voting GSA Board members will be participating in the retreat. Three members of BFC abstained from the vote due to conflicts of interest (Brent Epperson, GSA President; Monty Bal, GSA VP Labour; Nathan Andrews, CAL and candidate in the General Election). The remaining two members of the GSA BFC unanimously approved the draft expenses. A final report of actual expenses will be provided to the GSA BFC following the retreat.

I would be happy to report further orally.

Respectfully,
Brent Epperson, GSA President and Chair of GSA Budget and Finance Committee

Governance Committee
Report to Council for February 24, 2014 GSA Council Meeting

To: GSA Council
From: Brent Epperson
Date: February 21, 2014

Dear Council Colleagues,

As stated in GSA Policy, “the Governance Committee will...make any routine or editorial changes to the governance documents as deemed necessary by the Committee” (GSA Policy Manual, Standing Committees, Section 3, Governance Committee, 3.2.ii). In August 2013 the Governance Committee passed a motion approving **the delegation to the Chair and Vice-Chair of the Governance Committee of future approval of “purely editorial” changes**. “Purely editorial” was deemed to include punctuation, italicization of Latin terms, capitalization, spelling, factual errors, font adjustment, and re-numbering.

In consultation with the GSA VP Labour, as Vice-Chair of the Governance Committee (and on the authority delegated by the Governance Committee, as noted above), we have made a number of purely editorial changes to GSA Policy, including taking out any remaining references to the Alberta Graduate Council (AGC) in Bylaw and Policy, ensuring the Budget Principles, Practices, and Procedures in GSA Policy reference relevant sections of GSA Bylaw and are consonant with GSA Board Policy, updating the Bylaw on Student Groups so that it is factually up-to-date to reflect the new Student Groups Procedure (UAPPOL), and ensuring all acronyms and instances of the former VPSL title were changed to the VP External title and acronym.

On January 29 the full Governance Committee approved proposed editorial changes to GSA Grants Policy (for example, ensuring consistency of language, removing incorrect factual information). **Substantive** changes to Grants Policy have been brought forward to GSA Council for the 24 February 2014 meeting (Item 10 on the Agenda).

I would be happy to report further orally.

Sincerely,
Brent Epperson, GSA President and Chair of the GSA Governance Committee

**GSA Nominating Committee (NoC)
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Lacey Fleming
Date: February 21, 2014

Dear Council Colleagues,

The report from the GSA Nominating Committee 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 GSA Policy Manual, 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

GSA Standing Committees

1) Labour Relations Committee

An advertisement for positions on the GSA Labour Relations Committee was sent through the newsletter January 17, 2014. The deadline for nominations was January 24, 2014 at noon and additional nominations were accepted until 12:00 PM (Noon) on Friday February 21, 2014. **SEE MOTION UNDER ELECTION ITEM 11.**

Bodies External to the GSA

As noted above, 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 the Policy Manual, "advertising may be waived in instances where, in the NoC's view, it is urgent to fill a vacancy" (GSA Policy Manual, Nominating, 5.2).

1) Advisory Search Committee for the President

The position for **one** graduate student on the Advisory Search Committee for the University of Alberta President was advertised in the GSA Newsletter on January 31, 2014. The deadline for applications was Friday February 14, 2014, and **3 applications** were received. **The NoC has decided that since one of its members has applied for this position, in order to ensure neutrality, the vote shall be put to the full GSA Council (details to follow).** NoC policy states "In any instance where the NoC cannot decide on an appointee to a Council or committee, the matter will be referred to Council" (GSA Policy Manual). **SEE ELECTION ITEM 11.**

2) Campus Saint-Jean Dean Selection Committee

All currently registered graduate students in the Faculté Saint-Jean (FSJ) were invited to apply for a graduate student position on the FSJ Dean Selection Committee. **One** bio and resume was received. **Ève Robidoux-Descary (MA Canadian Studies) was elected by acclamation to this position.**

3) General Faculties Council Standing Committees

On February 14, 2014 the GSA NoC advertised for graduate student-at-large positions on various GFC Standing Committee for 2014-2015 (GFC Academic Planning Committee, GFC Campus Law Review Committee, GFC Committee on the Learning Environment, GFC University Teaching Awards Committee, and the Council on Student Affairs). The GSA NoC will review the bios and resumes received, in order to make **recommendations** to the General Faculties Council Nominating Committee. The deadline for bios and resumes is **Tuesday February 25, 2014 at 12:00 PM (noon).**

4) Canadian Circumpolar Planning Committee

There was a position for one representative of the GSA on this newly created committee. The NoC determined it was urgent to fill this position, and waived advertising for the position, as the committee had already started its meetings, and the U of A Provost, Dr. Carl Amrhein specifically requested Roy Coulthard serve on this committee, based on Roy's extensive background and experience with circumpolar work and issues. **Roy Coulthard (PhD, Earth and Atmospheric Science) was elected to this committee.**

**GSA Vice-President Academic
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Colin More
Date: February 21, 2014

Hello everyone!

Hopefully your reading break involved some pleasant blend of skiing/snowboarding/reading/ragging/sleeping/whatever! I had a few social events myself, but nothing terribly exciting.

The current political situation is strangely calm on the surface. In the shadowy depths, however, central administration appears to be gathering strength for a final push to the end of the academic year. Top-of-mind for them is the Peter Loughheed Leadership Initiative, though that doesn't affect grad students much. Instead, **my attention has been focused on proposed changes to both the Faculty of Graduate Studies and Research (FGSR reform) and the overall way in which graduate education is delivered at the U of A (graduate reform).**

Talk of FGSR reform has actually been occurring for several years. Historically it has been more idle musing than hard proposal, and sadly this appears to still be the case. The latest thinking is that **FGSR should focus on setting graduate program standards and providing services to students (such as teaching and professional development opportunities), while focusing less on things like student enrollment and administration.** Again, this is only the latest in a long string of ideas, but given the importance of FGSR to graduate students, it's something we'll be keeping a very close eye on.

Graduate reform has an entirely different history. **Last spring, a comprehensive study of the subject was completed which included a number of recommendations.** Graduate reform ostensibly addresses those recommendations, but the reality seems to be much less sweeping and more granular. Like FGSR reform, much of it is still in the idea stage, but the **question of Teaching Assistant (TA) funding has been identified as a priority by the institution.** The desire is to allocate funds to individual faculties based on their actual undergraduate teaching requirements. There are at least two distinct ideas on how best to do this, but whatever the final approach, the change will likely occur in the next year or two.

So, as usual, interesting times ahead. Stay tuned!

Sincerely,
Colin More, GSA Vice-President Academic

Please find below a list of meetings I attended between January 20, 2014 and February 21, 2014:

January 20	FGSR Caucus
January 21	Meeting with Dean of FGSR
January 21	SU Council
January 22	Deans' Council Attributes and Competencies
January 22	TBAC-MBAC
January 22	FGSR Council
January 23	Professional Development Advisory Board
January 27	FPER Director of Athletics

January 27	Student Services
January 28	URI Advisory Committee
January 29	GFC Caucus
January 29	GFC CLE
February 1	Meeting with Dean of Students
February 3	GFC
February 6	PAW Centre Site Tour Set-up
February 6	Meeting with Dean of FGSR
February 7	SU VP Academic
February 7	Enrolment Management
February 10	CSL & Grad Students
February 10	GFC Exec
February 12	GFC APC
February 19	SU VP Academic
February 20	Meeting with Dean of Students
February 20	TBAC-MBAC
February 21	Coalition
February 24	FGSR Caucus

**GSA Vice-President Student Services
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Megha Bajaj
Date: February 21, 2014

Dear Council Colleagues,

Hope you all had a good reading week. Things have been busy at my end with teaching, research and GSA work.

Below is an update from some of the meetings I attended since last Council:

Focus Group for International Graduate Students on Permanent Residency Services

The **GSA, in collaboration with University of Alberta International (UAI)**, hosted a focus group to determine whether the university should offer permanent residency advice to international students. Monty and I attended this focus group. An **immigration advisor** from **UAI** directed various questions at the group, which included **current problems faced by students while completing their application, the type of assistance services students would like to see, and how much international students would be willing to pay the university for such services**. UAI will be drafting a proposal to the Provost based on the feedback obtained from graduate and undergraduate students and then we will go from there. Finally, this project is moving forward. Maybe it's too early to be excited about this, but I am feeling hopeful!

Meeting with the Academic Director, Community Service Learning (CSL) Program

Colin and I met with Dr. Alison Taylor, Academic Director, Community Service Learning (CSL) Program. CSL has various components: students can **register for courses, and do volunteer or research work with various community partners in Edmonton**. Some community partners also offer **paid internships to students** through this program. Dr. Alison Taylor is looking for ways to **engage more graduate students in this program**. We will be inviting her to Council in the coming months where she will give you more information about this program. In the meantime, you can find more information about CSL here <http://www.csl.ualberta.ca/About%20Us.aspx>

BearsDen Working Group Meeting

BearsDen administrators have held administrative working group meetings with stakeholders to **improve their internal system and fix technical issues**. **If you or your student group** uses BearsDen and if you have **any feedback on their existing system** please feel free to **send it my way**. I will forward your feedback to their working group.

In addition, I also had a meeting with the SU to discuss the **PAW fee** that all students will be paying once the facility is up and running. We are still in the **process of negotiating the student fee and the length of the fee collection with university administration**. I will keep you updated on this issue.

Sincerely,

Megha Bajaj, GSA Vice-President Student Services

Please find below a list of meetings I attended between January 20, 2014 and February 21, 2014:

January 21	PAW Steering
January 21	Emergency Bursaries
January 27	ARF Forum
January 29	U-Pass Advisory Group Meeting
February 4	PAW Centre Site Tour Set-up
February 4	PAW Fees
February 10	CSL & Grad Students
February 11	Meeting with UAI Immigration Advisor
February 19	PR Focus Group

**GSA Vice-President External
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Hasin Haroon
Date: February 21, 2014

Dear Council Colleagues,

I hope you are all doing well. This is what I have been up to this past month -

- **Prayer Space** – I have been working with the University Architect Ben Louie, Dean of Students Frank Robinson and the Muslim Students Association in order to reach an agreement regarding quality accessible prayer space on campus, and am happy to report that things are moving along very fast. I will be keeping you in the loop regarding any progress.
- **Flexible leases for graduating graduate students in residences** – You might remember that we had reached an agreement with Residence Services regarding flexible leases for graduate students. We have been hashing out the first drafts of the policy in order to meet the April timeline for implementation.
- **Proposed Increase to the Athletics and Recreation Fee** – As you are all aware, the GSA has been working on this issue for some time now, and you will be hearing more about this at Council.
- **Canadian Alliance of Student Associations Advocacy**– Finally, there are a couple of updates regarding CASA advocacy that I will be sharing with you at the Council meeting. We have been considering membership at CASA for some time now, and their successful advocacy points are important factors to consider.

If you have any questions regarding anything in my report, feel free to drop me an email.

Sincerely,

Hasin Haroon, GSA Vice-President External

Please find below a list of meetings I attended between January 20, 2014 and February 21, 2014:

January 21	ISA
January 21	Prayer Space
January 22	PDAB
January 23	COSA
January 27	ARF Forum
January 30	ARFAC
February 3	ASC Adjudication
February 4	RAC
February 6	Prayer Space
February 9	We Love Laurie Event
February 13	HUB Residence
February 17	Prayer Space Meeting
January 16	LRC

**Awards Selection Committee
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Hasin Haroon
Date: February 21, 2014

Dear Council Colleagues,

As stated in the GSA Policy Manual (Standing Committees, Section 6, Awards Selection Committee), Section 6.3.a. "The ASC is responsible for selecting the recipients of the Council-approved GSA Awards ..." and in Section 6.3.d. "The ASC Chair will report the list of the recipients of the awards to Council for information as soon as possible after the recipients are selected."

On February 3, 2014, the GSA ASC met and selected the following names as recipients of the 2014 GSA Awards:

- *Life-Long Membership Award:* Anne Naeth
- *Non-Academic Staff Award:* Robin McClelland
- *Graduate Student Supervisor Awards:* Lori Thorlakson (SSHRC), Hassan Safoui (NSERC), and Vera Caine (CIHR)
- *Graduate Student Service Awards:* Salvatore Blair, Wendy Aujla, Qiang Li, and Van Ortega
- *Graduate Student Principal Instructor Teaching Awards:* Ariane Hanemaayer, Masoud Jahandar Laskaki, Karon Dragon, and Cathryn VanKessel
- *Martha Piper Awards:* Sumit Mandal, Orest Shardt, and Seyed Amin Mousavi
- *TD Insurance Meloche Monnex (TDIMM) Award for Outstanding GSA Student Service:* Travis Schoepp
- *Graduate Student Teaching Assistant Awards:* Paul Lummis, Gavin Bradley, Heather Kerr, Gentry Wood, Mohammad Ghashghavi, Joan Laur, and Randi Guest
- *Graduate Student Research Assistant Awards:* Naga Siva Kumar Gunda, Harneet Chahal, Allison Hahn, Gary Barron, David Lim, and Jenelle Pederson.
- *Graduate Student Rising Star Awards:* Matthew Gilbert, Teresa Hardy, and Daya Madhur
- *International Graduate Student Award:* Shyam Madhusudan Garg
- *Student Group Award:* AB Campus

These awards will be presented at the annual GSA Awards Night, taking place on March 21, 2014. I would like to thank the members of ASC for their time and effort in adjudicating the 121 applications we received this year. I would be happy to report further orally.

Respectfully,

Hasin Haroon, GSA VP External and Chair of the GSA Awards Selection Committee

**GSA Vice-President Labour
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Monty Bal
Date: February 21, 2014

Dear Council Colleagues,

Below are some of the highlights of what I've been up to since we last met.

Undergraduate Science Lab Component Town Hall

I attended a town hall held by the Faculty of Science and ISSS regarding **budget related changes to the lab component for undergrad programs**. A number of potential changes were discussed including fee increases, cutting lab hours, finding efficiencies, and the **potential of using senior undergrads as TAs for credit or pay**. I, along with other GSA representatives, notified the presenters that we were dismayed at the lack of communication this committee had with students at large and graduate students in particular. We have submitted questions regarding **why graduate students were not included** in the committee and **how graduate students interests would be represented in the future**. Needless to say, as VPL I am very concerned about the potential of using undergraduate students as TAs and will work to make sure this is not implemented.

PR Feasibility Survey/Focus Group

We had a very good meeting with Tony Santiago (UAI) regarding the potential for enhanced PR support services on campus. **Tony has been tasked by administration to conduct a feasibility study on types of services graduate students would like to see the university offer**. We also held a focus group to discuss these issues with international students. During the focus group, we were able to confirm that there is a **strong need for these types of services and students would benefit greatly if the university were able to provide them, even at a cost-recovery basis**. We are optimistic that these findings will help push the university towards supporting these additional services required by international students.

Provincial Advocacy Negotiations

I, along with Brent, participated in ongoing discussions about creating a **new provincial advocacy group for graduate students**. Brent will speak to this further in his oral report.

Public Interest Alberta Lecture & Conference

I attended this lecture with another GSA representative and we were happy to learn that **members of the wider community appreciated that graduate students were involved in defending the wider interests of the province**. We were able to talk and **share the concerns we have at the UofA and the problems facing the PSE sector in AB and why supporting PSE in AB is in everyone's interest**. We were able to provide examples of coalition building on campus to demonstrate how a diversity of groups can work together in achieving a common goal. We hope to work with many of the groups that were present at the conference in advancing our message of building and sustaining a strong PSE sector.

BSHEC

The BSHEC committee remains committed to working within the university governance structure to ensure higher safety standards for those who partake in campus activities. To this end, the

administration will be launching an effort to provide a whole range of mechanism to ensure availability of Personal Protective Equipment and proper training for all parties that work in situations which deal with various lab dangers. I am very happy to see that administration has taken such a strong stand in its commitment to safety on campus and hope that this commitment will filter through to other aspects of campus life, including **CA compliance**.

Moving forward, we will be sending out the **CA information sheets** which we have been working on over the past couple of months. We will ask FGSR to send these sheets to incoming students so they know their rights before reaching campus. We are also gearing up for the **CA negotiations**. To this end, we are **working on proposed revisions to the CA agreement which take into account some of the issues we were faced with this year**. We hope that administration will allow for many of these changes to deal with the grey areas which currently exist in the CA. In the upcoming days, **Brent and I will present to the Board Human Resources and Compensation Committee in advance of the opening of negotiations with the university**. We will highlight the importance of investment in the graduate student body even during these tough times for the university at this presentation. Finally, as always, if there are any issues you have related to your RA/TAship, please contact us directly so we can work to help you out.

Thanks,

Simarjit S. Bal (Monty), GSA Vice-President Labour

Please find below a list of meetings I attended between January 20, 2014 and February 21, 2014:

January 22	BFC
January 22	FGSR Council
January 30	GFC FDC
January 31	Science Lab Town Hall
February 3	ASC Adjudication
February 6	PAW Centre Site Tour Set-up
February 9	Meeting with Provincial GSAs
February 11	Meeting with UAI Immigration Advisor
February 13	PIA Event
February 13	PIA Meetings
February 18	BSHEC
February 19	PR Focus Group

**GSA Chief Returning Officer
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Isaac Odoom
Date: February 21, 2014

Dear Council Colleagues,

There are 6 Directly-Elected Officer Candidates and 11 Councillor-at-Large Candidates for the 2014 General Election.

Biographies, resumes, and videos of each candidate are on the GSA Website:
<http://www.gsa.ualberta.ca/09Elections/2014%20General%20Election.aspx>.

As I have already communicated to graduate students and Councillors, there will be a General Election Forum held **Monday February 24, 2014 at 5:00 PM sharp in Telus 150**. If you have not done so already, please RSVP to gsa.eventsvp@ualberta.ca and let us know if you are attending the Candidate Forum OR just attending GSA Council that evening so that we can coordinate food for the two events. **If you are attending the Forum, food will be available at 4:30 PM the Telus Centre.**

If you are unable to attend the forum, but would like to submit a potential question to ask, please submit your questions to gsa.elections@ualberta.ca.

As always, feel free to contact me with any questions: gsa.elections@ualberta.ca.

Best,

Isaac Odoom, Chief Returning Officer

**GSA Elections and Referenda Committee
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Isaac Odoom
Date: February 21, 2014

Dear Council Colleagues,

ERC has met twice since the last GSA Council meeting to work on the 2014 General Election events.

At its January 30, 2014 meeting, the ERC main agenda items were:

- Discussion of Directly-Elected Officer Candidate Forum (February Council)
- Questions for the Election Campaign Videos
- Voting Instructions and an Elections Software Demo for ERC members

At its February 10, 2014 meeting, the ERC main agenda items were:

- Finalizing the structure of the Directly-Elected Officer Candidate Forum
- Finalizing the questions for the Election Campaign Videos

Feel free to contact me with any questions: gsa.elections@ualberta.ca.

Best,

Isaac Odoom, Chief Returning Officer and Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to Council for February 24, 2014 GSA Council Meeting**

To: GSA Council
From: Ellen Schoeck
Date: February 21, 2014

Dear Council Members,

There are two items that I would like to address in my report to you this month.

First, a brief survey of Councilors that the GSA Board has reviewed and which I will speak to orally.

Secondly, attached is a table of documents and agreements that define the GSA as a corporate entity and which Council sees at least once a year. I will also speak to this orally.

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
Collective Agreement (AEGS)	Sets out terms of employment for certain graduate students and terms for use of AEGS funds.	Current agreement expires August 31, 2015. Negotiations to begin in March 2014.
Semi-Annual Pay Cycle	Governs AEGS pay cycle	Signed in April 2012. Ongoing with no expiry date.
Audit (based on Council-approved budget)	As a separate corporation from the university, we hire our own auditor.	Audit occurs annually in May-June.
Banking and signing authorities	Operating account, GICs, investments.	Actively reviewed with BMO in April 2012. Ongoing with no expiry date.
Campus Food Bank	Regulates GSA involvement with Food Bank.	GSA gives \$9000/annum to Campus Food Bank. Ongoing 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 granted annually.
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.
Council bylaws and policies	Regulated by the <i>Post-Secondary Learning Act</i> .	Comprehensive review began in 2013 and continues.
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.
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.
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 resigned 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.
Health and Dental Agreement with Studentcare	Provides for Health and Dental Plan.	Re-signed to 2015. Provider changed in 2012. Current agreement expires August 31, 2015.
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.	Signed in May 2013. Ongoing with no expiry date.
Liability Insurance	As a separate corporation from the university, we carry our own general liability 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. Ongoing with no expiry date and renewed annually.
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.
TDIMM	Provides for group auto and home insurance as well as some funding to the GSA for Awards Night.	Current agreement expires October 7, 2016.

Management contracts with ED/letters of appointment	Sets out terms of employment managers.	Standard appointment letter has been reviewed by our lawyers.
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.
PAW Centre Agreement	Sets out terms of operation of PAW. SU also involved in the Agreement.	Signed in April 2012. Need to negotiate business terms with SU (discussion began in December 2013 and continues).
Photocopier Lease	Covers three photocopiers.	Current agreement expires March 20, 2015.
North Power Plant and Dewey's	The GSA has four agreements with the U of A and/or the SU.	Meetings and review of the agreements are ongoing.
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.
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).
Tuition Agreement Letters	Letters from the University stating the tuition increases for the upcoming academic year.	Received annually.
UBEF	UBEF administers the GSA's emergency bursary funds.	Oral agreement only.
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 2015.
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.

Management Report to the GSA Board, January 22, 2014

Dear All,

The following have issues have dominated management's attention in the time since the last GSA Board meeting on January 15, 2014

Strategic

- **Main Issues Dealt With in the Past Week:** make up early call for talent (101 sessions with potential candidates), preparing for the GSA general election (development of an elections timeline, working with ERC, etc), 2014-2015 budget building and preparation of the most recent Quarterly Financial Statement (preparing for BFC and a joint Board/BFC meeting, taking the budget forward to the February meeting of GSA Council), proposed increases to the Athletics and Recreation fee (I Reade and Dean Mummary attending Council and organizing a forum to garner graduate student feedback), student representation on dean selection committees and the presidential selection committee, the creation of a new provincial advocacy group, forward thinking on collective bargaining (discussed at a recent meeting with the LRC).
- **Bylaw and Policy Review (Editorial):** review of all bylaws and policies for inconsistencies and errors is ongoing, as is long-term thought on combining bylaws and policy into one document, incorporating a "definitions" section, and utilizing alternate formatting and **Substantive:** an overhaul of grants policy has been drafted and being reviewed with the VPSS before being sent to the Governance Committee (to approve editorial changes) and then to Board and Council for approval, and forward thinking regarding a review of the Board Policy Manual is underway).
- Thinking on the **next stage of the DLI** – a recent meeting with the VPSS, Student Group Services and the Office of the Dean of Students led to discussion of GSA proposals for registered graduate student groups (including a new MOU with the Dean of Students and a template constitution) and these proposals are now being developed.
- **Issues tracking.**

Other

- **Grants review and processing** \$82,985 remaining for PDAs and 82 applications submitted this period, **CCGs closed (all funds expended)** and 33 applications submitted this period, **ASGAs closed (all funds expended)** and 3 applications submitted this period, \$31,500 remaining for EBs and 4 applications submitted this period.
- **Filing and scanning/sending material to the U of A Archives** (part of cleaning out "the Cave", this has been an ongoing project since 2010 and immense progress has been made, it will be finished by July of 2014!).
- **Awards Night** planning and **adjudication of GSA awards** (application period closed January 15, 2014, 121 applications received).
- Gaining access to **U of A fleet rentals.**
- Preparations for **GSA Council.**
- **Social Media:** Facebook = 312 likes (up 17 from January 15), Twitter = 166 followers (up 3 from January 15).

Week in Review – Office Operations:

- Assisting with **Council** and with the planning for **Awards Night.**
- Compiling the **GSA Media Tracker** and assisting with **various research projects** and revisions to various white papers (ie work on the PNP, etc).
- Assisting with the **early call for talent, support for ERC, and preparing for the general election.**

Management Report to the GSA Board, January 29, 2014

Dear All,

The following have issues have dominated management's attention in the time since the last GSA Board meeting on January 22, 2014

Strategic

- **Main Issues Dealt With in the Past Week:** early call for talent (101 sessions with potential candidates), preparing for the GSA general election (ERC meeting, opening of nominations, etc), striking of a Presidential Search Committee, proposed increases to the Athletics and Recreation fee (holding a forum to consult with graduate students), payroll issues, student representation on dean selection committees.

- **Bylaw and Policy Review (Editorial):** review of all bylaws and policies for inconsistencies and errors is ongoing, as is long-term thought on combining bylaws and policy into one document and utilizing alternate formatting and creating a “definitions” section and **Substantive:** an overhaul of grants policy has begun (editorial changes have been sent to the Governance Committee for approval and substantive changes will soon be before Board and Council) and forward thinking regarding a review of the Board Policy Manual is underway).
- Work on the **next stage of the DLI** – working on proposals discussed at a recent meeting with Student Group Services and the Office of the Dean of Students (including a new MOU with the Dean of Students and a template constitution).
- Continued work on developing a way to **effectively track issues** (an “issues tracking” template that utilizes the wiki has been drafted).

Other

- **Grants review and processing** \$79,295 remaining for PDAs and 82 applications submitted this period, **CCGs closed (all funds expended)** and 33 applications submitted this period, **ASGAs closed (all funds expended)** and 3 applications submitted this period, \$27,862 remaining for EBs and 5 applications submitted this period.
- **Awards Night** planning.
- **Review of the Collective Agreement.**
- **Filing and scanning/sending material to the U of A Archives** (part of cleaning out “the Cave”, this has been an ongoing project since 2010 and immense progress has been made, it will be finished by July of 2014!).
- **Adjudication of GSA awards** (121 nominations submitted).
- **Social Media:** Facebook = 315 likes (up 3 from January 22), Twitter = 167 followers (up 1 from January 22).

Week in Review – Office Operations:

- **Preparation of T4As and updates to the GSA website.**
- Compiling the **GSA Media Tracker** and assisting with **various research projects** and revisions to various white papers (ie work on the PNP, etc).
- Assisting with the planning of **Awards Night**.
- Assisting with the **early call for talent, support for ERC, and preparing for the general election.**
- Preparing for replenishment of **GFC standing committees.**

Management Report to the GSA Board, February 5, 2014

Dear All,

The following have issues have dominated management’s attention in the time since the last GSA Board meeting on January 29, 2014

Strategic

- **Main Issues Dealt With in the Past Week:** staff transition and training (Ann’s last day was Friday (but she’ll be in a few days this week to help with the last of the GSA archival scanning project that’s been working on), Katie is back in the office following her parental leave, and Megan has moved into the position of Assistant Director), GSA 2014-2015 budget and the GSA’s 5-year budget/business plan, proposed increases to the Athletics and Recreation fee (holding a non-binding, consultative referendum), PAW fees, provincial advocacy (preparing for a February 8 meeting with the Minister and for a February 9 meeting of Alberta GSA presidents).
- **Bylaw and Policy Review (Editorial):** review of all bylaws and policies for inconsistencies and errors is ongoing (a focus on “bloopers” is planned next), as is long-term thought on combining bylaws and policy into one document, utilizing alternate formatting, and creating a “definitions” section and **Substantive:** the overhaul of grants policy is now before Board and will then move to Council and forward thinking regarding a review of the Board Policy Manual is underway. A thorough review of the policies and processes surrounding councillor remuneration is also planned).
- Work on the **next stage of the DLI** – working on proposals discussed at a recent meeting with Student Group Services and the Office of the Dean of Students (including a new MOU with the Dean of Students, an alcohol liability waiver, and a template constitution).

- Creation of a framework on the GSA wiki to **effectively track issues** (major issues and stakeholders will have dedicated pages that list all background and the Google Drive/hardcopy location of all relevant material). **This is a major development in the ongoing creation of durable and effective infrastructure.**

Other

- **Planning for the last 12 GSABs** for current group of Directly-Elected Officers and **wrap up of Board SWP initiatives and lingering issues** (NPP, CJSR, etc).
- **Awards Night** planning (drafting a script, preparing invitation letters, etc) and wrapping up the **adjudication of GSA Awards.**
- **Review of the Collective Agreement.**
- **Social Media:** Facebook = 320 likes (up 5 from January 29), Twitter = 176 followers (up 9 from January 29).
- **Grants review and processing** \$76,293 remaining for PDAs and 100 applications submitted this period, **CCGs closed (all funds expended)** and 33 applications submitted this period, **ASGAs closed (all funds expended)** and 3 applications submitted this period, \$25,028 remaining for EBs and 7 applications submitted this period.

Week in Review – Office Operations:

- **Preparation of T4As and updates to the GSA website.**
- Compiling the **GSA Media Tracker.**
- Assisting with the planning of **Awards Night** and the adjudication of GSA Awards.
- Assisting with **support for ERC and preparing for the general election.**
- Preparing for replenishment of **GFC standing committees** and **assisting the NoC with filling vacancies on several committees** (Faculty Saint-Jean Dean Selection Committee, Advisory Search Committee for the President, etc).

Management Report to the GSA Board, February 12, 2014

Dear All,

The following have issues have dominated management's attention in the time since the last GSA Board meeting on February 5, 2014

Strategic

- **Main Issues Dealt With in the Past Week:** preparing the GSA 2014-2015 budget and the GSA's 5-year budget/business plan for Council, enrollment management, receiving nominations for the GSA Elections, All Candidates Meeting, proposed increases to the Athletics and Recreation fee (holding a non-binding, consultative referendum), provincial advocacy (working on issues raised at the February 8 meeting with the Minister and a February 9 meeting of the Alberta GSAs), preparing for the general election, transition planning, GSA presentations at BLDC and BHRCC.
- Building GSA wiki pages as a mechanism to **effectively track issues** (major issues and stakeholders will have dedicated pages that list all background and the Google Drive/hardcopy location of all relevant material). **This is a major development in the ongoing creation of durable and effective infrastructure and the building process is underway.** The GSA's recent external advocacy work will be the first wiki page built.
- **Bylaw and Policy Review (Editorial:** review of all bylaws and policies for inconsistencies and errors is ongoing (a focus on "bloopers" is planned next), as is long-term thought on combining bylaws and policy into one document, utilizing alternate formatting, and creating a "definitions" section and **Substantive:** the overhaul of grants policy will be presented to Council and forward thinking regarding a review of the Board Policy Manual is underway. A thorough review of the policies and processes surrounding councillor remuneration is also planned).
- **Planning for the last 11 GSABs** for current group of Directly-Elected Officers and **wrap up of Board SWP initiatives and lingering issues** (NPP, CJSR, etc).

Other

- Work on the **next stage of the DLI** – working on proposals discussed at a recent meeting with Student Group Services and the Office of the Dean of Students (including a new MOU with the Dean of Students, an alcohol liability waiver, and a template constitution) and meeting with representatives from SGS.
- **Awards Night** planning (drafting a script, preparing invitation letters, etc) and working with the changed date (moved from March 20 to March 21).

- **Review of the Collective Agreement.**
- GSA reports to **FGSR Council, Senate, and Alumni Council** and preparing for GSA Council.
- **Social Media:** Facebook = 322 likes (up 2 from February 5), Twitter = 177 followers (up 1 from February 5).
- **Grants review and processing** \$71,780 remaining for PDAs and 108 applications submitted this period, **CCGs closed (all funds expended)** and 33 applications submitted this period, **ASGAs closed (all funds expended)** and 3 applications submitted this period, \$25,028 remaining for EBs and 7 applications submitted this period.

Week in Review – Office Operations:

- **Updates to the GSA website** and assisting with the **non-binding, consultative referendum.**
- Compiling the **GSA Media Tracker.**
- Assisting with the planning of **Awards Night.**
- Assisting with **preparations for the general election** and transition.

Management Report to the GSA Board, February 19, 2014

Dear All,

The following have issues have dominated management's attention in the time since the last GSA Board meeting on February 12, 2014

Strategic

- **Main Issues Dealt With in the Past Week:** preparing for Council (major Agenda items are the GSA 2014-2015 budget, the GSA's 5-year budget/business plan, and proposed changes to grants policy), enrollment management, preparing for the general election and the pre-Council candidate forum, transition planning, GSA presentations at BLDC and BHRCC, planning for Awards Night, meeting to review and discuss the GSA's insurance, Presidential Search Committee, feasibility of a GSA BBQ and research on weekend transition locations.
- Building GSA wiki pages as a mechanism to **effectively track issues** (major issues and stakeholders will have dedicated pages that list all background and the Google Drive/hardcopy location of all relevant material). **This is a major development in the ongoing creation of durable and effective infrastructure and the building process is underway.** The GSA's recent external advocacy work will be the first wiki page built.
- **Bylaw and Policy Review (Editorial:** review of all bylaws and policies for inconsistencies and errors is ongoing (a focus on "bloopers" is planned next), as is long-term thought on combining bylaws and policy into one document, utilizing alternate formatting, and creating a "definitions" section and **Substantive:** forward thinking regarding a review of the Board Policy Manual is underway. A thorough review of the policies and processes surrounding councillor remuneration is also planned).
- **Planning for the last 10 GSABs** for current group of Directly-Elected Officers and **wrap up of Board SWP initiatives and lingering issues** (NPP, CJSR, next stage of the DLI, etc).

Other

- Work on the **next stage of the DLI** – working on proposals discussed at a recent meeting with Student Group Services and the Office of the Dean of Students (including a new MOU with the Dean of Students, an alcohol liability waiver, and a template constitution).
- **Awards Night** planning (drafting a script, event planning, etc).
- **Review of the Collective Agreement.**
- GSA reports to **Senate and Alumni Council** and a potential GSA report to GFC.
- **Social Media:** Facebook = 324 likes (up 2 from February 12), Twitter = 178 followers (up 1 from February 12).
- **Grants review and processing** \$69,423 remaining for PDAs and 116 applications submitted this period, **CCGs closed (all funds expended)** and 33 applications submitted this period, **ASGAs closed (all funds expended)** and 3 applications submitted this period, \$22,028 remaining for EBs and 9 applications submitted this period.

Week in Review – Office Operations:

- **Updates to the GSA website** and assisting with the **posting of candidate videos for the general election.**
- Compiling the **GSA Media Tracker.**
- Assisting with the planning of **Awards Night.**

- Assisting with **preparations for the general election** and transition and with **Council and the pre-Council candidate forum preparations.**
- Assisting the NoC with **filling vacancies on several committees.**