

**GSA Council Meeting AGENDA**  
Monday, July 20, 2015 at 6:00 pm  
MEC 2-01

**A pizza dinner will be served at 5:15 pm at MEC 2-01.**

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

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

**Speaker Sulya Fenichel in the Chair**

**OPEN SESSION**

1. Roll Call
2. Approval of the 20 July 2015 Agenda
3. Approval of the Minutes from the 22 June 2015 GSA Council Meeting  
*Attachments:*
  - Minutes from the 22 June 2015 GSA Council Meeting
4. Changes in GSA Council Membership
  - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

**Attached Numbered  
Pages**

**3.0-3.8**

**Presentations and Councillor Announcements**

5. Councillor Announcements

**Action Items, Elections, Appointments, Special Business, Updates**

6. 2014-2015 GSA Audited Financial Statements  
**Colin More (GSA President) will present the item and introduce the guest. Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will also be available to answer questions.**

**Guest:** Tom Gee (Auditor (MBA, FCA) Collins Barrow LLP)

**GSA BFC members who are members of GSA Council:** Colin More (GSA President and GSA BFC Chair), Sarah Ficko (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (Councillor, Business PhD)

**GSA BFC voting members invited to GSA Council as guests:** Karen Turpin (School of Public Health) and Sina Yansori (Mathematical and Statistical Sciences)

**Attachments:**

- Outline of Issue
- 2014-2015 GSA Audited Financial Statements

**6.0  
6.1 - 6.20**

Prepared by M Caldwell, C Thomas, and E Schoeck for the Council Meeting of July 20, 2015

C:\Users\GSAIT\Google Drive\320 - Council\Meetings\July 2015\Second Mailing\GSA Council 20 July 2015 Item 2 - Consolidated Agenda (Second Mailing).docx

7. GSA 2015-2016 Budget and Expenditure (Quarterly) Report  
**Colin More (GSA President) will present the item and introduce the guest. Ellen Schoeck (GSA Executive Director), Shirley Ball (GSA Accountant), and Dorte Sheikh (GSA Financial Manager) will also be available to answer questions.**

**GSA BFC members who are members of GSA Council:** Colin More (GSA President and GSA BFC Chair), Sarah Ficko (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (Councillor, Business PhD)

**GSA BFC voting members invited to GSA Council as guests:** Karen Turpin (School of Public Health) and Sina Yansori (Mathematical and Statistical Sciences)

*Attachments:*

- Cover Letter from the GSA President 7.0
- Outline of Issue 7.1
- GSA 2015-2016 Budget and Expenditure (Quarterly) Report 7.2 - 7.3
- GSA 2015-2016 Quarterly Operating Budget Narrative 7.4 - 7.18
- GSA 2015-2016 Quarterly Restricted and Other Funding Narrative 7.19 - 7.21

8. GSA Standing Committee Elections  
**Michele DuVal (Administrative Chair of the GSA Nominating Committee) will present the item.**

*Attachments:*

- Nominees for GSA Governance Committee (Paper Ballot Election) 8.0 - 8.1
- Nominees for GSA Labour Relations Committee (Acclaimed Election, no additional nominations received) 8.2

9. GSA Appeals and Complaints Board (and Associated Bylaw and Policy on Discipline, Elections, Referenda, and the GSA Judicial Committee): Proposed Changes and Additions to GSA Policy (Only Reading) and Change to GSA Bylaw (First Reading)  
**Colin More and Sarah Ficko (Chair and Vice-Chair of the GSA Governance Committee), Leigh Spanner (Chair of the GSA Elections and Referenda Committee), and Virginia Pimmett (recent former Chair of the GSA Elections and Referenda Committee) will present the item.**

**GSA GC members who are members of GSA Council:** Susan Cake (CAL and GSA GC member), Shelby Sanders (Councillor, EAS, and GSA GC member), and Sulya Fenichel (recent former GSA GC voting member and current GSA Speaker and GSA GC non-voting member).

**GSA ERC member who is a member of GSA Council:** Sean Rah (GSA DRO and GSA ERC non-voting member).

**GSA ERC voting members invited to GSA Council as guests:** Jennifer Bell (former Councillor, Nursing), Christopher Chen, Justin Leifso, Anmol Shahid, Axel Perez Trujillo (former Councillor, MLCS), Zhendong Li (former Councillor, Chemistry), and Hamman Samuel (recent former GSA Chief Returning Officer).

*Attachments:*

- Cover Letter From the Chairs of the GSA ERC and the GSA GC 9.0
- Outline of Issue 9.1 - 9.2
- GSA Appeals and Complaints Board (and Associated Policies on Discipline, Elections, and the GSA Judicial Committee): Proposed Changes and Additions to GSA Policy and Change to GSA Bylaw 9.3 - 9.12

10. Timeline for the CRO to Reach Decisions on Alleged Breaches and Information Provided Anonymously: Proposed Changes to GSA Policy (Only Reading)  
**Colin More and Sarah Ficko (Chair and Vice-Chair of the GSA Governance Committee), Leigh Spanner (Chair of the GSA Elections and Referenda Committee), and Virginia Pimmett (recent former Chair of the GSA Elections and Referenda Committee) will present the item.**
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- Attachments:*
- Cover Letter From the Chairs of the GSA GC and the GSA ERC 10.0
  - Outline of Issue 10.1
  - Timeline for the CRO to Reach Decisions on Alleged Breaches and Information Provided Anonymously: Double Column of Proposed Changes to GSA Policy 10.2

11. Performance and Conduct, Conflict of Interest, and Conflict of Commitment: Proposed Changes to GSA Bylaw (First Reading) and Movement to GSA Policy (For Information)  
**Colin More and Sarah Ficko (Chair and Vice-Chair of the GSA Governance Committee), Leigh Spanner (Chair of the GSA Elections and Referenda Committee), and Virginia Pimmett (recent former Chair of the GSA Elections and Referenda Committee) will present the item.**
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- Attachments:*
- Cover Letter From the Chairs of the GSA GC and the GSA ERC 11.0
  - Outline of Issue 11.1
  - Performance and Conduct, Conflict of Interest, and Conflict of Commitment: Double Column of Proposed Changes to GSA Bylaw and Movement to GSA Policy 11.2 - 11.5

12. Actions of the Speaker Regarding Officers' Attendance AND Consultation with the Deputy Speaker and ED: Proposed Changes to GSA Policy (Only Reading)

**Colin More and Sarah Ficko (Chair and Vice-Chair of the GSA Governance Committee), Leigh Spanner (Chair of the GSA Elections and Referenda Committee), and Virginia Pimmett (recent former Chair of the GSA Elections and Referenda Committee) will present the item.**

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*Attachments:*

- Outline of Issue
- Actions of Speaker Regarding Officers' Attendance and Consultation with the Deputy Speaker and ED: Double Column of Proposed Changes to GSA Policy

12.0  
12.1 - 12.3

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

**Reports**

14. President (**Colin More, GSA President**)

- i. President's Report 14.0
- ii. GSA Board 14.1
- iii. GSA Budget and Finance Committee 14.2
- iv. GSA Governance Committee 14.3

a) GSA Nominating Committee

- i. GSA Nominating Committee Report (**Michele DuVal, GSA Nominating Committee Administrative Chair**) 14.4 - 14.5

15. Vice-President Academic (**Harsh Thaker, GSA Vice-President Academic**)

- i. Vice-President Academic's Report 15.0

16. Vice-President External (**Alphonse Ndem Ahola, GSA Vice-President External**)

- i. Vice-President External's Report 16.0
- ii. GSA Awards Selection Committee (**no meetings this reporting period; will resume meeting Fall 2015**)

17. Vice-President Labour (**Sarah Ficko, GSA Vice-President Labour**)

- i. Vice-President Labour's Report 17.0 - 17.1
- ii. GSA Negotiating Committee (**no meetings this reporting period; will resume meeting Fall 2015**)
- iii. GSA Labour Relations Committee (**no meetings this reporting period; will be meeting July 23, 2015**)

18. Vice-President Student Services (**Alireza Talaei, GSA Vice-President Student Services**)

- i. Vice-President Student Services' Report 18.0
- ii. GSA Student Affairs Advisory Committee (Joint Chair: Vice-President External) (**no meetings this reporting period**)

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19. Senator ( <b>Leigh Spanner, GSA Senator</b> )	
i. Senator's Report	<b>19.0</b>
20. Speaker ( <b>Sulya Fenichel, GSA Speaker</b> )	
i. Speaker's Report ( <b>no written report at this time</b> )	
21. Chief Returning Officer ( <b>Virginia Pimmett, GSA Chief Returning Officer</b> )	
i. Chief Returning Officer's Report	<b>21.0</b>
22. GSA Elections and Referenda Committee ( <b>Leigh Spanner, GSA Elections and Referenda Committee Chair</b> )	
i. GSA Elections and Referenda Committee Report	<b>22.0</b>
23. GSA Management ( <b>Ellen Schoeck, GSA Executive Director</b> )	
i. Executive Director's Report	<b>23.0 - 23.4</b>

**Question Period**

24. Written Questions (**none at this time**)

25. Oral Questions

**Adjournment**

**Meeting Minutes  
22 June 2015  
GSA Council Meeting**

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

Harsh Thaker (VP Academic)	Megha Bajaj (Councillor-at-Large)	Sumit Mandal (Human Ecology)	Luke McNulty (Philosophy)
Sarah Ficko (VP Labour)	Tania Shewring (AFNS)	Allie Querengesser (Humanities Computing)	Ruijia Wang (Physics)
Alphonse Ndem Ahola (VP External)	Heather Leier (Art & Design)	Mahalakshmi Kumaran (Lab Med & Pathology)	Brayden Whitlock (Physiology)
Ali Talaei (VP Student Services)	Patricia Leighton (Bio Sciences)	Jessica Peck (Library & Info Sciences)	Victor (Psychiatry)
Sarah Prescott (Speaker)	Paola Ometto (Business PhD)	Amir Nosrati (Math & Statistical Sciences)	Ruojing Zhou (Psychology)
Hamman Samuel (CRO)	Joseph Cheramy (Chemistry)	Sourayon Chanda (Mech Eng)	Colin Reynolds (Public Health)
Leigh Spanner (Senator)	Somaye Nasr (Civil & Enviro Engineering)	Ninad Mehta (Med Microbio & Immunology)	Pat Hart (Religious Studies)
Pooran Appadu (Councillor-at-Large)	Victor Guana (Comp Sci)	Grant Norman (Neuroscience)	Alison Murata (Renewable Resources)
Monty Bal (Councillor-at-Large)	Shelby Sanders (Earth & Atmospheric Sci)	Upinder Singh (Nursing)	Alfred Appiah (Res Econ & Enviro Sociology)
Sarang Gumfekar (Councillor-at-Large)	Hasriadi Masalam (Ed Policy Studies)	Laura Lee (Oncology)	Tasha Jayatunge (Sociology)
Brent Kelly (Councillor-at-Large)	Brittany Budzan (Ed Psychology)	Antoinette Nguyen (Paediatrics)	Antonio Bruni (Surgery)
Hannah Madsen (Councillor-at-Large)	Sulya Fenichel (Elementary Education)	Katarina Ondrusova (Pharmacology)	
Tharsini Sivananthajothy (Councillor-at-Large)	Richard Moran (English & Film Studies)	Kathy Tang (Pharm & Pharm Sci)	

**GUESTS:** Sean Rah (DRO candidate); Saeidreza Radpour (DRO candidate); Renee Polziehn (Professional Development and Outreach Coordinator, Faculty of Graduate Studies and Research); Justin Leifso (GSA Elections and Referenda Committee member)

Speaker Sarah Prescott in the Chair.

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

**Roll Call**

**1. Roll Call of Council Members in Attendance**

**Approval of Agenda**

**2. Approval of the 22 June, 2015 Consolidated Agenda**

Members had before them the 22 June 2015 Consolidated Agenda, which had been previously distributed on 19 June 2015.

**Agenda approved by UNANIMOUS CONSENT.**

**Approval of Minutes**

**3. Minutes**

**i. Minutes from the 25 May 2015 GSA Council meeting**

Members had before them the 25 May 2015 GSA Council Minutes, which had been previously distributed on 12 June 2015.

**Minutes approved by UNANIMOUS CONSENT.**

Prepared by M. Caldwell and F. Robertson for the Council Meeting of 22 June 2015

### Changes in Council Membership

#### 4. Changes in Council Membership

##### i. Introduction of New Councillors

This was the first meeting for a number of Councillors: Brent Kelly (CAL); Paola Ometto (Business PhD); Victor Guana (Computing Science); Katarina Ondrusova (Pharmacology); Brittany Budzan (Educational Psychology); Mahalakshmi Kumaran (Lab Medicine & Pathology); Kathy Tang (Pharmacy & Pharmaceutical Sciences); Richard Moran (English & Film Studies); Alfred Appiah (REES); Joseph Cheramy (Chemistry); Allie Querengesser (Humanities Computing)

##### ii. Farewell to Departing Members of GSA Council

This was the last meeting for two members of GSA Council: Hamman Samuel (CRO); Sarah Prescott (Speaker)

### Presentations and Councillor Announcements

#### 5. Professional Development for Graduate Students

H Thaker introduced the guest, Renee Polziehn, Faculty of Graduate Studies and Research Professional Development and Outreach Director. R Polziehn addressed the upcoming mandatory professional development for graduate students requirement, the Individual Development Plan, and the eight-hour minimum associated with the requirement. She noted that, starting 2016, everyone will begin to plan out their academic and career paths. There are about 16 students from all across campus involved in this initiative at a grassroots level; graduate students have a voice. R Polziehn encouraged GSA Council to participate and make their opinions on Professional Development known to university administration. R Polziehn asked members to fill out a survey that was handed out to learn how graduate students want to receive information about the Professional Development requirements. There is also an online version that will be distributed to Councillors via email.

Following the presentation there were a number of questions:

U Singh asked for details on what the plan entailed – was it for every student regardless of program? R Polziehn explained that the program was for every student regardless of when they started. Some activities will be accepted retroactively.

K Tang asked what the program requires, is it assignments, presentations, or sessions? R Polziehn responded that in the Individual Development Plan students will map out where they want to go, do self assessments, and talk about how their plans align with their academic plans. Currently there is too much focus on the academic side; not a lot of people consider why they are here and what they want to get out of it. Teaching could be part of the requirements. Events or society meetings could also be included. Those details will be discussed with the incoming Dean of FGSR.

S Fenichel thanked R Polziehn for all the hard work that has been done. She expressed her misgivings but asked for more description of the mentorship components. R Polziehn responded that they are currently hiring someone to help students go through the different resources and offer guidance. Many students will get the mentorship they need from their supervisors, especially if they truly want to remain in academia. This program is to ensure students have more options than just academia. Not all supervisors will be equipped, nor can they be expected to be equipped, to offer career advice outside of academia. Ultimately, it is the job of graduate students to make sure that they access other resources, and FGSR will be coming up with more ways to help. The mentor side of the program should be varied and could include group mentorship. People who want more mentorship will have access to a different system. In depth mentorship is not for everyone but everyone should think about where they want to be and have the resources necessary.

A Nosrati asked if there are metrics to assess the progress of the program. R Polziehn stated that there is no listed metric currently. Progress will be measured in seeing completion times shortened, if students are becoming employed quickly, etc. Success will be shown when students get into the job force sooner or put out papers sooner. These are positive outcomes; positive feedback demonstrates success without metrics. The outcomes of Individual Development Plans used at other schools have been successful. A Nosrati followed up, asking if the Math department is supporting this program. R Polziehn responded that when the Individual Development Plan was put together it was designed for everyone, although a couple of departments are exempt. There is support and dissent in every department. A high percentage of departments support this initiative. A Nosrati asked if GSA Council could see numbers after two years of implementation. R Polziehn stated that other universities with mandatory Professional Development see students getting job sooner and being more productive during their programs. This would be considered success. In schools where students are required to complete an Individual Development Plan it has been highly successful. Success is reflected in positive feedback from people who find employment. Metrics are difficult because there are so many different factors involved but the committee would like to look at whether students get through their programs faster and have fewer issues with completion. A Nosrati asked if all departments are supporting the initiative

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and cooperating. R Polziehn responded that while this decision was not unanimous it had a high percentage of support. Just because a department supports the initiative does not mean every supervisor will also.

S Sanders pointed out that there are conflicting reports on who will join the program and when; she expressed concern about struggling to complete Professional Development requirements at the end of a program. R Polziehn explained that Education and Law are exempt. In her understanding, the program will start in September 2016 and be required for everyone. There has been confusion about this. H Thaker added that the University Calendar says the program will begin in September 2016 for all students; if you are planning to finish in October 2016 you have the option to start working on Professional Development now to be finished in time. If you are very close to the end, you may be able to opt out however this program is not a bad exercise and could be helpful.

B Kelly brought up undergraduate co-curricular transcripts and asked if this related or if it was separate and R Polziehn stated that she would like to see these activities go on the co-curricular transcript although this has not started yet. It would provide another record of your activities on campus. It is separate and not all Professional Development activities would be eligible. Graduate students can use the co-curricular transcript; it is just a matter of making sure the approval process is in place.

P Appadu asked that, as graduate studies are intended to develop independent critical thinking skills, isn't this spoon-feeding something to graduate students that they should be able to do on their own? R Polziehn noted that these types of professional development activities and plans are mandatory in many professions and a part of the regular workforce. The idea was born out of the professional environment. Only 1-10% of graduates end up in academic jobs and most students do not view graduate studies as Professional Development. Students need to work on developing skills to be competitive in the workforce. Not every student thinks this way or has permission to pursue these activities. Students often focus on finishing their degrees. This is a matter of changing the mindset so that graduate programs encompass other skills besides research and coursework. It could be considered spoon-feeding but you could spend your 8 hours on entrepreneurship while someone else might want to learn how to dress at a business event. It is not spoon-feeding because it can provide very useful information.

L McNulty expressed that he is a huge fan of this idea and he is at the end of his program. We know the job market is grim and yet everyone still seems surprised that there are no jobs. Regardless of the details or whether or not 8 hours is enough, you are not guaranteed a job so every bit helps.

U Singh asked about considerations for off-campus students. R Polziehn explained that this is a constant question for the committee since they know that not everyone is physically here. We will eventually have access to mygradskills.com so activities can be online.

G Norman asked if it is possible to opt out. R Polziehn responded that there are ways to opt out but why would you not want to spend a little time to do this? R Polziehn advocated for doing the plan even if you do not want to, it can help in the long run.

There were no further questions. Councillors were encouraged to send questions directly to R Polziehn.

#### **6. GSA Appeals and Complaints Board (For Information)**

**S Ficko (Vice-Chair, GSA Governance Committee, and GSA Vice-President Labour), Justin Leifso (Member, GSA Elections and Referenda Committee), and E Schoeck (GSA Executive Director) presented the item and raised the following points:**

S Ficko spoke regarding the development of the GSA Appeals and Complaints Board. She explained that this was part of the elections package brought to Council in November. It has been coming back in separate segments since then. The GSA Elections and Referenda Committee and the GSA Governance Committee have worked on this extensively and the presentation today will focus on issues with procedural fairness and the GSA Judicial Committee.

J Leifso explained that he used to be the manager of performance audits for the Saskatchewan provincial government, where one of the biggest red flags was when there was a lack of process. This is the red flag in current GSA Policy. The committees are putting processes into place and trying to mitigate the weaknesses that the GSA currently has.

E Schoeck introduced herself for the benefit of the new Councillors. E Schoeck stated that Chief Returning Officer H Samuel had previously identified three main concerns, one of which was the lack of processes. J Leifso added that our current processes leave the GSA seriously vulnerable. E Schoeck stated that S Ficko referred to the GSA Elections and Referenda Committee and GSA Governance Committee; these joint members have worked since last November to bring pieces forward to Council and

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depending on the feedback here tonight, they will bring forward another proposal next month as well. E Schoeck explained that the University Appeals Board is set up with elements of procedural fairness. These are the principles at work if you appeal to FGSR and then to the GFC Academic Appeals Committee. The GSA has to comply with administrative law. With our current procedures as they are, if a graduate student took the GSA to judicial review, the GSA would lose because it does not comply with procedural fairness. The GSA currently has a judicial committee but it is really a disciplinary committee. However, according to the GSA lawyers, the GSA has no right to enforce those policies. If the proposal is approved, the whole disciplinary policy will disappear. The proposed GSA Appeals and Complaints Board (GSA ACB) must be able to withstand judicial review. In the past, members of the GSA Judicial Committee have expressed concern that they do not have the background to serve in this capacity. This has not been a big concern since the committee has not had to meet. Current policy chooses students at random, while the proposed policy would elect members and provide training for continuity.

The proposed GSA ACB would hear and decide on two matters: complaints about Officers and the appeal of Chief Returning Officer decisions.

S Ficko explained that the composition of the proposed GSA ACB would differ from the current GSA Judicial Committee. The composition will be 8 graduate students nominated by the GSA Nominating Committee but to add continuity, there are also 4 Councillors, alternates, or recent former Councillors. The Chair and Vice-Chair will be nominated by the GSA Nominating Committee. The Chair will have significant responsibility and needs to be fair, unbiased and have sound judgment – Council will have some say in the choice. The Chair will receive advice from E Schoeck, H Hogg, and the GSA lawyer as needed. Training will also provide continuity for all members.

S Ficko moved to how the proposal recommends proceeding with complaints against Directly Elected Officers and Council Elected Officers. The first step will be an informal resolution process. This is known as progressive discipline. Both parties may agree to work with a mediator, or pursue another form of informal resolution, before a formal hearing. The next step is a hearing held by a GSA ACB Hearing Committee, at which lawyers will be present. The GSA ACB Hearing Committee must include 5 members of the overall 12 committee members. E Schoeck added that committee members will have been vetted by the GSA Nominating Committee and should be neutral and impartial. The five-person panel including Councillors would hear complaints about Directly Elected Officers and Council Elected Officers; the process has legally recognized elements of fair process.

S Ficko explained that if someone has a complaint made against them, it falls on the Chair or Vice-Chair whether or not the issue will be heard by the proposed GSA ACB Hearing Committee. If there is reason to hear the complaint, the Respondent may be suspended with pay. Conduct, performance, or conflict of interest or commitment can be brought forward.

J Leifso added that the proposed GSA ACB will also deal with appeals of decisions from the Chief Returning Officer during elections, by-elections, and referenda. The Chief Returning Officer has a tough job; they make decisions in short timelines under stressful conditions and need to make them quickly and with principles of fairness in mind. These decisions are subject to review and appeal to the proposed GSA ACB. If the Chief Returning Officer becomes aware of contraventions, a full written record of the investigation will be kept and will seek an informal resolution. If the more formal process is chosen, the Chief Returning Officer will make the decision and state why. The decision will be based on written submissions and rebuttals and will be in writing. If there is an appeal, the proposed GSA ACB will be able to review all of this material. We need these processes in place to avoid escalations and possible litigation. When a decision is appealed through the proposed GSA ACB it is required in writing, received by the Chair, and any related Chief Returning Officer written records are considered for the record. The proposed GSA ACB can request statements and then make a decision with reasons in writing. These processes add robustness to the electoral process and minimize potential challenges in court.

S Ficko added that the proposed GSA ACB will report back to Council on appeals and complaints concerning officers in closed session. Chief Returning Officer decisions and appeals will be posted on the GSA website. E Schoeck reminded Council that the two committees are bringing the proposal forward in July for Council's consideration. These new processes will allow for more time to hear complaints, allow the Chief Returning Officer to make rapid decisions in elections, and allow the proposed GSA ACB to hear decisions rapidly.

Following the presentation there were a number of questions:

N Mehta asked how privacy of parties is protected. E Schoeck answered that the new processes will be subject to privacy laws; if there is a charge against an Officer there will be lawyers involved from the start which will ensure proper legal conduct in regards to privacy. J Leifso added that this has been a significant point of discussion in GSA Elections and Referenda Committee meetings. The proposed GSA ACB will provide more training and support and one of the concerns in training will be privacy.

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B Kelly asked about the inclusion of recent former Councillors and pointed out that these individuals no longer have a mandate. This could be problematic. E Schoeck replied that Council may decide they do not want to use recent former Councillors. They are included for two reasons: in order to have someone who was part of an issue in the past, we may need to rely on former Councillors; and the pool to draw from would be much larger. This is also the practice of the General Faculties Council.

H Thaker asked about the informal resolution and if there is any documentation. E Schoeck explained that ground rules are set at the beginning and agreed upon by both parties. They can agree not to keep a written record. There still needs to be a written record of the decision.

S Gumfekar asked if Councillors-at-Large are included in the “recent former Councillors” pool. E Schoeck responded that they are not included, nor were Officers. The proposed GSA ACB would draw from Departmental Councillors.

### **7. Councillor Announcements**

L Lee announced that Let’s Talk Science needs volunteers. They are planning an event over three days (Aug 1-3); volunteers will be fed and get a t-shirt. Go to [tspp@ualberta.ca](mailto:tspp@ualberta.ca) to volunteer. Please spread the word, science background not needed. This event will require about 80 volunteers. Let’s Talk Science is also having an event in Sherwood Park on July 1, from 10-5, at which they need 5 volunteers. Shirt and food provided.

### **Action Items, Elections, Appointments, Special Business, Updates**

#### **8. GSA Council-Elected Officers: Paper Ballot Election Presented by Ninad Mehta (Member, GSA Nominating Committee)**

N Mehta presented the item and introduced the nominees. Each nominee was invited to speak for approximately one minute, answering questions prepared in advance by the GSA Nominating Committee. Council were also shown a video from Virginia Pimmett (nominee for Chief Returning Officer). N Mehta also pointed out that the bios had been provided to Councillors, and that the ballots were all on different coloured paper. All candidates were presented and then the ballots were distributed.

Question for Speaker and Deputy Speaker: According to the GSA Policy Manual (Officer Portfolios) “The Speaker is responsible for presiding over meetings of Council and for “[acting] in a neutral capacity and [maintaining] order and decorum in Council so that Council can conduct its business in a fully-informed, fair fashion” (Standing Orders of Council, Role of Speaker)”(7.1.a). What relevant experience do you have for this position?

S Fenichel (nominee for Speaker) responded that she has experience mediating and negotiating the needs of many different kinds of people in the education context and business environment. She has been with the GSA for 2 years, serving on the GSA Governance Committee. She has always asked lots of questions of the GSA Committees and Council and would like the chance to step back from having opinions and learn more about moderating.

Roy Coulthard (nominee for Deputy Speaker) provided the following via email: “As Deputy Speaker from 2013 to 2015, and GSA President and Acting President from 2009-2012, I have chaired many meetings of the GSA Board, GSA committees and GSA Council. I am familiar with procedural fairness and the standing orders of Council and am prepared to serve Council and the GSA Speaker, when required, during the next year.”

Question for Chief Returning Officer and Deputy Returning Officer: According to the GSA Policy, Officers Portfolios “The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Elections, and Referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Referenda, Section 1.1)” (8.1.a). What relevant experience do you have for this position?

S Radpoor (nominee for Deputy Returning Officer) stated that he started in Mechanical Engineering in 2012; during his Masters he volunteered and coordinated elections for the students association in his department. He has also started his own business with classmates, bringing different parties together to solve different problems that arose in their projects. Since starting a PhD program he has volunteered on and off campus and attended many GSA meetings to learn more about its policies and organization.

Prepared by M. Caldwell and F. Robertson for the Council Meeting of 22 June 2015

S Rah (nominee for Deputy Returning Officer) stated that he did not have a lot of experience in elections but as VP Service in his student group at McGill he played the role of buffer between the Alumni and student groups. After events, he would field complaints from both parties and mediate, compile information, and then make decisions. Decisions ranged from minor to major, sometimes deferring to the Alumni Association and providing detailed reports to their officer. He could learn a lot in this position and get involved with the GSA.

Council was instructed to vote at this time.

*Elections results are provided following Item 17 below, which was the point in the Meeting at which they were announced.*

**9. GSA Council Composition and Special Meetings: Proposed Changes to GSA Bylaw (Part III) (Second Reading)  
Presented by Sarah Ficko (Vice-Chair, GSA Governance Committee, and GSA Vice-President Labour) and Justin Leifso (Member, GSA Elections and Referenda Committee)**

Members had before them an outline of issue, a cover letter from the Chairs of the GSA Governance Committee and GSA Elections and Referenda Committee, and the double column document: GSA Council Composition and Special Meetings. S Ficko and J Leifso presented the item.

S Ficko explained that this is the second reading of the proposal. The first reading of this motion, at the June Council meeting, was passed unanimously.

**MOTION BEFORE COUNCIL:** That GSA Council **APPROVE**, on the recommendation of GSA Governance Committee and effective immediately, the proposed changes to GSA Bylaw, as shown in the attached double column document.

There were no questions.

**MOTION:** That GSA Council **APPROVE**, on the recommendation of GSA Governance Committee and effective immediately, the proposed changes to GSA Bylaw, as shown in the attached double column document. S Ficko **MOVED**. H Samuel **SECONDED**.

**Motion PASSED. One abstention.**

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

**Reports**

**11. President**

**i. President's Report:**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. C More was absent from the meeting because he was attending an academic summer school.

**ii. GSA Board**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted.

**iii. Budget and Finance Committee**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted.

**iv. Governance Committee**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted.

**a) Nominating Committee**

**i. Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted.

Prepared by M. Caldwell and F. Robertson for the Council Meeting of 22 June 2015

## **12. Vice-President Academic**

### **i. Vice-President Academic's Report**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. In addition, H Thaker stated that he went to a couple meetings since last Council, and has reported on two that Council might find interesting. Please ask if you have any questions. The GSA Directly-Elected Officers are meeting with David Turpin on 2 July 2015, so they will be able to report on that meeting, particularly what the new University president would like to offer graduate students.

## **13. Vice-President External**

### **i. Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. In addition A Ndem Ahola stated that at last Council, he was looking forward to meeting the new Minister of Innovation and Advanced Education, Lori Sigurdson. She was very kind and called to make contact right away and to plan meetings for the coming year. Two weeks ago the Alberta Graduate Provincial Advocacy Council (ab-GPAC) met to set up advocacy priorities. Last Sunday the new government announced Bill 3, which will change a lot of our priorities so ab-GPAC will need to meet again and set up something more in line with the current situation. A Ndem Ahola also attended training with City Council; everyone has access to City Council through an online application or calling 311. They are doing good things and we should get involved since we have a lot of things we could talk about with City Council. The GU15 meeting will be in Winnipeg in August.

### **ii. Awards Selection Committee**

No written report was required at this time; committee will resume meeting in Fall 2015.

## **14. Vice-President Labour**

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

Members had before them a written report and a supplemental report, which had been previously distributed on 19 June, 2015. The reports stood as submitted. In addition S Ficko stated that she has had several meeting on mental health and that more details are in her report, although she is happy to answer questions. Over the next few months, things will get more interesting as the GSA Labour Relations Committee will start up and move into negotiations for the next year. Tomorrow we will meet with the Auditor and the GSA Budget and Finance Committee will meet on Wednesday. The audit report will come to Council in July. Heather Zwicker, the incoming Dean, met with us about Bill 3 after a meeting of Dean's Council. There are details in the supplemental report on how this will affect students; tuition will be frozen at last year's levels, and there will be other repercussions. But the freeze for this year is exciting.

B Kelly asked how to get involved in the GSA Labour Relations Committee. N Mehta explained that he should respond to the upcoming GSA Nominating Committee ad and submit his bio. The GSA Nominating Committee will work to fill the committee.

P Appadu asked if only domestic tuition will be frozen. E Schoeck responded that so far, it is a freeze for domestic, not international. P Appadu asked if international students can expect a hike. S Ficko responded that this was not part of the discussion. A Ndem Ahola pointed out that this is still something to be discussed with the new Minister but there has not been a chance to discuss international students yet. It seems like they are thinking about it, since the Chair of ab-GPAC spoke to the Minister about it two days ago and it came up. We will provide feedback as soon as there is a discussion.

### **ii. Negotiating Committee**

No meetings this reporting period; committee will resume meeting in Fall 2015.

### **iii. Labour Relations Committee**

No meetings this reporting period.

## **15. Vice-President Student Services**

### **i. Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. In addition, A Talaei stated that he has attended meetings on immigration and gender neutral washrooms. He recently attended a Studentcare graduate student stakeholder meeting in Montreal. Some students have probably received emails about new virtual counseling services offered through Studentcare; students can access these services via phone or Skype. He also noted that he was asking for feedback on gender neutral signage for washrooms and where these need to be located on campus and asked that Councillors email any feedback to him.

Prepared by M. Caldwell and F. Robertson for the Council Meeting of 22 June 2015

H Samuel asked for information about permanent residency application services. A Talaei stated he recently met with University of Alberta International. They are working with different institutions to advocate for graduate students. They are a small group and cannot do much unless they advocate to change the Provincial Nominee Program. We will bring these issues to ab-GPAC to see if we can impact provincial regulations. In the meantime, UAI will work to inform graduate students about the changes and have more regular workshops to provide information, and post updates on their website. M Bajaj asked when the PR workshops will start. A Talaei replied that he does not know yet but would prefer that they were graduate student oriented and would ideally have one or two every semester. They will hopefully start in the fall. M Bajaj asked about the Student Financial Support strategy meeting. A Talaei did not attend (it was noted after the meeting that C Thomas, GSA Director of Services and Governance attended the meeting).

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

No meetings this reporting period.

**16. Senator**

**i. Senator's Report**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. L Spanner was not in attendance.

**17. Speaker**

**i. Speaker's Report**

No written report at this time. Speaker asked new Councillors who have not yet filled out an information form to see her after the meeting.

*At this time the results of the GSA Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer Election were presented.*

**GSA Speaker Election Results:** S Fenichel received 44 votes; None of the Candidates received 1 votes. S Fenichel was elected Speaker.

**GSA Deputy Speaker Election Results:** R Coulthard received 43 votes; None of the Candidates received 3 votes. R Coulthard was elected Deputy Speaker.

**GSA Chief Returning Officer Election Results:** V Pimmett received 42 votes; None of the Candidates received 4 votes. V Pimmett was elected Chief Returning Officer.

**GSA Deputy Returning Officer Election Results:** S Rah received 24 votes; S Radpoor received 15 votes; None of the Candidate received 5 votes; 1 spoiled ballot. S Rah was elected Deputy Returning Officer.

Speaker noted that along with the changes to Bylaw that Council approved earlier in the meeting (Item 9), changes need to be made to the Standing Orders of Council to reflect the new Bylaw. Some sections need to be moved out, wording needs to be amended/replaced. There is no change in the intent, and a version showing track changes will be circulated to Council as follow-up from this meeting.

S Ficko asked Council to join her in thanking Speaker S Prescott and Chief Returning Officer H Samuel for their service over the past year.

**18. Chief Returning Officer**

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

No written report at this time. No report

**19. Elections and Referenda Committee**

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. V Pimmett was not in attendance.

**20. GSA Management**

**i. Executive Director's Report**

Prepared by M. Caldwell and F. Robertson for the Council Meeting of 22 June 2015

Members had before them a written report, which had been previously distributed on 19 June 2015. The report stood as submitted. In addition, E Schoeck stated the list of 29 corporate documents that define the GSA is available. Council will see the audit report at the next meeting; the GSA had a clean audit. We are working to renegotiate our lease.

**Question Period**

**21. Written Questions**

None at this time

**22. Oral Questions**

None at this time

**Adjournment**

The meeting was adjourned at 7:59 pm.

Outline of Issue (GSA COUNCIL)

**2014-2015 GSA Audited Financial Statements**

**Suggested Motion for GSA Council:**

That the GSA Council **RECEIVE FOR INFORMATION** the 2014-2015 GSA Audited Financial Statements.

**Note:** At the meeting of June 24, 2015, the GSA Budget and Finance Committee (GSA BFC) **received for information** the 2014-2015 GSA Audited Financial Statements. At the meeting of July 10, 2015, the GSA Board **approved and forwarded to GSA Council** the 2014-2015 GSA Audited Financial Statements. Members of the GSA BFC have been invited to attend the July 20, 2015 meeting of GSA Council.

**Background:**

The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. The GSA has changed audit firms since the 2013-2014 GSA Audited Financial Statements were prepared. Our audit firm is Collins Barrow LLP (our auditor remains Tom Gee (MBA, FCA) who is now with Collins Barrow LLP).

**Note from the Executive Director on the audit process:** The audit process begins with a Letter of Engagement, which sets out the parameters of the audit. Two CAs from our audit firm, Collins Barrow LLP, then visit the GSA office to review relevant financial information and other files/policies. As part of the audit we ask for audited financial statements from CJSR, the Campus Food Bank, and any other organization to whom we provide financing. The audit representative has access to any info he/she wishes to see, and poses questions to the GSA Accountant, Financial Manager, and Executive Director. The President and Executive Director then meet with the audit representative to review and discuss the results. The President, a Vice-President, and the Executive Director then sign off on the audit and the audited financial statements proceed to the GSA BFC, GSA Board, GSA Council, and the Board of Governors.

**The GSA BFC receives the audited financial statements in closed session, at the request of the Auditor and as reflected in GSA Policy, and the GSA Board approves the audited financial statements in closed session. GSA Council is asked to receive the audited financial statements for information in open session.**

The GSA is in **solid financial shape**. This is reflected in **the Independent Auditor's Report, which states "in our opinion, the financial statements present fairly, in all material respects, the financial position of the Graduate Students' Association of the University of Alberta as of March 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations."**

**Jurisdiction:**

Post-Secondary Learning Act, Section 97(1)

*"Each student organization of a public post-secondary institution shall provide audited financial statements annually to the board of the public post-secondary institution and shall make the audited financial statements available to students of the public post-secondary institution on request."*

GSA Policy, Budget Principles, Practices, and Procedures, Section 2.5.a

*"Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the Executive Director, will arrange for an audit of the GSA's financial records by the approved auditor as required by the Post-Secondary Learning Act. Audited financial statements are normally due ninety (90) days after year-end. Audited financial statements will be submitted by the Auditor to the President and Executive Director; then to BFC for information; then to the GSA Board for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager prepare draft financial statements and the year-end working papers."*

**Role of the GSA BFC:**

GSA Policy, Standing Committees, Budget and Finance Committee, Section 4.2.b.iii:

*"The GSA BFC shall fulfil the following advisory functions ... receiving information and advice from the GSA Auditor with respect to any information and recommendations the auditor wishes to present."*

**Role of the GSA Board:**

GSA Policy, Standing Committees, GSA Board, Section 2.2.a:

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

Prepared by C Thomas, M Caldwell and E Schoeck for GSA Council July 20, 2015

**THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY  
OF ALBERTA**  
Financial Statements  
Year Ended March 31, 2015

*Draft for discussion purposes only*



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Index to Financial Statements

Year Ended March 31, 2015

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Draft for discussion purposes only

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## INDEPENDENT AUDITORS' REPORT

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### To the Members of The Graduate Students' Association of the University of Alberta

We have audited the accompanying financial statements of The Graduate Students' Association of the University of Alberta, which comprise the statement of financial position as at March 31, 2015 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Graduate Students' Association of the University of Alberta as at March 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

#### Other Matter

The financial statements for the year ended March 31, 2014 were audited by another firm of chartered accountants who expressed an unmodified opinion dated June 25, 2014.

*(continues)*

Edmonton, Alberta  
July 10, 2015

Chartered Accountants

*Draft for discussion purposes only*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Financial Position

March 31, 2015

	2015	2014
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 963,460	\$ 963,155
Accounts receivable	101,382	99,479
Prepaid expenses	3,301	4,538
	<u>1,068,143</u>	1,067,172
RESTRICTED CASH (Note 3)	1,063,175	894,334
PROPERTY AND EQUIPMENT (Note 4)	82,490	109,830
	<u>\$ 2,213,808</u>	<u>\$ 2,071,336</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 126,699	\$ 27,943
Dental and health plan payable	197,796	187,063
Deferred contributions (Note 6)	254,156	229,315
	<u>578,651</u>	444,321
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT (Note 7)	29,166	39,166
	<u>607,817</u>	483,487
<b>NET ASSETS</b>		
Invested in property and equipment	53,324	70,664
Internally restricted funds (Note 8)	957,222	898,263
Unrestricted fund	595,445	618,922
	<u>1,605,991</u>	1,587,849
	<u>\$ 2,213,808</u>	<u>\$ 2,071,336</u>
LEASE COMMITMENTS (Note 9)		

## APPROVED BY THE BOARD

\_\_\_\_\_

President

\_\_\_\_\_

Vice President

\_\_\_\_\_

Executive Director

See notes to financial statements

## THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Operations

Year Ended March 31, 2015

	2015	2014
<b>REVENUES (Schedule 1)</b>		
Academically Employed Graduate Students' Support Fund	\$ 675,127	\$ 568,838
Administration and services	1,107,994	1,147,766
Other restricted revenue	79,611	83,831
Commercial activities	9,480	7,995
Unitized Endowment Pool	53,283	46,698
	<u>1,925,495</u>	<u>1,855,128</u>
<b>EXPENSES (Schedules 2 and 3)</b>		
Academically Employed Graduate Students Fund	675,127	568,838
Administration and services	1,042,636	1,013,482
Other restricted funding	79,611	83,831
Commercial activities	9,480	10,832
	<u>1,806,854</u>	<u>1,676,983</u>
	118,641	178,145
Dental and Health Plan - net	<u>(100,499)</u>	<u>112,341</u>
<b>REVENUES OVER EXPENSES</b>	<u>\$ 18,142</u>	<u>\$ 290,486</u>

See notes to financial statements

## THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Changes in Net Assets

Year Ended March 31, 2015

	Internally Restricted Net Assets (Note 8)						2015	2014
	Invested in Property and Equipment	Dental and Health Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Total Internally Restricted Funds	Unrestricted Fund		
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 70,664	\$ 317,774	\$ 80,489	\$ 500,000	\$ 898,263	\$ 618,922	\$ 1,587,849	\$ 1,297,363
Revenues over (under) expenses	(17,340)	(100,499)	-	-	(100,499)	135,981	18,142	290,486
Transfers	-	3,671	5,787	150,000	159,458	(159,458)	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 53,324	\$ 220,946	\$ 86,276	\$ 650,000	\$ 957,222	\$ 595,445	\$ 1,605,991	\$ 1,587,849

See notes to financial statements

## THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Cash Flows  
Year Ended March 31, 2015

	2015	2014
<b>CASH PROVIDED BY (USED IN):</b>		
<b>OPERATING ACTIVITIES</b>		
Revenues over expenses	\$ 18,142	\$ 290,486
Items not affecting cash:		
Amortization	27,340	29,922
Amortization of deferred contributions related to property and equipment	(10,000)	(10,000)
	<u>35,482</u>	<u>310,408</u>
Changes in non-cash working capital (Note 10)	133,664	42,874
	<u>169,146</u>	<u>353,282</u>
<b>INVESTING ACTIVITIES</b>		
Increase in restricted cash	(168,841)	(150,881)
Purchase of property and equipment	-	(2,393)
	<u>(168,841)</u>	<u>(153,274)</u>
<b>INCREASE IN CASH</b>	<b>305</b>	<b>200,008</b>
Cash - beginning of year	<u>963,155</u>	<u>763,147</u>
<b>CASH - END OF YEAR</b>	<b>\$ 963,460</b>	<b>\$ 963,155</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

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## 1. NATURE OF OPERATIONS

The Graduate Students' Association of the University of Alberta (the "Association") is a not-for-profit organization incorporated on December 20, 1972 pursuant to Section 94(1) of The Post-Secondary Learning Act. The purpose of the Association is to represent the interests of graduate students before the University administration and the general public. As a not-for-profit organization under the Income Tax Act (Canada), the Association is exempt from income taxes.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Basis of Presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO").

### (b) Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

### (c) Share in the Unitized Endowment Pool

The share in the Unitized Endowment Pool is recognized at acquisition cost and subsequently measured at fair value at each reporting date. The Association's share in the Unitized Endowment Pool is increased by its share of investment income earned in the Pool and reduced by payments received from the University.

### (d) Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Student fees cover the academic year from September to August. A portion of fees received for the period from April to August is recorded as unearned fees and recognized as revenue in the following fiscal year. Other revenue is recorded in the period in which it is earned.

### (e) Donated Goods and Services

Donated goods and services are recorded at fair value when fair value can be reasonably estimated. During the year, the Association did not record any donated goods and services.

*(continues)*



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### (f) Property and Equipment

Property and equipment are recorded at cost and amortized on the straight-line basis over their estimated useful lives using the following annual rates:

Leasehold improvements	10%
Furniture and fixtures	20%
Computer equipment	30%

### (g) Impairment of Long Lived Assets

The Association reviews the carrying value of equipment for impairment when events or changes in circumstances indicate an asset's value may not be recoverable. That is determined when an asset's undiscounted cash flows are less than its carrying value. An impairment charge is recorded to reduce the carrying value of the asset to its fair value. Impairment charges are not reversed if there is a subsequent increase in its fair value. Amortization methods, residual values and useful lives are reassessed whenever events or changes in circumstances indicate that impairment may be present.

### (h) Activity Expenses

The Association has chosen to classify their expenses by function. Detailed revenue and expenses for each function are disclosed in the supporting schedules.

### (i) Use of Estimates

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant estimates used in the preparation of the financial statements include estimated useful life of property and equipment for purposes of calculating amortization, accrued liabilities, deferred contributions and deferred contributions related to property and equipment. Actual results could differ from those estimates.

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

### (j) Financial Instruments

#### *Measurement of Financial Instruments*

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, accounts receivable and restricted cash. The Association's financial assets measured at fair value include the share in the Unitized Endowment Pool.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and dental and health plan payable.

#### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. A previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements  
Year Ended March 31, 2015

## 3. RESTRICTED CASH

Restricted cash consists of the following:

	2015	2014
Dental and Health Reserve Fund, Financial Stabilization Fund, and Legal Defense Fund - a number of Guaranteed Investment Certificates bearing interest at various rates and maturing from May to June, 2017	\$ 668,252	\$ 541,128
Share in Unitized Endowment Pool	394,923	353,206
	<b>\$ 1,063,175</b>	<b>\$ 894,334</b>

Restricted cash has been designated for specific purposes described in Note 8.

The Association's share in the Unitized Endowment Pool (the "Pool") consists of an initial amount of \$265,000 which provided for annual payments to the Association by the University of Alberta (the "University"), commencing April 1, 1997, in accordance with the Unitized Endowment Pool Principles and Policy. The share in the Pool is measured at fair market value. Payments from the Pool may be applied to the Association's programs. The Pool was established by the University to facilitate long-term investment management and administration of funds. The University has policies and procedures in place governing asset mix, diversification, exposure limits, credit quality and performance measurement, with investments managed by the Board of Governors' Investment Committee. The Pool investments have no exposure to asset-backed commercial paper.

During the year, investment income of \$53,283 (2014 - \$46,698) was earned on the fund.

The share in the Unitized Endowment Pool is restricted for the Financial Stabilization Fund.

## 4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Leasehold improvements	\$ 198,000	\$ 140,085	\$ 57,915	\$ 77,715
Furniture and fixtures	104,373	85,380	18,993	23,741
Computer equipment	73,622	68,040	5,582	8,374
	<b>\$ 375,995</b>	<b>\$ 293,505</b>	<b>\$ 82,490</b>	<b>\$ 109,830</b>

## 5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

The increase to accounts payable and accrued liabilities in 2015 was largely due to a new balance payable of \$111,587 relating to the Academically Employed Graduate Students' Fund.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

## 6. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent resources externally restricted for specific purposes as follows:

	2014	Contributions received during the year	Amounts recognized as revenue	2015
Academically-Employed Graduate Students' Bursary Program	\$ 129,973	\$ 674,000	\$ 675,127	\$ 128,846
Graduate Student Assistance Program	74,721	85,231	65,121	94,831
Alberta Graduate Council Fees	23,254	7,225	-	30,479
Office of the Provost Funding	1,367	-	1,367	-
	<u>\$ 229,315</u>	<u>\$ 766,456</u>	<u>\$ 741,615</u>	<u>\$ 254,156</u>

## 7. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent funds received from the University of Alberta which have been used to fund the renovation of the Killam Centre for Advanced Studies. The deferred contributions related to property and equipment is amortized on the same basis as the related leasehold improvements.

## 8. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are comprised of the following funds:

### Legal Defense Fund

The Legal Defense Fund was established to provide resources to enter into legal action where appropriate.

### Dental and Health Plan Reserve Fund

The Dental and Health Plan Reserve Fund was established to ensure that adequate funds would be available in the event the Dental and Health Plan costs exceed the amounts collected in fees.

### Financial Stabilization Fund

The Financial Stabilization Fund is intended to safeguard the Association against uncertainty and to provide for unexpected expenditures. The balance will be adjusted annually at the discretion of the Board and will grow until it is equal to at least six months' operating costs.

Transfers of internally restricted net assets included an external, one-time payment of \$3,671 from studentcare.net/works which was transferred to the Dental and Health Plan Reserve Fund. The other transfers were internal ones from unrestricted funds.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

## 9. LEASE COMMITMENTS

The Association has entered into a five year lease which expires June 2016, to lease a portion of the Killam Centre for Advanced Studies from the University of Alberta at \$1 per year and utilities at no cost.

The Association leases photocopiers under operating leases expiring in 2018. Future minimum annual lease payments are as follows:

2016	\$	3,833
2017		3,833
2018		3,833
		11,499
	\$	11,499

## 10. CHANGES IN NON-CASH WORKING CAPITAL

	2015	2014
Accounts receivable	\$ (1,904)	\$ 1,879
Prepaid expenses	1,237	(4,538)
Accounts payable and accrued liabilities	98,757	(28,850)
Dental and health plan payable	10,733	(1,549)
Deferred contributions	24,841	75,932
	\$ 133,664	\$ 42,874

## 11. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, restricted cash, accounts payable and accrued liabilities and dental and health plan payable. The Association is exposed to the following risks through the financial instruments it holds:

### Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association does not believe it is subject to any significant concentration of credit risk. Cash is in place with a major financial institution. Accounts receivable are generally amounts receivable from the University of Alberta.

### Liquidity risk

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is the Association's opinion that there is no significant liquidity risk as of March 31, 2015.

(continues)

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2015

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## 11. FINANCIAL INSTRUMENTS *(continued)*

### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing guaranteed investment certificates. As the guaranteed investment certificates are cashable at any time, the Association is not subject to interest rate risk.

### Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The share in the Unitized Endowment Pool is subject to market risk, which is the possibility that investments in the Endowment Fund will change in value due to future fluctuations in market prices. The Unitized Endowment Pool is managed by the University of Alberta which has policies and procedures in place governing asset mix, diversification, exposure limits, credit quality and performance measurement. The Board of Governor's Investment Committee is responsible for oversight of the University's investments and fulfills their responsibilities by regular meetings to monitor and review the investments and investment manager performance, to ensure compliance with the University's investment policies and to evaluate the appropriateness of the investment policies.

## 12. COMPARATIVE FIGURES

Certain of the 2014 comparative figures have been reclassified to conform to the current year's presentation.

## 13. SUBSEQUENT EVENT

Subsequent to the year-end, the University of Alberta transferred the Association's share in the Unitized Endowment Pool to the Association in order to comply with the University's investment policy.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Schedule of Revenues

(Schedule 1)

Year Ended March 31, 2015

	2015	2014
<b>Academically Employed Graduate Students' Fund</b>		
Child care subsidy	\$ 267,500	\$ 152,500
Emergency bursaries	87,353	69,031
Graduate student recognition awards	18,000	17,500
Professional development grants	302,274	329,807
	<u>675,127</u>	<u>568,838</u>
<b>Administration and Services</b>		
Awards night	3,000	4,000
Graduate Students' Association fees	1,068,800	1,087,830
Investment and interest	6,129	5,917
Killam Centre for Advanced Studies	10,000	10,000
Miscellaneous	10,915	7,784
Office of the Provost	-	26,235
Orientation	9,150	6,000
	<u>1,107,994</u>	<u>1,147,766</u>
<b>Other Restricted Revenues</b>		
Graduate student assistance program	65,121	69,006
CJSR fees	14,490	14,825
	<u>79,611</u>	<u>83,831</u>
<b>Commercial Activities</b>		
Handbook	9,480	7,995
<b>Unitized Endowment Fund Pool</b>		
Investment income	11,565	11,486
Unrealized gain	41,718	35,212
	<u>\$ 53,283</u>	<u>\$ 46,698</u>
<b>TOTAL REVENUES</b>	<u><b>\$ 1,925,495</b></u>	<u><b>\$ 1,855,128</b></u>
<b>Dental and Health Plan</b>		
Plan fees	\$ 1,903,105	\$ 1,981,602
Plan expenses	<u>(2,003,604)</u>	<u>(1,869,261)</u>
	<u><b>\$ (100,499)</b></u>	<u><b>\$ 112,341</b></u>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Schedule of Expenses

(Schedule 2)

Year Ended March 31, 2015

	2015	2014
<b>Academically Employed Graduate Students' Fund</b>		
Child care subsidy	\$ 267,500	\$ 152,500
Emergency bursaries	87,353	69,031
Graduate student recognition awards	18,000	17,500
Professional development awards	302,274	329,807
	<u>675,127</u>	<u>568,838</u>
<b>Administration and Services</b>		
Governance	185,860	184,955
Advocacy	17,716	15,565
Human resources	708,008	666,813
Office administration	31,236	26,820
Professional Services	26,929	33,848
Amortization	45,547	55,559
	27,340	29,922
	<u>1,042,636</u>	<u>1,013,482</u>
<b>Other Restricted Revenue</b>		
Graduate student assistance program	65,121	69,006
CJSR fees	14,490	14,825
	<u>79,611</u>	<u>83,831</u>
<b>Commercial Activities</b>		
Handbook	9,480	10,832
	<u>9,480</u>	<u>10,832</u>
<b>TOTAL EXPENSES</b>	<u>\$ 1,806,854</u>	<u>\$ 1,676,983</u>

See notes to financial statements



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Schedule of Administration and Services Expenses

(Schedule 3)

Year Ended March 31, 2015

	2015	2014
<b>Governance</b>		
Elected Officers Stipends and Benefits	\$ 159,756	\$ 158,248
Employer Contributions		
Employer CPP contributions	6,943	6,894
Employer EI contributions	4,102	4,065
	<u>11,045</u>	<u>10,959</u>
Elected Officers - Other		
Insurance (Director and Officer liability insurance)	1,950	1,950
Transition/Early Call for Talent	4,219	896
Executive officers recognition	193	195
Executive officers discretionary expenses	720	1,879
Board and other committee	1,546	2,453
	<u>8,628</u>	<u>7,373</u>
Council		
Council/food/other	2,991	3,590
Election	598	1,453
Council speaker honorarium	1,800	1,800
Chief Returning Officer honorarium	1,042	1,532
	<u>6,431</u>	<u>8,375</u>
	<u>\$ 185,860</u>	<u>\$ 184,955</u>
<b>Advocacy</b>		
Government and External Relations	\$ 12,628	\$ 10,715
University Relations	4,097	698
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fee)	991	4,152
	<u>\$ 17,716</u>	<u>\$ 15,565</u>

(continues)

See notes to financial statements

## THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2015

<b>Human Resources</b>		
Salaries and Benefits	\$ 663,035	\$ 625,696
Employer Contributions		
Employer CPP contributions	21,972	20,614
Employer EI contributions	11,977	11,416
	<u>33,949</u>	<u>32,030</u>
Other HR		
Staff recognition	1,359	2,145
Professional expense allowance	6,084	5,375
Workers' Compensation	1,979	-
Parking	1,602	1,567
	<u>11,024</u>	<u>9,087</u>
	<u>\$ 708,008</u>	<u>\$ 666,813</u>
<b>Office Administration and Operational Costs</b>		
Small equipment purchases	\$ 5,713	\$ 2,867
Telephone and cable	3,442	3,445
Office supplies	5,221	5,222
Repairs and maintenance	959	1,438
Payroll and bank service charges	1,548	1,225
Photocopier lease (office)	13,738	12,008
Insurance	615	615
	<u>\$ 31,236</u>	<u>\$ 26,820</u>
<b>Professional</b>		
Financial audit	\$ 9,660	\$ 9,634
Consultants	3,057	636
Legal fees - general	14,212	23,578
	<u>\$ 26,929</u>	<u>\$ 33,848</u>

*(continues)*

See notes to financial statements

## THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2015

### Service

Grants and Subsidies		
Academic workshop subsidies	\$ 5,500	\$ 5,500
External grants	2,233	2,000
	<u>7,733</u>	<u>7,500</u>
Student Groups		
Academically-related student group awards	14,276	19,423
Council remuneration student groups	4,025	6,812
	<u>18,301</u>	<u>26,235</u>
Other		
Association of Managers in Canadian College University and Student Centre membership	650	975
Food Bank contract	9,000	9,000
Photocopier lease (lounge)	3,554	3,751
Awards night	4,528	7,275
Orientation	1,781	823
	<u>19,513</u>	<u>21,824</u>
	<u>\$ 45,547</u>	<u>\$ 55,559</u>
<b>Amortization</b>	<b>\$ 27,340</b>	<b>\$ 29,922</b>
<b>TOTAL ADMINISTRATION AND SERVICES EXPENSES</b>	<b>\$ 1,042,636</b>	<b>\$ 1,013,482</b>

See notes to financial statements



**Cover Letter from the GSA President – 7.0**  
**Quarterly Financial Report**

**To:** GSA Council

**From:** Colin More, GSA President and Chair, GSA Budget and Finance Committee

**Date:** July 10, 2015

Dear Council Colleagues,

I am writing to list some of the key elements of the Quarterly Report which will be before at the meeting of July 22.

**Enrolment Reduction, Savings, and Projected Surplus**

There is a drop in enrolment and thus in our fees revenue. The estimated reduction is 233 full-time and 109 part-time for a revenue adjustment estimated by our Financial Manager of \$49,772. However, we expect to save some \$42,000 in Human Resources and \$10,000 in Operating Contingency (one position has not been filled and we do not expect that the maternity leave/sick leave line will be expended this year), which would give us a surplus of \$2,228.

**Unitized Endowment Pool (UEP)**

Recent changes to University policy mean that the GSA's capital funds must come out of the UEP. Like any medium-risk financial instrument, returns from the UEP have fluctuated somewhat, but have been up to 15%. In the current budget we received \$12,387 in interest. This will decrease if the GSA invests in "no risk" financial instruments.

**Alberta Graduate Provincial Advocacy Council (ab-GPAC) Fees**

The new provincial advocacy group has been formed, and its annual fee has been set at \$3/graduate student. The fee for the previous provincial advocacy group was \$2/graduate student, paid for half by the GSA's annual budget (\$7,689 this year), and half by a dedicated fee set by referendum in 2001 (50 cents per graduate student for each of the fall and winter semesters).

For the two years it took to establish ab-GPAC, we put the money collected from the dedicated fee into a restricted account. That account now totals \$30,478.96. We will use this money to pay for the \$1 fee increase until the fund is expended. Simultaneously, we are working on a more long-term solution. One possibility is using our share of the revenue from Chopped Leaf, the food-service vendor in the PAW Centre. The GSA Financial Team and the GSA Budget and Finance Committee will continue to examine this issue and keep GSA Council informed.

**New Money**

We have \$4,480 in new money from Studentcare. This funding commitment is for 5 years starting in 2015-2016. This amount has been combined with the \$4,000 we receive from TD Insurance Meloche Monnex (TDIMM) (part of the GSA's signed agreement with TDIMM) into a new line called Annual Strategic Plan Initiatives. We stay in regular contact with both Studentcare and TDIMM to maintain our excellent relationships with them.

I look forward to discussing the quarterly financial report more when GSA Council meets.

Regards,

Colin More, GSA President and Chair of the GSA BFC

cc GSA BFC members

**Outline of Issue (GSA COUNCIL)**  
**GSA 2015-2016 Budget and Expenditure (Quarterly) Report**

**Suggested Motion for GSA Council:**

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report.

**Note:** At the meeting of June 24, 2015, the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report. At the meeting of July 10, 2015, the GSA Board **received for information and forwarded to GSA Council** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the July 20, 2015 meeting of GSA Council.

**Jurisdiction:**

GSA Policy, Budget Principles, Practices, and Procedures, Section 2.4.a:

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

**Role of the GSA BFC:**

GSA Policy, Standing Committees, GSA Budget and Finance Committee, Section 4.2.c:

*“The GSA BFC shall receive for information and forward to the GSA Board quarterly reports on expenses and revenues; these reports shall 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:**

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

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

**Background:**

The last quarterly reports on the GSA budget were presented to the GSA Budget and Finance Committee (GSA BFC), GSA Board, and GSA Council in January and February 2015.

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

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

Prepared by C Thomas, M Caldwell and E Schoeck for GSA Council July 20, 2015

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The Graduate Students' Association of the University of Alberta

2015-2016 GSA Operating Budget (including Capital Budget)

GSA 2015-2016 Budget and Expenditure Report

1st Update, April to May 2015 actuals and June 2015 to March 2016 forecast

	CURRENT YEAR April 1, 2015 to March 31, 2016					PRIOR YEAR Comparative		
	2015-2016	Actual	Forecast	Total	Variance	% Variance	Actual	Total Actual
	Approved Budget	Apr 2015 to May 2015	Jun 2015 to Mar 2016				Apr 2014 to May 2014	Apr 2014 to March 2015
<b>REVENUE</b>								
GSA Fees Revenue	1,142,085	456,818	635,495	1,092,313	49,772	4%	442,580	1,068,800
Investment Revenue	19,096	11,649	7,447	19,096	-	0%	11,565	17,691
Funding from Others (New for 2015-16)	15,980	-	15,980	15,980	-	0%	-	-
Other Revenue	1,239	-	1,239	1,239	-	0%	938	8,668
<b>Total Revenue</b>	<b>1,178,400</b>	<b>468,467</b>	<b>660,161</b>	<b>1,128,628</b>	<b>49,772 *</b>	<b>4%</b>	<b>455,083</b>	<b>1,095,159</b>
<b>EXPENSES</b>								
Governance	200,746	30,906	169,840	200,746	-	0%	30,108	186,144
Advocacy	24,735	486	24,249	24,735	-	0%	2,953	12,272
Human Resources	806,726	110,138	654,588	764,726	42,000	5%	104,846	708,860
Office Administration	31,995	4,066	27,929	31,995	-	0%	3,984	31,153
Professional	32,721	1,470	31,251	32,721	-	0%	7,522	26,078
Services Expenses	61,479	9,814	51,665	61,479	-	0%	10,425	42,765
Operating/Contingency Fund	15,330	-	5,330	5,330	10,000	65%	-	6,920
Sub-total	1,173,732	156,880	964,852	1,121,732	52,000 **	4%	159,838	1,014,192
<b>(Expenditures Exceed Revenues) /Revenues Exceed Expenditures</b>	<b>4,668</b>	<b>311,587</b>	<b>(304,691)</b>	<b>6,896</b>	<b>(2,228)</b>	<b>-48%</b>	<b>295,245</b>	<b>80,967</b>

Explanatory notes:

\*Estimated revenue shortfall of \$49,772 is expected due to lower student enrollment.

\*\*Underbudget (savings). Reasonable estimate of savings due to under spending in Human Resources of \$22,000 (Communications Specialist position unfilled and Front Desk part-time), plus Parental/Other discretionary leave surplus of \$20,000.

\*\*\*The category of Services Expenses has a larger budget in 2015-2016 than the previous year due to the addition of two new expense lines of Annual Strategic Plan Initiatives (\$8,480) and Orientation/DLI (\$7,500).

## The Graduate Students' Association of the University of Alberta

## 2015-2016 GSA Restricted and Other Funding

## GSA 2015-2016 Budget and Expenditure Report

1st Update, April to May 2015 actuals and June 2015 to March 2016 forecast

	CURRENT YEAR April 1, 2015 to March 31, 2016					PRIOR YEAR Comparative		
	2015-2016 Approved Budget	Actual Apr 2015 to May 2015	Forecast Jun 2015 to Mar 2016	Total	Variance	% Variance	Actual Apr 2014 to May 2014	Total Actual 2014-2015 Apr 2014 to March 2015
<b>Funding from Commercial Activities - Physical Activity and Wellness Centre (PAW)</b>								
Physical Activity and Wellness Centre (PAW) - ESTIMATE ONLY	34,000	-	34,000	34,000	-	0%	-	-
<b>Fundraised Activity</b>								
GSA Handbook	11,000	-	11,000	11,000	-	0%	-	9,480
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>								
GSA Graduate Student Recognition Awards	18,500	-	18,500	18,500	-	0%	-	18,000
GSA Child Care Grants	250,142	76,000	174,142	250,142	-	0%	37,000	267,500
GSA Emergency Bursaries	157,225	20,057	137,168	157,225	-	0%	7,492	87,353
GSA Professional Development Awards	391,980	89,225	302,755	391,980	-	0%	75,088	302,274
	817,847	185,282	632,565	817,847	-	0%	119,580	675,127
<b>Other Restricted Funding</b>								
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,689	-	7,689	7,689	-	0%	-	7,244
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,451	-	14,451	14,451	-	0%	-	14,490
GSAP (Graduate Student Assistance Program) Fees Collected	79,481	-	79,481	79,481	-	0%	-	65,121
Health Plan Revenue	1,294,409	-	1,294,409	1,294,409	-	0%	-	1,202,945
Dental Plan Revenue	967,464	-	967,464	967,464	-	0%	-	800,655
	2,363,494	-	2,363,494	2,363,494	-	0%	-	2,090,455
	3,226,341	185,282	3,041,059	3,226,341	-	0%	119,580	2,775,062

## Explanatory notes:

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

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

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.4

Account Name and Budget	Brief Description	Narrative and Variance
<b>GSA REVENUE</b>		
<b>GSA Fees</b>		
GSA Fees (annual membership fee)  <b>\$1,142,085 budget</b>	<ul style="list-style-type: none"> <li>• The Graduate Students’ Association (GSA) is supported by student annual membership fees which are levied by Council and collected by the university. The fees received are based on the number of full-time and part-time graduate students attending the UA. Following approval of the fee amount by the GSA Council the annual fees are submitted to the UA Board of Governors to provide for collection.</li> <li>• 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"> <li>○ 40% advance in May based on the projected fall/winter enrollment</li> <li>○ 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></li> <li>○ 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></li> <li>○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>For 2015-2016, the projected GSA revenue used for the budget was \$1,142,085.</b> This is based on funding 6,091 full-time students (6,091 @ \$158.13 per student) and 1,508 part-time students (1,508 @ \$118.60 per student). However, the 2014-2015 actual shows a decrease in student enrolment. The projected 2015-2016 revenue has been revised to reflect an equivalent drop in enrolment (estimate drop of 233 full-time and 109 part-time students) and is now projected to be \$1,092,313.</li> <li>• <b>Actual April to May: \$456,818</b></li> <li>• <b>Forecast June to March: \$635,495</b></li> <li>• <b>Variance (shortfall): \$49,772</b></li> <li>• <b>Received May advance.</b></li> <li>• <b>The 2014-2015 actual was \$1,068,800.</b></li> </ul>
<b>Investment Revenue</b>		
Endowment Fund  <b>\$12,387 budget</b>	<ul style="list-style-type: none"> <li>• 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></li> <li>• <i>Information: The share in the Unitized Endowment Fund is restricted</i></li> </ul>	<ul style="list-style-type: none"> <li>• In June 2015 the university advised that they can no longer retain the GSA’s share in the UEP and our share will be issued to us by the end of July 2015, at the current market value.</li> <li>• An investment strategy for these funds is being established.</li> <li>• <b>Actual April to May: \$11,649</b></li> <li>• <b>Forecast June to March: \$738</b></li> </ul>



# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.5

Account Name and Budget	Brief Description	Narrative and Variance
	<i>for the Financial Stabilization Fund. At March 31, 2015 the share in the UEP had a market value of \$394,922.87</i>	<ul style="list-style-type: none"> <li>• The 2014-2015 actual was \$11,565.</li> </ul>
Interest and Investment Income  <b>\$6,709 budget</b>	<ul style="list-style-type: none"> <li>• Interest on banking balance and investments.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$6,709</li> <li>• The 2014-2015 actual was \$6,126.</li> </ul>
<b>Funding from Others</b>		
Funding from the Dean of Students and the Dean of FGSR  <b>\$7,500 budget</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$7,500</li> <li>• The 2014-2015 actual was \$7,500.</li> </ul>
Funding From Studentcare.networks (NEW)  <b>\$4,480 budget</b>	<ul style="list-style-type: none"> <li>• Studentcare.networks will provide \$4,480 per year to the GSA to be used for the benefit of students entirely at the discretion of the GSA (additional to funds provided for their yearly ad in the GSA handbook and for Awards Night).</li> <li>• The commitment is for 5 years starting in 2015-2016.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• New funding established in 2015-2016.</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$4,480</li> <li>• No 2014-15 comparative since this is new.</li> </ul>
Funding from TDIMM  <b>\$4,000 budget</b>	<ul style="list-style-type: none"> <li>• TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and Orientation.</li> <li>• The commitment expires in 2016 (funding for the TD Student Service Award which is separate from this \$4,000 continues until 2017).</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$4,000</li> <li>• The 2014-2015 actual was \$4,000.</li> </ul>
<b>Other Revenue</b>		
Other Revenue  <b>\$1,239 budget</b>	<ul style="list-style-type: none"> <li>• This account is used to record revenue that may arise from other sources or one-time funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• On target</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$1,239</li> <li>• The 2014-2015 actual was \$8,668.</li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.6

<b>GSA GOVERNANCE</b>		
<b>Elected Officers Stipends</b>		
Elected Officers Stipends  <b>\$159,427 budget</b>	<ul style="list-style-type: none"> <li>• The Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 2015-2016, the President receives an annual stipend of \$37,755 and the four VP positions each receive \$30,204. Any changes in the stipends above the Consumer Price Index are subject to explicit approval by Council (GSA Bylaw Part IV, Officers Section 2.3.2).</li> <li>• Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Elected Officers from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$26,571</b></li> <li>• <b>Forecast June to March: \$132,856</b></li> <li>• <b>The 2014-2015 actual was \$155,865.</b></li> </ul>
<b>Elected Officers Benefits</b>		
GSA Health and Dental Plan  <b>\$2,029 budget</b>	<ul style="list-style-type: none"> <li>• The rate currently is \$428.65 per student per annum (increased from 2014-2015). This invoice is paid in September.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$2,029</b></li> <li>• <b>The 2014-2015 actual was \$1,985.</b></li> </ul>
U-Pass  <b>\$2,438 budget</b>	<ul style="list-style-type: none"> <li>• The U-Pass is set at \$162.50 each term. This amount is reimbursed in May, September and January.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$646</b></li> <li>• <b>Forecast June to March: \$1,792</b></li> <li>• <b>The 2014-2015 actual was \$1,906.</b></li> </ul>
<b>Employer Contributions</b>		
Employer CPP Contributions  <b>\$7,222 budget</b>	<ul style="list-style-type: none"> <li>• 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 a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$1,157</b></li> <li>• <b>Forecast June to March: \$6,065</b></li> <li>• <b>The 2014-2015 actual was \$6,943.</b></li> </ul>
Employer EI Contributions  <b>\$4,335 budget</b>	<ul style="list-style-type: none"> <li>• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$692</b></li> <li>• <b>Forecast June to March: \$3,643</b></li> <li>• <b>The 2014-2015 actual was \$4,102.</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.7

<b>Elected Officers - Other Expenses</b>		
Insurance  <b>\$1,993 budget</b>	<ul style="list-style-type: none"> <li>Directors and Officers Liability Insurance. Paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,993</b></li> <li><b>The 2014-2015 actual was \$1,950.</b></li> </ul>
Transition/Early Call for Talent  <b>\$4,623 budget</b>	<ul style="list-style-type: none"> <li>May be used to fund Early Call for Talent in the fall.</li> <li>Transition activity typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$660</b></li> <li><b>Forecast June to March: \$3,963</b></li> <li><b>The 2014-2015 actual was \$4,220.</b></li> </ul>
Elected Officers Recognition  <b>\$250 budget</b>	<ul style="list-style-type: none"> <li>This pool of money is used for recognition of Elected Officers (e.g. reaches a significant benchmark).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$63</b></li> <li><b>Forecast June to March: \$187</b></li> <li><b>The 2014-2015 actual was \$193.</b></li> </ul>
Elected Officers Expenses  <b>\$2,021 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to hosting/food/conferences to maintain current GSA relationships.</li> <li>Pre-approval by two signing authorities needed.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,021</b></li> <li><b>The 2014-2015 actual was \$1,002.</b></li> </ul>
Board and Other Committee Expenses  <b>\$5,326 budget</b>	<ul style="list-style-type: none"> <li>The cost estimate is based on 52 Board meetings per year at \$103 per meeting and occasional meetings of other committees.</li> <li>The primary Board expense is the provision of a lunch. Costs are being contained by the use of more economical frozen foods which are prepared in-house.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$407</b></li> <li><b>Forecast June to March: \$4,919</b></li> <li><b>The 2014-2015 actual was \$1,546.</b></li> </ul>
<b>Council Expenses</b>		
Council/Food /Other Expense  <b>\$3,458 budget</b>	<ul style="list-style-type: none"> <li>The estimate is based on 12 meetings per year at \$288 per meeting.</li> </ul>	<ul style="list-style-type: none"> <li><b>Actual April to May: \$410</b></li> <li><b>Forecast June to March: \$3,048</b></li> <li><b>The 2014-2015 actual was \$2,991.</b></li> </ul>
Council Security  <b>\$0.00</b>		<ul style="list-style-type: none"> <li>There were no expenditures in 2014-2015 for Council Security, and they are not expected in 2015-2016.</li> <li>Budget line retained for possible future use.</li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.8

<p>Election Expenses</p> <p><b>\$2,323 budget</b></p>	<ul style="list-style-type: none"> <li>This is used to cover expenses associated with elections that take place in March.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$2,323</li> <li>The 2014-2015 actual was \$598.</li> </ul>
<p>Council Speaker Honorarium</p> <p><b>\$2,236 budget</b></p>	<ul style="list-style-type: none"> <li>Speaker is paid an honorarium for each Council meeting (\$150 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$300</li> <li>Forecast June to March: \$1,936</li> <li>The 2014-2015 actual was \$1,800.</li> </ul>
<p>Chief Returning Officer Honorarium</p> <p><b>\$1,065 budget</b></p>	<ul style="list-style-type: none"> <li>Chief Returning Officer is paid an honorarium for managing the GSA general election in March, and any by-elections, and any referenda.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$1,065</li> <li>The 2014-2015 actual was \$1,042.</li> </ul>
<p>Other Honoraria (NEW)</p> <p><b>\$2,000 budget</b></p>	<ul style="list-style-type: none"> <li>This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO.</li> <li>Example, DRO needs to fill in for CRO for a significant period.</li> <li>Pre-approval by two signing authorities is needed.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>New budget of \$2,000 established in 2015-2016.</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$2,000</li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.9

<b>GSA ADVOCACY</b>		
<p>Government and External Relations</p> <p><b>\$15,983 budget</b></p>	<ul style="list-style-type: none"> <li>• Relationship-building, with a focus on advocacy, between the GSA, government and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy.</li> <li>• In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. As a strong, stable, rebuilt organization, the GSA and its leaders are now in an excellent position to take on intensive, integrated advocacy for and presentation of graduate student issues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$123</b></li> <li>• <b>Forecast June to March: \$15,860</b></li> <li>• <b>The 2014-2015 actual was \$10,252.</b></li> </ul>
<p>University Relations</p> <p><b>\$1,063 budget</b></p>	<ul style="list-style-type: none"> <li>• Expenses related to the building, or repair, of relationships between the GSA and university units. Usually in the form of hosting/meeting expenses.</li> <li>• Pre-approval by two signing authorities needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$168</b></li> <li>• <b>Forecast June to March: \$895.00</b></li> <li>• <b>The 2014-2015 actual was \$1,029.</b></li> </ul>
<p>New Provincial Graduate Student Advocacy Fees (Formerly Alberta Graduate Council Fees)</p> <p><b>\$7,689 budget</b></p>	<ul style="list-style-type: none"> <li>• In 2013, the Alberta Graduate Council closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC), to lobby with the Alberta government in promoting the interests and concerns of graduate students, has been formed under the Societies Act in October 2014.</li> <li>• The AGC, of which the GSA was a member, received \$1.00 per student per term. (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."</li> <li>• Fees for the new ab-GPAC have not yet been set.</li> <li>• In the meantime, this budget line has remained. 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 provide these fees to the new organization upon the necessary approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$195</b></li> <li>• <b>Forecast June to March: \$7,494</b></li> <li>• <b>The 2014-2015 actual was \$991.</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.10

GSA Office – Human Resources		
Staff Represented by NASA		
Staff Represented by NASA - Salaries  <b>\$252,434 budget</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This is to include approved cost of living increases and one-time payments (e.g. responsibility pay).</li> <li>• The Communications Specialist position is currently unfilled and this creates the surplus.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Anticipated surplus of \$22,000.</b></li> <li>• <b>Actual April to May: \$29,925</b></li> <li>• <b>Forecast June to March: \$200,509</b></li> <li>• <b>The 2014-2015 actual was \$208,478.</b></li> </ul>
Staff Represented by NASA – Benefits  <b>\$20,195 budget</b>	<ul style="list-style-type: none"> <li>• The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$20,195 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).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$20,195</b></li> <li>• <b>The 2014-2015 actual was \$9,274.</b></li> </ul>
Staff Represented by NASA – GSA Health and Dental Plan and GSAP  <b>\$2,136 budget</b>	<ul style="list-style-type: none"> <li>• The rate is currently \$428.65 per annum per staff (increased from 2014-2015).</li> <li>• The Graduate Student Assistance Plan is \$21 per annum per staff.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$2,136</b></li> <li>• <b>The 2014-2015 actual was \$1,985.</b></li> </ul>
Staff Represented by NASA – Employer CPP Contributions  <b>\$10,726 budget</b>	<ul style="list-style-type: none"> <li>• 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 a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$1,380</b></li> <li>• <b>Forecast June to March: \$9,346</b></li> <li>• <b>The 2014-2015 actual was \$10,160.</b></li> </ul>
Staff Represented by NASA – Employer EI Contributions	<ul style="list-style-type: none"> <li>• This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$788</b></li> <li>• <b>Forecast June to March: \$5,191</b></li> <li>• <b>The 2014-2015 actual was \$5,581.</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.11

<b>\$5,979 budget</b>		
	<b>Management</b>	
Management - Salaries  <b>\$383,000 budget</b>	<ul style="list-style-type: none"> <li>• Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by the Council. These positions are still evolving as the GSA finishes a rebuilding which began in 2010.</li> <li>• 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.</li> <li>• 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.</li> <li>• The Director of Operations/ Labour Professional works three days a week (reduced in 2013 from four days).</li> <li>• A half-time position approved in the 2012-2013 budget at \$35,000 is now the full-time Director of Services and Governance position, benchmarked against the university's APO salary.</li> <li>• The last position, as envisioned in the succession plan, is the Assistant Director (now Associate), which was filled in 2014.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$63,211</b></li> <li>• <b>Forecast June to March: \$319,789</b></li> <li>• <b>The 2014-2015 actual was \$352,784.</b></li> </ul>
Management - Merit Pay/Contractual for Management  <b>\$29,589 budget</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$2,166</b></li> <li>• <b>Forecast June to March: \$27,423</b></li> <li>• <b>The 2014-2015 actual was \$27,452.</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.12

Management - Benefits <b>\$27,840 budget</b>	<ul style="list-style-type: none"> <li>In 2013 the GSA began to provide benefit compensation for management. The budget of \$27,840 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).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$4,404</b></li> <li><b>Forecast June to March: \$23,436</b></li> <li><b>The 2014-2015 actual was \$25,195.</b></li> </ul>
Management - RRSP <b>\$17,400 budget</b>	<ul style="list-style-type: none"> <li>In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000 (made in monthly increments).</li> <li>Other management also receive RRSP payments.</li> <li>The budget of \$17,400 was calculated on the basis of 5% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$2,649</b></li> <li><b>Forecast June to March: \$14,751</b></li> <li><b>The 2014-2015 actual was \$15,280.</b></li> </ul>
Management - GSA Health and Dental Plan and GSAP <b>\$2,562 budget</b>	<ul style="list-style-type: none"> <li>The rate currently is \$428.65 per annum per staff (increased from 2014-2015).</li> <li>The Graduate Student Assistance Plan is \$21 per annum per staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,562</b></li> <li><b>The 2014-2015 actual was \$1,985.</b></li> </ul>
Management - Employer CPP Contributions <b>\$10,833 budget</b>	<ul style="list-style-type: none"> <li>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 a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$2,765</b></li> <li><b>Forecast June to March: \$8,068</b></li> <li><b>The 2014-2015 actual was \$11,813.</b></li> </ul>
Management - Employer EI Contributions <b>\$6,275 budget</b>	<ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$1,501</b></li> <li><b>Forecast June to March: \$4,774</b></li> <li><b>The 2014-2015 actual was \$6,395.</b></li> </ul>
<b>Other HR Expenses</b>		
Parental/Other Discretionary Leave <b>\$20,000 budget</b>	<ul style="list-style-type: none"> <li>This funding is for parental and other discretionary leave. This is contractual as per the GSA staff agreement with NASA. To date there has been one parental leave and one discretionary leave.</li> <li>Depending on the annual need, this funding amount may not be utilized in any one fiscal year. An estimate of \$20,000 is established for 2015-2016 and will increase to \$30,000 in 2016-2017. The increase is to accommodate parental or other discretionary leave that will start to align with the University of Alberta policy.</li> </ul>	<ul style="list-style-type: none"> <li><b>Anticipated surplus of \$20,000.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>The 2014-2015 actual was \$17,042.</b></li> </ul>



# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.13

	<ul style="list-style-type: none"> <li>It is anticipated that this line will not be used in 2015-2016 and this will create a surplus.</li> </ul>	
<b>Staff Recognition</b> <b>\$2,271 budget</b>	<ul style="list-style-type: none"> <li>This pool of money is used for recognition of GSA staff members (e.g. when staff leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$5</b></li> <li><b>Forecast June to March: \$2,266</b></li> <li><b>The 2014-2015 actual was \$1,360.</b></li> </ul>
<b>Vacation Payout</b> <b>\$5,161 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Unspent funds from this line may be used to augment RRSP payments, or professional development.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$5,161</b></li> <li><b>The 2014-2015 actual was \$4,413.</b></li> </ul>
<b>Professional Expense Allowance</b> <b>\$6,193 budget</b>	<ul style="list-style-type: none"> <li>Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development.</li> <li>Unspent funds may be used for other management benefits at the discretion of the Executive Director.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$690</b></li> <li><b>Forecast June to March: \$5,503</b></li> <li><b>The 2014-2015 actual was \$6,084.</b></li> </ul>
<b>Workers' Compensation</b> <b>\$2,000 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>WCB was recently acquired, effective April 7, 2014.</li> <li>WCB requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$519</b></li> <li><b>Forecast June to March: \$1,481</b></li> <li><b>The 2014-2015 actual was \$1,979.</b></li> </ul>
<b>Parking</b> <b>\$2,132 budget</b>	<ul style="list-style-type: none"> <li>Contractual arrangement for Executive Director.</li> <li>Other occasional parking for elected Officers, staff and management.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$135</b></li> <li><b>Forecast June to March: \$1,997</b></li> <li><b>The 2014-2015 actual was \$1,602.</b></li> </ul>
<b>GSA Office Administration and Operational Costs</b>		
<b>Capital items</b> <b>\$6,193 budget</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$6,193</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.14

		<ul style="list-style-type: none"> <li>The 2014-2015 actual was \$5,713.</li> </ul>
Telephone & Cable <b>\$4,129 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> <li>The number of phones was reduced from 15 to 7 in 2011.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$688</li> <li>Forecast June to March: \$3,441</li> <li>The 2014-2015 actual was \$3,442.</li> </ul>
Office Supplies <b>\$5,404 budget</b>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, swag purchases, printing and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$656</li> <li>Forecast June to March: \$4,748</li> <li>The 2014-2015 actual was \$5,262.</li> </ul>
Repair and Maintenance <b>\$1,972 budget</b>	<ul style="list-style-type: none"> <li>Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment.</li> <li>Includes monthly fee for WIKI database and Google storage.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$1,972</li> <li>The 2014-2015 actual was \$836.</li> </ul>
Payroll and Banking Service Charges <b>\$1,652 budget</b>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and Corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$224</li> <li>Forecast June to March: \$1,428</li> <li>The 2014-2015 actual was \$1,548.</li> </ul>
Photocopier Lease (Office) <b>\$7,093 budget</b>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers for office use. Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$1,413</li> <li>Forecast June to March: \$5,680</li> <li>The 2014-2015 actual was \$7,338.</li> </ul>
Photocopier Meter (Office) <b>\$4,088 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$378</li> <li>Forecast June to March: \$3,710</li> <li>The 2014-2015 actual was \$5,818.</li> </ul>
Photocopier Paper (Office) <b>\$826 budget</b>	<ul style="list-style-type: none"> <li>Purchased monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$91</li> <li>Forecast June to March: \$735.00</li> <li>The 2014-2015 actual was \$582.</li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.15

Insurance (Office)  <b>\$640 budget</b>	<ul style="list-style-type: none"> <li>General liability insurance, which was doubled in 2013.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$615</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>\$35.00 remaining in budget as budgeted increase did not occur.</b></li> <li><b>The 2014-2015 actual was \$615.</b></li> </ul>
<b>GSA Professional</b>		
Financial Auditing  <b>\$10,013 budget</b>	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by Collins Barrow.</li> <li>Required by <i>Post-Secondary Learning Act</i> and submitted to the Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$10,013</b></li> <li><b>The 2014-2015 actual was \$9,660.</b></li> </ul>
Consultants  <b>\$2,064 budget</b>	<ul style="list-style-type: none"> <li>Continue to be moderate due to increased professional qualifications of management.</li> <li>In 2014 we had external reviews of IT, communications and security.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,064</b></li> <li><b>The 2014-2015 actual was \$2,205.</b></li> </ul>
Legal Fees - General  <b>\$20,644 budget</b>	<ul style="list-style-type: none"> <li>Legal advice on major initiatives such as PAW, operational issues such as bylaw changes, and election issues.</li> <li>If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$1,470</b></li> <li><b>Forecast June to March: \$19,174</b></li> <li><b>The 2014-2015 actual was \$14,213.</b></li> </ul>
<b>GSA Service Expenses</b>		
<b>Grants and Subsidies Expenses</b>		
Academic Workshop Subsidies  <b>\$5,621 budget</b>	<ul style="list-style-type: none"> <li>Executive Director, Director of Operations and relevant VPs recommended to GSAB and BFC to continue budgeting for these subsidies as students' reviews of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$5,500</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>\$121 remaining as budget increased by 2.2% but subsidy remained the same.</b></li> <li><b>The 2014-2015 actual was \$5,500.</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.16

External Grants  <b>\$2,287 budget</b>	<ul style="list-style-type: none"> <li>Budget re-introduced in 2014-15 as external grant requests are being received.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,287</b></li> <li><b>The 2014-2015 actual was \$2,233.</b></li> </ul>
<b>Student Groups</b>		
Council Remuneration Student Groups  <b>\$5,110 budget</b>	<ul style="list-style-type: none"> <li>GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the Council year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$5,110</b></li> <li><b>The 2014-2015 actual was \$4,025.</b></li> </ul>
Academically-Related Student Group Awards  <b>\$15,330 budget</b>	<ul style="list-style-type: none"> <li>The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to:                         <ul style="list-style-type: none"> <li>Bring in special guest lecturers or host academic-style events.</li> <li>Support the academic activities of graduate students at the departmental level.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$4,293</b></li> <li><b>Forecast June to March: \$11,037</b></li> <li><b>The 2014-2015 actual was \$14,276.</b></li> </ul>
<b>Other Expenses</b>		
Annual Strategic Plan Initiatives (New)  <b>\$8,480 budget</b>	<ul style="list-style-type: none"> <li>Any new strategic planning initiatives may be funded from this account.</li> <li>Funding for this new account comes from the \$4,480 funding from studentcare.networks and the \$4,000 from TDIMM .</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>New account established in 2015-2016 for new strategic plan initiatives.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$8,480</b></li> </ul>
Orientations and Departmental Liaison (New)  <b>\$7,500 budget</b>	<ul style="list-style-type: none"> <li>Combined funding of \$7,500 is received from the Dean of Students and the Dean of FGSR.</li> <li>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, and other graduate student engagement events.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>New account established in 2015-2016 for orientations and departmental liaison activities.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$7,500</b></li> </ul>
AMICCUS-C Membership	<ul style="list-style-type: none"> <li>Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$996</b></li> </ul>

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.17

<b>\$996 budget</b>		<ul style="list-style-type: none"> <li>• The 2014-2015 actual was \$650.</li> </ul>
Food Bank Memorandum of Understanding	<ul style="list-style-type: none"> <li>• Contractual (MOU) contribution will be made to the Campus Food Bank (which was founded by the GSA).</li> </ul>	<ul style="list-style-type: none"> <li>• On target.</li> <li>• Actual April to May: \$0.00</li> <li>• Forecast June to March: \$9,000</li> <li>• The 2014-2015 actual was \$9,000.</li> </ul>
<b>\$9,000 budget</b>		
Photocopier Lease (Lounge)  Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> <li>• The GSA leased one photocopier for its (student) photocopy service use. The lease term ended April 2015 and was not renewed.</li> </ul>	
Photocopier Meter (Lounge)  Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> <li>• Billed monthly.</li> <li>• The photocopier lease will not be renewed in 2015-2016.</li> </ul>	
Photocopier Paper (Lounge)  Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> <li>• Purchased monthly.</li> <li>• The photocopier lease will not be renewed in 2015-2016.</li> </ul>	
Awards Night  \$7,154 budget	<ul style="list-style-type: none"> <li>• Expenses for the annual GSA Awards Night (normally in March).</li> </ul>	<ul style="list-style-type: none"> <li>• On target.</li> <li>• Actual April to May: \$21</li> <li>• Forecast June to March: \$7,133</li> <li>• The 2014-2015 actual was \$3,528.</li> </ul>
<b>GSA Operating/Contingency Fund</b>		

# GSA 2015-2016 Operating Budget (including Capital Budget) Report (Narrative) 7.18

<p>Operating /Contingency Fund</p> <p><b>\$15,330 budget</b></p>	<ul style="list-style-type: none"><li>• 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.</li><li>• This fund was only used in 2014-2015 to fund graduate student engagement events, for which there is now a specific budget line.</li><li>• Budget expenses on this line are estimated at \$5,330 which leaves a surplus.</li></ul>	<ul style="list-style-type: none"><li>• <b>Anticipated surplus: \$10,000</b></li><li>• <b>Actual April to May: \$0.00</b></li><li>• <b>Forecast June to March: \$5,330</b></li><li>• <b>The 2014-2015 actual was \$6,920.</b></li></ul>
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**GSA 2015-2016 Restricted and Other Funding Budget (Narrative)**

**Draft 1**

<b>Account Name and Budget</b>	<b>Brief Description</b>	<b>Narrative</b>
<b>Restricted and Other Funding</b>		
<b>Funds Raised From Commercial Activities</b>		
Physical and Wellness (PAW) Centre (New) (ESTIMATE ONLY)  <b>\$34,000 budget</b>	<ul style="list-style-type: none"> <li>Revenue projection from tentative financial arrangement with the Students' Union. The agreement has not been finalized. It is an estimate only.</li> <li>No planned expenditures at this point in time. Business plan required.</li> </ul>	<ul style="list-style-type: none"> <li><b>New revenue item for 2015-2016.</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast: June to March: \$34,000</b></li> </ul>
<b>Fundraised Activity</b>		
GSA Handbook  <b>\$11,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA sells advertising space in the yearly graduate student agenda/handbook to fund printing costs.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast: June to March: \$11,000</b></li> <li><b>The 2014-2015 actual was \$9,480.</b></li> </ul>
<p align="center"><b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b></p> <p>The Memorandum of Settlement provided for total funds of \$689,000 for the GSSF for 2015-2016. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Professional Development Awards. Reallocation of funds between these components are recommended to the Board and approved by the Board.</p>		
GSA Graduate Student Recognition Awards  <b>\$18,500 budget</b>	<ul style="list-style-type: none"> <li>Funds provide for various awards presented at the annual Awards Night.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses for the Awards Night are processed in the following March.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast: June to March: \$18,500</b></li> <li><b>The 2014-2015 actual was \$18,000.</b></li> </ul>
GSA Child Care Grants  <b>\$250,142 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this grant to offset the cost of child care.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> <li>Breakdown of budget: \$197,797 as provided in Memorandum of Settlement plus carryover of \$52,344 from prior year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$76,000</b></li> <li><b>Forecast: June to March: \$174,142</b></li> <li><b>The 2014-2015 actual was \$267,500.</b></li> </ul>

## GSA 2015-2016 Restricted and Other Funding Budget (Narrative)

7.20

### Draft 1

<p>GSA Emergency Bursaries</p> <p><b>\$157,225 budget</b></p>	<ul style="list-style-type: none"> <li>• Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>• Revenue is received in the form of GSSF funds.</li> <li>• Expenses are processed throughout the year.</li> <li>• Breakdown of budget: \$137,452 as provided in Memorandum of Settlement plus carryover of \$19,772 from prior year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$20,057</b></li> <li>• <b>Forecast: June to March: \$137,168</b></li> <li>• <b>The 2014-2015 actual was \$87,353.</b></li> </ul>
<p>GSA Professional Development Awards</p> <p><b>\$391,980 budget</b></p>	<ul style="list-style-type: none"> <li>• Graduate students can apply for this award to participate in professional development activities such as conferences.</li> <li>• Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer.</li> <li>• Expenses are processed throughout the year.</li> <li>• Breakdown of budget: \$335,250 as provided in Memorandum of Settlement plus carryover of \$56,730 from prior year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$89,225</b></li> <li>• <b>Forecast: June to March: \$302,755</b></li> <li>• <b>The 2014-2015 actual was \$302,274.</b></li> </ul>
<p>New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)</p> <p><b>\$7,689 budget</b></p>	<ul style="list-style-type: none"> <li>• In 2013, the Alberta Graduate Council closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC), to lobby with the Alberta government in promoting the interests and concerns of graduate students, has been formed under the Societies Act in October 2014.</li> <li>• The AGC, of which the GSA was a member, received \$1.00 per student per term. (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."</li> <li>• Fees for the new ab-GPAC have not yet been set.</li> <li>• In the meantime, this budget line has remained. 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 provide these fees to the new organization upon the necessary approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast: June to March: \$7,689</b></li> <li>• <b>In 2014-2015 the revenue was \$7,244 which was deferred.</b></li> </ul>
<p>CJSR Fees</p> <p><b>\$14,451 budget</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast: June to March: \$14,451</b></li> <li>• <b>The 2014-2015 actual was \$14,490.</b></li> </ul>



## GSA 2015-2016 Restricted and Other Funding Budget (Narrative)

7.21

### Draft 1

<p>GSAP (Graduate Students Assistance Program)</p> <p><b>\$79,481 budget</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast: June to March: \$79,481</b></li> <li>• <b>The 2014-2015 actual was \$65,121.</b></li> </ul>
<p>Health Plan</p> <p><b>\$1,294,409 budget</b></p>	<ul style="list-style-type: none"> <li>• This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2015-2016 is \$244.09.</li> <li>• Revenue and the related expenses are processed in October, February and March.</li> <li>• There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds would be available in the event the Dental and Health Plan costs exceed the amounts collected in fees. A net drawdown of \$62,545 is projected for 2015-2016.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast: June to March: \$1,294,409</b></li> <li>• <b>The 2014-2015 actual was \$1,202,945.</b></li> </ul>
<p>Dental Plan</p> <p><b>\$967,464 budget</b></p>	<ul style="list-style-type: none"> <li>• This is the fee that is charged to students for the Dental part of the Dental and Dental plan. The fee for 2015-2016 is \$184.56.</li> <li>• Revenue and the related expenses are processed in October, February and March.</li> <li>• There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds would be available in the event the Dental and Health Plan costs exceed the amounts collected in fees. A net drawdown of \$62,545 is projected for 2015-2016.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast: June to March: \$967,464</b></li> <li>• <b>The 2014-2015 actual was \$800,659.</b></li> </ul>

**GSA NOMINATING COMMITTEE (NoC)  
GSA Governance Committee (ONE POSITION)  
NOMINEES**

As circulated to GSA Council on July 6, 2015, there is currently one vacancy on the GSA Governance Committee (GSA GC). The deadline to receive nominations was July 10, 2015, at 12:00 PM (Noon). The GSA Nominating Committee received two (2) nominations by the deadline. A call for additional nominations was sent to Council on July 14, 2015, and the deadline was July 16, 2015, at 12:00 PM (Noon). No additional nominations were received.

**There will be a paper ballot vote held at the July 20, 2015, GSA Council meeting for the GSA member position on the GSA GC.**

*If you are unable to attend the July 20, 2015, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator ([gsa.nomcomm@ualberta.ca](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday July 20, 2015, in order to cast your vote in advance of the Council meeting.*

**Jurisdiction:**

GSA Policy, Nominating, Section 6.6

“The NoC will provide Council with nominations for the GSA Board, all GSA standing committees, Speaker, CRO, and Senator. Additional nominations may be made by Councillors, in writing, in advance of the Council meeting where elections will take place. If a Councillor(s) makes an additional nomination, there will be a written ballot at the Council where the election will take place. All other vacancies will be filled by the NoC and reported to Council.”

**Nominees for this position are listed in alphabetical order by last name and will be presented in reverse alphabetical order on the ballot. ‘None of the Candidates’ will also be considered a nominee for the purpose of each ballot (GSA Policy, Elections, Section 10.4):**

- 1. Sarang Gumfekar (Councillor-at-Large, Chemical & Materials Engineering)**
- 2. Jessica Peck (Library and Information Studies)**

**GSA Governance Committee: Vacancy: ONE MEMBER OF COUNCIL**(GSA Policy, Standing Committees, Section 3.1.a.iv)

**GSA GC Role (GSA Policy, Standing Committees, Section 3.2.a):**

“The GSA will advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting and make any routine or editorial changes to the governance documents as deemed necessary by the Committee”

**GSA Member Leaving the Governance Committee as a Voting Member:** Sulya Fenichel (Elementary Education).

**GSA Council Members Staying on the GSA Governance Committee:** Susan Cake (Councillors-at-Large, Sociology), Shelby Sanders (Earth and Atmospheric Sciences)

**The names and biographies received (two nominees) are ATTACHED on page 8.1. Biographies are presented as received (i.e. not edited).**

**TWO PAGES**

## Biographies and Resumes of Nominees in the Order in Which They Were Received:

### 1. Sarang Gumfekar

#### Sarang Gumfekar's Bio:

I was born in India and completed my Bachelor of Engineering degree at the University of Pune in 2009. During my undergraduate studies, I became a student technical head of the institute and coordinated the organization of an annual technical event. I pursued my masters degree (MASC) in chemical engineering from University of Waterloo, Ontario where I held International Masters Student Award for 2 years. I also hold a Certification in Fundamentals of University Teaching from the University of Waterloo, and have significant experience as a teaching assistant. Currently, I am a second year PhD candidate in Chemical and Materials Engineering at University of Alberta, conducting research on developing the polymers to reduce the environmental footprint of mining operations.

#### Sarang Gumfekar's Resume:

I have been actively involved in student governance since my masters studies. During my study at Waterloo, I served as a Vice President-Finance, and Health and Safety representative of the departmental graduate students association. I have also been a student council member of MITACS organization. In the University of Alberta, I have been actively involved in student governance, serving as a Councillor-at-Large (CAL) Graduate Students Association, a member of GFC-Campus Law Review Committee, Faculty of Graduate Studies and Research (FGSR) Councillor, a member of the International Activity Fund (IAF) Adjudication Committee and a member of the International Students Advisory Committee (ISAC). Apart from the governance, I was involved in organizing the ABCampus Career Conference, which took place in March 2015. I look forward to be a part of GSA Governance Committee in 2015-16.

#### Sarang Gumfekar currently serves on the following committees:

Councillor-at-Large Graduate Students Association  
Member of GFC-Campus Law Review Committee  
Faculty of Graduate Studies and Research (FGSR) Councillor  
International Activity Fund (IAF) Adjudication Committee  
International Students Advisory Committee (ISAC)

### 2. Jessica Peck

#### Jessica Peck's Bio:

My name is Jessica Peck and I am interested in volunteering with the GSA Governance Committee. I was born and raised in Southern British Columbia before coming to the University of Alberta for undergraduate studies. I graduated with a Bachelor of Commerce (Co-op) specializing in Marketing in 2011 and subsequently worked in event management at Running Room before returning to school for the Master of Library and Information Studies program in fall of 2014. In addition to acting as the GSA Council Representative for the Library and Information Studies department my volunteer experience includes acting as the student representative for the School of Library and Information Studies Curriculum Committee, working on the Logistics Committee for the 2016 Alberta Student Leadership Summit and acting as Co-Chair for Partners Week, a job shadow program held twice a year for MLIS students.

#### Jessica Peck's Resume:

I am currently in the process of completing my first year of a Master of Library and Information Studies, focusing on a research study on the literature related to the information networks related to Post-Traumatic Stress Disorder. I am interested in becoming involved with the Governance Committee because I believe that the ongoing revision of Council procedures is essential to ensuring the integrity of the GSA. I am eager to be involved with this important process, please consider me as a candidate to be the GSA Council Member Representative for the GSA Governance Committee.

#### Jessica Peck currently serves on the following committees:

None

TWO PAGES

GSA NOMINATING COMMITTEE (GSA NoC)  
**FOR INFORMATION: GSA Labour Relations Committee**

Available positions on the GSA Labour Relations Committee were advertised through the GSA Newsletter on June 12, 2015, and the deadline was Friday, June 19, 2015, at 12:00 PM. The GSA NoC in consultation with the Chair of the GSA Labour Relations Committee (GSA LRC) decided to extend the deadline to July 10, 2015, at 12:00 PM, and this was communicated to all graduate students through a GSA Nominating Committee Special Bulletin on July 7. The GSA NoC forwarded these eight (8) nominations to GSA Council on Monday, July 13, 2015, with a call for additional nominations. Additional nominations were accepted until Wednesday, July 15, 2015, at 12:00 PM (noon), and received no additional nominations by the deadline of July 16, 2015, at 12:00 PM (Noon). Therefore, **these positions have been filled by the GSA NoC (GSA Policy, Nominating, Section 6.6).**

**Recommended Motion**

That the GSA Council receive the report of the GSA Nominating Committee and **RECEIVE FOR INFORMATION** the newly-elected members of the GSA Labour Relations Committee.

**Newly-elected GSA Member on the GSA Elections and Referenda Committee:**

1. **Tommy Clark (Physics)**
2. **Elaheh Davari (Chemical and Materials Engineering)**
3. **Stephanie Ibsen (Renewable Resources)**
4. **Brent Kelly (Political Science)**
5. **Jennifer Nafziger (Civil and Environmental Engineering)**
6. **Ahmed Najjar (Renewable Resources)**
7. **Dasha Smirnow (Business)**
8. **Janine Tine (Elementary Education)**

**Jurisdiction:**

GSA Policy, Nominating, Section 6.6

“The NoC will provide Council with nominations for the GSA Board, all GSA standing committees, Speaker, CRO, and Senator. Additional nominations may be made by Councillors, in writing, in advance of the Council meeting where elections will take place. If a Councillor(s) makes an additional nomination, there will be a written ballot at the Council where the election will take place. All other vacancies will be filled by the NoC and reported to Council.”

**GSA LABOUR RELATIONS COMMITTEE** (GSA Policy, Standing Committees, Section 7.1)

**GSA Labour Relations Committee Role (GSA Policy, Standing Committee, Section 7.2.a):**

“The LRC will discuss issues of concern regarding graduate student academic employment.”



## GSA Appeals and Complaints Board

Dear Council Colleagues,

July 10, 2015

We are writing to you jointly as the chairs of the GSA Governance Committee (GSA GC) and the GSA Elections and Referenda Committee (GSA ERC) because at the July 20 meeting of GSA Council you will be asked to consider a change to GSA Policy with respect to the establishment of a GSA Appeals and Complaints Board (GSA ACB). **Current GSA Policy is not compliant with what is expected of a quasi-judicial tribunal and the establishment of the GSA ACB addresses this.**

**The proposed changes are recommended by both the GSA ERC and the GSA GC as they were a part of the large proposal** that was put forward but not voted on at the November 2014 meeting of GSA Council after being recommended by both GSA standing committees. Following this, the two standing committees met jointly several times in June of 2015 to discuss a proposed GSA Appeals and Complaints Board (GSA ACB). As there are overlapping jurisdictions between the GSA ERC and the GSA GC with respect to the proposed GSA ACB, **both bodies considered the proposed changes and made a recommendation to GSA Council.** As reflected in the Motions shown in the attached Outline of Issue, the establishment of the GSA ACB affects several intertwined areas of GSA Bylaw and Policy. Additionally, also as noted in the attached Outline of Issue, some editorial revisions will be considered by the GSA GC and reported back to GSA Council.

**As the respective chairs of these two GSA standing committees, we want to acknowledge and praise the hard work and dedication of our members. The GSA GC and GSA ERC invested a great deal of time discussing, developing, and refining the proposal before you today – it has gone through multiple (more than fifteen) drafts and has been further reviewed by the GSA's lawyers. We also thank the GSA management team and staff for their work on this proposal.**

**The GSA ACB would hear and decide on two matters: complaints about Elected Officers and appeals of CRO decisions in the context of a General Election, By-Election, or Referendum.** Below you will find a brief summary of the changes you will be asked to consider at the July 20 meeting of GSA Council. **Please note that we intend that this change to GSA Policy will be reviewed after a year – this will allow us to make any needed adjustments.**

**In arriving at this recommendation concerning the establishment of an Appeals and Complaints Board, we received advice from the GSA Executive Director and the GSA Director of Operations, content advisors with a combined 50+ years experience with the administration of quasi-judicial tribunals, and the GSA's lawyers (who support this proposal). We also extensively considered the following:**

- The need to add the elements of procedural fairness lacking in current GSA Policy (right to be heard (orally or in writing) by an unbiased board; reasonable notice of hearing date; advisor and witnesses; written reasons; reasonable delays; jurisdiction; etc)
- Timelines with respect to appeals of a CRO decision during an election or referendum
- Issues of confidentiality and anonymity, and compliance with privacy legislation
- How to ensure administrative support for the GSA Appeals and Complaints Board and training of members

Please let us know if you have any questions about the materials in advance; otherwise we look forward to presenting the proposed changes to you at the July GSA Council meeting.

Sincerely,

Leigh Spanner (Chair of the GSA Elections and Referenda Committee), Virginia Pimmitt (Former Chair of the GSA Elections and Referenda Committee and Current GSA Chief Returning Officer), and Jennifer Bell (Vice-Chair of the GSA Elections and Referenda Committee)

and

Colin More (Chair of the GSA Governance Committee and GSA President, 2015-2016) and Sarah Ficko (Vice-Chair of the GSA Governance Committee and GSA Vice-President Labour, 2015-2016)

and

Ellen Schoeck, GSA Executive Director and Content Advisor

cc: Members of the GSA Governance Committee and the GSA Elections and Referenda Committee

Outline of Issue (GSA Council)

**GSA Appeals and Complaints Board (and Associated Bylaw and Policy on Discipline, Elections, Referenda, and the GSA Judicial Committee): Proposed Changes and Additions to GSA Policy and Change to GSA Bylaw**

**Suggested Motions for GSA Council:**

**Motion 1:** That GSA Council **APPROVE**, on the recommendation of the GSA Elections and Referenda Committee and the GSA Governance Committee and effective immediately, the replacement of the following sections of GSA Policy with the GSA Appeals and Complaints Board (GSA ACB): **a)** Judicial Committee; **b)** Discipline; **c)** policy that allows the GSA NoC Administrative Chair and the Speaker to hear complaints and appeals concerning disrespectful treatment of the CRO; and **d)** policy that allows the Speaker to hear elections and referenda appeals (appeals of CRO decisions).

**As specified in the Motion, the following GSA Policy sections will be replaced by the GSA ACB proposal:**

- a) Standing Committees, Section 11, Judicial Committee (p. 72)
- b) Discipline (p. 14)
- c) Elections, Sections 8 and 9 (p.21); and GSA Policy, Referenda, Sections 9 and 10 (p. 33)

Current Policy can be consulted here: <http://www.gsa.ualberta.ca/en/07GoverningDocuments.aspx>.

**MOTION 2:** That GSA Council **APPROVE**, on the recommendation of the GSA Elections and Referenda Committee and the GSA Governance Committee and effective upon the second reading, the re-titling of GSA Bylaw, Part V, Standing Committee, Section 1.3.10, "GSA Appeals and Complaints Board," from the current "Judicial Committee".

**NOTE:** Should GSA Council approve the proposed changes, **any other relevant sections of GSA Bylaw and Policy that intersect and/or are contradictory or superfluous will be amended accordingly by the GSA Governance Committee** (as per its mandate to "Make any routine or editorial changes to the governance documents" - GSA Policy, Standing Committees, Governance Committee, Section 3.2.a.ii) **and reported to GSA Council (eg, GSA Policy references to the GSA Judicial Committee and GSA Discipline Policy will be updated and sections of Elections Policy and Referendum Policy, including moving portions addressing nomination/registration forms, will need to be updated).**

**Background:**

**Both the GSA Elections and Referenda Committee (GSA ERC) and the GSA Governance Committee (GSA GC), along with content advisors E Schoeck and H Hogg, developed the attached proposal as both standing committees were a part of the large proposal** that was put forward but not voted on at the November 2014 meeting of GSA Council. Members met jointly on June 12, June 18, and June 26 to discuss the proposed changes and additions, and made a recommendation on June 26. Additionally, as there are overlapping jurisdictions between the GSA ERC and the GSA GC with respect to the proposed GSA ACB, **both bodies have been involved with this proposal. The GSA Board reviewed this proposal for information at the June 24 and July 8 meetings.**

**Current GSA Policy is not compliant with what is expected of a quasi-judicial tribunal and the establishment of the GSA ACB addresses this. The GSA ACB would hear and decide on two matters: complaints about Elected Officers and appeals of CRO decisions.**

**Jurisdiction:**

GSA Elections and Referenda Committee Mandate – GSA Policy, Standing Committees, Section 3.9.3.c

*“The GSA ERC will review GSA Elections and Referenda Bylaws and Policies annually and make any recommendations to GSA Council through the GSA Board.”*

GSA Governance Committee Mandate – GSA Policy, Standing Committees, Section 3.2.1.i and 3.2.1.ii

*“The GSA GC will advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting” and “The GSA GC will make any routine or editorial changes to the governance documents as deemed necessary by the Committee.”*

Changes to GSA Policy Require One Reading - GSA Bylaw, Part I, Section 2.2

*“The GSA 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.”*

Changes to GSA Bylaw Require Two Readings – GSA Bylaw, Part I, Section 1.2

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

**Proposed Changes to GSA Bylaw – 1<sup>st</sup> of 2 Readings**

**Part V, Standing Committees, Section 1.3.10**

**1.3.10 ~~Judicial Committee~~ GSA Appeals and Complaints Board**

**Proposed Changes to GSA Policy – 1 Reading**

- Deletion of the Discipline Policy
- Deletion of GSA Policy, Standing Committees, Section 11, Judicial Committee (replaced by the GSA Appeals and Complaints Board)
- Deletion of GSA Policy, Elections, Section 9, Elections Appeals (the part pertaining to nomination forms will be moved to Section 3, Nomination Forms)
- Deletion of GSA Policy, Referenda, Section 10, Referenda Appeals (the part pertaining to registration forms will be moved to a separate section (new Section 3) called Registration Forms to parallel the Elections Policy)
- Deletion of GSA Policy, Elections, Section 8, GSA Nominating Committee (GSA NoC) Administrative Chair’s Decision on Penalties, Remedial Action, and Referrals, and deletion of GSA Policy, Referenda, Section 9, GSA NoC Administrative Chair’s Decision on Penalties, Remedial Action, and Referrals

**Note:** References to the GSA Judicial Committee and GSA Discipline Policy will be updated in GSA Bylaw and Policy and Elections and Referenda policy will need to be revised to reflect that appeals of a CRO decision and appeals of GSA NoC Administrative Chair decisions are not handled by the Speaker

**Proposed Addition to GSA Policy – 1 Reading**

**GSA Appeals and Complaints Board**

**Purpose:** To outline the jurisdiction and the policies governing the GSA Appeals and Complaints Board.

**Scope:** This policy outlines what matters can be taken to the GSA Appeals and Complaints Board, and how the GSA Appeals and Complaints Board proceeds with hearings and decisions.

<p>Related Policies &amp; Bylaws</p>	<p>GSA Bylaw, Part III, Council                  GSA Bylaw, Part IV, Officers                  GSA Bylaw, Part VIII, Elections                  GSA Bylaw, Part IX, Referenda                  GSA Bylaw, Part XIII, GSA Appeals and Complaints Board                  GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment</p>
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	GSA Policy, Elections GSA Policy, Referenda GSA Policy, Responsibilities and Attendance of GSA Committee Members, and Representative on University Governing Bodies and Committees GSA Policy, Standing Committees, GSA Appeals and Complaints Board
Related Forms	Nomination forms, which are part of Elections Policy Registration forms, which are part of Referenda Policy

### 1. Jurisdiction

1. The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding **appeals** of GSA Chief Returning Officer (CRO) decisions and **complaints** about GSA Officers as allowed by Section 94(3) of the *Post-Secondary Learning Act*.
2. The GSA ACB hears and decides on the following matters through Hearing Committees:
  - a. Complaints about the performance or conduct of GSA Officers or about conflict of interest or commitment relating to GSA Officers (see GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment and GSA Committee Members, and Representative on University Governing Bodies and Committees).
  - b. Appeals of decisions of the CRO.

### 2. Definitions

1. "GSA ACB Hearing Committee Chair" means the Chair of the GSA ACB Hearing Committee.
2. "Correspondence" means all correspondence, notices, and materials sent by the GSA ACB Chair to University students or employees emailed to a CCID address. Those without a CCID will need to provide an email address to receive correspondence.
3. "Deemed Delivered" means that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent.
4. "ED" means the Executive Director of the GSA or a delegate with training and/or experience in procedural fairness.
5. "Respondent" means the GSA Officer(s) complained about; this is the person or persons providing a written response(s) to a Complaint (see Section 10.1.c, below).
6. "Signature" means a depiction of someone's name that a person writes on documents as a proof of identity and intent; signatures may be electronic if coming from a known source.
7. "Working Day" means a day that the GSA office is open.

### 3. Composition, Chair, Terms of Office, Quorum, and Reporting of the GSA Appeals and Complaints Board

1. The voting membership of the GSA ACB is:
  - a. Eight (8) graduate students elected by GSA Council; and
  - b. Four (4) Departmental Councillors, alternates, or recent former Departmental Councillors, elected by GSA Council.
2. Members must come from a broad range of departments and may stand for re-election.

3. GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.
4. The GSA ACB Chair and Vice-Chair may delegate their positions to another GSA ACB member for reasons relating to bias, availability, or upcoming vacancy prior to GSA Council electing a replacement.
5. To the extent possible, terms of office normally run from October 1 until September 30 for a one (1)- or two (2)-year term as recommended by the GSA NoC. Terms will be staggered. Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a case even if their term expires or they convocate.
6. When the full GSA ACB meets to discuss their procedures for hearings or other general business, quorum is five (5) members including the Chair and/or Vice-Chair.
7. The GSA ACB Chair will report to GSA Council monthly as needed.

#### **4. Composition of GSA ACB Hearing Committees**

1. For the purpose of hearing appeals of CRO decisions, the composition and quorum is three (3) members of the GSA ACB. For the purpose of hearing complaints about GSA Officers, the composition and quorum is five (5) GSA ACB members of which at least two (2) must be Departmental Councillors, alternates, or recent former Departmental Councillors.
2. The ED will select a reserve member(s) from the list of members.

#### **5. Nomination of the GSA ACB Members**

1. In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in GSA Policy, Nominating; however, the GSA NoC shall take whatever action is necessary, including direct appointments to the GSA ACB, or appointments of former members of the GSA ACB, to ensure a full complement of twelve (12) members.
2. Members of the GSA ACB must have a demonstrated ability to be neutral and are expected to act impartially, including declaring any conflicts of interest as they arise and rising above individual/departmental interests to ensure procedural fairness, and must be available during the General Election.
3. Members of the GSA ACB must have no intention to run in the General Election or By-Election and no intention to support a position in an upcoming referendum. Members must also not have run in the previous General Election or By-Election, and not have supported a position in the last referendum. If standing for election to the GSA ACB, GSA ACB candidates agree not to campaign for or endorse any individual running in the General Election or By-Election and not to campaign for or endorse any referendum campaign. A GSA ACB member will resign if they intend to run in a GSA General Election or By-Election, campaign in an upcoming referendum, campaign for or endorse any individual running in the General Election or By-Election, or endorse any referendum campaign.
4. The GSA NoC will interview all nominees to the GSA ACB, including those who are additional nominations from GSA Council, and forward selected nominees to GSA Council.
5. The President, Vice-Presidents, other Elected Officers, Councillors-at-Large, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

#### **6. Support and Training**

1. The ED will serve in a neutral role to advise on procedural matters, and to seek legal advice on behalf of the GSA ACB, or on behalf of the Chairs of GSA ACB Hearing Committees.

2. The ED, in consultation with the Chair and/or Vice-Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB.
3. The ED will provide for training of members in procedural fairness.

#### **7. Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour**

1. Should an Appeal, Complaint, Response, or related information involve an alleged criminal action or an alleged breach of the Code of Student Behaviour, or involve any other jurisdiction, legal advice will be sought by the ED on behalf of the GSA ACB Chair before proceeding.

#### **8. Information Provided Anonymously**

1. If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis by the GSA ACB Chair or GSA ACB Hearing Committee Chair, in consultation with the Vice-Chair and the ED.

#### **9. Informal Resolution**

1. The GSA ACB Chair, in consultation with the ED, may attempt informal resolution before involving the GSA ACB; if resources outside the GSA ACB are used for informal resolution and if an agreement amongst the parties is reached, the Chair and Vice-Chair must approve the agreement. If informal resolution is rejected or is not successful, the GSA ACB Chair and ED will provide a statement to the GSA ACB Hearing Committee about attempts at informal resolution.

#### **10. COMPLAINTS ABOUT THE PERFORMANCE OR CONDUCT OF GSA OFFICERS, INCLUDING COMPLAINTS ABOUT CONFLICT OF INTEREST OR COMMITMENT**

1. Receipt of Complaints and Setting the Hearing Date(s)
  - a. Complaints about a GSA Officer(s) shall be directed to the GSA ACB Chair and copied to the ED.
  - b. Complaints may be made by any person(s).
  - c. Complaints about the performance or conduct of GSA Officer(s) or about conflict of interest or commitment relating to GSA Officer(s) must be in writing (ie not oral), and signed. They must provide a complete description of the circumstances that have prompted the Complaint, a list of any known witnesses the Complainant intends to call, and any suggested remedy or action.
  - d. Upon receipt of a Complaint, the GSA ACB Chair shall confer with the ED, who shall seek legal advice if necessary.
  - e. Where there is a Complaint about a GSA Officer(s), the GSA ACB Chair and Vice-Chair, in consultation with the ED, will decide, normally within two (2) working days, if the GSA Officer(s) may be suspended with pay, as relevant, until the hearing is complete; as needed the GSA President or Acting President, in consultation with the ED will decide on how Directly-Elected Officer(s)' duties will be carried out during a suspension.
  - f. The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss a Complaint if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
  - g. If the Chair proceeds with the Complaint, a hearing date(s) will be set.
2. Response
  - a. The GSA ACB Chair shall send the Complaint to the GSA Officer(s) being complained about, copied to the ED. The GSA ACB Chair will require a Response, to be *received* within fifteen (15) working days, and will ask about the possibility of informal resolution; the deadline for a Response may be adjusted accordingly.

- b. The Response must be in writing (ie not oral), signed, and must provide a response to the matters raised in the Complaint, a list of any known witnesses the Respondent intends to call, and any suggested remedy or action.
    - c. Responses shall be directed to the GSA ACB Chair and copied to the ED.
    - d. If a Response is not received by the deadline, the Respondent will be notified that a GSA ACB Hearing will proceed on the basis of the written Complaint.
  3. Challenge of GSA ACB Members for Reason of Bias
    - a. The GSA ACB Chair will provide Complainants and Respondents with the list of all GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation shall be provided.
    - b. Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
  4. Procedural Questions
    - a. If procedural questions arise before a GSA ACB Hearing Chair has been selected, (for example, a request to extend a deadline), the GSA ACB Chair will consult with the ED and reach a decision. Decisions of the GSA ACB Chair on procedural matters may be made without a hearing and are final and binding.
  5. Striking a GSA ACB Hearing Committee to Hear a Complaint
    - a. The GSA ACB Chair will ask the ED to strike a five (5)-person GSA ACB Hearing Committee as follows:
      - i. The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference.
      - ii. The other four (4) members of the GSA ACB Hearing Committee shall be selected taking into account service and availability, from the list of GSA ACB members (see Section 4.1, Composition of GSA ACB Hearing Committees, above).
      - iii. The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member.
      - iv. Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
    - b. The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
  6. GSA ACB Hearing Process
    - a. The GSA ACB Hearing Committee Chair will provide ten (10) working days' notice to the Complainant and Respondent of the date(s), time(s), and place(s) of the hearing. The Complainant and Respondent are responsible for calling their own witnesses, and may each be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED must be notified via email at least three (3) working days before the hearing.
    - b. If new information is introduced at the hearing, the GSA ACB Hearing Committee will decide on how to proceed and may have the ED seek legal advice.
    - c. With respect to procedural questions that arise during a hearing, the ED will provide advice to the GSA ACB Hearing Committee and may seek legal advice on behalf of the Chair.
    - d. Subject to privacy legislation, all documents related to a hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, their Advisors, and reserve members.

- e. Hearings are closed.
  - f. The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
  - g. After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair shall adjourn and the Complainant and Respondent (and/or Advisors) shall leave the hearing room.
  - h. The Complaint shall be judged on a balance of probabilities.
  - i. The GSA ACB Hearing Committee shall reach decisions by majority vote. No member may abstain.
7. Written Decision
- a. At the hearing's conclusion, the GSA ACB Hearing Committee Chair shall draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.
  - b. The decision, signed by the GSA ACB Hearing Committee Chair, shall be sent by email to the Complainant and Respondent, and their Advisors, and copied to the GSA ACB Chair and ED within six (6) working days.
8. Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s)
- a. The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent, in whole or in part, depending on the issues under consideration and on the remedy, relief, or actions.
  - b. The GSA ACB Hearing Committee may dismiss the Complaint.
  - c. If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(s) related to performance, conduct, or conflict of interest/commitment; may set out clear expectations for future performance, conduct, or conflict of interest/commitment; or make any other decision appropriate to the circumstances. The GSA ACB Chair will monitor the situation. If there is a further complaint about the same GSA Officer(s), the written decision of the initial GSA ACB Hearing Committee will be made available for any further hearing together with a report on the monitoring of the situation by the GSA ACB Chair.
  - d. The GSA ACB Hearing Committee may remove the GSA Officer(s) from office.
  - e. All decisions are final and binding.
  - f. The GSA ACB Chair shall attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) that have been heard and decided.

## 11. APPEALS OF A CRO DECISION

1. Appeals of a CRO's decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee are on the Written Record of the CRO and the appeal submission(s); this is how the parties are heard. The GSA ACB Hearing Committee will aim to complete their hearing within three (3) working days.
2. Receipt of Appeals of a CRO Decision
  - a. Written appeals of a CRO decision shall be directed to the GSA ACB Chair and copied to the ED.
  - b. Candidate(s) or referendum campaign member(s) have twenty-four (24) hours from the time the CRO's decision is deemed delivered to submit an Appeal.
  - c. Appeals may be made by a candidate(s) running in a General Election or By-Election, or a campaign member(s) in a Referendum, or any other affected party.
  - d. Appeals must be in writing (ie not oral), and signed. They must provide a description of the circumstances that prompted the Appeal and any suggested remedy or action.

- e. The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss an Appeal if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
  - f. The ACB Chair will decide if another candidate(s) or referendum campaign member(s) who is/are affected should be asked for a written submission.
3. Challenge of GSA ACB Members for Reason of Bias
    - a. Candidate(s) running in a General Election or By-Election, or campaign member(s) in a Referendum will have had the opportunity to challenge members of the GSA ACB for reason of bias on nomination/referenda forms. Other affected parties will be given twenty-four (24) hours to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing.
    - b. Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
  4. Striking a GSA ACB Hearing Committee to Consider an Appeal of a CRO Decision
    - a. Upon a receipt of an Appeal of a CRO's decision, the GSA ACB Chair will set date(s), time(s), and place(s) for the hearing and ask the ED to strike a three (3)-person GSA ACB Hearing Committee as follows:
      - i. The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference.
      - ii. The other two (2) members of the GSA ACB Hearing Committee shall be selected taking into account service and availability, from the list of GSA ACB members (see Section 4.1, Composition of GSA ACB Hearing Committees, above).
      - iii. The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member.
      - iv. Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
    - b. The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
  5. GSA ACB Hearing Process
    - a. The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full Written Record of the CRO decision. See GSA Policy, Officer Portfolios, Section 8.5.e.vi, for a definition of "Written Record".
    - b. The GSA ACB Hearing Committee will meet to consider the matter based on the Written Record and the Appeal.
    - c. Subject to privacy legislation, all documents related to a hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, and reserve members.
    - d. Hearings are closed.
    - e. The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
    - f. The Appeal shall be judged on a balance of probabilities.
    - g. The GSA ACB Hearing Committee shall reach decisions by majority vote. No member may abstain.
  6. Written Decision
    - a. At the conclusion of the hearing, the GSA ACB Hearing Committee Chair shall draft a written decision which shall be reviewed by the GSA ACB Hearing Committee members and the ED.

- b. The decision, signed by the Chair of the GSA ACB Hearing Committee, shall be immediately sent to the Appellant and the CRO via email.
7. Powers of a GSA ACB Hearing Committee Concerning Appeals of a CRO Decision
- a. The GSA ACB Hearing Committee may uphold or deny, in whole or in part, the Appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle of GSA Elections and Referenda is adhered to: “the fundamental principle underlying GSA Elections [and Referenda] is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw, Part VIII, Elections, Section 1.1, and GSA Bylaw, Part IX, Section 1.1).
  - b. GSA ACB Hearing Committee decisions are final and binding.
  - c. The GSA ACB Chair will ensure that, subject to privacy legislation, decisions on appeals of CRO decisions are posted on the GSA website.
  - d. The GSA ACB Chair shall attend GSA Council and report briefly on appeals of CRO decisions that have been heard and decided.

DRAFT

**FOR INFORMATION – NOT FOR INCLUSION IN GSA POLICY**

**APPENDIX A: GSA ACB Hearing Committees, Sample Procedures for Hearings** (note that appeals of CRO decisions are based on the Written Record, without parties present.)

1. The GSA ACB Hearing Committee Chair (“The Chair”) shall introduce the matter under consideration to the GSA ACB Hearing Committee and introduce the parties.
2. The Chair shall explain the rules of decorum and review the procedures to be followed.
3. The Chair shall confirm the jurisdiction of the GSA ACB Hearing Committee with the parties.
4. The Chair shall then invite the Complainant to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Complainant questions, which will be directed through the Chair. The Chair shall ensure that GSA ACB Hearing Committee members have sufficient opportunity to ask questions.
5. The Chair shall then invite the Respondent to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Respondent questions, which will be directed through the Chair. The Chair shall ensure that GSA ACB Hearing Committee members have sufficient opportunity to ask questions.
6. The Chair shall invite the Complainant (and/or Advisor) to question the Respondent (and/or Advisor).
7. GSA ACB Hearing Committee members may then ask the Complainant questions.
8. The Chair shall invite the Respondent (and/or Advisor) to question the Complainant (and/or Advisor).
9. GSA ACB Hearing Committee members may then ask the Respondent questions.
10. The Complainant’s witnesses shall be called by the Chair individually and shall be present only when they are being questioned. The witnesses shall be questioned first by the Complainant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by GSA ACB Hearing Committee members. The Complainant and Respondent (and/or Advisor) may then re-question the witness only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
11. When questioning is concluded, the witness shall leave the hearing room. The questioning procedures shall be repeated for each of the Complainant’s witnesses.
12. The Respondent’s witnesses shall be called by the Chair individually and shall be present only when they are being questioned. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Complainant (and/or Advisor); and finally by GSA ACB Hearing Committee members. The Respondent and Complainant (and/or Advisor) may re-question the witness only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
13. When questioning is concluded, the witness will leave the hearing room. The questioning procedures shall be repeated for each of the Respondent’s witnesses.
14. The Chair shall invite the Complainant and Respondent (and/or Advisor) to make any statement by way of rebuttal. These statements shall be subject to questioning by the Respondent and Complainant, (and/or Advisor) followed by GSA ACB Hearing Committee members.
15. If there are other parties, they shall be heard as described above.
16. The Chair shall ask if there are any final questions.
17. The Chair shall then invite the Complainant and Respondent (and/or Advisors) to make a brief closing statement which is not subject to questioning.



18. The Chair shall adjourn and the Complainant and Respondent (and/or Advisors) shall leave the hearing room.

**APPENDIX B: GSA ACB Hearing Summary Template Elements**

1. GSA ACB Committee Members in Attendance
2. Hearing Date
3. Start Time
4. Name of Appellant(s)/Complainant(s)/Others
5. Name of Advisor(s)
6. Name of Respondent (if applicable)
7. Name of Witnesses (and any written submission)
8. Decision Being Appealed or Complaint Submitted
9. Facts Agreed Upon by Parties
10. Facts in Dispute
11. Summary of All Issues Raised by Both Parties and as Identified by the GSA ACB
12. Committee Decision and Any Remedy or Action
13. Summary of Reasons for the GSA ACB Committee's Decision
14. Adjournment (date and time)
15. Date and GSA ACB Chair Signature



## ***Timeline for the CRO to Reach Decisions on Alleged Breaches and Information Provided Anonymously***

Dear Council Colleagues,

July 10, 2015

We are writing to you jointly to follow up on the January 19, 2015, meeting of GSA Council, when continuing Councillors will remember receiving a **proposal to extend the timelines for the CRO to reach decisions on alleged breaches during a General Election, By-Election, or Referendum**. That proposal was **referred back to the GSA Elections and Referenda Committee (GSA ERC)**, which has amended the proposal following discussions of GSA Council's concerns with the GSA Governance Committee (GSA GC). **At the July 20 meeting of GSA Council, you will be asked to consider the amended version of this proposal.**

This proposal is also part of the larger package of material from November 2014, which has been undergoing discussion, review, and amendments by the GSA ERC and the GSA GC over the last several months. **Because both the GSA ERC and the GSA GC were involved in the development of the large proposal in November of 2014, these standing committees have worked together to further refine the various components of that proposal.** Accordingly, the GSA ERC and the GSA GC have discussed the feedback received from GSA Council in January and revised the proposal.

**The recommendation before you comes from the GSA ERC.** Additional information can be found in the attached outline of issue. **The GSA's lawyers have seen this proposal twice and recommend its adoption.**

Below you will find a brief summary of the changes you will be asked to consider at the July 20 meeting of GSA Council. **Please note that we intend that these changes to GSA Policy will be reviewed after a year – this will allow us to make any needed adjustments.**

**In arriving at this recommendation concerning the timeline for the CRO to reach decisions on alleged breaches during a General Election, By-Election, or Referendum AND information received anonymously, we received a great deal of advice and extensively considered the following:**

- The need to allow the CRO more time to reach a decision in complex cases requiring investigation/witnesses (from 24 hours to 72 hours)
- Problematic hourly deadlines that in 2014 caused multiple deadlines to occur in the middle of the night. Last year, every hourly deadline was extended on the advice of the **GSA's lawyers, who support this change in GSA Policy and have reviewed it twice**
- The desirability of allowing for informal resolution before launching into a formal process involving a written response
- The feedback provided by GSA Council when this proposal came forward originally in January
- The intersections with proposed policy on the GSA Appeals and Complaints Board
- The issue of information concerning breaches of GSA elections and referenda bylaws and policies provided anonymously to the CRO was discussed

Please let us know if you have any questions about the materials in advance; otherwise we look forward to presenting the proposed changes to you at the July 20 GSA Council meeting.

Sincerely,

Leigh Spanner (Chair of the GSA Elections and Referenda Committee), Virginia Pimmett (Former Chair of the GSA Elections and Referenda Committee and Current GSA Chief Returning Officer), and Jennifer Bell (Vice-Chair of the GSA Elections and Referenda Committee)

and

Colin More (Chair of the GSA Governance Committee and GSA President, 2015-2016) and Sarah Ficko (Vice-Chair of the GSA Governance Committee and GSA Vice-President Labour, 2015-2016)

cc: Members of the GSA Elections and Referenda Committee and the GSA Governance Committee

Outline of Issue (GSA Council)

**Timeline for the CRO to Reach Decisions on Alleged Breaches and Information Provided  
Anonymously: Proposed Changes to GSA Policy (Elections, Section 7)**

**Suggested Motion for GSA Council:**

That the GSA Council **APPROVE**, on the recommendation of the GSA Elections and Referenda Committee and effective upon approval, the proposed revisions to GSA Policy, as shown in the attached double column document.

**NOTE #1:** The proposed changes and current GSA Policy are in the first column of the attached double column.

**NOTE #2:** Should GSA Council approve the proposed changes, **any other relevant sections of GSA Bylaw and Policy that intersect and/or are contradictory or superfluous will be amended accordingly by the GSA Governance Committee** (as per its mandate to "Make any routine or editorial changes to the governance documents" - GSA Policy, Standing Committees, Governance Committee, Section 3.2.a.ii) **and reported to GSA Council (eg, parallel GSA Policy on referenda will need to be updated).**

**Background:**

The **GSA Elections and Referenda Committee (GSA ERC)** has been engaged in extensive discussion of this issue since **October of 2014**. The proposed changes were a **part of the large proposal that was put forward but not voted on** at the November 2014 meeting of GSA Council. **The GSA ERC subsequently brought forward an earlier version of the current proposal, separate from the larger proposal**, at the January 2015 meeting of GSA Council. However, the proposal was referred back to the GSA ERC.

**Because both the GSA ERC and the GSA Governance Committee (GSA GC) were involved in the development of the large proposal in November, these standing committees have worked together to further refine the various components.** Accordingly, the GSA ERC and the GSA GC have discussed the feedback received from GSA Council in January and revised the proposal. Both bodies met jointly multiple times in June and **the GSA ERC voted to recommend them to GSA Council on June 26. The GSA Board reviewed this proposal at the June 24 and July 8 meetings.**

**Jurisdiction:**

Changes to GSA Policy Require One Reading - GSA Bylaw, Part I, Section 2.2

*"The GSA 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."*

GSA Elections and Referenda Committee Mandate – GSA Policy, Standing Committees, Section 9.3.c

*"The GSA ERC will review GSA Elections and Referenda Bylaws and Policies annually and make any recommendations to GSA Council through the GSA Board."*

### Timeline for the CRO to Reach Decisions on Alleged Breaches and Information Provided Anonymously

#### Proposed Changes to GSA Policy (Elections, Section 7)

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<b>7. CRO's Decision on Penalties, Remedial Action, and Referrals</b>	
7.1 When the CRO becomes aware of an issue or breach of GSA Elections Bylaw and Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw and Policy, the CRO shall <u>(in consultation, where reasonable, with the DRO, available member(s) of the GSA Elections and Referenda Committee (GSA ERC), and the Executive Director (ED), concerning deadlines and other related matters (as noted in GSA Policy, Officer Portfolios, Chief Returning Officer and Deputy Returning Officer))</u> :	<i>To mirror language used in GSA Policy, Officer Portfolios, Section 8.5.e.</i>
<del>7.1.a Forthwith email the candidate(s) or slate(s) setting out details of the issue/breach, ask for a written response within eight (8) hours, and consider that response.</del>	<i>This proposal allows for possible informal resolution before leaping into a formal process involving a written response. This proposal also gives the CRO more time to reach a decision in complex cases requiring investigation/witnesses.</i>  <i>This change also provides time for fair process in the CRO's reaching a decision.</i>
<u>7.1.a Decide whether informal resolution should be attempted and, if so, contact the complainant and candidate(s) or slate(s).</u>	<i>Allows for the possibility of informal resolution before a formal process is begun.</i>
<u>7.1.b Email any written complaint to the candidate(s) or slate(s), or email the candidate(s) or slate(s) the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours. The CRO will normally reach a decision on alleged breaches within seventy-two (72) hours. If more time is required to reach a decision, the CRO shall consult with the GSA ERC regarding extensions.</u>	<i>During the 2013-2014 appeal of a CRO decision, every hourly deadline was extended on the advice of the GSA's lawyers, who support this change.</i>
<del>7.1.c Inform Upon reaching a decision the CRO will inform the candidate(s) or slate(s) of his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The CRO has up to twenty four (24) hours to make this decision.</del>	<i>See above rationale re timing.</i>  <i>No changes to the subsequent sections, except renumbering.</i>
7.1.d ...	<i>No change.</i>
7.1.e <del>The Speaker and Executive Director (ED) shall be copied on the emails described above.</del>	<i>Appeals of CRO decisions will be heard by the GSA ACB if the GSA ACB proposal (Item 9) is approved, so the Speaker will no longer need to be copied on CRO decisions. As noted in Item 9, the ED provides support for the proposed GSA ACB.</i>
<u>7.1.f If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.</u>	<b><i>Language for the provision of anonymous information aligns with language proposed in the GSA ACB policy, and will be parallel if the GSA ACB proposal (Item 9) is approved.</i></b>
<del>7.1.fg The CRO shall advise the candidate(s) or slate(s) that they have twelve (12) twenty-four (24) hours from the time the CRO's email is received deemed delivered (see GSA Policy, GSA Appeals and Complaints Board, Section 2.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Speaker Chair of the GSA ACB, as denoted in GSA Policy, Elections, Section 9, Elections Appeals GSA Appeals and Complaints Board, Sections 11.2.b.</del>	<i>Appeals of CRO decisions will be heard by the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i> <i>Use of "deemed delivered" to make parallel with proposed GSA ACB policy.</i>
7.2 ...	<i>No change.</i>
<del>7.3 Unless otherwise stated in the Election Bylaw and Policy, decisions of the CRO are subject to appeal to the Speaker the GSA ACB.</del>	<i>Appeals of CRO decisions will be heard by the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>



## ***Performance and Conduct, Conflict of Interest, and Conflict of Commitment***

Dear Council Colleagues,

July 10, 2015

We are writing to you jointly because, as you are aware, the GSA Elections and Referenda Committee (GSA ERC) and the GSA Governance Committee (GSA GC) have been meeting regularly since the fall of 2014 to review and refine the larger package of material from November 2014, which GSA Council did not vote on.

**As part of this work, you have a proposal before you relating to the creation of the GSA Appeals and Complaints Board. During the development of this proposal, it became apparent that current GSA Bylaw with respect to performance and conduct, conflict of interest, and conflict of commitment needed to be revised and updated.** The proposal before you addresses this.

**The recommendation before you comes from the GSA GC.** Additional information can be found in the attached outline of issue.

Below you will find a brief summary of the changes you will be asked to consider at the July 20 meeting of GSA Council. **Please note that we intend that these changes to GSA Policy will be reviewed after a year – this will allow us to make any needed adjustments.**

**In arriving at this recommendation with respect to performance and conduct, conflict of interest, and conflict of commitment, we received advice from the GSA Executive Director and the GSA Director of Operations, content advisors with a combined 50+ years experience, and the GSA's lawyers (who support this proposal). We also extensively considered the following:**

- The need for short, clear language surrounding conflict of commitment, which is common for modern-day corporations and reflects the U of A Board of Governors' policy
- The ongoing project of moving parts of GSA Policy currently in GSA Bylaw into their proper place
- The desirability of removing redundancies and inaccuracies

Please let us know if you have any questions about the materials in advance; otherwise we look forward to presenting the proposed changes to you at the July GSA Council meeting.

Sincerely,

Colin More (Chair of the GSA Governance Committee and GSA President, 2015-2016) and Sarah Ficko (Vice-Chair of the GSA Governance Committee and GSA Vice-President Labour, 2015-2016)

and

Leigh Spanner (Chair of the GSA Elections and Referenda Committee) and Virginia Pimmett (Former Chair of the GSA Elections and Referenda Committee and Current GSA Chief Returning Officer)

cc: Members of the GSA Governance Committee and the GSA Elections and Referenda Committee

Outline of Issue (GSA Council)

**Performance and Conduct, Conflict of Interest, and Conflict of Commitment: Proposed Changes to GSA Bylaw and Movement to GSA Policy**

**Suggested Motion for GSA Council:**

That GSA Council **APPROVE**, on the recommendation of the GSA Governance Committee and effective upon the second reading, the proposed changes to GSA Bylaw and its movement to GSA Policy, as shown in the attached double column document.

**NOTE #1:** The proposed changes to current GSA Bylaw and addition to current GSA Policy are in the first column of the attached double column.

**NOTE #2:** Should GSA Council approve the proposed changes, any cross-reference to the current GSA Bylaw on Conduct will be updated to reflect that it is now Policy with a different title (eg, references to the previous title of the Bylaw will need to be revised in the following places: 1) GSA Bylaw, Part II, Members, and 2) GSA Policy, Officer Portfolios and Responsibilities and 3) Attendance of GSA Committee Members, and Representatives on University Governing Bodies and Committees).

**Background:**

**The proposed changes were developed by both the GSA Elections and Referenda Committee and the GSA Governance Committee (GSA GC) as they were a part of the large proposal** that was put forward but not voted on at the November 2014 meeting of GSA Council after being recommended by both GSA standing committees. **Both bodies discussed the proposed changes at multiple meetings in June and the GSA GC made a recommendation to GSA Council on June 26.** The GSA Board reviewed this proposal for information at the June 24 and July 8 meetings.

The proposed changes also relate to the proposal for the establishment of **the GSA Appeals and Complaints Board – in reviewing that proposed Policy, it was apparent that this intertwined Bylaw needed to be updated.** It is also recommended that this Bylaw be moved to GSA Policy as it is more appropriately situated there (this is part of ongoing work to identify Policy that is currently placed in Bylaw but should be relocated).

**Jurisdiction:**

GSA Governance Committee Mandate – GSA Policy, Standing Committees, Section 3.2.1.i and 3.2.1.ii

*“The GSA GC will advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting” and “The GSA GC will make any routine or editorial changes to the governance documents as deemed necessary by the Committee.”*

Changes to GSA Bylaw Require Two Readings – GSA Bylaw, Part I, Section 1.2

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

**PERFORMANCE AND CONDUCT, CONFLICT OF INTEREST, AND CONFLICT OF COMMITMENT**

Current Bylaw ( <i>deletions noted by a strikethrough</i> ) - Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b><u>Performance and Conduct, Conflict of Interest, and Conflict of Commitment of Representatives</u></b>	<i>RETITLE THIS SECTION <b><u>AND MOVE FROM BYLAW TO POLICY</u></b></i>
1. <del>Applicability of GSA Bylaws</del>	
1.1 <del>Purpose: These Bylaws</del> <u>This policy governs the conduct of GSA representatives Officers and GSA members holding elected office.</u>	
<u>Scope: This policy sets out the performance and conduct, and conflict of interest and conflict of commitment of GSA Officers and GSA members holding elected office.</u>	
<u>Related Policies &amp; Bylaws:</u> <u>GSA Policy, Officer Portfolios</u> <u>GSA Policy, Responsibilities and Attendance of GSA Committee Members, and Representatives on University Governing Bodies and Committees</u> <u>GSA Policy, GSA Council Attendance</u> <u>GSA Policy, GSA Appeals and Complaints Board</u>	
	<i>At the May Council meeting, GSA Council approved a GSA policy on responsibilities and attendance of GSA representatives that focuses on non-attendance at meetings. Attendance policies and performance and conduct expectations are set out in that new policy.</i>
1.2 <del>For the purpose of these Bylaws, “representatives” of the GSA include the following categories:</del>	
1.2.2 <del>Officers;</del>	<i>See 1.1.</i>
1.2.3 <del>Councillors;</del>	<i>Covered by the attendance policy approved in May.</i>
1.2.4 <del>Committee members; and</del>	<i>Covered by the attendance policy approved in May.</i>
1.2.5 <del>Representatives on University Governing Bodies and Committees.</del>	<i>Covered by the attendance policy approved in May and/or the proposed GSA ACB Policy (if the GSA ACB proposal (Item 9) is approved).</i>
<u>1. 2 Performance and Conduct of Officers and Councillors of GSA Officers</u>	<i>Clearer title.</i>

<b>Current Bylaw</b> ( <i>deletions noted by a strikethrough</i> ) - <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<b>Performance and Conduct, Conflict of Interest, and Conflict of Commitment of Representatives</b>	<b>RETITLE THIS SECTION <u>AND MOVE FROM BYLAW TO POLICY</u></b>
2.1 Officers and Councillors can be held accountable for their performance by way of the GSA Discipline Policy.	<i>Councillors are covered by the attendance policy approved in May and can also be recalled. CALS are covered by the attendance policy approved in May. Further, the Speaker ensures civil behavior at GSA Council meetings.</i>
1.1 The GSA expects GSA Officers to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy, and are expected to perform their duties with diligence.	
1.2 GSA Officers can be held accountable for their conduct (including conflict of interest or conflict of commitment) and/or the performance of their duties and related matters (including attendance and confidentiality), and may be removed from office (see GSA Policy, GSA Appeals and Complaints Board).	
2.1.2 GSA members have standing to complain about the conduct or performance of an Officer or Councillor to the Judicial Committee; and	<i>GSA Officers are covered by the new GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
2.1.3 GSA members who wish to access the Judicial Committee must do so within the parameters established by the Judicial Committee Policy (GSA Policy, Standing Committees, Section 11, Judicial Committee) and the GSA Discipline Policy.	<i>Covered by the new GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
2.3 Officers and Councillors can be held accountable for their performance by being removed from office.	
2.2.2 Officers may be removed from office by GSA Council by a two-thirds majority vote passed at two (2) consecutive meetings of Council;	<i>If the GSA ACB proposal (Item 9) is approved the GSA ACB will remove Officers. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>
2.2.3 Graduate students in a department shall have the right to recall their representative to GSA Council and elect a new one at any time;	<i>In GSA Policy, GSA Council Attendance.</i>
2.2.4 GSA Council shall have the right to recall Councillors at Large and elect new ones; and	<i>In GSA Policy, GSA Council Attendance.</i>



Current Bylaw ( <i>deletions noted by a strikethrough</i> ) - Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b>Performance and Conduct, Conflict of Interest, and Conflict of Commitment of Representatives</b>	<b><i>RETITLE THIS SECTION AND MOVE FROM BYLAW TO POLICY</i></b>
2.2.5 Any recall under 2.2.4 shall be made by a majority vote of the general membership at a duly called general meeting.	<i>There are no longer general meetings.</i>
2. <del>3.</del> Conflicts of Interest	<i>No change, except renumbering.</i>
3.1 Preamble	
2.1 <del>3.1.2</del> Personal benefit in the context of <del>c</del> Conflicts of interest shall be are defined as the convergence of a GSA member’s personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member’s professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss.	
2.2 <del>3.1.1</del> The GSA subscribes to the principles underlying conflicts of interest of impartiality and integrity. No member of the GSA who holds a position of trust and/or authority within the GSA may be perceived as being impartial and acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that member. <del>;</del> and	
2.3 <del>3.3</del> Avoiding Conflicts of Interests	<i>No change, except renumbering.</i>
2.3.a <del>3.2.1</del> Prior to undertaking any activity that may give rise to a conflict of interest, whether or not that activity is within the scope of the member’s work at the GSA, a member must disclose that activity.	<i>No change, except renumbering.</i>
2.3.b <del>3.2.2</del> Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity. <del>;</del> and	
3.2.3 Further details regarding the process of disclosure are described in GSA Policy.	<i>There are no further details in GSA policy.</i>
3.3 Handling Conflicts of Interest	<i>Covered in GSA Policy on the new GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
3.3.1 Any member who suspects that a conflict of interest exists that has not been disclosed, may submit a complaint, in writing, to or may be impacting the activities within/by the GSA should report in writing the	<i>Covered in GSA Policy on the new GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>

Current Bylaw ( <i>deletions noted by a strikethrough</i> ) - Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b>Performance and Conduct, Conflict of Interest, and Conflict of Commitment of Representatives</b>	<b><i>RETITLE THIS SECTION AND MOVE FROM BYLAW TO POLICY</i></b>
suspected conflict of interest to the Speaker or President. If the suspected conflict of interest is regarding the either the Speaker or the President, or, if for other reasons the member submitting the written report is uncomfortable providing the submission to one of these individuals, the written report can be provided to only the Speaker or the President; and	
3.3.2 Upon receipt of the written submission, the Speaker and/or the GSA President will follow the conflict of interest resolution process as described in the Judicial Committee section of GSA Policy.	<i>Covered in GSA Policy on the new GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
3. Conflict of Commitment	
3.1 No graduate student holding elected office shall have time commitments that prevent them from carrying out the stated duties of their positions.	<i>Common for modern-day corporations and reflects U of A Board of Governors policy.</i>

Outline of Issue (GSA Council)

**Actions of the Speaker Regarding Officers' Attendance AND Consultation with the Deputy Speaker and ED: Proposed Changes to GSA Policy (GSA Council Attendance)**

**Suggested Motion for GSA Council:**

That the GSA Council **APPROVE**, on the recommendation of the GSA Governance Committee and effective upon approval, the proposed revisions to GSA Policy, as shown in the attached double column document.

**NOTE:** The proposed changes and current GSA Policy are in the first column of the attached double column.

**Background:**

Councillors will recall that the GSA Council Attendance policy was approved at the meeting of May 25, 2015. With the development of the proposal to establish the GSA Appeals and Complaints Board, sections of the Attendance Policy that may result in Councillors who sit on the GSA ACB being biased need to be revised. Additionally, in order to ensure the Policy is internally consistent, a provision for the Speaker to consult with the Deputy Speaker and ED with respect to non-attendance of Councillors and CALs has been added. **The proposed changes before you reflect a commitment to regular review of GSA Bylaws and Policies.**

**The GSA Governance Committee voted to recommend these proposed changes to GSA Council on June 26. The GSA Board reviewed this proposal at the July 8 meeting.**

**Jurisdiction:**

Changes to GSA Policy Require One Reading - GSA Bylaw, Part I, Section 2.2

*"The GSA 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."*

GSA Governance Committee Mandate – GSA Policy, Standing Committees, Section 3.2.1.i and 3.2.1.ii

*"The GSA GC will advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting" and "The GSA GC will make any routine or editorial changes to the governance documents as deemed necessary by the Committee."*

**ACTIONS OF THE SPEAKER REGARDING OFFICERS' ATTENDANCE AND CONSULTATION WITH THE DEPUTY SPEAKER AND ED**

Proposed Changes to GSA Policy (GSA Council Attendance)

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) – <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
GSA Council Attendance	
Purpose: To outline policies and procedures related to GSA Council attendance.	<i>No change.</i>
Scope: This policy governs attendance at GSA Council.	
<b>1. <u>GSA Council Attendance</u></b>	
1.1 Directly-Elected Officers	<i>No change.</i>
1.1.a Directly-Elected Officers (DEOs) are expected to attend all GSA Council meetings and do not have alternates.	<i>No change.</i>
1.1.b If a Vice-President ( <u>VP</u> ) cannot attend a meeting, they shall provide an advance written reason to the President and Speaker. If a <del>Vice President (VP)</del> misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and Speaker, the Speaker, <u>in consultation with the President and the Executive Director (ED), will consider initiate discussion with GSA Council on the what</u> action(s) <u>should</u> <del>to</del> be taken.	<i>Non-attendance could go to the GSA ACB (if the GSA ACB proposal (Item 9) is approved) or other steps, decided in consultation, may be taken. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>  <i>Discussing this matter would bias Councillors who sit on the GSA ACB if the GSA ACB proposal (Item 9) is approved..</i>
1.1.c If the President cannot attend a meeting, they shall provide an advance written reason to the Speaker and Deputy Speaker. If the President misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and Deputy Speaker, the Speaker, <u>in consultation with the Deputy Speaker and the ED, will consider initiate discussion with GSA Council on the what</u> action(s) <u>should</u> <del>to</del> be taken.	<i>Non-attendance could go to the ACB (if the GSA ACB proposal (Item 9) is approved) or other steps, decided in consultation, may be taken. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>  <i>Discussing this matter would bias Councillors who sit on the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
1.2. Council-Elected Officers (CEOs)	<i>No change.</i>

1.2.a The Speaker, Chief Returning Officer (CRO), and Senator are expected to attend all GSA Council meetings.	<i>No change.</i>
1.2.b If the Speaker cannot attend a meeting, they shall provide an advance written reason to the President <u>and the Deputy Speaker</u> . If the Speaker misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President <u>and the Deputy Speaker</u> , the President, <u>in consultation with the Deputy Speaker and the ED</u> , will <u>consider initiate discussion with GSA Council on the what action(s) should to be taken.</u>	<i>Non-attendance could go to the ACB (if the GSA ACB proposal (Item 9) is approved) or other steps, decided in consultation, may be taken. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>  <i>Discussing this matter would bias Councillors who sit on the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
1.2.c If the CRO <del>or Senator</del> cannot attend a meeting, they shall provide an advance written reason to the Speaker <u>and the Deputy Returning Officer (DRO)</u> . If the CRO <del>or Senator</del> miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker <u>and the DRO</u> , the Speaker, <u>in consultation with the DRO and the ED</u> , will <u>consider initiate discussion with GSA Council on the what action(s) should to be taken.</u>	<i>Non-attendance could go to the ACB (if the GSA ACB proposal (Item 9) is approved) or other steps, decided in consultation, may be taken. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>  <i>Discussing this matter would bias Councillors who sit on the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
1.2.d If the Deputy Speaker or DRO cannot attend a meeting, they shall provide an advance written reason to the Speaker <u>and the President</u> . If the Deputy Speaker or DRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker <u>and the President</u> , the Speaker, <u>in consultation with the President and the ED</u> , will <u>consider initiate discussion with GSA Council on the what action(s) should to be taken.</u>	<i>Non-attendance could go to the ACB (if the GSA ACB proposal (Item 9) is approved) or other steps, decided in consultation, may be taken. The proposed GSA ACB Policy includes four (4) Councillors on the GSA ACB and at least two (2) Councillors on any GSA ACB Hearing Committee regarding an Officer.</i>  <i>Discussing this matter would bias Councillors who sit on the GSA ACB if the GSA ACB proposal (Item 9) is approved.</i>
1.2.e <u>If the Senator cannot attend a meeting, they shall provide an advance written reason to the Speaker and the President. If the Senator miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED, will consider what action(s) should be taken.</u>	<i>Separate section for the GSA Senator.</i>
1.3.a It is a duty of a Departmental Councillor “To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place...” (GSA Bylaw, Part III, Section 2.2.3.2). If both the Departmental Councillor and the alternate cannot attend a meeting, they shall provide an	<i>Speaker will consult the Deputy Speaker and the ED.</i>

<p>advance written reason to the Speaker. If a Departmental Councillor or alternate misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings within a year, without an advance written reason acceptable to the Speaker <u>and the Deputy Speaker</u>, the Speaker, <u>in consultation with the Deputy Speaker and the ED</u>, will declare the position vacant and seek to have the position filled (see GSA Bylaw, Part III, Section 2.2.1).</p>	
<p>1.4.a Councillors-at-Large (CALs) are expected to attend all GSA Council meetings. CALs do not have alternates. If a CAL cannot attend a meeting, they shall provide an advance written reason to the Speaker. If a CAL misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker <u>and the Deputy Speaker</u>, the Speaker, <u>in consultation with the Deputy Speaker and the ED</u>, will initiate discussion with GSA Council on the action to be taken.</p>	<p><i>Speaker will consult the Deputy Speaker and the ED.</i></p>

**GSA President**  
**Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Colin More  
Date: July 17, 2015

Hello everyone!

I hope your summer is going well! Mine certainly is -- I spent the past month in Europe, mostly doing research. In fact, this report was written in the Frankfurt airport.

Unfortunately, being away from Edmonton has also kept me somewhat away from the University's political landscape. While I've kept myself abreast of events, I haven't been involved on a day-to-day basis. Instead, my Vice-Presidents have done a sterling job picking up the slack, and are the *de facto* experts on the latest news. I will therefore leave it to their reports to bring you up to date, and keep my own extremely short.

There is, however, one item of a presidential nature which I should briefly discuss. I received notice last week that the Board of Governors will be holding a special meeting later this month to rescind various tuition and fee motions which had previously been passed. This is in response to direction from the Government of Alberta to freeze both base tuition and mandatory non-instructional fees at 2014-2015 levels for 2015-2016. I'll have further details in August as to what precisely has been changed, but for the moment, I thought you ought to know that the University is acting on the Government's orders.

Coming up, I look forward to meeting with our new Provost, Dr. Steven Dew, on July 21, 2015. The Vice-Presidents and I will report on that meeting in August.

As always, feel free to contact me if you have any questions at all!

Cheers,

Colin More, GSA 2015-2016 President

*I was away on research leave and personal leave June 13 to July 15, 2015 and attended no external meetings July 6 to July 22, 2015.*

**GSA Board  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance  
 Date: July 17, 2015

The GSA Board reports regularly to GSA Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, Financial Manager, and I will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports in Item 23 (Executive Director's Report to Council) on pages 23.2 - 23.4.

**24 June 2015 GSA Board Meeting**

Main Agenda Items:

GSA Appeals and Complaints Board (and Associated Bylaw and Policy on Discipline, Elections, and the GSA Judicial Committee): Proposed Changes and Additions to GSA Policy and Change to GSA Bylaw; Timeline for the CRO to Reach Decisions on Alleged Breaches: Proposed Changes to GSA Policy; Conduct, Performance of Duties, and Conflict of Interest/Commitment of Elected Officers: Proposed Changes to GSA Bylaw and Movement to GSA Policy; Attendance at GU 15 in August 2015, in Winnipeg, MB: Estimated Expense

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expense for two (2) representatives of the GSA to attend GU 15 in August 2015, in Winnipeg, MB. ANA **MOVED**. HT Seconded. **CARRIED**. ANA abstained.

**1 July 2015 GSA Board Meeting**

Meeting cancelled due to federal holiday.

**8 July 2015 GSA Board Meeting**

Main Agenda Items:

GSA Appeals and Complaints Board (and Associated Bylaw and Policy on Discipline, Elections, Referenda, and the GSA Judicial Committee): Proposed Changes and Additions to GSA Policy and Change to GSA Bylaw; Timeline for the CRO to Reach Decisions on Alleged Breaches: Proposed Changes to GSA Policy; Performance and Conduct, Conflict of Interest, and Conflict of Commitment: Proposed Changes to GSA Bylaw and Movement to GSA Policy; Actions of the Speaker Regarding Officers' Attendance AND Consultation with the Deputy Speaker and ED: Proposed Changes to GSA Policy

Motions and Agreements:

None at this time

**10 July 2015 Special GSA Board Meeting**

Main Agenda Items:

2014-2015 GSA Audited Financial Statements; GSA 2015-2016 Budget and Expenditure (Quarterly) Report

Motions and Agreements:

That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the 2014-2015 GSA Audited Financial Statements. SF **MOVED**. HT Seconded. **CARRIED**.

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report. SF **MOVED**. AT Seconded. **CARRIED**.

**15 July 2015 GSA Board Meeting**

Main Agenda Items:

GU15 Advocacy Issue: Support Requested from the GSA

Motions and Agreements:

That the GSA Board **SUPPORT** the document entitled "Open Letter About Research Funding", as provided by N Bérubé, FAÉCUM. HT **MOVED**. ANA Seconded. **CARRIED**.



**GSA Budget and Finance Committee (GSA BFC)**  
**Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Colin More and Sarah Ficko  
Date: May 22, 2015

Dear Council Colleagues,

**The GSA BFC met on June 24, 2015, with the Vice-President Labour Sarah Ficko in the Chair, to review the GSA's 2014-2015 audited financial statements and the most recent quarterly financial report** prepared by the GSA's Financial Team (Ellen Schoeck (Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Heather Hogg (Director of Operations)).

Both of these items are before you for the July 20 meeting.

As you can see from the outline of issue attached to the 2014-2015 audited financial statements, the GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our auditor is the firm Collins Barrow LLP (Auditor Tom Gee, MBA, FCA). **We are in solid financial shape.**

With respect to the quarterly financial report (and as noted on the attached outline of issue), the quarterly financial reports have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. **In addition to yearly comparisons, regular quarterly reporting allows for better forward planning and illustrates the GSA yearly financial cycle. The GSA Accountant and GSA Financial Manager agree that the GSA's budget is on track and there are no issues of concern. The GSA is in excellent health!** More information is included in the cover letter attached to this item.

Respectfully,  
Colin More, GSA President and Chair, GSA Budget and Finance Committee  
and  
Sarah Ficko, GSA Vice-President Labour and Vice-Chair, GSA Budget and Finance Committee

**GSA Governance Committee (GSA GC)  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Colin More and Sarah Ficko  
Date: July 17, 2015

Dear Council Colleagues,

As noted in the **cover letters attached to several of the items** before you at the July 20 meeting of GSA Council, **the GSA Governance Committee (GSA GC) and the GSA Elections and Referenda Committee met multiple times in June to develop, discuss, refine, and recommend several proposals to you.**

**We urge you all to read those cover letters**, which provide a full discussion of the recent work of the committee. We also want to **thank the members of both bodies for their hard work on these important proposals.**

Additionally, following on GSA Council's approval in June 2015 of changes to GSA Bylaw, Part III, GSA Council – which included the removal of a reference to “general meetings” as factually inaccurate – acting under delegated authority from the GSA GC, we approved an editorial change to amend a factual inaccuracy to the GSA Bylaw on Officers, Section 3.3.1, which likewise contained a reference to “general meetings.”

We would be happy to answer any questions.

Respectfully,  
Colin More, GSA President and Chair, GSA Governance Committee  
and  
Sarah Ficko, GSA Vice-President Labour and Vice-Chair, GSA Governance Committee

**GSA Nominating Committee (GSA NoC)  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Michele DuVal  
Date: July 17, 2015

Dear Council Colleagues,

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

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

Sincerely,

Michele DuVal, Administrative Chair, GSA Nominating Committee

**GSA Standing Committees**

**1) GSA Labour and Relations Committee**

The GSA Labour Relations Committee (GSA LRC) is currently replenishing in advance of Collective Agreement negotiations. Vacancies were advertised through the GSA Newsletter on June 12, 2015, and the deadline was Friday, June 19, 2015, at 12:00 PM. The GSA NoC, in consultation with the Chair of the GSA LRC, decided to extend the deadline to July 10, 2015, at 12:00 PM, and this was communicated to all graduate students through a GSA Nominating Committee Special Bulletin on July 7. The GSA NoC forwarded eight (8) nominations to GSA Council on Tuesday, July 14, 2015, with a call for additional nominations. Additional nominations were accepted until Thursday, July 16, 2015, at 12:00 PM (noon). No additional nominations were received. Tommy Clark (Physics), Elaheh Davari (Chemical and Materials Engineering), Stephanie Ibsen (Renewable Resources), Brent Kelly (Political Science), Jennifer Nafziger (Civil and Environmental Engineering), Ahmed Najjar (Renewable Resources), Dasha Smirnow (Business), Janine Tine (Elementary Education) are declared elected to serve on the GSA LRC.

**2) GSA Elections and Referenda Committee**

There are currently two (2) vacancies on the GSA Elections and Referenda Committee (GSA ERC). These vacancies were advertised through the GSA Newsletter on July 3, 2015, and again through the GSA Nominating Committee Special Bulletin on July 7, 2015. The deadline was Friday, July 10, 2015. No nominations were received. The GSA NoC sent out a call for additional nominations to GSA Council. Additional nominations were accepted until Thursday, July 16, 2015, at 12:00 PM (noon). No additional nominations were received. There are thus still two (2) vacancies on the GSA ERC and the GSA NoC will initiate a proactive search.

**3) GSA Governance Committee**

There is currently one (1) vacancy on the GSA Governance Committee (GSA GC). This vacancy was circulated to GSA Council via email on Monday, July 6, 2015, and the deadline was Friday, July 10, 2015, at 12:00 PM. Two (2) nominations were received. The GSA NoC forwarded these nominations to GSA Council on Tuesday, July 14, 2015, with a call for additional nominations. Additional nominations were accepted until Thursday, July 16, 2015, at 12:00 PM (noon). No additional nominations were received. **See Item XX for the list of nominees.** A paper ballot election for the GSA GC will be held at Council.

### Bodies External to the GSA

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

#### **1) First Alberta Campus Radio Association Board (1 position)**

This position was advertised to all graduate students through the GSA Newsletter on June 5, 2015, no nominations were received. It was advertised again through the GSA NoC Special Bulletin on July 7, 2015. The deadline was Friday on July 10, 2015, at 12:00 PM. One (1) nomination was received. The GSA NoC elected **Jennifer Messelink (Music)** to serve on the First Alberta Campus Radio Association Board.

**GSA Vice-President Academic  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Harsh Thaker  
Date: July 17, 2015

Dear Council Colleagues,

The last few weeks have gone by rather quickly and I hope all of you have had a chance to spend some time outdoors. I have spent a fair amount of time indoors in the lab but I did have a wonderful time doing science outreach with Let's Talk Science in Strathcona County on Canada Day.

I would like to highlight a couple meetings I have attended over the past month.

**Meeting with President David Turpin**

As noted in other reports, Vice-President Labour Sarah Ficko, Vice-President Student Services Ali Talaei, Executive Director Ellen Schoeck, and myself had a meeting with Dr. Turpin on July 2. After a tour of the GSA office, we sat down and had the opportunity to discuss items in our Strategic Work Plan that the GSA would like his support with over the coming year. Some of the topics discussed: Collective Agreement compliance, Prayer & Meditation Space (PaMS) in HUB, the Professional and Career Development plan from FGSR, and Residence Services.

In related news, we will be meeting with Dr. Steven Dew (Provost and Vice-President Academic) Tuesday afternoon. Also, Dr. Wendy Rogers will be serving as Deputy Provost and Dr. Nat Kav will be serving as Vice-Provost (Academic Programs and Instruction) for three year terms starting July 1, 2015.

**Online Calendar Project (update)**

The University Calendar, which lists admission procedures, program offerings, academic regulations, and University policies, will be undergoing some changes over the next year to become more user-friendly in the online environment (enhanced search functionality, filters, and hyperlinks). The current Calendar information will be migrated to the new platform over the next few months and the draft version of the new Calendar will be made available for input from stakeholders in September.

As always, I am happy to answer any questions you may have regarding these items or about any of the other meetings I attended this past month.

And lastly, I leave you with this fun educational video from a year ago that discusses marsupials:  
<http://www.youtube.com/watch?v=gNqQL-1gZF8>.

Thanks,

Harsh Thaker, GSA Vice-President Academic

*Please find below a list of meetings I attended between June 22, 2015 to July 20, 2015.*

June 24	GFC APC
June 24	SU VP Academic
July 2	President David Turpin
July 6	SU VP Academic
July 13	SU VP Academic
July 14	Online Calendar Project Update
July 20	SU VP Academic

**GSA Vice-President External  
Report to Council for July 20, 2015 GSA Council Meeting**

To: GSA Council  
From: Alphonse Ndem Ahola  
Date: July 17, 2015

Dear Council Colleagues,

I hope you are all doing well wherever you are right now. July has been mainly spent on setting up ab-GPAC policies, the budget, and strategic planning. Based on the purpose of ab-GPAC, which is advocacy to the provincial government on behalf of graduate students, we identified some projects we would like to see ab-GPAC take on this year. In order to make a successful year for ab-GPAC, we want to have the following by November 2017: all Policies approved and in place, a strategic plan that can be built upon by future teams, an understanding of the group's staffing needs (with a staff member ideally in place by the end of the year) and a sound financial plan for the fee base, based on realistic expectations of budgetary needs. We have struggled in making sure that the group is well-structured and determining what its needs will be in terms of hired support, future fee base, etc. Also we are aware that we have a big opportunity in working with the new provincial government. Related Challenge: Figuring out the lay of the land, how government will approach relations with students.

Concerning student residences, we are working in collaboration with the SU and the residence associations on a housing policy that will be inclusive and work well for all stakeholders.

Along with Vice-President Labour Sarah Ficko, I attended a meeting about PaMs fundraising. The process for crowd funding sounds really complex: we need a core group of volunteers that will utilize their networks to raise about 30% of the funds, then it gets thrown open to the broader community. We will have more discussions of this, and I will keep you informed.

Alphonse Ndem Ahola, GSA Vice-President External

*Please find below a list of meetings I attended between June 22, 2015 to July 20, 2015. I was away on personal leave from June 29 to July 3, 2015.*

June 26	ab-GPAC Phone Meeting
June 26	Joint GSA ERC/GSA GC
July 8	SU Visioning
July 9	ab-GPAC Phone Meeting
July 9	Residence Halls Association (RHA) Meeting
July 10	Prayer and Meditation Space (PaMS) Fundraising
July 16	LRIGS Student Funding

**GSA Vice-President Labour**  
**Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Sarah Ficko  
Date: July 17, 2015

Hello Everyone,

Rather than talk about the weather, I figured I'd play a quick game. Can you guess which fact is false? The options are: a) I have travelled to all provinces and territories, b) I have 12 nieces and nephews, or c) I have voted in two countries.

Now on to elected officer business! The past month has been quite busy with our President Colin More on academic leave in Europe so I've chaired more meetings than normal, and to help with that, I took an online course from July 3 to 9, 2015, called Meetings that Work to learn some skills about how to chair effective meetings. I have also attended numerous engaging meetings from very diverse topics! This month you will receive, for information, both the yearly audit of the GSA (required under the *Post-Secondary Learning Act*) and the first quarterly report for the 2015-2016 fiscal year. Both the audit and quarterly report were carefully reviewed by the GSA Budget and Finance Committee (the audit went through four drafts!) and then the GSA Board before coming to Council. The key message is that we are in good financial standing.

Another agenda item at this Council is the formal motion to create the GSA Appeals and Complaints Board (GSA ACB) to ensure procedural fairness for complaints against elected officials and for appeals of Chief Returning Officer decisions. Justin Leifso (member of the GSA Elections and Referenda Committee (GSA ERC)), GSA Executive Director Ellen Schoeck, and I (Vice-Chair of the GSA Governance Committee (GSA GC)) presented on the GSA ACB at the last Council meeting to obtain Council's input prior to finalizing the proposal at a GSA ERC and GSA GC joint committee meeting (one of many) a few weeks ago.

In addition, I have started preparing for the GSA Labour Relations Committee (GSA LRC) meetings which will begin later in July. As each of us has a unique experience at the U of A, I would like GSA LRC to have as many voices as possible to advise me as chair of the GSA Negotiating Committee on issues important to graduate students prior to entering collective bargaining in the fall for our Collective Agreement. Please feel free to email me with any feedback on your own experiences or those of other graduate students in your departments working as TAs and RAs that you feel could help us better understand what is good about the current Collective Agreement or what could be improved. Along the same lines, I have attended several meetings with students to answer questions about the current Collective Agreement.

Finally, I would like to say the most interesting meeting over the last month was that which Vice-President Academic Harsh Thaker, Vice-President Student Services Ali Talaei, and I had with the new U of A President, Dr. David Turpin on July 2, 2015. We outlined how the GSA is a unique organization, and some of the key highlights from each of our portfolios. It was a short but enjoyable meeting, and now helps provide a name for a face when attending meetings to plan the President's Installation in November (the President's Installation Committee)! Similarly I'm looking forward to meeting our new Provost, Dr. Steven Dew shortly.

As usual, please feel free to contact us with any issues related to RA/TAships, so we can help you sort it out.

Happy summering!

Sarah Ficko, GSA Vice-President Labour

*Please find below a list of meetings I attended between June 22, 2015 to July 20, 2015. I am away on personal leave from July 11 to July 19, 2015.*

June 24	BFC Meeting
June 25	AEGS CA
June 26	Joint ERC/GC
June 26	Meeting w/SU President re Welcome Video
July 2	Meeting with a Student
July 2	President David Turpin
July 2	Project Manager
July 3, 10	President's Welcome Video
July 7	Meeting with a Student
July 8	Meeting with a Student
July 8	ACCESS Project Working Group Meeting
July 10	President's Installation Executive Planning Committee
July 10	Prayer and Meditation Space (PaMS) Fundraising



**GSA Vice-President Student Services  
Report to Council for July 20, 2015 GSA Council Meeting**

To: GSA Council  
From: Ali Talaei  
Date: July 17, 2015

Dear Council Colleagues,

Hope you are enjoying your summer vacation (of course if the research work allows). I was so excited meeting so many new Councillors in the last meeting and I am even more excited to meet you all (remaining and new Councillors) in the next meeting. The past few weeks have been less busy in terms of the number of meetings. Some of the meetings were quite important and I share updates on them with you below:

**ABCTec Networking Event**

I attended the ABCTec Moonlight in the Meadows networking event hosted by Alberta Council of Technologies. It was a great event and I talked to several stakeholders regarding the GSA activities and how we could improve the GSA services for graduate students by working with external stakeholders. Beside many other things, I was so impressed by the services provided by the "GOmentr" company which provides the platform for students and other members of the community for professional development. Together with GSA Vice-President Harsh Thaker, we are working on identifying the areas where "GOmentr" could fit within the U of A's professional development endeavor.

**Meeting with U of A President David Turpin**

As reported by other DEOs, together with other DEOs and also a member of the Management Team we met with met with President Turpin and we have talked about the GSA Strategic Work Plan and discussed our priorities of the year. The President was supportive and we in the GSA are looking forward to working with him.

**SU, NPP and UPass**

Met with SU VP Student Life and VP Operations and Finance to discuss about our year's mission and areas of mutual interest. Also we discussed next steps that GSA and SU have to take regarding the North Power Plant. I was unable to attend a U-Pass Meeting, however a member of management attended. The update on the U-Pass uptake and also planning for the fall semester were the main issues discussed.

Sincerely,

Ali Talaei, Vice-President Student Services

*Please find below a list of meetings I attended between June 22, 2015 to July 20, 2015.*

June 29	ABCTec Networking Event - Moonlight in the Meadows BBQ
July 2	President David Turpin
July 8	SU Visioning
July 14	NPP Meeting
July 17	FGSR Communications

**GSA Senator  
Report to Council for July 20, 2015 GSA Council Meeting**

To: GSA Council  
From: Leigh Spanner  
Date: July 17, 2015

Dear Council Colleagues,

Since my last report I have had a meeting with Adam Sweet, Chair of the Senate Task Force on Community Engagement. I have agreed to become a member of this committee. Specifically, I will assist in the reporting phase of work being done by the committee.

I have also put my preferences forward for membership on various committees, which begin in September.

Finally, I have visited the Chancellor's new office in Arts Convocation Hall, and introduced myself to Chancellor Ralph Young.

Leigh Spanner, GSA Senator

**GSA Chief Returning Officer  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Virginia Pimmett  
Date: July 17, 2015

Dear Council Colleagues,

After my election at the June Council meeting, I took over the office of GSA Chief Returning Officer on July 3, 2015. As recent former Chair of ERC and as CRO, I have worked with the GSA Elections and Referenda Committee and the GSA Governance Committee on the proposals that are before you for consideration (Items 9 - 12). I encourage you to read the cover letters and outlines of issues associated with each proposal for more information on the discussions in committee and the reasons for the proposals.

I am happy to answer any questions you may have.

Virginia Pimmett, GSA Chief Returning Officer

**GSA Elections and Referenda Committee (GSA ERC)  
Report to GSA Council for the July 20, 2015 Meeting**

To: GSA Council  
From: Leigh Spanner  
Date: July 17, 2015

Dear Council Colleagues,

Following Virginia Pimmett's election as GSA CRO at the June meeting of GSA Council, the GSA Elections and Referenda Committee elected me, Leigh Spanner, as the new Chair of the GSA ERC and Jennifer Bell as the new Vice-Chair of the GSA ERC (I had been serving as Vice-Chair).

As reported by Colin More in his GSA Governance Committee (GSA GC) report, the GSA ERC, and the GSA GC met **three times in June to develop, discuss, refine, and recommend several proposals** before you at the July 20 meeting of GSA Council.

Again, **I urge you all to read the cover letters attached to these proposals**, which provide a full discussion of the recent work of the committees. I also want to **thank the members of both bodies for their hard work on these important proposals**.

I would be happy to answer any questions.

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

**GSA Executive Director  
Report to Council for July 20, 2015 GSA Council Meeting**

To: GSA Council  
From: Ellen Schoeck  
Date: July 17, 2015

Dear Council Colleagues,

This month you will receive the 2014-2015 GSA Audited Financial Statements, and the first Quarterly Financial Statement for 2015-2016. Overall, we are in very good shape financially. The GSA Budget and Finance Committee is now turning its attention to investment possibilities for the money we will receive from the University's Unitized Endowment Fund.

For my report this month, I would like to focus on funding opportunities for graduate student groups. Please take time to look over the attached table, and share it with your departmental GSAs. Thanks to GSA Associate Director Megan Caldwell for preparing the table.

The detailed management reports submitted weekly to the Board are attached. As always, Courtney, Heather and I welcome your questions and feedback.

Best,  
Ellen Schoeck, Executive Director

### Graduate Student Groups: Potential Sources of Funding

Fund	Eligibility	Description	More information	Approximate deadline(s)
Graduate Students' Association Academically-Related Student Group Award	- Academically-Related Graduate Student Groups	Funding for academic events such as seminars, guest lecturers, colloquia, or other academic events. Up to \$1,500.	<a href="http://www.gsa.ualberta.ca/AwardsGrantsBursaries/ASGA.aspx">http://www.gsa.ualberta.ca/AwardsGrantsBursaries/ASGA.aspx</a>	Four Funding Periods; First-Come, First-Served
Graduate Students' Association Academically-Related Graduate Student Group Award	- Academically-Related Graduate Student Groups	Adjudicated on the criteria of advocacy on behalf of graduate student members and promotion of graduate student engagement through academic and social activities. One \$500 award annually.	<a href="http://www.gsa.ualberta.ca/10AwardsNight/student_group_award.aspx">http://www.gsa.ualberta.ca/10AwardsNight/student_group_award.aspx</a>	January
Students' Union & University of Alberta Student Group Grants	-Undergraduate students -Graduate students	Funding for registered University of Alberta student groups to host activities and attend conferences	<a href="http://www.su.ualberta.ca/services/studentgroups/granting/">http://www.su.ualberta.ca/services/studentgroups/granting/</a>	January, September
Alumni Association Student Engagement Grant	-Undergraduate students -Graduate students	Funding for student projects and initiatives that enhance the student experience and showcase the university community. Up to \$2,500.	<a href="http://alumni.ualberta.ca/connect/future-alumni/funding">http://alumni.ualberta.ca/connect/future-alumni/funding</a>	
Campus Recreation Enhancement Fund	-Undergraduate students -Graduate students	Funding for programs or ideas to enhance the recreational opportunities of other students on campus	<a href="http://recservices.ualberta.ca/Funding/CREF.aspx">http://recservices.ualberta.ca/Funding/CREF.aspx</a>	February
Faculty of Arts Conference Fund	-Graduate students in the Faculty of Arts	Funding to hold or participate in conferences and symposia or colloquia that are sponsored or hosted by the University of Alberta. Up to \$2,000.	<a href="http://uofa.ualberta.ca/arts/programs/graduate-programs/scholarship-and-awards/faculty-of-arts-conference-fund">http://uofa.ualberta.ca/arts/programs/graduate-programs/scholarship-and-awards/faculty-of-arts-conference-fund</a>	April, October
International Activity Fund for Student Groups	-Undergraduate students -Graduate students	Up to \$1,500 for registered student groups to run events that promote an international dimension on campus	<a href="http://www.iss.ualberta.ca/HelpWhileHere/MoneyandTaxes/InternationalActivityFundStudentGroups.aspx">http://www.iss.ualberta.ca/HelpWhileHere/MoneyandTaxes/InternationalActivityFundStudentGroups.aspx</a>	January, October
Office of Sustainability Green Grants & Sustainability Enhancement Fund	-Undergraduate students -Graduate students	Funding for projects related to sustainability and the environment	<a href="http://sustainability.ualberta.ca/GetInvolved/Funding/GreenGrants.aspx">http://sustainability.ualberta.ca/GetInvolved/Funding/GreenGrants.aspx</a>	4 weeks before any scheduled event
Shell Enhanced Learning Fund (SELF)	-Undergraduate students -Graduate students	Funding for individuals and groups to participate in enhanced educational experiences that have a focus on sustainable energy, the environment and the economy	<a href="http://www.caps.ualberta.ca/Students/Services/FundingPrograms/ShellEnhancedLearningFund.aspx">http://www.caps.ualberta.ca/Students/Services/FundingPrograms/ShellEnhancedLearningFund.aspx</a>	April, October
Wellness Project	-Undergraduate students -Graduate students	Up to \$5,000 to support health and wellness initiatives on the U of A campus	<a href="http://thewellnessproject.ca/apply-for-a-wellness-grant/">http://thewellnessproject.ca/apply-for-a-wellness-grant/</a>	Monthly
Awesome Foundation	-Undergraduate students -Graduate students	\$1,000 grants for projects which tend to challenge and expand understandings of individual and communal potential	<a href="http://edmontonawesome.com/get-awesome">http://edmontonawesome.com/get-awesome</a>	Monthly
Alberta Public Interest Research Group (APIRG) Event, Project and Training Funding	-Undergraduate students -Graduate students	Funding to conduct research and social engagement projects working in the public interest	<a href="http://apirg.org/resources-and-services/funding/events-and-projects-funding/">http://apirg.org/resources-and-services/funding/events-and-projects-funding/</a>	January

(information obtained from: <http://www.greenandgoldgrant.ualberta.ca/en/AdditionalFunding.aspx>)

**Management Report to the GSA Board, June 24, 2015**

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on June 10, 2015:

**Strategic**

- **Main Issues Dealt With in the Past Week:** annual audit and the preparation of quarterly financial reports, preparing for a meeting of the GSA BFC, proposal for the establishment of the GSA Appeals and Complaints Board and other related changes to GSA Bylaw and Policy, meetings of the GSA ERC and the GSA GC, election of CRO, DRO, Speaker, and Deputy Speaker, forward thinking and planning for fall orientation and departmental orientations, GSA Council mailing and associated meeting preparations, events planning, Pharmacy election, Anthropology election, GSA website overhaul, development of an information package for new Councillors.
- **Bylaw and Policy Review – Editorial:** A review of all Bylaws and Policies for inconsistencies and errors, integration of the two, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual. A targeted focus on some specific bylaws and policies, including judicial and Policy and Board Policy associated with travel, is ongoing.
- **Graduate Student Groups:** Ongoing work to ramp up initiatives with respect to renewing the MOU with the Dean of Students and Student Group Services, alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment), ability for the GSA to assist groups experiencing governance issues, holistic thinking on all aspects of graduate student groups, a GSA staff member recently attended some of the SGS training sessions for student groups, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.**

**Grants and Operations**

- **Social Media:** Facebook = 578 likes (up 8 from June 10). Our Facebook posts reached 113 users this week, down 515 from June 3. Twitter = 398 followers (up 4 from June 10).
- **GSA Agenda/Handbook** preparation.
- **Grants processing** (period runs April 1 to June 30, period is 91% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications	Total Number of Applications This Period
PDA	\$91,102.37	\$571.30 <b>CLOSED</b>	0	186 (0 pending processing)
CCG	\$53,114.28	\$640.28 <b>CLOSED</b>	0	32 (0 pending processing)
ASGA	\$3,562.50	\$0.00 <b>CLOSED</b>	0	4 (0 pending processing)
EB	\$149,362.80 <b>*(no periods)</b>	\$122,662.30	0	8 (0 pending processing)

**Week in Review – Office Operations:**

- Support for the **GSA ERC and the GSA GC**, and **supporting GSA NoC work filling vacancies on several committees** (Green & Gold Student Leadership and Professional Development Grant Adjudication Committee and GSA LRC, etc) **and for several positions** (CRO, DRO, Speaker, Deputy Speaker). Assisting with elections in Pharmacy and Anthropology.
- **Grants processing** and forward planning for GSA Fall Orientation and departmental orientations.
- **Events planning.**
- Assistance with **planning for GSA Council and an upcoming meeting of the GSA BFC.**
- **GSA Agenda/Handbook preparation.**

**Management Report to the GSA Board, July 8, 2015**

Dear All,

The following issues have dominated management’s attention in the two weeks since the last GSA Board meeting on June 24, 2015:

**Strategic**

- **Main Issues Dealt With in the Past Week:** visit from President Turpin, review of the annual audit, proposal for the establishment of the GSA Appeals and Complaints Board and other related changes to GSA Bylaw and Policy, meetings of the GSA ERC and the GSA GC, forward thinking and planning for fall orientation and departmental orientations, GSA Council mailing and associated meeting preparations, events planning, GSA website overhaul, development of an information package for new Councillors.
- **Bylaw and Policy Review – Editorial:** A review of all Bylaws and Policies for inconsistencies and errors, integration of the two, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual. A targeted focus on some specific bylaws and policies, including judicial and Policy and Board Policy associated with travel, is ongoing.
- **Graduate Student Groups:** Ongoing work to renew the MOU with the Dean of Students and Student Group Services, create an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment), ability for the GSA to assist groups experiencing governance issues, connecting effectively with constituents.

**Grants and Operations**

- **Social Media:** Facebook = 582 likes (up 5 from June 24). Our Facebook posts reached 165 users this week, up 52 from June 24. Twitter = 407 followers (up 9 from June 24).
- **GSA Agenda/Handbook** preparation.
- **Grants processing** (period runs July 1 to September 30, period is 7% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications	Total Number of Applications This Period
PDA	\$117,261.67	\$94,635.91	47	47 (23 pending processing)
CCG	\$73,297.81	\$297.81 <b>CLOSED</b>	49	49 (35 pending processing)
ASGA	\$3,562.50	\$3,017.50	1	1 (1 pending processing)
EB	\$149,362.80 <b>*(no periods)</b>	\$116,603.37	0	9 (0 pending processing)

**Week in Review – Office Operations:**

- Support for the **GSA ERC and the GSA GC**, and **supporting GSA NoC work filling vacancies on several committees** (GSA LRC, GSA GC, etc).
- **Grants processing** and forward planning for GSA Fall Orientation and departmental orientations.
- **Events planning.**
- Assistance with **planning for GSA Council.**
- **GSA Agenda/Handbook** preparation.

**Management Report to the GSA Board, July 15, 2015**

Dear All,

The following issues have dominated management’s attention in the two weeks since the last GSA Board meeting on July 8, 2015:

**Strategic**



- **Main Issues Dealt With in the Past Week:** special GSA Board meeting to consider the audit and quarterly financial report, GSA Council preparation, forward thinking and planning for fall orientation and departmental orientations, events planning, GSA website overhaul, development of an information package for new Councillors, preparing for an upcoming meeting of the GSA LRC, thinking with respect to DLI, collection of feedback on potential locations for gender neutral washrooms, AFNS nominating committee, and election of a GSA Councillor in MINT.
- **Bylaw and Policy Review – Editorial:** A review of all Bylaws and Policies for inconsistencies and errors, integration of the two, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual. A targeted focus on some specific bylaws and policies, including judicial and Policy and Board Policy associated with travel, is ongoing.
- **Graduate Student Groups:** Ongoing work to renew the MOU with the Dean of Students and Student Group Services, create an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment), ability for the GSA to assist groups experiencing governance issues, connecting effectively with constituents.

**Grants and Operations**

- **Social Media:** Facebook = 586 likes (up 4 from July 8). Our Facebook posts reached 93 users this week, down 72 from July 8. Twitter = 409 followers (up 2 from July 8).
- **GSA Agenda/Handbook** preparation.
- Planning for **Orientation and Departmental Orientations.**
- **Grants processing** (period runs July 1 to September 30, period is 14% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications	Total Number of Applications This Period
<b>PDA</b>	\$117,261.67	\$83,137.58	20	67 (24 pending processing)
<b>CCG</b>	\$73,297.81	\$297.81 <b>CLOSED</b>	49	49 (13 pending processing)
<b>ASGA</b>	\$3,562.50	\$3,017.50	0	1 (0 pending processing)
<b>EB</b>	\$149,362.80 <b>*(no periods)</b>	\$114,603.37	1	10 (1 pending processing)

**Week in Review – Office Operations:**

- **Supporting GSA NoC work filling vacancies on several committees** (GSA LRC, GSA GC, GSA ERC, Protective Services Commissions, FACRA Board, etc).
- **Grants processing** and forward planning for GSA Fall Orientation and departmental orientations.
- Assisting with filling the **AFNS nominating committee** and the **election of a GSA Councillor in MINT.**
- Assistance with **planning for GSA Council.**
- **GSA Agenda/Handbook** preparation.