

GSA Council Meeting CONSOLIDATED AGENDA
Monday, February 23, 2015 at 6:00 pm
MEC 2-01

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

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

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

Speaker Sarah Prescott in the Chair

<u>OPEN SESSION</u>	Attached Numbered Pages
1. Roll Call	
2. Approval of the 23 February 2015 Agenda	
3. Approval of the Minutes from the 19 January 2015 GSA Council meeting <i>Attachments:</i> <ul style="list-style-type: none">• Minutes from the 19 January 2015 GSA Council meeting	3.0 - 3.11
4. Changes in GSA Council Membership <ul style="list-style-type: none">i. Introduction of New Councillors (<i>If you are new to GSA Council, please let us know it is your first meeting</i>)ii. Farewell to Departing Councillors (<i>If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know</i>)	
<u>Presentations and Councillor Announcements</u>	
5. Presentation from the Chair of the University of Alberta Board of Governors: Board of Governors' Change Agenda, Graduate Studies, and Goals for the New President Presented by Nathan Andrews (GSA President) Guest: Doug Goss (Chair, University of Alberta Board of Governors)	
6. Councillor Announcements	
<u>Action Items, Elections, Appointments, Special Business, Updates</u>	
7. GSA 2015-2016 Operating and Capital Budget and GSA 2015-2016 Restricted and Other Funding Budget (For Approval) <u>AND</u> GSA Operating and Capital Five-Year Business Plan (2015-2016 to 2019-2020) and GSA Restricted and Other Funding Five-Year Business Plan (2015-2016 to 2019-2020) (For Information) Nathan Andrews (GSA President) will present the Item and Financial Team Lead Ellen Schoeck (GSA Executive Director) and Dorte Sheikh (GSA Financial Manager) will be available to answer questions.	

Prepared by M Caldwell, C Thomas and E Schoeck for the Council Meeting of February 23, 2015

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

Attachments:

- Outline of Issue **7.0 - 7.1**
- Cover Letter from the GSA President to GSA Council **7.2 - 7.3**
- GSA 2015-2016 Operating and Capital Budget and Five-Year Business Plan (2015-2016 to 2019-2020) **7.4 - 7.12**
- GSA 2015-2016 Operating Budget (Including Capital Budget) Report (Narrative) **7.13 - 7.26**
- GSA 2015-2016 Restricted and Other Funding Budget and Five-Year Business Plan (2015-2016 to 2019-2020) **7.27**
- GSA 2015-2016 Restricted and Other Funding Budget and Expenditure Report (Narrative) **7.28 - 7.30**

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

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

Attachments:

- Outline of Issue **8.0**
- GSA 2014-2015 Budget and Expenditure (Quarterly) Report **8.1 - 8.2**

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

Reports

10. President (**Nathan Andrews, GSA President**)
- i. President's Report **10.0 - 10.1**
 - ii. GSA Board **10.2 - 10.3**
 - iii. GSA Budget and Finance Committee **10.4**
 - iv. GSA Governance Committee **10.5**
- a) GSA Nominating Committee
- i. GSA Nominating Committee Report (**presented by Michele DuVal, GSA Nominating Committee Administrative Chair**) **10.6**
11. Vice-President Academic (**Colin More, GSA Vice-President Academic**)
- i. Vice-President Academic's Report **11.0 - 11.1**
12. Vice-President Student Services (**Megha Bajaj, GSA Vice-President Student Services**)
- i. Vice-President Student Services' Report **12.0 - 12.1**
 - ii. GSA Student Affairs Advisory Committee (joint chair: Vice-President External) (**no meetings this reporting period**)

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13. Vice-President External (Susan Cake, GSA Vice-President External)	
i. Vice-President External's Report	13.0 - 13.1
ii. GSA Awards Selection Committee	13.2
14. Vice-President Labour (Monty Bal, GSA Vice-President Labour)	
i. Vice-President Labour's Report	14.0 - 14.1
ii. GSA Negotiating Committee (no meetings this reporting period, will resume meeting Fall 2015)	
iii. GSA Labour Relations Committee (no meetings this reporting period)	
15. Senator (Gary Barron, GSA Senator)	
i. Senator's Report	15.0
16. Speaker (Sarah Prescott, GSA Speaker)	
i. Speaker's Report (will offer an oral report)	
17. Chief Returning Officer (Hamman Samuel, GSA Chief Returning Officer)	
i. Chief Returning Officer's Report (will offer an oral report)	
18. GSA Elections and Referenda Committee(presented by Virginia Pimmett, GSA Elections and Referenda Committee Chair)	
i. GSA Elections and Referenda Committee Report	18.0
19. GSA Management (Ellen Schoeck, GSA Executive Director)	
i. Executive Director's Report	19.0 - 19.4
<u>Question Period</u>	
20. Written Questions	
i. Questions Submitted by Chad Iverson (Councillor, Department of Chemistry) and Response from Colin More (GSA Vice-President Academic)	20.0 - 20.1
21. Oral Questions	
<u>Adjournment</u>	

**Meeting Transcript
19 January 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]

IN ATTENDANCE:

Nathan Andrews (President)	Aaron Vedstra (Art & Design)	Amanda Radil (Ed Psych)	Ruijia Wang (Physics)
Colin More (VP Academic)	Michele DuVal (Bio Sci)	Sulya Fenichel (Elementary Ed)	Brayden Whitlock (Physiology)
Monty Bal (VP Labour)	Patricia Leighton (Bio Sci)	Amanda Daignault (English & Film Studies)	Emrah Keskin (Political Science)
Susan Cake (VP External)	Syed Daniyal Israr (Business MBA)	Sandra Sawchuk (Humanities Computing)	Anya Kuteleva (Political Science)
Megha Bajaj (VP Student Services)	Dasha Smirnow (Business PhD)	Gooneshwaree Beesoon (Library & Information Sci)	Karen Du (Psychology)
Sarah Prescott (Speaker)	Beth Richardson (Cell Biology)	Vanessa Carias (Medical Genetics)	Colin Reynolds (Public Health)
Hamman Samuel (CRO)	Chad Iverson (Chemistry)	Ninad Mehta (Med Microbio & Immunology)	Rick VanManen (Religious Studies)
Gary Barron (Senator)	Jeremy Wohland (Civ and Enviro Eng)	Axel Perez Trujillo (MLCS)	Alison Murata (Renewable Resources)
Qendresa Beka (Councillor-at-Large)	Jordan Barlett (Comm Sci & Disorders)	Jennifer Bell (Nursing)	Kyle Kipps (Renewable Resouces)
Jude Kong (Councillor-at-Large)	Neda Aslsabbaghpourhokmabadi (Computing Sci)	Lisa Pashniak (Occupational Therapy)	Angela Bentley (Res Econ & Enviro Sociology)
Owuraku Kusi-Ampofo (Councillor-at-Large)	Laura Brin (Earth & Atmospheric Sci)	Laura Lee (Oncology)	Kerry Rose (Secondary Education)
Saeed El Khair Nusri (Councillor-at-Large)	Shelby Sanders (Earth & Atmospheric Sci)	Luke McNulty (Philosophy)	Tasha Jayatunge (Sociology)
Harsh Thaker (Councillor-at-Large)	Hasriadi Masalam (Educational Policy Studies)	Norbert Kanyo (Phys Ed & Rec)	Kelsi Barkway
Pooran Appadu (Agri, Foods, & Nutritional Sci)			

GUESTS: Sarah Ficko (Renewable Resources); Alireza Tadaei (Mechanical Engineering); Robin Everall (Interim Dean of Students); Richard Dietrich (Registered Psychologist in Triffo Hall, Clinical and Counselling Services); Sheena Abar (Coordinator, Community Social Work Team, and Registered Social Worker); and Kristin Foster (Pacific and Western Director, Studentcare)

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 19 January 2015 Consolidated Agenda

Members had before them the 19 January 2015 Consolidated Agenda, which had been previously distributed on 16 January 2015.

S Prescott noted that Items 5 and 6 on the Agenda would switch positions as R Everall needed to leave for another commitment.

Amended Agenda approved by UNANIMOUS CONSENT.

Prepared by M Caldwell, F Robertson and C Thomas for the Council Meeting of 19 January 2015

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Approval of Minutes**3. Minutes****i. Minutes from the 08 December 2014 GSA Council meeting**

Members had before them the 08 December 2014 GSA Council Minutes, which had been previously distributed on 09 January 2015.

Minutes approved by UNANIMOUS CONSENT.

Changes in Council Membership**4. Changes in Council Membership****i. Introduction of New Councillors**

This was the first meeting for two Councillors: C Reynolds (Public Health) and B Richardson (Cell Biology).

ii. Farewell to Departing Councillors

There were no Departing Councillors at this meeting.

Action Items, Elections, Appointments, Special Business**5. Helping Individuals at Risk**

N Andrews introduced the guest. R Everall spoke about the Helping Individuals at Risk (HIAR) program and raised the following points:

The program was new in 2010, and was unique at that time. It has since become standard practice across North America. The intent of the program is to connect the dots on individuals who are at risk to harm themselves or others. Everyone who lives or works on campus is covered by the program. Since the program's implementation, it has been realized that harm to self or others should not be the focus if the intent is to intervene early and quickly when someone is demonstrating behaviours that are getting in the way of their academics or work. The point of the program is to make identified individuals aware of the resources available on and off campus. The program also considers those who are at risk academically now, not just behaviourally, as many people who are experiencing academic difficulties might not be showing any behavioural concerns. Overall, this is less of a concern at the graduate level than the undergraduate level.

Following the presentation, there were a number of questions:

C Iverson asked how someone can access the services to report someone they are concerned about, and R Everall replied that there is a program coordinator who can be contacted by email or phone to indicate a concern. The program is working on a new software program that will let people report information securely, and will allow the program coordinators on the other side to see if that individual is being reported from other areas. Students can also report concerns to their faculty or department office, which can then make a report.

J Kong relayed an example where he had concerns about a student, took them to the department office and was told the student had to go to his own faculty for help. R Everall responded that this is a good example of identifying someone who has an issue and trying to navigate the institution, which has a maze of contradictory policy and procedures. The HIAR program, especially once it is augmented, would have helped in this instance - you could have indicated your concern and the student would have received an email suggesting visiting an academic advisor. They don't have to go if they don't want to, but it doesn't put the responsibility on the student to reach out for help. J Kong asked if they orient staff to send emails to HIAR; the way it was presented to him, he was not allowed to do that. R Everall responded that as a graduate student you might not be allowed to, but if you go to your faculty office and tell them you want to make a report, they need to do so. It is a confidential program, no one can access it to see who has reported who; it can only be accessed to make entries.

C More asked how the emails sent to students through the program are written so that students don't feel threatened or singled out. R Everall responded that it is about the language, or if they have a pre-existing relationship with someone in the faculty, it might be that person reaching out. The email is not a "you have been identified as struggling" message; it is respectful and soft.

M Bal asked for an update on initiatives surrounding the issue of suicide on campus. R Everall responded that there has been a lot of talk that the University is hiding suicides on campus. She cannot state that there have been X number of suicides because that information belongs to the families. If they grant explicit permission, a death can be talked about as a suicide; otherwise it cannot be stated whether or not a death is a suicide. That's why R Everall has to talk about them as "non-criminal student

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deaths.” In terms of initiatives, there are all kinds of services across the institution that were not in place two and a half years ago. They have not been packaged in a way that uses the language of suicide intervention, prevention and postvention; but there is now a committee working to define and create a targeted suicide program, led by the Director of Counselling and Clinical Services. We will be starting more and more to use that language. It’s not that the services are changing, it’s that the language is changing. M Bajaj asked when students could expect to see that change and R Overall stated that it will be a soft roll-out. A lot of it will be in place in September, but developing a communication plan takes time. In the mean time, there is the Bell Let’s Talk Day at the end of January, where two suicide prevention training sessions will be held. We’re already doing a lot of stuff like that, it’s just not packaged in a clear way.

H Samuel asked if there are things that can be done around campus to visually catch the attention of people who are not feeling well but might not think to look for resources. R Overall said that there has to be communication with the student body in multiple ways; the same message won’t work for everyone.

S Cake asked how the recent formula funding change for sexual assault centres in Alberta has affected the one on campus. R Overall responded that there was a change in the provincial government strategy, and that the University sexual assault centre does get some of that grant, but all centres across the province are receiving a cut. Everything in place is still there, they are just not sure yet where the money will come from. It will be important to advocate to the government.

R Overall then spoke about the Student Participation Protocol Handbook, which had been 1.5-2 years in the making. It is a guide to how the GSA and SU can negotiate difficult discussions. It is about how decisions are made, when consultation is required, etc. It will be coming to students once it goes through senior administration. It is just a guide, not a contract; it is more a way of thinking about how do we make decisions and engage with each other in a complex institution. It is truly an accomplishment to have all groups signed off on it. N Andrews added that it is a guide for when students want to engage with the University. It is good for everyone. The genesis for the handbook was the Lister Hall lawsuit; everyone had to work together to figure out how to do things better and have students engaged from the start of the process. It will be posted online when it is ready and then everyone can look at it.

C Iverson asked if it will be posted on the GSA website, and N Andrews replied that it will be on the U of A website and the GSA website as soon as it is ready, and GSA Council will be told when it is posted.

There were no further questions.

6. Triffo Hall Psychologist - Introduction

N Andrews introduced the guest. R Dietrich spoke about Clinical and Counselling Services and raised the following points:

R Dietrich is in his third year at the U of A, but his first year in the satellite position. He also runs graduate student support and resource groups. Until two years ago, the Clinical and Counselling Services model was a centralized system, where students went to SUB at certain times for initial consultations. They saw as many students as possible, but could not always see everyone who came in. Two years ago, funding was increased and the satellite program was expanded. There are now nurses doing intake at all times, including over the phone (pilot program), and some limited intakes in the satellite offices. This has resulted in not one single student being turned away last year. This has never happened before, it shows that the expanded services are working. R Dietrich provided handouts detailing the different things that the satellite psychologists are doing, including seeing students, presentations to staff and faculty, graduate student centred workshops, and a diffusion process for students who have had difficult meetings - set up an appointment in advance for that student so if they want to talk after the meeting they can. Students can contact R Dietrich through the main office; they can call and ask to be connected, or email him.

After the presentation, there were a number of questions:

E Keskin asked if there were developments regarding the initial assessments being done at SUB; graduate students would prefer to be somewhere where they won’t run into undergrads. R Dietrich responded that you can call in for the initial consult, and now it can be done in office in the satellite offices as well. There is a fine balance between being available and being able to do intake though.

S Fenichel asked who sets up appointments for students after meetings. R Dietrich says that it is usually a faculty member anticipating concerns following meetings. The student is offered the service and can decline. S Fenichel asked if students are offered the appointment at the start or end of the meeting, and R Dietrich stated that he does not know. S Fenichel asked if it is

mostly undergraduates or grad students who are having these meetings set up, and R Dietrich stated that he does not have the statistics on that.

H Samuel asked if the flyer R Dietrich brought could be posted in departments, and R Dietrich responded yes, everyone should grab a few and share them, and can get more from the main clinic if you need them.

C Iverson asked if there is a cost for the workshops that Clinical and Counselling Services offers, and if it is something that a department or departmental GSA can request to have done. R Dietrich responded that the workshops are free, and there are grad student only workshops. For workshops in departments, they are trying to be flexible as they do receive requests, but it is all based on availability, type of workshop, but they could probably do it for departments/departmental GSAs. Lots of notice is appreciated.

L McNulty asked if R Dietrich (or someone else) could come present at a graduate student meeting at the start of the year, and R Dietrich responded that yes it is possible, but get lots of requests around that time so as much notice as possible is best. They cannot accommodate last minute requests.

S Fenichel asked if there was a plan to do workshops with the faculty, in terms of how to speak to students or to present bad news. R Dietrich responded that he would love to do that, but the short answer is that they are not sure right now. They are a student-focused service, faculty cannot come to them, but can mention this to the Director.

P Appandu asked if there were offices in all faculties, and R Dietrich responded that they are not in all faculties - they are in Engineering, Sciences, Humanities, and Triffo Hall. P Appandu asked if they all have physical offices, and R Dietrich responded that yes, they do. The other offices in departments and faculties (not Triffo Hall) are located near the dean or other offices that can refer students directly; don't have that in Triffo Hall. He is hoping to get referrals for graduate students by sharing the handout he brought.

S Cake asked if faculties or departments can "buy" a full-time psychologist (ie, a recent market modifier proposal indicated part of the fees would go towards a psychologist). R Dietrich responded that it would run up against all sorts of policies; it couldn't not be done, but it would be difficult and outside of normal practices.

J Kong asked if R Dietrich knows why other faculties do not have psychologists in place, and R Dietrich responded that there is not enough money to have them in every faculty. They would love to be able to do it, especially since the use of the ones that do exist is so high. The Triffo Hall one was also strongly advocated for by the GSA.

There were no further questions.

7. University of Alberta Community Social Work Team – Programs and Services

M Bal introduced the guest. S Abar spoke about the Community Social Work Team's programs and services, and raised the following points:

The Community Social Work Team (CST) came out of the mental health report that R Overall mentioned in her presentation. The CST does not work from a clinical perspective, instead, they have five registered social workers with backgrounds in the community development model. They were brought in to identify and fill gaps, specifically looking at isolation and loneliness. Their services are for the whole community, not just those with mental health issues. The CST are located in HUB 2-09. The CST has four main pillars of Community Education (ie, Community Helpers Program), Community Building (ie, awareness days, Orientation activities), Community Outreach (ie, bridge supports on and off campus, connect departments), and Community Advocacy (ie, help navigate systems, represent everyone). The CST has events planned for the Bell Let's Talk Day, and are looking to enhance the current mental health strategy with suicide prevention strategy. They will be in the old Microstore space in SUB on January 28, 2015, with ten questions related to how they can enhance their current strategies and they want to hear from the university community. The events will have both informal discussions and formal educational sessions.

Following the presentation, there were a number of questions:

M Bajaj asked if there are programs for international students and if the CST work with UAI. S Abar responded that there is a staff member who works specifically with UAI and Michener Park, and connects international students with domestic students. J Kong stated that he doesn't really think that international students connect with domestic students, so how does this person work to solve that. S Abar said that the program is just starting and aims to engage both sides at a greater depth.

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A Kuteleva asked if there is space for volunteers, and S Abar stated that they accept volunteers for awareness days, and for a new student-led initiative called Uni-Tea, where you go and sit down and just have tea with someone. They are working to build volunteers into their structure over the summer and hope to launch the Uni-Tea in the fall. Anyone interested in volunteering can put their name in through the CST website.

P Appadu asked if they are looking for more people to go through their Community Helpers Program, and S Abar said anyone who is interested can take it, but it fills up quickly. They are open to sign up about a month in advance.

N Kanyo asked if there is any training tailored for TAs and S Abar responded that a number of TAs have done the Community Helpers Program, and different departments have come to request customized programs.

There were no further questions.

8. Health and Dental 101

M Bajaj introduced the guest. K Foster presented a Health and Dental 101 and raised the following points:

The presentation was intended to prepare GSA Council for work in the upcoming months when they will consider changes to the GSA Health and Dental Plan (HDP). Studentcare has worked with the GSA since 2005, whose plan started as a dental plan in the late 1990s that was managed out of the GSA Office. In 2005, the GSA brought in Studentcare to move from a self-insured plan in order to increase coverage. The GSA HDP is designed to cover the extras that your provincial health care won't cover. It is one of the largest services provided by the GSA to graduate students, and your GSA is one of the highest claimed groups that Studentcare works with. The GSA HDP covers prescription drugs based off of a provincially managed formulary. It also covers things like physiotherapy, registered massage therapy, chiropractic, naturopathy, and other paramedical practitioners. Counseling is also covered, as is medical equipment like crutches, braces, and orthotics. GSA Council recently approved an increase to vision coverage, which is a flat amount rather than a percentage amount. Travel coverage is also included, from weekend trips, to up to 120 days of travel. It also covers the entire duration of academic exchanges or academic sponsored work. The travel coverage covers both core basics (ie, visiting a doctor or hospital stays), as well as trip cancellation or interruption for health-related reasons. Dental check-ups and cleanings, as well as fillings and extractions, are also covered. Studentcare is different than a typical insurance broker, student group demographics are very different than employer plans, and the financial trends and benefits are very different as well. Studentcare works with more graduate student groups than anyone else in the industry. Studentcare negotiates with the insurance company, tracks financial reporting, and a lot of other back-end stuff. Members are their priorities, and want to make sure what is covered matches students needs. They have a team of people focused on day-to-day member services, and they help get their problems solved. Studentcare also reaches out to members with reminders about change of coverage periods, mental health strategies, and claim submission reminders. They use emails judiciously but try to remind graduate students about the important things. The GSA HDP has stable enrollment, with about 82% of graduate students enrolled. The permanent opt-out process is becoming less popular over time now that it is easier to opt-out annually. There is also partial coverage available for students that only want health or dental, not both. Last year, GSA Members made over \$1 million in health claims, mostly prescriptions, but also a lot of paramedical practitioners. For the dental side, there is not as much breakdown available in what the claims are for, but the preventative services are the biggest portion of those claims.

GSA Office staff are instrumental in directing graduate students to us; information going to students should come from Studentcare, rather than the GSA Office. That way the students get the right resources and information right away. At a broad level, the information should come from Studentcare. Get students to the right resource right away. At the GSA Board level, Board members evaluate appeals and requests, and also receive the reports and analysis about what is covered. Policy decisions are brought to GSA Council; in the near future you will consider increases to benefits, the fee, and shifts between health and dental plans.

Following the presentation, there were a number of questions:

C Iverson asked why the plan does not pay the dentist directly; two of the preferred Studentcare providers want up-front payment, and this prevents getting checkups done because graduate students cannot afford to pay up front and wait for reimbursement. K Foster stated that it is their right to request up front payment, but is surprised that it's so prevalent. C Iverson responded that he was told it was the insurance provider, not the dental office. The two that he has had that experience with are Smilezone and Urban Smiles. K Foster indicated that she was surprised, and that she will speak to them about it. It would be a shame if they aren't doing it simply because of paperwork.

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J Kong asked if Studentcare has changed its survey methods. K Foster replied that they use whatever method the student has used for member services. For surveys, they are trying to get a random sample and so conduct telephone surveys. It might always miss certain students, but it really depends on what you're trying to do. Online might work better, but can often only capture those who are really happy or those who are really mad, not the silent majority. J Kong stated that he has no problem with telephone surveys, but his concern is that many students do not have phone numbers in the U of A system, and how that affects the random sample. K Foster stated that the U of A Student Code of Conduct requires that students keep their contact information up to date, but it is possible that we are not reaching all students.

S Fenichel asked why the only paramedical practitioners that need a referral are registered massage therapists, and K Foster replied that it is because Alberta has four regulatory bodies for massage therapy licensing, so it is hard to determine who should be recognized as a practitioner. Insurance companies need licensing requirements so they don't have to police the practices themselves. Most plans in Alberta require referrals for massage therapy; most people do not book optometrists or physiotherapists for the fun of it, and massage is slightly different. The referral system is to safeguard against overuse or abuse of plan. There is a grey area between spas and massage; it has to be a registered massage therapist, and the doctor's note is one more step in the chain that might indicate that a student is doing it for their health.

C Iverson asked about tax receipts for the additional fees paid for registered dependents that outline premiums. The member services person he spoke did not know what it was, and that it seems like there is no mechanism in place for this type of need. K Foster replied that it's not an area that has had a lot of thought put in to it because the numbers who use it are quite low. It could be put online for self-serve, but would require resources in our online structure. K Foster apologized that the request was not dealt with; it should not have been that hard.

N Andrews asked if for travel coverage, do you have to call from the country you are travelling to to access it. K Foster replied that there is a preference for having the file open before you seek medical assistance when travelling. There is a toll-free number to contact, and they are skilled in establishing a pre-determination. Of course, if you are incapacitated or it is an emergency, you can contact them after the fact.

S Sawchuk noted that there is detailed claims information on the Desjardins website as well, and encouraged other Councillors to sign up for their Desjardins accounts. K Foster thanked S Sawchuk for that information. C Iverson noted that you still have to go through Studentcare for the dependent registration information.

K Foster added that the mobile app that launched a year ago on iOS is also now available for Android.

9. Councillor Announcements

J Kong noted that International Week is upcoming, and wants to encourage everyone to attend the events. The Alberta Student Leadership Summit is also coming up, as well as a summer job fair. Handouts were made available for Councillors.

10. Elections: Proposed Changes to GSA Policy

Councillors had before them an outline of issue and the proposed changes to GSA Policy in triple column format, which had been previously distributed on 09 January 2015. H Samuel presented the item.

MOTION BEFORE COUNCIL: That the GSA Council APPROVE, on the recommendation of the GSA Elections and Referenda Committee, the proposed revisions to GSA Policy, Elections, as contained in the attached triple-column document, effective immediately.

H Samuel stated that the proposal before Council has to do with the time that it takes the Chief Returning Officer (CRO) to reach a decision on complaints during elections, and the time it takes the Speaker to reach a decision regarding appeals.

S Cake stated that she had noticed that the deadlines for CRO and Speaker were extended to 72 hours from 24 hours, but the deadline for a candidate to appeal to Speaker is still 12 hours. What is the rationale behind that? H Samuel responded that because the appeal process includes all the previous information, that it reduces the amount of time that the appeal process takes, while a new issue might involve more complex things to look at. S Cake stated that she was confused because the rationale behind the change to 72 hours is to not have decisions in the middle of the night, but a 12 hour appeal time would still create that. H Samuel stated that since members of the GSA Elections and Referenda Committee (GSA ERC) were not at Council, that question would have to be taken back to them.

3.6

H Thaker asked if part of section 7.1.a was accidentally left out. It used to include that the CRO would email the candidate when a complaint is made against them, and now it just says that they make a decision; there is nothing about how the candidate is notified about an alleged breach. H Samuel responded that it is not explicitly stated but could be implied, and H Thaker replied that he would prefer it to be explicitly stated. H Samuel stated that the other aspect to these changes is the new dimension of informal resolution, where the CRO will meet with parties involved in the dispute and then comes up with a resolution in consultation with the GSA ERC. It may or may not require a written record. H Thaker stated that that rationale does not show up in the Policy, so it should still be explicitly stated because otherwise it has just been removed.

S Cake said that she understands the allowance for an informal resolution pathway, but the idea that there is no written record of informal solutions is problematic. That means that there is a two-track system, on informal with no record, and one formal with a record. It makes it difficult in terms of what goes forward to Speaker in an appeal. H Samuel stated that the idea was a way to not deal with things formally through a written complaint; if things go to a written complaint and decision, there will be a written record for Speaker. An informal decision cannot really be appealed, and therefore a written record is not necessary.

S Fenichel asked about Section 9.4.a.ii, specifically if there could be a caveat on the discretion of the CRO, otherwise it sounds like the CRO can do whatever they want. She knows it should be flexible, but also wants it to be clearer. H Samuel stated that this is not related to the changes before GSA Council and has been part of Policy for awhile. Further, during the last election, it was made use of effectively by the Acting Speaker during the appeals process. It is valuable that it is not hard set. Speaker noted that questions should be only about the proposed changes.

J Kong stated that we should not give the CRO the ability to do whatever they want, or the Speaker. The CRO says the Speaker used it really well last year - what does that mean? H Samuel replied that what he meant was that there was a situation where we had our very first appeal that had to be ruled on. A chain of positions declared bias with the situation, and an Acting Speaker had to be put in place. The appeal had to be considered carefully, and was done so in consultation with our lawyers. In all of this, as it was the first time an appeal was being heard, it was very good that there were not hard deadlines and that the Speaker had flexibility. This already exists in Policy right now, so if we want to change it, it is for a future discussion. One of the proposed larger changes that Council saw in November was the creation of the Appeals and Complaints Board. We hope to present that to GSA Council again, with a thorough review of how appeals are handled, but that is not up for discussion right now.

H Thaker stated that in Section 7.1.a, the changes also left out the written response within 8 hours from the person accused of an alleged breach. H Samuel stated that it would have to be clarified with the GSA ERC but that the response from the accused was intended to be replied to. H Hogg suggested adding a footnote to Policy of the rationale, without getting in to changing what the GSA ERC has brought before Council. H Samuel stated we are trying to achieve a balance between informal resolution and official complaints; it is not explicitly stated, but there automatically becomes a written record with informal resolution. H Thaker suggested including sub-points that lay out the informal and formal resolution processes. H Samuel stated that the changes aren't supposed to be introducing informal resolution, they are to change the timelines. We are trying to introduce informal resolution for this year's elections and see how it works, and to see if it should be in Policy and Bylaw. Right now we need to focus on the time the CRO and Speaker have to make decisions.

N Andrews stated that he thinks this discussion is great, but that he has not heard any specific suggestions for changes. If suggestions are given, Council can vote on them. Anything outside of the changes before Council are out of order for this discussion. Speaker noted that this kind of statement is at her discretion to make, and that while the conversation does need to stay on topic, it appears to have been productive so far.

S Cake - Point of Information: Are we in a question period or a debate period? Speaker responded that we are in a discussion/question period.

H Samuel pointed out that this item has been unanimously recommended by the GSA ERC; the GSA lawyers reviewed and liked this version much better than the old version. Having the previous deadlines was not seen as the best way to move forward by the lawyers.

MOTION: That the GSA Council **APPROVE**, on the recommendation of the GSA Elections and Referenda Committee, the proposed revisions to GSA Policy, Elections, as contained in the attached triple-column document, effective immediately. H Samuel **MOVED**. N Andrews **SECONDED**.

C More suggested a friendly amendment to change the language of "aim" to "will normally" as he believed it makes the language tighter and more in line with how things are written in other parts of Policy. H Samuel asked what the difference was, and C

Prepared by M Caldwell, F Robertson and C Thomas for the Council Meeting of 19 January 2015

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More said that “aim” feels like it is looser, while “normally” means this is how it is usually done. H Samuel said that he thinks they are pretty similar and C More responded that University policies usually go with “normally”. H Samuel stated that in implementation, the leeway still exists with “normal” and C More responded that the leeway is important, but the language required more accountability. H Samuel stated that he was okay with the friendly amendment (change in language in Section 7.1.a to “CRO will normally reach” and in Section 9.4.a.ii to “Speaker will normally reach”).

H Thaker proposed a friendly amendment to have the rationale added as a footnote. H Samuel stated that we can put it as a footnote but that there’s nothing like that anywhere else and suddenly there’s a footnote. H Thaker said that if this is the rationale behind the new language, it should be clear. If H Samuel does not want the footnote, H Thaker will propose a friendly amendment to put the language back in about notifying complainant and time to respond. Speaker suggested that this suggestion be taken back to the GSA ERC instead of amending a large amount of text from the floor. S Cake spoke against not putting the rationales in, because it would start to create very long Bylaws and Policy if they were put in for everything.

S Cake stated that while she thinks the proposal is admirable and addresses something that needs to be fixed, she does not think that the proposed changes achieve what they are intended to do. It is too loose to give the CRO 72 hours - they should have to justify why they need more time. Candidates should not be waiting three days to find out what is happening. S Cake was also concerned about the removal of the time for a candidate to respond. It seems like formal resolution has been taken out in the hopes that informal resolution will work. If the CRO has the ability to tell a candidate how long they have to respond, that can cause issues. S Cake was also concerned that the CRO and Speaker timelines were extended, but the complainant and appellant did not see similar increases, although extensions were given in the last election. S Cake stated that she likes the intent, but does not know why the current Policy should change if the new system is not already in place. H Samuel stated that these are all valid points, but there are things in the propose changes that are a big advantage. He reiterated that the lawyers thought the increased periods were a much better way to make elections decisions. That was taken into consideration in what is being presented. There are chunks of other things that were presented previously and that GSA Council will receive again, but for now the decision deadlines are being put forward. S Cake stated that she has no problem with the 72 hours; the problem is with the parts that were removed and not replaced with anything else.

H Thaker proposed a motion that would allow for language about informing candidates that a complaint has been lodged, and providing a period of time to construct a response if informal resolution does not work. The 72 hours is good, but change the 12 to 24 hours for candidates since all other timelines are being extended. Speaker stated that this Motion would not be in order, and instead suggested that a Motion to Refer Back to the GSA ERC to consider the suggested amendments would be more in line. If you want to change the entire Policy, then you should just be voting against it. If you want your concerns addressed, then you should refer it back to the GSA ERC.

Motion: H Thaker **MOVED** to refer the item back to the GSA ERC. P Appandu **SECONDED**.

G Barron stated that based on the earlier questions and the concerns raised by H Thaker, he agrees that there is a gap in the Policy and that it should go back to the committee to iron out the wording. He supports the rationale to moving to 72 hours, but does not agree with removing the other sections.

H Hogg pointed out that if GSA Council votes to refer the item back to the GSA ERC, then it kills the proposal for this election because it can’t be changed once nominations open. H Samuel added that the deadlines are on the nomination forms, so they cannot be changed once those go out. ~~Will~~The GSA will have to proceed with the existing deadlines.

D Smirnow stated that the Policy was in place last year and it worked okay, so even if it is not fixed this year, things should be okay. It seems like the GSA ERC are trying to change a lot of things all at once, and maybe they should approach it one thing at a time so it can just be a clearer yes or no to the change.

O Kusi-Ampofo stated that he had not read the proposal, but he believes that it will be okay if it does not change this year. It can be referred back and can be fixed for next year, rather than it changing and there being gaps and loopholes. He does not want to have it come back every year and still need changes.

A Radil stated that she thinks the problem is that GSA Council has not approved the creation of the Appeals and Complaints Board, which will define how decisions are reached, as opposed to defining it in here. H Samuel responded that they would like to use the process in front of Council for the elections this year, but that the creation of the Appeals and Complaints Board would not be considered again by GSA Council before the elections period. A Radil stated that this is being proposed to bridge the gap, but it is not working because a big piece is missing.

H Thaker stated that he appreciates the concerns about timing, but asked if it is possible to keep the original language with extended timelines for the candidates. H Samuel stated that he would like to say yes, because everyone would be happy with that, however the GSA ERC has put a lot of effort into the timeline before GSA Council.

Speaker called for a vote on the Motion to refer the item back to the GSA ERC.

Motion PASSED. One opposed. Five abstentions.

The item will be referred back to the GSA ERC.

9. GSA Board Strategic Work Plan Update

Councillors had before them a cover letter and a progress checklist that had been previously distributed on 09 January 2015. N Andrews presented the item and raised the following points.

N Andrews stated that the goals that are closer to completion (shown in orange on the checklist) will likely remain in that category when the current team's term is over. They are ongoing and it will be difficult to say when they are completed. Professional development, for example, will be continuous and change over time. A strategy is being developed with FGSR, but it could stay in the pipeline for a long time. In regards to the Prayer and Meditation Space (PAMS), a location for it has been identified, where UAI is currently in HUB Mall. They are moving to the Telus centre, which will leave the space open for PAMS. The GSA is working with the SU on this, and will be proposing an MOU with the University regarding the space. The Dean of Students has been highly supportive of this initiative. Regarding Collective Agreement compliance, early in our term, members of the team spoke with Vice-Provosts Council about this issue. There was a lot of excitement, but the excitement has not turned in to actual work. We would like an email from someone high up in University administration to go out to departments regarding non-compliance. For professional development, there is an upcoming GSA Winter Career & Networking Mixer. In addition to the plan with FGSR, we are trying to create opportunities internally such as this Mixer. It will be a chance to engage with people from various sectors and learn how they moved from their studies to their careers. N Andrews also noted that more information on all of the initiatives was included in the cover letter.

R VanManen asked who would be signatories to the PAMS MOU, and N Andrews replied that it would be the GSA, SU and the University. S Cake added that it is to ensure that the space does not disappear to something else, as a lot of planning has already gone into this particular space. H Samuel asked if there were measures in place to ensure any one group cannot take over the space (once it is functional as PAMS), and N Andrews replied that those issues are not yet being considered as for now the team is trying to ensure that the space is secured. Those conversations will occur later.

G Barron asked when the GSA Winter Career & Networking Mixer would be happening and N Andrews replied that it will be on February 12, from 5:30 - 7:30 PM in the Lister Centre Maple Leaf room. M Caldwell added that the invitation and RSVP information will be circulated in the GSA Newsletter.

N Andrews stated that he forgot to mention the N Krogman report - the team has worked to develop a plan based on that report, and some things will be presented to FGSR Council for implementation. They are also working with FGSR to conduct a survey of all graduate students to get a sense of where challenges are, and the problems they face. It should go out soon, and Councillors are asked to fill it out if they receive it.

P Appadu asked for elaboration on increased funding for graduate students. M Bal responded that a two-year agreement was negotiated for the Collective Agreement, so there are limits in what can be done right now to increase funding for graduate students. There is more money available to graduate students through GSA Grants and Awards, which are negotiated for along with the Collective Agreement. S Cake added that a request went to the provincial government to consider opening up the QEII Scholarships to international students. And N Andrews clarified that the current Collective Agreement negotiations saw an \$80,000 increase to the Graduate Student Support Fund over two years.

There were no further questions.

10. Elections: Vacancies on the GSA Elections and Referenda Committee

Councillors had before them an outline of issue, which had been previously distributed on 16 January 2015. M DuVal presented the item.

MOTION BEFORE COUNCIL: That the GSA Council, acting on the recommendation of the GSA Nominating Committee, **RECEIVE FOR INFORMATION** the newly-elected members of the GSA Elections and Referenda Committee.

M DuVal stated that Council is asked to receive for information the newly elected members on the GSA Elections and Referenda Committee. There was a need to fill new seats and to replenish empty positions; the opportunity was advertised through the GSA Newsletter and an additional call for nominations was sent to GSA Council. There were four nominations for four available positions, therefore the four nominees were acclaimed.

MOTION: That the GSA Council, acting on the recommendation of the GSA Nominating Committee, **RECEIVE FOR INFORMATION** the newly-elected members of the GSA Elections and Referenda Committee. M DuVal **MOVED**. C Iverson **SECONDED**.

Motion PASSED.

11. Special Business (none at this time)

Reports

12. President

i. President's Report:

Members had before them a written report from the GSA President, which had been previously distributed on 16 January 2015. The reports stood as submitted. In addition, N Andrews stated that the Board of Governors had recently decided to rescind the 5% international differential increase for MBA students; it will be reverted to the 1% increase that all other programs got. The change is related to the recent approval of the MBA market modifier, which will provide much more in revenue for the university than the 5% international differential increase would. It's not a big concession for the University to make, but it is still a win for MBA international graduate students.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted.

iii. Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted.

iv. Governance Committee

Members had before them a written report, which had been previously distributed on 16 January, 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 16 January 2015. The report stood as submitted.

14. Vice-President Academic

i. Vice-President Academic's Report

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition, C More stated that the Provost selection committee had met that day. It is using a consultant and conducting an international search. H Thaker asked if C More would take suggestions from students regarding potential Provosts, and C More replied that if there is someone you want to suggest, just email him.

15. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition, M Bajaj stated that the template constitution for Departmental GSAs is up on the Student Groups website. Groups can use it or create their own, and should contact M Bajaj if they have questions. M Bajaj stated that in regards to UAI providing Permanent Resident services for international students, there has been a delay on the UAI side. They are hiring an immigration consultation to help with PR applications, hopefully by the end of February. The GSA will also work with UAI to put up information on their website about PR. J Kong stated that that information is available from CIC, and M Bajaj replied that that is true, but the information changes often and can be confusing. The UAI website will help clarify the information.

Prepared by M Caldwell, F Robertson and C Thomas for the Council Meeting of 19 January 2015

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

No meetings this reporting period.

16. Vice-President External

i. Vice-President External's Report

Members had before them a written report from the Vice-President External, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition S Cake stated that her report contained information about the provincial advocacy group, professional development discussions, and the market modifiers approved on December 22 2014. The MBA program will be seeing a 42% increase once it is fully implemented; a market modifier for the Masters of Physical Therapy program was also approved. The GSA Awards Selection Committee had training for the adjudication of the GSA Awards.

ii. Awards Selection Committee

Members had before them a written report from the Vice-President External, which had been previously distributed on 16 January 2015. The report stood as submitted.

17. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition M Bal stated that he had a meeting with B Baron about having UAI provide more services for international services that recognize their unique issues. Some departments are better at working with international students to ensure success than are others. Want to ensure success for all international students.

M Bal asked if anyone on Council had been notified about the cancellation of the Dissertation Fellowship, and stated that he wanted to confirm that Councillors were aware of the cancellation. M DuVal asked where the money for the Dissertation Fellowship was going, and M Bal stated that he does not yet know but the GSA will be meeting with the Dean of FGSR to find out. S Fenichel stated that her department circulated a letter from FGSR that said it would be better spent elsewhere based on completion dates. M Bal replied that that was what the GSA had heard as well - that the trade-off is more doctoral entrance awards, but that fact remains unconfirmed. C More noted that FGSR Council would be happening on Wednesday and he would ask questions there.

M Bal stated that the GSA has heard that certain departments in ALES have been paying students less than required by the Collective Agreement, and were blaming budget cuts. He asked that if this is happening in other departments, that Councillors let him know, because it shouldn't be happening. Anytime you are working, including preparation time, should work towards your hours, and your supervisors should not be telling you otherwise. Also let M Bal know if you are getting a NASA contract for jobs that should be TA or RA jobs - because this should not be happening either. Teaching and research does not fall under NASA. There were no further questions.

ii. Negotiating Committee

No meetings this reporting period. The Agenda noted that the GSA NC will resume meeting in Fall 2015.

iii. Labour Relations Committee

No meetings this reporting period.

18. Senator

i. Senator's Report

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition, G Barron stated that he has been working on a Senate task force on community engagement, how the U of A can engage more effectively with the community. He cannot say anything more until the report comes out, but he thinks it will be interesting.

19. Speaker

i. Speaker's Report

No written report was required at this time.

20. Chief Returning Officer

i. Chief Returning Officer's Report

Prepared by M Caldwell, F Robertson and C Thomas for the Council Meeting of 19 January 2015

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted. In addition, H Samuel stated that Council had received a request to get information about unsafe or locked work spaces within departments, and who is in charge about approving posters. The information submitted will be shared with all candidates so that they know where to campaign and how to get access.

ii. Elections and Referenda Committee

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted.

21. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 16 January 2015. The report stood as submitted.

Question Period

22. Written Questions

No written questions were received prior to the meeting.

23. Oral Questions

P Appadu asked if Council could have a summary of the payment situation in ALES. The GSA Office is working on that summary.

Adjournment

The meeting was adjourned at 9:08 pm.

Outline of Issue (GSA Council)

GSA 2015-2016 Operating and Capital Budget and GSA 2015-2016 Restricted and Other Funding Budget (For Approval) AND GSA Operating and Capital Five-Year Business Plan (2015-2016 to 2019-2020) and GSA Restricted and Other Funding Five-Year Business Plan (2015-2016 to 2019-2020) (For Information)

Suggested Motions for the GSA Board:

Motion 1: That, having been recommended by the GSA BFC and GSA Board, the GSA Council **APPROVE** the GSA 2015-2016 Annual Operating and Capital Budget (found on pages 7.4 to 7.12 in the attached material in the “2015-2016 Budget for Approval” **column bordered in red on each page**) and the GSA 2015-2016 Restricted and Other Funding Budget (found on page 7.27 in the attached material in the “2015-2016 Budget for Approval” **column bordered in red**).

and

Motion 2: That, having been reviewed and advised upon by the GSA BFC and recommended by the GSA Board, the GSA Council **RECEIVE FOR INFORMATION** the Five-Year Business Plans attached to the GSA 2015-2016 Operating and Capital Budget and Five-Year Business Plan (2015-2016 to 2019-2020) and the GSA 2015-2016 Restricted and Other Funding Budget and Five-Year Business Plan (2015-2016 to 2019-2020) (pages 7.4 to 7.12 and 7.27 in the attached material).

Background:

GSA President Nathan Andrews and the GSA Financial Team set out background to the 2015-2016 Budget in the attached cover letter to GSA Council (pages 7.2 to 7.3).

At its meeting of December 9, 2014, **the GSA BFC reviewed and advised upon** all of the materials now before Council, and **recommended to GSA Council** the GSA 2015-2016 Annual Operating and Capital Budget and the GSA 2015-2016 Restricted and Other Funding Budget. (The GSA BFC also met on January 20, 2015 to review the GSA 2014-2015 Budget and Expenditure (Quarterly) Report).

At its meeting of January 28, 2015, **the GSA Board recommended to GSA Council** the GSA 2015-2016 Operating and Capital Budget and Five-Year Business Plan (2015-2016 to 2019-2020) and the GSA 2015-2016 Restricted and Other Funding Budget and Five-Year Business Plan (2015-2016 to 2019-2020).

Jurisdiction for GSA Council:

GSA Bylaw, Part X, Section 1.1:

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

GSA Bylaw, Part X Section 1.2:

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

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

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

Jurisdiction for the GSA BFC:

GSA Bylaw, Part X, Section 1.1:

“The Executive Director, GSA Accountant, GSA Financial Manager, and the President, in consultation with the GSA Board and Budget and Finance Committee, shall draft an annual budget as part of a five-year, rolling budget and business plan, to be reviewed by BFC no later than BFC’s last meeting in the February prior to the April in which the annual budget will take effect. The BFC will advise and recommend to Council via the GSA Board on the annual budget. The GSA Board will forward BFC’s recommendation with its own recommendation to Council.”

Prepared by M Caldwell and C Thomas for GSA Council 23 February 2015

GSA Policy, Standing Committees, Section 4.2.a:

"The overall mandate of the GSA BFC is to advise the President and management on the financial affairs of the GSA and to provide for the long-term financial health of the organization."

GSA Policy, Standing Committees, Sections 4.2.d-4.2.e:

"The GSA BFC shall review and advise on the annual five (5)-year rolling budget and business plan."

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

Jurisdiction for the GSA Board:GSA Bylaw, Part X, Section 1.1:

"The Executive Director, GSA Accountant, GSA Financial Manager, and the President, in consultation with the GSA Board and Budget and Finance Committee, shall draft an annual budget as part of a five-year, rolling budget and business plan, to be reviewed by BFC no later than BFC's last meeting in the February prior to the April in which the annual budget will take effect. The BFC will advise and recommend to Council via the GSA Board on the annual budget. The GSA Board will forward BFC's recommendation with its own recommendation to Council."

GSA Bylaw, Part X, Section 1.2:

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

GSA Policy, Budget Principles, Practices, and Procedures, Sections 1.1.a-1.1.e:

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

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

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

"Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure."

"In planning and managing its budget, the GSA shall ... facilitate long-term planning by developing a five (5)-year rolling budget and business plan for revenue and expenditure."

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

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

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

"The Unrestricted and Restricted Operating Budget shall be organized into broad budget divisions which are presented to the GSA BFC, the GSA Board, and GSA Council in both the quarterly reports and the annual five (5)-year rolling budget and business plan."

Dear GSA Council Members,

February 12, 2015

As President, I am in regular contact with the financial team led by ED Ellen Schoeck and Accountant Shirley Ball, and including both Financial Manager Dorte Sheikh and Director of Operations Heather Hogg. We began building the budget before you today one year ago, right after the Council approved the 2014-15 budget. We regularly monitor expenses against projections. In terms of building this year's budget, together with the GSA Budget and Finance Committee, we have taken into account the goals of the Strategic Work Plan (SWP), which incorporate elements of the current elected Officers' platform (eg, social engagement and professional development). As continuing Council members know, the SWP is brought to Council annually for discussion. Thus the **2015-16 budget is based on solid historical revenue/expense data and is driven by the SWP**; this practice aligns with other Non-for-Profits.

We are on track on every count with respect to this budget. Having rebuilt the pre-2010 GSA budget over the past four years under former Presidents Roy Coulthard, Ashlyn Bernier, Brent Epperson and myself, we are in excellent shape. The GSA has evolved into a powerhouse in Canada in terms of effectiveness. Our Auditor recognizes this, other GSA's have commented on it, and our Health and Dental provider (who deals with many other GSAs across Canada) terms us the best managed GSA in Canada. However, this does not mean we rest on our laurels, and we seek continuous improvement.

To test our effectiveness, we have had external, third - party reviews of our IT, our Collective Agreement governing our four staff, our security and soon will have an external review of our overall operations, a first in Canada for a GSA. These reviews are all conducted within our current budget. Our external audit was excellent.

Under the leadership of VPSS Megha Bajaj, **we received an increase in the annual funding given to us by Studentcare. We also receive modest funding annually from TDMMI, the Dean of Students, and the Dean of FGSR.** We received one-time funding from the Alumni Association for our first social engagement event this past September.

HIGHLIGHTS

We project a small, but **positive bottom line**; there is no increase in the GSA fee beyond the legislated CPI increase.

The University predicts a **1% increase in graduate student enrolment** and that is the figure we used to build this budget.

In this proposed budget we have combined the unrestricted external dollars we receive from the Dean of Students and Dean of FGSR into a **budget line dedicated to orientations and engagement events**. We have also combined the external dollars we receive from TDMMI and Studentcare into a **budget line dedicated to SWP initiatives** (eg professional development (PD) events). We have made modest changes to the amounts of money in other lines to better reflect actual spending or to anticipate modest new expenditures.

With respect to **Human Resources (HR)**, newer managers and all staff have received budgeted increases to their salaries in accord with their salary scales/Collective Agreement (CA), and there is no change to the 8% benefit payment (as opposed to the University's 20%). The CA that governs our staff is under review with the Non-Academic Staff Association and is handled from the GSA side by ED Ellen Schoeck and Director of Operations Heather Hogg, who will seek advice from the GSA BFC as needed.

The external review of HR recommended medical leave and we are proposing a staged plan to provide such a leave as part of the parental leave budget line. We also propose an increase in parental leave from three months to six months. (We have only had one parental leave in four years and thus there are normally unspent dollars in this budget line). As well, two existing budget lines now provide for PD for all our employees (no change in budgeted amount).

We received a **one-time payment from Studentcare** (\$3,671) that derives from a bridging plan that allows graduate students to keep their coverage after graduation; this amount will be invested in the HD Reserve.

The Old Alberta Graduate Council (AGC) and the New ab-GPAC: Fees

Fees for the new ab-GPAC have not been set. Fees for provincial advocacy reside in two places in our budget: $\frac{1}{2}$ in the *restricted* budget and $\frac{1}{2}$ in our *operating* budget. Expenses related to creation of the new ab-GPAC have been coded against the operating budget line.

In summary, the Board and BFC are confident about this budget. You have all received an invitation to attend a **Budget 101 session** with Ellen and Dorte; if the timing of the sessions doesn't fit your schedule please contact gsa.reception@ualberta.ca.

Sincerely,

Nathan Andrews,
GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

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**The Graduate Students' Association of the University of Alberta
2015-2016 Operating and Capital Budget and Five-Year Business Plan (2015-2016 to 2019-2020)**

DRAFT 5
Page 1

2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
REVENUE							
GSA Fees	1,142,085	1,178,883	1,216,866	1,256,074	1,296,545	1,106,450	1,087,830
Investment Revenue	19,096	19,516	19,946	20,384	20,833	18,685	17,403
Funding from Others	15,980	15,980	15,980	15,980	15,980	11,500	16,500
Other Revenue	1,239	1,266	1,294	1,322	1,351	1,212	1,285
Total Revenue	1,178,400	1,215,645	1,254,086	1,293,760	1,334,709	1,137,847	1,123,018
EXPENSES							
Governance	200,747	205,163	209,677	214,290	219,004	193,988	184,936
Advocacy	24,735	25,279	25,835	26,403	26,984	24,202	9,311
Human Resources	806,726	834,033	851,722	869,800	888,276	767,967	666,840
Office Administration	31,995	32,699	33,419	34,154	34,905	31,307	25,771
Professional	32,721	33,441	34,177	34,929	35,697	32,017	33,848
Services Expenses	61,479	62,282	63,102	63,941	64,798	49,563	52,737
Operating/Contingency Fund	15,330	15,667	16,012	16,364	16,724	15,000	9,304
Sub-total	1,173,732	1,208,565	1,233,944	1,259,881	1,286,389	1,114,044	982,747
Revenues Exceed Expenditures /(Expenditures Exceed Revenues)	4,667	7,080	20,142	33,879	48,320	23,803	140,271

Financial Stabilization Fund: The GSA has agreed that it needs to use any surplus to augment its Financial Stabilization Fund. The 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 (\$834,000). The Financial Stabilization Fund is part of the GSA's Internally Restricted Net Assets and is reported in the annual Audited Financial Statements.

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Revenue

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
GSA Fees (see below for detailed calculations)	1,142,085	1,178,883	1,216,866	1,256,074	1,296,545	1,106,450	1,087,830
Investment Revenue							
Endowment Fund	12,387	12,659	12,938	13,222	13,513	12,120	11,486
Interest and Investment Income	6,709	6,857	7,008	7,162	7,320	6,565	5,917
	19,096	19,516	19,946	20,384	20,833	18,685	17,403
Funding from Others							
Funding from the Dean of Students and the Dean of FGSR	7,500	7,500	7,500	7,500	7,500	7,500	12,500
Funding From Studentcare.Networks	4,480	4,480	4,480	4,480	4,480	-	-
Temporary Funding from TDIMM	4,000	4,000	4,000	4,000	4,000	4,000	4,000
	15,980	15,980	15,980	15,980	15,980	11,500	16,500
Other Revenue							
	1,239	1,266	1,294	1,322	1,351	1,212	1,285
Total	1,178,400	1,215,645	1,254,086	1,293,760	1,334,709	1,137,847	1,123,018

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Governance

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget
Elected Officers Stipends					
Elected Officers Stipends (VPs)	121,468	124,140	126,871	129,662	132,515
President Stipend	37,959	38,794	39,648	40,520	41,411
	159,427	162,934	166,519	170,182	173,926
Elected Officials Benefits					
GSA Health and Dental Plan	2,029	2,073	2,119	2,166	2,213
U-Pass	2,438	2,492	2,546	2,602	2,660
	4,467	4,565	4,665	4,768	4,873
Employer Contributions					
Employer CPP Contributions	7,222	7,381	7,543	7,709	7,879
Employer EI Contributions	4,335	4,431	4,528	4,628	4,730
	11,557	11,812	12,072	12,337	12,608
Elected Officials - Other Expenses					
Insurance (<i>Director and Officer Liability Insurance</i>)	1,993	2,037	2,082	2,127	2,174
Transition/Early Call for Talent	4,623	4,725	4,829	4,935	5,044
Elected Officers Recognition	250	256	261	267	273
Elected Officers Expenses	2,021	2,066	2,111	2,158	2,205
Board and Other Committee Expenses	5,326	5,443	5,563	5,686	5,811
	14,214	14,527	14,846	15,173	15,507
Council Expenses					
Council/Food /Other Expense	3,458	3,534	3,612	3,691	3,772
Council Security (retain account for future use)	-	-	-	-	-
Election Expenses	2,323	2,374	2,426	2,480	2,534
Council Speaker Honorarium	2,236	2,285	2,335	2,387	2,439
Chief Returning Officer Honorarium	1,065	1,089	1,113	1,137	1,162
Other Honoraria	2,000	2,044	2,089	2,135	2,182
	11,082	11,326	11,575	11,830	12,090
Total	200,747	205,163	209,677	214,290	219,004

2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
118,853	117,677
37,142	36,779
155,995	154,456
1,985	1,985
1,906	1,813
3,891	3,798
7,067	6,869
4,242	4,065
11,309	10,934
1,950	1,950
4,524	896
520	195
1,702	1,879
5,212	2,453
13,907	7,373
3,384	3,590
-	-
2,273	1,453
2,188	1,800
1,042	1,532
-	-
8,886	8,375
193,988	184,936

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Advocacy

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
Advocacy							
Government and External Relations	15,983	16,335	16,694	17,061	17,437	15,639	4,461
University Relations	1,063	1,087	1,110	1,135	1,160	1,040	698
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,689	7,858	8,031	8,207	8,388	7,523	4,152
Total	24,735	25,279	25,835	26,403	26,984	24,202	9,311

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Office - Human Resources

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget	2013-2014 Actual (Restated)
Staff Represented by NASA							
Salaries	252,434	257,988	263,663	269,464	275,392	247,000	236,638
Benefits							
Benefits (8% of salary)	20,195	20,639	21,093	21,557	22,031	19,760	14,415
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,136	2,183	2,231	2,280	2,330	2,090	1,700
	22,331	22,822	23,324	23,837	24,362	21,850	16,115
Employer Contributions							
Employer CPP Contributions	10,726	10,962	11,203	11,449	11,701	10,495	9,726
Employer EI Contributions	5,979	6,110	6,245	6,382	6,522	5,850	5,587
	16,705	17,072	17,448	17,832	18,224	16,345	15,313
Total for Staff Represented by NASA	291,469	297,882	304,435	311,133	317,977	285,195	268,066
Management							
Salaries and Merit Pay							
Salaries	383,000	391,426	400,037	408,838	417,833	362,000	306,264
Merit Pay/Contractual For Management	29,589	30,240	30,905	31,585	32,280	28,952	26,300
	412,589	421,666	430,943	440,423	450,113	390,952	332,564
Benefits							
Benefits (8% of salary, excludes merit pay)	27,840	28,452	29,078	29,718	30,372	26,160	20,502
RRSP (5% of salary, excludes merit pay)	17,400	17,783	18,174	18,574	18,982	16,350	12,316
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,562	2,619	2,676	2,735	2,795	2,507	1,608
	47,802	48,854	49,929	51,027	52,150	45,017	34,426
Employer Contributions							
Employer CPP Contributions	10,833	11,072	11,315	11,564	11,818	10,600	10,912
Employer EI Contributions	6,275	6,413	6,554	6,698	6,846	6,140	5,829
	17,108	17,485	17,869	18,262	18,664	16,740	16,741
Total for Management	477,499	488,004	498,740	509,713	520,926	452,709	383,731
Other HR Expenses							
Parental/Other Discretionary Leave	20,000	30,000	30,000	30,000	30,000	9,595	4,248
Staff Recognition	2,271	2,321	2,372	2,424	2,477	2,222	2,145
Vacation Payout	5,161	5,275	5,391	5,509	5,630	5,050	2,556
Professional Expense Allowance	6,193	6,330	6,469	6,611	6,757	6,060	4,527
Workers' Compensation	2,000	2,044	2,089	2,135	2,182	5,050	-
Parking	2,132	2,178	2,226	2,275	2,325	2,086	1,567
	37,757	48,147	48,547	48,955	49,372	30,063	15,043
Total	806,726	834,033	851,722	869,800	888,276	767,967	666,840

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Office Administration and Operational Costs

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
Capital Items	6,193	6,330	6,469	6,611	6,757	6,060	2,867
Telephone & Cable	4,129	4,220	4,313	4,407	4,504	4,040	3,445
Office Supplies	5,404	5,523	5,644	5,768	5,895	5,287	4,173
Repair and Maintenance	1,972	2,015	2,059	2,105	2,151	1,929	1,438
Payroll and Banking Service Charges	1,652	1,688	1,725	1,763	1,802	1,616	1,225
Photocopier Lease (Office)	7,093	7,249	7,408	7,571	7,738	6,940	6,939
Photocopier Meter (Office)	4,088	4,178	4,270	4,364	4,460	4,000	4,549
Photocopier Paper (Office)	826	844	863	881	901	808	520
Insurance (Office)	640	654	668	683	698	626	615
Total	31,995	32,699	33,419	34,154	34,905	31,307	25,771

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GSA Professional

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
Financial Auditing	10,013	10,233	10,458	10,688	10,923	9,797	9,634
Consultants	2,064	2,110	2,156	2,204	2,252	2,020	636
Legal Fees - General	20,644	21,099	21,563	22,037	22,522	20,200	23,578
Total	32,721	33,441	34,177	34,929	35,697	32,017	33,848

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Service Expenses

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2014-2015	2013-2014
	Budget for Approval	Budget	Budget	Budget	Budget	Approved Budget	Actual (Restated)
Grants and Subsidies Expenses							
Academic Workshop Subsidies	5,621	5,745	5,871	6,000	6,132	5,500	5,500
External Grants	2,287	2,338	2,389	2,442	2,495	2,238	-
	7,908	8,082	8,260	8,442	8,627	7,738	5,500
Student Groups							
Council Remuneration Student Groups	5,110	5,222	5,337	5,455	5,575	5,000	6,812
Academic Student Group Awards	15,330	15,667	16,012	16,364	16,724	15,000	19,423
	20,440	20,890	21,349	21,819	22,299	20,000	26,235
Other Expenses							
Annual Strategic Plan Initiatives	8,480	8,480	8,480	8,480	8,480	-	-
Orientations and Departmental Liaison	7,500	7,500	7,500	7,500	7,500	-	-
AMICCUS-C Membership	996	1,018	1,041	1,064	1,087	975	975
Food Bank Contract	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Photocopier Lease (Lounge)	-	-	-	-	-	3,400	3,344
Photocopier Meter (Lounge)	-	-	-	-	-	700	184
Photocopier Paper (Lounge)	-	-	-	-	-	750	224
Awards Night	7,154	7,311	7,472	7,637	7,805	7,000	7,275
	33,130	33,310	33,493	33,680	33,872	21,825	21,002
Total	61,479	62,282	63,102	63,941	64,798	49,563	52,737

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2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Operating/Contingency Fund

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget (Restated)	2013-2014 Actual (Restated)
Operating/Contingency Fund	15,330	15,667	16,012	16,364	16,724	15,000	9,304
Total	15,330	15,667	16,012	16,364	16,724	15,000	9,304

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

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7.13

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,142,085 budget	<ul style="list-style-type: none"> • The Graduate Students’ Association (GSA) is supported by student annual membership fees which are levied by Council and collected by the university. The fees received are based on the number of full-time and part-time graduate students attending the UA. Following approval of the fee amount by the GSA Council the annual fees are submitted to the UA Board of Governors to provide for collection. • Based on the three-year funding agreement signed between GSA and UA on April 30, 2013, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the Fall term 100% withdrawal deadline in October</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the Winter term 100% withdrawal deadline in February</i> ○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled 	<ul style="list-style-type: none"> • For 2015-2016, the projected GSA revenue is \$1,142,085. 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). • The 2014-2015 budget was \$1,106,450. This is based on funding 6,031 full-time students (6,031 @ \$154.73 per student) and 1,493 part-time students (1,493 @ \$116.05 per student). • The 2013-2014 actual was \$1,087,830.
Investment Revenue		
Endowment Fund \$12,387 budget	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The GSA’s share in the Pool is increased by its share of investment income in the Pool and decreased by payments from the University. The interest is paid in May of each fiscal year. <i>(In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into the UEP.)</i> • <i>Information: The share in the Unitized Endowment Fund is restricted</i> 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$12,120. • The 2013-2014 actual was \$11,486.

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7.14

Account Name and Budget	Brief Description	Narrative and Variance
	<i>for the Financial Stabilization Fund. At March 31, 2014 the share in the UEP had a market value of \$353,205.08.</i>	
Interest and Investment Income \$6,709 budget	<ul style="list-style-type: none"> Interest on banking balance and investments. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$6,565. The 2013-2014 actual was \$5,917.
	Funding from Others	
Funding from the Dean of Students and the Dean of FGSR \$7,500 budget	<ul style="list-style-type: none"> This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events for new graduate students. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. The 2014-2015 budget was \$7,500. The 2013-2014 actual was \$12,500.
Funding From Studentcare.networks (NEW) \$4,480 budget	<ul style="list-style-type: none"> 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 the student award). The commitment is for 5 years starting in 2015-2016. 	<ul style="list-style-type: none"> New funding established in 2015-2016.
Temporary Funding from TDIMM \$4,000 budget	<ul style="list-style-type: none"> TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and Orientation. See MOU for details. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. The 2014-2015 budget was \$4,000. The 2013-2014 actual was \$4,000.
	Other Revenue	
Other Revenue \$1,239 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources or one-time funding opportunities. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$1,212. The 2013-2014 actual was \$1,285.

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

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GSA GOVERNANCE		
Elected Officers Stipends		
Elected Officers Stipends \$159,427 budget	<ul style="list-style-type: none"> • The Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 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). • Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Elected Officers from their stipend totals. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$155,995. • The 2013-2014 actual was \$154,456.
Elected Officers Benefits		
GSA Health and Dental Plan \$2,029 budget	<ul style="list-style-type: none"> • The rate currently is \$396.90 per student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$1,985. • The 2013-2014 actual was \$1,985.
U-Pass \$2,438 budget	<ul style="list-style-type: none"> • The U-Pass is set at \$162.50 each term. This amount is reimbursed in May, September and January. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$1,906. • The 2013-2014 actual was \$1,813.
Employer Contributions		
Employer CPP Contributions \$7,222 budget	<ul style="list-style-type: none"> • This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at 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). 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$7,067. • The 2013-2014 actual was \$6,869.
Employer EI Contributions \$4,335 budget	<ul style="list-style-type: none"> • This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at 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). 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$4,242. • The 2013-2014 actual was \$4,065.

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

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Elected Officers - Other Expenses		
Insurance \$1,993 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Paid annually in January. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$1,950. The 2013-2014 actual was \$1,950.
Transition/Early Call for Talent \$4,623 budget	<ul style="list-style-type: none"> May be used to fund Early Call for Talent in the fall. Transition activity typically occurs in March and April. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$4,524. The 2013-2014 actual was \$896. Please note: In 2012-2013, the actual was \$5,509. Due to timing considerations, the transition event for the 2013-2014 was held at the end of March 2013.
Elected Officers Recognition \$250 budget	<ul style="list-style-type: none"> This pool of money is used for recognition of Elected Officers (e.g. reaches a significant benchmark). 	<ul style="list-style-type: none"> The 2015-2016 budget was reduced to \$250 from \$520 in 2014-2015. The 2014-2015 budget was \$520. The 2013-2014 actual was \$195.
Elected Officers Expenses \$2,021 budget	<ul style="list-style-type: none"> Expenses related to hosting/food/conferences to maintain current GSA relationships. Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$1,702. The 2013-2014 actual was \$1,879.
Board and Other Committee Expenses \$5,326 budget	<ul style="list-style-type: none"> The cost estimate is based on 52 Board meetings per year at \$103 per meeting and occasional meetings of other committees. The primary Board expense is the provision of a lunch. Costs are being contained by the use of more economical frozen foods which are prepared in-house. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,212. The 2013-2014 actual was \$2,453.
Council Expenses		
Council/Food /Other Expense \$3,458 budget	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$288 per meeting. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$3,384. The 2013-2014 actual was \$3,590.

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<p>Council Security</p> <p>\$0.00</p>		<ul style="list-style-type: none"> • There were no expenditures in 2014-2015 for Council Security, and they are not expected in 2015-2016. • Budget line retained for possible future use.
<p>Election Expenses</p> <p>\$2,323 budget</p>	<ul style="list-style-type: none"> • This is used to cover expenses associated with elections that take place in March. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$2,273. • The 2013-2014 actual was \$1,453.
<p>Council Speaker Honorarium</p> <p>\$2,236 budget</p>	<ul style="list-style-type: none"> • Speaker is paid an honorarium for each Council meeting (\$150 per meeting). 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$2,188. • The 2013-2014 actual was \$1,800.
<p>Chief Returning Officer Honorarium</p> <p>\$1,065 budget</p>	<ul style="list-style-type: none"> • Chief Returning Officer is paid an honorarium for managing the GSA general election in March, and any by-elections, and any referenda. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$1,042. • The 2013-2014 actual was \$1,532.
<p>Other Honoraria (NEW)</p> <p>\$2,000 budget</p>	<ul style="list-style-type: none"> • 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. • Example, DRO needs to fill in for CRO for a significant period. • Pre-approval by two signing authorities is needed. 	<ul style="list-style-type: none"> • New budget of \$2,000 established in 2015-2016.

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GSA ADVOCACY		
<p>Government and External Relations</p> <p>\$15,983 budget</p>	<ul style="list-style-type: none"> • Relationship-building, with a focus on advocacy, between the GSA, government and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. • In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. As a strong, stable, rebuilt organization, the GSA and its leaders are now in an excellent position to take on intensive, integrated advocacy for and presentation of graduate student issues. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$15,639. • The 2013-2014 actual was \$4,461.
<p>University Relations</p> <p>\$1,063 budget</p>	<ul style="list-style-type: none"> • Expenses related to the building, or repair, of relationships between the GSA and university units. Usually in the form of hosting/meeting expenses. • Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$1,040. • The 2013-2014 actual was \$698.
<p>New Provincial Graduate Student Advocacy Fees (Formerly Alberta Graduate Council Fees)</p> <p>\$7,689 budget</p>	<ul style="list-style-type: none"> • 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. • 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." • Fees for the new ab-GPAC have not yet been set. • 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. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$7,523. • The 2013-2014 actual was \$4,152.

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GSA Office – Human Resources		
Staff Represented by NASA		
<p>Staff Represented by NASA - Salaries</p> <p>\$252,434 budget</p>	<ul style="list-style-type: none"> Note that the salaries are gross salaries including tax, employee EI and CPP and union dues – remittances are made on behalf of employees from their salary totals. This is to include approved cost of living increases and one-time payments (e.g. responsibility pay). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$247,000. The 2013-2014 actual was \$236,638.
<p>Staff Represented by NASA – Benefits</p> <p>\$20,195 budget</p>	<ul style="list-style-type: none"> The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$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). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$19,760. The 2013-2014 actual was \$14,415.
<p>Staff Represented by NASA – GSA Health and Dental Plan and GSAP</p> <p>\$2,136 budget</p>	<ul style="list-style-type: none"> The rate is currently \$396.90 per annum per staff. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,090. The 2013-2014 actual was \$1,700.
<p>Staff Represented by NASA – Employer CPP Contributions</p> <p>\$10,726 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at 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). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$10,495. The 2013-2014 actual was \$9,726.
<p>Staff Represented by NASA – Employer EI Contributions</p> <p>\$5,979 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at 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). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,850. The 2013-2014 actual was \$5,587.

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	Management	
Management - Salaries \$383,000 budget	<ul style="list-style-type: none"> • Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by the Council. These positions are still evolving as the GSA finishes a rebuilding which began in 2010. • The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary. • The DO/FM left in 2011. A part-time Chartered Accountant and a part-time Financial Manager were hired. The DO position was combined with the Labour Professional position. • The Director of Operations/ Labour Professional works three days a week (reduced in 2013 from four days). • A half-time position approved in the 2012-2013 budget at \$35,000 is now the full-time Director of Services and Governance position, benchmarked against the university's APO salary. • The last position, as envisioned in the succession plan, is the Assistant Director, which was filled in 2014. 	<ul style="list-style-type: none"> • The 2015-2016 budget of \$383,000 is higher than the 2014-2015 budget. In 2014-2015 some salaries were increased to bench-marked salary levels, and these increases have had the 2.2% increase applied for 2015-2016. • The 2014-2015 budget was \$362,000. • The 2013-2014 actual was \$306,624.
Management - Merit Pay/Contractual for Management \$29,589 budget	<ul style="list-style-type: none"> • In accordance with the Executive Director contract, the Executive Director has the opportunity to receive merit pay and other contractual expenses (being paid monthly). Executive Director declined to have merit pay built into her salary. The ED uses this fund primarily to provide merit pay to managers. • Unspent funds from this line may be used to augment RRSP payments or other management benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan). 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$28,952. • The 2013-2014 actual was \$26,300.
Management - Benefits \$27,840 budget	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$26,160. • The 2013-2014 actual was \$20,502.

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Management - RRSP \$17,400 budget	<ul style="list-style-type: none"> In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000 (made in monthly increments). Other management also receive RRSP payments. The budget of \$17,400 was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$16,350. The 2013-2014 actual was \$12,316.
Management - GSA Health and Dental Plan and GSAP \$2,562 budget	<ul style="list-style-type: none"> The rate currently is \$396.90 per annum per staff. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,507. The 2013-2014 actual was \$1,608.
Management - Employer CPP Contributions \$10,833 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at 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). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$10,600. The 2013-2014 actual was \$10,912.
Management - Employer EI Contributions \$6,275 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at 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). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$6,140. The 2013-2014 actual was \$5,829.
Other HR Expenses		
Parental/Other Discretionary Leave \$20,000 budget	<ul style="list-style-type: none"> 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. 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 policy will start to align with the University of Alberta policy. 	<ul style="list-style-type: none"> The 2015-2016 budget of \$20,000 is \$10,405 higher than the prior year budget. The increase is to accommodate parental or other discretionary leave that will start to align with the University of Alberta policy. The 2014-2015 budget was \$9,595. The 2013-2014 actual was \$4,248.
Staff Recognition \$2,271 budget	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g. when staff leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,222. The 2013-2014 actual was \$2,145.

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Vacation Payout \$5,161 budget	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the Executive Director’s discretion. Unspent funds from this line may be used to augment RRSP payments, or professional development. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,050. The 2013-2014 actual was \$2,556.
Professional Expense Allowance \$6,193 budget	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development. Unspent funds may be used for other management benefits at the discretion of the Executive Director. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$6,060. The 2013-2014 actual was \$4,527.
Workers’ Compensation \$2,000 budget	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers have strongly recommended that the GSA enrol in the Workers’ Compensation plan. WCB was recently acquired, effective April 7, 2014. WCB requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,050.
Parking \$2,132 budget	<ul style="list-style-type: none"> Contractual arrangement for Executive Director. Other occasional parking for elected Officers, staff and management. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,086. The 2013-2014 actual was \$1,567.
GSA Office Administration and Operational Costs		
Capital items \$6,193 budget	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a five-year plan established in 2010. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$4,040. The 2013-2014 actual was \$2,867.
Telephone & Cable \$4,129 budget	<ul style="list-style-type: none"> Billed monthly. The number of phones was reduced from 15 to 7 in 2011. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$4,040. The 2013-2014 actual was \$3,445.

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Office Supplies \$5,404 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing and miscellaneous office expenses. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,287. The 2013-2014 actual was \$4,173.
Repair and Maintenance \$1,972 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. Includes monthly fee for WIKI database and Google storage. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$1,929. The 2013-2014 actual was \$1,438.
Payroll and Banking Service Charges \$1,652 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and Corporate MasterCard annual fees. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$1,616. The 2013-2014 actual was \$1,225.
Photocopier Lease (Office) \$7,093 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs quarterly along with the lounge (student) copier lease. The lease term ends April 2015 and options are being explored. The plan is to continue with two printers. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$6,940. The 2013-2014 actual was \$6,939.
Photocopier Meter (Office) \$4,088 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$4,000. The 2013-2014 actual was \$4,549.
Photocopier Paper (Office) \$826 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$808. The 2013-2014 actual was \$520.
Insurance (Office) \$640 budget	<ul style="list-style-type: none"> General liability insurance, which was doubled in 2013. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$626. The 2013-2014 actual was \$615.

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GSA Professional		
Financial Auditing \$10,013 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by Peterson Walker. Required by <i>Post-Secondary Learning Act</i> and submitted to the Board of Governors. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$9,797. The 2013-2014 actual was \$9,634.
Consultants \$2,064 budget	<ul style="list-style-type: none"> Continue to be moderate due to increased professional qualifications of management. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,020. The 2013-2014 actual was \$636.
Legal Fees - General \$20,644 budget	<ul style="list-style-type: none"> Legal advice on major initiatives such as PAW, operational issues such as bylaw changes, and election issues. If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$20,200. The 2013-2014 actual was \$23,578.
GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$5,621 budget	<ul style="list-style-type: none"> Executive Director and Director of Operations recommended to GSAB and BFC to continue providing these subsidies as students' reviews of the workshops are outstanding. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,500. The 2013-2014 actual was \$5,500.
External Grants \$2,287 budget	<ul style="list-style-type: none"> Budget re-introduced in 2014-15 as external grant requests are being received. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$2,238. The 2013-2014 actual was \$0.00.

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Student Groups		
<p>Council Remuneration Student Groups</p> <p>\$5,110 budget</p>	<ul style="list-style-type: none"> GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the Council year. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$5,000. The 2013-2014 actual was \$6,812.
<p>Academically-Related Student Group Awards</p> <p>\$15,330 budget</p>	<ul style="list-style-type: none"> The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to: <ul style="list-style-type: none"> Bring in special guest lecturers or host academic-style events. Support the academic activities of graduate students at the departmental level. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$15,000. The 2013-2014 actual was \$19,423.
Other Expenses		
<p>Annual Strategic Plan Initiatives (New)</p> <p>\$8,480 budget</p>	<ul style="list-style-type: none"> Any new strategic planning initiatives may be funded from this account. Funding for this new account comes from the \$4,480 funding from Studentcare.networks and the \$4,000 from TDIMM . 	<ul style="list-style-type: none"> New account established in 2015-2016 for new strategic plan initiatives.
<p>Orientations and Departmental Liaison (New)</p> <p>\$7,500 budget</p>	<ul style="list-style-type: none"> Combined funding of \$7,500 is received from the Dean of Students and the Dean of FGSR. 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. 	<ul style="list-style-type: none"> New account established in 2015-2016 for orientations and departmental liaison activities.
<p>AMICCUS-C Membership</p> <p>\$996 budget</p>	<ul style="list-style-type: none"> Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$975. The 2013-2014 actual was \$975.

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Food Bank Memorandum of Understanding \$9,000 budget	<ul style="list-style-type: none"> Contractual (MOU) contribution will be made to the Campus Food Bank (which was founded by the GSA). 	<ul style="list-style-type: none"> No change to the 2015-2016 budget. The 2014-2015 budget was \$9,000. The 2013-2014 actual was \$9,000.
Photocopier Lease (Lounge) Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> The GSA leases one photocopier for its (student) photocopy service use. Billing occurs quarterly along with the Office copier lease. The lease term ends April 2015. Approximately \$3,400 in 2015-16 will be saved as lease will not be renewed. 	<ul style="list-style-type: none"> Lease term ends April 2015 and will not be renewed. The 2014-2015 budget was \$3,400. The 2013-2014 actual was \$3,344.
Photocopier Meter (Lounge) Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> Billed monthly. The photocopier lease will not be renewed in 2015-2016. 	<ul style="list-style-type: none"> Lease term ends April 2015 and will not be renewed. The 2014-2015 budget was \$700. The 2013-2014 actual was \$184.
Photocopier Paper (Lounge) Lease Term Ends April 2015 – No Budget	<ul style="list-style-type: none"> Purchased monthly. The photocopier lease will not be renewed in 2015-2016. 	<ul style="list-style-type: none"> Lease term ends April 2015 and will not be renewed. The 2014-2015 budget was \$750. The 2013-2014 actual was \$224.
Awards Night \$7,154 budget	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$7,000. The 2013-2014 actual was \$7,275.
GSA Operating/Contingency Fund		
Operating /Contingency Fund \$15,330 budget	<ul style="list-style-type: none"> A contingency fund is a fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President to the Board. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$15,000. The 2013-2014 actual was \$9,304.

2015-2016 Restricted and Other Funding Budget and Five-Year Business Plan (2015-2016 to 2019-2020)

2.2% CPI INCREASE IN THE GSA FEE PER YEAR, 1% INCREASE IN STUDENT ENROLLMENT PER YEAR AND 2.2% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA - Restricted and Other Funding

	2015-2016 Budget for Approval	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2014-2015 Approved Budget	2013-2014 Actual (Restated)
Funding From Commercial Activities - Physical and Wellness Centre (PAW)							
Physical and Wellness Centre (PAW) - ESTIMATE ONLY	34,000	34,000	34,000	34,000	34,000	-	-
Fundraised Activity							
GSA Handbook	11,000	11,000	11,000	11,000	11,000	11,000	10,832
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)							
GSA Graduate Student Recognition Awards	18,000	18,000	18,000	18,000	18,000	18,000	17,500
GSA Child Care Grants	143,844	143,844	143,844	143,844	143,844	138,844	152,500
GSA Emergency Bursaries	156,124	156,124	156,124	156,124	156,124	151,124	69,031
GSA Professional Development Awards	371,032	371,032	371,032	371,032	371,032	366,032	329,807
	689,000	689,000	689,000	689,000	689,000	674,000	568,838
Other Restricted Funding							
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,689	7,858	8,031	8,207	8,388	7,523	7,410
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,451	14,769	15,094	15,426	15,765	14,140	14,820
GSAP (Graduate Student Assistance Program) Fees Collected	79,481	81,230	83,017	84,843	86,709	77,770	69,006
Health Plan Revenue - ESTIMATE ONLY	1,118,926	1,143,543	1,168,701	1,194,412	1,220,689	1,094,840	1,042,448
Dental Plan Revenue- ESTIMATE ONLY	831,969	850,273	868,979	888,096	907,634	814,060	826,913
	2,052,516	2,097,673	2,143,822	2,190,984	2,239,185	2,008,333	1,960,597
	2,805,016	2,850,173	2,896,322	2,943,484	2,991,685	2,704,833	2,556,767

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

Draft 5

7.28

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Funds Raised From Commercial Activities		
Physical and Wellness (PAW) Centre (New) (ESTIMATE ONLY) \$34,000 budget	<ul style="list-style-type: none"> Revenue projection from tentative financial arrangement with the Students' Union. The agreement has not been finalized. It is an estimate only. No planned expenditures at this point in time. Business plan required. 	<ul style="list-style-type: none"> New revenue item for 2015-2016.
Fundraised Activity		
GSA Handbook \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student agenda/handbook to subsidize printing costs. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$11,000. The 2013-2014 actual was \$10,832.
	<p>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</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 \$18,000 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual Awards Night. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> No change to the 2015-2016 budget. The 2014-2015 budget was \$18,000. The 2013-2014 actual was \$17,500.
GSA Child Care Grants \$143,844 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> Increase to the 2015-2016 budget. The 2014-2015 budget was \$138,844. The 2013-2014 actual was \$152,500.
GSA Emergency Bursaries	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. 	<ul style="list-style-type: none"> Increase to the 2015-2016 budget. The 2014-2015 budget was \$151,124.

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

Draft 5

7.29

Account Name and Budget	Brief Description	Narrative
\$156,124 budget	<ul style="list-style-type: none"> Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> The 2013-2014 actual was \$69,031.
GSA Professional Development Awards \$371,032 budget	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in professional development activities such as conferences. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> Increase to the 2015-2016 budget. The 2014-2015 budget was \$366,032. The 2013-2014 actual was \$329,807.
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees) \$7,689 budget	<ul style="list-style-type: none"> 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. 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." Fees for the new ab-GPAC have not yet been set. 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. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$7,523. The 2013-2014 actual was \$7,410.
CJSR Fees \$14,451 budget	<ul style="list-style-type: none"> The U of A campus radio station (CJSR) receives \$1.00 per student per term. This is a dedicated fee that was implemented by a referendum in 1999. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$14,140. The 2013-2014 actual was \$14,820.
GSAP (Graduate Students Assistance Program) \$79,481 budget	<ul style="list-style-type: none"> The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> No significant change to the 2015-2016 budget. Applied 2.2% increase. The 2014-2015 budget was \$77,770. The 2013-2014 actual was \$69,006.

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

Draft 5

7.30

Account Name and Budget	Brief Description	Narrative
Health Plan (ESTIMATE ONLY) \$1,118,926 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2014-2015 was \$226.01. • The budget amount presented is an estimate only. (The 2014-2015 budget of \$1,094,840 was multiplied by the CPI factor of 2.2 %.) • The new 2015-2016 fee will not be determined until March as Studentcare.networks will not have preliminary data available until mid-February to assist in determining the new fee. Council approves the fee increase at that time. • Revenue and the related expenses are processed in October, February and March. • 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. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$1,094,840. • The 2013-2014 actual was \$1,042,448.
Dental Plan (ESTIMATE ONLY) \$831,969 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Dental part of the Dental and Dental plan. The fee for 2014-2015 was \$226.01. • The budget amount presented is an estimate only. (The 2014-2015 budget of \$814,060 was multiplied by the CPI factor of 2.2 %.) • The new 2015-2016 fee will not be determined until March as Studentcare.networks will not have preliminary data available until mid-February to assist in determining the new fee. Council approves the fee increase at that time. • Revenue and the related expenses are processed in October, February and March. • 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. 	<ul style="list-style-type: none"> • No significant change to the 2015-2016 budget. Applied 2.2% increase. • The 2014-2015 budget was \$814,060. • The 2013-2014 actual was \$826,913.

Outline of Issue (GSA COUNCIL)

GSA 2014-2015 Budget and Expenditure (Quarterly) Report

Suggested Motion for GSA Council:

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

Background:

Quarterly reports, including the annual Audit, are presented to GSA Council four times a year. The last quarterly reports on the GSA budget were presented to the GSA BFC, GSA Board, and GSA Council in September and October 2014. At its meeting of January 20, 2015, **the GSA BFC unanimously received for information and forwarded to the GSA Board** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. At its meeting of January 28, 2015, **the GSA Board unanimously received for information and forwarded to Council** the GSA 2014-2015 Budget and Expenditure (Quarterly) Report.

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

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

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

Jurisdiction for GSA Council:

Policy Manual, Budget Principles, Practices, and Procedures 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 law."

Jurisdiction for the GSA BFC:

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

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

Jurisdiction for the GSA Board:

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

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

Prepared by M Caldwell and C Thomas for GSA Council 23 February 2015

The Graduate Students' Association of the University of Alberta

GSA 2014-2015 Operating Budget (including Capital Budget)

GSA 2014-2015 Budget and Expenditure (Quarterly) Report
3rd Quarter, April to December 2014

CURRENT YEAR
April 1, 2014 to March 31, 2015

	2014-2015	Actual	Forecast	Total	(Over)/Under	% (Over)/Under
	Approved Budget	Apr 2014 to Dec 2014	Jan 2015 to Mar 2015		Budget*	Budget*
REVENUE						
GSA Fees Revenue	1,106,450	841,638	264,812	1,106,450	-	0%
Investment Revenue	18,685	12,861	3,190	16,051	2,634	14%
Other Revenue	1,212	4,785	-	4,785	(3,573)	-295%**
Total Revenue	1,126,347	859,284	268,002	1,127,286	(939)	0%
EXPENSES						
Governance	193,988	136,037	53,702	189,739	4,249	2%
Advocacy	24,202	11,394	6,671	18,065	6,137	25%
Human Resources	767,967	535,139	199,463	734,602	33,365	4%***
Office Administration	31,307	24,310	8,005	32,315	(1,008)	-3%****
Professional	32,017	22,614	9,246	31,860	157	0%
Services Expenses	49,563	29,335	18,153	47,488	2,075	4%
Operating/Contingency Fund	15,000	718	6,000	6,718	8,282	55%*****
Sub-total	1,114,044	759,547	301,240	1,060,787	53,257	5%
(Expenditures Exceed Revenues) /Revenues Exceed Expenditures	12,303	99,737	(33,238)	66,499	(54,196)	-441%

Explanatory notes:

*Over/Under Budget column: Projected surplus funds will be applied to the Financial Stabilization Fund.

**Positive variance for REVENUE - "Other Revenue" occurred as a result of the receipt of unexpected funds (Continuum Revenue) from Studentcare.net.

***Human Resources budget is projected to be underspent.

**** Negative variance for EXPENSES - "Office Administration" occurred as a result of higher than projected costs for photocopier metering on the office photocopiers.

*****Forecasted expenses for Operating/Contingency Fund include the Winter Career & Networking Mixer and the Mac 'n Cheese Affair fundraiser (transition event hosted by the Campus Food Bank).

The Graduate Students' Association of the University of Alberta
GSA 2014-2015 Restricted and Other Funding

GSA 2014-2015 Budget and Expenditure (Quarterly) Report
3rd Quarter, April to December 2014

CURRENT YEAR
April 1, 2014 to March 31, 2015

	2014-2015 Approved Budget	Actual	Forecast	Total	(Over)/Under Budget	% (Over)/Under Budget
		Apr 2014 to Dec 2014	Jan 2015 to Mar 2015			
Funding from the Dean of Students and the Dean of FGSR						
Fall, Winter and Departmental Orientation, and Other Funding Priorities	7,500	912	-	912	6,588	88%
Temporary Funding from TDIMM	4,000	-	-	-	4,000	100%
	11,500	912	-	912	10,588	92%
Fundraised Activity						
GSA Handbook	11,000	9,480	-	9,480	1,520	14%
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)						
GSA Graduate Student Recognition Awards	18,000	-	18,000	18,000	-	0%
GSA Child Care Grants	176,844	122,000	54,844	176,844	-	0%
GSA Emergency Bursaries	161,124	66,657	94,467	161,124	-	0%
GSA Professional Development Awards	448,005	245,840	202,165	448,005	-	0%
	803,973	434,497	369,476	803,973	-	0%
Other Restricted Funding						
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,523	-	-	-	7,523	100%
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,140	7,400	6,740	14,140	-	0%
GSAP (Graduate Student Assistance Program) Fees Collected	77,770	32,561	45,209	77,770	-	0%
Health Plan Revenue	1,094,840	548,054	546,786	1,094,840	-	0%
Dental Plan Revenue	814,060	361,686	452,374	814,060	-	0%
	2,008,333	949,701	1,051,109	2,000,810	7,523	0.4%
	2,834,806	1,394,590	1,420,585	2,815,175	19,631	0.7%

Explanatory notes:

*The budget lines of **Fall, Winter and Departmental Orientation, and Temporary Funding from TDIMM** report funding which was originally provided by these units as targeted, one-time funding. These commitments are now ongoing and include student engagement and orientation activities. In the proposed 2015-2016 budget this budget section has been moved to the Operating Budget as Revenue, as the funding is not restricted.

****Other Restricted Funding** - "New Provincial Graduate Student Advocacy Fees": The fees collected are being held for the new ab-GPAC.

GSA President
Report to Council for February 23, 2015 GSA Council Meeting

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

Dear Colleagues,

It almost feels like I was elected into office yesterday. But with nominations closing in a few days, I am getting the reality check that my time is almost up. I will note, nonetheless, that my VPs and I are working hard to accomplish many the goals set out in the Board Strategic Work Plan. Speaking of such goals let me say thanks to all those who attended the first GSA Winter Career and Networking Mixer last week. It was well attended and many of the invited professionals have expressed interest in coming again if we were to hold a similar event next year. I urge that this becomes instituted as a yearly activity for the GSA because it serves a critical need. An email has recently gone out to attendees for feedback so please send us any thoughts if you did attend; your feedback would improve how we plan/run the next event.

I have two other updates. One has to do with the **Prayer and Mediation Space (PaMS)** project, which Susan also reports on. The University's Facilities and Operations office plans to contribute \$500,000 of the needed \$700,000 to refurbish the HUB Mall space of UAI and turn it into the PaMS. We met a few weeks ago to review the revised design plan. We anticipate securing the remaining \$200,000 through fundraising efforts. It is still unclear exactly when the space will be ready (although it is possibly next year) but at least we know there is both general and financial commitment. The SU and GSA are therefore proposing that the stakeholders involved (ie F&O, Dean of Students, GSA, and SU) sign a MoU to consolidate these gains. I will keep Council apprised on what transpires.

In line with getting some real data to support the supervision report written by Provost Fellow Naomi Krogman, we have worked with FGSR to survey thesis-based graduate students on common issues they face in their relationships with supervisors and departments. The survey went out roughly a week ago. You have until early March to submit your responses so I urge you to take a few minutes to complete the survey. It will go a long way in helping to increase supports for graduate students. I believe a summarized version of survey results will be shared with Councillors at some point. And FGSR's Policy Review Committee is expected to consider policy-relevant implications as well.

Besides these points, I am happy to answer any questions about any of the meetings I attended since my last report to GSA Council. Please find the list of meetings included below.

Cheers,
 Nathan Andrews, GSA President

Please find below a list of meetings I attended between January 19, 2014 to February 20, 2015. I was away on Academic Leave February 17, 2015 to February 20, 2015

January 19	Meeting with Graduate Student
January 20	GSA BFC
January 21	GFC APC
January 22	SU Meeting re PAMS
January 23	Dean of FGSR
January 26	PAMS

January 28	GFC Caucus
January 29	Presentation Preparation with Dean of Students
January 29	Dean of Students
February 2	GFC
February 3	Dean of FGSR
February 4	CSJ Orientation
February 4	C Amrhein Farewell Reception
February 5	R Epp (Deputy Provost)
February 5	La Bruyere-Eccles-MacLaren Dinner
February 6	BOG Budget Briefing
February 11	GFC APC
February 12	PAMS Fundraising
February 12	GSA Winter Career & Networking Mixer
February 13	Presidents' Coalition Dinner

**GSA Board
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance
 Date: February 20, 2015

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

21 January 2015 GSA Board Meeting

Main Agenda Items:

Attendance at an ab-GPAC Meeting, February 28, 2015, in Calgary: Estimated Expenses; 'Unsettling Colonial Modernity': Request for Sponsorship

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expenses for two representatives of the GSA to attend the ab-GPAC meeting, February 28, 2015, in Calgary, as shown in the attached travel estimate. NA **MOVED** SC Seconded. **CARRIED**.

That the GSA Board **APPROVE** an external grant for the 'Unsettling Colonial Modernity' conference, as requested by Kara Abdolmaleki, on behalf of the organizing committee, in the attached proposal on pages 3.1-3.7. NA **MOVED** SC Seconded. **NOT CARRIED**.

28 January 2015 GSA Board Meeting

Main Agenda Items:

Annual Operating and Capital Five-Year Budget/Business Plan (2015-2016 to 2019-2020) and Restricted and Other Funding Five-Year Budget/Business Plan (2015-2016 to 2019-2020); GSA 2014-2015 Budget and Expenditure (Quarterly) Report; GSA President's Citations: 2015 Proposed Recipients

Motions and Agreements:

That the GSA Board make its own **RECOMMENDATION TO GSA COUNCIL THAT IT APPROVE**, having been recommended by the GSA BFC, the Annual Operating and Capital Budget (2015-2016) (found on pages 3.6 to 3.14 in the attached material in the "2015-2016 Budget for Approval" column bordered in red on each page) and the Restricted and Other Funding Budget (2015-2016) (found on page 3.29 in the attached material in the "2015-2016 Budget for Approval" column bordered in red). NA **MOVED** MeB Seconded. **CARRIED**. SC Opposed.

That the GSA Board **RECOMMEND TO GSA COUNCIL TO RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA BFC, the Annual Operating and Capital Five-Year Budget/Business Plan (2015-2016 to 2019-2020) and Restricted and Other Funding Five-Year Budget/Business Plan (2015-2016 to 2019-2020) (pages 3.6 to 3.14 and 3.29 in the attached material). NA **MOVED** SC Seconded. **CARRIED**. SC Opposed.

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

That the GSA Board **APPROVE** the awarding of a GSA President's Citation to an individual(s) from the attached list of proposed recipients. NA **MOVED**. MeB Seconded. **CARRIED**.

04 February 2015 GSA Board Meeting

Meeting cancelled due to no pressing action items on the Agenda.

11 February 2015 GSA Board Meeting

Main Agenda Items:

Graduate Action Plan; Edmonton Student Alliance Charter: Draft

Motions and Agreements:

The GSA Board is asked to **DISCUSS AND PROVIDE FEEDBACK** on the attached draft Edmonton Student Alliance Charter, as provided by Cameron McCoy, Vice-Chair, Council on Alberta University Students, and President, Students' Association of MacEwan University.

18 February 2015 GSA Board Meeting

Main Agenda Items:

GSA Online Forum; Material for the Upcoming Meeting of GSA Council

Motions and Agreements:

Members **AGREED** to amend the Councillor information form to ask for permission to post email addresses on the GSA website and to continue with the rehaul of the GSA website and with the DLI, as well as to continue thinking about ways to train and connect Councillors with one another and to move forward with surveys of GSA Council.

Members **AGREED** that SP would encourage Councillors to circulate the summary paragraphs generated after GSA Council meetings and ask Councillors their opinion on issues of training, etc.

Board Members **AGREED** that a request for feedback should be drafted and sent to them for review before being circulated to participants and attendees.

Board Members **AGREED** that a Board Policy setting out the procedure for adding things to the Board agenda would be helpful.

**GSA Budget and Finance Committee (GSA BFC)
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: February 20, 2015

Dear Council Colleagues,

The GSA BFC met on January 20 to receive for information and forward to the GSA Board the GSA 2014-2015 Budget and Expenditure (Quarterly) Report. At this meeting the GSA BFC also further discussed the GSA's Annual Operating and Capital Budget (2015-2016) and the Restricted and Other Funding Budget (2015-2016) and the Annual Operating and Capital Five-Year Budget/Business Plan (2015-2016 to 2019-2020) and Restricted and Other Funding Five-Year Budget/Business Plan (2015-2016 to 2019-2020).

GSA BFC members were also invited to attend the GSA Board meeting of January 28, 2015 where the GSA's Annual Operating and Capital Budget (2015-2016) and the Restricted and Other Funding Budget (2015-2016) and the Annual Operating and Capital Five-Year Budget/Business Plan (2015-2016 to 2019-2020) and Restricted and Other Funding Five-Year Budget/Business Plan (2015-2016 to 2019-2020) were presented.

I would be happy to report further orally.

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

**GSA Governance Committee (GC)
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Nathan Andrews
Date: February 20, 2015

Dear Council Colleagues,

The Chair and Vice-Chair of the Governance Committee, under delegated authority from the GSA Governance Committee, approved **the addition of two purely editorial “notes from GSA management”** to GSA Policy on Budget Principles, Practices, and Procedures. These notes provide cross-references to relevant GSA Bylaw with respect to the GSA’s budget and clarification of practice associated with the budget building process.

I would be happy to report further orally.

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

**GSA Nominating Committee (NoC)
Report to Council for February 23, 2015 Council Meeting**

To: GSA Council
From: Michele DuVal, Acting Administrative Chair of the GSA Nominating Committee
Date: February 20, 2015

Dear Council Colleagues,

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

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

Sincerely,

Michele DuVal, Acting Administrative Chair of the GSA Nominating Committee

Bodies External to the GSA

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

1) Community Connections Award Selection Committee

This position was advertised in the GSA Newsletter on Friday January 9, 2015, and we received one nomination. The NoC elected **Janine Tine** (PhD program, Elementary Education) to serve on this committee.

2) Research Data Management Week Program Committee

This position was advertised through the GSA Newsletter on Friday January 23, 2015, and we received no nominations. The NoC then contacted a graduate student from the GSA Bank of Names to offer the opportunity to serve on this Committee. The NoC elected **Hannah Madsen** (MBA/MLIS Joint Program) to serve on this committee.

**GSA Vice-President Academic
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Colin More
Date: February 20, 2015

Dear Colleagues,

Hello everyone!

Speaking for myself, I do not enjoy above-freezing temperatures in February. Besides the inevitable increase in the number of potholes, one can't play outdoor hockey on slush. Although considering that I haven't actually played any outdoor hockey this year, perhaps that's not a valid criticism.

There are a number of pots bubbling away on the VP Academic's stove right now. The one which is probably top-of-mind for a lot of people is the professional development program being put together by FGSR. Aspects of this program are talked about in greater detail in my reply to Chad Iverson's written questions including in the Council mailing, but I'll cover a few points here.

A subgroup of the larger FGSR Professional Development Advisory Board (PDAB), chaired by Renee Polziehn, has been struck to work on implementing the full PDAB's recommendations. Ironically, the recommendations themselves are still being discussed at FGSR Council -- briefly last month, and in greater detail on Wednesday (February 25th). I'm unclear on exactly how official this makes them, but at least they're being worked on. Implementation is still in its very early stages. Happily, there are a number of schools (particularly in the US and UK) who have implemented similar ideas, and the pros and cons of their approaches are being examined by the subgroup. If you have any thoughts or ideas yourself, please let me know, and I'll pass them on!

Another issue of some concern to me is the University budget -- I attended a briefing on it several weeks ago which was quite illuminating. The largest source of concern in the budget stems from the unknown change in base budget from the province. The University is assuming a 0% increase, though by the VP Finance's own admission many people believe it will actually decrease. With 5% equating to roughly \$30 million, this is a significant risk to the University. It's worth noting that even if funding levels stay the same, the University is still effectively suffering a cut. By my calculations, contractual obligations with various staff associations equated to a 3% increase in salary and benefit expenses last year, or 1.8% of the total budget. In other words, a 0% increase equates to a 2% cut in practice. Therefore, the University may be forced to cut funding in some areas under any realistic provincial budget. This could affect graduate students in a number of ways. One is through the library -- a service which many students take for granted, but which provides access to all the books and articles we need to do our jobs. I recently chatted with the Chief Librarian, Gerald Beasley, about this issue. The bottom line is that further cuts to the library are likely to be absorbed via decreased access to journals. The decisions as to *which* journals are made by the subject liaison librarians. He would encourage everyone to get in touch with their subject's liaison (link: <http://www.library.ualberta.ca/liaisonlibrarians/faculty/index.cfm>) and tell them which products are most useful to them.

I think that's all for now. As usual, if you have any questions, don't hesitate to get in touch!

Sincerely,

Colin More, GSA Vice-President Academic

Please find below a list of meetings I attended between January 19, 2014 to February 20, 2015.

January 19	SU VP Academic
January 19	Advisory Search Committee for Provost and Vice-President (Academic)
January 20	GFC Discussion Period
January 20	FGSR Council Caucus
January 21	FGSR Council
January 21	Alumni Council Volunteer Committee
January 22	COSA
January 23	Dean of FGSR
January 26	SU VP Academic
January 27	B Luth (Vice-Provost)
January 28	GFC Secretary Search
January 28	GFC CLE
January 29	Dean of Students
January 29	GFC CLE Technology Sub-Group
January 30	URPC
February 2	SU VP Academic
February 2	GFC
February 3	Dean of FGSR
February 4	CSJ Orientation
February 6	GFC APC Budget Briefing
February 9	SU VP Academic
February 9	University Secretary
February 9	GFC NoC
February 9	Professional Development Committee
February 10	B Luth (Vice-Provost)
February 10	Online Calendar Project
February 11	URI
February 11	CTL Advisory Committee
February 12	GSA Winter Career & Networking Mixer
February 13	GFC Housing Policy

**GSA Vice-President Student Services
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Megha Bajaj
Date: February 20, 2015

Dear Colleagues,

Hope the winter semester is treating you all well. Apart from the usual routine of graduate student life I hope you managed to find some time to relax during the reading week.

As Nathan mentions in his report, we hosted our **first Winter Career mixer last week**, which focused on supporting graduate students in their career and employment efforts. The **attendance at the event was really good** and it was a success. I would like to **thank the councilors** who were able to attend this event!

Below are the details from some of the meetings I attended since the last meeting of GSA Council.

Sustainability Workshop with a focus on University Residences - The Office of Sustainability is hosting a series of workshops to put together a new **sustainability plan (2016-2020) for the University**. I attended the consultation workshop focused on university residences. A number of **students, staff from residence and ancillary services, members of the sustainability office participated in this workshop**. The workshop started with a presentation from the Office of Sustainability highlighting some of the current sustainable practices and projects in university residences. We all worked together to make **recommendations** on what we would like to see in University residence and come up with a **Sustainability Plan for residences**. This was the **first phase of this workshop**. In the **upcoming workshops, focus will be on implementation planning of these recommendations with an emphasis on accountability on various university units**. The final phase of the workshop will comprise of preparation of the **final Sustainability plan with specific action items and accountability reporting system**. I will keep you updated on this as I attend future workshops.

Meeting about the North Power Plant (NPP) with Alumni and the Office of Advancement: The GSA, along with the SU and the University Architect, met with the members of Alumni and the Office of Advancement to discuss **re-development of the North Power Plant**. This was a first meeting to make the new alumni representative aware of the GSA and SU involvement in this project. The Alumni also have an interest in the North Power Plant and are **looking into this space for their new Alumni Centre**. We had a good discussion with the members and are looking for ways to **collaborate with Alumni to move this project forward**. In the meantime, I am also working with **Cory Hodgson, Vice-President Operations and Finance with the SU on a common visioning document of the North Power Plant**. I will bring more information to you as this project takes shape.

Physical Activity and Wellness Centre (PAW) booking student spaces meeting with the Faculty of Physical Education and Recreation (FPER): The GSA along with the SU met with FPER representatives to discuss the process of booking graduate student spaces in PAW. **The booking of these spaces will be done by FPER, however, student groups can contact the GSA if they are not sure who to contact for booking the space or face any difficulty during the booking process**. The GSA and SU lounges in PAW are primarily quiet study spaces, as per the PAW Agreement. However, the **lounges and the multipurpose rooms** will also be available for booking for student groups. The GSA will be meeting regularly with FPER staff to go over booking requests and evaluate the usage of the space.

In addition to this, I along with members of the GSA management and staff will be offering **guided tours of bookable spaces in PAW in the month of March 2015**. These tours will be offered to **graduate student groups and Councillors**. I hope you and your departmental GSA executives can make use of this opportunity and attend one of the tours. **Please expect to receive an email with details from me in the coming weeks.**

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

Sincerely,

Megha Bajaj, GSA Vice-President Student Services

Please find below a list of meetings I attended between January 19, 2014 to February 20, 2015. I was on Academic Leave January 29, 2015 to February 5, 2015.

January 19	PAW Meeting
January 19	Studentcare Meeting
January 22	Orientation Network Meeting
January 23	Campus Open Space Advisory Committee
January 27	UPASS Advisory
January 28	Student Groups Policy Meeting
February 6	Student Groups Policy Meeting
February 6	PAW Space Meeting
February 11	Sustainability Residences Visioning Workshop
February 12	GSA Winter Career & Networking Mixer
February 13	NPP Meeting with Alumni
February 19	PAW Plaques Meeting
February 20	Meeting with Graduate Student

**GSA Vice-President External
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Susan Cake
Date: February 20, 2015

Dear Colleagues,

I cannot believe that it is already February! Election season is just around the corner and in a couple of months there will be a new team of people in place. But we still have a couple of months left until then. There has been lots going on, so let's get to the updates.

I'm very excited to see more work being done on the Prayer and Mediation Space (PAMS) we are working on with various partners across the university, as Nathan also reports. We have a Memorandum of Understanding drafted and ready to be shared with partners. This document would ensure the space selected is dedicated to this purpose and set up a committee to oversee the functioning of the space.

I know I've been giving ongoing updates regarding the new provincial advocacy group for graduate students (ab-GPAC). I'm happy to report that we have finally signed the documents. Nathan and I will be travelling down to Calgary later this month to work on some outstanding issues and details. We will have more to report after this meeting.

This past month, I have been working on a number of initiatives involving university residences. Some exciting updates are the new Terms of Reference for the Residence Halls' Association (RHA). For the past year the RHA has had some issues and Nick Diaz (Vice-President Student Life) from the Students' Union and I have been working on setting up a functioning group. I think it is great anytime students have groups are spaces where they can get together to share ideas and develop action plans. I'm excited to see what this group can do in the future for students living in residence. As well, both Colin and I have been working with various partners on the university to draft a new residence policy. These conversations have just started, so if any Councillors or graduate students have suggestions or concerns regarding university residences please get in contact with either Colin or myself.

Some other highlight for myself included attending the Women in Leadership Conference hosted by the SU on campus. In conjunction with Navneet Khinda (Vice-President External) for the Students' Union, some alumni and various other students a small group of us planned a Feminist University conference based on the theme of Women in Leadership. There were some great presentations and speakers and a diverse crowd of participants. Hopefully we will see more events like this in the future and lots of collaboration between various groups.

Aside from these various things I'm also currently working with the Education group of Public Interest Alberta and a Coalition group on Campus (composed of the Post-Docs Association, Non-Academic Staff Association, Academic Staff Association, Students' Union and the GSA). Both of these groups are quite concerned with the recent media regarding the provincial budget deficit and we are working on how to approach this situation. Currently, the Provincial Government is collecting feedback for its budget and I've been asked to encourage you all to participate. I believe

aside from writing your provincial representative directly this may be the only way you can have your views considered. There will be more reports in the future as the province faces more issues like this.

If you have any questions, concerns or comments please feel free to contact me. As well, if you have any residences issues or concerns also contact me. I'm happy to help out in any way I can.

Sincerely,

Susan Cake, GSA Vice-President External

Please find below a list of meetings I attended between January 19, 2014 to February 20, 2015.

January 20	RBAC
January 21	Alumni Council Volunteer Committee
January 26	Meeting with Graduate Student
January 26	PAMS
January 28	Alumni Council
January 28	PIA
January 29	ARFAC
January 30	SU Meeting re RHA Terms of Reference
January 30	Alumni Winterfest Lantern Bearer
February 2	GSA ASC
February 3 - 5	Women in Leadership Conference
February 12	PAMS Fundraising Meeting
February 12	GSA Winter Career & Networking Mixer
February 13	GFC Housing Policy
February 13	Communications Advisory Committee
February 20	SU Meeting re Residence MoU

**GSA Awards Selection Committee (ASC)
Report to Council for November 17, 2014 GSA Council Meeting**

To: GSA Council
From: Susan Cake
Date: February 20, 2015

Dear Council Colleagues,

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

On February 3, 2015, the GSA ASC finalized the following names as recipients of the 2014 GSA Awards:

NON-ACADEMIC STAFF AWARD: Virginia Mokofka, Kimberley Wilke-Budinski, and David Dubyk

GRADUATE STUDENT SUPERVISOR AWARD: SSHRC - Sathya Rao, NSERC - Brent Swallow, and CIHR - Cary Brown

GRADUATE STUDENT SERVICE AWARD: Travis Schoepp, Katherine Evans, Leigh Spanner, and Jenny Yoon

TD INSURANCE MELOCHE MONNEX AWARD FOR GSA OUTSTANDING STUDENT SERVICE: Shaimaa Hussein

GRADUATE STUDENT PRINCIPAL INSTRUCTOR TEACHING AWARD: Randelle Nixon, Masoud Jahandar Lashaki, and Peyman Azad Khaneghah

MARTHA PIPER AWARD: Allison Hahn, Michael Burns, and Joshua Pemberton

GRADUATE STUDENT TEACHING ASSISTANT AWARD: Stephen Lane, Jordan Hodgkinson, Gabriel Simion Oltean, Russel Fuhrer, Alireza Akhavan, Lindsay Canham, and Kyle James Welsh

GRADUATE STUDENT RESEARCH ASSISTANT AWARD: Harneet Chahal, Marcella Cassiano Siqueria, David Dockman, Forough Jahandideh, Vahid Abdollah, Anastasia Kulpa, and Walter Persons

GRADUATE STUDENT RISING STAR AWARD: Ahmad Al-Dabbagh, David Lim, and Ashley Dalrymple

INTERNATIONAL GRADUATE STUDENT AWARD: Gavin Bradley

ACADEMICALLY-RELATED GRADUATE STUDENT GROUP AWARD: Neuroscience Graduate Students' Association

Congratulations to all the recipients! These awards will be presented at the annual GSA Awards Night, taking place on March 27, 2015. A friendly reminder to Council to RSVP if you plan to attend this event.

I would also like to thank the members of ASC for their time and effort in adjudicating the 109 applications we received this year.

Sincerely,
Susan Cake, GSA Vice-President External, and Chair of the GSA Awards Selection Committee

**GSA Vice-President Labour
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Simarjit S. Bal (Monty)
Date: February 20, 2015

Dear Colleagues,

As I was away for academic obligations for a couple of weeks since we last met and I have had limited meetings since then, my current report will be short and sweet.

TRAM ACCESS Working Group

As I've highlighted over the past few months the U of A is one of the participating sites of a major multiple location/multiyear study into youth mental health. As a part of this study the specific sites have been asked to propose a research project which seeks to deal with issues of early identification of mental health concerns, provide rapid access to support, and ensure that there is continuity of service providers as clients move from one community institution to another, within the framework of high quality youth friendly services. The working group at this meeting decided that the U of A proposal would concentrate on providing an online portal for incoming students (as this project seeks to concentrate on first year undergrad and grad students) which would provide a one-stop-shop to support services, the development of an online self-assessment tool which would allow students to use an online interface to understand personal health issues, and to develop a mentoring program for incoming students (concentrating especially on international students). In the upcoming weeks the Wellness team will put together a more comprehensive proposal and forward it to the project administrators for consideration.

World Cafe Planning (Campus Mental Health Strategy)

I met recently with representatives from the University Wellness team and William Lau from the SU, to discuss the progress on a forum which the Dean of Students' office will be hosting with community partners on the development of a comprehensive and inclusive mental health strategy on campus. We were informed that although there has been progress made, it has been slower than anticipated due to the desire to ensure all those who may be interested are included in the planning process. However, there was a desire to have this forum occur before the end of the semester to allow a roll out of the feedback come September. There is a strong desire by the U of A Wellness team to see that the issue of mental health is not dropped with the incoming GSA and SU exec. It is hoped that when there are concrete plans for the event, the details of which will be provided to graduate students, there will be a large turnout by members of the university community, especially graduate students.

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

Sincerely,

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

Please find below a list of meetings I attended between January 19, 2014 to February 20, 2015. I was on Academic and Personal Leave January 25, 2015 to February 7, 2015.

January 20	GSA BFC
January 20	Office of Safe Disclosure & Human Rights
January 21	FGSR Council
January 22	GFC CLRC
January 22	TRAM-ACCESS
January 23	Student Mental Health Forum
February 11	ACCESS Project Working Group
February 12	Business PhD GSA Presentation
February 12	GSA Winter Career & Networking Mixer
February 13	World Cafe Planning

GSA Senator
Report to Council for February 23, 2015 GSA Council Meeting

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

Dear Colleagues,

I hope you have been well since my last report. The time between our last meeting and the present has been rather uneventful. I took part in one additional focus group in Calgary for the Senate Task Force on Community Engagement. The focus groups have now ended and analysis should begin in the near future, with the report completed for April. Its release to the public will be determined at a later date. Other than that I have nothing to report. The next Senate plenary meeting is scheduled for early March, and I will bring you news regarding that event at our next meeting.

Best regards,

Gary Barron, GSA Senator

**GSA Elections and Referenda Committee (GSA ERC)
Report to Council for February 23, 2015 GSA Council Meeting**

To: GSA Council
From: Virginia Pimmett
Date: February 20, 2015

Dear Council Colleagues,

The **GSA ERC met on February 3, 2015** to prepare for the 2015 General Election. At this meeting **the GSA ERC reviewed the Draft Agenda for the All-Candidates' Meeting and the Draft Advertisement for the 2015 Forum.**

The GSA ERC met again on February 12, 2015 to continue preparations for the 2015 GSA General Election. At this meeting, as per GSA Policy, Standing Committees, Section 9.3.f, **the GSA ERC designed the 2015 Campaign Video Script and questions, and consulted with the CRO on the 2015 General Election Forum Script and Questions** (GSA Policy, Standing Committees, Section 9.3.a.v). As per GSA Policy, Standing Committees, Section 9.3.f, **the GSA ERC advised the CRO on the Draft Agenda for the All-Candidates' Meeting.** Also, as per GSA Policy, Standing Committees, Section 9.3.a, **the GSA ERC consulted with the CRO on using Google Forms as the election software or application to run the 2015 GSA General Election.** Finally, **the GSA ERC agreed to design posters to encourage graduate students to vote in the GSA General Election 2015.**

The GSA ERC will be attending the All-Candidates' Meeting on February 24, 2015.

I would be happy to report further orally.

Respectfully,
Virginia Pimmett, Chair of GSA Elections and Referenda Committee

**GSA Executive Director
Report to Council**

To: GSA Council
From: Ellen Schoeck
Date: February 20, 2015

Dear Council Colleagues,

Management reports to Council normally address key priorities we are currently working on as a Management Team. In contrast, this report lists THE TOP 10 GOALS we will work towards over the next eight months in concert with the Directly-elected Officers, our staff, committee chairs, Accountant, Financial Manager, and others. This work is in support of the Strategic Work Plan.

HUMAN RESOURCES

Transition and training for the 2015-16 DEOs.

Hire and train a Departmental Liaison Coordinator and cross train with the new Graduate Student Groups Coordinator.

Conclude bargaining with the Non-Academic Staff Association (NASA) concerning the Collective Agreement (CA) covering our four unionized staff.

EXTERNAL REVIEWS/CORPORATE DOCUMENTS and AGREEMENTS

Complete follow up on the external reviews completed to date (IT, Safety, Communications and Staff CA). Prepare for external review of GSA governance and operations.

Finalize new photocopier agreement.

COUNCIL

Schedule a monthly GSA 101 for any Councillor or graduate student and advertize in the newsletter; review Councillor orientation information; survey Council re GSA services.

GSA Bylaw and Policy review: join up into one integrated document Bylaw and Policy that cover the same subject– eg Health and Dental Bylaw and Policy are 68 pp apart. This will set the stage for (a) thorough review of Bylaw and Policy for inconsistencies, duplications and the like, and (b) for areas that require review.

PAW

Tour departmental student groups and Councillors.

GSA COMMITTEES

Initiate stage two of updating GSA committee composition, terms of reference and quorums.

JUDICIAL AND DISCIPLINE BYLAW and POLICY

Train on the legal concept of fair process and after the 2015 elections, re-submit a proposal concerning GSA discipline and judicial processes – current policy is not compliant with procedural fairness.

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

Management Report to the GSA Board, January 21, 2015

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on January 14, 2015:

Strategic

- **Main Issues Dealt With in the Past Week:** Council preparation and Council, planning for the upcoming GSA General Election; review of bylaw and policy with a view to integration, PAW signage and naming, Alumni Centre in NPP proposal, transition planning, GSA BFC (quarterly financial statements), action arising from a recent meeting of the GSA ERC.
- **Bylaw and Policy Review – Editorial:** See above. Additionally, a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Template constitution for departmental GSAs, arranging to meet with graduate students in CSJ, ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.**

Grants and Operations

- **Social Media:** Facebook = 534 likes (up 0 from January 14). **Our Facebook posts reached 153 users this week**, down 158 from January 21. Twitter = 322 followers (up 5 from January 14). **Our Twitter posts were viewed 168 times this week**, down from 298 January 14.
- **Awards Night planning; professional development event planning, office organization (files, Google Drive, etc).**
- **Adjudication of GSA Awards (109 applications submitted, down from 121 submitted in 2014).**
- **Grants review and processing:**

	Total Amount Available this period	Total Amount Remaining this period	Number of New Applications	Total Number of Applications this period
Professional Development Award	\$130,864	\$122,551	7	17 (17 pending processing)
Child Care Grant	\$98,212	\$38,000	8	39 (16 pending processing)
Academically-Related Student Group Award	\$5,432	\$2,532	0	4 (0 pending processing)
Emergency Bursaries	\$153,068 (no periods)	\$71,857.27	3	35 (0 pending processing)

Week in Review – Office Operations:

- Support for the **GSA ERC and planning for the General Election. Supporting GSA NoC work filling vacancies on several committees** (Community Connections Award Selection Committee, etc.).
- Assistance with planning for the PD event and Awards Night.
- **Grants processing** and work on the GSA website.

Management Report to the GSA Board, January 28, 2015

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on January 21, 2015:

Strategic

- **Main Issues Dealt With in the Past Week:** meeting with F&O with respect to Prayer and Meditation Space (PaMS), support for the GSA ERC (rollout of the General Election timeline and associated communications to all graduate students as well as planning for the All-Candidates Meeting and the election forum); review of bylaw and policy with a view to integration, PAW signage and naming, Alumni Centre in NPP proposal, transition planning, GSA GFC Caucus, ab-GPAC (review of final documents), work associated with the budget.
- **Bylaw and Policy Review – Editorial:** See above. Additionally, a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Template constitution for departmental GSAs, arranging to meet with graduate students in CSJ, ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Student and Student Group Services, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments)** and **connecting effectively with constituents.**

Grants and Operations

- **Social Media:** Facebook = 538 likes (up 4 from January 21). **Our Facebook posts reached 131 users this week**, down 32 from January 21. Twitter = 329 followers (up 7 from January 21). **Our Twitter posts were viewed 340 times this week**, up from 172 January 21.
- **Awards Night planning, GSA Winter Career & Networking Mixer planning and communication, office organization (files, Google Drive, etc), office clean up.**
- **Adjudication of GSA Awards (109 applications submitted, down from 121 submitted in 2014).**
- **Grants review and processing (note, with the approval of the VPSS, some funds have been reallocated within the categories below):**

	Total Amount Available this period	Total Amount Remaining this period	Number of New Applications	Total Number of Applications this period
PDAs	\$130,864.00	\$103,683.00	18	35 (22 pending processing)
CCGs	\$98,212.00	\$21,000.00	29	67 (40 pending processing)
ASGAs	\$5,432.00	\$632.00	2	6 (2 pending processing)
EBs	\$153,068.00 (no periods)	\$50,020.27	1	36 (0 Pending processing)

Week in Review – Office Operations:

- Support for the **GSA ERC and planning for the General Election. Supporting GSA NoC work filling vacancies on several committees** (Research Data Management Week Program Committee, etc.).
- Lots of assistance with planning for the GSA Winter Career & Networking Mixer and Awards Night.
- **Grants processing** and work on the GSA website.
- Assistance preparing a **register of GSA committees** for the website.

Management Report to the GSA Board, February 11, 2015

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on January 28, 2015:

Strategic

- **Main Issues Dealt With in the Past Two Weeks:** Support for the GSA ERC (General Election timeline and associated communications to all graduate students as well as planning for the All-Candidates Meeting and the election forum); PAW space bookings, meeting of the GSA ERC, review of the Tuition and Funding Data Collection Committee report and the GSA’s cost of living analysis, PAW signage and naming, Alumni Centre in NPP proposal, transition planning, budget discussions, preparing for GSA Council.
- **Bylaw and Policy Review – Editorial:** See above. Additionally, a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, is planned.
- **Graduate Student Groups:** Template constitution for departmental GSAs, meeting with graduate students in CSJ, ongoing plan to ramp up work with respect to renewing the MOU with the Dean of Students and Student Group Services, alcohol liability waiver, ability for the GSA to assist groups experiencing governance issues, meeting with new staff in the DoS’s office who will be working with student groups, facilitating an election in AFNS, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.**

Grants and Operations

- **Social Media:** Facebook = 552 likes (up 14 from January 28). **Our Facebook posts reached 230 users this week**, up 99 from January 28. Twitter = 337 followers (up 8 from January 28). **Our Twitter posts were viewed 149 times this week**, down from 340 January 28.
- **Awards Night planning, GSA Winter Career & Networking Mixer planning and communication, office organization (files, Google Drive, etc), office clean up and refurbishment.**
- **Grants review and processing (note, with the approval of the VPSS, some funds have been reallocated within the categories below):**

	Total Amount Available this period	Total Amount Remaining this period	Number of New Applications	Total Number of Applications this period
PDA's	\$120,864	\$99,183	9	44 (12 pending processing)
CCGs	\$117,212	\$4,000	15	81 (20 pending processing)
ASGAs	\$6,932	\$192.00	2	8 (4 pending processing)
EBs	\$153,068.00 (no periods)	\$48,715.27 (no periods)	1	37 (1 pending processing)

Week in Review – Office Operations:

- Support for the **GSA ERC and planning for the General Election. Supporting GSA NoC work filling vacancies on several committees** (Research Data Management Week Program Committee and Focus Group on Naming Open Spaces, etc.).
- Assistance with planning for the GSA Winter Career & Networking Mixer and Awards Night.
- **Grants processing.**
- Assistance with preparing a **register of GSA committees** for the website.

Management Report to the GSA Board, February 18, 2015

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on February 11, 2015:

Strategic

- **Main Issues Dealt With in the Past Week:** PD event, PAMS, Alumni Centre in NPP (meeting with Alumni and the SU), support for the GSA ERC (planning for the All-Candidates Meeting and the election forum), meeting of the GSA ERC, transition planning, Budget 101, preparing for GSA Council, tours of PAW for graduate student groups.
- **Bylaw and Policy Review – Editorial:** See above. Additionally, a review of all Bylaws and Policies for inconsistencies and errors, and creating a “definitions” section; and **Substantive:** thinking regarding a review of the Board Policy Manual, and a targeted focus on some specific policies, including judicial, is planned.
- **Graduate Student Groups:** Ongoing work to ramp up work with respect to renewing the MOU with the Dean of Students and Student Group Services, PAW tours for graduate student groups, alcohol liability waiver, assisting with departmental graduate student group elections in AFNS and Renewable Resources, ability for the GSA to assist groups experiencing governance issues, **the next stage of the Department Liaison Initiative (getting into departments) and connecting effectively with constituents.**

Grants and Operations

- **Social Media:** Facebook = 555 likes (up 3 from February 11). **Our Facebook posts reached 187 users this week**, down 230 from February 11 . Twitter = 343followers (up 6 from February 11).
- **Awards Night planning.**
- **Grants review and processing (note, with the approval of the VPSS, some funds have been reallocated within the categories below):**

	Total Amount Available this period	Total Amount Remaining this period	Number of New Applications	Total Number of Applications this period
PDA s	\$91,864	\$64,683	11	55 (23 pending processing)
CCG s	\$146,212	\$28,000	4	85 (24 pending processing)
ASG As	\$6,932	\$0	3	11 (7 pending processing)
EB s	\$153,068.00 (no periods)	\$48,715.27 (no periods)	0	37 (0 pending processing)

Week in Review – Office Operations:

- Support for the **GSA ERC and planning for the General Election.**
- **Supporting GSA NoC work filling vacancies on several committees** (Research Data Management Week Program Committee, etc.).
- Assistance with planning for Awards Night.
- **Grants processing** and T4A preparation.
- Assistance with preparing a **register of GSA committees** for the website.
- Assisting with **two departmental GSA elections** (AFNS and Renewable Resources).

Questions submitted by Chad Iverson, Councillor for the Department of Chemistry:

Recently, I have heard discussions of the GSA working with FGSR to possibly implement an additional degree requirement of professional development training to our degree program. This may have been previously mentioned to Council, but at this time I was hoping that the appropriate member or members of the GSA executive team could update council as to how they believe such a requirement would be framed and to the status of this "project?" I was also wondering if there was any plan for a forum to gather feedback from Graduate students on this potential requirement? I know the GSA recently released a survey on Graduate student supervision which included a question on this issue; however, this part of the survey was not well advertised in the email. I believe that, as a result, feedback will be more limited since, as I have heard from members of my department, many people are satisfied with their graduate supervision and resultantly had little interest in completing the survey (In general, people will only often respond if they are really happy or really dissatisfied). Once I noted the other issue at hand regarding the new degree requirement there was more interest, but I feel that many others are going to lose out on a voice due to lack of knowledge of the issue.

I also feel that, if possible, I think it would be valuable to hear the opinions of other councillors at the meeting.

Response from Vice-President Academic:**1.) What is the status of the professional development project, and how will a mandatory degree requirement be framed?**

The project is currently in a regulatory no-man's land. It has been discussed briefly at FGSR Council, and is scheduled to be discussed in more detail on Wednesday (February 25). At the same time, an implementation subcommittee has already been struck, chaired by Renee Polzieln. It's worth noting that both of these things relate to FGSR's entire professional development plan, not just the mandatory piece.

As for the mandatory piece, my own view (Colin) is that it is in the best interest of any student to give thought to why they're doing their program, and/or what they wish to get out of it. Regardless of career path, this allows them to focus their energies on developing skills, technical or otherwise, which best suit their needs. If this thought process is not mandated, however, it will likely not occur in a majority of cases until the student is too far along to act meaningfully on in. This is the intent of a mandatory professional development component: to have students give thought to their future, early enough that they can fill in any gaps.

Such a mandatory piece doesn't have to be onerous. Five or ten hours would likely be more than enough, which even over a two-year master's degree isn't very hard to schedule. The content of those five or ten hours is still a wide-open discussion. Renee has talked about some sort of form (already in use at places like the University of Minnesota) which asks students to consider their medium- and long-term goals, followed by thinking of what skills they need to achieve those goals. There could be seminars, or online exercises, or something entirely different.

In all of this, there are two real cruxes. First, how does one account for the vast differences between programs when deciding how to formalize the results of whatever thinking would be required? In some

cases, a simple list of jobs with the skills needed might be sufficient. In other cases, more detail might be needed, while in others still a list of any sort might be exactly the wrong thing to do.

Second, what steps should be mandated after the list (for argument's sake) is produced? Should a minimum level of progress in various areas be mandated, or is simply making the list enough?

Since this is so early in the process, your thoughts are certainly welcome!

2.) Getting the opinion of the average graduate student

Before I really dig into this, I'd note that there is no such thing as "the average graduate student". There might be an average in your program or department, but university-wide? No.

That makes making any sort of blanket regulation challenging at best. Whatever plan is eventually implemented will likely allow departments and programs some degree of latitude in their approaches. But if nothing else, the GSA welcomes your thoughts, ideas, complaints, and general anger at any time. Don't hesitate to get in touch!

Now, Chad raises three ideas or points:

(a) A graduate student forum

Not a bad idea. One advantage is that it allows all students to feel like their voice is being heard. Disadvantages include the practical matter of scheduling (you can never make a set of times that allow everyone to attend, given the finite lifetimes we live), and the usual point of hearing mostly from the most engaged students (who would have voiced their opinions anyway, through other means). Still, if there is enough discord and interest amongst students, we might consider it. We did on the question of international differential fees, after all.

(b) The graduate supervision survey

The focus of the survey was always on graduate supervision. That's why it was made in the first place. The question about professional development was a very last-minute addition. We certainly could have advertised it better, but even some data is better than no data, provided you understand the limitations of that data.

(c) The opinion of other councillors

Bring it on. As noted above, I'm always happy to hear from people.