



GSA Council Meeting CONSOLIDATED AGENDA
Monday, February 22, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA General Election Forum 2016 will take place at 4:00 pm and a pizza dinner will be served at 5:15 pm at 2-100 University Hall, Van Vliet Complex.

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

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

Speaker Sulya Fenichel in the Chair

OPEN SESSION

1. Roll Call
2. Approval of the 22 February 2016 Agenda
3. Approval of the Minutes from the 18 January 2016 GSA Council Meeting
Attachments:
 - Minutes from the 18 January 2016 GSA Council Meeting
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Presentations and Councillor Announcements

5. Councillor Announcements

Action Items, Elections, Appointments, Special Business, Updates

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

Attachments:

- Nominees for the GSA Appeals and Complaints Board

Attached Numbered Pages

3.0-3.10

6.0 – 6.2

7. Annual Operating and Capital Budget (2016-2017) and Restricted and Other Funding Budget (2016-2017) AND Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021)
Colin More (GSA President) will present the item. Ellen Schoeck (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Heather Hogg (Director of Operations) will be present to answer questions.

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

GSA BFC voting members invited to GSA Council as guests: Karen Turpin and Sina Yansori

Attachments:

- Cover Letter from the GSA President to GSA Council 7.0 - 7.1
- Outline of Issue: Annual Operating and Capital Budget (2016-2017) and Restricted and Other Funding Budget (2016-2017) AND Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021) 7.2 – 7.3
- Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) 7.4 – 7.12
- GSA 2016-2017 Operating Budget (Including Capital Budget) Report (Narrative) 7.13 – 7.26
- Annual Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021) 7.27
- GSA 2016-2017 Restricted and Other Funding Budget and Expenditure Report (Narrative) 7.28 – 7.30

Reminder: A budget 101 session is offered on Wednesday, February 17 from 2:30 PM to 3:30 PM.

8. GSA 2015-2016 Budget and Expenditure (Quarterly) Report
Colin More (GSA President) will present the item. Ellen Schoeck (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Heather Hogg (Director of Operations) will be present to answer questions.

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

GSA BFC voting members invited to GSA Council as guests: Karen Turpin and Sina Yansori

Attachments:

- Cover Letter from the GSA President to GSA Council 8.0
- Outline of Issue 8.1
- GSA 2015-2016 Budget and Expenditure (Quarterly) Report 8.2 – 8.3

9. GSA Child Care Grants: Proposed Changes to GSA Policy, Grant Application Policy and Information
Ali Talaie (GSA Vice-President Student Services) will present the item

Attachments:

- Cover Letter from the GSA Vice-President Student Services to GSA Council 9.0
- Outline of Issue 9.1
- GSA Child Care Grants: Proposed Changes to GSA Policy, Grant Application Policy and Information 9.2

For Information

Reports

- | | |
|--|-------------|
| 10. President (Colin More, 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 (no meetings this reporting period; meeting set for 29 February 2016) | |
| 11. GSA Nominating Committee | |
| i. GSA Nominating Committee Report (Michele DuVal, GSA Nominating Committee Administrative Chair) | 11.0 |
| 12. Vice-President Academic (Harsh Thaker, GSA Vice-President Academic) | |
| i. Vice-President Academic's Report | 12.0 – 12.1 |
| 13. Vice-President External (Alphonse Ndem Ahola, 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 (Sarah Ficko, GSA Vice-President Labour) | |
| i. Vice-President Labour's Report | 14.0 – 14.2 |
| ii. GSA Negotiating Committee | 14.3 |
| iii. GSA Labour Relations Committee (no meetings this reporting period; meeting set for 3 March 2016) | |
| 15. Vice-President Student Services (Alireza Talaei, GSA Vice-President Student Services) | |
| i. Vice-President Student Services' Report | 15.0 – 15.1 |
| ii. GSA Student Affairs Advisory Committee (Joint Chair: Vice-President External) (no meetings this reporting period) | |
| 16. Senator (Leigh Spanner, GSA Senator) | |
| i. Senator's Report (no written report at this time) | |
| 17. Speaker (Sulya Fenichel, GSA Speaker) | |
| i. Speaker's Report | 17.0 – 17.1 |
| 18. Chief Returning Officer (Virginia Pimmett, GSA Chief Returning Officer) | |
| i. Chief Returning Officer's Report | 18.0 |
| 19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair) | |
| i. GSA Elections and Referenda Committee Report | 19.0 |
| 20. GSA Management (Ellen Schoeck, GSA Executive Director) | |
| i. Executive Director's Report | 20.0 – 20.5 |

Question Period

21. Written Questions (**none at this time**)
22. Oral Questions

Adjournment

Meeting Minutes
18 January 2016
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:

Colin More (President)	Heather Leier (Art & Design)	Neil Prather (History & Classics)	Ines Zuna (Pharmacology)
Harsh Thaker (VP Academic)	Cameron Smithers (Biochemistry)	Sumit Mandal (Human Ecology)	Katarina Ondrusova (Pharmacology)
Sarah Ficko (VP Labour)	Michele DuVal (Biological Sciences)	Rachel Osolen (Humanities Computing)	Kathy Tang (Pharmacy and Pharmaceutical Sciences)
Alphonse Ndem Ahola (VP External)	Graham Little (Biomedical Engineering)	Mahalakshmi Kumaran (Laboratory Medicine & Pathology)	Sarah Evans (Physical Ed & Recreation)
Ali Talaei (VP Student Services)	Dasha Smirnow (Business PhD)	Carla Lewis (Library & Information Studies)	Will Giang (Physics)
Sulya Fenichel (Speaker)	Beth Richardson (Cell Bio)	Graham Feeny (Linguistics)	Braydon Whitlock (Physiology)
Leigh Spanner (Senator and Councillor-at-Large)	Sahar Saadat (Chemical & Materials Engineering)	Michelle Michelle (Mathematical & Statistical Sciences)	Noureddin Zaamout (Political Science)
Pooran Appadu (Councillor-at-Large)	Joseph Cheramy (Chemistry)	Hirad Soltani (Mechanical Engineering)	Karen Du (Psychology)
Monty Bal (Councillor-at-Large)	Firouz Khodayari (Civil & Environmental Engineering)	Vanessa Carias (Medical Genetics)	Colin Reynolds (Public Health)
Susan Cake (Councillor-at-Large)	Darian Brennekamp (Communication Science & Disorders)	Ben Kostiuik (Med Microbiology & Immunology)	Pat Hart (Religious Studies)
Sarang Gumfekar (Councillor-at-Large)	Victor Guana (Computing Science)	Melissa Silva (Medicine)	Alison Murata (Renewable Resources)
Jude Kong (Councillor-at-Large)	Nicole Meyer (Earth & Atmospheric Sciences)	Alexandra Ditrach (Medicine)	Stephen Bruce (REES)
Hannah Madsen (Councillor-at-Large)	Jane Traynor (East Asian Studies)	Grant Norman (Neuroscience)	Sarah Solvey (Secondary Ed)
Robert Recklaw (Councillor-at-Large)	Atase Adjarho (Educational Policy Studies)	Mary Obstfeld (Nursing)	Tasha Jayatunge (Sociology)
Megha Bajaj (Councillor-at-Large)	Jennifer Bartlett (Educational Psychology)	Chantel Lagimodiere (Occupational Therapy)	Kelsi Barkway (Sociology)
Tania Shewring (AFNS)	Lorna Sutherland (Elementary Education)	Sheldon Berke (Oncology)	Antonio Bruni (Surgery)
Kateryna Pashkovska (Anthropology)	Shaina Humble (English & Film Studies)	Ashley Bahry (Paediatrics)	

GUESTS: Kristin Foster (Studentcare, Director Partnerships & Development), Colten Yamagishi (Studentcare), Jacqueline Noga (School of Public Health); Sasha van der Klein (AFNS); Dawit Beyere (AFNS); Nicole Hill (Sociology); Phil Oel (Biological Sciences); Masoud Khademi (Civil & Environmental Engineering)

Prepared by J Tanguay and F Robertson for the GSA Council Meeting of 18 January 2016

Speaker Sulya Fenichel 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 18 January 2016 Consolidated Agenda

Members had before them the 18 January 2016 Consolidated Agenda, which had been previously distributed on 15 January 2016. S Fenichel **MOVED**; S Ficko **SECONDED**.

Agenda approved by UNANIMOUS CONSENT.

Approval of Minutes

3. Minutes from the 23 November 2015 GSA Council Meeting

Members had before them the 23 November 2015 GSA Council Minutes, which had been previously distributed on 8 January 2016. S Fenichel **MOVED**; N Prather **SECONDED**.

Minutes approved by UNANIMOUS CONSENT.

Changes in Council Membership

4. Changes in GSA Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: J Bartlett (Educational Psychology); A Dittrich (Medicine); B Kostiuk (Med Microbio & Immunology); W Giang (Physics); A Adjarho (Ed Policy Studies); S Humble (EFS); C Lewis (Library & Info Studies).

ii. Farewell to Departing Councillors

None.

Presentations and Councillor Announcements

5. Councillor Announcements

None

6. Health and Dental Update

A Talaei introduced guest K Foster, Studentcare, Director of Partnership & Development, to provide GSA Council with an overview of the GSA Health and Dental Plan. K Foster introduced Studentcare as a start-up of former student leaders and gave an overview of the Plan. She also introduced C Yamagishi a former Students' Union President, now with Studentcare.

The GSA held a 1994 referendum on a dental plan, 6 years before another student association had a dental plan, and went directly to dentists to ask if they would provide care for students with funding from a pool of fees. This was a precursor to student health and dental plans in Canada. The GSA recognized, after some years, that the demand was too great for this plan and needs were not being met. The partnership with Studentcare would solve this. The Plan is designed to complement provincial health care and cover things beyond basic coverage (including prescriptions, glasses, physiotherapy, etc). Now the Plan is one of the largest services provided by the GSA, and processes 1.8 million claims per year. The Plan covers four categories: (1) prescriptions/paramedical practitioners (includes coverage of chiropractic, physio, diet, massage, and counselling claims); (2) vision (Laser surgery is included); (3) travel insurance (covered for the entire duration of academic work + 120 days); (4) dental.

Studentcare is a large company in Canada and works with 75 student associations and 55 schools; they work with more GSAs than any other group. Studentcare acts as consultant and administrator. As a broker, they work with providers to ensure the best deal. In the GSA's case, Desjardin is the provider. Studentcare negotiates with insurers to keep the Plan competitive and keep costs as low as possible. They administer surveys to gauge what students think and how the Plan is

Prepared by J Tanguay and F Robertson for the GSA Council Meeting of 18 January 2016

performing. In their capacity as Administrator, Studentcare has dedicated members just for the GSA so that students can call and speak to someone who is knowledgeable about their particular plan. They provide videos for their website to keep students up to date. They also liaise with the network of medical professionals who agree to offer students covered by the plan better deals in addition to their coverage. For example, dental cleaning is covered up to 80%, and network providers will cover the additional 20%. Studentcare tries to be very present and available when new students come to the U of A to ensure they have knowledge about the Plan. They participate in international and departmental orientations, partner with ONEcard, and send regular emails to students to increase their knowledge. Studentcare also works with the GSA office to keep up to date information in the weekly GSA newsletter. Further, they partner with the GSA to help sponsor events and initiatives.

Studentcare is working toward mental health initiatives in the form of a psychology network. They would like to work with PsyVitality to offer discounted rates for graduate students for online counselling. In 2014-2015, the GSA wanted to make changes to the vision care component to increase the value for students. Vision coverage was increased, and claims doubled over the following year. Choices made about what is covered has an impact on how students use the plan. Most dental claims are preventative coverage claims; students use the plan for check-ups, cleanings, and fillings. This preventative care is considered a good thing, and far better than the alternatives of root canals etc., but can still drive insurances costs up.

Over the next few months, the GSA Board will see projections and analysis for the current claim levels. Research conducted by Studentcare will include anything that will have an impact on coverage. The GSA Board will review Studentcare's recommendations and bring forward to GSA Council any changes they approve. Changes are not made every year but this is a good opportunity for a yearly review and to consider changes. The Plan evolves and is not static; it can, and should, be changed. Studentcare will work closely with C Thomas and the GSA staff to make sure students bringing their concerns to the GSA do not slip through the cracks and are getting what they need.

K Foster opened the floor for questions.

P Appadu asked about the possibility of increasing coverage. K Foster responded that this is a possibility. Between February and March, Studentcare will analyse costs and create projections for cost increases. P Appadu asked if the presentation could be made available and when the email detailing opting-out was sent. K Foster stated that it is possible that not everyone received the email as they receive a list of student email addresses from the Faculty of Graduate Studies and Research (FGSR) and therefore Studentcare cannot verify its completeness and to their understanding it is only accurate up to a certain date. The email was sent in the last week of August or the first week of September and then again in the winter term.

J Kong described a situation where a student went to a network provider and they were asked to pay upfront. K Foster thanked Councillor-at-Large Kong for reminding her of this issue. There are 25 dentists in the network and they are required to get payment from the insurer, not upfront from students. Of those 25, three were non-compliant. Two agreed to comply and one (Smilezone) made the decision not to accept assignment of benefits. This office is supposed to notify students when they book that they must pay upfront. K Foster stated that Smilezone is the only office of which they are aware that insists on payment upfront. J Kong reported that Dr. Rob required payment upfront from a student he knows. K Foster will look into this matter, as he agreed to accept assignment of benefits. T Shewring pointed out that the same doctor did not make her pay upfront when she was there three days prior.

M Bajaj asked if Studentcare had numbers for the users of the online psychology network. K Foster reported that those numbers will come in the second quarter report at the end of February and she or A Talaei will present these to GSA Council.

M DuVal asked K Foster to expand on the concept of the online counselling service. K Foster explained that the idea of online psychology has lately been gaining traction. In the Plan, coverage is currently set at \$30 per visit but psychologists are far more expensive than that – this is a barrier for many students. They are exploring a partnership with a group of psychologists who are starting an entirely online practice. This practice would include psychologists in every province. This service will allow someone to see a psychologist on their phone or tablet; instead of going downtown, the psychologist essentially comes to the student. It is also possible to do shorter sessions with more frequency. A

psychologist could send you meditation exercises or links to articles or support groups. There is still stigma associated with being seen visiting a psychologist and this service could afford privacy.

D Bremmekamp asked about the opt-out options and the requirement for alternate proof of coverage. Why was this chosen? C Yamagishi stated that Studentcare and the GSA wanted to make sure that students had coverage and this requirement makes the plan more affordable as it is considered less risk for the insurer. Without this requirement, the premium would be higher. This was the plan that graduate students opted for at the time.

N Kanyo pointed out that he recently incurred \$1200 in dental expenses and the plan only covered \$500 though, he was under the impression that the Student's Union had up to \$1000 covered. Why do we have to pay more and get less? K Foster explained that when the insurance companies cost out a plan, they look at demographics – graduate students are older, more international, and have more families than undergraduates and therefore they cost more to insure. The cost is driven by how much members use the plan and which benefits they use. The undergraduate student body is three times the size of the graduate student body and they make fewer claims. Perhaps they don't need as much dental work. 90% of the cost of the plan is driven by the claims. Studentcare works to control the percentage that insurance companies charge. N Kanyo wondered if we can pool together with undergraduates. K Foster stated as it is not in their members' best interest to partner with graduate students, the Students' Union would not be interested. C Yamagishi concurred.

S Ficko stated as a Point of Information that the opt-out information was included in an email from the U of A Registrar on September 15.

R Recklow asked for clarification about when students can opt-in or out. K Foster responded that originally, the fee was only assessed once, in September, for the year of coverage. January students could opt-in directly with Studentcare. A similar system has not been set up for students starting between May and August because some benefits cannot be prorated (eye exams). January 2016 is the first year when the University automatically assessed the fee in January as well as September. The fee is prorated from January-August for those starting in January. January students have the opportunity to opt-out.

S Bruce asked for clarification in that when you go to the clinic, you can only claim a certain amount. K Foster clarified that the maximum dental coverage is \$500. It is possible to consider increasing this amount but there has to be enough room to pay for the extra coverage.

S Mandel asked when you should file receipts. K Foster explained that all claims must be filed within 90 days of the policy year-end, which is August 31. Studentcare sends reminders to submit forgotten claims. If you use the app or submit in person, it is easier to keep track.

S Solvey brought up the physicians referral for paramedical services; it is problematic because the burden of proof is on students. Why do we have this requirement? K Foster explained that this is one of the recommendations made in the past to improve benefit services. This is always on the recommendation list for improvements but has never been at the top of the list and has therefore not been prioritized. Removing that requirement involves a cost. Insurance companies see this as a way to control claims; it is a conscious decision to make a barrier. Wide open claims are more expensive. If resources are put into opening coverage, those dollars cannot be put into something else (such as increasing dental coverage). Registered massage therapy requires a letter because massage can be a spa treatment or it can be therapeutic, unlike chiropractic care. K Foster will bring this issue up in her recommendations.

J Kong asked if he should take it upon himself to find out why this dentist is applying different practices for different students. K Foster asked that he not do this because she will take up this issue as the plan administrator. As the person with whom the doctor has signed a contract, she would appreciate specific examples to bring up with the dentist so she can see a clear picture of what is going on: kristin@studentcare.net.

7. Collective Agreement and Collective Bargaining Presentation

Sarah Ficko (GSA Vice-President Labour) presented the item and provided a detailed overview of the components of the 2014-2016 Academically-Employed Graduate Student Collective Agreement (AEGS CA). She noted that the presentation

was prompted, in part, by questions from Pooran Appadu, Councillor-at-Large. She described the process of collective bargaining happening this year and discussed the principle of good faith bargaining. She also discussed the GSA VP Labour's role in assisting academically-employed graduate students with any employment issues they may have. She explained the steps taken by the GSA to ensure that departments comply with the Collective Agreement. Finally, she specified that the GSA Labour and Relations Committee (members are elected by GSA Council) worked together to come up with important points that were forwarded to the GSA Negotiating Committee for consideration in developing the Opening Position. Regarding the compliance piece she noted that there is a lack of education for some departments on how to be compliant with the Collective agreement and this lack of education has led, and leads, to some badly constructed contracts.

The following questions were raised following the presentation.

P Appadu thanked S Ficko for her presentation and specified that she addressed most of his questions. He then asked if a log of complaints could be used as statistics to enforce compliance. S Ficko responded that they were working on a better tracking system.

Following a question on the Opening Position by S Cake, S Ficko **MOVED** to go in Closed Session. S Cake **SECONDED**. Motion **Carried**. A subsequent motion was brought up to allow guests who had signed a confidentiality agreement as part of the Early Call for Talent to stay in the room. S Fenichel **MOVED**. S Ficko **SECONDED**. Motion **Carried**. There was discussion about the GSA's Opening Position. Motion: to go out of Closed Session. S Ficko **MOVED**. C More **SECONDED**. Motion **Carried**.

B Richardson asked a question concerning incentives for the University to enforce compliance. S Ficko replied that it can reflect badly on the University. M Bal added that with regards to formal complaints it has a lot to do with students being motivated to embark on that process. S Ficko explained that resources are spare in the Human Resources department to ensure compliance of all contracts. CM noted on the negotiations side of things that it was in the interest of the University to attract and keep high-level graduate students. He indicated that there were a few points to that correlation chain but it is there and they worked to make those links explicit.

A Talaei asked what happens if the negotiations are not finalized before the end of the term of the current team's term. H Hogg replied that the new team will carry on and mentioned that it happened in 2014. R Reclow asked what would happen if the Memorandum of Settlement was not ratified and S Ficko answered that the 2014-2016 AEGS CA stands until a new one is signed.

F Khodayari asked a question regarding a student in its department who has had the same stipend for 7 years. S Ficko replied that the minimum rates have changed in the last 7 years. S Cake specified that some departments give more than the AEGS CA minimum rate and then do not increase the rates because they are already above the minimum. F Khodayari then asked a question regarding the minimum rates and the cost of living. S Ficko specified that the cost of living was not tied to the rates. Finally, F Khodayari asked a question regarding the number of hours per week they are supposed to work. S Ficko explained that the AEGS CA states a maximum of 12 hours per week for Teaching Assistant and Research Assistant working on a specific project not related to your project; however if you are working on your own research it is based on a pay scale rather than hours. S Ficko then encouraged F Khodayari to share his contract if he had any further questions.

J Cheramy asked a question concerning the split between the awards part and the salary part of the remuneration. S Ficko explained that the award part is not taxed, nor any deductions is taken, some people prefer taxed income and like the advantage of paying Employment Insurance, then having a split half and half is a compromise for graduate students.

In reply to a question about the possibility of unionization, E Schoeck replied that it would require amendments to the *PSLA* as the *Act* gives the GSA the sole right to bargain on behalf of graduate students with their respective Board of Governors. That change would also require the approval of the other Alberta Comprehensive Academic and Research Institutions.

S Cake asked a question regarding the right to strike for graduate students. C More replied that following the Supreme Court of Canada judgement, there had been consultation with stakeholders moderated by the government, which will write a report on these consultations. C More added that it is uncertain at this point what the report will say. S Cake asked how this report would affect the Collective Agreement. S Ficko thanked S Cake for this comment and noted that would seek additional information. A Ndem Ahola noted that the general feeling of ab-GPAC representatives was that graduate student don't really want the right to strike. A Adjarho asked a general question about how a strike would work. S Cake explained that in a strike you withdraw your labour and you are paid through a strike fund. Instead of providing labour, you provide time on the picket line. She also specified that universities cannot function without graduate students and that the longest strike in Canada by graduate students lasted six (6) months and the unit made a lot of gains at the end of the strike.

Action Items, Elections, Appointments, Special Business, Updates

8. GSA Professional Development Awards: Proposed Changes to GSA Policy, Grant Application Policy and Information

Ali Talaei presented the item.

MOTION BEFORE COUNCIL: That GSA Council **APPROVE** changes to GSA Policy, GSA Grant Application Policy and Information, as shown in the attached double column document and effective immediately.

The Professional Development Award is meant to enhance graduate students' studies. The proposed name change will represent the intention of the award better. The proposed change is for the name to be Academic Travel Award rather than Professional Development Award.

D Smirnow asked for an explanation of the change. A Talaei explained that since it was named originally, the term "Professional Development" has taken on a different connotation related to non-academic career advancement, such as FGSR Professional Development or the GSA Professional Development Mixers. These mean different things than what the award is intended for, which is conferences and academic activities.

R Recklow asked for clarification that the award was originally implemented to help students enhance their academics through travel or local workshops and is the development of the new FGSR programs the reason for the change. A Talaei responded that the scope of the award has not changed, just the name. R Recklow asked specifically if there would be opportunities for local events going forward. A Talaei clarified that the policies do not exclude local opportunities.

MOTION: That GSA Council **APPROVE** changes to GSA Policy, GSA Grant Application Policy and Information, as shown in the attached double column document and effective immediately. A Talaei **MOVED**. H Thaker **SECONDED**.

Motion PASSED unanimously.

9. GSA Standing Committee Elections

M DuVal (Administrative Chair of the GSA Nominating Committee) presented the item.

There was one vacancy on the Awards Selection Committee and four nominations. GSA Council was asked to read through the biographies and fill out their ballot.

P Appadu asked if paper could be saved by using the Council Chambers' voting system. S Ficko explained that it is difficult to vote for anything with more than two (yes/no) options. M DuVal pointed out that then there would be no paper trail and that secret ballot voting was not possible with the system.

a) Nominees for GSA Awards and Selection Committee:

Leticia Cristina Radin Perreira
Hadi Nazariipoor
Yingzhou Li
Stephanie Le

None of the Candidates

As the ballot counts were not completed by the time GSA Council adjourned, the results of the above election were communicated to GSA Council by email on January 27, 2016 in the GSA Council summary paragraph.

For Information

10. GSA Board 2015-2016 Strategic Work Plan: Update

C More presented the item.

C More presented the item and noted that the Board Strategic Work Plan was put together in the spring with the outgoing DEO team. It's collaborative and builds continuity. The President reports on their Strategic Work Plan progress four times throughout the year. In the past, we have used a checklist but wanted to change things. C More then presented a "greatest hits" list.

1. Fall Mix & Mingle – to increase professional development opportunities for students, the GSA brought in non-academic professionals to mingle with graduate students and learn about non-academic career paths. We will be holding another event on February 11, look for information in the newsletter.
2. ab-GPAC – along with the Universities of Calgary, Lethbridge, and Athabasca we formed a group to advocate provincially. A previous iteration did not work out. We are currently in the process of building a framework and website. The group is still getting going. We put in a submission for a graduate student position on the provincial budget team and are consulting on the right to strike.
3. GSA Coffee Breaks – the GSA offered students a chance to get out of the office, talk, socialize, eat cookies, and drink coffee. There was lesser turnout than C More would have liked but it was sponsored by the Unwind your Mind initiative; we are hoping for another grant and a bigger turnout in future.
4. Sustainability – Triffo Hall has a sustainability gold rating. We also achieved gold rating for our Coffee Breaks, and silver for our Winter Orientation. We want to keep up this initiative for our future event.
5. Institutional Strategic Planning – there is a new University President and Provost and new plans. There have been extensive consultations and an advisory board formed with various constituents. The draft will come to Council in February. J Traynor is on the committee, the website is still open. The last town hall consultation is in Humanities L-1 from 2:00-3:00 pm tomorrow.
6. We are surveying students on their satisfaction; it is high but advertising is still a problem, which we will work on. We will likely bring this to council in March.

J Kong wonders why we are still paying for athletics. C More responded that this was part of the agreement and we receive income from the Chopped Leaf restaurant, \$3500/month. \$5 per student does not affect each individual's experience but it will in a pooled fund. J Kong asked how long graduate students will keep paying for this. C More explained that the mortgage is amortized for 35 years and the Students' Union also made a similar commitment to the mortgage. E Schoeck added that we negotiated less than 35 years and for the fee to come down a little after the initial agreement. H Hogg and C Thomas pointed out that the fee was approved in a referendum by all students for the 35 years. J Kong asked if we will look at dropping the fees or keeping them the same. E Schoeck explained that we are committed because of the University's commitment to the bank and the referendum vote. C Thomas clarified that the length of mortgage was reduced from 35 years to 29 years. Speaker, to clarify Councillor's J Kong's question and be sure it had been answered asked if the fee will be subsidized. E Schoeck noted that a business plan was needed; we had a drop in enrollment so we need another year to see what happens with grad numbers before we decide what to do with the business plan. We have some negotiating to do with respect to the SUB lease.

Reports

11. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

S Cake raised a question regarding the right to strike consultation which ab-GPAC participated in. C More noted that A Ndem Ahola wasn't wrong in his earlier statement (a low interest in the right to strike among graduate students).

Prepared by J Tanguay and F Robertson for the GSA Council Meeting of 18 January 2016

Multiple questions and concerns were raised during that consultation such as how do you define who has the right to strike and concerns about the vulnerability of graduate students population and would the right to strike/lock out only be allowed the collective bargaining.

i. GSA Board

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

ii. Budget and Finance Committee

No meetings this reporting period.

iii. Governance Committee

No meetings this reporting period.

12. GSA Nominating Committee

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

13. Vice-President Academic

i. Vice-President's Academic's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted. In addition H Thaker pointed out the new resource mygradstudent.ca had been made available for free by FGSR and encouraged graduate students to use it.

14. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

ii. GSA Awards Selection Committee's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

15. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. S Ficko stated that her report was incorrectly listed A Ndem Ahola as the author.

ii. GSA Negotiating Committee

No meetings this reporting period.

iii. GSA Labour Relations Committee

No meetings this reporting period.

16. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted. In addition A Talaei stated that the issue of Michener Park resident's getting direct access to transit was a big one for him and that a request had been submitted to Edmonton Transit Service; he will update GSA Council. There was some discussion of whether Michener Park was only for graduate students. M Bajaj noted that Michener Park was not restricted to graduate students however it was for families so it tended to be more occupied by graduate students.

ii. GSA Student Affairs Advisory Committee

Prepared by J Tanguay and F Robertson for the GSA Council Meeting of 18 January 2016

No meetings this reporting period.

17. Senator

i. Senator's Report

No written report at this time.

18. Speaker

i. Speaker's Report

No written report at this time.

19. Chief Returning Officer

i. Chief Returning Officer's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted.

20. GSA Elections and Referenda Committee

i. GSA Elections and Referenda Committee Report

No meetings this reporting period.

21. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 15 January 2016. The report stood as submitted. In addition E Schoeck stated that last year 4 external reviews were done of the GSA's operations; one was from Rob Lake, a retired information technology specialist in the Provost's office. The GSA then hired Robin Sawh who also recently retired from the Provost's office and help the office to reach a minimum of compliance with the University's IT standards. Budget will be coming to GSA Council next month; we will offere Budget 101 sessions.

Question Period

22. Written Questions

None at this time.

23. Oral Questions

P Appadu noted that, in his opinion, students were unhappy with Health and Dental Plan coverage. A Talaei replied that there are intense meetings with K Foster to analyse the usage. He then noted that graduate students at the University of Calgary have better coverage but the fees for the plan are higher. However if it is what students want it is possible to increase the coverage – but there will be a cost and possibly a referendum. He also added that Studentcare will run a survey that would help identify the priorities of graduate students with respect to health and dental coverage.

Adjournment

The meeting was adjourned at 9:13 pm.

GSA NOMINATING COMMITTEE (NoC)
GSA Appeals and Complaints Board (One (1) Graduate Student Position)
NOMINEES

Following the resignation of one (1) GSA Appeals and Complaints Board (GSA ACB) member, there is currently one (1) vacancy on the GSA ACB. This vacancy was advertised in the Friday, January 8 and January 16, 2016 GSA Newsletters, and on the GSA website. The deadline to receive nominations was January 22, 2016, at 12:00 PM (Noon). Two (2) nominations were received by the deadline. On January 26, 2016, the GSA NoC interviewed these two (2) nominees. On January 29, 2016, two (2) nominations were forwarded to GSA Council, along with a call for additional nominations. The deadline for additional nominations was February 5, 2016 at 12:00 noon. No additional nominations were received.

As set out in GSA Policy, GSA Appeals and Complaints Board, Section 5.4:

"The GSA NoC will interview all nominees to the GSA ACB, including those who are additional nominations from GSA Council, and forward selected nominees to GSA Council."

In recommending these nominees, the GSA Nominating Committee considered their interviews and their knowledge of fair process.

There will be a paper ballot vote held at the February 22, 2016 GSA Council meeting.

If you and your alternate are unable to attend the February 22, 2016, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday, February 22, 2016, in order to cast your vote in advance of the Council meeting.

Nominees for the GSA ACB:

1. **Horia Jalily Hasani (Pharmacy and Pharmaceutical Sciences)**
2. **Sabrina Lopresti (Agriculture, Food and Nutritional Science)**

Current GSA ACB Members and Departments:

1. Chair - Chrisopher Chen (Public Health)
2. Vice-Chair - Justin Leifso (Political Science)
3. Hajar Amidian (Political Science)
4. Suresh Chandra Bairwa (Medicine)
5. Tim Buckland (Business)
6. Sebastian Dietrich (Renewable Resources)
7. Matthew R. Semaka (Business)

8. Sarah Prendergast - *Alternate GSA Councillor*
9. Radim Barta (Oncology) - *GSA Councillor*
10. Antonio Bruni (Surgery) - *Alternate GSA Councillor*
11. VACANT - *Member of GSA Council*

TWO PAGES

The names and biographies received of the nominees are **BELOW**. Biographies are presented as received (i.e. not edited).

Biographies and Resumes of Nominees (2 Nominees)

1. Horia Jalily Hasani

Horia Jalily Hasani's Bio:

I was born in Iran and I studied as an undergraduate at the University of Pune in India. During my undergraduate years I was selected as the representative of the Foreign Students Association of our institute during which, I was able to enhance my leadership and communication skills. Currently, I am the social convener of PGSA (Pharmacy Graduate Students Association) and I have been pretty successful in helping to organize and manage several events. I have also been actively volunteering for the International Student Services.

Horia Jalily Hasani's Resume:

I am a Master's student in the Faculty of Pharmacy and Pharmaceutical Sciences. My research is currently focused on the Computational Modeling of Cardiac Ion Channels. I am running for the **GSA Appeals and Complaints Board** position and the reason as to why I have chosen this position is that I believe I can perfectly handle it with respect to my previous experience as well as my personal skills. Being raised in Iran, visiting different countries, studying in India and Canada, I have experienced the similarities and differences among many diverse cultural groups. This allows me to relate to different types of people by understanding their ways and beliefs, a quality that will help me work well in this position and enables me to deal effectively with students and members of the community.

Horia Jalily Hasani currently serves on the following committees:

Pharmacy Graduate Students Association (PGSA)

2. Sabrina Lopresti

Sabrina Lopresti's Bio:

I was born in Southwestern Ontario, but lived for many years in Vancouver, BC. I now call Edmonton, Alberta "home." I grew up speaking Italian and English, and can also speak French at an intermediate level. I love learning new languages, and hope to add to this list soon! I have a Bachelor of Dental Science degree from UBC (2008), a Master of Public Health degree (2014) from the University of Western Ontario, and am currently a PhD student in the Nutritional Science and Metabolism Department (Expected 2018). I have a passion for volunteering and have regularly volunteered since high school. My current volunteer positions include the University of Alberta Graduate Student Professional Development Committee, and I also volunteer as a Research Advisory Committee member with the Canadian Dental Hygienists Association. Before moving to Alberta, I served on the St. Joseph's Hike for Hospice Committee in London, Ontario, and also the Newsletter Advisory Committee for the Ontario Dental Hygienists Association. I feel volunteering within the University of Alberta environment to be an enriching experience!

Sabrina Lopresti's Resume:

I am in my second year at the University of Alberta as a PhD student in the Department of Nutritional Science and Metabolism. I am under the supervision of Dr. Anna Farmer and Dr. Noreen Willows. My research interests include Aboriginal health, and finding ways to reduce health inequities within that population. I have worked as a Dental Hygiene Clinical Educator at the University of Alberta, and Western University dental clinics in the past. Currently, I am a TA for NU FS 233: The Cultural Ecology of Food and Health. I am interested in this position with the GSA ACB,

TWO PAGES

because I feel I can bring my experience to the table, but also learn in the process. I would like to learn more about the process of appeals and complaints as this will help provide invaluable experience towards my future career goals of working for government. My schedule is generally quite flexible and I would be able to accommodate the committee.

Sabrina Lopresti currently serves on the following committees:

University of Alberta Graduate Student Professional Development Committee
CDHA Research Advisory Committee

TWO PAGES



Dear GSA Council Members,

February 12, 2016

As President, I am in regular contact with the financial team led by ED Ellen Schoeck and Accountant Shirley Ball, and including Financial Manager Dorte Sheikh, Director of Operations Heather Hogg, and Director of Services and Governance Courtney Thomas. We began building this year's budget a year ago, after GSA Council approved the 2015-2016 budget. The financial team regularly monitors expenses against projections. We also monitor key indicators – notably graduate student enrolment.

In terms of building this year's budget, together with the GSA Budget and Finance Committee, we have taken into account the GSA Board Strategic Work Plan (SWP), which Council receives regular updates on. **The budget is based on solid historical revenue/expenditure data and is driven by the SWP;** this practice aligns with other not-for-profits. I am proud to tell you that we DO have solid historical data, which was absent as little as five years ago.

This budget shows a positive bottom line, and we are on track. Having rebuilt the pre-2010 GSA budget over the past five years under former Presidents Roy Coulthard, Ashlyn Bernier, Brent Epperson, Nathan Andrews, 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 administrator (who deals with many other GSAs across Canada) terms us the best-managed GSA in Canada. However, this has not made us complacent and last year we had **external, third - party reviews of our IT, our Collective Agreement governing our four staff, and our security**, a first in Canada. There were a number of recommendations and we have followed through: successful re-negotiation of the NASA collective agreement for our staff and establishment of a PD fund for staff; hiring a part-time IT consultant; and ramping up our security.

Our 2013 agreement with Financial Services (which provides for the GSA to receive the bulk of its fees in advance, not in arrears) was renegotiated and will be signed shortly.

BUDGET HIGHLIGHTS

In addition to the **positive bottom line**, there is **no increase in the GSA fee beyond the legislated CPI**.

In addition, **graduate student enrolment is down, but as you have seen in quarterly budget reports we have offset this with savings in other lines. We have, this year, added to the operating budget the new money from our share of the rent from Chopped Leaf (in PAW) until graduate student enrolment stabilizes.**

This year we **are recommending a conservative approach with respect to enrolment and assuming no growth**. We think that once the new University administrative team demonstrates its effectiveness that graduate student enrolment will once again increase. Note that enrolment drives our budget.

This past year we secured **regular funding** from the Alumni Association for a Professional Development (PD) Event, and the Faculty of Graduate Studies and Research now funds a second PD event.

With respect to **Human Resources (HR)**, there have been some budgeted increases to salaries in accord with salary scales/Collective Agreement (CA), and there is no change to the 8% benefit payment (as opposed to the University's 20%). We continue to have one



vacant staff position and must leave the vacancy on the books as the position is in the CA. The salary for this position offsets other hiring, eg the IT consultant. Also note that in the professional services line there is now \$9000 to cover the cost of the ATB investment adviser.

The external review of HR recommended medical leave and a reserve fund of \$60K has been established to fund medical leave as well as the parental leave (which is part of the staff Collective Agreement.) In 2010 there were no employees who stayed with the GSA longer than a year; staffing is now stabilized.

Ending of GSA Monies in University Unitized Endowment Pool (UEP) and Investment

Payout of the GSA share in the UEP was received in July 2015. **The share had a market value of \$437,137 which was \$42,215 higher than the March 31, 2015 valuation. It is one-time money. With respect to hiring an investment firm, after considering four firms and interviewing two, the GSA BFC decided to contract with ATB and selected a conservative balanced approach given that we are a not-for-profit with a low-risk stance;** this decision should give us a good return, liquidity where we need it (eg for the Legal Defense Fund), and very little risk.

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

Fees for the new ab-GPAC have now been set. Please see the cover letter for the third quarterly report.

In summary, the GSA Board and the GSA 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.

Five-Year Business Plan

This plan in essence shows a **mechanical application of the 1.6% CPI and zero graduate student growth across the next five years.** We know there will be changes as the years progress.

Sincerely,

Colin More
GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

cc
Ellen Schoeck, GSA Executive Director and Lead, Financial Team
Shirley Bal, GSA Accountant
Financial Team

Outline of Issue (GSA Council)

**Annual Operating and Capital Budget (2016-2017) and Restricted and Other Funding Budget (2016-2017) (For Approval)
AND
Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year
Budget/Business Plan (2016-2021) (For Information)**

Suggested Motions for GSA Council:

- Motion 1:** That, having been recommended by the GSA BFC and GSA Board, GSA Council **APPROVE** the Annual Operating and Capital Budget (2016-2017) (found on pages 7.4 to 7.12 in the attached material in the “2016-2017 Budget for Approval” *column bordered in red on each page*) and the Restricted and Other Funding Budget (2016-2017) (found on page 7.27 in the attached material in the “2016-2017 Budget for Approval” *column bordered in red*).
- Motion 2:** That, having been reviewed and advised upon by the GSA BFC and recommended by the GSA Board, GSA Council **RECEIVE FOR INFORMATION** the Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021) (pages 7.4 to 7.12 and 7.27 in the attached material).

Background:

GSA President and GSA BFC Chair Colin More, working with the Financial Team, sets out background to the 2016-2017 budget in the attached cover letter to GSA Council.

At its meeting of January 26, 2016, **the GSA BFC reviewed and advised upon** all of the materials now before GSA Council, and **recommended to GSA Council** the Annual Operating and Capital Budget (2016-2017) and Restricted and Other Funding Budget (2016-2017).

At its meeting of February 3, 2016, the GSA Board made its own **recommendation to GSA Council** (to approve) the Annual Operating and Capital Budget (2016-2017) and the Restricted and Other Funding Budget (2016-2017). The GSA Board also **recommended to GSA Council** (to receive for information) the Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021).

Jurisdiction for GSA Council:

GSA Bylaw, Part IX, 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 IX, 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 IX, 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

Prepared by C Thomas and E Schoeck for GSA Council 22 Feb 2016

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 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 IX, 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 IX, 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.j:

"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."

The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO MOST EXPENSES PER YEAR

HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
REVENUE							
GSA Fees	1,080,467	1,097,754	1,115,318	1,133,163	1,151,294	1,142,085	1,068,800
Investment Revenue	25,000	25,550	26,112	26,687	27,274	19,096	17,691
Funding from Others	15,980	15,980	15,980	15,980	15,980	15,980	-
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue	42,171	42,171	42,171	42,171	42,171	26,755	-
Other Revenue	1,266	1,294	1,322	1,351	1,381	1,239	8,668
Total Revenue	1,164,884	1,182,749	1,200,903	1,219,352	1,238,100	1,205,155	1,095,159
EXPENSES							
Governance	203,792	207,052	210,365	213,731	217,151	200,497	186,143
Advocacy	25,131	25,533	25,941	26,356	26,778	24,735	12,272
Human Resources (see Note 1)	725,093	736,656	748,404	760,340	767,787	806,976	708,862
Office Administration	29,648	30,122	30,604	31,094	31,591	31,995	31,154
Professional	61,544	62,529	63,529	64,546	65,579	32,721	26,078
Services Expenses	61,750	62,339	62,936	63,544	64,161	61,479	42,767
Operating/Contingency Fund	15,575	15,824	16,078	16,335	16,596	15,330	6,920
Sub-total	1,122,533	1,140,056	1,157,858	1,175,946	1,189,642	1,173,732	1,014,197
Revenues Exceed Expenditures	42,351	42,788	43,045	43,406	48,458	31,422	80,962

Note 1: HR expense is understated by \$58,000 due to one staff position left vacant.

The Graduate Students' Association of the University of Alberta
 2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Revenue

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
GSA Fees <i>(see below for detailed calculations)</i>	1,080,467	1,097,754	1,115,318	1,133,163	1,151,294	1,142,085	1,068,800
Investment Revenue							
Endowment Fund	-	-	-	-	-	12,387	11,565
Interest and Investment Income	25,000	25,550	26,112	26,687	27,274	6,709	6,126
	25,000	25,550	26,112	26,687	27,274	19,096	17,691
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	-
Funding From Studentcare.Networks	4,480	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	-
	15,980	15,980	15,980	15,980	15,980	15,980	-
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) revenue	42,171	42,171	42,171	42,171	42,171	26,755	-
Other Revenue	1,266	1,294	1,322	1,351	1,381	1,239	8,668
Total	1,164,884	1,182,749	1,200,903	1,219,352	1,238,100	1,205,155	1,095,159
GSA Fees (Calculations)							
Number of Full-time Students (estimate)	5,825	5,825	5,825	5,825	5,825	6,091	
Fees (per annum per student)	160.66	163.23	165.85	168.50	171.20	158.13	
	935,869	950,843	966,056	981,513	997,217	963,244	
Number of Part-time Students (estimate)	1,200	1,200	1,200	1,200	1,200	1,508	
Fees (per annum per student)	120.50	122.43	124.38	126.38	128.40	118.60	
	144,598	146,911	149,262	151,650	154,077	178,841	
	1,080,467	1,097,754	1,115,318	1,133,163	1,151,294	1,142,085	

inflation factor	1.0160	1.0160	1.0160	1.0160	1.0160
student growth	1.00	1.00	1.00	1.00	1.00

The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.6% INCREASE INFLATION FACTOR APPLIED TO MOST EXPENSES PER YEAR

GSA Governance

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Directly-Elected Officers Stipends							
Directly-Elected Officers Stipends (VPs)	123,411	125,386	127,392	129,430	131,501	121,468	118,754
President Stipend	38,566	39,184	39,810	40,447	41,095	37,959	37,111
	161,978	164,569	167,202	169,878	172,596	159,427	155,865
Elected Officials Benefits							
GSA Health and Dental Plan	2,250	2,286	2,323	2,360	2,397	2,029	1,985
U-Pass	2,125	2,159	2,194	2,229	2,264	2,438	1,906
	4,375	4,445	4,516	4,588	4,662	4,467	3,891
Employer Contributions							
Employer CPP Contributions	7,338	7,455	7,574	7,695	7,819	7,222	6,943
Employer EI Contributions	4,405	4,475	4,547	4,620	4,693	4,335	4,102
	11,742	11,930	12,121	12,315	12,512	11,557	11,045
Directly-Elected Officers - Other Expenses							
Insurance (<i>Director and Officer Liability Insurance</i>)	2,025	2,057	2,090	2,124	2,158	1,993	1,950
Transition/Early Call for Talent	4,697	4,772	4,849	4,926	5,005	4,623	4,220
Directly-Elected Officers Expenses	2,336	2,373	2,411	2,450	2,489	2,021	193
Board and Other Committee Expenses	5,411	5,498	5,586	5,675	5,766	5,326	2,548
	14,469	14,701	14,936	15,175	15,418	13,964	8,911
Council Expenses							
Council/Food/Other Expense	3,513	3,569	3,627	3,685	3,744	3,458	2,991
Council Security (retain account for future use)	-	-	-	-	-	-	-
Election Expenses	2,360	2,398	2,436	2,475	2,515	2,323	598
Council Speaker Honorarium	2,272	2,308	2,345	2,382	2,420	2,236	1,800
Chief Returning Officer Honorarium	1,082	1,100	1,117	1,135	1,153	1,065	1,042
Other Honoraria	2,000	2,032	2,065	2,098	2,131	2,000	-
	11,227	11,407	11,589	11,775	11,963	11,082	6,431
Total	203,792	207,052	210,365	213,731	217,151	200,497	186,143

The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Advocacy

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Advocacy							
Government and External Relations	16,239	16,499	16,763	17,031	17,303	15,983	10,252
University Relations	1,080	1,097	1,115	1,133	1,151	1,063	1,029
New Provincial Graduate Student Advocacy Group (ab-GPAC)	7,812	7,937	8,063	8,193	8,324	7,689	991
Total	25,131	25,533	25,941	26,356	26,778	24,735	12,272

The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO MOST EXPENSES PER YEAR

GSA Office - Human Resources

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Staff Represented by NASA							
Salaries	187,000	189,992	193,032	196,120	199,258	252,434	208,478
Benefits							
Benefits (8% of salary)	19,530	19,842	20,160	20,483	20,810	20,195	9,274
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	1,900	1,930	1,961	1,993	2,025	2,136	1,985
	21,430	21,773	22,121	22,475	22,835	22,331	11,259
Employer Contributions							
Employer CPP Contributions	10,000	10,160	10,323	10,488	10,656	10,726	10,160
Employer EI Contributions	5,348	5,434	5,521	5,609	5,699	5,979	5,581
	15,348	15,594	15,843	16,097	16,354	16,705	15,741
Other							
Staff Development (\$800 per staff)	2,400	2,400	2,400	2,400	2,400	-	-
Total for Staff Represented by NASA	226,178	229,758	233,396	237,092	240,847	291,469	235,478
Management							
Salaries and Merit Pay							
Salaries	384,000	390,144	396,386	402,728	409,172	383,000	352,784
Merit Pay/Contractual For Management	30,062	30,543	31,032	31,529	32,033	29,589	27,452
	414,062	420,687	427,418	434,257	441,205	412,589	380,236
Benefits							
Benefits (8% of salary, excludes merit pay)	28,285	28,738	29,198	29,665	30,140	27,840	25,195
RRSP (5% of salary, excludes merit pay)	17,678	17,961	18,249	18,541	18,837	17,400	15,280
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,500	2,540	2,581	2,622	2,664	2,562	1,985
	48,464	49,239	50,027	50,828	51,641	47,802	42,460
Employer Contributions							
Employer CPP Contributions	11,500	11,684	11,871	12,061	12,254	10,833	11,813
Employer EI Contributions	6,375	6,477	6,581	6,686	6,793	6,275	6,395
	17,875	18,161	18,452	18,747	19,047	17,108	18,208
Total for Management	480,402	488,088	495,898	503,832	511,893	477,499	440,904
Other HR Expenses							
Parental/Other Discretionary Leave	-	-	-	-	-	20,000	17,042
Office Recognition	2,811	2,856	2,902	2,948	2,996	2,521	1,360
Vacation Payout	5,244	5,328	5,413	5,499	5,587	5,161	4,413
Professional Expense Allowance	6,292	6,393	6,495	6,599	2,025	6,193	6,084
Workers' Compensation	2,000	2,032	2,065	2,098	2,131	2,000	1,979
Parking	2,166	2,200	2,235	2,271	2,308	2,132	1,602
	18,513	18,809	19,110	19,416	15,046	38,007	32,480
Total	725,093	736,656	748,404	760,340	767,787	806,976	708,862

**The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)**

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO MOST EXPENSES PER YEAR

GSA Office Administration and Operational Costs

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Capital Items	6,292	6,393	6,495	6,599	6,705	6,193	5,713
Telephone & Cable	4,195	4,262	4,330	4,400	4,470	4,129	3,442
Office Supplies	5,490	5,578	5,667	5,758	5,850	5,404	5,262
Repair and Maintenance	2,003	2,035	2,068	2,101	2,134	1,972	836
Payroll and Banking Service Charges	1,678	1,705	1,732	1,760	1,788	1,652	1,548
Photocopier Lease (Office)	5,000	5,080	5,161	5,244	5,328	7,093	7,338
Photocopier Meter (Office)	3,500	3,556	3,613	3,671	3,729	4,088	5,818
Photocopier Paper (Office)	839	852	866	880	894	826	582
Insurance (Office)	650	661	671	682	693	640	615
Total	29,648	30,122	30,604	31,094	31,591	31,995	31,154

**The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)**

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.6% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Professional

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2015-2016	2014-2015
	Budget for Approval	Budget	Budget	Budget	Budget	Approved Budget	Actual
Financial Auditing	10,770	10,942	11,117	11,295	11,476	10,013	9,660
Consultants	20,800	21,133	21,471	21,814	22,163	2,064	2,205
Investment Advisor (NEW)	9,000	9,144	9,290	9,439	9,590	-	-
Legal Fees - General	20,975	21,310	21,651	21,998	22,350	20,644	14,213
Total	61,544	62,529	63,529	64,546	65,579	32,721	26,078

The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.6% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Service Expenses

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2015-2016	2014-2015
	Budget for Approval	Budget	Budget	Budget	Budget	Approved Budget	Actual
Grants and Subsidies Expenses							
Academic Workshop Subsidies	5,711	5,802	5,895	5,989	6,085	5,621	5,500
External Grants	2,324	2,361	2,399	2,437	2,476	2,287	2,233
	8,035	8,163	8,294	8,427	8,561	7,908	7,733
Student Groups							
Council Remuneration Student Groups	5,192	5,275	5,359	5,445	5,532	5,110	4,025
Academic Student Group Awards	15,575	15,824	16,078	16,335	16,596	15,330	14,276
	20,767	21,099	21,437	21,780	22,128	20,440	18,301
Other Expenses							
Annual Strategic Plan Initiatives	8,480	8,480	8,480	8,480	8,480	8,480	-
Orientations and Departmental Liaison	7,500	7,500	7,500	7,500	7,500	7,500	-
AMICCUS-C Membership	700	711	723	734	746	996	650
Food Bank Contract	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Photocopier Lease (Lounge)	-	-	-	-	-	-	3,165
Photocopier Meter (Lounge)	-	-	-	-	-	-	289
Photocopier Paper (Lounge)	-	-	-	-	-	-	101
Awards Night	7,268	7,385	7,503	7,623	7,745	7,154	3,528
	32,948	33,076	33,205	33,337	33,471	33,130	16,733
Total	61,750	62,339	62,936	63,544	64,161	61,479	42,767

**The Graduate Students' Association of the University of Alberta
2016-2021 GSA Operating Budget (including Capital Budget)**

DRAFT 3

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.6% INCREASE INFLATION FACTOR APPLIED TO EXPENSES PER YEAR

GSA Operating/Contingency Fund

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Operating/Contingency Fund	15,575	15,824	16,078	16,335	16,596	15,330	6,920
Total	15,575	15,824	16,078	16,335	16,596	15,330	6,920

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,080,467 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, (and to be renewed in 2016 for another three years) 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 2016-2017, the projected GSA revenue is \$1,080,467. This is based on funding 5,825 full-time students (5,825 @ \$160.66 per student) and 1,200 part-time students (1,200 @ \$120.50 per student). • The 2015-2016 budget was \$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 actual was \$1,068,800.
Investment Revenue		
Endowment Fund No budget	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consisted 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 was 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> 	<ul style="list-style-type: none"> • The 2015-2016 budget was \$12,387. • The 2014-2015 actual was \$11,565.

Account Name and Budget	Brief Description	Narrative and Variance
	<ul style="list-style-type: none"> In June 2015 the University advised that they could no longer retain the GSA's share in the UEP and our share was to be issued to us at the end of July 2015, at the current market value. At the end of March 31, 2015 the share in the UEP had a market value of \$394,922. In July cash proceeds of \$437,137 were deposited in the GSA bank account. This has resulted in a gain of \$42,215 ($437,137 - 394,922 = 42,215$). 	
Interest and Investment Income \$25,000 budget	<ul style="list-style-type: none"> Interest on investments. An investment strategy for these funds has been established. ATB Investment Management Inc. will manage the investment portfolio. 	<ul style="list-style-type: none"> Estimated return of 3% on investment balance, per the investment advisor. The 2015-2016 budget was \$6,709. The 2014-2015 actual was \$6,126.
	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 change to the 2016-2017 budget. The 2015-2016 budget was \$7,500.
Funding from Studentcare.networks \$4,480 budget	<ul style="list-style-type: none"> Studentcare.networks provides \$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 sponsorship of Awards Night). The commitment is for 5 years starting in 2015-2016. 	<ul style="list-style-type: none"> No change to the 2016-2017 budget. The 2015-2016 budget was \$4,480.
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 change to the 2016-2017 budget. The 2015-2016 budget was \$4,000.

	Revenue from Commercial Activities (Chopped Leaf)	
Chopped Leaf (In Physical Activity and Wellness (PAW) Centre) revenue \$42,171 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in a sub-lease, with the Students' Union to receive revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. Business plan to be developed. 	<ul style="list-style-type: none"> In the 2015-16 budget this item was in the Restricted and Other Funding budget. The 2015-16 budget was \$26,755.
	Other Revenue	
Other Revenue \$1,266 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 change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,239. The 2014-2015 actual was \$8,668.
GSA GOVERNANCE		
	Directly-Elected Officers Stipends	
Directly-Elected Officers Stipends \$161,978 budget	<ul style="list-style-type: none"> The Directly-Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 2016-2017, the President receives an annual stipend of \$38,566 and the four VP positions each receive \$30,853. 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 Directly-Elected Officers from their stipend totals. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$159,427. The 2014-2015 actual was \$155,865.
	Directly-Elected Officers Benefits	
GSA Health and Dental Plan \$2,250 budget	<ul style="list-style-type: none"> The rate currently is \$428.65 per student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,029. The 2014-2015 actual was \$1,985.

U-Pass \$2,125 budget	<ul style="list-style-type: none"> The U-Pass is set at \$141.67 each term. This amount is reimbursed in May, September and January. 	<ul style="list-style-type: none"> No change to the 2016-2017 budget. The 2015-2016 budget was \$2,438. The 2014-2015 actual was \$1,906.
Employer Contributions		
Employer CPP Contributions \$7,338 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$7,222. The 2014-2015 actual was \$6,943.
Employer EI Contributions \$4,405 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$4,335. The 2014-2015 actual was \$4,102.
Elected Officers - Other Expenses		
Insurance \$2,025 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,993. The 2014-2015 actual was \$1,950.
Transition/Early Call for Talent \$4,697 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$4,623. The 2014-2015 actual was \$4,220.
Elected Officers Expenses \$2,336 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,021. The 2014-2015 actual was \$1,093.
Board and Other Committee Expenses \$5,411 budget	<ul style="list-style-type: none"> The cost estimate is based on 52 Board meetings per year at \$104 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$5,326. The 2014-2015 actual was \$2,548.

Council Expenses		
Council/Food /Other Expense \$3,513 budget	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$292 per meeting. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$3,458. The 2014-2015 actual was \$2,991.
Election Expenses \$2,360 budget	<ul style="list-style-type: none"> This is used to cover expenses associated with elections that take place in March. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,323. The 2014-2015 actual was \$598.
Council Speaker Honorarium \$2,272 budget	<ul style="list-style-type: none"> Speaker is paid an honorarium for each GSA Council meeting (\$150 per meeting). 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,236. The 2014-2015 actual was \$1,800.
Chief Returning Officer Honorarium \$1,082 budget	<ul style="list-style-type: none"> Chief Returning Officer is paid an honorarium for managing the GSA General Election including any by-elections and referenda. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,065. The 2014-2015 actual was \$1,042.
Other Honoraria \$2,000 budget	<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"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$2,000.
GSA ADVOCACY		
Government and External Relations \$16,239 budget	<ul style="list-style-type: none"> Relationship-building, with a focus on advocacy, between the GSA, government and other organizations. Usually in the form of travel expenses, hosting, or 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, 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$15,983. The 2014-2015 actual was \$10,252.

	integrated advocacy for and presentation of graduate student issues.	
University Relations \$1,080 budget	<ul style="list-style-type: none"> Expenses related to the building, or repair, of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,063. The 2014-2015 actual was \$1,029.
New Provincial Graduate Student Advocacy Fees (Formerly Alberta Graduate Council Fees) \$7,812 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 <i>Societies Act</i> in October 2014. The AGC, of which the GSA was a member, received \$1.00 per graduate student per term. (These graduate student advocacy activities are in part covered by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000). The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the “GSA contribution.” Fees for the new ab-GPAC have been set at \$3.00 per graduate student per term, effective September 2015. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$7,689. The 2014-2015 actual was a surplus of \$991.
GSA Office – Human Resources		
Staff Represented by NASA		
Staff Represented by NASA - Salaries \$187,000 budget	<ul style="list-style-type: none"> Note that the salaries are gross salaries including tax, employee EI and CPP, and union dues – remittances are made on behalf of employees from their salary totals. This is to include approved cost of living increases and one-time payments (e.g. responsibility pay). The 2016-2107 budget is understated by \$58,000 due to a vacant staff position. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$252,434. The 2014-2015 actual was \$208,478.

Staff Represented by NASA – Benefits \$19,530 budget	<ul style="list-style-type: none"> The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$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 2016-2017 budget. The 2015-2016 budget was \$20,195. The 2014-2015 actual was \$9,274.
Staff Represented by NASA – GSA Health and Dental Plan and GSAP \$1,900 budget	<ul style="list-style-type: none"> The rate is currently \$428.65 per annum per staff. 2016-2017 rate will not be established until May. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$2,136. The 2014-2015 actual was \$1,985.
Staff Represented by NASA – Employer CPP Contributions \$10,000 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 2016-2017 budget. The 2015-2016 budget was \$10,726. The 2014-2015 actual was \$10,160.
Staff Represented by NASA – Employer EI Contributions \$5,348 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 2016-2017 budget. The 2015-2016 budget was \$5,979. The 2014-2015 actual was \$5,581.
Staff Development (NEW) \$2,400 budget	<ul style="list-style-type: none"> The staff NASA contract provides for support of \$800.00 per staff for courses related to staff development. 	<ul style="list-style-type: none"> New budget line for 2016-2017.
	Management	
Management - Salaries \$384,000 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 GSA Council. These positions are still evolving as the GSA finishes a rebuilding which began in 2010. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$383,000. The 2014-2015 actual was \$352,784.

	<ul style="list-style-type: none"> 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 Associate Director, which was filled in 2014. 	
Management - Merit Pay/Contractual for Management \$30,062 budget	<ul style="list-style-type: none"> In accordance with the Executive Director's contract, the ED has the opportunity to receive merit pay and other contractual expenses (being paid monthly). The ED 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$29,589. The 2014-2015 actual was \$27,452.
Management - Benefits \$28,285 budget	<ul style="list-style-type: none"> In 2013 the GSA began to provide benefit compensation for management. The budget 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$27,840. The 2014-2015 actual was \$25,195.
Management - RRSP \$17,678 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 was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$17,400. The 2014-2015 actual was \$15,280.

<p>Management - GSA Health and Dental Plan and GSAP</p> <p>\$2,500 budget</p>	<ul style="list-style-type: none"> The rate currently is \$428.65 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 2016-2017 budget. The 2015-2016 budget was \$2,562. The 2014-2015 actual was \$1,985.
<p>Management - Employer CPP Contributions</p> <p>\$11,500 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$10,833. The 2014-2015 actual was \$11,813.
<p>Management - Employer EI Contributions</p> <p>\$6,375 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$6,275. The 2014-2015 actual was \$6,395.
Other HR Expenses		
<p>Parental/Other Discretionary Leave</p> <p>\$0.00 budget</p>	<ul style="list-style-type: none"> A Parental/Other Discretionary Leave Fund of \$60,000 is being established outside of the Operating Budget. This funding is for parental and other discretionary leave. This is contractual as per the GSA staff agreement with NASA. Depending on the annual need, this funding amount may not be utilized in any one fiscal year. 	
<p>Office Recognition</p> <p>\$2,811 budget</p>	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$2,521. The 2014-2015 actual was \$1,360.
<p>Vacation Payout</p> <p>\$5,244 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the ED'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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$5,161. The 2014-2015 actual was \$4,413.

Professional Expense Allowance \$6,292 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 ED. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$6,193. The 2014-2015 actual was \$6,084.
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 Workers' Compensation. 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 2016-2017 budget. The 2015-2016 budget was \$2,000. The 2014-2015 actual was \$1,979.
Parking \$2,166 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,132. The 2014-2015 actual was \$1,602.
GSA Office Administration and Operational Costs		
Capital items \$6,292 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. As of 2015 we had an external IT review and hired an IT expert to bring the GSA up to minimum IT standards. This will involve some on-time costs in 2016 and 2017. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$6,193. The 2014-2015 actual was \$5,713.
Telephone & Cable \$4,195 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$4,129. The 2014-2015 actual was \$3,442.
Office Supplies \$5,490 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$5,404. The 2014-2015 actual was \$5,262.

Repair and Maintenance \$2,003 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,972. The 2014-2015 actual was \$836.
Payroll and Banking Service Charges \$1,678 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$1,652. The 2014-2015 actual was \$1,548.
Photocopier Lease (Office) \$5,000 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs monthly. Changed service provider on April 1 and this has lowered costs. 	<ul style="list-style-type: none"> Decrease to the 2016-2017 budget. Changed service provider and costs have gone down. The 2015-2016 budget was \$7,093. The 2014-2015 actual was \$7,338.
Photocopier Meter (Office) \$3,500 budget	<ul style="list-style-type: none"> Billed monthly. Changed service provider on April 1 and this had lowered costs. 	<ul style="list-style-type: none"> Decrease to the 2016-2017 budget. Changed service provider and costs have gone down. The 2015-2016 budget was \$4,088. The 2014-2015 actual was \$5,818.
Photocopier Paper (Office) \$839 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$826. The 2014-2015 actual was \$582.
General Liability Insurance (Office) \$650 budget	<ul style="list-style-type: none"> General liability office insurance, which was doubled in 2013. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$640. The 2014-2015 actual was \$615.
GSA Professional		
Financial Auditing \$10,770 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by Collins Barrow. 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 2016-2017 budget. The 2015-2016 budget was \$10,013. The 2014-2015 actual was \$9,660.
Consultants	<ul style="list-style-type: none"> Hiring IT consultant on hourly basis to work approximately 10 hours per week. 	<ul style="list-style-type: none"> Significant change to the 2016-2017 budget. The 2015-2016 budget was \$2,064.

\$20,800 budget		<ul style="list-style-type: none"> The 2014-2015 actual was \$2,205.
Investment Advisor (NEW) \$9,000 budget	<ul style="list-style-type: none"> Investment advisor fees for ATB Investment Management Inc. 	<ul style="list-style-type: none"> New for 2016-2017.
Legal Fees - General \$20,975 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$20,644. The 2014-2015 actual was \$14,213.
GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$5,711 budget	<ul style="list-style-type: none"> Executive Director, Director of Operations, and relevant VPs recommended to the GSA Board and the GSA Budget and Finance Committee to continue providing these subsidies as students' reviews of the workshops are outstanding. 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$5,621. The 2014-2015 actual was \$5,500.
External Grants \$2,324 budget	<ul style="list-style-type: none"> Budget re-introduced in 2014-15 as external grant requests were fulfilled (i.e grant for the Long Night Against Procrastination event and International Week sponsorship). 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$2,287. The 2014-2015 actual was \$2,233.
Student Groups		
Council Remuneration Student Groups \$5,192 budget	<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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$5,110. The 2014-2015 actual was \$4,025.

Academically-Related Student Group Awards \$15,575 budget	<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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$15,330. The 2014-2015 actual was \$14,276.
Other Expenses		
Annual Strategic Plan Initiatives \$8,480 budget	<ul style="list-style-type: none"> Any new strategic planning initiatives may be funded from this account. Funding for this account line comes from the \$4,480 funding from Studentcare.networks and the \$4,000 from TDIMM . 	<ul style="list-style-type: none"> No significant change to the 2016-2017 budget. The 2015-2016 budget was \$8,480.
Orientations and Departmental Liaison \$7,500 budget	<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"> No change to the 2016-2017 budget. The 2015-2016 budget was \$7,500.
AMICCUS-C Membership \$700 budget	<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 2016-2017 budget. The 2015-2016 budget was \$996. The 2014-2015 actual was \$650.
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 2015-2016 budget was \$9,000. The 2014-2015 actual was \$9,000.
Awards Night \$7,268 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 2016-2017 budget. Applied 1.6% increase. The 2015-2016 budget was \$7,154. The 2014-2015 actual was \$3,528.
GSA Operating/Contingency Fund		

<p>Operating /Contingency Fund</p> <p>\$15,575 budget</p>	<ul style="list-style-type: none"> • A contingency fund is a fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President to the Board. 	<ul style="list-style-type: none"> • No significant change to the 2016-2017 budget. Applied 1.6% increase. • The 2015-2016 budget was \$15,330. • The 2014-2015 actual was \$6,920.
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**The Graduate Students' Association of the University of Alberta
2016-2021 Restricted and Other Funding Budget**

1.6% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR, AND 1.6% INCREASE INFLATION FACTOR APPLIED TO MOST EXPENSES PER YEAR

GSA - Restricted and Other Funding

	2016-2017 Budget for Approval	2017-2018 Budget	2018-2019 Budget	2019-2010 Budget	2020-2021 Budget	2015-2016 Approved Budget	2014-2015 Actual
Funding From Commercial Activities - Physical Activity and Wellness Centre (PAW)							
Physical and Wellness Centre (PAW) (moved to operating income)	-	-	-	-	-	-	-
Fundraised Activity							
GSA Handbook	11,000	11,000	11,000	11,000	11,000	11,000	9,480
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	18,000
GSA Child Care Grants	143,844	143,844	143,844	143,844	143,844	143,844	267,500
GSA Emergency Bursaries	156,124	156,124	156,124	156,124	156,124	156,124	87,353
GSA Academic Travel Award	371,032	371,032	371,032	371,032	371,032	371,032	302,273
	689,000	689,000	689,000	689,000	689,000	689,000	675,126
Other Restricted Funding							
ab-GPAC Fees	7,361	7,479	7,598	7,720	7,844	7,689	-
CJSR Fees Collected - \$1.00 per graduate student goes to the radio operation	14,722	14,957	15,197	15,440	15,687	14,451	14,490
GSAP (Graduate Student Assistance Program) Fees Collected	66,163	67,222	68,297	69,390	70,500	79,481	65,121
Health Plan	1,315,120	1,336,161	1,357,540	1,379,261	1,401,329	1,294,409	1,202,945
Dental Plan	982,943	998,671	1,014,649	1,030,884	1,047,378	967,464	800,658
	2,386,309	2,424,490	2,463,282	2,502,694	2,542,737	2,363,494	2,083,214
	3,086,309	3,124,490	3,163,282	3,202,694	3,242,737	3,063,494	2,779,320

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Funds Raised From Commercial Activities		
Physical Activity and Wellness (PAW) Centre Moved to Operating Budget	<ul style="list-style-type: none"> Revenue projection from financial arrangement with the Students' Union. 	
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 2016-2017 budget. The 2015-2016 budget was \$11,000. The 2014-2015 actual was \$9,480.
	<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, and the budget is based on the funding remaining the same. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel 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 2016-2017 budget. The 2015-2016 budget was \$18,000. The 2014-2015 actual was \$18,000.
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"> No change to the 2016-2017 budget. The 2015-2016 budget was \$143,844. The 2014-2015 actual was \$267,500.

<p>GSA Emergency Bursaries</p> <p>\$156,124 budget</p>	<ul style="list-style-type: none"> • Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. • Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. • Expenses are processed throughout the year. 	<ul style="list-style-type: none"> • No change to the 2016-2017 budget. • The 2015-2016 budget was \$156,124. • The 2014-2015 actual was \$87,353.
<p>GSA Academic Travel Awards</p> <p>\$371,032 budget</p>	<ul style="list-style-type: none"> • Graduate students can apply for this award to participate in academic activities such as conferences and research trips. • 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"> • No change to the 2016-2017 budget. • The 2015-2016 budget was \$371,032. • The 2014-2015 actual was \$302,273.
<p>New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)</p> <p>\$7,361 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 <i>Societies Act</i> in October 2014. • The AGC, of which the GSA was a member, received \$1.00 per graduate student per term. (These graduate student advocacy activities are in part covered by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000). The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the “GSA contribution.” • Fees for the new ab-GPAC have been set at \$3.00 per graduate student per term, effective September 2015. • Difference between previous fee of \$2.00 per graduate student per term, and the new fee of \$3.00 per graduate student per term, is being paid out with the revenue collected and saved in 2013-2014 and in 2014-2015. 	<ul style="list-style-type: none"> • Slight decrease in the 2016-2017 budget due to a decline in student enrolment. • The 2015-2016 budget was \$7,689.
<p>CJSR Fees</p> <p>\$14,722 budget</p>	<ul style="list-style-type: none"> • The U of A campus radio station (CJSR) receives \$1.00 per graduate 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"> • Slight decrease in the 2016-2017 budget due to a decline in student enrolment. • The 2015-2016 budget was \$14,451. • The 2014-2015 actual was \$14,490.
<p>GSAP (Graduate Students Assistance Program)</p> <p>\$66,163 budget</p>	<ul style="list-style-type: none"> • The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • Slight decrease in the 2016-2017 budget due to a decline in student enrolment. • The 2015-2016 budget was \$79,481. • The 2014-2015 actual was \$65,121.

<p>Health Plan (ESTIMATE ONLY)</p> <p>\$1,315,120 budget</p>	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2015-2016 was \$226.01. • The budget amount presented is an estimate only. (The 2015-2016 budget of \$1,294,309 was multiplied by the CPI factor of 1.6 %.) • The new 2016-2017 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. GSA Council approves any 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 2016-2017 budget. Applied 1.6% increase. • The 2015-2016 budget was \$1,294,409. • The 2014-2015 actual was \$1,202,945.
<p>Dental Plan (ESTIMATE ONLY)</p> <p>\$982,943 budget</p>	<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 2015-2016 was \$226.01. • The budget amount presented is an estimate only. (The 2015-2016 budget of \$967,464 was multiplied by the CPI factor of 1.6 %.) • The new 2016-2017 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. GSA Council approves any 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 2016-2017 budget. Applied 1.6% increase. • The 2015-2016 budget was \$967,464. • The 2014-2015 actual was \$800,658.



Dear GSA Council Members,

February 12, 2016

I am writing to list some of the key elements of the third quarterly report which will be before you on February 22.

Enrolment Reduction and Savings

There is a drop in enrolment and thus in our fees revenue. The estimated reduction is 233 full-time and 109 part-time for a revenue adjustment estimated by our Financial Team of \$49,772. This will be balanced out by savings in other budget lines, resulting in a positive balance.

The U of A Unitized Endowment Pool (UEP) and Investment

I ask Councillors to review the cover letter to the annual budget. We will keep you up to date on our investments. Note that our share of the UEO was \$42,215 higher than the March 31, 2015 valuation. You see this number in the Investment Revenue line in the "variance" column.

Chopped Leaf/PAW

A temporary sub-lease agreement was signed on August 10, 2015 with the SU, and rental payments to the GSA commenced in August, and these payments continue. We expect to have final review of the lease by our lawyers and the SU lawyers by the end of February. **We expect approximately \$30,000 in rent and are proposing that while there is a drop in enrolment, and thus revenue, these rental payments be put in our operating budget.**

ab-GPAC Fees

ab-GPAC fees have been set at \$3.00 per student. We are currently collecting \$2.00 per student but we have a restricted account with \$30,478.96 (from revenues collected for the past two years) which we have now begun to use in order to pay the fee increase of \$1.00. **When this fund is approaching its end, we need to fund the increase in another way, eg, through a referendum.**

New Money

As previously reported, we requested **\$5,000 in funding from FGSR for sponsorship of the fall term PD event** (in addition to their annual support payment of \$5,000) and FGSR agreed. **University Wellness Services provided a grant of \$1,000** for the Unwind Your Mind coffee break events and the Office of **Alumni Relations has provided \$3,500 in funding for the winter term PD event.**

Overall, despite the decline in graduate student numbers and the concomitant reduction in fee revenue, we are in excellent shape financially. My thanks to the Financial Team of Ellen Schoeck (Team Lead), Shirley Ball, Dorte Sheikh, Heather Hogg, and Courtney Thomas.

Sincerely,

Colin More, GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

cc

Ellen Schoeck, GSA Executive Director and Lead, Financial Team
Shirley Bal, GSA Accountant
Financial Team

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

Suggested Motion for GSA Council:

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

Note: At its meeting of January 26, 2016 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report. At the meeting of February 3, 2016, the GSA Board **received for information and forwarded to GSA Council** the GSA 2015-2016 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the February 22, 2016 meeting of GSA Council.

Background:

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

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

GSA President and GSA BFC Chair Colin More, working with the Financial Team, sets out additional background in the attached cover letter.

Jurisdiction:

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

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

Role of the GSA BFC:

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

"The GSA BFC shall receive for information and forward to the GSA Board quarterly reports on expenses and revenues; these reports shall present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division."

Role of the GSA Board:

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

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

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

GSA 2015-2016 Budget and Expenditure Report

3rd Update, April to Dec 2015 actuals and Jan to March 2016 forecast

	CURRENT YEAR April 1, 2015 to March 31, 2016							PRIOR YEAR Comparative	
	2015-2016	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2015 to Dec 2015	Jan 2016 to Mar 2016					Apr 2014 to Dec 2014	Apr 2014 to March 2015
REVENUE									
GSA Fees Revenue	1,142,085	839,742	252,571	1,092,313	(49,772)	1	-4%	841,638	1,068,800
Investment Revenue	19,096	54,443	6,130	60,573	41,477	2	217%	12,861	17,691
Funding from Others (New for 2015-16)	15,980	21,380	2,000	23,380	7,400	3	46%	-	-
Other Revenue	1,239	4,500	-	4,500	3,261	4	263%	4,788	8,668
Total Revenue	1,178,400	920,065	260,701	1,180,766	2,366		0%	859,287	1,095,159
EXPENSES									
Governance	200,746	137,468	55,658	193,126	7,620	5	4%	136,039	186,144
Advocacy	24,735	13,052	9,367	22,419	2,316	6	9%	11,392	12,272
Human Resources	806,726	507,954	177,217	685,171	121,555	7	15%	535,137	708,860
Office Administration	31,995	14,896	11,382	26,278	5,717	8	18%	24,431	31,153
Professional	32,721	41,228	5,000	46,228	(13,507)	9	-41%	22,613	26,078
Services Expenses	61,479	26,786	31,182	57,968	3,511	10	6%	29,235	42,765
Operating/Contingency Fund	15,330	2,642	3,484	6,126	9,204	11	60%	718	6,920
Total Expenses	1,173,732	744,026	293,290	1,037,316	136,416		12%	759,565	1,014,192
BALANCE	4,668	176,039	(32,589)	143,450	138,782		2973%	99,722	80,967

Explanatory notes:

Under the variance column high-lighted red numbers indicates revenue shortfall, or an expense overexpenditure.

Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.

Projected surplus funds will be applied to the Financial Stabilization Fund.

1. Estimated revenue shortfall of \$49,772 is expected due to lower student enrollment and will be offset by positive revenue variances (as noted in the Expense categories below) for a \$138,782 surplus.
2. Positive variance for revenue - Proceeds from the Unitized Endowment Fund resulted in a gain of \$42,215.
3. Positive variance for revenue - Received additional revenue from FGSR and higher than anticipated revenue from studentcare.net/works.
4. Positive variance for revenue - Received new revenue from Alumni Relations and University Wellness Services.
5. Positive variance (savings) - Governance expenses lower due to anticipated surpluses in Committee Expenses and Election Expenses.
6. Positive variance (savings) - Advocacy travel expenses lower than forecast as several events this year have been local.
7. Positive variance (savings) - Savings achieved due to under spending in Human Resources of \$121,555 (comprised of \$62,987 in Support Staff savings (Communications Specialist position full-time unfilled and Front Desk part-time position unfilled), \$15,721 in Management HR savings, Parental/Other Discretionary Leave surplus of \$20,000 and other savings).
8. Positive variance (savings) - Photocopier expenses lower due to change of provider, general office expenses lower.
9. Negative variance (overspent). IT consultant has been hired on a five month contract causing an over expenditure.
10. The category of Services Expenses has a larger budget in 2015-2016 than the previous year due to the addition of two new expense lines of Annual Strategic Plan Initiatives (\$8,480) and Orientation/DLI (\$7,500).
11. Expenses of \$604 for Sitecore (website) training for three staff, a late catering invoice from March 2015 for Awards Night, and office security video camera replacements.

The Graduate Students' Association of the University of Alberta

2015-2016 GSA Restricted and Other Funding

GSA 2015-2016 Budget and Expenditure Report

3rd Update, April to Dec 2015 actuals and Jan to March 2016 forecast

	CURRENT YEAR April 1, 2015 to March 31, 2016				PRIOR YEAR Comparative			
	2015-2016 Approved Budget	Actual Apr 2015 to Dec 2015	Forecast Jan 2016 to Mar 2016	Total	Variance	Ref # % Variance	Actual Apr 2014 to Dec 2014	Total Actual 2014-2015 Apr 2014 to March 2015
Funding from Commercial Activities - Physical Activity and Wellness Centre (PAW) Physical Activity and Wellness Centre (PAW) ESTIMATE ONLY	34,000	19,798	10,543	30,341	3,659	11%	-	-
Fundraised Activity GSA Handbook	11,000	10,590		10,590	410	4%	9,480	9,480
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue) GSA Recognition Awards	18,000	-	18,000	18,000	-	0%	-	18,000
GSA Child Care Grants	250,392	187,000	63,392	250,392	-	0%	122,000	267,500
GSA Emergency Bursaries	157,224	103,297	53,927	157,224	-	0%	66,657	87,353
GSA Academic Travel Awards	392,230	257,733	134,497	392,230	-	0%	245,841	302,274
	817,846	548,030	269,816	817,846	-	0%	434,498	675,127
Other Restricted Funding New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fees)	7,689	-	7,689	7,689	-	0%	-	7,244
CJSR Fees Collected - \$1.00 per graduate student goes to the radio station operation	14,451	7,200	7,251	14,451	-	0%	7,400	14,490
GSAP (Graduate Student Assistance Program) Fees Collected	79,481	31,290	31,290	62,580	16,901	1 21%	32,561	65,121
Health Plan Revenue	1,294,409	589,959	704,450	1,294,409	-	0%	548,054	1,202,945
Dental Plan Revenue	967,464	397,040	570,424	967,464	-	0%	361,686	800,655
	2,363,494	1,025,489	1,321,104	2,346,593	16,901	1%	949,701	2,090,455
Balance	3,226,340	1,603,907	1,601,463	3,205,370	20,970	1%	1,393,679	2,775,062

Explanatory notes:

1. Fees collected exceeded premiums invoiced by GSAP.



Dear Council Colleagues,

March 11, 2016

Current GSA Policy on Child Care Grants (CCGs) states that “a graduate student applicant on leave does not qualify for a CCG.” The attached proposal recommends removing this statement. As reflected in the “rationale” column of the double column document, no similar stipulation exists for any other GSA grant, award, or bursary. Likewise, this eligibility requirement is not commensurate with the GSA’s advocacy work to ensure that graduate students on approved leaves have access to services.

I look forward to discussing the proposal with you at the next GSA Council meeting and welcome any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ali Talaei'.

Ali Talaei, GSA Vice-President Student Services

Outline of Issue (GSA Council)

GSA Child Care Grants: Proposed Changes to GSA Policy, Grant Application Policy and Information

Suggested Motion for the GSA Council:

That the GSA Council, on the unanimous recommendation of the GSA Board, **APPROVE** changes to GSA Policy, GSA Grant Application Policy and Information, as shown in the attached double column document and effective immediately.

Background:

See the attached cover letter to GSA Council from the GSA Vice-President Student Services for background information.

Jurisdiction:

GSA Policy, Standing Committees, Section 2.2.a

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

GSA Policy, GSA Grant Application Policy and Information, Section 1.10.a, Changes to CCG Policy

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

GSA Bylaw, Part I, Section 2.2

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

Name and Eligibility Criteria for GSA Child Care Grants
 Proposed Changes to GSA Policy, Grant Application Policy and Information

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Grant Application Policy and Information	
Purpose, Scope, Related Policies and Bylaw, Related Forms	<i>No change.</i>
1. Academic Travel Awards 1.1-1.10 ...	<i>No change.</i>
2. Child Care Grants	<i>No change.</i>
2.1 Sponsor/Purpose	<i>No change.</i>
2.2 Eligibility Criteria	<i>No change.</i>
2.2.a ...	<i>No change.</i>
2.2.b A graduate student applicant on leave does not qualify for a CCG.	<i>No similar stipulation exists for any other GSA grant, award, or bursary. Likewise, this is not commensurate with the GSA's advocacy work to ensure that graduate students on approved leaves have access to services.</i>
No further changes aside from renumbering following the removal of 2.2.b.	

**GSA President
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Colin More
Date: February 19, 2016

Hello everyone,

It's been a pretty busy month with lots to talk about, so I'll get right to it!

First, I'd like to welcome Sean Price back to the university community as the Associate VP of Alumni Relations in the Office of Advancement. Sean did remarkable things for the university and for graduate students in his first stint here, as evidenced by the President's Citation the GSA awarded him last spring. He is now back after a year working for the Edmonton Eskimos, and we couldn't be happier.

Speaking of the Alumni Association, they sponsored our Winter Professional Development Mixer on February 11. If you came, you'll know it was quite a well-attended event with lots of excellent conversation, and featured the consumption of a shocking amount of finger food. I hope the GSA will continue to hold these events in future years (and that you continue to come!), as I really believe they help students consider what they can do and how to position themselves post-graduation.

On a somewhat different topic, the University's Sexual Assault Report (full title: "Review of the University of Alberta's Response to Sexual Assault") was released on February 8. The Report is less about numbers and more about thinking how the U of A's systems perform, particularly with respect to supporting survivors of sexual assault. It lays out forty-six recommendations for improvement, and word from administration is that a working group will be forming soon to look at implementing them. The GSA looks forward to working with them!

To switch gears yet again, there has been a significant amount of action on the provincial front. Three of us from the Alberta Graduate Provincial Advocacy Council (ab-GPAC) met with the new Minister of Advanced Education, Marlin Schmidt, on February 17, along with representatives of the two other provincial student umbrella groups, CAUS and ASEC. It was a very positive meeting, with the Minister coming across as very thoughtful and willing to learn. The government is targeting student aid and transferability in particular, along with tuition, and hopes to start the oft-delayed post-secondary sector review in the next few months.

Of particular note to graduate students, there was some discussion about the upcoming right-to-strike legislation at that meeting. As noted in Sarah Ficko's report, the GSA Board decided an examination of how the legislation would affect unionization was best handled by ab-GPAC. Discussions at that level revealed a lack of interest in doing so until the new legislation is finalized, and the meeting with the government indicated that will take at least several more months. It seems their legal advisors doubt the government's initial plan for graduate students would hold up to a constitutional challenge, so the government is now slightly rethinking their approach and will be consulting with ab-GPAC "soon" -- likely in the next month or so.

In other ab-GPAC news, a submission for the upcoming provincial budget is being prepared and discussions around building a website for the group continue. But the project of particular note is a proposal being worked on by the University of Calgary's GSA president, Mike Webster. A lot of thinking on the post-secondary structure in Alberta is stymied by a lack of data on how things currently perform. Ontario has addressed a similar problem by setting up the Higher Education Quality Council of Ontario, or HEQCO. HEQCO has proven quite effective, and their reports drive a lot of discussions across Canada. There is now a desire from ab-GPAC, CAUS, ASEC, and even government itself to set up a similar system here. Mike will be traveling to a HEQCO conference at the end of March, with his costs partially covered by ab-GPAC, to gain a better understanding of how their system works and the challenges it faces. If the proposal is

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successful and receives buy-in from the government, it will be a huge long-term boon to students in this province.

Finally, on a more personal note, the GSA and SU have been working for several years to gain a modicum of transparency, accountability, and control over Mandatory Non-Instructional Fees (MNIFs). The SU president and I signed an agreement in principle with the provost's office last week which would set up an oversight body of six students, six administrators, and a senator to track how MNIF money is being spent, and recommend to the Board of Governors how the fees should be adjusted each year. The price to pay is an automatic annual increase tied to the increases in salaries, benefits, utilities, and supplies. While the deal isn't perfect (these things never are), overall I see it as a giant step forward for students. The agreement will now go to the General Faculties Council and the Board of Governors for final approval.

Well, I think that's enough of an essay for this month. As usual, please do not hesitate to contact me with any questions or concerns you may have!

Cheers,

Colin

Please find below a list of meetings I attended between January 18, 2016 to February 22, 2016. The meetings were accurate at the time of printing.

January 20	FGSR Council
January 21	Dean of FGSR (Heather Zwicker)
January 21	Alberta Graduate Provincial Advocacy Council (ab-GPAC)
January 21	Dean of Students (Robin Overall)
January 25	MNIF Terms of Reference
January 25	General Faculties Council (GFC)
January 25	GSA Budget and Finance Committee (BFC)
January 26	Office of Safe Disclosure and Human Rights (OSDHR) Stakeholders
January 28	Graduate Ombudsperson (Brent Epperson)
January 30	Wellness Summit and a representative of ab-GPAC
February 2	Associate Vice-President Alumni Relations (Sean Price)
February 3	Dean Selection Committee Interview
February 3	Sexual Assault Review
February 4	Dean of Students (Robin Overall)
February 5	Board of Governors/General Faculties Council Academic Planning Committee (GFC APC) Joint Budget Briefing
February 9	GSA Budget and Finance Committee (BFC)
February 10	General Faculties Council Academic Planning Committee (GFC APC)
February 11	Alberta Graduate Provincial Advocacy Council (ab-GPAC)
February 11	Winter PD Event
February 16	Collective Agreement Negotiations
February 16	Mandatory Non-Instructional Fee Budget Advisory Committee (MBAC)
February 17	Student Leaders' Meeting

**GSA Board
Report to GSA Council for the February 22, 2016 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: 19 February, 2016

The GSA Board reports regularly to GSA Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, Financial Manager, and I will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSA Board in Item 20 (Executive Director's Report to GSA Council) on pages 20.1 – 20.5.

20 January 2016 GSA Board Meeting

Main Agenda Items:

Actual Expenses for Attendance at the ab-GPAC AGM, November 14-15, 2015 in Lethbridge, AB: External Relations Travel Expenses; Actual Expenses for Attendance at the ab-GPAC AGM, November 14-15, 2015 in Lethbridge, AB: External Relations Travel Expenses.

Motions and Agreements:

Members **AGREED** to approve the Agenda of January 20, 2016, which had been previously distributed, after the addition of discussion items on the definition of a graduate student and a PhD movie screening, and discussion during the VP Labour's Report regarding the Collective Agreement Opening Position. SF **MOVED**. HT Seconded. **CARRIED**.

27 January 2016 GSA Board Meeting

Main Agenda Items:

Mandatory Non-Instructional Fee: Proposal; FGSR Strategic Plan

Motions and Agreements:

Members **AGREED** to approve the Agenda of January 27, 2016, which had been previously distributed, with the addition of a discussion item on the definition of a graduate student. SF **MOVED**. AT Seconded. **CARRIED**.

27 January 2016 GSA Board Meeting

Main Agenda Items:

Mandatory Non-Instructional Fee: Proposal; FGSR Strategic Plan.

Motions and Agreements:

Members **AGREED** to approve the Agenda of January 27, 2016, which had been previously distributed, with the addition of a discussion item on the definition of a graduate student. SF **MOVED**. AT Seconded. **CARRIED**.

3 February 2016 GSA Board Meeting

Main Agenda Items:

GSA 2015-2016 Budget and Expenditure (Quarterly) Report; Annual Operating and Capital Budget (2016-2017) and Restricted and Other Funding Budget (2016-2017) AND Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021); Proposed Revisions to the University Statements on Equity: Request from Kate Peters (Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)) for Input from the GSA.

Motions and Agreements:

Members **AGREED** to approve the Agenda of February 3, 2016, which had been previously distributed, with the addition of discussion item about the potential of an *ad hoc* committee to examine unionization and the right to strike. SF **MOVED**. ANA Seconded. **CARRIED**.

Members **AGREED** to approve the Minutes of January 27, 2016, which had previously been distributed, after correcting L Spanner's initials. SF **MOVED**. AT Seconded. **CARRIED**.

10 February 2016 GSA Board Meeting

Main Agenda Items:

GSA Child Care Grants: Proposed Changes to GSA Policy, Grant Application Policy and Information; Michener Park Residents' Association Petition to ETS for Direct Transit Access to Michener Park: Request for Support from the GSA; Proposed Revisions to the University Statements on Equity: Request from Kate Peters (Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)) for Input from the GSA.

Motions and Agreements:

Motion: That the GSA Board **RECOMMEND TO GSA COUNCIL** proposed changes to GSA Policy, GSA Grant Application Policy and Information, as shown in the attached double column document and effective upon approval of GSA Council. AT **MOVED**. ANA seconded. **CARRIED**.

Motion: That the GSA Board **SUPPORT** the attached letter to ETS in support of the petition for direct transit access to Michener Park submitted by the Michener Park Residents' Association to ETS, after revising the last line of the letter. AT **MOVED**. ANA seconded. **CARRIED**

17 February 2016 GSA Board Meeting

Main Agenda Items:

Student Advisors' Conference: Request for an External Grant; Residence Issues.

Motions and Agreements:

Members **AGREED** to approve the Agenda of February 17, 2016, which had been previously distributed, after adding "President's Citations" as a Discussion Item. CM **MOVED**. SF Seconded. **CARRIED**.

Members **AGREED** to approve the Minutes of February 10, 2016, which had previously been distributed, after noting Sarah Ficko's absence. CM **MOVED**. SF Seconded. **CARRIED**.

GSA Budget and Finance Committee (GSA BFC)
Report to GSA Council for the February 22, 2016 Meeting

To: GSA Council
From: Colin More
Date: February 19, 2016

Dear Council Colleagues,

The GSA BFC met on January 26 and February 9, 2016 to discuss the GSA's investment strategy and investment management and pose questions to members of the ATB Investment Management team with whom the GSA is working. Additionally, at the meeting of February 9, 2016, GSA BFC members **discussed the relative merits of utilizing a five-year or a three-year time span with respect to the GSA's rolling budget and business plan.** A Motion related to this will be considered at a meeting scheduled for March 14.

At the January 26, 2016 meeting, the GSA BFC reviewed and advised upon the Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and the Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021) and recommended to GSA Council the Annual Operating and Capital Budget (2016-2017) and the Restricted and Other Funding Budget (2016-2017). These are now before you and additional information can be found in the cover letter attached to this item.

Finally, also **at the January 26, 2016 meeting, GSA BFC reviewed the most recent quarterly financial statements;** these are before you now. With respect to the quarterly financial report (and as noted on the attached outline of issue), they have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. The GSA Accountant and GSA Financial Manager agree that the GSA's budget is on track and there are no issues of concern. More information is included in the cover letter attached to that item.

Sincerely,
Colin More, GSA President and Chair, GSA Budget and Finance Committee

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for February 22, 2016 Meeting**

To: GSA Council
From: Michele DuVal
Date: February 19, 2016

Dear Council Colleagues,

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

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

Sincerely,

Michele DuVal, Administrative Chair, GSA Nominating Committee

GSA Standing Committees

1) GSA Appeals and Complaints Board (1 graduate student position)

Following the resignation of one (1) GSA Appeals and Complaints Board (GSA ACB) member, there is currently one (1) vacancy on the GSA ACB. This vacancy was advertised in the Friday, January 8 and January 16, 2016 GSA Newsletters, and on the GSA website. The deadline to receive nominations was Thursday, January 21, 2016 at 12:00 PM (Noon). The GSA NoC received two (2) nominations. On January 26, 2016, the GSA NoC interviewed these two (2) nominees. On January 29, 2016 the GSA NoC forwarded these two (2) nominations to GSA Council with a call for additional nominations. The deadline for additional nominations was February 5, 2016 at 12:00 noon. No additional nominations were received. **See Item XX for the list of nominees.**

Bodies External to the GSA

2) Images of Research Adjudication Committee (1 graduate student position)

The GSA NoC was approached by University of Alberta Libraries and FGSR to recruit a graduate student for the adjudication committee for their new Images of Research initiative. The GSA NoC Administrative Chair waived the advertising requirement, as the Images of Research organizers needed to meet as soon as possible, and the GSA NoC conducted a directed search for this position. The GSA NoC elected **Stephanie Le (Agricultural and Resource Economics)** to serve on the Images of Research Adjudication Committee.

GSA VP Academic
Report to GSA Council for the February 22, 2016 Meeting

To: GSA Council
From: Harsh Thaker, GSA VP Academic
Date: February 19, 2016

Dear Council Colleagues,

Things have been relatively quiet for the VP Academic portfolio over this past month. Most of my meetings have been closely linked to General Faculties Council (GFC) where there are two separate, but not mutually exclusive, discussions taking place with a focus on (1) the development of our next institutional strategic plan and (2) academic governance at the University of Alberta.

Firstly, the institutional strategic plan will likely be focused on 6 key areas: Faculty Renewal, Student Experience, Teaching and Learning, Research Excellence, Community Engagement, and Infrastructure Maintenance and Development. Steven Dew (Provost & VP Academic) will be coming to the March meeting of GSA Council to present the draft plan and gather feedback from graduate students as one of the constituent bodies within the University community. Look forward to hearing more on this item in the coming weeks and months until it gains “royal assent” by the Board of Governors in June.

Secondly, the academic governance discussion item is a wonderful exercise in democracy. There are certainly some parallels that can be drawn between the organization of GFC and its associated standing committees and how the GSA is structured. An outcome from the last GFC meeting was that the members voted in favour of a motion to “review the delegation of its authorities to all its current committees, and by June 30 vote on whether to renew or revise these delegated authorities.” At the following GFC Exec meeting, a working group was struck to provide recommendations back to GFC on changes to (1) increase transparency of work taking place at the committee level and (2) provide a mechanism to bring strategic items to the floor of GFC at an earlier stage where input from the members can be incorporated into developing a more robust proposal. Thanks for reading this far into the report fam. This is an excellent opportunity to ask me a question about my opinion on pin numbers and atm machines. A discussion on delegated authority will likely follow and GFC will ultimately choose if the current delegations are appropriate going forward. Stay tuned for more on this in April!

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

Thanks,

Harsh Thaker, GSA Vice-President Academic

12.1

Please find below a list of meetings I attended between January 18, 2016 to February 22, 2016. The meetings were accurate at the time of printing.

January 20	General Faculties Council Committee on the Learning Environment (GFC CLE)
January 21	General Faculties Council Academic Standards Committee (GFC ASC)
January 25	Centre for Teaching and Learning (CTL) Advisory Committee
January 25	General Faculties Council (GFC)
January 28	University of Alberta International (UAI) Under One Roof
January 29	Council of Residence Associations (CORA)
February 1	General Faculties Council Executive
February 2	FGSR Policy Review Committee
February 2	Office of the Registrar Student Advisory Committee (ORSAC)
February 3	Dean Selection Committee Interview
February 4	Graduate Ombudsperson
February 3	Dean Selection Committee Interview
February 5	Board of Governors/General Faculties Council Academic Planning Committee (GFC APC) Joint Budget Briefing
February 11	Winter PD Event
February 12	Graduate Student-at-Large
February 16	Collective Agreement Negotiations
February 16	Mandatory Non-Instructional Fee Budget Advisory Committee (MBAC)
February 17	General Faculties Council Executive Working Group
February 18	General Faculties Council Academic Standards Committee (GFC ASC)

**GSA Vice-President External
Report to GSA Council for February 22, 2016 Meeting**

To: GSA Council
From: Alphonse Ndem Ahola
Date: February 19, 2016

Dear Council Colleagues,

I hope you enjoyed Reading Week. Since last Council, I have been working on a number of issues related to graduate students. I would like to highlight the following:

- **Master of Science in Internetworking (MINT):** The Master of Science in Internetworking program is a course-based graduate degree program jointly offered by the Department of Computing Science and the Department of Electrical and Computer Engineering. The program was designed for Canadians whose employers would pay the tuition. The students work during the week and have their classes on weekends. We found during a winter departmental orientation presentation that all the students were international; there was a discrepancy between the program as it was initially designed and the profile of current students. Most of them didn't have a job and had no clue on how to look for one in their field of study. The Executive Director and I have had a couple of meetings with Doug Weir (Executive Director, Student Programs and Services at UAI) about ways to help students find jobs but also to get the University to work on integrating the academic and work components of the MINT program. I am happy to say that with the involvement of CAPS and the Student Success Center, MINT students have had a couple of workshops and the feedback is very positive. Also the Department of Computing Science is now working on integrating the academic and work components of the MINT program.
- **Institutional Planning Forum with David Turpin (President and Vice-Chancellor):** As you are probably aware, the University is conducting consultation around its strategic plan. To that end, we had a forum where a number of issues were raised (with the purpose of having these issues addressed in the University's strategic plan), including:
 - **International students with disabilities:** the University has not assessed the real situation of international students with disabilities. This category of students should be considered in current planning because nothing is done so far to address the issue.
 - **International diversity in the campus and classrooms:** The University is doing good in recruiting students from all around the world but there is a gap in how it organizes itself in order to provide support to teachers dealing with diversity in the classrooms.
 - **Good coordination of services provided to students:** There are a variety of services to students in the campus but there is a gap in coordinating these services. Good coordination is necessarily for services not to compete with each other but instead

complement each other.

At the GSA, we want to make sure that the concerns of graduate students will be considered in the U of A's strategic plan.

I am looking forward to meet you at next Council.

Alphonse Ndem Ahola, GSA Vice-President External

GSA VP External's Meetings Attended:

Please find below a list of meetings I attended between January 19 and February 22, 2016. The meetings were accurate at the time of printing.

January 19	Institutional Planning Forum with David Turpin
January 20	Council of Residence Association/Students Union (CORA/SU)
January 21	Alberta Graduate Advocacy Council (ab-GPAC)
January 25	Meeting with Residence Services re Graduate Residence Council Elections
January 27	Alumni Council
January 27	Residence Advisory Committee (RAC)
January 28	Council on Student Affairs (COSA)
February 2	Meeting with Sean Price (Associate Vice President Alumni /Relations)
February 3	Master of Science in Internetworking (MINT)
February 4	Alberta Graduate Advocacy Council (ab-GPAC)
February 5	GSA Award Selection Committee (GSA ASC)
February 11	Winter PD Mixer
February 18	Alumni New Program Development Committee

**GSA Awards Selection Committee (ASC)
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Alphonse Ndem Ahola
Date: February 19, 2016

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 Recognition 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 11, 2016, the GSA ASC finalized the following names as recipients of the 2016 GSA Recognition Awards:

NON-ACADEMIC STAFF AWARD: Megan Airmet, Nancy Evans, Allan Harms, and Pam Wizzard

GRADUATE STUDENT SUPERVISOR AWARD: SSHRC - Nick Holt, NSERC – Sally Leys, and CIHR - Catherine Field

GRADUATE STUDENT SERVICE AWARD: Megha Bajaj, Vanessa Carias, Rebecca McCourt, and John Paylor

TD INSURANCE MELOCHE MONNEX AWARD FOR GSA OUTSTANDING STUDENT SERVICE: Katherine Evans

GRADUATE STUDENT PRINCIPAL INSTRUCTOR TEACHING AWARD: Hansy Herrera, Karen Jacobsen, and Axel Perez Trujillo

MARTHA PIPER AWARD: Jillian Avis, David Lim, and Kacey Neely

GRADUATE STUDENT TEACHING ASSISTANT AWARD: Kelsi Barkway, Danyel Evseev, Russel Fuhrer, Garret Melenka, Kendal Pril, Denise Whitford, and Sonya Widen

GRADUATE STUDENT RESEARCH ASSISTANT AWARD: Peyman Azad Khaneghah, Philippe Gaudreau, Francesco Gentile, Amin Ghazanfari, Erin Lewis, Alireza Mohammadhosseinzadehgalabchi, and Shrida Sahadevan

GRADUATE STUDENT RISING STAR AWARD: Gaisha Oralova, Deborah Ramkhelawan, and Ellen Watson

INTERNATIONAL GRADUATE STUDENT AWARD: Sumit Mandal

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

Congratulations to all the recipients! These awards will be presented at the annual GSA Awards Night, taking place on April 1, 2016.

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,
Alphonse Ndem Ahola, GSA Vice-President External, and Chair of the GSA Awards Selection Committee

**GSA Vice-President Labour
Report to GSA Council for February 22, 2016 Meeting**

To: GSA Council
From: Sarah Ficko
Date: February 19, 2016

Hi Everyone,

I hope everyone has had some time to enjoy the mild weather and relax a bit over Reading Week! I went to Swing and Skate at Churchill Square for the first time, which is a really fun (free!) Sunday afternoon event that runs until the end of February ☺

This month has been one of my busiest for both areas of my portfolio! For Mental Health activities, January 27th was Bell Let's Talk Day across Canada. I hope everyone saw the activities going on around campus! On January 28th, I attended the provincial Community of Practice meeting where goals for the next six months were selected for this new group. Goals were formed around developing a provincial inventory of people and resources, an advocacy plan to lobby for sustainable funding for mental health programs, and a funding plan and communication strategy for the CoP. On January 29 and 30, I attended the Wellness Summit held at Lister, which brought together representatives from over ten post secondary institutions in Alberta, with a focus on breaking down stigma around mental illness. One of the most provocative questions for me was posed by the MC Ken Taylor at the start of the conference: Who can tell me how to get out of the building in an emergency? Who could help me if I fell off the stage and broke a leg or showed symptoms of a heart attack? What about if I had a panic attack on stage? It really made me think for the rest of the conference about stigma, training, and societal norms. One exciting program being developed through the U of C called Inquiring Minds, is an anti-stigma campaign targeting university students. It is currently being tested with students, and I would like to invite Dr. Keith Dobson to run a pilot project at the U of A. Another thought provoking presentation was given by Dr. Austin Mardon, an adjunct prof here at the U of A, on his journey and struggle with schizophrenia and how that has affected his personal and professional development.

In terms of Collective Bargaining, negotiations are ongoing and progressing following the latest series of meetings last week. However, due to challenging scheduling issues, we will not have a Memorandum of Settlement describing the new Collective Agreement (CA) ready for the March Council meeting. As such, I would like to bring to your attention, that in consultation with the Speaker, we will likely have a Special Council meeting in late March or early April that will be solely devoted to discussing ratification of the new Collective Agreement.

Following up on some of the points raised at last month's meeting regarding my presentation on the CA, the VP Labour portfolio, and the CA negotiating process, I first want to thank all members of GSA Council for the excellent dialogue we had! During the course of that discussion, the issue of whether the GSA was committed to bargain in "good faith" and why was discussed. I want to draw Council's attention to several points in relation to this. First, Article 96(1) in the *Post-Secondary Learning Act (PSLA)* states "The graduate students association in a university has the exclusive authority, on behalf of the graduate students, to negotiate and enter into an agreement with respect to the employment of graduate students with the board of the university." Second, the current AEGS CA states, in Article 5.04, "the negotiating teams will bargain in good faith on behalf of the parties in an effort to conclude a

Memorandum of Settlement describing the terms of a new Agreement.” The *PSLA* states that the *Alberta Labour Relations Code* does “not” apply to graduate students, the *Alberta Labour Relations Code* stipulates, in Article 60(1)(a), that negotiating parties are to “bargain collectively in good faith.” The second point I wanted to follow up on was around the discussion we had about the composition of negotiating teams at other Alberta universities and the issue of whether or not their negotiations were confidential. I consulted the CAs negotiated by the GSAs at the University of Lethbridge and the University of Calgary. According to ULeth’s CA (Article 3.02(d)), “each party to the negotiations shall name no more than three (3) members to its negotiating committee.” Likewise, according to the U of C’s CA (Article 12.2), “each Party to the negotiations shall name no more than three (3) members to its negotiating committee.” We’ve also spoken with these two GSAs and both have confirmed that their negotiations are confidential until an agreement has been reached for ratification. The third point I would like to follow up on is around unionization and the right-to-strike. Following the last Council, the GSA Board discussed unionization at length and agreed that this discussion would be more suited to the provincial lobby group, ab-GPAC. Based on the Section 96(1) in the *PSLA*, it would require these four universities in Alberta to agree to unionization, as they would have to lobby for a change in provincial legislation. Related to this, the right-to-strike discussion has been further delayed due to the appointment of a new Advanced Minister of Education who has stated that he would like to consult further on this issue and it might take weeks or months for a decision to be reached. As noted, I feel like we had a great discussion about a lot of things related to the CA and I wanted to share this additional information with you.

Following my presentation, I had several Councillors follow up with questions and concerns about procedures in their department. One suggestion was to send out a Collective Agreement ‘Fun Fact’ with my report, so this month I will start with one that is sometimes forgotten and/or misunderstood:

Collective Agreement Fun Fact:

Article 12.01 – An AEGS whose work in the previous academic year was satisfactory and is receiving an appointment in a subsequent year is entitled to a five percent increase to the salary component.

Note that this increase is solely on the salary component and is independent from annual increases tied to the graduate fee index and rates negotiated during Collective Bargaining.

Please continue to bring forward general or specific issues with your own RA/TAs or other issues in your departments as you will likely hear about it before I do, and at a point where it could potentially be more easily resolved. If your departmental GSA would like a presentation on the Collective Agreement and assistantships, please let me know so we can arrange a time! Finally, as I’ve mentioned in my previous reports, we’re still collecting copies of letters of offers, contracts and assistantship appointment letters that have been received by graduate students over the last few years.

Happy Warm Wintering,

Sarah Ficko, GSA Vice-President Labour

GSA VP Labour’s Meetings Attended (Sarah):

Please find below a list of meetings I attended between January 18, 2016 to February 22, 2016. The meetings were accurate at the time of printing.

January 19	Meeting about student concern
January 19	Collective Agreement Negotiations
January 20	Graduate student definition
January 21	Departmental Orientation
January 25	PD4 Grads
January 25	GSA Budget and Finance Committee (BFC)
January 27	Meeting with a student
January 28	Campus Law Review Committee
January 28	Graduate Ombudsperson
January 28	Healthy Campus Community of Practice
January 29-30	Wellness Summit
February 1	Collective Agreement Negotiations
February 1	Dean of Students' Candidate Presentation
February 1	UAlberta North Launch
February 2	Meeting with a student
February 3	Adolescent/young adult Connections to Community-driven, Early, Strengths-based and stigma-free Services (ACCESS) Self-Assessment Working Group
February 4	Collective Agreement Negotiations
February 5	GSA Awards Selection Committee (ASC)
February 9	GSA Budget and Finance Committee (BFC)
February 11	Winter PD Event
February 16	Collective Agreement Negotiations
February 17	Meeting with a student
February 17	Meeting about Assistantship positions in Collective Agreement
February 18	Meeting with a student

**GSA Negotiating Committee (GSA NC)
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Sarah Ficko
Date: February 19, 2016

Dear Council Colleagues,

The GSA Negotiating Committee met on January 25, January 28, February 2, and February 9, 2016 (a further meeting is scheduled for February 16). I have also met with members of the University's negotiating team on February 2 and February 4 to discuss various proposed updates to the Collective Agreement, following consultation with other members of the GSA NC. Finally, both teams met on February 16 and a further meeting is scheduled for March 14; the negotiating process remains ongoing until a memorandum of settlement is reached for ratification by the respective parties.

Sincerely,
Sarah Ficko, Chair of the GSA Negotiating Committee and GSA Vice-President Labour

**GSA Vice-President Student Services
Report to GSA Council for February 22, 2016 Meeting**

To: GSA Council
From: Ali Talaei
Date: February 19, 2016

Dear Council Colleagues,

Hope all is good and you are all enjoying your time.

The past few weeks have been quite routine for me and I have been attending several meetings the list of which is provided below. My main points to share with you are:

- Direct bus route to Michener Park from North Campus: In the past few months, I have been dealing with this issue and during the past month there has been some progress on this. I have been in touch with the City of Edmonton, ETS, and different University stakeholders. I had individual meetings/discussions with office of the Dean of Students, representatives of Facilities and Operations, and University of Alberta International (UAI). Things are going smoothly and I hope to have some good news for students living in Michener Park in the coming month or so.
- I have reported on this the last couple meetings, the results of the services survey are compiled and are being processed. The overall impression from the responses of grad students and Councilors is that, generally, students are happy with the services that are provided by the GSA. However, it seems that more communication is needed and we have already started planning to promote the GSA services through social media, the newsletter, etc. I will speak more about this at the March meeting, and a summary of the responses will also be made available at the meeting.
- I have started negotiating with some departmental GSAs and also the Students' Union executive team to evaluate the possibility of organizing social events. Our experience with coffee breaks during the fall semester was successful and I believe that we at the GSA could help grad students' mental health by organizing similar social activities. I have also been approached by some departmental GSAs who are planning to organize professional development mixers and I am currently working with them to help and share experiences.
- Together with other stakeholders, we have analyzed U-Pass distribution statistics and it seems that the prorated U-Pass replacement program has been a successful one and we are hoping to continue it in coming years.

Sincerely,

Ali Talaei, GSA Vice-President Student Services

15.1

Please find below a list of meetings I attended between January 19 and February 22, 2016. The meetings were accurate at the time of printing.

January 21	U-Pass Admin
January 21	Dean of Students (Robin Everall)
January 28	General Faculties Council Facilities Development Committee (GFC FDC)
January 29	University Research Policy Committee (URPC)
February 3	Dean Selection Committee Interview
February 3	Dean of Students (Robin Everall)
February 3	Campus Food Bank Annual General Meeting
February 3	ONEcard Student Advisory Group (SAG)
February 3	SU Vice-President Student Life
February 11	Winter PD Mixer
February 18	U-Pass Admin
February 18	Dean of Students (Robin Everall)
February 19	Campus Wayfinding Workshop

**GSA Speaker
Report to GSA Council for February 22, 2016 Meeting**

To: GSA Council
From: Sulya Fenichel
Date: February 19, 2016

Dear GSA Councilors,

Prior to this, the February meeting of GSA Council, our Vice-President Academic Harsh Thaker, asked me the following questions regarding the GSA Council Attendance policy that was instituted last year. As the questions pertain to actions directly under Speaker's purview, it was decided that it would be best for me to respond to them with this written report and also orally when it is Speaker's turn to report at Council.

These were the questions asked:

1. Pursuant to the GSA Council Attendance policy that was approved in May, what actions have been taking place with respect to filling vacancies on Council?
2. Are these vacancies being advertised to the graduate student community and the relevant departments?
3. In essence, has the mechanism of an attendance policy resulted in a more engaged GSA Council?

And the answers are as follows:

1. The attendance policy has been honoured from the moment it was voted into place. I have personally responded to many notices of absence prior to Council meetings. Following council, with the assistance of the Executive Director (who, as per the Standing Orders, "assigns a staff member" as council support) and Fiona as council support, all "first absence" and "second absence" emails have been sent out accordingly, and immediately. Should responses indicate that the circumstances surrounding an absence were truly beyond the control of the member of Council, we have honoured this with a belated marking of their "regrets." Should it be deemed that there was sufficient opportunity to inform us of an upcoming absence and/or seek a replacement, we have marked this as an official absence.
2.
 - a. In the case of a third consecutive absence of Departmental Councilors specifically – a rare occurrence thus far – a final check-in attempt has been made along with a final warning. Following this, departments have then been contacted about finding a replacement. (As a reminder to those who already know this and as a point of information for those who might not, departments are responsible for electing their own representatives).

- b. Additionally, we are working on matters related to the position of the Deputy Speaker and one Councilor-at-Large position. The posting for the position of Deputy Speaker will be circulated shortly following the now-certain inability of the current Deputy Speaker to continue in the role. With respect to the CAL position, in consultation with the Executive Director, it is our intent to vacate the position by next Friday, 26 February 2016. This said, policy invites discussion with Council so please feel free to write to myself and the Executive Director with any of your questions or comments. (As a reminder, GSA Policy (Elections, Section 11.3) states that if “a CAL position is vacated prior to December 1, GSA Council will be responsible for electing any remaining CALS.” Following this date, all vacated CAL positions will be filled in the General Election.)
- 2. As someone who pays (sometimes far too much attention) to words, I am not sure I can say that we have a more “engaged” council without being more clear about what is meant by “engaged,” but I can say that the attendance policy has created far more conversation, awareness, and accountability around meeting attendance.

Finally, I would like to thank VP Thaker for raising this point as I have been engaged with the day-to-day actions of this policy in a very hands-on way since I was first elected to my role of Speaker and yet had not thought to report to Council about its processes or effects.

My best to you all and thank you, as always, for reading Council materials – such as this – and for showing up to Council :)

Sulya Fenichel, GSA Speaker

**GSA Chief Returning Officer
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Virginia Pimmett, GSA Chief Returning Officer
Date: February 19, 2016

Hello everyone,

Voting in the GSA General Election 2016 will begin on Tuesday, February 23 at 10:00 AM.

As the GSA ERC Chair reported in her report to GSA Council, my main message is this:

I urge you to encourage all graduate students to vote in the GSA General Election 2016! You can learn more about the Election by visiting:

<http://gsa.ualberta.ca/en/Elections.aspx>

If you have questions in regard to anything related to the voting process, please don't hesitate to contact me via email at gsacroff@ualberta.ca, and I will be glad to help.

Best,

Virginia Pimmett
GSA Chief Returning Officer

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Leigh Spanner
Date: February 19, 2016

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met twice in January to discuss issues related to voter turnout and plan events associated with the GSA General Election 2016.

Also the GSA ERC has been very active in the last weeks, as the 2016 GSA General Election campaign is ongoing, to advise the GSA CRO on all matters pertaining to the GSA General Election 2016 (as per GSA Policy, Standing Committees, Section 9.1.a, "The GSA ERC shall advise the CRO on all matters pertaining to elections").

As the GSA CRO reported in her report to GSA Council, my main message is this:

I urge you to encourage all graduate students to vote in the GSA General Election 2016! You can learn more about the Election by visiting:

<http://gsa.ualberta.ca/en/Elections.aspx>

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

**GSA Executive Director
Report to GSA Council for the February 22, 2016 Meeting**

To: GSA Council
From: Ellen Schoeck
Date: February 19, 2016

Dear Council Colleagues,

This is an intensely busy, productive time for the GSA office: budget preparation, investment decisions by BFC,

With respect to budget, the Financial Team has worked closely with The Budget and Finance Committee on the quarterly reports and on the next annual budget. By the time you consider this report, Council will have voted on the annual budget. We feel very good indeed about this budget and about the fact that we have absorbed the hit of lowered enrollment by means of under expenditures in other budget lines. Of significant note is the fact that we have negotiated an extension of the GSA's agreement with Financial Services to provide the GSA graduate student fees in advance, and in arrears. No other GSA in Canada, to our knowledge, has this kind of agreement with their university.

With respect to investment, Council knows that the GSA monies invested for us through the University have now been returned to us, and we need to invest on our own. We considered four companies, and BFC interviewed two, selecting ATB. We are now in the process of working out the Investment Plan and related matters. We have taken a conservative stance regarding investment. Thanks in particular to Accountant Shirley Ball and Financial Manager Dorte Sheik.

By the time you read this we will have had our **Professional Development event**, the second this year. This event was sponsored by the Alumni Association. We are sure it will be a successful event and thank Fiona Robertson in particular for organizing it.

Ellen

Management Report to the GSA Board, January 20, 2016

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on January 13, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Investment strategies/budget building, GSA ERC meeting, planning for the General Election, preparing for a GSA BFC meeting, training for GSA ACB members, GSA Council, PD event planning, migration of the GSA website to Sitecore 3 and associated training, review of IT, integration of GSA Bylaw and Policy, insurance, training for GSA ASC members.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft is in development).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner – making contact with the Student Affairs Officer about upcoming reviews of Student Groups policies in UAPPOL.

Grants and Operations

- **Social Media:** Facebook = 731 likes (up 1 from January 13). Our Facebook posts reached 78 users this week and our "post engagement" count was 14. Twitter = 531 followers (up 3 from January 13).
- Submission of applications for **GSA Recognition Awards** – 109 applications received, the same number as in 2015.
- Forward thinking on **GSA Awards Night**.
- **Grants processing** (period runs January 1 to March 31, period is 19% completed). **NOTE:** CCGs are now closed. Following consultation with the VPSS, \$3,823.40 will be used from the CCG contingency in order to fully fund all of the applications received at the time of closing. \$6,066.48 remains in the CCG Contingency.

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
PDA	\$79,684.38	\$72,784.38	3	14 (3 pending processing)
CCG	\$85,176.60	\$0 CLOSED	60	60 (14 pending processing)
ASGA	\$6,142.50	\$4,010	1	1 (1 pending processing)
EB	\$147,351.87* (no periods)	\$44,055.37* (no periods)	0	32 (0 Pending processing)

Week in Review – Office Operations:

- Supporting the work of the GSA NoC (assisting the GSA NoC with filling vacancies on the Faculty of Arts Academic Affairs Committee, the GSA ASC, the GSA ACB, the GSA NoC, and the GSA Board), and support for Early Call.
- Assistance with event planning.
- Receipt of application for GSA Recognition Awards and assisting with training for GSA ASC members.
- Grants processing.

Management Report to the GSA Board, January 27, 2016

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on January 20, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Collective Agreement, discussions of "active" vs. "registered" graduate students with respect to the General Election, investment strategies/budget building, GSA ERC meeting, planning for the General Election, GSA BFC meeting, training for GSA ACB members, PD event planning, migration of the GSA website to Sitecore 3 and associated training, review of IT, integration of GSA Bylaw and Policy, insurance, GSA FGSR Council Caucus, GSA GFC Caucus.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft is in development).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner.

Grants and Operations

- **Social Media:** Facebook = 732 likes (up 1 from January 20). Our Facebook posts reached 94 users this week and our "post engagement" count was 8. Twitter = 536 followers (up 5 from January 20). Our tweets earned **3,979 impressions** over the last **28 days**.
- Adjudication of applications for **GSA Recognition Awards**.
- **Grants processing** (period runs January 1 to March 31, period is 27% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
PDA	\$79,684.38	\$70,945.38	4	18 (5 pending processing)
CCG	\$85,176.60	\$0 CLOSED	60	60 (6 pending processing)
ASGA	\$6,142.50	\$4,010	0	3 (0 pending processing)
EB	\$147,351.87* (no periods)	\$44,055.37* (no periods)	0	32 (0 Pending processing)

Week in Review – Office Operations:

- Supporting the work of the GSA NoC (assisting the GSA NoC with filling vacancies on the Faculty of Arts Academic Affairs Committee, the GSA ASC, the GSA ACB, the GSA NoC, and the GSA Board), and support for Early Call.
- Assistance with PD event planning (RSVPs now open).
- Updating all usages of "PDA" in GSA Policy, the GSA website, etc.
- Adjudication of applications for GSA Recognition Awards and planning for Awards Night.
- Grants processing.

Management Report to the GSA Board, February 3, 2016

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on January 27, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Collective Agreement, planning for the GSA General Election, preparing for a GSA BFC meeting, investment strategies/budget building, GSA ERC meeting, training for GSA ACB members, PD event planning, migration of the GSA website to Sitecore 3 and associated training, review of IT, integration of GSA Bylaw and Policy, report on the survey regarding GSA services, planning for transition, election in Renewably Resources.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft is in development).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner.

Grants and Operations

- **Social Media:** Facebook = 735 likes (up 3 from January 27). Our Facebook posts reached 502 users this week and our "post engagement" count was 14. Twitter = 542 followers (up 6 from January 27). Our tweets earned 1,328 "impressions" over the last week.
- Adjudication of applications for **GSA Recognition Awards** and **planning for GSA Awards Night**.
- **Grants processing** (period runs January 1 to March 31, period is 35% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$79,684.38	\$68,445.38	5	23 (6 pending processing)
CCG	\$85,176.60	\$0 CLOSED	60	60 (0 pending processing)
ASGA	\$6,142.50	\$4,010	0	3 (0 pending processing)
EB	\$147,351.87* (no periods)	\$38,959.37* (no periods)	2	34 (0 Pending processing)

Week in Review – Office Operations:

- Supporting the work of the GSA NoC (assisting with an election in Renewable Resources and assisting the GSA NoC with filling vacancies on the GSA ACB), and support for the GSA ERC.
- Assistance with PD event planning (103 RSVPs thus far and 8 mentors confirmed).
- Adjudication of applications for GSA Recognition Awards and planning for Awards Night.
- Grants processing.

Management Report to the GSA Board, February 10, 2016

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on February 3, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Collective Agreement, planning for the GSA General Election (nominations closed on Monday and the All Candidates' Meeting was held the same day), GSA BFC meeting, investment strategies, training for GSA ACB members, final stages of planning for the PD event, GSA reports to FGSR Council and the Senate, migration of the GSA website to Sitecore 3 (working on a site charter), review of IT, integration of GSA Bylaw and Policy and planning for a GSA GC meeting, report on the survey regarding GSA services, planning for transition.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft is in development).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner.

Grants and Operations

- **Social Media:** Facebook = 735 likes (up 0 from February 3). Our Facebook posts reached 539 users this week and our "post engagement" count was 19. Twitter = 543 followers (up 1 from February 3). Our tweets earned 1,218 "impressions" over the last week.
- Planning for **GSA Awards Night**.
- Installing a **new phone system to facilitate conference calls**.
- Installation of **security cameras** (part of last year's review of office security).
- **Grants processing** (period runs January 1 to March 31, period is 42% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$79,684.38	\$65,945.37	8	30 (8 pending processing)
CCG	\$85,176.60	\$0 CLOSED	60	60 (0 pending processing)
ASGA	\$6,142.50	\$4,010	0	3 (0 pending processing)
EB	\$147,351.87* (no periods)	\$36,167.37* (no periods)	1	35 (1 Pending processing)

Week in Review – Office Operations:

- Supporting the work of the GSA NoC, support for planning related to the General Election and the All Candidates' Meeting, and support for the GSA ERC.
- Assistance with PD event planning (115 RSVPs thus far and 9 mentors confirmed).
- Planning for Awards Night.
- Grants processing.

Management Report to the GSA Board, February 17, 2016

Dear All,

The following issues have dominated management's attention in the week since the last GSA Board meeting on February 10, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Residence issues, Collective Agreement, planning for the GSA General Election (DEO candidate video interviews, All Candidates' Forum will be held before GSA Council on February 22), GSA BFC meeting, investment strategies, training for GSA ACB members, migration of the GSA website to Sitecore 3 (working on a site charter), review of IT, planning for transition, election in Renewable Resources.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a meeting of the GSA Governance Committee is upcoming).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner. Will shortly be discussing some matters related to student groups with the SU.

Grants and Operations

- **Social Media:** Facebook = 740 likes (up 5 from February 10). Our Facebook posts reached 476 users this week and our "post engagement" count was 13. Twitter = 548 followers (up 5 from February 10). Our tweets earned 4,548 "impressions" over the last week.
- Planning for **GSA Awards Night**.
- **PD event** – 58 graduate student attendees; will be asking for feedback on the event (to be reported to the Board).
- **Grants processing** (period runs January 1 to March 31, period is 50% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$79,684.38	\$63,454.50	5	35 (5 pending processing)
CCG	\$85,176.60	\$0 CLOSED	60	60 (0 pending processing)
ASGA	\$6,142.50	\$1,505.87	2	5 (2 pending processing)
EB	\$147,351.87* (no periods)	\$34,632.37* (no periods)	1	36 (0 pending processing)

Week in Review – Office Operations:

- Supporting the work of the GSA NoC, support for planning related to the General Election and the All Candidates' Forum, assisting with an election in Renewable Resources.
- Assistance with PD event planning (115 RSVPs thus far and 9 mentors confirmed).
- Planning for Awards Night.
- Grants processing.