

**GSA Council Meeting AGENDA**  
Monday, 19 July 2020 at 6:00 pm  
Held online via Zoom

*The GSA and the University of Alberta reside on Treaty 6 territory and the homeland of the Métis. This territory is a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux, Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community. In acknowledging this traditional territory and its significance for the Indigenous peoples who lived and continue to live upon it, we recognize its longer history that reaches beyond colonization and the establishment of European colonies and recognize the GSA's ongoing collective responsibility in working with First Nations, Métis, and Inuit (FNMI) peoples and what that means for the work of the GSA as it aims to practice the principles of being Good Relations with FNMI peoples, Nations, communities, and lands.*

**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. Any additional substantive material received after this mailing will be emailed as soon as possible.

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

**Speaker Lauren Hill in the Chair**

**OPEN SESSION**

**Attached  
Numbered Pages**

1. Approval of the 19 July 2021 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 21 June 2021 GSA Council Meeting (*suggested time: 1 min*)  
*Attachment:*
  - i. Minutes from the 21 June 2021 GSA Council Meeting **2.0 - 2.6**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
  - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

**GSA Council Member Announcements**

4. GSA Council Member Announcements (*suggested time: 5 min*)

**Action Items**

5. 2020-2021 GSA Audited Financial Statements (*suggested time: 30 mins*)  
**Anas Fassih (President and GSA Budget and Finance Committee Chair) will present the item and introduce the guests.**

**Guests:** Melissa Gee, GSA Auditor (Canada); Leon Pfeiffer (RSM Canada)

**GSA BFC Members Who Are Members of GSA Council:** Anas Fassih (President and GSA BFC Chair); Jessica Grenke (Vice-President Labour and GSA BFC Vice-Chair); Omnath Ekambaram (Chemical & Materials Engineering)

**GSA BFC Members Invited to GSA Council as Guests:** Maggie Cascadden, Gary Grewal

*Attachments:*

- i. Outline of Issue
- ii. 2020-2021 GSA Audited Financial Statements

**5.0  
1-17 (Original  
Pagination)**

6. 2021-2022 GSA Spring/Summer Term Budget and Expenditure Report (*suggested time: 10 min*)  
**Anas Fassih (President and GSA Budget and Finance Committee Chair) will present the item.**

*Attachments:*

- |      |   |             |
|------|---|-------------|
| i.   | Cover Letter from the President and Chair of the GSA BFC to GSA Council | 6.0         |
| ii.  | Outline of Issue  | 6.1         |
| iii. | 2021-2022 GSA Spring/Summer Term Budget and Expenditure Report          | 6.2 - 6.3   |
| iv.  | 2021-2022 GSA Operating Budget Narrative                                | 6.4 - 6.14  |
| v.   | 2021-2022 GSA Restricted and Other Funding Narrative                    | 6.15 - 6.16 |

7. Transfer of a Portion of the GSA Operating Budget 2020-2021 Surplus to the GSA Labour Fund (*suggested time: 10 min*)  
**Anas Fassih (President and GSA Budget and Finance Committee Chair) and Jessica Grenke (Vice-President Labour and GSA Budget and Finance Committee Vice-Chair) will present the item.**

*Attachments:*

- |     |  |           |
|-----|--|-----------|
| i.  | Outline of Issue   | 7.0 - 7.1 |
| ii. | Labour Union Fund Forecasting ( <b>For Information</b> ) | 7.2 - 7.3 |

8. Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining (*suggested time: 5 min*)  
**Jessica Grenke (Vice-President Labour) will present the item.**

*Attachments:*

- |     |   |           |
|-----|---|-----------|
| i.  | Outline of Issue  | 8.0       |
| ii. | Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining, Double Column Document | 8.1 - 8.4 |

9. 2021-2022 GSA Board Strategic Work Plan (*suggested time: 15 min*)  
**Anas Fassih (President) will present the item.**

*Attachments:*

- |   |   |           |
|---|---|-----------|
| • | Outline of Issue                        | 9.0       |
| • | 2021-2022 GSA Board Strategic Work Plan | 9.1 - 9.7 |

**Discussion Items**

10. Academic Restructuring Update (*suggested time: 5 min*)  
**Anas Fassih (President) will present the item**

**Reports** (*suggested time: 15 min*)

- |     |   |             |
|-----|---|-------------|
| 11. | <b>President (Anas Fassih, President)</b>   |             |
|     | i. President's Report   | 11.0 - 11.2 |
|     | ii. GSA Board Report  | 11.3        |
|     | iii. GSA Budget and Finance Committee Report  | 11.4        |
|     | iv. GSA Equity, Diversity and Inclusion Committee Report                            | 11.5        |
|     | v. GSA Governance Committee Report ( <b>no written report at this time</b> )        |             |
| 12. | <b>Vice-President Academic (Kathy Haddadkar, Vice-President Academic)</b>           |             |
|     | i. Vice-President Academic's Report   | 12.0 - 12.1 |
| 13. | <b>Vice-President External (Mohd Tahsin Bin Mostafa, Vice-President External)</b>   |             |
|     | i. Vice-President External's Report   | 13.0 - 13.1 |
|     | ii. GSA Awards Selection Committee Report ( <b>no written report at this time</b> ) |             |
| 14. | <b>Vice-President Labour (Jessica Grenke, Vice-President Labour)</b>                |             |
|     | i. Vice-President Labour's Report   | 14.0 - 14.1 |
|     | ii. GSA Labour Relations Committee Report ( <b>no written report at this time</b> ) |             |

Prepared by E Heiberg for GSA Council 19 July 2021

15. Vice-President Student Services (**Paresh Kumar, Vice-President Student Services**)  
i. Vice-President Student Services' Report **15.0 - 15.1**
16. Senator (**Peter Iselele, Senator**)  
i. Senator's Report (**no written report at this time**)
17. Speaker (**Lauren Hill, Speaker**)  
i. Speaker's Report (**no written report at this time**)
18. Chief Returning Officer (**Muneeb Mohiuddin, Chief Returning Officer**)  
i. Chief Returning Officer's Report (**no written report at this time**)
19. GSA Nominating Committee (**Kenzie Gordon, GSA Nominating Committee Chair**)  
i. GSA Nominating Committee Report **19.0 - 19.1**
20. GSA Elections and Referenda Committee (**Jennifer Bertrand, GSA Elections and Referenda Committee Chair**)  
i. GSA Elections and Referenda Committee Report (**no written report at this time**)
21. GSA Management (**Courtney Thomas, Executive Director**)  
i. Executive Director's Report **21.0 - 21.4**

#### **Question Period**

22. Written Questions (**none received**)

23. Oral Questions

#### **Adjournment**

**GSA Council Meeting MINUTES**  
Monday, 21 June 2021 at 6:00 pm  
Held online via Zoom

**IN ATTENDANCE:**

Anas Fassih (President)	Kathryn MacDonald (Business MBA)	Janet Zhou (Laboratory Medicine & Pathology)	Amanda Greenwell (Pharmacy & Pharmaceutical Sciences)
Kathy Haddadkar (VP Academic)	Jennifer Sloan (Business PhD)	Kim Jones (Library & Information Studies)	Spencer Hayden (Philosophy)
Mohd Tahsin Bin Mostafa (VP External)	Kazuki Ueda (Cell Biology)	Matt Kelley (Linguistics)	Zoe Frank (Physical Therapy)
Jessica Grenke (VP Labour)	Omnath Ekambaram (Chemical & Materials Engineering)	Alain Gervais (Mathematical & Statistical Sciences)	Logan Cooke (Physics)
Paresh Kumar (VP Student Services)	Karen Hoy (Chemistry)	David Gordon (Mechanical Engineering)	Isha Ralhan (Physiology)
Pranidhi Baddam (Speaker)	Michelle Gauthier (Communication Sciences & Disorders)	Adrienne Watson (Medical Genetics)	Connor Lambert (Psychology)
Priyanka Maripuri (Deputy Speaker)	Ifaz Kabir (Computing Science)	Quinten Kieser (Medical Microbiology & Immunology)	Naima Riaz (Public Health)
Laura Manerus (Councillor-at-Large)	Harsimrat Kaur (Dentistry)	Danielle Munsterman (Medicine)	Elena Schaefer (Renewable Resources)
Sanhita Pal (Councillor-at-Large)	Collette Slevinsky (Drama)	Leah Hrycun (Native Studies)	Hotaka Kobori (REES)
Varshini Prakash (Councillor-at-Large)	Avni Patel (Earth & Atmospheric Sciences)	Charbel Baaklini (Neuroscience)	Robert Piazza (Secondary Education)
Abigail Ameley Quaye (Councillor-at-Large)	Lauren Trafford (Educational Psychology)	Mary Olukotun (Nursing)	Rebekah McNeilly (Sociology)
Janmejay Rao (Councillor-at-Large)	Jessica Kennedy (Human Ecology)	Braden Chow (Oncology)	
Saeed Siddik (Councillor-at-Large)	Sukhpreet Kaur Khalsa (Internetworking)	Shubham Soni; Kaya Persad (Paediatrics)	
Andrew Cook (Biological Science)	Matt Ormandy (KSR)	Alexia Maheux; Erika Poitras (Pharmacology)	

Guests: Dr. Brooke Milne (Vice-Provost and Dean, Faculty of Graduate Studies and Research); Melissa Padfield (Vice-Provost and University Registrar); Dr. André Costopoulos (Vice-Provost and Dean of Students); Raymond Mattias (Director, Student Services Centre); Fatima Rana (Business Analyst, SET); Sana Amjad (Obstetrics and Gynaecology; candidate GSA for Deputy Speaker); Lauren Hill (Political Science; candidate for GSA Speaker); Peter Isele (AFNS; candidate for GSA Senator); Tiffany Kung (Psychology; candidate for GSA Speaker); Muneeb Mohiuddin (Civil and Environmental Engineering; candidate for GSA Chief Returning Officer).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:02 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

**Approval of Agenda****1. Approval of the 21 June 2021 Consolidated Agenda**

Members had before them the 21 June 2021 Consolidated Agenda, which had been previously distributed on 18 June 2021. L Hrycun **MOVED**; J Kennedy **SECONDED**.

Motion **PASSED** unanimously.



**Approval of Minutes****2. Minutes from the 10 May 2021 GSA Council Meeting**

Members had before them the 10 May 2021 GSA Council meeting minutes, which had been previously distributed on 11 June 2021. R Piazza **MOVED**; L Hrycun **SECONDED**.

Motion **PASSED**.

**Changes in GSA Council Membership****3. Changes in GSA Council Membership**

- i. **Introduction of New Councillors:** A Greenwell (Pharmacy); K Hoy (Chemistry); H Kobori (REES); A Maheux (Pharmacology); K Persad (Paediatrics); I Ralhan (Physiology).
- ii. **Farewell to Departing GSA Council Members:** E Poitras (Pharmacology).

**GSA Council Member Announcements****4. GSA Council Member Announcements**

P Baddam announced that the GSA was continuing to collect information via Google Form if members became aware of changes within their departments that could affect GSA Council composition as a result of academic restructuring. Form access would be provided in the GSA Council Summary following the meeting. Concerns about academic restructuring (changing service levels in their units, staff reductions, etc.) should be submitted directly to A Fassih ([gsa.president@ualberta.ca](mailto:gsa.president@ualberta.ca)) as the form was not monitored for this purpose.

**Discussion Items****5. Faculty of Graduate Studies and Research (FGSR) Graduate Supervisory Initiatives**

A Fassih (President) presented the item and introduced the guest (Dr. Brooke Milne, Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)).

B Milne explained that GSA Council remained a key constituency for consultation on the Student/Supervisor Initiative; with turnover of membership on GSA Council, B Milne was committed to periodic updates on the progress and evolution of the Initiative. She confirmed that feedback received was heard and acted on.

B Milne discussed the need to create minimum standards for graduate supervision at the University to ensure equity, integrity, progress, and to improve the student experience; B Milne noted that all of these aspects were meant to improve both the student's experience and the supervisor's experience and to increase the competitiveness of U of A graduate programs. Frequencies, focus, and outcomes varied across programs and supervisors; true equity required established minimum standards that provided a baseline for positive experience. B Milne expressed that the aim was to raise the level of excellence in graduate programs and this was a starting point. Improving the culture of supervision had been an ongoing conversation at the U of A for over a decade; the same concerns persisted despite how the world had changed. The U of A needed to show leadership in an increasingly competitive post-secondary education environment and students needed transparency to support their choice of this institution. B Milne commented on the development of this initiative, noting that consultations had started in October 2019 and many communities were involved. The resulting proposals coming forward now were very different from the initial drafts as a result of ongoing consultations.

B Milne next noted that these initiatives were intended to benefit graduate students, the institution AND supervisors. Students would benefit from clarity and focus, as would supervisors. Many had expressed issues with the inherent power differential in the student/supervisor relationship, and how students could voice concerns. One result had been the incorporation of a confidential link in the Progress Report that students could use to submit concerns and receive support in liaising with their department or unit. The other key element was setting clear expectation from the outset, to achieve a better understanding of expectations for all parties. For the institution, this Initiative built on the key mandate to support and enhance the graduate student experience, a priority thrown into sharp relief in the past year. The University needed to demonstrate that it is listening and responding.

With respect to the governance route for this initiative, B Milne note that the FGSR Policy Review Committee recommended the proposal unanimously; FGSR Council then strongly supported it as well. The current holding pattern was a result of governance, not reservation about the initiative. It would take time for proposals to move through the necessary pathways to final approval but FGSR was anticipating implementation for new students incoming in Winter 2022.

B Milne noted that some concerns were expressed in terms of additional workload; many components were already required but this would formalize and standardize across departments and units. The workflow was as simple as possible. IST had used

platforms that already work with existing systems to minimize data input. Establishing common understanding and shared expectations at the outset would prevent costly issues down the line. Many offices that work with students in conflict reported that these issues often begin with miscommunication and misunderstanding about expectations. Student/Supervisory issues took a large amount of time to address, especially when they became extreme. Resolution required significant energy and resources; the negative impact on the student especially could be significant. She also noted that some expressed concern around the idea of registrations being restricted and that FGSR had adjusted and clarified the language around this point. There would be regular reminders for both supervisors and students for deadlines, and opportunities for either party to inform FGSR if there were scheduling issues. Registration restriction was a last resort that B Milne believed would happen only in very rare instances (and in situations where both parties had ignored multiple communications). As the registrarial office for all graduate programs, FGSR needed a backstop to ensure that these requirements were completed, and to trigger further investigation when they were not.

Regarding concerns about academic adjunct appointments, B Milne noted that nothing in the proposal suggested revocation of supervisor privileges. If there was a concern, the procedures and processes in the Association of the Academic Staff of the University of Alberta (AASUA) Collective Agreement would be used to work through and resolve problems. Compliance and complaints would be dealt with within the approved structures (for both the institution and the union).

B Milne noted that FGSR had many sources of data to measure the effectiveness of these initiatives after implementation – program attrition, times to completion, frequency of supervisor changes, a reduction of student/supervisor conflict cases in partner offices (Helping Individuals at Risk, Ombud Service, Office of Safe Disclosure & Human Rights, the GSA), quality assurance reports, student satisfaction/exit surveys, user feedback, completion of Supervisor Development Program.

In closing, B Milne noted that graduate supervision was an institutional issue that required a coordinated institutional response to affectively address it. In response to these concerns, many of the outcomes had been voluntary resources (a soft approach). These proposals would ensure transparency, consistency, and equity. We needed to demonstrate as an institution that we care enough about graduate students to improve on this issue and take concrete action. Continued resistance sent the wrong message. FGSR was appreciative for GSA executives' work on moving these issues forward over the years; this was the third complement of GSA executives B Milne had worked with on this. They had been supportive of the development of these initiatives, as had many faculty- and department level graduate student groups. A recent letter sent from the Faculty of Science GSA was particularly timely and resonant. She noted that graduate students had provided careful, thoughtful engagement throughout this process and FGSR was grateful.

In the ensuing discussion, members then posed a series of questions including, but not limited to, the type of feedback received from faculty, if there had been any resistance, and the nature of that resistance (B Milne stated that the tide had slowly shifted as they worked through consultations across campus; there was initial scepticism, but this was why incorporating feedback had been so critical to the process and Many concerns had been addressed and resolved already); how the initiative might develop until it's implementation (B Milne explained that while some of the required forms were nearing completion in terms of conceptualization and construction, the initiative was iterative and would change over time based on user feedback, which they welcomed; content for supervisor training was nearing completion although requirements would not be in place but would be available for use. There was curiosity among existing faculty because the training curriculum resonated); what the plan was for rolling out supervisory training for wider faculty (B Milne explained that these proposals were passing through governance so far receiving 78% and 80% approval ratings, which indicated significant support (and that they saw the benefit); exhaustive consultation was intended to capture best practices that already existed – these initiatives felt familiar because many faculty already practiced them. Resistance was decreasing relative to those who saw the benefit); how to share specific feedback (members were encouraged to reach out to B Milne at [graddean@ualberta.ca](mailto:graddean@ualberta.ca)); if there were any discussions around standardized surveys either during progress reports or after defense (B Milne reported that FGSR exit surveys for all graduate students would commence for those convocating this spring; these would provide a lot of insight); and what the plans were for wider dissemination to students (B Milne stated that the relationship with GSA Council and its members was significant here; FGSR also had a bi-weekly newsletter and were working on an FAQ site; FGSR was considering including information in offer letters as well. B Milne noted there were a few ideas to make students aware but also to empower them to inform themselves. They were entitled to have these conversations and should be having them early in their studies).

#### **6. Service Excellence Transition (SET) Initiative: Student Services Centre**

A Fassih (President) presented the item and introduced the guests (Melissa Padfield, Vice-Provost and University Registrar; Dr. Andre Costopoulos, Vice-Provost and Dean of Students; Raymond Matthias, Director, Student Services Centre; and Fatima Rana, Business Analyst, SET.

The guests began by first noting that the student service hub was erroneously listed in GSA Council material as “Student Services Centre” rather than its correct name, the “Student Service Centre.” M Padfield then noted that they would be inviting members to participate in an interactive polling activity following their presentation, which outlined that the Service Excellence Transformation (SET) was one of two pillars of the University of Alberta for Tomorrow (UAT) Initiative. Under SET, the service ecosystem would be transformed to allow for University resources to be primarily directed to its core pursuits of teaching, research, and community engagement. Student services would be strengthened through a centralized student hub, the Student Service Centre (SSC).

A Costopoulos noted that the SSC was set to launch in July. While graduate students were often well connected to their respective departments, they could still access SSC to help guide them if they were not sure of where to begin. The SSC, as well as all student service staff beyond the SSC, would be supported by a dedicated IT infrastructure that provided an amalgamated knowledge base and allow for case management, among other features. Meanwhile, the SSC would provide a universal “front door”, physically located in the Administration building but would also accessible virtually and via telephone.

In the ensuing polling activity, the guests invited feedback on a number of aspects of SET, including what members preferred as mode of communication, what aspects of student service were working well today, and what aspects of student service required improvement.

Members also raised a number of questions, including, but not limited to, how incoming students would be introduced to the SSC (through info packages sent out after admission, but before their first term of studies) and whether the student service providers would receive specialized training (yes, basic training as well as specialized Equity, Diversity and Inclusion (EDI) and mental health support training, including ongoing training to respond to the dynamic nature of the job).

#### 7. Academic Restructuring Update

A Fassih (President) presented the item and noted that the organizational model was recently published in detail online on 10 June 2021 ([link](#)). He provided a brief summary of this model and in closing noted that the changes would take effect starting on 1 July 2021 as previously scheduled.

#### Action Items

##### 8. Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining

J Grenke (Vice-President Labour) presented the item. She began by noting that this was the fruit of a lot of recent work by the GSA Labour Relations Committee (GSA LRC) and she was pleased and honoured to bring this before GSA Council. Recently, academically-employed graduate students had approved the collection of a union due. There was also new legislation to respond to, and the introduction of a stewardship network in accordance with the latest Collective Agreement. Changes to Bylaw and Policy were in response to these changes.

Members raised a number of points in the ensuing conversation, including, but not limited to, whether future priorities included an increase to the number of stewards in the network (currently there were 15 to reflect the number of faculties with academically-employed graduate students (AEGS), but a watchful eye would be kept as the University underwent changes to ensure proper representation), and what duties the stewards would be tasked with (currently in development via the GSA LRC and details would be forthcoming).

**MOTION:** That GSA Council, on the unanimous recommendation of the GSA Labour Relations Committee Committee, **APPROVE** recommended changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining, as shown in the attached double column document and effective upon approval by GSA Council. R Piazza **MOVED**; J Kennedy **SECONDED**.

Motion **PASSED**.

#### Elections

##### 9. GSA Council Elections

P Baddam (GSA Speaker) presented the items.

In accordance with GSA Nominating Committee (GSA NoC) procedures for the election of GSA Council-Elected Officers, Council members were invited to ask the nominees for the positions of Speaker, Deputy Speaker, Chief Returning Officer (CRO), and Deputy Returning Officer (DRO) questions pertaining to the relevant roles and responsibilities. In the absence of any such questions from members, P Baddam could opt to raise questions selected from a list created in advance and provided to her by the GSA NoC.

- a. GSA Speaker (1 vacancy)  
Lauren Hill (Political Science)  
Tiffany Kung (Psychology)  
Sanhita Pal (Mechanical Engineering)  
Janmejy Rao (Mechanical Engineering)  
  
GSA Deputy Speaker (1 vacancy)  
Sana Amjad (Obstetrics and Gynaecology)
- b. GSA CRO (1 vacancy)  
Muneeb Mohiuddin (Civil and Environmental Engineering)  
  
GSA DRO (1 vacancy)  
Sophie Shi (Chemical and Materials Engineering)
- c. GSA Senator (1 vacancy)  
Peter Isesele (Agricultural, Food and Nutritional Science)

P Baddam asked the nominees the following: “please tell us why you’d like to serve in this GSA position.” GSA Council members then posed questions and the nominees were given the opportunity to respond.

GSA Standing Committees

- d. GSA Appeals and Complaints Board (1 vacancy)  
Laura Manerus (Biological Sciences)

P Baddam asked the nominee the following: “please tell us why you'd like to serve as on GSA Appeals and Complaints Board and the nominee wwa given the opportunity to respond.

## **Reports**

### **10. President**

#### **i. President’s Report:**

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, A Fassih highlighted the recent progress of the Student Supervisory Initiative and positive discussions about competitive funding packages (noting that B Milne (Dean, FGSR) agreed to set this as a priority in regular meetings and Provost S Dew had also been receptive to discussing this issue). A Fassih also let GSA Council members know that they could expect to see the 2021-2022 Board Strategic Work Plan at the next meeting of Council, in which the current team’s strategic priorities would be laid out. Additionally, Provost S Dew had expressed interest in presenting at GSA Council regarding the exceptional tuition increases; the GSA was working on scheduling and look forward to an opportunity to ask questions about this important issue.

#### **ii. GSA Board**

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted.

#### **iii. GSA Budget and Finance Committee**

No written report at this time.

#### **iv. GSA Equity, Diversity, and Inclusion Committee Report**

No written report at this time.

#### **v. GSA Governance Committee**

No written report at this time.

### **11. Vice-President Academic**

#### **i. Vice-President Academic’s Report:**

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, K Haddadkar reported that work on passing the Student Supervisory Initiative was ongoing, as previously mentioned by both B Milne and A Fassih. K Haddadkar also wished to recognise the role of FGSR and the Ombuds Office in supporting graduate students experiencing conflict. K Haddadkar also highlighted the Remote Learning Task Force Working Group; with the return to more in-person classes, emphasis would be on solving access issues at the department level, with chairs working to resolve individual issues as necessary.

## **12. Vice-President External**

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

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, M T Bin Mostafa highlighted the cancellation of the isolation accommodation program through Residence Services after 1 July; Residence Services had to shift their focus to preparing for the return to campus. International students could still contact the University if they needed assistance with quarantine. M T Bin Mostafa also stated that the Newton Place Residence was recently sold. This sale had been under discussion since 2019. Residents could remain until 31 July; there would be no penalty for ending leases early. Residents could choose to renew their lease with the new owner or contact the University for more information on other residence options. In closing, M T Bin Mostafa noted that he was recently elected as Vice-Chair for ab-GPAC.

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

No written report at this time.

### **iii. Alberta Graduate Provincial Advocacy Council (ab-GPAC) Update to Member Organizations**

No written report at this time.

## **13. Vice-President Labour**

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

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, J Grenke stated that she had met with counterparts from Universities of Lethbridge and Calgary to discuss coordinating efforts. Additionally, the GSA Labour Relations Committee, was also exploring potential partnerships with other unions in advance of the GSA's losing its exclusivity as a bargaining agent in 2022.

### **ii. GSA Labour Relations Committee**

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted.

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

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

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, P Kumar highlighted the possibility of additional touchdown spaces, as discussed with the Student Services & Experience Working Group. These spaces would be available for students who had a combination of virtual and in-person courses with little transition time in between; spaces were available for booking in Libraries but other spaces were also being considered as well.

## **15. Senator**

### **i. Senator's Report**

No written report at this time.

## **16. Speaker**

### **i. Speaker's Report**

No written report at this time.

## **17. Chief Returning Officer**

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

No written report at this time.

## **18. GSA Nominating Committee**

### **i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition C Thomas stated that a number of ongoing vacancies still need to be filled – ideally for September – including on the GSA Governance Committee, GSA Nominating Committee, and GSA Board. These might look like large time commitments, but the GSA worked hard to be accommodating and could be very flexible. For the GSA Governance Committee in particular, we had postponed a lot of business this past year due to the committee vacancies but we would very much like to move some of this work forward. Members were encouraged to consider serving on any these committees.

In response to a question, CT further clarified that these positions had been advertised on an ongoing basis to GSA Council for many months; email notices were typically circulated on Fridays. Committee positions were comprised of a combination of general GSA member vacancies and those specifically for GSA Councillors. Most of the current vacancies were GSA Councillor vacancies; the positions for the general GSA membership were mostly filled and were also circulated regularly via the GSA newsletter. CT stressed that, at this juncture, the GSA needed members of GSA Council to step up and consider volunteering.

### **19. GSA Elections and Referenda Committee**

#### **ii. GSA Elections and Referenda Committee Report**

No written report at this time.

### **20. GSA Management**

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

Members had before them a written report, which had been previously distributed on 18 June 2021. The report stood as submitted. In addition, C Thomas stated that the GSA office staff was planning for a return to in-person operations in mid-August, though all committee meetings (including GSA Council) would continue online throughout the fall. C Thomas also informed GSA Council that the GSA was on track to bring forward the annual audit at the July meeting of GSA Council, and to provide Budget 101 sessions in advance to anyone interested in learning more. In closing, C Thomas acknowledged that this was the final meeting for both GSA Speaker Pranidhi Baddam and GSA Deputy Speaker Priyanka Maripuri. C Thomas expressed the gratitude of GSA staff for their long-term, committed service and A Fassih added his thanks on behalf of GSA Council.

### **Question Period**

#### **21. Written Questions**

#### **22. Oral Questions**

J Rao expressed concern around fees previously paid for Athletics and Recreation, despite facilities being unavailable due to the pandemic. P Kumar (Vice-President Student Services) stated that these facilities would be open for all services for the Fall term (some were already open) and online options had been offered over the closure period. P Baddam (Speaker) also pointed out that the reinstatement of the Athletics and Recreation Fee amidst the pandemic was discussed at length at a previous meeting of GSA Council and members then were not opposed to the fee being reinstated.

### **Adjournment**

The meeting was adjourned at 8:54 pm.

## Outline of Issue

### 2020-2021 GSA Audited Financial Statements

#### **Suggested Motion for GSA Council:**

That the GSA Council **RECEIVE FOR INFORMATION** the 2020-2021 GSA audited financial statements.

#### **Background:**

The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our auditor, Melissa Gee, is with the firm RSM Canada.

The audit process begins with a Letter of Engagement, which sets out the parameters of the audit. Members of our audit firm, RSM Canada, then review relevant financial information and other files. The audit representative(s) have access to any info they wish to see, and pose questions to the CPA, Financial Manager, and Executive Director (and to other members of the organization, including the President, as required). The audited financial statements then proceed to the GSA Budget and Finance Committee (GSA BFC), GSA Board, GSA Council, and, ultimately, the Board of Governors for information. They are also posted on the GSA website.

The GSA BFC originally received, for information, the 2020-2021 draft GSA Audited Financial Statements at their meeting of 29 June 2021. The GSA Board approved them at their meeting of 7 July 2021. Members of the GSA BFC have been invited to attend the discussion of the audited financial statements at the 19 July 2021 GSA Council meeting.

**According to our Auditor, the GSA's financial position continues to be strong at the end of the 2020-2021 fiscal year.**

#### **Jurisdiction:**

##### Post-Secondary Learning Act, Section 97(1):

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

##### GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.5.a:

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

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

Financial Statements  
Year Ended March 31, 2021



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Index to Financial Statements

Year Ended March 31, 2021

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	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 12
Schedule of Revenues ( <i>Schedule 1</i> )	13
Schedule of Expenses ( <i>Schedule 2</i> )	14
Schedule of Administration and Services Expenses ( <i>Schedule 3</i> )	15 - 17



## INDEPENDENT AUDITOR'S REPORT

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

### *Opinion*

We have audited the financial statements of The Graduate Students' Association of the University of Alberta (the Association), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

*(continues)*

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
July 8, 2021

RSM Alberta LLP  
Chartered Professional Accountants

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Financial Position

March 31, 2021

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 1,794,287	\$ 1,615,108
Short-term investments (Note 3)	162,848	-
Accounts receivable	130,289	140,424
Prepaid expenses	4,583	20,700
	<b>2,092,007</b>	1,776,232
LONG-TERM INVESTMENTS (Note 3)	-	11,091
RESTRICTED INVESTMENTS (Note 4)	<b>2,883,333</b>	2,039,998
	<b>\$ 4,975,340</b>	\$ 3,827,321
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 225,397	\$ 66,886
Health and dental plan payable	259,331	257,364
Deferred contributions (Note 5)	440,905	341,715
	<b>925,633</b>	665,965
<b>NET ASSETS</b>		
Unrestricted	1,166,374	997,779
Internally restricted (Note 6)	2,883,333	2,163,577
	<b>4,049,707</b>	3,161,356
	<b>\$ 4,975,340</b>	\$ 3,827,321

LEASE COMMITMENT (Note 7)

## ON BEHALF OF THE BOARD

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Vice President*

\_\_\_\_\_  
*Executive Director*

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Operations

Year Ended March 31, 2021

	2021	2020
<b>REVENUES (Schedule 1)</b>		
Commercial activities	\$ 6,232	\$ 46,922
Other restricted	87,460	92,408
Graduate Student Support Fund	889,014	961,082
Administration, GSA fees and services	1,209,490	1,264,281
	<b>2,192,196</b>	2,364,693
<b>EXPENSES (Schedule 2)</b>		
Commercial activities	7,786	8,570
Other restricted	87,460	92,408
Graduate Student Support Fund	889,014	961,082
Administration and services (Schedule 3)	1,065,746	1,062,355
	<b>2,050,006</b>	2,124,415
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>142,190</b>	240,278
<b>OTHER INCOME (EXPENSES)</b>		
Investment and interest income	124,468	112,578
Unrealized gain (loss) on restricted investments	282,404	(103,656)
	<b>406,872</b>	8,922
Health and dental plan commission (Schedule 1)	339,289	131,495
	<b>746,161</b>	140,417
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 888,351</b>	\$ 380,695

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Changes in Net Assets

Year Ended March 31, 2021

	Internally Restricted Net Assets						2021	2020
	Unrestricted Fund	Health and Dental Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Human Resource Fund	Total Internally Restricted Funds		
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 997,779	\$ 483,145	\$ 470,118	\$ 1,119,282	\$ 91,032	\$ 2,163,577	<b>\$ 3,161,356</b>	\$ 2,780,661
Excess of revenues over expenses	183,831	339,289	107,699	256,416	1,116	704,520	<b>888,351</b>	380,695
Transfers <i>(Note 6)</i>	(15,236)	15,236	-	-	-	15,236	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 1,166,374</b>	<b>\$ 837,670</b>	<b>\$ 577,817</b>	<b>\$ 1,375,698</b>	<b>\$ 92,148</b>	<b>\$ 2,883,333</b>	<b>\$ 4,049,707</b>	<b>\$ 3,161,356</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Cash Flows

Year Ended March 31, 2021

	2021	2020
<b>CASH PROVIDED BY (USED IN):</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 888,351	\$ 380,695
Items not affecting cash:		
Accrued interest income ( <i>Note 4</i> )	(3,285)	(4,510)
Unrealized (gain) loss on restricted investments	(282,404)	103,656
	<b>602,662</b>	479,841
Changes in non-cash working capital ( <i>Note 8</i> )	<b>285,920</b>	103,113
	<b>888,582</b>	582,954
<b>INVESTING ACTIVITIES</b>		
Purchase of restricted investments	(557,646)	(351,691)
Purchase of short-term investments	(151,757)	(11,091)
	<b>(709,403)</b>	(362,782)
<b>INCREASE IN CASH</b>	<b>179,179</b>	220,172
Cash - beginning of year	<b>1,615,108</b>	1,394,936
<b>CASH - END OF YEAR</b>	<b>\$ 1,794,287</b>	\$ 1,615,108

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

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## 1. NATURE OF OPERATIONS

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

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### Cash and cash equivalents

Cash and cash equivalents are defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date, and cashable guaranteed investment certificates.

### Restricted investments

Restricted investments consist of:

- Guaranteed investment certificates that are being held for long-term purposes and are recorded at cost.
- Investments that have quoted prices in an active market and are carried at fair value. Unrealized gains or losses are reported in the statement of operations.

### Revenue recognition

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

Student fees are recognized as revenue in the year to which they relate and services are provided.

Commission revenue from the health and dental plan consists of the difference between the premiums charged to the student body and the premiums paid to the administrator of the plan. The commission revenue is recognized when earned which is generally the point at which the Association remits the premiums to the administrator of the plan.

All other revenues are recorded in the period in which they are earned and collection is reasonably assured.

Investment and interest income are recognized on an accrual basis as they are earned.

*(continues)*



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

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

### Donated goods and services

The work of the Association is dependent on the donated goods and voluntary services of many members. Because of the difficulty in determining the amount or fair value, the value of donated goods and services is not recognized in these statements.

### Activity expenses

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

### Financial instruments

#### *Measurement of Financial Instruments*

Financial instruments are financial assets or liabilities of the Association where, in general, the Association has the right to receive cash or another financial asset from another party or the Association has the obligation to pay another party cash or other financial assets.

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

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

Financial assets measured at amortized cost include cash, accounts receivable and guaranteed investment certificates included in restricted investments and short-term investments. The Association's financial assets measured at fair value are equity instruments included in restricted investments.

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

#### *Transactions costs*

Transaction costs and financing fees are expensed as incurred for financial instruments measured at fair value and capitalized for financial instruments that are subsequently measured at cost or amortized cost.

The Association recognizes its transaction costs in the statement of operations in the period incurred for its equity investments and all other financial assets and liabilities subsequently measured at fair value. Financial instruments, that are subsequently measured at cost or amortized cost, are adjusted by the transaction costs and financing fees that are directly attributable to their origination, issuance or assumption.

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

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

### *Impairment*

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in the statement of operations.

### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

## 3. SHORT-TERM AND LONG-TERM INVESTMENTS

Short-term investments consists of guaranteed investment certificates bearing interest at 2.02% and 0.50% per annum maturing June 2021 (2020 - June 2021 and included in long-term investments) and January 2022, respectively.

## 4. RESTRICTED INVESTMENTS

	2021	2020
Investments, recorded at fair value	<b>\$ 1,953,514</b>	\$ 1,589,399
Guaranteed investment certificates (GIC's), bearing interest from 0.54% to 1.26% (2020 - 1.79% to 2.78%) per annum, maturing in June 2021, March 2022, and July 2022 (2020 - June 2020 and March 2021).	<b>926,534</b>	446,089
	<b>2,880,048</b>	2,035,488
Accrued interest	<b>3,285</b>	4,510
	<b>\$ 2,883,333</b>	\$ 2,039,998

Restricted investments have been designated for specific purposes described in Note 6.

During the year, the Association recognized an unrealized gain of \$282,404 (2020 - unrealized loss of \$103,656) related to the change in fair value of the investments recorded at fair value.

Subsequent to year-end, the GIC with a maturity date of June 2021 was reinvested.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

## 5. DEFERRED CONTRIBUTIONS

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

	2020	Contributions received during the year	Amounts recognized as revenue	2021
Graduate Student Assistance Program	\$ 175,599	\$ 95,637	\$ 71,433	\$ 199,803
Graduate Student Support Fund	166,116	964,000	889,014	241,102
	<b>\$ 341,715</b>	<b>\$ 1,059,637</b>	<b>\$ 960,447</b>	<b>\$ 440,905</b>

## 6. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are comprised of the following Funds:

### Legal Defense Fund

The Legal Defense Fund was established to provide resources to enter into legal action where appropriate. Any unspent funds at year-end from the budgeted legal fees are placed into the fund.

During the year, \$Nil (2020 - \$150,000) was transferred into the Fund.

### Health and Dental Plan Reserve Fund

The Health and Dental Plan Reserve Fund was established to ensure that adequate funds would be available in the event the Health and Dental Plan costs exceed the amounts collected in fees from graduate students. The fund balance fluctuates to allow for the addition or withdrawal of investment funds depending on when fees collected exceed or are less than Plan costs.

During the year, \$15,236 (2020 - \$Nil) was transferred into the Fund.

### Financial Stabilization Fund

The Financial Stabilization Fund was established to safeguard the Association against uncertainty and to provide for unknown, unexpected expenditures that would provide for the ongoing operations of the Association. The balance will be adjusted annually at the discretion of the Budget and Finance Committee and will grow until it is equal to at least one years' operating costs.

During the year, \$Nil (2020 - \$150,000) was transferred into the Fund.

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

## 6. INTERNALLY RESTRICTED NET ASSETS *(continued)*

### Human Resource Fund

The Human Resource Fund was established to fund medical and parental leave for the staff and managers.

During the year, \$Nil (2020 - \$Nil) was transferred into the Fund.

### Labour Union Fund

During the year, the Association established the Labour Union Fund. The Fund was established to support the Association's work as a labour union in support of Academically-Employed Graduate Students in matters of labour relations. Council will approve a transfer into the Fund from the Association's unrestricted net assets in fiscal 2021-2022.

## 7. LEASE COMMITMENT

The Association has a five year lease which expires June 2021, to lease a portion of the Killam Centre for Advanced Studies from the University of Alberta at \$1 per year and utilities at no cost.

Subsequent to year-end, the Association renewed the lease which expires June 2026, under the same terms.

## 8. CHANGES IN NON-CASH WORKING CAPITAL

	2021	2020
Accounts receivable	\$ 10,135	\$ 43,859
Prepaid expenses	16,117	(19,510)
Accounts payable and accrued liabilities	158,511	(5,968)
Health and Dental Plan payable	1,967	63,570
Deferred contributions	99,190	21,162
	<b>\$ 285,920</b>	<b>\$ 103,113</b>

## 9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2021.

### ***Credit risk***

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

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2021

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## 9. FINANCIAL INSTRUMENTS *(continued)*

### ***Liquidity risk***

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is the Association's opinion that there is no significant liquidity risk as of March 31, 2021.

### ***Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk and other price risk.

### ***Interest rate risk***

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing guaranteed investment certificates. As the guaranteed investment certificates are cashable at any time, it is the Association's opinion that there is no significant interest rate risk.

### ***Other price risk***

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investments in quoted shares.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Revenues

(Schedule 1)

Year Ended March 31, 2021

	2021	2020
<b>Graduate Student Support Fund</b>		
Child care grants	\$ 391,337	\$ 434,000
Emergency bursaries	454,376	101,151
Graduate student recognition awards	18,000	16,500
Academic travel award	25,300	409,431
	<b>889,013</b>	961,082
<b>Administration, GSA Fees and Services</b>		
Graduate Students' Association fees	1,180,800	1,234,299
Orientation	3,000	5,000
TD Insurance Meloche Monnex (TDIMM) revenue	11,500	12,000
Studentcare funding	10,000	7,000
Dean of Students funding	4,190	4,190
Other	-	1,792
	<b>1,209,490</b>	1,264,281
<b>Other Restricted</b>		
Graduate Student Assistance Program fees	71,433	76,419
CJSR fees	16,028	15,989
	<b>87,461</b>	92,408
<b>Commercial Activities</b>		
Handbook	2,885	6,760
Physical Activity and Wellness Centre (PAW) revenue	3,347	40,162
	<b>6,232</b>	46,922
<b>TOTAL REVENUES</b>	<b>\$ 2,192,196</b>	<b>\$ 2,364,693</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Expenses

(Schedule 2)

Year Ended March 31, 2021

	2021	2020
<b>Graduate Student Support Fund</b>		
Child care grants	\$ 391,338	\$ 434,000
Emergency bursaries	454,376	101,151
Graduate student recognition awards	18,000	16,500
Academic travel award	25,300	409,431
	<b>889,014</b>	961,082
<b>Administration and Services (Schedule 3)</b>		
Governance	197,712	204,837
Advocacy	32,532	48,024
Human resources	681,682	648,729
Office administration and operational costs	20,113	17,115
Professional	65,499	33,724
Services	68,208	109,926
	<b>1,065,746</b>	1,062,355
<b>Other Restricted</b>		
Graduate Student Assistance Program fees	71,432	76,419
CJSR fees	16,028	15,989
	<b>87,460</b>	92,408
<b>Commercial Activities</b>		
Handbook	7,786	8,570
<b>TOTAL EXPENSES</b>	<b>\$ 2,050,006</b>	<b>\$ 2,124,415</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses  
Year Ended March 31, 2021

(Schedule 3)

	2021	2020
<b>Governance</b>		
Elected officers stipends and benefits	\$ 176,514	\$ 175,344
Employer contributions		
Employer CPP contributions	8,427	8,078
Employer EI contributions	3,849	3,874
	<b>12,276</b>	11,952
Elected officers - Other		
Transition/Early call for talent	-	785
Insurance (directors' and officers' liability insurance)	1,083	1,035
Board and other committees	307	497
Executive officers discretionary expenses	161	1,887
Executive officers recognition	1,584	3,680
	<b>3,135</b>	7,884
Council		
Council	-	3,578
Election	1,502	2,729
Council speaker honorarium	2,035	1,850
Other honorarium	750	-
Chief returning officer honorarium	1,500	1,500
	<b>5,787</b>	9,657
	<b>\$ 197,712</b>	<b>\$ 204,837</b>
<b>Advocacy</b>		
Alberta Graduate Provincial Advocacy Council fees	\$ 31,836	\$ 30,836
Government and external relations	471	16,554
University relations	225	634
	<b>\$ 32,532</b>	<b>\$ 48,024</b>

(continues)



# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2021

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## Human Resources

Salaries and benefits	\$ 644,760	\$ 609,249
Employer contributions		
Employer CPP contributions	20,548	18,733
Employer EI contributions	8,497	8,132
	<b>29,045</b>	<b>26,865</b>
Other human resources		
Staff recognition	182	820
Professional expense allowance	5,418	10,191
Workers' Compensation Board	2,277	1,578
Parking	-	26
	<b>7,877</b>	<b>12,615</b>
	<b>\$ 681,682</b>	<b>\$ 648,729</b>

## Office Administration and Operational Costs

Small equipment purchases	\$ 4,108	\$ 2,124
Telephone and cable	2,960	2,960
Office supplies	901	2,550
Repairs and maintenance	5,789	2,742
Payroll and bank service charges	1,500	1,283
Photocopier lease/office	4,320	4,921
Insurance	535	535
	<b>\$ 20,113</b>	<b>\$ 17,115</b>

## Professional

Financial audit	\$ 12,679	\$ 12,150
Consultants	21,000	-
IT service agreement	3,150	3,150
Legal fees - general	10,080	1,779
Investment advisor	18,590	16,645
	<b>\$ 65,499</b>	<b>\$ 33,724</b>

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2021

## Services

Grants and Subsidies		
Academic workshop subsidies	\$ 12,000	\$ 9,500
External grants	1,349	2,775
	<b>13,349</b>	12,275
Student Groups		
Academically-related graduate student group awards	6,837	24,105
Council remuneration student groups	13,750	14,000
	<b>20,587</b>	38,105
Other		
Annual strategic plan initiatives	1,420	800
Orientation	8,009	40,986
Association of Managers in Canadian College University and Student Centre membership	725	725
Child Care Access	417	-
Food Bank	20,000	15,000
Awards night	3,701	2,035
	<b>34,272</b>	59,546
	<b>\$ 68,208</b>	\$ 109,926
<b>TOTAL ADMINISTRATION AND SERVICES EXPENSES</b>	<b>\$ 1,065,746</b>	<b>\$ 1,062,355</b>



**Date:** 16 July 2021  
**To:** GSA Council  
**From:** Anas Fassih, President and Chair of the GSA Budget and Finance Committee  
**Re:** 2021-2022 GSA Spring/Summer Term Budget and Expenditure Report

Dear Council Colleagues,

I am pleased to report we are **on track overall after the end of the first two months of our fiscal year** and we are **projecting a positive balance** at the end of the 2021-2022 fiscal year (and one that, as per our ongoing work to ensure revenue is aligned with expenses, now that our Financial Stabilization Fund has grown to an adequate level, better reflects our status as a non-profit).

It should be noted that, since we are only working with two months' worth of data related to our revenue and expenses, it is too early to be definitive (although we are confident in the forecast). I have highlighted a few areas to draw your attention to below.

#### **GSA Fees Revenue**

As a fee-based organization, graduate student enrolment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team will closely monitor these as the fall term begins and report back to the GSA Budget and Finance Committee, the GSA Board, and GSA Council on how any increases or decreases in enrolment will affect our budget. As you will recall, the 2021-2022 budget was developed from a conservative standpoint that recognized enrollment levels may be impacted by the global pandemic and accounted for this in budget estimates.

#### **Expenses**

As you will recall, the 2021-2022 operating budget was predicated on the assumption that COVID-19 prevention measures will be relaxed by September 2021. This assumption was applied to GSA revenue (in particular the revenue associated with the lease payments for the Chopped Lead food venue) and selectively to expenses (including business travel, isolated human resources expenses, and expenses associated with hosting GSA Council meetings and other events). As we prepare for a return to the GSA office in, hopefully, mid-August, we can anticipate potential costs related to purchasing necessary equipment to allow staff to maintain both office and home work spaces (in case they need to self-isolate or periodically work from home), offset by some savings associated with GSA Council and standing committees continuing to be hosted online for the fall term. Costs associated with advocacy travel might, likewise, continue to be low throughout the fall as COVID prevention measures gradually relax. We are currently forecast two variances, related to savings in the HR budget line and the operating/contingency fund line; explanations for these projected savings are included in the attached materials.

In closing, while it remains early in our fiscal year and the financial team will closely monitor the situation moving forward, we are on track thus far. My thanks to the GSA's financial team (CPA Shirley Ball, Financial Manager Dorte Sheikh, Executive Director Courtney Thomas, and Associate Director Erika Heiberg) for their work thus far in the 2021-2022 fiscal year and I will be happy to answer any questions when we meet.

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

Anas Fassih, President and Chair of the GSA Budget and Finance Committee

### Outline of Issue

#### **GSA 2021-2022 Spring/Summer Term Budget and Expenditure Report**

#### **Suggested Motion for GSA Council:**

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2021-2022 Spring/Summer Term Budget and Expenditure Report.

#### **Background:**

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the first budget and expenditure report on the 2021-2022 GSA's fiscal year.

More information can be found in the attached cover letter.

The GSA BFC received, for information, and forwarded to the GSA Board (GSAB) the GSA 2021-2022 Spring/Summer Term Budget and Expenditure Report at their meeting of 29 June 2021. The GSAB, likewise, received the GSA 2021-2022 Spring/Summer Term Budget and Expenditure Report and forwarded it to GSA Council at its meeting of 7 July 2021. GSA BFC members have been invited to attend this meeting of GSA Council on 19 July 2021.

#### **Jurisdiction:**

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.4.a:  
*"The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, 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 will be compliant with Alberta's Personal Information Protection Act and other applicable laws."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.5.7:

*"The GSA BFC will receive for information and forward to the GSAB reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division."*

Budget and Expenditure Report

Summer Term Update, April to May 2021 actuals and June 2021 to March 2022 forecast

	CURRENT YEAR April 1, 2021 to March 31, 2022					PRIOR YEAR Comparative			
	2021-2022	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2021 to May 2021	Jun 2021 to Mar 2022					Apr 2020 to May 2020	Apr 2020 to Mar 2021
<b>REVENUE</b>									
GSA Fees Revenue	1,184,184	473,674	710,510	1,184,184	-		0%	467,823	1,180,800
Interest Income	15,000	1,561	13,439	15,000	-		0%	1,461	14,484
External Committed Funding	26,880	-	26,880	26,880	-		0%	-	28,690
Revenue from Commercial Activities	25,929	-	25,929	25,929	-		0%	3,347	3,347
Other Revenue	1,300	-	1,300	1,300	-		0%	-	-
<b>Total Revenue</b>	<b>1,253,293</b>	<b>475,235</b>	<b>778,058</b>	<b>1,253,293</b>	<b>-</b>		<b>0%</b>	<b>472,631</b>	<b>1,227,321</b>
<b>EXPENSES</b>									
Advocacy	48,472	-	48,472	48,472	-		0%	-	32,532
Services	142,842	42,618	100,224	142,842	-		0%	31,997	72,965
Governance	219,978	31,836	187,605	219,441	537		0%	31,136	197,712
Human Resources	700,575	117,952	573,515	691,467	9,108	1	1%	118,728	681,681
Office Administration and Operational Costs	43,946	2,816	40,954	43,770	176		0%	3,286	23,988
Professional	60,700	2,886	57,814	60,700	-		0%	5,931	62,348
Operating/Contingency Fund	15,000	-	7,500	7,500	7,500	2	50%	-	417
<b>Total Expenses</b>	<b>1,231,513</b>	<b>198,108</b>	<b>1,016,084</b>	<b>1,214,192</b>	<b>17,321</b>		<b>1%</b>	<b>191,078</b>	<b>1,071,643</b>
<b>BALANCE</b>	<b>21,780</b>	<b>277,127</b>	<b>(238,026)</b>	<b>39,101</b>	<b>17,321</b>		<b>80%</b>	<b>281,553</b>	<b>155,678</b>

Explanatory notes:

Under the variance column red numbers indicates less revenue received than budgeted. Black numbers indicate an expense savings. 0% means no variance at this point, budget is on target.

Variance formula: for Revenue the variance is the total for the 2021-2022 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2021-2022 year.

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

1. Projected savings in Human Resources due to surplusing of budgeted funds for possible staff transitioning.

2. Projected savings in the Operating/Contingency Fund .

Since only two months of actuals are being reported the budget variances are very preliminary.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2021-2022 GSA Restricted and Other Funding

Budget and Expenditure Report

Summer Update, April to May 2021 actuals and June 2021 to March 2022 forecast

	<b>CURRENT YEAR</b>				<b>PRIOR YEAR</b>				
	<b>April 1, 2021 to March 31, 2022</b>				<b>Comparative</b>				
	2021-2022	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2021 to May 2021	Jun 2021 to Mar 2022					Apr 2020 to May 2020	Apr 2020 to Mar 2021
<b>Fundraised Activity</b>									
GSA Planner	3,620	-	3,620	3,620	-		0%	-	2,885
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,000
GSA Child Care Grants	331,100	133,000	198,100	331,100	-		0%	146,000	391,337
GSA Emergency Bursaries	141,900	-	141,900	141,900	-		0%	-	454,376
GSA Academic Travel Grants	473,000	-	473,000	473,000	-		0%	301	25,300
	964,000	133,000	831,000	964,000	-		0%	146,301	889,013
<b>Other Restricted Funding</b>									
CISR Fees Collected - \$1.00 per student goes to the radio station's operations	15,980	-	15,980	15,980	-		0%	-	16,028
GSAP (Graduate Student Assistance Program) Fees Collected	82,000	-	82,000	82,000	-		0%	-	71,433
Health Plan Revenue	1,667,407	-	1,667,407	1,667,407	-		0%	-	1,451,507
Dental Plan Revenue	1,246,248	-	1,246,248	1,246,248	-		0%	-	1,030,601
	3,011,635	-	3,011,635	3,011,635	-		0%	-	2,569,569
<b>BALANCE</b>	3,979,255	133,000	3,846,255	3,979,255	-		0%	146,301	3,461,467

Since only two months of actuals are being reported the budget variances are very preliminary.

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

For further reference see the attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
Annual GSA Membership Fees  <b>\$1,184,184 budget</b>	<ul style="list-style-type: none"> <li>● The GSA is supported by annual graduate student membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.</li> <li>● Based on the three-year funding agreement signed between the GSA and the University on February 6, 2019, the GSA will receive:                             <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment;</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>For 2021-2022, the projected GSA revenue is \$1,184,184.</b> This is based on fees paid by a projected 6,390 full-time graduate students (6,390 @ \$156.02 per graduate student) and a projected 1,600 part-time graduate students (1,600 @ \$117.01 per graduate student).</li> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$473,674.</b></li> <li>● <b>Forecast June to March: \$710,510.</b></li> <li>● <b>The 2020-2021 actual was \$1,064,297.</b></li> </ul>
<b>Interest Income</b>		
Interest Income  <b>\$15,000 budget</b>	<ul style="list-style-type: none"> <li>● Interest income on bank accounts is deposited monthly.</li> <li>● The GSA also holds an investment portfolio and the income from these investments is re-invested and is reported in the annual audited financial statements.</li> <li>● ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,561.</b></li> <li>● <b>Forecast June to March: \$13,439.</b></li> <li>● <b>The 2020-2021 actual was \$14,484.</b></li> </ul>

External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR  <b>\$7,190 budget</b>	<ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of the Faculty of Graduate Studies and Research (FGSR) and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding has to be requested yearly and was reduced by \$2,000 in 2020-2021.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$7,190.</b></li> <li><b>The 2020-2021 actual was \$7,190.</b></li> </ul>
Funding from Studentcare  <b>\$8,190 budget</b>	<ul style="list-style-type: none"> <li>Studentcare provides \$8,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2020-2025.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$8,190.</b></li> <li><b>The 2020-2021 actual was \$8,190.</b></li> </ul>
Funding from TDIMM  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Signed agreement with TD Insurance Meloche Monnex (TDIMM) (from 2021-2026) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$11,500.</b></li> <li><b>The 2020-2021 actual was \$11,500.</b></li> </ul>
Revenue from Commercial Activities		
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue  <b>\$25,929 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet.</li> <li>Revenues commenced in August 2015. In 2020 there was a brief interruption in revenue due to the COVID-19 pandemic and a decrease in revenue is expected to continue through 2021-2022.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$25,929.</b></li> <li><b>The 2020-2021 actual was \$3,347.</b></li> </ul>
Other Revenue		
Other Revenue  <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>This line is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$1,300.</b></li> <li><b>The 2020-2021 actual was \$0.00.</b></li> </ul>



EXPENSES		
<b>Advocacy</b>		
Business Travel and External Relations and Advocacy  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations (usually in the form of travel expenses, hosting, or meetings related to advocacy).</li> <li>In its Strategic Work Plan (SWP), the GSA Board (GSAB) identified the need for a strong voice at the table with the government (the Alberta government in particular) and other decision-making and influential groups at the local and national levels in order to promote the best interests of graduate students.</li> <li>Reduced spending from April 2021 until September 2021 due to COVID-19 restrictions. Normal spending projected for the remainder of the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$11,500.</b></li> <li><b>The 2020-2021 actual was \$471.</b></li> </ul>
University Relations  <b>\$1,017 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units (usually in the form of hosting/meeting expenses).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$1,017.</b></li> <li><b>The 2020-2021 actual was \$225.</b></li> </ul>
ab-GPAC (Alberta Graduate Provincial Advocacy Council)  <b>\$35,955 budget</b>	<ul style="list-style-type: none"> <li>Fees for ab-GPAC have been set at \$4 per graduate student per year, effective September 2018.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$35,955.</b></li> <li><b>The 2020-2021 actual was \$31,836.</b></li> </ul>
<b>Services</b>		
<b>Grants and Subsidies</b>		
Academic Workshop Subsidies  <b>\$12,000 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2020-2021 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$12,000.</b></li> <li><b>Forecast June to March: \$0.00.</b></li> <li><b>The 2020-2021 actual was \$12,000.</b></li> </ul>
External Grants  <b>\$4,000 budget</b>	<ul style="list-style-type: none"> <li>Funds request for external grants such as a grant for the Student Advisors' Conference and International Week.</li> <li>Budget increase due to increased requests.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$4,000.</b></li> <li><b>The 2020-2021 actual was \$1,350.</b></li> </ul>
Campus Food Bank  <b>\$23,000 budget</b>	<ul style="list-style-type: none"> <li>Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students.</li> <li>CFB Executive Director and Board Chair report annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$23,000.</b></li> <li><b>Forecast June to March: \$0.00.</b></li> <li><b>The 2020-2021 actual was \$20,000.</b></li> </ul>

<p>Child Care Access (NEW) <b>\$5,000 budget</b></p>	<ul style="list-style-type: none"> <li>● New budget line to support a partnership with the Students’ Union for a membership with a local daycare provider to facilitate limited child care services for students who parent.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>New budget line for 2021-2022.</b></li> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$4,583.</b></li> <li>● <b>Forecast June to March: \$417.</b></li> </ul>
<b>Graduate Student Groups</b>		
<p>GSA Council Remuneration <b>\$17,250 budget</b></p>	<ul style="list-style-type: none"> <li>● Funding of \$250 for eligible graduate student groups based on the attendance of their Councillor at GSA Council meetings from 1 May to 30 April. Increased to reflect the actual numbers of eligible groups.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$17,250.</b></li> <li>● <b>The 2020-2021 actual was \$14,750.</b></li> </ul>
<p>GSA Graduate Student Group Grant <b>\$36,000 budget</b></p>	<ul style="list-style-type: none"> <li>● The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                         <ul style="list-style-type: none"> <li>▪ Bring in special guest lecturers or host events.</li> <li>▪ Support the academic activities of graduate students.</li> <li>▪ Provide modest start-up funding for new groups.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,775.</b></li> <li>● <b>Forecast June to March: \$34,225.</b></li> <li>● <b>The 2020-2021 actual was \$6,837.</b></li> </ul>
<b>Other Expenses</b>		
<p>Annual Strategic Work Plan Initiatives <b>\$2,500 budget</b></p>	<ul style="list-style-type: none"> <li>● Any new SWP initiatives may be funded from this account.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$2,500.</b></li> <li>● <b>The 2020-2021 actual was \$1,441.</b></li> </ul>
<p>Engagement, Orientation, and Outreach <b>\$31,342 budget</b></p>	<ul style="list-style-type: none"> <li>● Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, swag purchases and SUTV ads.</li> <li>● Depending on graduate student demand for the GSA Planner, and the ad revenue, this budget is also used to cover the cost of printing additional Planners not covered by the revenue from ad sales.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,260.</b></li> <li>● <b>Forecast June to March: \$30,082.</b></li> <li>● <b>The 2020-2021 actual was \$12,887.</b></li> </ul>
<p>GSA Awards Night <b>\$11,750 budget</b></p>	<ul style="list-style-type: none"> <li>● Expenses for the annual GSA Awards Night (normally in March). Awards distributed are funded by the Graduate Student Support Fund (see the Restricted and Other Funding Budget Narrative).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$11,750.</b></li> <li>● <b>The 2020-2021 actual was \$3,701.</b></li> </ul>

Governance		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers (DEOs) Stipends  <b>\$177,259 budget</b>	<ul style="list-style-type: none"> <li>● DEOs include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2021-2022, the President receives an annual stipend of \$42,203 and the four VP positions each receive \$33,764. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw and Policy, Section D.BYL.1.4.b).</li> <li>● Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$22,322.</b></li> <li>● <b>Forecast: June to March: \$112,547.</b></li> <li>● <b>The 2020-2021 actual was \$174,013.</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,627 budget</b>	<ul style="list-style-type: none"> <li>● The estimated 2021-2022 rate is \$525 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$2,627.</b></li> <li>● <b>The 2020-2021 actual was \$2,502.</b></li> </ul>
U-Pass  <b>\$2,700 budget</b>	<ul style="list-style-type: none"> <li>● The U-Pass is set at \$180 each term in 2021-2022 per agreement with the transit systems and municipal student associations. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$2,700.</b></li> <li>● <b>The 2020-2021 actual was \$0.00.</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$8,707 budget</b>	<ul style="list-style-type: none"> <li>● CPP is calculated at the Government of Canada rate for 2021.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,438.</b></li> <li>● <b>Forecast June to March: \$7,269.</b></li> <li>● <b>The 2020-2021 actual was \$8,427.</b></li> </ul>
Employer EI Contributions  <b>\$3,917 budget</b>	<ul style="list-style-type: none"> <li>● EI is calculated at the Government of Canada rate for 2021.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$648.</b></li> <li>● <b>Forecast June to March: \$3,269.</b></li> <li>● <b>The 2020-2021 actual was \$3,849.</b></li> </ul>

# GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

<b>Directly-Elected Officers - Other Expenses</b>		
Insurance  <b>\$1,326 budget</b>	<ul style="list-style-type: none"> <li>● Directors and Officers Liability Insurance paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$1,035.</li> <li>● The 2020-2021 actual was \$1,035.</li> </ul>
Transition/Discover Governance (Early Call)  <b>\$5,140 budget</b>	<ul style="list-style-type: none"> <li>● Discover Governance (formerly known as the Early Call for Talent and Training) programming occurs in the fall.</li> <li>● Transition programming typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$5,140.</li> <li>● The 2020-2021 actual was \$0.00.</li> </ul>
Training/Development  <b>\$3,102 budget</b>	<ul style="list-style-type: none"> <li>● Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$3,102.</li> <li>● The 2020-2021 actual was: \$1,584.</li> </ul>
DEOs' Expenses  <b>\$2,860 budget</b>	<ul style="list-style-type: none"> <li>● Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. (eg, one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$84.</li> <li>● Forecast June to March: \$2,776.</li> <li>● The 2020-2021 actual was \$161.</li> </ul>
GSA Standing Committee Food and Other Expenses  <b>\$500 budget</b>	<ul style="list-style-type: none"> <li>● Provision of light refreshments, where warranted, at GSA standing committees meetings.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$500.</li> <li>● The 2020-2021 actual was \$307.</li> </ul>
<b>GSA Council Expenses</b>		
GSA Council Food and Other Expenses  <b>\$3,000 budget</b>	<ul style="list-style-type: none"> <li>● The estimate is based on 12 meetings per year.</li> <li>● Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses. Budget decreased for 2021-2022 as COVID-19 restrictions will likely preclude in-person meetings for approximately six months.</li> <li>● Includes printing of GSA Council placards and celebratory/acknowledgement events.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$3,000.</li> <li>● The 2020-2021 actual was \$0.00.</li> </ul>
Election Expenses  <b>\$3,621 budget</b>	<ul style="list-style-type: none"> <li>● This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$3,621.</li> <li>● The 2020-2021 actual was \$1,502.</li> </ul>
GSA Council Speaker Honorarium  <b>\$2,220 budget</b>	<ul style="list-style-type: none"> <li>● Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$370.</li> <li>● Forecast June to March: \$1,850.</li> <li>● The 2020-2021 actual was \$2,035.</li> </ul>

Chief Returning Officer (CRO) Honorarium  <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>The CRO is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$1,500.</li> <li>The 2020-2021 actual was \$1,500.</li> </ul>
Other Honoraria  <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO (eg, the Deputy Returning Officer needs to significantly assist the CRO for a significant period).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$1,500.</li> <li>The 2020-2021 actual was \$750.</li> </ul>
<b>Human Resources</b>		
<b>Support Staff (Represented by NASA)</b>		
Support Staff - Salaries  <b>\$293,773 budget</b>	<ul style="list-style-type: none"> <li>There are four full-time support staff positions.</li> <li>Includes contractual cost of living increases and one-time payments (eg, responsibility pay).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$48,137.</li> <li>Forecast June to March: \$241,137.</li> <li>The 2020-2021 actual was \$291,344.</li> </ul>
Support Staff – Benefits  <b>\$23,142 budget</b>	<ul style="list-style-type: none"> <li>Calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$3,851.</li> <li>Forecast June to March: \$19,291.</li> <li>The 2020-2021 actual was \$22,500.</li> </ul>
Support Staff – RRSP  <b>\$31,820 budget</b>	<ul style="list-style-type: none"> <li>Support staff receive RRSP payments for contribution to their own plans.</li> <li>Calculated on the basis of 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$5,295.</li> <li>Forecast June to March: \$26,525.</li> <li>The 2020-2021 actual was \$31,013.</li> </ul>
Support Staff – GSA Health and Dental Plan and GSAP  <b>\$2,188 budget</b>	<ul style="list-style-type: none"> <li>The 2021-2022 rate is \$525 per support staff member per annum.</li> <li>The Graduate Student Assistance Program (GSAP) is \$21.80 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$2,188.</li> <li>The 2020-2021 actual was \$2,001.</li> </ul>
Support Staff – Employer CPP Contributions  <b>\$12,664 budget</b>	<ul style="list-style-type: none"> <li>CPP is calculated at the Government of Canada rate for 2021.</li> <li>This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$2,995.</li> <li>Forecast June to March: \$9,669.</li> <li>The 2020-2021 actual was \$10,369.</li> </ul>
Support Staff – Employer EI Contributions  <b>\$4,981 budget</b>	<ul style="list-style-type: none"> <li>EI is calculated at the Government of Canada rate for 2021.</li> <li>This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$1,267.</li> <li>Forecast June to March: \$3,714.</li> <li>The 2020-2021 actual was \$4,209.</li> </ul>

# GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

6.11

Support Staff Development  <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>● The support staff NASA contract provides for support of \$1,500 per support staff for courses related to staff development.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$1,429.</li> <li>● Forecast June to March: \$4,571.</li> <li>● The 2020-2021 actual was \$4,121.</li> </ul>
Support Staff Required Professional Development  <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>● This line is to support staff training and professional development opportunities as required by management.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$1,500.</li> <li>● The 2020-2021 actual was \$600.</li> </ul>
<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff - Salaries  <b>\$236,087 budget</b>	<ul style="list-style-type: none"> <li>● The Executive Director's (ED) salary and other employment related expenses are established in a contractual agreement.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$39,664.</li> <li>● Forecast June to March: \$191,916.</li> <li>● The 2020-2021 actual was \$232,527.</li> </ul>
Administrative/ Professional Staff - Merit Pay  <b>\$23,776 budget</b>	<ul style="list-style-type: none"> <li>● In accordance with the ED's contract, the ED has the opportunity to receive an annual merit payment.</li> <li>● Additionally, the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$4,276.</li> <li>● Forecast June to March: \$19,500.</li> <li>● The 2020-2021 actual was \$23,776.</li> </ul>
Administrative/ Professional Staff - Benefits  <b>\$17,144 budget</b>	<ul style="list-style-type: none"> <li>● Calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$2,881.</li> <li>● Forecast June to March: \$14,262.</li> <li>● The 2020-2021 actual was \$16,860.</li> </ul>
Administrative/ Professional Staff - RRSP  <b>\$23,573 budget</b>	<ul style="list-style-type: none"> <li>● Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$3,962.</li> <li>● Forecast June to March: \$14,262.</li> <li>● The 2020-2021 actual was \$23,182.</li> </ul>
Administrative/ Professional Staff - GSA Health and Dental Plan and GSAP  <b>\$1,639 budget</b>	<ul style="list-style-type: none"> <li>● The 2021-2022 rate is \$525 per administrative/professional staff per annum</li> <li>● The GSAP is \$21.80 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$1,639.</li> <li>● The 2020-2021 actual was \$1,501.</li> </ul>
Administrative/ Professional Staff - Employer CPP Contributions	<ul style="list-style-type: none"> <li>● CPP is calculated at the Government of Canada rate for 2021.</li> <li>● This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$2,474.</li> <li>● Forecast June to March: \$6,046.</li> <li>● The 2020-2021 actual was \$8,707.</li> </ul>

<p><b>\$8,520 budget</b></p>		
<p>Administrative/ Professional Staff - Employer EI Contributions</p> <p><b>\$3,378 budget</b></p>	<ul style="list-style-type: none"> <li>● EI is calculated at the Government of Canada rate for 2021.</li> <li>● This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$1,043.</li> <li>● Forecast June to March: \$2,335.</li> <li>● The 2020-2021 actual was \$3,664.</li> </ul>
<p><b>Other HR Expenses</b></p>		
<p>Office Recognition</p> <p><b>\$1,000 budget</b></p>	<ul style="list-style-type: none"> <li>● This pool of money is used for recognition of GSA staff members (eg, when a staff member leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$1,000.</li> <li>● The 2020-2021 actual was \$182.</li> </ul>
<p>Professional Expense Allowance</p> <p><b>\$6,886 budget</b></p>	<ul style="list-style-type: none"> <li>● Contractual arrangement with the ED.</li> <li>● Budget also used for the professional development of administrative/professional staff.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$0.00.</li> <li>● Forecast June to March: \$6,886.</li> <li>● The 2020-2021 actual was \$696.</li> </ul>
<p>Workers' Compensation</p> <p><b>\$2,504 budget</b></p>	<ul style="list-style-type: none"> <li>● WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation.</li> <li>● WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to May: \$678.</li> <li>● Forecast June to March: \$1,826.</li> <li>● The 2020-2021 actual was \$2,277.</li> </ul>

# GSA 2021-2022 Operating Budget (including Capital Budget) Narrative

6.13

Office Administration and Operational Costs		
<p>Capital Items</p> <p><b>\$4,980 budget</b></p>	<ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$4,980.</li> <li>The 2020-2021 actual was \$4,108.</li> </ul>
<p>Information Technology Service Agreement</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>Effective 2017 a service agreement was established with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$6,000.</li> <li>The 2020-2021 actual was \$3,150.</li> </ul>
<p>Telephone and Cable</p> <p><b>\$3,153 budget</b></p>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$608.</li> <li>Forecast June to March: \$2,545.</li> <li>The 2020-2021 actual was \$2,959.</li> </ul>
<p>Office Supplies and Maintenance</p> <p><b>\$13,000 budget</b></p>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> <li>A physical office reorganization was planned in 2020-2021 but was deferred until 2021-2022 to maximize the effective use of the office space. There will be a one-time expense of approximately \$8,000 for this.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$908.</li> <li>Forecast June to March: \$12,092.</li> <li>The 2020-2021 actual was \$901.00.</li> </ul>
<p>Computer Software</p> <p><b>\$7,541 budget</b></p>	<ul style="list-style-type: none"> <li>Monthly or annual fees for Adobe Creative Cloud, Canva, JibJab, Zoom, ActiveCampaigner, Microsoft 365, and Sage Simply Accounting.</li> <li>Usage of computer software has increased as a result of additional on-line programming.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$572.</li> <li>Forecast June to March: \$6,969.</li> <li>The 2020-2021 actual was \$5,789.</li> </ul>
<p>Payroll and Banking Service Charges</p> <p><b>\$1,836 budget</b></p>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$193.</li> <li>Forecast June to March: \$1,643.</li> <li>The 2020-2021 actual was \$1,500.</li> </ul>
<p>Photocopier Lease and Meter</p> <p><b>\$6,000 budget</b></p>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$0.00.</li> <li>Forecast June to March: \$6,000.</li> <li>The 2020-2021 actual was \$4,320.</li> </ul>
<p>General Liability Insurance (Office)</p> <p><b>\$712 budget</b></p>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to May: \$535.</li> <li>Forecast June to March: \$0.00.</li> <li>The 2020-2021 actual was \$535.</li> </ul>



<p>AMICCUS-C Membership <b>\$725 budget</b></p>	<ul style="list-style-type: none"> <li>● Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$725.</b></li> <li>● <b>The 2020-2021 actual was \$725.</b></li> </ul>
<b>Professional</b>		
<p>Financial Auditing <b>\$12,700 budget</b></p>	<ul style="list-style-type: none"> <li>● GSA has an annual audit performed by RSM.</li> <li>● Required by the <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$12,700.</b></li> <li>● <b>The 2020-2021 actual was \$12,679.</b></li> </ul>
<p>Consultants <b>\$10,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Consultancy fees, should a need arise (eg, labour relations consultant).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,154</b></li> <li>● <b>Forecast June to March: \$8,846.</b></li> <li>● <b>The 2020-2021 actual was \$21,000.</b></li> </ul>
<p>Investment Advisor <b>\$16,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Investment advisor fees for ATB Investment Management Inc.</li> <li>● These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased) so a moderate increase has been applied for 2021-2022.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$16,000.</b></li> <li>● <b>The 2020-2021 actual was \$18,589.</b></li> </ul>
<p>Legal Fees - General <b>\$22,000 budget</b></p>	<ul style="list-style-type: none"> <li>● Legal advice on significant operational issues as needed.</li> <li>● If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$1,733.</b></li> <li>● <b>Forecast June to March: \$20,267.</b></li> <li>● <b>The 2020-2021 actual was \$10,080.</b></li> </ul>
<b>Operating/Contingency Fund</b>		
<p>Operating /Contingency Fund <b>\$15,000 budget</b></p>	<ul style="list-style-type: none"> <li>● A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$7,500.</b></li> <li>● <b>The 2020-2021 actual was \$417.</b></li> </ul>

## GSA 2021-2022 Restricted and Other Funding Budget (Narrative)

6.15

Account Name and Budget	Brief Description	Narrative
<b>Restricted and Other Funding</b>		
<b>Fundraised Activity</b>		
GSA Planner <b>\$3,620 budget</b>	<ul style="list-style-type: none"> <li>The GSA sells advertising space in its yearly graduate student planner to subsidize printing costs.</li> <li>There are agreements with the Office of the Dean of Students and Studentcare for the purchase of ad space. For 2021-2022 it is anticipated that no other ad space will be purchased as a result of COVID-19-related financial pressures. The cost of printing Planners will be accordingly offset from the “Engagement, Orientation and Outreach” line in the Operating budget.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$3,620.</b></li> <li><b>The 2020-2021 actual was \$2,885.</b></li> </ul>
<b>Graduate Student Support Fund (GSSF) (Restricted Revenue)</b> In January 2021 the University advised the GSA that the GSSF funds would remain at the 2020-2021 level of funding for 2021-2022 (total of \$964,000).		
GSA Recognition Awards <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>Funds provided for various awards presented at the annual GSA Awards Night.</li> <li>Revenue is received in the form of Graduate Student Support Fund (GSSF) monies.</li> <li>Expenses for the GSA Awards Night event itself are processed in March from the Operating budget..</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$18,000.</b></li> <li><b>The 2020-2021 actual was \$18,000.</b></li> </ul>
GSA Child Care Grants <b>\$331,100 budget</b>	<ul style="list-style-type: none"> <li>Graduate students who parent can apply for this grant to offset the cost of child care.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$133,000.</b></li> <li><b>Forecast June to March: \$198,100.</b></li> <li><b>The 2020-2021 actual was \$391,337.</b></li> </ul>
GSA Emergency Bursaries <b>\$141,900 budget</b>	<ul style="list-style-type: none"> <li>Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$141,900.</b></li> <li><b>The 2020-2021 actual was \$454,376.</b></li> </ul>
GSA Academic Travel Grants <b>\$473,000 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this grant to participate in academic activities such as conferences and research trips.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to May: \$0.00.</b></li> <li><b>Forecast June to March: \$473,000.</b></li> <li><b>The 2020-2021 actual was \$25,300.</b></li> </ul>

## GSA 2021-2022 Restricted and Other Funding Budget (Narrative)

6.16

<p>CJSR Fees</p> <p><b>\$15,980 budget</b></p>	<ul style="list-style-type: none"> <li>● The U of A campus radio station (CJSR) receives \$1 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$15,980.</b></li> <li>● <b>The 2020-2021 actual was \$16,028.</b></li> </ul>
<p>GSAP (Graduate Student Assistance Program)</p> <p><b>\$82,000 budget</b></p>	<ul style="list-style-type: none"> <li>● GSAP began in September 2009, and until March 30, 2021 was funded in part by a \$12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term.</li> <li>● In February 2021 a referendum was held during the GSA elections to approve continuation of this program at a cost of up to \$21.80 per graduate student. Collection of the new fee will begin in September.</li> <li>● The University provides a subsidy against the cost of this plan until March 2022.</li> <li>● Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$82,000.</b></li> <li>● <b>The 2020-2021 actual was \$71,433.</b></li> </ul>
<p>GSA Health Plan</p> <p><b>\$1,667,407 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the health part of the GSA Health and Dental Plan.</li> <li>● The 2021-2022 fee is \$285.61 per graduate student per year.</li> <li>● Revenue and related expenses are processed in October, February, and March.</li> <li>● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$1,667,407.</b></li> <li>● <b>The 2020-2021 actual was \$1,451,507.</b></li> </ul>
<p>GSA Dental Plan</p> <p><b>\$1,246,248 budget</b></p>	<ul style="list-style-type: none"> <li>● This is the fee that is charged to graduate students for the dental part of the Health and Dental Plan.</li> <li>● The 2021-2022 fee is \$214.75 per graduate student per year.</li> <li>● Revenue and related expenses are processed in October, February, and March.</li> <li>● There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to May: \$0.00.</b></li> <li>● <b>Forecast June to March: \$1,246,248.</b></li> <li>● <b>The 2020-2021 actual was \$1,030,601.</b></li> </ul>

### Outline of Issue

#### **Transfer of a Portion of the GSA Operating Budget 2020-2021 Surplus to the GSA Labour Union Fund**

##### **Suggested Motion for GSA Council:**

That GSA Council, following on recommendations from the GSA Budget and Finance Committee and GSA Board **APPROVE** the transfer of \$100,000 from the GSA's 2020-2021 operating budget surplus to the GSA Labour Union Fund.

##### **Background:**

GSA Council, on the recommendation of the GSA Budget and Finance Committee (GSA BFC), approved the establishment of the GSA Labour Union Fund at its meeting of 18 January 2021. At that time, GSA Council was informed that, "as the GSA is currently anticipating a surplus at the end of the fiscal year on 31 March 2021, it is proposed that, should GSA Council vote to establish this fund (which would be invested alongside the GSA's other restricted funds in order to generate interest revenue and other investment income and be regularly reviewed by the GSA BFC, GSA Board (GSAB), and GSA Council), a second motion will come forward to transfer some of these funds from the GSA operating budget to this restricted fund. This second motion will likely come forward in May, after the GSA has received its final fees disbursement and all invoices for the 2020-2021 fiscal year and the exact amount of the projected surplus is determined."

Now that the 2020-2021 fiscal year has ended and all requisite financial reconciliations have been done, the Financial Team has determined that there is a \$142,189 surplus and feel confident in recommending that \$100,000 of that surplus be transferred to the GSA Labour Union Fund. Following this initial transfer, the fund will be further grown through the collection of a 1% union due on the salary portion of pay received by academically-employed graduate students (as approved in a vote of members of the bargaining unit, with collection to begin in September 2021).

The GSA Labour Union Fund will have two components. One component will be a restricted investment fund containing a portion of the original \$100,000 taken from the GSA's 2020-2021 operating budget surplus for a long-term investment with ATB (which manages the GSA's other investments). The other component will be a separate bank account to maintain the collected monthly dues from the salary portion of pay received by Academically-Employed Graduate Students. The remaining amount from the original \$100,000 taken from the GSA's 2020-2021 operating budget surplus will be deposited in the bank account for operational expenses such as legal fees associated with upcoming bargaining, the costs associated with a potential service agreement with an external unit for bargaining assistance, etc. The amounts to be directed to these various areas will be solidified once costs associated with a potential service agreement with an external union are better understood in the fall.

We will work with our investment manager at ATB to create a new restricted investment Labour Union Fund. We will then receive regular investment statements from ATB as we do for the other investment funds such as the Financial Stabilization and Legal Defense Funds. Additionally, the ATB investment manager meets with the GSA BFC twice yearly to provide a detailed review of our investments.

The revenue collected in the Labour Union Fund bank account will be reviewed at the end of the fiscal year by the GSA BFC and a determination made on how much to retain in the bank account for operational expenses. Any surplus may be transferred to the Labour Union Fund restricted investment account. Reports will be forwarded to the GSAB and GSA Council.

At its June and July meetings, GSA Council will be considering amendments to GSA Bylaw and Policy to add mention of the GSA Labour Union Fund and to clarify that, pursuant to Bill 32 and the *Labour Relations Code*, it will be utilized solely to support the GSA's activities pursuant to the *Labour Relations Code* on behalf of academically-employed graduated students, including collective bargaining and representation of academically-employed graduate students.

Attached for information purposes is a highly speculative forecast that projects various growth and draw down scenarios that might relate to the GSA Labour Union Fund.

Prepared by E Heiberg for GSA Council 19 July 2021

The GSA BFC recommended the transfer of these funds to GSA Council at a meeting on 29 June 2021, and the GSAB recommended the transfer of these funds to GSA Council at a meeting on 7 July 2021.

**Jurisdiction:**

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees GSA Budget and Finance Committee, Section K.POL.5.1:

*"The overall mandate of the GSA Budget and Finance Committee (GSA BFC) is to advise on the financial affairs of the GSA (including the long-term planning and priorities of the GSA in light of its strategic goals) and on the provision of the long-term financial health of the organization."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees GSA Budget and Finance Committee, Section K.POL.5.3:

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

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees GSA Budget and Finance Committee, Section K.POL.5.5:

*"The GSA BFC will advise the President and ED (or delegate) with respect to any surpluses at the fiscal year end, in accordance with other relevant sections of GSA Bylaw and Policy."*

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a

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

### GSA Labour Union Fund Growth Scenarios

Please note:

- The below collection estimates are based on the average number of academically-employed graduate students from the Fall 2020 term
- These estimates use only the salary component of monthly compensation as the 1% due is only deducted from the salary portion of pay.

**Minimum collection estimate** – assumes all academically-employed graduate students (1,957) are compensated at the minimum masters rate for contracts of 2 hours/week (monthly salary of \$184.57), with the exception of 47 Principal Instructors, who are compensated at a monthly rate of \$1,521.93. This results in total annual salary payments of \$361,203.49 and \$71,530.71, respectively. **A 1% union due would thus generate \$51,928.10 annually for the GSA Labour Union Fund. This is the lowest annual amount that could be collected, assuming numbers stay stable across the year and between years at 1,957 and 47 (which they, of course, will not).**

**Maximum collection estimate** – assumes all academically-employed graduate students (1,957) are compensated at the maximum doctoral rate for contracts of 12 hours/week (monthly salary of \$1,199.74), with the exception of 47 Principal Instructors, who are compensated at a monthly rate of \$1,521.93. This results in total annual salary payments of \$2,347,891.18 and \$71,530.71, respectively. **A 1% union due would thus generate \$290,330.63 annually for the GSA Labour Union Fund. This is the highest annual amount that would be collected, assuming numbers stay stable across the year and between years at 1,957 and 47 (which they, of course, will not).**

### GSA Labour Union Fund Expenditure Scenarios

Under the provisions of Bill 32, collected union dues may be used solely to support the GSA's activities pursuant to the *Labour Relations Code* on behalf of academically-employed graduated students, including collective bargaining and representation of academically-employed graduate students. This means that the GSA Labour Union Fund could be used in the immediacy for moderate expenses associated with the GSA's role as a union (training programs for faculty stewards, printing copies of the Collective Agreement for circulation, etc) and, also in the immediacy, for expenses associated with collective bargaining activities (for example, paying a consulting fee to an outside union or a labour lawyer for negotiation assistance as was done in 2020-2021 at a cost of \$22,517.81) as well as assistance with any grievance processes, etc.

Outside of these immediate potential uses of the fund, the intention is to allow it to grow over time in case of a labour action such as a strike or lockout. It is very important to appreciate that a labour action such as a strike can only happen in a very specific window of time (when collective agreement negotiations reach a stalemate and all attempts at resolution and mediation have failed) and only after a specific process has been followed (members of the bargaining unit must endorse, via majority vote, a strike action and all the implications of that (ie, decreased pay or loss of pay for the duration of the action, etc). Should there be a labour action in the future, the below scenarios are offered to show potential expenditures from the GSA Labour Union Fund.

Please note the below estimates are highly speculative and based on many significant assumptions. The unknowns we're working with include:

- Length of contract (ie, some contracts only last for 1-2 months)
- Rate of contract (ie, not all academically-employed graduate students are compensated at the maximum doctoral rate for contracts of 12 hours/week)
- Length and reach of labour action (i.e., a strike could last for 4 days or 40, not all academically-employed graduate student will work a picket line or do other strike tasks and so be entitled to strike pay)

**Scenario 1** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 2 weeks and all receive 25% of salary as strike/lockout pay = **\$302,432.57 drawdown from the GSA Labour Union Fund**

**Scenario 2** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 2 weeks and all receive 50% of salary as strike/lockout pay = **\$604,865.14 drawdown from the GSA Labour Union Fund**

**Scenario 3** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 2 weeks and all receive 75% of salary as strike/lockout pay = **\$907,278.14 drawdown from the GSA Labour Union Fund**

**Scenario 4** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 4 weeks and all receive 25% of salary as strike/lockout pay = **\$604,865.14 drawdown from the GSA Labour Union Fund**

**Scenario 5** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 4 weeks and all receive 50% of salary as strike/lockout pay = **\$1,209,711.18 drawdown from the GSA Labour Union Fund**

**Scenario 6** – 1,957 doctoral students compensated for 12 hours/week (monthly salary component of \$1,199.74) and 47 Principal Instructors compensated for 12 hours/week (monthly salary component of \$1,521.93) in a job action for 4 weeks and all receive 75% of salary as strike/lockout pay = **\$1,814,576.32 drawdown from the GSA Labour Union Fund**

### Outline of Issue

#### **Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining**

##### **Suggested Motion for GSA Council:**

That GSA Council, on the recommendation of the GSA Labour Relations Committee, **APPROVE** recommended changes to GSA Bylaw and Policy, Section D: GSA Officers and Section Q: Collective Bargaining, as shown in the attached double column document and effective upon approval by GSA Council.

**NOTE:** This is the second reading of proposed changes to GSA Bylaw and proposed changes to GSA Policy (which require only one reading) are presented for approval. The first reading of proposed changes to GSA Bylaw were presented at the June 2021 GSA Council meeting, where accompanying sections of GSA Policy were presented for information.

##### **Background:**

As GSA Council approved the establishment of the GSA Labour Fund in January 2021 and academically-employed graduate students voted to instate the collection of a union due starting 1 September 2021, it is now necessary to amend GSA Bylaw and Policy to reflect this, and also to ensure the GSA's continued compliance with applicable legislation (particularly the *Labour Relations Code* and Bill 32). Additionally, the recognition of a faculty steward system was successfully bargained for in recent collective agreement negotiations with the University and additions to GSA Bylaw and Policy, Section Q (as well as amendments to Section D) are necessary to begin the process of creating a faculty steward network (once approved, the process of filling these positions will begin).

These recommended changes to GSA Bylaw and Policy were reviewed by legal counsel from Chivers Carpenter, a firm specializing in labour relations and union matters, in order to ensure compliance with relevant provincial legislation. The GSA Labour Relations Committee then reviewed and recommended this proposal to GSA Council at a meeting on 13 May 2021. The GSA Board also reviewed the recommended changes, for information and onward transmission to GSA Council, at its meeting of 9 June 2021.

##### **Jurisdiction:**

###### Section A: Authority, GSA Bylaw, Authority, Section A.BYL.1.2

*"These Bylaws ... may be amended by two (2) two-thirds majority votes of GSA Council held on seven (7) calendar days' notice of Motion and no less than one (1) week apart."*

###### Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2

*"GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council."*

###### Section Q: GSA Standing Committees, GSA Policy, GSA Labour Relations Committee, Section Q.POL.7.2.d

The GSA Labour Relations Committee will *"make recommendations to GSA Council with respect to GSA Bylaw and Policy on collective bargaining."*



**Recommended Changes to GSA Bylaw and Policy, Section D: GSA Officer Portfolios and Section Q: Collective Bargaining**

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<b><u>GSA Policy: GSA Officer Portfolios</u></b>	<i>No change.</i>
<b>D.POL.8 Vice-President Labour</b>	<i>No change.</i>
D.POL.8.1-D.POL.8.1.c ...	<i>No change.</i>
D.POL.8.1.d The VPL, <u>in consultation with faculty stewards, where appropriate,</u> advises academically-employed graduate students and answers questions from them related to compliance with and interpretation of the CA, as well as works towards informal resolution of disputes where appropriate.	<i>Recommended change to align the portfolio of the VPL with the descriptions of faculty stewards noted below.</i>
<b><u>GSA Bylaw: Collective Bargaining</u></b>	<i>No change.</i>
Q.BYL.1.1-Q.BYL.4.2...	<i>No change.</i>
Q.BYL.4.1-4.2....	<i>No change.</i>
<u>Q.BYL.4.3 Union dues collected will be held in a restricted GSA Labour Union Fund and used solely to support the GSA's activities pursuant to the <i>Labour Relations Code</i> on behalf of academically-employed graduated students, including collective bargaining and representation of academically-employed graduate students. Union dues may be supplemented by operating funds as needed and if provided for in the GSA's annual operating and capital budget as approved by GSA Council. The GSA will not use any amount of the union dues for purposes other than those described in Section Q.BYL.4.3.</u>	<i>Recommended addition concerning the collection of union dues to ensure compliance with Bill 32; wording derived from the 18 January 2021 motion approved by GSA Council concerning the establishment of the GSA Labour Union Fund.</i>
<u>Q.BYL.4.4 Utilization and associated reporting of collected union dues will be done in compliance with the provisions of the <i>Labour Relations Code</i> and other applicable legislation.</u>	<i>See above rationale; recommended addition to ensure compliance with relevant legislation (particularly Bill 32).</i>
No further changes.	

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<b><u>Q.BYL.6 Faculty Stewards</u></b>	<i>Addition of faculty stewards, as bargained for in the recent collective agreement negotiations with the University.</i>
<u>Q.BYL.6.1 Faculty stewards represent academically-employed graduate students in each faculty that has academically-employed graduate students.</u>	<i>See above rationale.</i>
<u>Q.BLY.6.2 Specific responsibilities of faculty stewards are outlined in GSA Policy.</u>	<i>See above rationale.</i>
<b>GSA Policy: Collective Bargaining</b>	
<b><u>Q.POL.7 Faculty Stewards</u></b>	<i>Addition of a section covering the roles and responsibilities of faculty stewards, as well as appointment and removal procedures, as bargained for in the recent collective agreement negotiations with the University. Descriptions are based on a review of parallel positions within other labour unions.</i>
<u>Q.POL.7.1 Appointment and Training</u>	<i>See above rationale.</i>
<u>Q.POL.7.1.a Faculty stewards representing academically-employed graduate students in each faculty that provides such employment will be appointed by the GSA Labour Relations Committee (GSA LRC) following solicitation of expressions of interest among academically-employed graduate students in a given faculty and review by the GSA LRC.</u>	<i>See above rationale.</i>
<u>Q.POL.7.1.b Faculty stewards must current GSA members, and be academically-employed graduate students at the time of appointment.</u>	<i>See above rationale.</i>
<u>Q.POL.7.1.c Once appointed, there is no term limit on service as a faculty steward and faculty stewards will notify the GSA LRC if they intend to resign from their position(s).</u>	<i>See above rationale.</i>
<u>Q.POL.7.1.d Faculty stewards will receive training from the GSA LRC.</u>	<i>See above rationale.</i>
<u>Q.POL.7.1.e Concerns or complaints regarding the conduct of faculty stewards will be addressed to the Vice-President Labour (VPL), who will consult with the GSA LRC</u>	<i>See above rationale.</i>

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
concerning resolution. The GSA LRC, by a simple majority vote, may remove a faculty <u>steward.</u>	
<u>Q.POL.7.2 Duties</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a Faculty stewards represent academically-employed graduate students within faculties through:</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.i Advising academically-employed graduate students and answering questions from them related to compliance with and interpretation of the CA,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.ii Working towards informal resolution of disputes where appropriate,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.iii Bringing forward complaints and grievances to the VPL,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.iv Attending disciplinary meetings with academically-employed graduate students when requested by the VPL and the academically-employed graduate student,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.v Providing information and education about the GSA's role as a union,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.vi Creating a union presence within faculties,</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.vii Mobilizing academically-employed graduate students to support the bargaining and ratification processes, and other activities, and</u>	<i>See above rationale.</i>
<u>Q.POL.7.2.a.viii Other duties as assigned by the VPL and GSA LRC.</u>	<i>See above rationale.</i>
<u>Q.POL.7.3 In representing academically-employed graduate students, faculty stewards will consult with the VPL to ensure compliance with the CA and other applicable legislation.</u>	<i>See above rationale.</i>
<u>Q.POL.7.4 Faculty stewards, if not already serving, serve on the GSA LRC as non-voting members.</u>	<i>See above rationale.</i>

<b>Current Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Proposed Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<del>Q.POL.6 GSA Negotiating Team</del> – <del>Q.POL.8 GSA Negotiating Team</del>	<i>Renumbering.</i>
<del>Q.POL.6.1-6.2.c ... Q.POL.8.1-8.2.c ...</del>	<i>No changes aside from renumbering.</i>
<b>GSA Policy: GSA Standing Committees, GSA Labour Relations Committee</b>	
<del>Q.POL.7 GSA Labour Relations Committee</del> – <del>Q.POL.9 GSA Labour Relations Committee</del>	<i>Renumbering.</i>
<del>Q.POL.7.1 Q.POL.7.1.c Q.POL.9.1-Q.POL.9.2.b ...</del>	<i>No changes aside from renumbering.</i>
<del>Q.POL.9.1.c Faculty stewards not already serving as non-voting members.</del>	<i>Recommended addition of faculty stewards to the membership of the GSA LRC.</i>
<del>Q.POL.7.1.c Q.POL.9.1.d ...</del>	<i>No changes aside from renumbering.</i>
<del>Q.POL.7.2-Q.POL.7.2.a Q.POL.9.2-Q.POL.9.2.a ...</del>	<i>No changes aside from renumbering.</i>
<u>Q.POL.9.2.b Appoint and provide training to faculty stewards.</u>	Recommended incorporation of responsibilities associated with the appointment and training of faculty stewards into the mandate of the GSA LRC.
No further changes aside from renumbering.	

## Outline of Issue

### 2021-2022 GSA Board Strategic Work Plan

#### Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the 2021-2022 GSA Board Strategic Work Plan.

#### Background:

The 2021-2022 GSA Board Strategic Work Plan (Board SWP) is prepared by the Directly-Elected Officers (DEOs), to direct efforts in the coming year and identify areas in which to work with others in the University community. This latest iteration builds upon past Board SWPs and continues on the work of past executive teams on important issues such as improving the quality of graduate student supervision, the impacts of the University's academic restructuring and Service Excellence Transformation initiatives, the need for increased provisions of funds to support graduate students, and other matters within the three broad themes of *Connect, Support, and Advocate* that structure the Board SWP.

This year's Board SWP development was informed by feedback garnered through a discussion in GSA Council, a townhall discussion open to all GSA members, roundtable sessions wherein DEOs discussed priorities for the coming year, further written feedback on a draft Board SWP provided by DEOs, and feedback collected via an online survey of GSA members and an online survey of GSA Council members. The feedback gathered through all these mechanisms has been incorporated into the materials before members.

Following GSA Council's receipt of the Board SWP for information, this outward facing document will be released to University administration, other stakeholders, advocacy partners, and the GSA membership at large. DEOs will, likewise, begin meeting with key individuals to discuss the initiatives and goals developed in the Board SWP. As always, reports on progress with these initiatives will be provided to GSA Council in October, January, and April, in addition to the oral and written reports DEOs provide monthly.

#### Jurisdiction:

Post-Secondary Learning Act (PSLA), Section 94(3):

*"The graduate students association of a university shall provide for the administration of graduate student affairs at the university, including ... the promotion of the general welfare of the graduate students consistent with the purposes of the university."*

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a

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

# The Graduate Students' Association Board Strategic Work Plan 2021-2022

# Connect Support Advocate



## Our Vision and Mission

To advocate for all graduate students to the University of Alberta and all levels of government in pursuit of a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.

*The GSA and the University of Alberta reside on Treaty 6 territory and the homeland of the Métis. This territory is a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux, Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community. In acknowledging this traditional territory and its significance for the Indigenous peoples who lived and continue to live upon it, we recognize its longer history that reaches beyond colonization and the establishment of European colonies and recognize the GSA's ongoing collective responsibility in working with First Nations, Métis, and Inuit (FNMI) peoples and what that means for the work of the GSA as it aims to practice the principles of being Good Relations with FNMI peoples, Nations, communities, and lands.*



Graduate students elect GSA leaders each February. Here are the 2021-2022 GSA Directly-Elected Officers (from left to right): Vice-President Student Services, Paresh Kumar; Vice-President Academic, Kathy Haddadkar; President, Anas Fassih; Vice-President Labour, Jessica Grenke; and Vice-President External, Mohd Tahsin Bin Mostafa.

## The Graduate Students' Association

The GSA, as established by the *Post-Secondary Learning Act*, represents graduate students at the University of Alberta and provides a wealth of services to its members to enrich the graduate student experience. A separate corporate entity, the GSA is a collegial organization which co-exists alongside the University of Alberta to fully empower, represent, and advocate for graduate students.

The GSA Board places utmost value on the cultivation and preservation of effective relationships with all stakeholders in order to sustain the organization's long-term health and protect its excellent reputation.

The GSA Board recognizes that it exists in a society with a long history of systemic inequities which remain embedded in the fabric of our culture and which continue to adversely affect the work and legacy of the organization. To this end, the GSA deliberately undertakes the work of engaging with these systemic inequities with the goal of deconstructing them in order to advance the spirit of equity, diversity, and inclusion within the community.

The GSA also works diligently to foster a culture of respect and professionalism among staff and graduate student leaders. Lastly, the GSA engages in regular review of governance processes, is committed to transparency and accountability, and ensures an annual transition process that facilitates the ongoing training of elected graduate student leaders.





## What is a Graduate Student?

A graduate student is an emerging colleague who contributes to their field of study in pursuit of an advanced degree through collaborative work with the professoriate in research, teaching, and the cultivation of University learning environments. These contributions are accomplished through, among others: extensive coursework and the development of capstone projects, theses, or dissertations (in pursuit of which graduate students are charged tuition and fees); academic employment (for which graduate students are paid); the co-creation and writing of scholarly work; contribution to the securing of academic funding; participation in the academic community via presentations, conferences, and other engagement initiatives; as well as economic contributions in the form of innovation and entrepreneurship.

The multi-faceted role of the graduate student is to take place in an environment of mutual respect and fairness—one aimed at developing skills and knowledge with lifelong benefits. This role therefore merits appropriate remuneration for labour in service of the enhancement of the institution.

## What is the GSA Board's Strategic Work Plan?

The GSA Board's Strategic Work Plan is the document that steers and prioritizes the work and initiatives of the GSA in accordance with the tenets of the graduate student experience. The GSA sees this plan as a living document, shifting focus and direction as the landscape changes within the University community and beyond, often at the provincial and federal levels. It is developed annually following extensive consultation with the graduate student community and with reference to the Strategic Work Plans of previous GSA Boards, and as such provides a planning document for this and future years.

It is with continued regard for the incalculable impact of the COVID-19 pandemic that the GSA executive team has developed the 2021-2022 Strategic Work Plan. The GSA is committed to continuing the work of supporting graduate students whose academic progress, financial situation, or physical and/or mental health are affected by this pandemic.





*The GSA provides a wealth of benefits and services to its members that both enrich the graduate student experience and forge connections between graduate students.*

The GSA will:

- ◆ Provide guidance to graduate students who continue to face changes resulting from academic restructuring and Service Excellence Transformation projects undertaken by the University
- ◆ Continue to cultivate a culture of engagement with graduate student units in order to serve as effective advocates in discussions with the University
- ◆ Advance the mandate of the GSA Equity, Diversity, and Inclusion Committee as it establishes initiatives for the organization, as well as support the University's ongoing work on equity, diversity, and inclusion

The GSA will create opportunities for graduate student awareness of and engagement with the GSA and its services by:

- ◆ Ensuring the GSA remains responsive, effective, and efficient through regular reviews of services and solicitation of feedback from members
- ◆ Evaluating and strengthening communication methods to broaden engagement with our members, including academically-employed graduate students for whom the GSA acts as union
- ◆ Offering virtual or in-person orientation and information sessions on key issues
- ◆ Offering virtual or in-person engagement and recognition events
- ◆ Working to connect with and support departmental graduate student groups and other graduate student groups

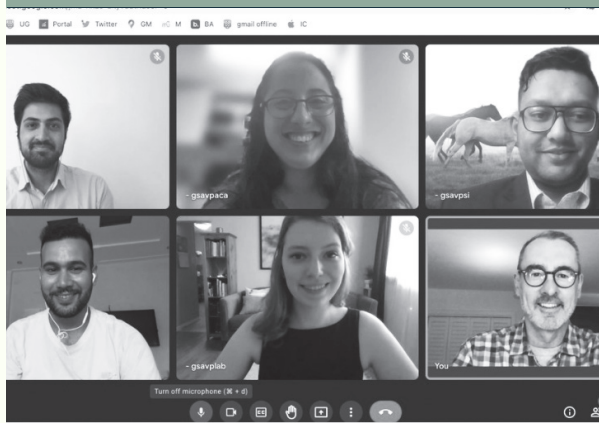
### Did you know?

The GSA has:

- ▶ graduate student lounges at Triffo Hall
- ▶ rooms available for booking
- ▶ several fun events per year
- ▶ Orientation resources specific to graduate students (we also participate in 45-50 departmental orientations annually)
- ▶ a weekly newsletter, website, and social media profiles that highlight events and ways to get involved

The GSA will foster collaborative and collegial relationships with:

- ◆ The Government of Alberta, particularly the Ministry of Advanced Education, as well as the City of Edmonton and the Government of Canada where necessary
- ◆ Members of senior University administration (with particular regard for the President, the Dean of the Faculty of Graduate Studies and Research, the Provost and Vice-President (Academic), the Dean of Students, the Chair of the Board of Governors, and the Chancellor)
- ◆ Community groups and non-governmental organizations whose goals align with those of the GSA
- ◆ Other campus stakeholder constituency associations such as the Students' Union, the Association of Academic Staff of the University of Alberta, the Postdoctoral Fellows' Association, the Non-Academic Staff Association, and the Alumni Association, as well as student groups and other campus organizations



# Support

*All graduate students are entitled to a safe and respectful study and work environment characterized by positive supervisory relationships and free from harassment, discrimination, and bullying.*

*In its role as a union, the GSA champions, advances, and protects the rights of its members as workers.*

The GSA will:

- ◆ Champion and support, in concert with applicable University units, both campus-wide and graduate-specific health and overall wellness (including mental wellness) initiatives for virtual and in-person access
- ◆ Advance, in concert with applicable University units and external stakeholders, graduate-specific professional development opportunities
- ◆ Champion and support programs and projects aimed at environmental stewardship and sustainability
- ◆ Continue to offer support to graduate students who parent, in addition and further to the recent offering of limited, short-term childcare through a corporate partnership (in collaboration with the Students' Union), the creation of a GSA space for short-term use by graduate student parents and the provision of GSA Child Care Grants
- ◆ Work to optimize the experience of its members during any academic employment appointments and to ensure the rights of graduate student workers are protected
- ◆ Continue work to ensure campus-wide compliance with the provisions of the Graduate Student Assistantship Collective Agreement, including ongoing work on the establishment of a new stewardship network and the development of a labour fund

## Did you know?

The GSA offers:

- ▶ GSA Emergency Bursaries
- ▶ GSA Child Care Grants
- ▶ GSA Academic Travel Grants
- ▶ GSA Graduate Student Group Grants
- ▶ GSA Recognition Awards
- ▶ GSA Health and Dental Plan

The GSA will:

- ◆ Continue to provide financial supports to graduate students through the Graduate Student Support Fund, as well as continuing to remain responsive to the changing needs of graduate students in the face of the COVID-19 pandemic
- ◆ Continue to support workshops and services that facilitate and aid graduate students with their academic success and progress
- ◆ Continue the essential work of aiding students who face food insecurity and hunger by supporting the Campus Food Bank
- ◆ Encourage the ongoing review and improvement of safety and security on campus



# Advocate

*A lack of stable funding and unpredictable increases in educational and other costs can cause significant strain on graduate students' health and wellness and can inhibit academic progress.*

*The GSA believes that graduate students should be provided with professional development opportunities that are essential for future career success.*

The GSA will:

- ◆ Continue to ensure robust representation of the graduate student voice in discussions relating the University's academic restructuring and Service Excellence Transformation initiatives
- ◆ Continue the work to amplify the necessity of resources and supports that uphold mental health and wellbeing, and continuing advocacy to the provincial government and University for permanent mental health funding
- ◆ Continue to cultivate the invaluable, close relationship with the Faculty of Graduate Studies and Research which is crucial to the GSA's efforts to improve the graduate student experience in a number of ways. This work includes, among others, continued advocacy for the betterment of student-supervisor relationship and improved funding packages
- ◆ Continue to advocate for increased financial supports as well as greater accessibility to these supports for all graduate students in the face of coming tuition increases and the adverse effects of COVID-19
- ◆ Build upon existing relationships with Indigenous members of the University community and the Indigenous Graduate Students' Association, and work to advance the objectives of *Truth and Reconciliation* by advocating for new initiatives and uphold existing initiatives that specifically support Indigenous graduate students

The GSA will:

- ◆ Continue to support the sentiment of equity, diversity, and inclusion by exploring new avenues for supporting students belonging to marginalized groups, including those who identify as disabled, diversely abled, or as members of the LGBTQPIANU+ community, or racialized communities, among others
- ◆ Engage in consultations concerning any proposed tuition increases (including Exceptional Tuition Increases) and ensure graduate student concerns and needs are recognized and addressed
- ◆ Continue to advocate for sustainable and cost-effective housing on- and off-campus for graduate students and graduate students with families, and support and assist graduate students living in residence

## Did you know?

The GSA:

- ▶ meets regularly with the Dean of the Faculty of Graduate Studies and Research and the Dean of Students
- ▶ is a member of the provincial advocacy group the Alberta Graduate Provincial Advocacy Council
- ▶ has seats on the Board of Governors, the General Faculties Council, and their sub-committees
- ▶ works individually with students to help them





The GSA will:

- ◆ Continue to advocate for and champion initiatives aimed at supporting graduate students who parent
- ◆ Advocate for new initiatives and programs (and support existing ones) that specifically support international graduate students
- ◆ Continue advocacy to the provincial government for dedicated immigration streams for international students
- ◆ Advance the importance of increased Tri-Council funding, dedicated immigration streams, and increased financial supports, including subsidizing loan repayment, in advocacy at the federal level through continued participation in national student association arenas
- ◆ Continue to prioritize advocacy within the University as well as to the provincial government for the preservation of high-quality graduate-level programs as befits this internationally recognized institution, with particular regard for funding packages, course offerings, and research opportunities



## Events:

The GSA will offer a mixed slate of virtual and in-person events in the 2021-2022 year, dependent on pandemic restrictions; these include Fall and Winter orientation opportunities, GSA information sessions which are offered for the benefit of graduate students, and regular social events. Additionally, the GSA General Election takes place annually in February-March.



The Graduate Students' Association  
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University of Alberta  
T6G 2E1



780-492-2175  
gsa.frontdesk@ualberta.ca  
uab.ca/gsa

**President**  
**Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Anas Fassih  
Date: 16 July 2021

Dear Council Colleagues,

I hope this report finds you well and enjoying the summer. I have attended a couple of meetings this month that resulted in key developments for our advocacy priorities, namely mitigating the impact of tuition hikes, advocating for a safe environment for students as we anticipate a return to campus in the Fall, improving accessibility to technology for students embarked on remote-learning, reversing the impact of academic restructuring on graduate students as the college model rolls out, and supporting the GSA role as a labour union by establishing the proposed seed funding for the GSA Labour Union Fund.

**Exceptional Tuition Increases Proposal**

Discussion continues with students from units impacted by exceptional tuition increases proposed by the University to the Ministry of Advanced Education. Our colleagues from Educational Psychology have been vocal about the lack of student consultation in the process and have put together a submission for the GSA to consider as we liaise between graduate students, the University, and provincial government. Two important asks underpin the submission: more robust consultation with students, and evidence of how the revenue generated from exceptional tuition increases will improve the quality of the programs. The GSA does advocate for having strong programs at the University of Alberta that would put us on par with similar programs in our peer institutions across the country.

Further to that, on 12 July, I was invited for a meeting with the Chief of Staff in the Office of the Minister of Advanced Education, Jesse Robertson, to discuss the Exceptional Tuition Increases Proposal and what students think about it. The four Vice-Presidents and I attended the meeting and brought all the concerns we heard from impacted units to the Ministry's attention. We agreed to write a submission to the Ministry, details of which are yet to be determined. My team and I will meet with the Minister of Advanced Education, Demitrios Nicolaidis, on 21 July to continue the conversation, which will give us the blueprint for our submission. In the meantime, Dr. S Dew, University Provost and Vice-President Academic, mentioned that consultation is still underway while the Minister is looking at the proposal, and he is happy to come and talk to GSA Council about exceptional tuition increases. I plan to invite Dr. Dew to the September GSA Council meeting.

**Accessibility to Technology For Grad Students is an Equity, Diversity and Inclusion Objective**

Further to our discussion in the GSA Equity, Diversity, and Inclusion Committee (GSA EDIC) meeting that took place on 24 June, we identified some concerns regarding the Chromebook Lending Program in the Office of the Dean of Students (DoS). A committee member flagged a major concern about these devices in that they are not suitable for running a large zoom meeting. They are also not equipped with software necessary for certain programs and thus do not meet the needs of students unable to buy a laptop on their own. I took that

concern and met with Dr. A Costoupoulos, Dean of Students, on 14 July to discuss those concerns and areas of collaboration that the GSA can pursue to improve the quality of the program. I proposed providing funds to purchase a couple of more laptops that could be exclusively available to graduate students, but the Dean of Students maintained that the problem with the program is foundational and not one that putting dollars into will not solve. Rather, he advised that the GSA's advocacy lens should be focused on individual faculties to ask them to make laptops a mandatory requirement for taking programs so students will be eligible for emergency bursaries from the Office of the Registrar. Second, advocacy efforts should be geared toward Information Services and Technology (IST) to establish a connect Lab (remote desktop program) that can be available for the DoS to install on those laptops. Software licenses are expensive, and it is here where the problem lies. My next course of action will be lobbying IST to make those software available for the DoS Laptops. To that end, I will meet with Todd Gilchrist, Vice-President (Finance and University Services), to push for this advocacy front and improve accessibility to technology for graduate students.

#### **Academic Restructuring in the New College Model**

As the college model was implemented on 1 July, current discussion centers on the role of academic leaders in the new model, the purpose of which is to effectively use those leaders. A committee led by Dr. S Dew was struck to make recommendations and generate outcomes by early Fall. I serve as a committee member and strive to ensure graduate students are not negatively impacted by the decisions regarding academic leaders (associate chairs, associate deans, etc).

#### **Supporting the GSA's Work as a Labour Union**

I champion a strong labour union for the GSA, a union that is fully equipped to negotiate and bargain on behalf of academically-employed graduate students. On my end, as President and Chair of the GSA Budget and Finance Committee (GSA BFC), I put forward a motion together with Vice President Labour and Vice-Chair of GSA BFC to transfer \$100,000 from the GSA's 2020-2021 operating surplus year to seed the GSA Labour Union Fund. This was brought before the GSA Board, and is now before Council. These are the early buds of a strong union with a strong bargaining power, which I look forward to support in my remaining tenure.

#### **Federal Advocacy**

I had hoped the GSA would have a strong advocacy position federally through the U15 Graduate Student Alliance, and I am happy to report today that I was elected as Vice-Chair of the Alliance to advocate for the interests of graduate students across Canada. Advocacy efforts will hinge on increasing Tri-Council Funding, student loan subsidy, funding for care-giving students, and international student immigration. Council members will be updated about any development on the federal advocacy front.

This concludes my month of advocacy. Feel free to ask in the GSA Council meeting or reach out to me via email ([gsa.president@ualberta.ca](mailto:gsa.president@ualberta.ca)) should you have any further questions.

Thank you.

Anas Fassih, President 2021-2022

## 11.2

*Please find below a list of meetings I attended between 21 June 2021 and 19 July 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

22 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Interviews
23 June	Meeting with International Students' Association (ISA)
24 June	GSA Equity, Diversity, and Inclusion Committee (GSA EDIC)
25 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Interview
29 June	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies and Research (FGSR) Dean
29 June	GSA Budget and Finance Committee (GSA BFC)
29 June	Academic Leaders' Task Group
6 July	Meeting with R Ley, Students' Union (SU) President
8 July	Monthly Meeting with A Costopoulos, Dean of Students
8 July	COVID-19 Regular Update Call
12 July	Meeting with the Ministry of Advanced Education
13 July	Academic Leaders' Task Group
13 July	NGO Management Interview
14 July	Meeting with J Lamb, Chair of the Alberta Graduate Provincial Advocacy Council (ab-GPAC)
14 July	Dean of Students and GSA Chromebook Lending Program Discussion
14 July	Meeting with T Gilchrist, Vice-President (Finance and University Services)
16 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
16 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable

**GSA Board  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Courtney Thomas, Executive Director; Erika Heiberg, Associate Director

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 21 (Executive Director's Report to GSA Council) on pages 21.0-21.4.

**23 June 2021 GSA Board Meeting:**

Main Agenda Items:

Draft 2021-2022 GSA Board Strategic Work Plan; Return to Campus Survey; GSA Council Debrief; COVID-19 Update; and Meeting reports.

Motions and Agreements:

None to report.

**30 June 2021 GSA Board Meeting:**

Main Agenda Items:

2021-2022 GSA Board Strategic Work Plan; COVID-19 Update; and Meeting Reports.

Motions and Agreements:

**MOTION:** That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL FOR INFORMATION** the 2021-2022 GSA Board Strategic Work Plan. KH **MOVED**. PK Seconded. **CARRIED**.

**7 July 2021 GSA Board Meeting:**

Main Agenda Items:

2020-2021 Draft GSA Audited Financial Statements; 2021-2022 GSA Spring/Summer Term Budget and Expenditure Report; Transfer of a Portion of the GSA Operating Budget 2020-2021 Surplus to the GSA Labour Union Fund; COVID-19 Update; and Meeting Reports.

Motions and Agreements:

Board Members **AGREED** to move into **CLOSED SESSION**. Board Members discussed the **Draft GSA Audited Financial Statements**. Board Members **AGREED** to move out of **CLOSED SESSION**.

**MOTION:** That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the 2020-2021 Draft GSA Audited Financial Statements. PK **MOVED**. JG Seconded. **CARRIED**.

**MOTION:** That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** GSA 2021-2022 Spring/Summer Term Budget and Expenditure Report. JG **MOVED**. PK Seconded. **CARRIED**.

**MOTION:** That the GSA Board, following on a separate recommendation to GSA Council from the GSA Budget and Finance Committee, **RECOMMEND TO GSA COUNCIL** the transfer of \$100,000 from the GSA's 2020-2021 operating budget surplus to the GSA Labour Union Fund. KH **MOVED**. PK Seconded. **CARRIED**.

**14 July 2021 GSA Board Meeting:**

Main Agenda Items:

COVID-19 Update; and Meeting Reports.

Motions and Agreements:

None to report.



**GSA Budget and Finance Committee  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Anas Fassih  
Date: 16 July 2021

Dear Council Colleagues,

The GSA Budget and Finance Committee (GSA BFC) met on 29 June 2021 to review the GSA's 2020-2021 draft audited financial statements as presented by our Auditors, Melissa Gee and Leon Pfeiffer (RSM). The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have an annual audit, which is ultimately presented to the University Board of Governors. The audit was then presented to the GSA Board on 7 July 2021 and is now before GSA Council.

At the 29 June meeting, we also reviewed and discussed the Spring/Summer Term Budget and Expenditure Report prepared by the GSA's Financial Team (Courtney Thomas (Executive Director), Shirley Ball (CPA), Dorte Sheikh (Financial Manager), and Erika Heiberg (Associate Director)). This item was also reviewed by the GSA Board at the 7 July meeting and is now presented to GSA Council for information. I encourage you to read the associated cover letter and the financial statements closely.

Finally, the GSA BFC reviewed a proposal to transfer funds from the GSA's 2020-2021 operating surplus to the GSA Labour Union Fund. As academically-employed graduate students voted to start the collection of a union due in September 2021, these funds will help to seed this fund and support the labour side of the GSA. This proposal is also now before GSA Council.

I am happy to answer any questions.

Sincerely,  
Anas Fassih, President and Chair of the GSA BFC

**GSA Equity, Diversity, and Inclusion Committee  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Anas Fassih  
Date: 16 July 2021

Dear Council Colleagues,

The GSA Equity, Diversity, and Inclusion Committee (GSA EDIC) held its second meeting on 24 June. The GSA EDIC discussed various potential initiatives and agreed to work to develop a survey to gain data and help identify priorities. The committee will meet again on 22 July to begin the development of this survey. As Chair, I am also liaising with the Dean of Students concerning graduate student access to laptops through that office's laptop lending program and how the GSA can support this program, as issues of access to appropriate technology were earlier identified by the members of the GSA EDIC.

Sincerely,

Anas Fassih, President and Chair of the GSA EDIC

**Vice-President Academic  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Kathy Haddadkar  
Date: 16 July 2021

Dear Council Colleagues,

I trust that all is well and hope that each of you is finding ways to beat the heat. There's no telling how much hotter it will get, but I suspect there is a third wave is just around the corner. So now is the time to enjoy that ice cream or devour an ice-cold slushie! While the month of July has slowed down a touch, I'm happy to say that it has still been productive, nonetheless.

Here are some highlights from meetings I have attended this month:

**24 June - General Faculties Council Programs Committee (GFC PC)**

- In addition to having multiple certificate programs approved during this committee meeting, proposed changes to the Academic Standing Regulations for graduate programs were brought forward in relation to the FGSR Supervisor Initiatives
- These changes would set measures in place such that if a student's progress report were to be flagged, there would be an opportunity for improvement
- If the student did not satisfy improvements and their progress report is flagged a second time, the student would be required to withdraw from their program
- As explained in greater detail below (29 June meeting with B Milne), the process of withdrawal would be considered a last resort; wherein the student, their department, and supervisor would be notified of a need for improvement with an opportunity to re-access their situation during the first flagging stage
- As the Programs Committee did not approve the Academic Standing Regulations of the FGSR Supervisor Initiatives, this decision will be brought forward in September 2021 alongside the entirety of this initiative in the voting at General Faculties Council

**24 June - Faculty of Graduate Studies and Research Graduate Program Support Team (FGSR GPST)**

- Changes within the following graduate programs were considered eligible for approval at the September 2021 General Faculties Council Programs Committee: Arts, Science, Rehab Med, Business, while changes to the Master of Music program are to be reconsidered for September 2021
- The following programs were also consulted upon in this meeting: USP/Pharmacy Dual Degree Renewal (pending approval for September or October 2021) and the Consecutive Degree Program - Beijing Normal University and UAlberta Philosophy

**29 June - Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies Research (FGSR) Dean**

- Recounting discussions at the GFC PC (24 June), Dr. Milne distilled the Academic Standing portion of the materials circulated to the GFC PC
- Dr. Milne summarized the flagging process as follows: after the annual progress form is completed by both students and their supervisor, should something not resonate effectively with either report, a recommendation will return via the progress report to FGSR via a flag on the student's report
- In the case that a flag is present on a thesis-based student's report (ie, a student fails a course), FGSR will put forward a call-to-action to the student, their supervisor, and the student's department, with the wording "needs improvement"
- Flagging will only be completed when there is a need for improvement on the student's side

- In the case that the student does not meet the required improvements given by their supervisor upon the first flagging (possibility of academic probation) and receives a second flag (post second reporting and notice from FGSR), they will be required to withdraw from their program
- Students will return to regular academic standing post first flagging after fulfilling improvements listed by their instructor
- It is important to note that while the flagging of progress reports is a last resort, it is meant to safeguard a graduate student's academic journey and rectify challenging situations before they become irreparable

#### **12 July - Working Group re Student Feedback on Experience of Teaching**

- This newly formed working group commenced with introductions and a plan for anticipated accomplishments by the end of August 2021
- The group's collective plan entails the creation of questions that will be presented to Wendy Rodgers (Deputy Provost) at the General Faculties Council Committee on the Learning Environment in September 2021 in order to expand student feedback on the experience of instruction as it pertains, but is not limited to, the Current University Policy on Effective Teaching, Assessment and Evaluation, Current Universal Ratings of Instruction (USRI) Survey Tool, Equity, Diversity and Inclusivity, best practices in teaching and learning, and the overall student experience

I warmly welcome further discussion and correspondence on this report, as well as any other academic-related matters and can be reached at [gsa.vpacademic@ualberta.ca](mailto:gsa.vpacademic@ualberta.ca).

Respectfully,

Kathy Haddadkar, Vice-President Academic 2021-2022

*Please find below a list of meetings I attended between 21 June 2021 and 19 July 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

24 June	General Faculties Council Programs Committee (GFC PC)
24 June	Faculty of Graduate Studies and Research Graduate Program Support Team (FGSR GPST)
28 June	Meeting with a Graduate Student
29 June	Remote Learning Task Force Working Group
29 June	Meeting with B Milne, Vice-Provost and Faculty of Graduate Studies Research (FGSR) Dean
12 July	Working Group re Student Feedback on Experience of Teaching
12 July	Meeting with the Ministry of Advanced Education
16 July	GSA Emergency Bursary Appeal

**Vice-President External  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Mohd Tahsin Bin Mostafa  
Date: 16 July 2021

Dear Council Colleagues,

It was a comparatively slow month for me in terms of the number of meetings I attended. However, they were certainly of great importance. Below is the summary of the meetings.

**Meeting with International Students' Association (ISA):** The ISA has come up with two asks for the GSA, one of which is official recognition within our governance structure as a GSA Graduate Student Group and the other is collecting a fee from graduate students on their behalf. However, it is important to note that the GSA does not delegate authority to student groups, unlike the Students' Union (SU), so the benefits of governance recognition are limited. Nevertheless, if the ISA decides to reform their constitution to meet the GSA's registration criteria, they can proceed with registering with the GSA as a student group. However, this does not grant them a seat on the GSA Council as the composition of that body is rooted in departmental representation, as opposed to being comprised of student groups. Likewise, ISA members can already serve on GSA Council as Councillors-at-Large. Secondly, the ISA is expected to come up with a detailed proposal of their offered services and annual audit plans to have the possibility of receiving funding from the GSA, or fees collected from graduate students following a referendum vote.

**Edmonton Student Alliance (ESA):** There was call for nominations for the Chair and Vice-Chair positions for ESA and Christian Fotang from the SU was elected as the new Chair. The Vice-Chair election will be held at the next ESA meeting. Meeting members agreed on creating a collaboratively built questionnaire for the Edmonton mayoral election, which would be an opportunity to get to know more about the mayoral candidates and their priorities. They are seeing the ESA Instagram account as a potential source for connecting and asking questions of the candidates.

**Alberta Student Post-Secondary Council:** The meeting was chaired by the Alberta Student Executives' Council (ASEC), who introduced their new directors. After that, the Council of Alberta University Students (CAUS) shared that they had finalized four of their priorities for this year, which are student financial aid, healthy and safe campuses (mental health and sexual violence), broadband internet access, and childcare. They also mentioned that their fifth priority would be related to Indigenous student issues, which is yet to be determined. They are also planning on hosting the first Counterparts Conference, where the full executive team of each member association would be invited to participate in networking and professional development. The Alberta Graduate Provincial Advocacy Council (ab-GPAC) and ASEC members also talked about their overlapping priorities with CAUS, which include healthy and safe campuses and broadband internet, and we look forward to working on these jointly.

**Meeting with the Ministry of Advanced Education:** All the Directly-Elected Officers (DEOs) of the GSA met with the Chief of Staff of the Ministry of Education and discussed the exceptional tuition increase proposal sent to the Ministry by the University. The DEOs expressed their concern on not seeing adequate consultation between the University and the impacted units before the proposal was sent. It was also stressed that more clarity is expected on how the increased tuition would result in more funding and scholarship opportunities for the students impacted by it. Moreover, a direct link between the increased tuition and improvement of quality of the impacted programs is expected, and the team talked about their expectations of clarification from the University. The Chief of Staff asked the team to come up with a

## 13.1

recommendation for the consultation process, including who should be consulted and how the consultation should be done. The team mentioned their plan on submitting a letter to the Ministry to better address their position and to answer some of the questions raised by the Ministry.

Thank you,

Mohd Tahsin Bin Mostafa, Vice-President External 2021-2022

*Please find below a list of meetings I attended between 21 June 2021 and 19 July 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

23 June	Meeting with International Students' Association (ISA)
29 June	Edmonton Student Alliance (ESA)
8 July	Alberta Student Post-Secondary Council
12 July	Meeting with the Ministry of Advanced Education

**Vice-President Labour  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Jessica Grenke  
Date: 16 July 2021

Dear Council Colleagues,

I hope everyone is staying safe and cool during this scorching summer! Personally, I much prefer the winter and am staying sane by remembering how quickly fall arrives. I re-emphasize the importance of finding ways to recharge while the university calendar is slightly relaxed. This last month has been a full one as I continue to prepare for the fall semester by forging connections, building negotiating skills, and maintaining a strong graduate student voice in discussions of campus safety. I am pleased to provide a brief update of the meetings I attended over the last month.

### **Campus Safety**

I represented graduate student interests at the Joint Work Site Health and Safety Committee as well as the University of Alberta Safety and Security Committee. Understandably, both groups are primarily interested in COVID related matters. The Fall Readiness Working Group reported on their methods and criteria for assessing the readiness of the campus community to return to campus. They are relying on joint consideration of community readiness to return (quantitative assessment of safety; consultation with experts) and willingness to return (perception of safety/accessibility; Facebook/Twitter surveys). I continue to advocate for data-driven decision-making through a lens of accessibility. So far consideration of factors with hugely influential effects on campus accessibility such as international/domestic status has not been included in decision-making. Our GSA survey included questions on those factors in part to address this gap. As reminder, if you have not yet filled out the GSA's survey, please do [here](#).

### **Equity, Diversity, and Inclusion Scoping Group (EDISG)**

This was my first opportunity to attend this group as a GSA representative. There were many exciting avenues for development of Equity, Diversity and Inclusion (EDI) presented including the upcoming launch of the University of Alberta's first EDI Online Module course. The incredible Evelyn Hamdon (Senior Advisor for Equity, Diversity, and Inclusion in the Office of the Provost) is leading development of the training module which will be mandatory for upper level search committees, upper level management, and available as an elective for all campus community members. This group is also developing an EDI focused student survey in consultation with student groups. Partnership with the EDISG on this initiative is an opportunity for our own GSA EDI committee and I'll stay alert for possibilities here.

### **Negotiations Training**

In preparation for upcoming collective bargaining I was fortunate enough to attend the University of Ottawa's negotiation skills workshop. Negotiation is a key component of the VP Labour portfolio and this four day course was a much appreciated opportunity to develop my abilities. The GSA truly invests in their student leaders.

The GSA Labour Relations Committee (GSA LRC) continues their discussions with outside unions in preparation for termination of our union exclusivity and I continue to work with academically-employed graduate students regarding any discussion/maintenance of their rights.

Please reach out with any questions, concerns or ideas. I am here to serve you.

In solidarity,

Jessica Grenke, Vice-President Labour, 2021-2022

*Please find below a list of meetings I attended between 21 June 2021 and 19 July 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

21 June	University of Alberta Safety and Security Committee (UASSC)
24 June	GSA Equity, Diversity, and Inclusion Committee (GSA EDIC)
29 June	GSA Budget and Finance Committee (GSA BFC)
30 June	EDI Scoping Group Committee Meeting
5-7 July	Developing Your Negotiation Skills Workshop
8 July	Monthly Meeting with A Costopoulos, Dean of Students
12 July	Meeting with the Ministry of Advanced Education
15 July	Meeting with a Graduate Student
15 July	UAlberta Innovation Network Monthly Meeting
16 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Labour Relations Roundtable
19 July	University of Alberta Safety and Security Committee (UASSC)



**Vice-President Student Services  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Paresh Kumar  
Date: 16 July 2021

Dear Council Colleagues,

I hope you all are doing well and enjoying this summer. I would suggest that we all take the time to relax and rejuvenate after a stressful pandemic year, as our Fall 2021 term might be challenging with the transition phase. I am happy to share a few highlights from the meetings I attended last month:

- Under the Alberta Open for Summer plan, new provincial orders came out which no longer require face masks other than in healthcare facilities and public transport. Decisions on mask requirements will be unit specific on campus and it will be based on a risk assessment checklist. Other health measures, such as staying home when you feel sick and completing a health safety checklist will continue.
- There is a possibility that some staff members might need to continue to work from home because of space restrictions and the decision will be made by individual units. It could also be a hybrid model where staff will be called on alternate days and on other days they can work from home. The only issue with this model is we need to equip staff to work from both the office and home, as staff can't be required to work from their personal workstations.
- University staff members can request for installation of plexiglass if they feel unsafe. In that case, situations will be assessed and the decision will be made on the basis of set guidelines. It will be faculty funded and not drawn from the Facilities and Operations budget.
- UAlberta Libraries are not going to continue the laptop lending program because of budget cuts and staff shortages. The Office of the Dean of Students (DoS) is going to continue a laptop lending program they started during pandemic.
- Some concerns were raised by students that the Chromebooks provided by the DoS are outdated. Students are not able to install Zoom to attend online meetings or any other software which is required for their research. The GSA is discussing the issue with DoS and trying to find out ways we can support in improving this and Anas reports more on this.
- A working group was formed to look for touchdown spaces across campus in planning for Fall. The aim is to help those students who will be having both online and offline classes and need to attend online classes while on campus. Some spaces have been identified in the libraries where students will be able to book space and attend classes. To provide some privacy, study carrels will be installed in those spaces.
- Campus and Community Recreation (CCR) is going to continue offering online services along with in-person services as they have received some good feedback and are also keeping in mind that some students might be still studying remotely but want to make use of services.
- The plan as of now for most meetings is to continue online, considering the fact that some of our members from the international community are still working remotely from their home countries.
- Wellness 101, which was an e-class course provided by CCR last year to provide students with information related to fitness and nutrition, will be made available to students again this year at no additional cost.
- The current major issue we are hearing from most post-secondary institutions is that students are worried about returning to campus after a long time away. We are planning to introduce a peer program where students will be matched to another student who has been on campus before and can help them deal with this situation as it is observed that students feel more at ease to share with fellow students rather than outsiders.

Feel free to reach out to me for any comments/concerns regarding this report or any other specific issue you want to discuss regarding student services at [gsa.vpstudentservices@ualberta.ca](mailto:gsa.vpstudentservices@ualberta.ca)

Thank you,  
Paresh Kumar, Vice-President Student Services 2021-2022

## 15.1

*Please find below a list of meetings I attended between 21 June 2021 and 19 July 2021 (not inclusive of weekly GSA Board meetings). The meetings were accurate at the time of printing.*

22 June	Meeting with K Friese, Assistant Dean of Students (Health and Wellness)
24 June	Return to Campus Safety and Logistics Committee
24 June	GSA Equity, Diversity, and Inclusion Committee (GSA EDIC)
25 June	Campus and Community Recreation Meeting
30 June	Meeting re Wellness 101 with Campus and Community Recreation
5 July	U-Pass Administrative Meeting
5 July	Meeting with the Office of the Registrar re Touchdown Spaces
8 July	Student Services and Experience Working Group Meeting
8 July	Return to Campus Safety and Logistics Committee
8 July	Monthly Meeting with A Costopoulos, Dean of Students
12 July	GSA Meeting with the Ministry of Advanced Education
14 July	Edmonton Regional Post-Secondary Mental Health Committee Fall Coordination Meeting
15 July	U-Pass Administrative Meeting
15 July	Return to Campus Safety and Logistics Committee

**GSA Nominating Committee  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Kenzie Gordon  
Date: 16 July 2021

Dear Council Colleagues,

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

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Kenzie Gordon, Chair of the GSA NoC

**Memorandum to GSA Councillors**

**As reported previously on multiple occasions, there are a number of vacancies on GSA Standing Committees for GSA Council Members (Departmental Councillors, Alternates, and Councillors-at-Large).** These positions play a pivotal role in the GSA's ongoing efforts to keep its processes transparent and itself accountable and long-term vacancies adversely impact these efforts. **GSA Councillors (including Alternates) are strongly encouraged to consider serving on these committees.**

It is important to note that the time commitment for these committees varies greatly. While some meet regularly throughout the year (usually every two (2) to three (3) months) others meet less frequently, and some do almost all of their work over email. Additionally, **there is an appreciation of people's schedules and other commitments and accommodations are routinely made for those who cannot attend all meetings.**

**Service on these bodies is an excellent way to make sure your voice is heard and a great opportunity to add to your CV/resume!**

On behalf of the GSA NoC, I strongly encourage GSA Councillors (and Alternates) and Councillors-at-Large to consider the next round of vacancies, which will be circulated to GSA Council electronically and which are listed below. Questions can be directed to me at [mlgordon@ualberta.ca](mailto:mlgordon@ualberta.ca) or GSA Elections Coordinator Monica Brzak at [gsanomco@ualberta.ca](mailto:gsanomco@ualberta.ca).

**GSA Standing Committees**

**1) GSA Elections and Referenda Committee (GSA ERC) (One (1) GSA Councillor Position)**

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 4, 11, 18, and 25 June, and 9 July 2021 with a nomination deadline of 14 July 2021. **No nominations were received; this vacancy will be advertised again.**

**2) GSA Elections and Referenda Committee (GSA ERC) (One (1) Member Position)**

Information regarding the position for one (1) GSA Member was circulated via the GSA newsletter on 25 June, 2 and 9 July 2021 with a nomination deadline of 14 July 2021. **No nominations were received; this vacancy will be advertised again.**

**3) GSA Governance Committee (GSA GC) (Three (3) GSA Councillor Positions)**

Information regarding the position for three (3) GSA Councillors was circulated via email to GSA Council on 25 June, 2 and 9 July 2021 with a nomination deadline of 14 July 2021. **No nominations were received; these vacancies will be advertised again.**

**4) GSA Board and GSA Nominating Committee (GSAB/NoC) (Two (2) Joint GSA Councillor Positions)**

Information regarding the position for two (2) GSA Councillors was circulated via email to GSA Council on 25 June, 2 and 9 July 2021 with a nomination deadline of 14 July 2021. **No nominations were received; these vacancies will be advertised again.**

**5) GSA Board (GSAB) (One (1) GSA Councillor Position)**

Information regarding the position for one (1) GSA Councillor was circulated via email to GSA Council on 25 June, 2 and 9 July 2021 with a nomination deadline of 14 July 2021. **No nominations were received; this vacancy will be advertised again.**

**External Committees: Vacancies**

**6) Green and Gold Adjudication Committee (One (1) Graduate Student Positions)**

Information regarding the position for one (1) graduate student was circulated via the GSA newsletter on 18 and 25 June, and 2 July 2021 with a nomination deadline of 7 July 2021. **One (1) nomination was received; Keana Trudel was elected.**

**Executive Director  
Report to GSA Council for the 19 July 2021 Meeting**

To: GSA Council  
From: Courtney Thomas  
Date: 16 July 2021

Dear GSA Council Members,

As I reported last month, the GSA has recently concluded its annual audit. Our auditor will be in attendance on Monday and I am happy to report that the GSA remains in excellent financial shape. This is also reflected in the Spring/Summer Term Financial Report, which will also be before you on Monday. My thanks to those of you who attended the Budget 101 session offered by the office and, as reminder, if you were unable to attend that session but would like to learn more about the GSA's budget, please don't hesitate to reach out.

Following GSA Council's review, the GSA's audited financial statements will then proceed onward to the University Board of Governors, as per the requirements of the *Post-Secondary Learning Act*.

In addition to this financial reporting work, the GSA staff team continues to be engaged with preparing for a potential return to in-person work on 16 August (meetings involving more than 4-5 people, including GSA Council meetings and GSA Standing Committee meetings, will remain online for the fall term), preparing for the annual production of the GSA planner, and preparing material for the GSA's suite of online orientation programming for the fall.

My weekly reports to the GSA Board are attached (pages 21.1-21.4) and, as always, I am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

## Management Report to the GSA Board, 23 June 2021

Management has been engaged with the following issues since the last GSA Board meeting on 16 June 2021:

### Strategic

- Audit preparation.
- Ongoing forward planning for the reopening of the GSA office and a partial return to pre-pandemic operations.
- Compiling the 2020-2021 Annual Report, draft Board Strategic Work Plan (SWP) (following suggestions and feedback from Directly-Elected Officers), and a summary report of feedback related to the SWP – all come before the GSA Board for review shortly.
- Work associated with the Collective Agreement (advising individual graduate student workers, etc) and preparing for the beginning of the collection of a union due, as well as the next round of negotiations.
- Planning for the July release of the SWP to various stakeholders (working on design elements, cover letters, etc).
- Action associated with the recent GSA Council meeting.
- Annual review of GSA Bylaw and Policy for needed amendments (potential sections to amend including some changes to the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large and sections detailing the operation of the U-Pass program).

### Operations

- Development of more accessible nomination forms following a discussion with the GSA Nominating Committee.
- Development of the GSA planner for 2021-2022 and forward planning for fall orientation, as well as continued work on the annual Council remuneration process.
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), and the Green and Gold Adjudication Committee (advertised via the newsletter).
- Facebook = 1,693 likes (up 2 from 8 June) and 1,818 followers (up 2 from 8 June); Facebook posts reached 24 users last week and our “post engagement” count was 2. Twitter = 1,197 followers (up 4 from 8 June); our tweets earned 379 “impressions” over the past week. Instagram = 643 followers (up 1 from 8 June); Instagram posts reached 11 users last week.
- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

### Management Report to the GSA Board, 30 June 2021

Management has been engaged with the following issues since the last GSA Board meeting on 23 June 2021:

#### Strategic

- Supporting a meeting of the GSA Budget and Finance Committee and preparing to bring the audit and spring/summer term financial report forward to the GSA Board and GSA Council.
- Preparing onboarding and training materials for the newly elected GSA Speaker – training sessions for the newly elected Senator and Chief Returning Officer are also being planned.
- Ongoing forward planning for the reopening of the GSA office and a partial return to pre-pandemic operations.
- Compiling the 2020-2021 Annual Report.
- Work associated with the Collective Agreement (advising individual graduate student workers, etc), preparing for the beginning of the collection of a union due, as well as the next round of negotiations, and supporting the work of the GSA Labour Relations Committee.
- Planning for the July release of the SWP to various stakeholders (working on design elements, cover letters, etc).
- Annual review of GSA Bylaw and Policy for needed amendments (potential sections to amend including some changes to the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large and sections detailing the operation of the U-Pass program). Other sections will be reviewed for potential needed amendments over the summer.

#### Operations

- Finalizing and circulating the return to campus survey designed by the GSA Board.
- Development of the GSA planner for 2021-2022 and forward planning for fall orientation, as well as continued work on the annual Council remuneration process.
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), and the Green and Gold Adjudication Committee (advertised via the newsletter).
- Facebook = 1,690 likes (down 3 from 23 June) and 1,821 followers (up 3 from 23 June); Facebook posts reached 19 users last week and our “post engagement” count was 2. Twitter = 1,203 followers (up 6 from 23 June); our tweets earned 160 “impressions” over the past week. Instagram = 649 followers (up 6 from 23 June); Instagram posts reached 3 users last week.
- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

### Management Report to the GSA Board, 7 July 2021

Management has been engaged with the following issues since the last GSA Board meeting on 30 June 2021:

#### Strategic

- Ongoing forward planning for the reopening of the GSA office and a partial return to pre-pandemic operations.
- Compiling the 2020-2021 Annual Report.
- Preparing for the first mailing on GSA Council meeting materials.
- Work associated with the Collective Agreement (advising individual graduate student workers, etc), preparing for the beginning of the collection of a union due, as well as the next round of negotiations, and supporting the work of the GSA Labour Relations Committee.
- Planning for the July release of the SWP to various stakeholders (working on cover emails, recipient lists, etc).
- Annual review of GSA Bylaw and Policy for needed amendments (potential sections to amend including some changes to the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large, sections detailing the operation of the U-Pass program, and section K in related to the establishment of the GSA Labour Union Fund). Other sections will be reviewed for potential needed amendments over the summer and proposals will be developed for the fall.

#### Operations

- Development of the GSA planner for 2021-2022 and forward planning for fall orientation, as well as continued work on the annual Council remuneration process.
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council and via the GSA newsletter), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), and the Green and Gold Adjudication Committee (advertised via the newsletter).
- Facebook = 1,690 likes (no change from 30 June) and 1,818 followers (down 3 from 30 June); Facebook posts reached 18 users last week and our “post engagement” count was 1. Twitter = 1,209 followers (up 6 from 30 June); our tweets earned 118 “impressions” over the past week. Instagram = 648 followers (down 1 from 30 June); Instagram posts reached 4 users last week.
- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.



### Management Report to the GSA Board, 14 July 2021

Management has been engaged with the following issues since the last GSA Board meeting on 7 July 2021:

#### Strategic

- Ongoing forward planning for the reopening of the GSA office and a partial return to pre-pandemic operations (meeting with FGSR staff to discuss their plans, undertaking an inventory of IT resources to ensure remote meetings can be effectively held from the office and staff are equipped to work from home as needed, etc).
- Preparing for the post-GSA Council release of the Board Strategic Work Plan (developing a recipients list and draft emails for review) and compiling the 2020-2021 Annual Report.
- Preparing for the second mailing on GSA Council meeting materials.
- Work associated with the Collective Agreement (advising individual graduate student workers, etc), preparing for the beginning of the collection of a union due, as well as the next round of negotiations, and supporting the work of the GSA Labour Relations Committee.
- Hosting a Budget 101 session.
- Annual review of GSA Bylaw and Policy for needed amendments (potential sections to amend including some changes to the mandate of the GSA Appeals and Complaints Board with respect to Councillors-at-Large, sections detailing the operation of the U-Pass program, and section K in related to the establishment of the GSA Labour Union Fund). Other sections will be reviewed for potential needed amendments over the summer and proposals will be developed for the fall.

#### Operations

- Supporting the process of an GSA Emergency Bursary appeal.
- Development of the GSA planner for 2021-2022 and forward planning for fall orientation, as well as continued work on the annual Council remuneration process.
- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Elections and Referenda Committee (advertised directly to GSA Council and via the GSA newsletter), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council).
- Facebook = 1,693 likes (up 3 from 7 July) and 1,847 followers (up 29 from 7 July); Facebook posts reached 62 users last week and our “post engagement” count was 5. Twitter = 1,209 followers (up 0 from 7 July); our tweets earned 559 “impressions” over the past week. Instagram = 653 followers (up 6 from 7 July); Instagram posts reached 6 users last week.
- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not

projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.