



## Graduate Students' Association

### Course Council Meeting Minutes

June , 2010 5:00 pm, Grad Students' Commons

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#### **Present:**

Omeasoo Butt, Eamon McDermott, Alison Ward, Mohamed Mohamed, Julie Anderson, Jan Gelech, Edgar David, Laura Larsen, Ian Larsen, Melissa Driessnack, Matthew Munson, Amy Noakes, Spike Posnikoff, Emma Turner, Steve Jimbo, Jania Chilima

#### **1 Call to Order**

5:05 pm

#### **2 Approval of Agenda**

*Motion 2.1: Be it resolved that the circulated agenda be approved, pending the additions of a motion to the VP External's report.*

Emma Turner / Laura Larsen, carried unanimously

#### **3 Approval of Minutes**

*Motion 3.1: Be it resolved that the minutes dated April 25 be adopted as circulated.*

Laura Larsen / Amy Noakes, carried unanimously.

#### **4 GSA Executive Reports (see attached documents)**

##### 4.1 President

*Motion 4.1: BIRT the GSA elects Omeasoo Butt as its representative for University Council*

Emma Turner / Laura Larsen, carried unanimously.

*Motion 4.2: BIRT the GSA write a letter of support for the development of a school of architecture at the University of Saskatchewan.*

Omeasoo Butt / Emma Turner, motion carried.

*Point of information* (Mohamed Mohamed) – this meeting does not have quorum therefore motions cannot be passed.

The GSA will have a booth at Live Expo during orientation. What are some ideas for inexpensive items to give away to promote the GSA?

Book marks, water bottles, magnets

#### 4.2 VP Operations and Administration

#### 4.3 Commons Operations Report

The Commons Operations report was delivered by the VP Operations. The Commons coordinators will be organizing orientation this year. Adrienne is looking into options for displaying student art in the Commons.

#### 4.4 VP Finance

Course Council cheques are ready to be picked up.

#### 4.5 VP Academic

The VP Academic's report was delivered by the President.

#### 4.6 VP External

The VP External's report was delivered *in camera*.

### **5 Approval of Budget**

Due to lack of quorum approval of the budget will be tabled until the next Course Council meeting

### **6 Call for Nominations**

Due to lack of quorum an electronic vote on nominations will be conducted via email.

#### 6.1 VP Operations and Administration

Jania Chilima stepped forward as a nominee for VP Operations and Administration.

#### 6.2 VP Student Affairs

Steve Jimbo stepped forward as a nominee for VP Student Affairs.

#### 6.3 Aboriginal Liaison

This position will be filled internally by the AGSA

### **7 Announcements and Reminders**

Derek Tannis is looking for students to participate in a research project on international student's learning experiences.

### **8 Adjourn**

6:30 pm, Omeasoo Butt / Emma Turner

## President's Report – June 3, 2010

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### Campaigns

Orientation: Will include a Welcome BBQ, and the Commons will operate as a “home room” for a group of touring Graduate students participating in the Orientation

ISO and AGSC will have a joint welcome event

College Quarter: In process to determine if GSA has any opportunities for café/deli/restobar in Graduate residence (Consumer Services)

Please come to College Quarter Information Session on June 10, 5-8 pm, Room 226 Williams’ Building

International Differentials: Will meet with Lawrence Martz, CGSR to discuss options for International students who will be facing tuition increases in September

Art in the Commons: Commons Coordinator Adrienne has tried to garner interest among MFA students to exhibit in the Commons, however, there has been little interest. Further opportunities for student art will be pursued. Please contact Adrienne with comments and suggestions, as well, please lobby your artistic friends to consider displaying in the Commons space.

### Other Business

Resignation of VP Operations, recruiting for all vacant positions

Summertime bbq’s planned to help raise money for GSA bursaries. June 18, July 15<sup>th</sup>, August 19<sup>th</sup>.

Note on the Commons: Please clear out at the time your event is officially over. The Commons’ staff do not receive overtime pay.

### Committees

Planning and Priorities Committee

University Council: introduced new executive, discussed need for more GSA involvement amongst students and plans to partner with USSU on childcare and Aboriginal relationships

Graduate Faculty Meeting

Hiring Committee: Vice Dean Humanities and Fine Arts

College Housing Project Committee: This committee has just been struck to define and develop the student residence experience. If you have positive comments and suggestions for how the student residence experience can be enhanced, please contact me.

Institutional Positioning Document consultation

Reg Urbanowski, Asst. Deputy Minister of Advanced Education and Student Services



## VP Operations and Administration Report – June 3, 2010

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### Graduate Commons

- Adrienne has been investigating avenues to display student art in the Commons. She has been encouraging current MFA students to display their art, however there has been little interest. The University's art collection includes works from former BFA and MFA students. Costs for displaying pieces from the University collection include an \$80 consultation fee, \$25 per piece rental fee and any cost associated with installing the pieces. . Further opportunities for student art will be pursued. Please contact Adrienne with comments and suggestions.
- Katelyn has looked into the possibility of buying linoleum to use as a dance floor instead of renting a dance floor for events. The cost to rent a dance floor is \$15 to \$30 (Dance Saskatchewan) whereas the cost to buy linoleum is approximately \$500. Given that we host very few events that require a dance floor it makes sense to continue to rent rather than to buy.
- We are working towards developing a full-time manager position for the Commons. The manager will perform all of the current duties of the office administrator as well as supervise the Commons coordinators and manage the Commons. This new position will reduce the workload of the VP Operations who, in addition to his/her GSA duties is currently responsible for the management of the Commons and its staff. Planning of this position began with the previous Executive and the wage for a full-time employee has been included in this year's staffing budget.
- We will be hosting three BBQs this summer on June 18<sup>th</sup>, July 15<sup>th</sup>, and August 19<sup>th</sup>. All of the proceeds will go towards GSA bursaries. We will also be holding a silent auction for five used computers, with proceeds also going towards bursaries.
- Adrienne and Katelyn are organizing orientation. The Commons will be used as the "home room" for grad students during orientation. We are planning to have a table step up for Live Expo in the Education Gym. The GSA Welcome BBQ will be held on September 23<sup>rd</sup>

### Committees

- CGSR Faculty Meeting (see President's report)
- Teaching and Learning Committee of Council –the Learning Charter was amended and submitted to University Council
- Interview Committee for Arts and Science Associate Dean Students
- Student Affairs Committee – sent regrets

### Other

- I have submitted a letter of resignation and will be resigning from the position effective June 3<sup>rd</sup>. It has been a pleasure working with all of the Executive and staff.
- In lieu of a retirement gift, a professor from Psychology will be making a donation to the GSA. In order to recognize this and future donations we will be starting a contributions plaque. There will be three levels of recognition (Bachelors, Masters, and PhD) based upon the level of contribution
- The GSA has two laptop computers that are not being used. We will loan them out for grad student use. In order to checkout a laptop, students must sign a waiver and leave their student card and a \$20 deposit. Laptops may only be used outside the Commons for 4 hours.



## GSA Commons Operations Report – June 3 , 2010

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### Usage:

March (1<sup>st</sup> to 30<sup>th</sup>: 21days): 239 persons, an average of 11persons per day.

Extended hours of operation (5:00pm to 7:00pm) from April 8<sup>th</sup>- April 30<sup>th</sup> (14 days): 37 persons, an average of 3 persons per day.

May (1<sup>st</sup> to 31<sup>st</sup>: 20 days): 273 persons, an average of 14 persons per day.

**Usage for Departmental Events:** 4 times: English (1X), Biology (1X), Kinesiology (1X), and Psychology (1X)

### Past Events

- April 1<sup>st</sup>, Documentary Night and GSA Res. Design Meeting
- April 5<sup>th</sup>, Graduate/Ceremony for GSR 982 Course
- April 7<sup>th</sup>, TED Talks
- April 12<sup>th</sup>, Saskatoon Footlights: Comedy Workshop for Actors and Writers
- April 14<sup>th</sup>, TED Talks
- April 15<sup>th</sup>, 2010 GSA Executive Candidates Forum
- April 22<sup>nd</sup>, GSA AGM
- April 23<sup>rd</sup>, Spring Sizzler BBQ and English Course Council BBQ
- April 29<sup>th</sup>, GSRC College of Medicine Discussion Session
- April 30<sup>th</sup>, Trading Post
- May 4<sup>th</sup> IGSC meeting
- May 6<sup>th</sup>: Kinesiology Year End Party/BBQ
- May 10<sup>th</sup> Footlights
- May 11<sup>th</sup> Arts & Science Dean Candidate Meet and Greet (James Rice)
- May 14<sup>th</sup> Arts & Science Dean Candidate Meet and Greet (Jaqueline McMurray)
- May 16<sup>th</sup> Footlights (extra practice)
- May 19<sup>th</sup> STM Sociology Retirement potluck
- May 26<sup>th</sup> Arts & Science Dean Candidate Meet and Greet (Peter Stoicheff)
- May 29<sup>th</sup> Psychology Year End Party

### Upcoming Events

- June 2<sup>nd</sup> Footlights
- June 3<sup>rd</sup> GSA Commons pre-planning/development team meeting
- June 18<sup>th</sup> GSA BBQ (fund raiser for bursaries)
- June 22<sup>nd</sup> Grad Student banquet for Soil Science/Agriculture Conference

### Website:

- Continuing updates to the Events and News tabs
- Added “commonly used forms” to the site under the tab “contact”

- Updated the rental contract and BBQ use agreement
- Added information from the GSA site to the facebook group  
<http://www.facebook.com/home.php?#!/group.php?gid=102378956472096&ref=ts>
- Created a facebook “page” so that we can be linked to other U of S pages  
<http://www.facebook.com/home.php?#!/pages/Graduate-Students-Association-Commons/124210230932554?ref=ts>



## VP Finance Report – June 3, 2010

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1. The proposed budget for the fiscal year 2010-2011 was not approved in the last AGM meeting due to time. I move a motion to approve it. The things to note on this proposed budget compared to last year's:

- GSA fees are increased to 118,400. This amount was picked to cover offset all the proposed budgeted expenses. The amount is slightly lower than this year's actual fees. Each year, the GSA fees has increased, hence the proposed fees is realistic based on the trend of last 3 years.
- The bolded numbers: the Health and Dental fees and CFS fees not to be considered hence won't be discussed (all money received is paid out). The GSA Orientation revenue is the proposed target (based on previous years' trend) for future VP Student Affairs to try and raise from University. The CFS handbook revenue is to be raised by administrator with the help of VP External. The proposed amount is sufficient to cover for next year.
- CAGS and CFS conferences will be unified into one account know as Conferences. The budget will be same as the combination of the two from previous year i.e. \$5,000.
- We will be hiring a full time administrator and since Commons is proposed to be open at least up to 6pm from 8:30am part-time admins will be hired to cover for the extra hours. As a result, the GSA administrator budget is proposed to be \$45,000. In order, to stay within the proposed realistic revenue, some changes had to be made. This include the following:
  - Course council funding budget reduced from \$8,000 to \$5,000. We have never spent more than \$4,500 to date hence the proposed budget is practical. Incase the actual expenditure goes up, excess from previous years will be used to cover for it.
  - Charitable Donations budget removed completely. There has been no expenditure of this account for the last 3 years. If there is any donation to be made, councilors can approve it from the previous excesses.

- Bank charges budget reduced from \$500 to \$200. Once again, previous record indicate \$200 is the more than sufficient to cover for it.
  - Subscription budget removed completely. This expenditure never exceeds \$50 in a whole year hence any expenditure on it will be taken from miscellaneous.
2. The donations for the GSA conference (cancelled) will be returned back to the respective department once they notify us. The amount is \$1000 (\$500 from two departments).
  3. The course council cheques will be circulated during the council meeting on 3<sup>rd</sup> June 2010. The delay was once again the student list from CGSR.
  4. The 2009-10 auditing will commence mid June 2010. The accounts will then be filed to Saskatchewan Corporation Board.
  5. There is a chance the Bursary account will get extra funds from the BBQ events in the summer and computer auctions.



**University of Saskatchewan Graduate Students' Association**  
**Graduate Commons Proposed Statement of Operations**

**Revenues**

		<b>Proposed 2009</b>		<b>Proposed 2010</b>
GSA Fees	\$	110,100	\$	118,400
CFS Fees	\$	<b>15,000.00</b>	\$	<b>20,000</b>
Health and Dental Fees	\$	<b>420,000.00</b>	\$	<b>480,000</b>
Interest Income	\$	<b>2,000.00</b>	\$	-
GSA Orientation	\$	<b>4,250.00</b>	\$	<b>4,500</b>
CFS Handbook	\$	<b>2,000.00</b>	\$	<b>2,000</b>
<b>Total Revenue</b>	<b>\$</b>	<b><u>553,350.00</u></b>		<b><u>624,900.00</u></b>

**Expenses**

Audit	\$	500.00	\$	500.00
Bursary	\$	9,000.00	\$	9,000.00
CAGS Conference	\$	1,000.00	\$	1,000.00
CFS Conference	\$	4,000.00	\$	4,000.00
CFS Handbook	\$	<b>2,000.00</b>	\$	<b>2,000.00</b>
CFS Fees	\$	<b>15,000.00</b>	\$	<b>20,000.00</b>
Charitable Donations	\$	1,000.00	\$	-
Course Council Funding	\$	8,000.00	\$	5,000.00
Entertainment	\$	1,500.00	\$	1,500.00
GSA Orientation	\$	<b>4,250.00</b>	\$	<b>4,500.00</b>
Health and Dental Plan Premiums	\$	<b>420,000.00</b>	\$	<b>480,000</b>
Honoraria	\$	24,500.00	\$	24,500.00
Property Insurance	\$	2,500.00	\$	2,500.00
Liability Insurance	\$	1,000.00	\$	1,000.00
Miscellaneous	\$	4,000.00	\$	4,000.00
Office	\$	6,000.00	\$	6,000.00
President/Student Fund	\$	6,000.00	\$	6,000.00
Reinvested interest	\$	<b>2,000.00</b>	\$	<b>2,000.00</b>
Bank Charges	\$	500.00	\$	200.00
Subscriptions	\$	400.00	\$	-
Wages - Office Administrator	\$	31,000.00	\$	31,000.00
Operating cost – Wireless Internet System	\$	1,000.00	\$	1,000.00
Operating cost – Media equipment	\$	700.00	\$	700.00
Equipment renewal	\$	6,000.00	\$	6,000.00
Computer renewal	\$	500.00	\$	500.00
<b>Total Expenses</b>	<b>\$</b>	<b><u>553,350.00</u></b>	<b>\$</b>	<b><u>624,900.00</u></b>
<b>Excess (Deficit)</b>	<b>\$</b>	<b><u>0.00</u></b>	<b>\$</b>	<b><u>0.00</u></b>

Numbers that are not in bold in each the proposed column 2009 should add up to \$110,100

Numbers that are not in bold in each the proposed column 2010 should add up to \$118,400



## VP Academic's Report – June 3, 2010

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- I got in contact with CGSR office to update the information on the website regarding tuition/subsistence for graduates students to reflect what is obtainable in the city. The update is now with programming department to effect the changes.
  
- At the APC meeting, a report on the introduction of MFA(Masters in Fine Art) in Writing . The need of this course was discussed. It is not meant to be a terminal degree rather transitory. Discussion on restructuring of the Engineering faculty was made, with particular attention on the need for the restructuring and its effects on current and prospective students.
  
- At Research Scholarly and Artistic Work committee, the position of U of S in research success was discussed based on the national ranking. Nationally, we are trailing behind others, but compared to other western Canadian universities, we are not doing too bad. One of the major indices used is the percentage of CIHR funding.
  
- During CGSR executive meeting, the effects of the increase in tuition for international students on student hiring were discussed. The dean assured that he will make sure that the money raised from the increament go back into international student scholarship.