

GSA Course Council

Graduate Students' Association Course Council Meeting Minutes



University of Saskatchewan Graduate Students' Association September 14th 2011, 5:00 P.M -7:00 P.M GSA Commons

Xiu Yao, Ehimai Ohiozebau, Mohamed Mohamed, Sunisha Neupane, Rebecca Major, Ranjan Datta, Cherie Dugal, John Mcleod, Sarah Crawford, Matthew Feldman, Jacob Ouellet, Amy Noakes, Matthew Munson, Sara Mcphee-knowles, Wendie Marks, Justin Botterill, Johannes Menzel, Spike Postnikoff, Jennifer Campeau, Carling Beninger, Erin Spinney, Rodrigo Ivan Albornog, Gareth Perry, Daehan Kim, Madison Yurach, Leanne Flahr, Layla Gould, Shannon Dyck, Alison Piche, Eamon McDermott.

1.0 Call to Order: 5:05p.m

2.0 Approval of Agenda

Motion: BIRT agenda be approved: Sarah (School of Public Policy) and Rebecca (VP Aboriginal), motion carries

3.0 Ratification of new and returning Councilors

The following new and returning Councilors were ratified by the house.

Regular Members: Cherie Dugal, John Mcleod, Sarah Crawford, Matthew Feldman, Jacob Ouellet, Amy Noakes, Matthew Munson, Sara Mcphee-knowles, Wendie Marks, Justin Botterill, Johannes Menzel, Spike Postnikoff, Jennifer Campeau, Carling Beninger, Omeasoo Butt, Erin Spinney, Rodrigo Ivan Albornog, Gareth Perry, Daehan Kim, Madison Yurach, Leanne Flahr, Layla Gould.

Alternate Members: Shannon Dyck, Alison Piche, Eamon McDermott

Motion: BIRT the above named Regular and Alternate members be ratified as members of the 2011/2012 Course Council session. Shannon (School of Environment and Sustainability) and Justin (Psychology), motion carries

4.0 Nomination of Course Council Chair

Eamon was asked to act as the chairperson of Course Council. He explained to the house that he will not be available for most part of the session. However, the house still advised him to serve in that capacity in the meantime till when he will not be available to. Mohamed encouraged Councillors to take up the responsibility and reminded them that they will be paid a \$25 honoraria per sitting.

Motion: BIRT McDermott Eamon act as the chair Course Council meeting. Ehimai (VP Operations and Admin.), Sunisha (VP. External). Motion carries.

5.0 Ratification of Physics Course Council

Haven met the criteria for the formation of a Course Council, Gareth Perry presented a proposal for the ratification of Physics Course Council.

Motion: BIRT that Physics Course Council be ratified to the GSA Course Council. Sarah, Justin. Motion carries.

6.0 Guest Speaker: CFS Prairie representative

Some representatives of Canadian Federation of Students (Alanna, Kent and Haanim) gave a presentation which was mainly on the mandate of CFS. Alanna explained the mandate to be mainly on representation and services and that the representation was on three pronged approach: Research, Government Relations and mobilization. The presentation was followed by a question and answer session.

7.0 President Report

The GSA president (Xiu Yao) welcomed Councillors back to a new session and encouraged the house to be ready for an interactive and active Course Council. She explained to the house the need for a strong GSA and that student governance was a trust we must collectively protect.

She reported that during past months the executives familiarized themselves with the GSA and pointed out the strategy for this year. As the president, she promised to provide equitable and satisfying services to graduate students, to run the GSA effectively and keep good communication among executives as well as staff. She further presented the report below:

Events:

- **June 17th 2011**

Forum with Minister of Advanced Education, Immigration and Employment which offered graduate students

opportunities to bring their concerns to the Minister first hand and the Minister answered students' questions on immigration. She promised to followup.

- **Sep 1st to 8th 2011**

She formally introduced GSA to new students in the orientation of School of Public Health, GSR introduction course, the orientation of International Students Office as well as annual GSA BBQ.

Issues

- Health & Dental Plan to cover more GSA members.
Follow up: Post Doc access to Health & Dental Plan
- To set up air-conditioner for GSA commons since students complained about the high temperature during summer in the Commons.
Follow up: Report to University
- Ombuds Offices and Advocacy Offices: To provide advocacy for fair procedures, the ombudsperson acting as the third part with confidentiality, impartiality and independence is necessary and important.
Follow up: Do research about Ombuds Offices and Advocacy Offices and work with other relevant units on campus for example USSU and Student and Enrollment Services.

Meetings

- GSA Executives Meeting
The payroll change for coordinators has been effected.
Policies on the use of GSA property and professional behavior amongst staff and executive has been effected.
- Meeting with College of Graduate Studies and Research (CGSR)
Time organize tool and the GSA Tab on the PAWS were discussed to increase GSA accessibility.
- Planning and Priorities Committee
The university is progressing towards the goals of its Second Integrated Plan.
- Presidential Search Committee
Confidential
- University Council
The College of Graduate Study and Research is working for offering dual degree to graduate students.
- Interdisciplinary Program Committee
The administration procedures and criteria of graduate students and other issues relevant to graduate students in the Interdisciplinary Program were discussed, and opinions as a graduate student were expressed.

8.0 VP Academic Report

8.1 **Summer Activities:** He told the house how in last summer he mediated over graduate students' disciplinary cases that largely have to do with academic honesty, attended academic committee meetings.

He suggested that he would like to continue his current activities on making more space for all graduate students in their academic excellence, scholarships, and understanding local people and their relationships.

9.0 VP Student Affairs Report

The VP student affairs was absent from the meeting but he sent his regrets and requested VP Academics to read his report. The report was read as follows:

9.1 **“Student Orientation:** We managed to hold a very successful GSA orientation. During the event we honoured the University President. The turn up was amazing and there was plenty to eat and drink. Overall the event was a success. I want to thank all the people who helped during this event including the volunteers, GSA Administrator, some executives, the events coordinator and all the departments and businesses that contributed to make this event a success.

9.2 **Student Issues:** Been handling issues relating to students. Mostly of non academic nature. Students are highly encouraged to come with pressing issues to the GSA. We have an open door policy and will try to solve each case to the best of our ability”.

10.0 VP Finance Report:

The VP Finance gave the report below

- 1) The budget to date is shown in the next page. So far we have an excess of \$4,136.24 (exclude the numbers in bold).
- 2) Three accounts were overspent;
 - i) Conferences; overspent by \$9.87.
 - ii) Insurance; \$2,020. Reason: We switched to another company (due to coverage of liquor usage in commons) and the coverage extends to the mid of next fiscal year.
 - iii) Office Salaries for Administrator and Coordinators.

| | Salary | CPP | EI | Vacation Pay | Total |
|----------------------|-----------|----------|--------|--------------|------------------|
| Administrator | 35,460.00 | 1,582.02 | 868.04 | | 37,910.06 |
| Coordinator1 | 5,992.17 | 224.59 | 159.34 | 586.55 | 6,962.65 |
| Coordinator2 | 2,426.83 | 74.14 | 64.52 | 237.56 | 2,803.05 |
| Coordinator3 | 13,107.62 | 539.10 | 352.40 | 1,283.04 | 15,282.16 |
| Coordinator4 | 2,123.25 | 72.08 | 58.09 | 207.84 | 2,461.26 |
| Coordinator5 | 2,918.93 | 111.62 | 79.85 | 285.72 | 3,396.12 |

| | | | | | |
|--------------|------------------|-----------------|-----------------|-----------------|------------------|
| Total | 62,028.80 | 2,603.55 | 1,582.24 | 2,600.71 | 68,815.30 |
|--------------|------------------|-----------------|-----------------|-----------------|------------------|

The cost incurred was almost double the budget cost. To reduce the cost, the following things have been put in place;

- Reduced the hourly rate payment from \$17.02 to \$12 as honoraria. To do so, GSA will now be handling the payments of the coordinators directly and not through the university. That way, other charges such as CPP, EI and vacation pay will not be incurred. The changes have been in effect since 8th August 2011; after coordinators' contract expired.
- Reduced number of coordinators to 2. Executives will fill in case none of the coordinators can fill in a shift.
- Working hours for the coordinators have been reduced since last month after expiry of their contracts; they will only work when there things to be done unlike previously where they had to work certain number of hour whether there was need for them to be around or not.
- The Events that run past normal hours of operation will be charged to cover the cost of paying coordinators. Previously, such events' cost was incurred from the budget set aside at the beginning of the year which only accounted for coordinators working from 4:30pm-7pm only.

- 3) I would like to remind the members that the four last expenditure accounts in the budget [i.e. i) Operating Cost – W/Internet System, ii) Operating Cost – Media Equipment, iii) Equipment Renewal and iv) Computer Renewal] are set aside each year so that we have funds in future for their respective maintenance or upgrades.
- 4) The audited financial statements have been audited in time to file the annual subscription to Saskatchewan's Corporations Board before the deadline. The same auditor from last year was used (Mr. Petrovich of Saskatoon Tax Clinic). The thing to note is that the net income is a deficit of -32,604.71 which is due to paying the third payment of health and dental fees to studentcare.net/works in 2010-11 fiscal while the actual premiums were received from the U of S administration in the fiscal year 2011-12.
- 5) Page 10 is the proposed budget for the year 2011-12. In this year's budget, we have a new revenue account; bursary. CGSR has promised to match our bursary this year therefore we expect \$9,000 from CGSR. The budget for bursary this year will be \$18,000. \$6,000 was distributed in the summer among 6 six students each receiving \$1,000.00.

Motion: **BIRT the proposed budget for 2011-12 is approved.**

- 6) Page 11 is the current statement of operations for this fiscal year to date. We are yet to receive GSA fees for this term from graduate students (U of S will send them in either October/November). The current GSA fees are from 9 post-doctoral fellows. More are expected to register.

University of Saskatchewan Graduate Students' Association

Statement of Operations for the Fiscal Year 2010-2011

Revenues

| | Proposed 2010 | Current |
|------------------------|-----------------------------|-----------------------------|
| GSA Fees | \$ 120,400.00 | \$ 145,382.08 |
| CFS Fees | \$ 20,000.00 | \$ 25,940.48 |
| GSA Commons Booking | \$ 1000.00 | \$ 850.00 |
| Health and Dental Fees | \$ 480,000.00 | \$ 573,197.67 |
| GSA Orientation | \$ 4,250.00 | \$ 2,650.00 |
| CFS Handbook | \$ 2,000.00 | \$ 1,540.00 |
| Total Revenue | \$ <u>627,650.00</u> | \$ <u>749,560.32</u> |

Expenses

| | | |
|------------------------------------|-----------------------------|-----------------------------|
| Audit | \$ 500.00 | \$ 412.50 |
| Bursary | \$ 9,000.00 | \$ 9,000.00 |
| Conferences | \$ 4,500.00 | \$ 4,509.87 |
| CFS Handbook | \$ 2,000.00 | \$ 2,278.50 |
| CFS Fees | \$ 20,000.00 | \$ 25,940.48 |
| Course Council Funding | \$ 5,000.00 | \$ 1,330.93 |
| Entertainment | \$ 1,500.00 | \$ 1,494.77 |
| GSA Orientation | \$ 4,250.00 | \$ 2,048.71 |
| Health and Dental Plan Premiums | \$ 480,000.00 | \$ 567,400.41 |
| Honoraria | \$ 27,500.00 | \$ 26,120.07 |
| Insurance | \$ 3,500.00 | \$ 5,520.00 |
| Miscellaneous | \$ 3,500.00 | \$ 2,749.04 |
| Office | \$ 6,000.00 | \$ 3,745.58 |
| President/Student Fund | \$ 6,000.00 | \$ 6,000.00 |
| Bank Charges | \$ 200.00 | \$ 166.20 |
| Office Salaries | \$ 45,000.00 | \$ 71,004.57 |
| Operating cost – W/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 |
| Total Expenses | \$ <u>627,650.00</u> | \$ <u>739,763.94</u> |

Excess **4,136.24**

NB:

Numbers that are not in bold in the proposed column 2010 should add up to \$120,400

The excess is calculated from the figures NOT in bold.

The figures in red indicate overspent accounts.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION BALANCE SHEET AS AT APRIL 30, 2011

| ASSETS | 2011 |
|---------------------------------|-------------------------------|
| ASSETS | |
| Current Assets: | |
| Chequing/Savings | |
| Bank - General Chequing | \$175,477.93 |
| | Total Chequing/Savings |
| \$175,477.93 | |
| Other Current Assets | |
| ACCOUNTS RECEIVABLE | \$1,310.08 |
| INVESTMENTS (MONEY MARKET) | \$241,640.13 |
| Total Other Current Assets | \$242,950.21 |
| TOTAL ASSETS | <u>\$418,428.14</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| ACCOUNTS PAYABLE CURRENT | \$58,560.03 |
| Total Other Current Liabilities | \$58,560.03 |
| Total Current Liabilities | \$58,560.03 |
| Total Liabilities | \$58,560.03 |
| Equity | |

| | |
|---------------------------------------|----------------------------|
| BALANCE BEGINNING OF YEAR | \$383,003.38 |
| Unrestricted Net Assets | \$9,469.44 |
| Net Income | \$-32,604.71 |
| Total Equity | \$359,868.11 |
| TOTAL LIABILITIES & EQUITY | <u>\$418,428.14</u> |

University of Saskatchewan Graduate Students' Association

Proposed Budget for 2011-12

Revenues

| | Proposed 2010 | Proposed 2011 |
|------------------------|-----------------------------|-----------------------------|
| GSA Fees | \$ 120,400.00 | \$ 130,000.00 |
| CFS Fees | \$ 20,000.00 | \$ 22,000.00 |
| GSA Commons Booking | \$ 1000.00 | \$ 1000.00 |
| Health and Dental Fees | \$ 480,000.00 | \$ 550,000.00 |
| GSA Orientation | \$ 4,250.00 | \$ 4,250.00 |
| CFS Handbook | \$ 2,000.00 | \$ 2,000.00 |
| Bursary | \$ - | \$ 9,000.00 |
| Total Revenue | \$ <u>627,650.00</u> | \$ <u>718,250.00</u> |

Expenses

| | | |
|---------------------------------|----------------------|----------------------|
| Audit | \$ 500.00 | \$ 500.00 |
| Bursary | \$ 9,000.00 | \$ 18,000.00 |
| Conferences | \$ 4,500.00 | \$ 4,500.00 |
| CFS Handbook | \$ 2,000.00 | \$ 2,000.00 |
| CFS Fees | \$ 20,000.00 | \$ 22,000.00 |
| Course Council Funding | \$ 5,000.00 | \$ 5,000.00 |
| Entertainment | \$ 1,500.00 | \$ 1,500.00 |
| GSA Orientation | \$ 4,250.00 | \$ 4,250.00 |
| Health and Dental Plan Premiums | \$ 480,000.00 | \$ 550,000.00 |
| Honoraria | \$ 27,500.00 | \$ 28,500.00 |
| Insurance | \$ 3,500.00 | \$ 3,500.00 |
| Miscellaneous | \$ 3,500.00 | \$ 3,500.00 |
| Office | \$ 6,000.00 | \$ 6,000.00 |
| President/Student Fund | \$ 6,000.00 | \$ 6,000.00 |

| | | | | |
|------------------------------------|----|--------------------------|----|--------------------------|
| Bank Charges | \$ | 200.00 | \$ | 200.00 |
| Office Salaries | \$ | 45,000.00 | \$ | 60,600.0 |
| Operating cost – W/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 |
| Total Expenses | \$ | <u>627,650.00</u> | \$ | <u>718,250.00</u> |

Excess **0.00**

NB:

Numbers that are not in bold in the proposed column 2010 and 2011 should add up to \$120,400 and 135,000, respectively.

The excess is calculated from the figures NOT in bold.

University of Saskatchewan Graduate Students' Association

Statement of Operations for the Fiscal Year 2011-2012

Revenues

| | | Proposed 2011 | | Current |
|------------------------|----|--------------------------|----|------------------------|
| GSA Fees | \$ | 130,000.00 | \$ | 523.08 |
| CFS Fees | \$ | 22,000.00 | \$ | - |
| GSA Commons Booking | \$ | 1000.00 | \$ | 1,864.10 |
| Health and Dental Fees | \$ | 5500,000.00 | \$ | - |
| GSA Orientation | \$ | 4,250.00 | \$ | - |
| CFS Handbook | \$ | 2,000.00 | \$ | - |
| Bursary | \$ | 9,000.00 | \$ | - |
| Total Revenue | \$ | <u>718,250.00</u> | | <u>2,387.18</u> |

Expenses

| | | | | |
|---------------------------------|----|-------------------|----|-----------------|
| Audit | \$ | 500.00 | \$ | - |
| Bursary | \$ | 18,000.00 | \$ | 6,000.00 |
| Conferences | \$ | 4,500.00 | \$ | 375.00 |
| CFS Handbook | \$ | 2,000.00 | \$ | - |
| CFS Fees | \$ | 22,000.00 | \$ | - |
| Course Council Funding | \$ | 5,000.00 | \$ | - |
| Entertainment | \$ | 1,500.00 | \$ | 33.00 |
| GSA Orientation | \$ | 4,250.00 | \$ | 3,077.67 |
| Health and Dental Plan Premiums | \$ | 550,000.00 | \$ | - |

| | | | | |
|------------------------------------|----|--------------------------|----|---------------------------|
| Honoraria | \$ | 28,500.00 | \$ | 9,499.92 |
| Insurance | \$ | 3,500.00 | \$ | - |
| Miscellaneous | \$ | 3,500.00 | \$ | - |
| Office | \$ | 6,000.00 | \$ | 623.47 |
| President/Student Fund | \$ | 6,000.00 | \$ | - |
| Bank Charges | \$ | 200.00 | \$ | 16.71 |
| Office Salaries | \$ | 60,600.00 | \$ | 15,586.57 |
| Operating cost – W/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 |
| Total Expenses | \$ | <u>718,250.00</u> | \$ | <u>43,412.34</u> |
| Excess | | | | <u>(41,025.26)</u> |

NB:

Numbers that are not in bold in the proposed column 2011 should add up to \$130,000

The excess is calculated from the figures NOT in bold.

The figures in red indicate overspent accounts.

11.0 VP External Report

The VP External joined the President to welcome Councillors back to a new session. She explained to the house that she was out of town over the summer and as such didn't have much done. She apologised for such unavoidable actions and promised accelerated work on GSA related activities. She however informed everyone that on few occasions she has been around, she met with CFS Prairie Representative and had two committee meetings coming up. Top of her priority list this term is to work on securing a UPASS for graduate students. She solicited for Course Councillors' opinion on subsidised UPASS before going into meetings with USSU, administration and Saskatoon Transit System.

12.0 VP – Aboriginal Students Report

During summer months – Maintained contact via email and continued communications

- Attended some AIGSC meetings
- Attended NAISA
- Had surgery
- Met with VP operations regarding concerns about students and departments

August

- Maintained communication regarding matters to do with office, Aboriginal students, and organizing AIGSC table and volunteers for the September BBQ (approx. 14 hours)

August 25, 2011 – Executive meeting (1.5 hours)

September

- Maintained communication regarding Welcome BBQ as well as internal matters (approx. 6 hours)

September BBQ (1.75 hours)

September 13, 2011 – Executive meeting (1.5 hours)

September 14, 2011 – Course Council

September 15, 2011 – Breakfast with the President

13.0 VP Operations Report

13.1 **GSA Bursary:** The GSA bursary is the only need based bursary for graduate students. In line with our commitment to implement more student oriented policies, the GSA annual bursary was increased by 100% from \$9,000.00 to \$18,000.00/p.a. This was possible because the association obtained a complimentary matching fund of \$9,000.00 from the CGSR. As a result of this, more students are able to access the fund. The VP Operation on behalf of the GSA thanked the CGSR for this gesture.

Last Spring/Summer Term, about forty (40) applications were received for the Spring/Summer Term Bursary. After painstakingly evaluating the entire applications, the 5-man bursary award committee recommended six recipients for the award. Each awardees were given the sum of \$1,000.00 each making a total of \$6,000.00.

Amongst the recommendations of the bursary committee is the need to review the bursary selection criteria. The contributions of Councilors was sought in this revision process.

Finally, the VP Operation told the house that the call for the 2011 Fall Term Bursary would be made the next day (15th September) and the application deadline will be the 15th of October. Afterwards, a bursary selection committee will be formed. Course councilors were encouraged to volunteer for this committee.

13.2 **Health and Dental Plan:** He told the house that the President and himself had a meeting with Amanda (the Prairie program manager for the studentcare.net/works) over the summer to discuss the GSA Health and Dental Plan (H&DP). Various issues like the continuum plan, student coverage and turnaround time for claims were discussed. Also, it was agreed that post doctoral fellows who wish to register for the H&DP should pay the GSA membership fees for onward registration for the H&DP.

14.0 **Next Course Council meeting:** For informative purpose, the VP Operation and Administration informed the house that next Council Meetings for this Fall Term will be Wednesday, October 12, Thursday, November 10 and Thursday, December 8th.

15.0 **Adjournment 5:55pm.** Sunisha, Gareth.