

**Graduate Students' Association
Course Council Meeting Agenda**



University of Saskatchewan

**Friday September 28, 2012
5:00 P.M - 6:00 P.M
GSA Commons**

Present: Ehimai Ohiozebau, John McLeod, Steve Jimbo, Dylan Beach, Elizabeth O'Meara, Maily Huynh, Nicole Callihoo, Khadil Sahtout, Anja Sorensen, Molly Patterson, Samantha Purchase, David Bennett, Chiaka McNaughton, Janelle Sloychuk, Cody Manchester, Brandon Demuth, Akinstmola Awujoola, Farjana Fishita, Hao Tran, Rob Perry, Cristin Lee, Josie Steeves, Cumry Sherban, Shuya Shahg, K.C. Cinnati Loi, Claire Peacock, Viorica (Ibi) Bondicl, Chris Callahan, Reanne Ridsdale, Laura Larsen, Patrick Cmarse, Alyson Crozier, Miranda Cary, Mohammad Rafati, Mohamed Ranu Abdel Salam, Allison Piche, Julian Hanara, Sarah Purdy, Gareth Perry, Fred Sage, Mauish Misharq, Shuchita Tiwari, Jessica Tessmer, Hu Wang, Sarah Sangster, Justin Botteril, Wendie Marks, Kamalpareet Banger, Madhura Kuldkarri, Jaime Leonard, Lisa Gaylor, Aaron Mockay, Phil Garvey, Leanne Flahr, Shawn Beitel, Carla Cabarrere, Colleen Fitzpatrick, Lauren Erickson, Dena Burnett

1.0 Call to Order – 5:10PM

1.1. Motion to approve Dena Burnett as chair

Moved by Maily Huynh, seconded by Sarah Purdy - Approved

2.0 Approval of Agenda

Moved by John McLeod and Ehimai Ohiozebau – defeated

Point of discussion: GSA did not send agenda out 2 days prior to meeting.

Motion for a new agenda

Moved by John McLeod, seconded by Elizabeth O'Meara – Motion approved, with noted opposition by Gareth Perry.

3.0 Ratification of new Course Councillors

Moved by John McLeod, seconded by Elizabeth O'Meara

New course councillors:

Khadil Sahtout (Animal and poultry sciences), Anja Sorensen (Animal and poultry sciences), Molly Patterson (Animal and poultry sciences), Samantha Purchase (Archeology and anthropology), David Bennett (Archeology and anthropology), Chiaka McNaughton (Arts and art history), Janelle Sloychuk (Biology), Cody Manchester (Biology), Brandon Demuth (Biology), Akinstmola Awujoola (BPBE), Farjana Fishita (Computer Science), Hao Tran (Economics), Rob Perry (Education administration), Cristin Lee (Education administration), Josie Steeves (Education administration), Cumry Sherban (Education administration), Shuya Shahg (Education), K.C. Cinnati Loi (Electrical engineering), Claire Peacock (English), Viorica (Ibi) Bondicl (FABS), Chris Callahan (Geology and planning), Reanne Ridsdale (Geology and planning), Patrick Cmarse (History), Miranda Cary (Kinesiology), Mohammad Rafati (Mechanical engineering), Mohamed Ranu Abdel Salam (Mechanical engineering), Julian Hanara (Philosophy), Fred Sage (Physics), Mauish Misharq (Physiology), Shuchita Tiwari (Physiology), Jessica Tessmer (Plant sciences), Hu Wang (Plant sciences), Sarah Sangster (Psychology), Jaime Leonard (Public policy), Lisa Gaylor (Education), Aaron Mockay (Soil science), Phil Garvey (Soil science), Shawn Beitel (Toxicology), Carla Cabarrere (Toxicology), Colleen Fitzpatrick (WCVM), Lauren Erickson (WCVM)

4.0 Ratification of new Course Councils

Moved by John McLeod, seconded by Ehimai Ohiozebau
Western College of Veterinary Medicine, Graduate Students' Association, Educational Administration Graduate Students' Association, [Engineering Course Council](#)

5.0 Ratification of new Campus Clubs

Moved by Sarah Purdy, seconded by Cinnati Loi
University of Saskatchewan Brazilian Association

6.0 Introduction on how to be a course councillor

Delivered by Maily Huynh

7.0 Motions:

7.1. MOTION TO INCREASE BUDGET FOR AUDIT

Moved by John McLeod, seconded by Sarah Purdy

WHEREAS a proper audit conducted by a chartered accountant is important for verifying that the financial activity of the GSA was legitimate and in accordance with the GSA constitution, and

WHEREAS for the past several years an audit was not conducted, and an external agency merely provided a financial review, and

WHEREAS this financial review was cursory and often incorrect, and

WHEREAS the amount of money allocated in the 2012-2013 budget to cover the audit for the 2011-2012 fiscal year is insufficient to cover the cost of a legitimate audit,

WHEREAS the VP Finance has received estimates from chartered accountants that an audit would cost about \$3000.00, given the lack of previous audits and the somewhat disorganized nature of the GSA's internal financial records,

BE IT RESOLVED THAT Course Council authorizes the VP Finance to overspend the audit budget by up to \$5000.00 to obtain a legitimate audit.

BE IT FURTHER RESOLVED THAT once the audit is complete, the VP Finance will provide a report on the audit, including the actual document, to Course Councilors at a ~~future~~ subsequent Course Council meeting.

BE IT FURTHER RESOLVED THAT once the audit is complete the VP Finance will provide the detailed cost of the audit to Course Councilors at a future Course Council meeting.

Discussion:

- Request the current budget be uploaded onto the GSA website

Motion to table this motion by Josie Steeves, seconded by Rob Perry

Discussion:

- This will be a one time budget change for audit, future costs should not be this much after this first time
- Questions about GSA having board insurance
- John will recommend an auditor at a future course council meeting
- Friendly motion by Gareth Perry, seconded by Ehimai Ohiozebau: to amend the word future to subsequent (highlighted above)
- Accountant should be recommended at the next AGM

Motion approved

7.2. MOTION TO RELEASE COURSE COUNCIL FUNDING

Moved by John McLeod, seconded by Sarah Purdy

WHEREAS the GSA provides funding to Course Councils so that they may host events for their individual constituencies, and

WHEREAS the quantity of funding provided is based on both the number of students represented by that Course Council and by the attendance rate of Course Councilors to Course Council meetings, and

WHEREAS this funding is released at the end of the fiscal year, and

WHEREAS this system leaves newly formed Course Councils without any funding for an entire year, and

WHEREAS the first half of the fall term is the natural time to host events to increase awareness of Course Councils,

BE IT RESOLVED THAT the GSA releases **some** funding to Course Councils upon request of those Course Councilors during Course Council meetings in the fall term.

BE IT FURTHER RESOLVED THAT the total funding released to each Course Council in this manner not exceed one third (1/3) of the amount that Course Council would qualify for had that Course Council attended every Course Council meeting during the previous year. These funds will be deducted from the total Course Council funding released at the end of the year.

This means that at the current rate of Course Council funding the GSA will give each Course Council \$2 per full time student and \$1 per part-time student based on the number of students who were in that department during the previous year.

Discussion:

Motion to amend by removing the Be it Further Resolved section by Josie Steeves, seconded by Rob Perry – Defeated

Motion to remove the word “some” (highlighted above) by Josie Steeves, seconded by Rob Perry – Defeated

Motion approved

7.3. MOTION TO REQUEST ONE COURSE COUNCIL VOLUNTEER TO ATTEND THE ACADEMIC SUPPORT COMMITTEE AND THE TEACHING AND LEARNING COMMITTEE

Moved by Maily Huynh, seconded by Dylan Beach

WHEREAS graduate student representation on the committees are important for expressing the needs of graduate students,

WHEREAS the VP Academic and VP Operations both have schedules that conflict with the time and dates of these meetings and,

WHEREAS the other GSA executives do not have the time to attend these meetings,

BE IT RESOLVED THAT 1 course councilor can volunteer to represent the GSA at these two meetings for the fall term,

BE IT FURTHER RESOLVED THAT upon a satisfactory report of those committees, the volunteer will be compensated at the rate of \$25 for each committee attendance.

Discussion:

Motion to amend and remove \$25 payment by Rob Perry, seconded by Elizabeth O'Meara

- Should be a volunteer that can attend all meetings.
- Maily and Dylan to provide all meeting dates and times

Motion approved

8.0VP Student Affairs Report – delivered by Steve Jimbo

8.1. Orientation report – delivered by Allison Piche

- Estimated attendance about 800 -900 people, with 500 NSIDS collected
- Future planning need to account for dealing with rush of people
- Space outside of the GSA commons is not approved by the university and a new location will be found for next year
- Movie screening had about 200 people in attendance

9.0VP External Report – delivered by Elizabeth O'Meara

- Committee will be needed to go over and revise GSA's constitution
- Recommendation that a presentation about what CFS is at a future meeting

10.0 VP Academics Report – delivered by Dylan Beach

11.0 VP Finance Report – delivered by John McLeod

12.0 VP Operations and Administration Report – delivered by Maily Huynh

13.0 Presidents' report – delivered by Ehimai Ohiozebau

- Added issue of UPASS, USSU has stated that they cannot collaborate with GSA on this issue
- A working group/ committee will be started to discuss UPASS issue

14.0 Aboriginal Liaison report – delivered by Nicole Callihoo

- Request that students help increase active participation from Aboriginal students on campus

15.0 Questions and answers

- Discussions about what to do with UPASS issue – need to look at arrangements with campus parking
- GSA should look into having representation on Board of Governors – Legislation does not state that student representative must be from USSU, there is a possibility that this can be a different student representative

- Future course council meetings should be slotted for more than a 1 hour period

16.0 Next Course Council meeting: October 18, 5 – 7PM

17.0 Adjournment

Motion by Gareth Perry, seconded by Sarah Purdy - approved

BEGINNING OF TERM EXECUTIVE REPORTS

1) VP STUDENT AFFAIRS

Orientation: We held a very successful September orientation BBQ for new graduate students at the graduates common. The orientation was attended by close to 1000 graduate students and was graced by the University President and the Out-going dean of CGSR. We also showed the PhD movie after this event. Overall the event was well attended and ran smoothly.

Course Councils: I am in the process of recruiting more course councils from department who aren't represented in our course councils. I would therefore urge course councillors to urge colleagues in such departments to form course councils and have us ratify the groups.

Appeals: I have been attending to several of student complaint related appeals.

2) VP EXTERNAL

Over the Summer

- CFS Meeting in Gatineau
- Summer Olympics viewing event
- Partnership with ISACC to collaborate on future international student events

Plans for the Year

- Continue to build course council membership
- Review and editing of GSA Constitution - need review committee
- Attending the CAGS conference in November
- GSA Awards Night (Term 2) - need planning/organizing committee
- Partnership with campus Pride Center (event to showcase the work of Kent Monkman, a multidisciplinary artist of Cree ancestry)
- Compile a resource guide of volunteer opportunities in the community for graduate students (targeted at international students to facilitate more involvement in the surrounding community)

3) VP ACADEMICS

Events

- Student Employment and Career Center (SECC) Partnership
- Industry Talks – 11:30am - 1:00pm

Sept. 28th – Mining, Oil, Gas

Oct. 26th – Science and Technology

November 23rd – Business and Economics

January 25th – Public Policy, Govt, International, Education, Social Services

February 15th – Health Sciences

March 22nd – Community-Based Organizations

-Workshop – 9:00am – 11:00am – Essentially about employability

November 16th

February 8th

-University Learning Center (ULC) Partnership

-Event during Academic Integrity Week (Oct. 15-19)

Will likely be the evening of Oct. 18th and have academic integrity trivia, free food, and booze for purchase

-Academic Conference

-Will be held in February/March

-Theme – Our Changing World

Issues

-Advisor-Student Relationship

-Met with Trevor Huenison (CGSR) (9/13/12)

-Discussed CGSR plans to include info about advisor-student roles and expectations in a new Graduate Tab on PAWS

-Plagiarism

-Advocating for standardized plagiarism checking across campus

-Looking into potential software options as well as ways to foster greater awareness

Committees

-Academic Programs Committee

-Graduate Programs Committee

-Research, Scholarly, and Artistic Works Committee

-*Academic Support Committee

*Need volunteer to sit on for first term

Academic Grievances

-In August/September helped five students through academic issues

4) VP FINANCE

GSA 2012-2013 Budget

Revenues	Value	Value To Date
GSA Membership Fees	\$167,000.00	\$2,135.24
Advertisement for GSA Conference	\$1,500.00	
Commons Booking Fees	\$1,000.00	\$1,260.00
Handbook Advertisement	\$2,000.00	
Orientation Contributions	\$4,500.00	\$1,550.00
CGSR Bursary Contribution	\$20,000.00	\$20,000.00
Total Revenue	\$196,000.00	\$24,945.24

Expenses	Value	Value To Date
Office Salaries	\$62,400.00	\$22,544.81
President Stipend	\$6,000.00	\$2,500.00
Executive Stipends	\$31,200.00	\$12,566.57
Funding for Clubs	\$5,000.00	
Funding for Handbook	\$2,000.00	
Audit	\$500.00	
GSA Bursary	\$40,000.00	\$10,000.00
External Conference Budget	\$5,000.00	\$48.34
GSA Conference Budget	\$2,500.00	
Course Council Funding	\$8,000.00	
Food for Meetings	\$1,500.00	\$213.81
Orientation Budget	\$4,500.00	\$5,627.43
Executive Discretionary Fund	\$3,500.00	\$1,333.50
Commons Insurance	\$4,500.00	
Office Supplies	\$5,000.00	\$2,230.72
U of S Student Fund	\$6,000.00	
Bank Charges	\$200.00	\$171.97
Operating Costs	\$1700.00	\$404.30
Equipment Renewal	\$6,500.00	
Total Expenses	\$196,000.00	\$57,641.45

Highlights:

- Orientation went over budget, and earned less than anticipated. This is not a major cause for concern given the success of the event, and future budgets should be more conservative on the expected income.
- Renting the Commons to outside groups has already provided more income than anticipated for the whole year. There may be a need to limit the booking of the Commons in the future to ensure space is available for graduate students.
- To my knowledge, a proper audit was last conducted in 2005. An audit is necessary, and overdue, and the budgeted amount is woefully inadequate. A motion brought to course council in this meeting will address this further.

GSA 2012-2013 Financial Status

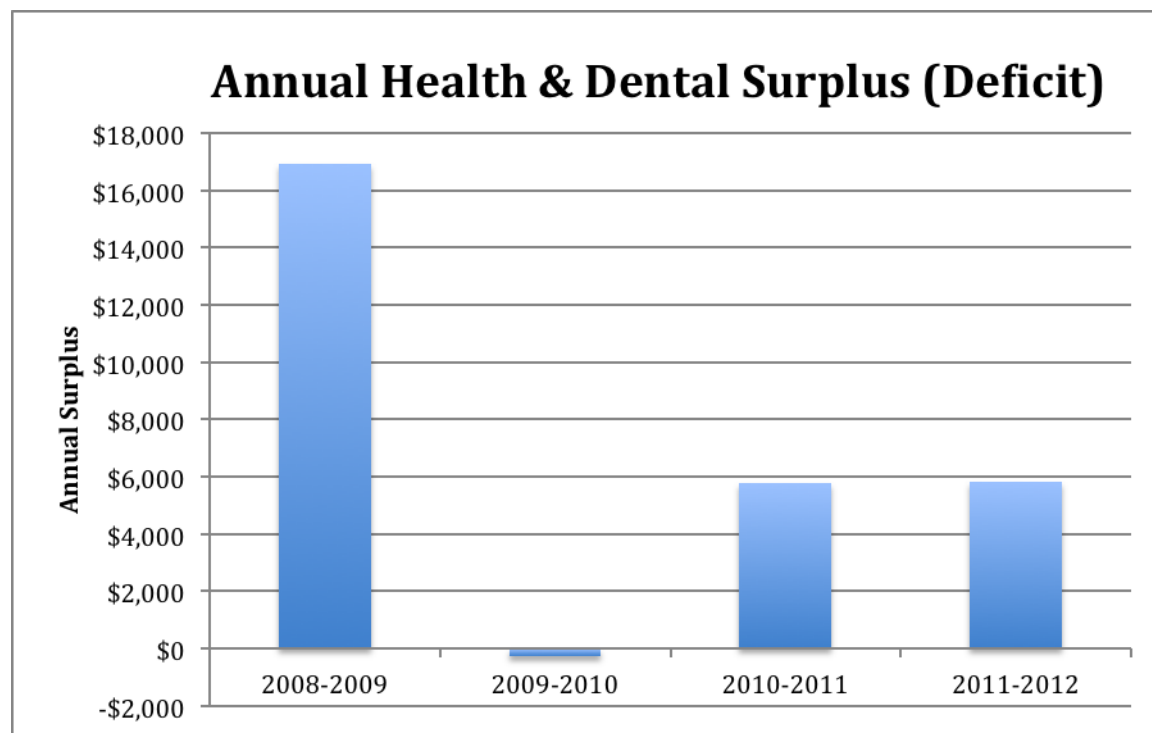
The GSA currently has \$58 711.18 in cash in our main bank account, and \$16 658.23 credit in our University account.

Once we receive membership fees for this year to offset our summer expenses, I expect our net cash surplus to be about **\$100 000** (I calculate it to be \$103988.19)

We should keep a cash reserve of about **\$40 000** to cover emergency repairs to the commons (the wheel-chair lift in particular). This is offset by our 2012-2013 contribution of \$6500 to this fund.

At a future meeting the executive will outline some possible capital projects the GSA could spend our surplus on. We also welcome suggestions from Course Council.

The GSA currently has \$75724.34 surplus in the Health and Dental plan account.



The GSA typically has excess, so we should increase coverage for next year.

Sale of Alcohol at Orientation

I sold beer and coolers at the 2012-2013 Fall Orientation. We made a small profit; this excludes unsold beverages which we will sell at a future event.

If any clubs or course councils are interested in selling beer, wine, or liquor at an event in the GSA commons they can come see me for advice.

5) VP OPERATIONS and ADMINISTRATION

Office Manager

- A new office manager was hired in mid-August. This has resulted in some changes within the commons in regards to space organization and the creation of a position policy manual.
- Sherri will be on contract until the end of April but we will review and revise the contract before then.

GSA Commons changes

- Increase use of commons approaching an overbooking status.
- Need to address this increase in use.

Bursaries

- CGSR agreed to match \$20 000 – have \$40 000 for this school year to distribute.
- Should the distribution scheme be changed?

Summer Bursaries

- Awarded 10 - \$1000 awards

Fall Bursaries

- Call out was sent and applications are slowly coming in. Deadline is October 19th.

UPASS

- A petition initiated by a grad student had been rotating and currently has 21 students in favour of a GSA UPASS. Should the GSA pursue this issue?
- We have some preliminary research indicating that if we agree to the Transit terms of \$100 UPASS, we would still be paying less in comparison to other universities that have this program (U of C, U of T, etc.)

Aboriginal Student Liaison

- An election was held on September 17th, Nicole Callihoo was elected as the new Liaison.

6) PRESIDENT

I welcome everyone to the first Course Council meeting for the 2012/2013 academic session. The GSA Executive Council spent part of the summer preparing for Fall and Winter terms. We plan to have different events at various times of the year. So come around and be part of GSA activities.

ISSUES

- 1.) **Graduate Service Fellowship (GSF) for GSA Executives:** The College of Graduate Studies and Research (CGSR) has approved an annual stipends of about \$5,000 for each GSA executives. That would raise the average monthly earnings of each GSA executive to about \$900. The implementation starts September 2012 and we have words from the college that this will be continuous. This is particularly exciting because the implementation of the plan would make the earnings of UofS GSA Executives in par with the national average, and hopefully encourage University of Saskatchewan graduate students to volunteer for executive office.
- 2.) **GSA representation in Board of Governors (BoG):** The GSA has had significant improvement in representing graduate students at various committee meetings and units across campus. We are well represented in the University Senate and Council but yet to have a seat at the Board of Governors. In one of our conversations with the President, Ilene Bush-Vishniac, we brought this issue up and requested her assistance in ensuring that the GSA has a place at BoG meetings. She assured us that she would follow up with our request. According to her reply; “The Board is not an assembly of people who represent any particular group. Instead, every Board member is to represent the entire campus, although each person does bring different personal perspectives. That is why the Board always has a student member - for perspective and not representation. All decisions consider implications for students and our teaching and research missions are always front and centre with the Board. The Board is not a management group of the university. They have primarily oversight authority, particularly on matters of finances and reputation. Thus, it is not clear what the GSA would gain by attending Board meetings in some capacity. Your issues *so far* are all items that would be addressed outside of Board meetings. My suggestion is that working for representation on the Board is not a fruitful way to spend your time. If you could help me understand what you feel you are missing in terms of appropriate avenues to bring your issues forward, then we could focus on rectifying that situation”.
I will be seeking Course Council’s suggestions regarding the next line of action on this issue.
- 3.) **Stipend Review:** I had meetings with Dr. Lawrence Martz, Dean, College of Graduate Studies and Review (CGSR), Like the GSA, he agrees that the stipends need a review. I am waiting for the recommendations of the ad hoc Advisory Committee on Scholarships and Fellowships. The university management has promised to speedily implement recommendations for an upward review.
- 4.) **Childcare Expansion Project:** I am a member of the Childcare Expansion Committee. From my last conversation with Dr. Hannah, in line with Course Council recommendation, graduate students would only be charged \$5 per term for the

childcare expansion project. As against the renovation of the old barn, a new structure would be build solely for childcare. The tentative location would be in Block G of the College Quarter, near Souris Hall. The facility when completed amongst others is expected to house; infant room for 6 children, toddler room for up to 10 children, and preschool rooms to accommodate up to 74 students between the ages of 30months to kindergarten-age. The estimated capital budget for the overall Childcare Expansion Project is \$4,800,000. The draft proposal has been sent to PCIP for approval.

MEETINGS ATTENDED

1.) Over Spring and Summer Terms:

- a) Had GSA Executive meetings at least once every month
- b) Had one executive retreat
- c) Met three times with Dr. Lawrence Martz
- d) Met twice with staff of College of Graduate Studies and Research
- e) Met with the new President Ilene Bush-Vishniac
- f) Met with the Provost
- g) Met with Dr. David Hannah, VP Student Services
- h) Was a member of Dean, College of Graduate Studies Review Committee
- i) Attended CGSR's Distinguished Supervisor Awards Committee
- j) Attended Planning and Priority Committee meeting
- k) Attended Childcare Expansion Committee meeting
- l) Presented at University Council meeting
- m) Presented at CGSR Faculty Council meeting
- n) Served in three different Academic Appeal Board and one non Academic Panel
- o) Had lunch with various units on campus.

2.) September 2012

- a) Tuesday, September 4: Presented all day at CGSR Fall Orientation Event and in between, had Executive Student Forum meeting.
- b) Wednesday, 5, (12-1)pm: Presented at CGSR Fall Orientation Event, (2-4)pm, Presented at International Student Welcome Session.
- c) Thursday, September 6. GSA Orientation event. All day.
- d) Monday, September 10, (1:30-5)pm, served as a member of Student Appeal Hearing
- e) Wednesday, September 10, 11:30am to 1:30pm, attended Planning and Priority Committee meeting
- f) Thursday, September 13, GSA Executive meeting (5-6:30)pm.
- g) Monday, September 17, meeting with Facility Management Division, 11am -12:30pm.
- h) Tuesday, September 18, attended University Council Orientation, 11am to 2:30pm
- i) Thursday, September 20, Meeting with UofS President, (7:30-8:30)am; CGSR Executive Committee meeting, (9-11)am; presented at University Council meeting, (2:30-4:30)pm.
- j) Monday, September 24, Childcare Expansion Committee 11am to 12:30pm; Interdisciplinary Committee meeting, (1:30-3)pm.

- k) Tuesday, September 25, University of Saskatchewan Senate Executive meeting, (12:30-2)pm
 - l) Wednesday, September 26, Planning and Priority Committee Meeting, 11:30am to 1:30pm
 - m) Thursday, September 27, Search Committee for the University Secretary, (12-2)pm; GSA Executive meeting, (5-6:30)pm.
- Friday, September 28, GSA Course Council Meeting, (5-7) pm.