

# **Graduate Students' Association GSA Council Meeting Draft Agenda**



**University of Saskatchewan  
Tuesday, November 18th, 2014  
5:00 P.M - 7:00 P.M  
GSA Commons**

- 1.0 Call to Order**
- 2.0 Approval of the Agenda**
- 3.0 Presentation: *Service Design and Delivery* by Greg Fowler, VP Finance and Resources, University of Saskatchewan**
- 4.0 Presentation: *Health and Dental Plan* by Callan Davey from Studentcare**
- 5.0 Chair's remarks**
- 6.0 Approval of September 23 Council Minutes**
- 7.0 Approval of October 21 Council Minutes**
- 8.0 Ratification of new Councils**
- 9.0 Ratification of new Councillors**
- 10.0 Ratification of new Social Groups**
- 11.0 Old business:**

## **11.1 GSA fee for 2015/16 fiscal year**

WHEREAS the 2013 and 2014 inflation rates for Saskatchewan, based on the Consumer Price Index, were 1.2% and 2.7% respectively, and

WHEREAS the GSA membership fee is the main source of revenue for the GSA, and

WHEREAS the membership fee was not increased in the previous fiscal year, and

BE IT RESOLVED that the GSA membership fee for the 2014/15 fiscal year be increased by 5%, that is, by \$3.20/year for full time graduate students and by \$1.84/year for part time graduate students.

## **11.2 Motion: Approve to get a lawyer for the GSA**

WHEREAS the GSA engages in contractual obligations with internal and external bodies (e.g., The City of Saskatoon), and

WHEREAS the GSA has not had prior professional legal consultation on any matters that may require legal consultation (e.g., ensuring good standing with Non-Profit

Corporations Act, contractual consultation for U-PASS);

BE IT RESOLVED that the GSA executives investigate options for legal consultation with the intent to hire professional legal counsel who is familiar with the Non-Profit Corporations Act,

BE IT FURTHER RESOLVED that \$9,000 from the GSA reserve fund to be allotted for legal consultation costs for the 2014/2015 fiscal year,

BE IT FURTHER RESOLVED that tasks that are critical to GSA operations, such as contractual obligations and ensuring good standing under the Non-Profit Corporations Act, be given priority for legal consultation,

BE IT FURTHER RESOLVED that the GSA Executive, the Constitution Review Committee, and the Code of Ethics and Discipline Committee also be given priority for GSA-related legal consultation should the need arise.

### **11.3 Motion to ratify Constitution Review Committee**

WHEREAS Constitution Review committee members have not been appointed, and

WHEREAS all committee appointments shall be made and/or ratified by academic Council according to item 8.1.6. Constitution; and

WHEREAS the Constitution review committee requires representation of at least two academic councillors according to item 8.1. 11 constitution.

BE IT RESOLVED that the following members be added to the Constitution review committee.

Izabela Vlahu - GSA President

Rahwa Osman – Vice President External Affairs

Patricia De Ciman- GSA Councillor

Dmitry Chesnakov – GSA Councillor

Ashton Rimer – GSA Councillor

Josie Steeves – GSA Councillor  
Hardi Shahadu – GSA Councillor  
Kathryn Forrester- GSA Councillor  
Marion Pollock – GSA Councillor  
Rajat Chakravarty- Vice President Student Affairs  
Isaac Pratt – GSA Councillor

BE IT FURTHER RESOLVED that the ratified councillors hold the membership until the new appointment by council.

#### **11.4 Motion to ratify representatives for Student Forum**

WHEREAS the purpose of the Student Forum is to provide a venue in which the University Administration, governing bodies, and representatives of the university's key stakeholder groups hear and consider institution-wide issues that affect the nature and quality of the student experience at the University of Saskatchewan, and

WHEREAS the Student Forum terms of reference provide positions for two members of the GSA Executive and two Graduate Course Counselors appointed by the GSA Course Council, and

WHEREAS Isaac Pratt (College of Medicine) and Seth Dueck (Department of Physics and Engineering Physics) are both Graduate Course Counselors in good standing, and

WHEREAS Isaac Pratt and Seth Dueck represented the GSA Course Council to Student Forum in the 2013-2014 academic year.

BE IT RESOLVED that Isaac Pratt and Seth Dueck be appointed to represent the Graduate Student body at the Student Forum for the 2014-2015 academic year.

#### **11.5 Motion: Health and Dental Fees**

WHEREAS Policy 4.2.1.3 gives the GSA Council powers to approve the health and dental fees and the insurance provider; and

WHEREAS the GSA has increased health and dental benefits to its members; and

WHEREAS the GSA is subsidizing the health and dental fees by \$42 per member (\$90k in total) for 2014-15 year from health and dental reserve fund; and

WHEREAS the GSA health and dental reserve fund won't be sufficient to subsidize such amount for the 2015-16 year; and

WHEREAS the inflation rate based on CPI (Consumer Price Index) for Saskatchewan in 2014 and 2013 were 2.7%.

BE IT RESOLVED THAT the GSA Council approves the 2015/2016 health and dental fees to increase by 2.7% as the 2015/16 fees.

#### **11.6 Motion to ratify members of Budget Planning Committee**

WHEREAS GSA budget planning committee members have not been appointed;  
WHEREAS all committee appointments shall be made and/or ratified by academic Council according to item 8.1.6. Constitution;

WHEREAS the budget planning committee requires representation of at least two academic councillors according to item 8.1. 11 constitution;

BE IT RESOLVED that GSA council approve, Jason Ho (PEGASUS), Andrew Frank-Wilson (College Kinesiology Grad. Students), Mostafa Aghbolaghy (EGCC), Marion Hewitt Pollock (Education Admin Academic Council) to sit in budget planning committee.

BE IT FURTHER RESOLVED that the ratified councillors hold the membership until the new appointment by council.

### **12.0 Executive Reports**

**12.1 President (Oral Report)**

**12.2 VP Operations and Communications (Oral Report)**

**12.3 VP Finance (Report to follow)**

**12.4 VP Academic (Report to follow)**

**12.5 VP External (Report to follow)**

**12.6 VP Student Affairs (Report to follow)**

**12.7 Aboriginal Liaison (Report to follow)**

**12.8 Q&A**

### **13.0 Standing Committee Reports**

**13.1 Childcare Committee (No report)**

**13.2 Budget Committee (No report)**

**13.3 Bursary Selection Committee (See report attached)**

**13.4 Elections and Referenda Committee (No report)**

**13.5 Constitution Revision Committee (No report)**

**13.6 Code of Ethics Committee (No report)**

**13.7 Gala Committee (No report)**

**13.8 Q&A**

**14.0 Comparative Study: Fall 2013 vs. Fall 2014 U-Pass Administration (Document attached)**

**15.0 Q&A**

**16.0 Adjournment**

## **GSA Bursary Selection Committee Report**

52 complete application packages were received for the GSA 2014 Fall Bursary. The selection was successfully carried out. Thanks to the support from CGSR, we are able to help 20 students with this need-based bursary. This year, all bursary recipients will receive their bursaries directly through CGSR.

## Comparative study—Fall 2013 vs. Fall 2014 U-Pass Administration

The U-Pass administration budget for the 2013/14 fiscal year was provided entirely from the GSA Savings. The expenses included staff salaries, promotional materials and 1% of the U-Pass cost not remitted by the University.

To ensure sustainability of the U-Pass service, in January 2014, the GSA Council included a \$3 administrative fee when approving the 2014/15 U-Pass referendum question. About \$1 of the administrative fee was to account for the funds not remitted by the University and the remaining amount to be used by the Executive to administer the service.

Below is a summary of the Fall 2013 and Fall 2014 administrative costs.

| Fall 2013 (August and September)                             |                   |
|--|-------------------|
| Total passes issued  | 1862              |
| Opt outs (manually processed)                                | 275               |
| Salaries (ref. Nov 2013 council minutes)                     | \$7,321.14        |
| Printing cost (ref. Nov 2013 council minutes)                | \$2,131.88        |
| <b>TOTAL cost</b>  | <b>\$9,453.02</b> |
| Fall 2014 (August and September)                             |                   |
| Total passes issued  | 1683              |
| Opt outs (manually processed)                                | 258               |
| Salaries   | \$2,327.82        |
| Infrastructure (laptop, desk, electricity outlets, software) | \$2,212.18        |
| <b>TOTAL cost (ref. Oct 2014 council minutes)</b>            | <b>\$4,540.00</b> |

**Note:** The Fall 2013 administration used Posters, handouts and pens to promote the U-Pass, thus acquiring printing costs. In 2014 the promotion was restricted to electronic announcements, hence was cost free.

**Remark:** In the Winter term of 2013/14, there was a total of 1625 pick-ups and 195 manually processed opt-outs (ref. Feb 2014 council minutes).

Next we present tables of daily U-Pass pick-ups for August and September of 2013 and 2014 respectively.

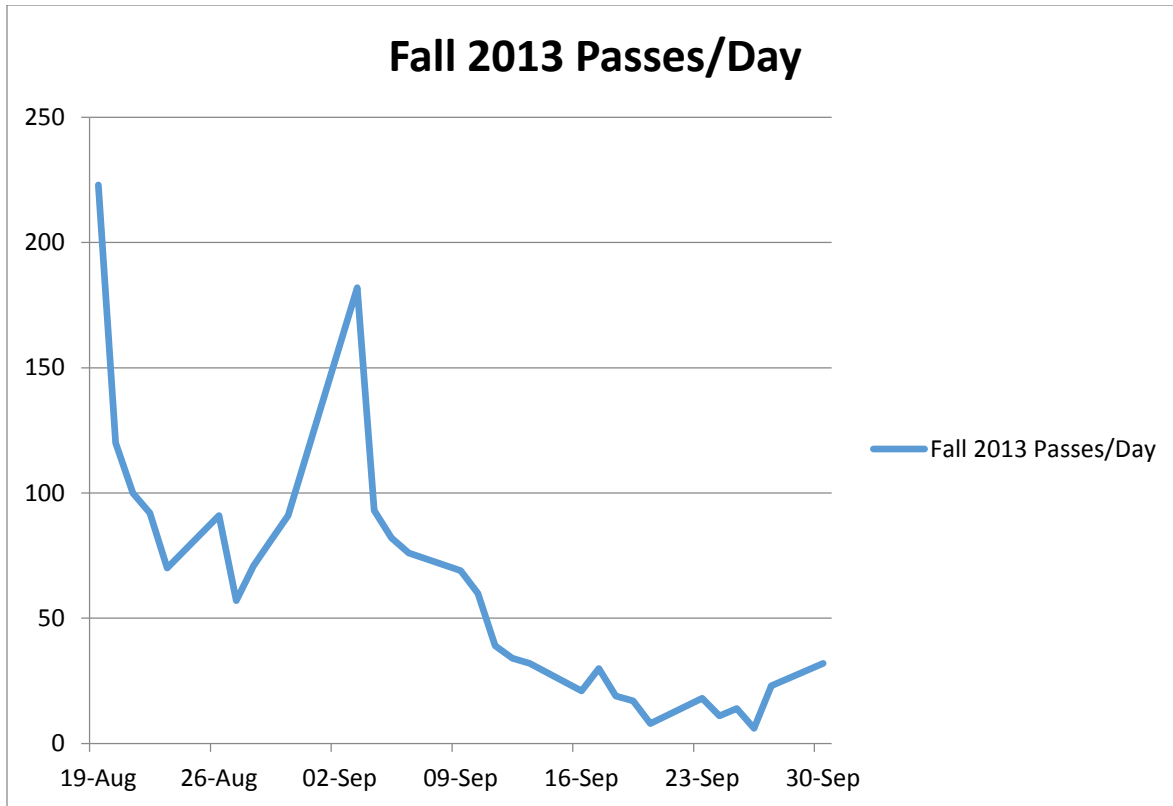
| Fall 2013    | Passes/Day  |
|--------------|-------------|
| 19-Aug       | 223         |
| 20-Aug       | 120         |
| 21-Aug       | 100         |
| 22-Aug       | 92          |
| 23-Aug       | 70          |
| 26-Aug       | 91          |
| 27-Aug       | 57          |
| 28-Aug       | 71          |
| 29-Aug       | 81          |
| 30-Aug       | 91          |
| 03-Sep       | 182         |
| 04-Sep       | 93          |
| 05-Sep       | 82          |
| 06-Sep       | 76          |
| 09-Sep       | 69          |
| 10-Sep       | 60          |
| 11-Sep       | 39          |
| 12-Sep       | 34          |
| 13-Sep       | 32          |
| 16-Sep       | 21          |
| 17-Sep       | 30          |
| 18-Sep       | 19          |
| 19-Sep       | 17          |
| 20-Sep       | 8           |
| 23-Sep       | 18          |
| 24-Sep       | 11          |
| 25-Sep       | 14          |
| 26-Sep       | 6           |
| 27-Sep       | 23          |
| 30-Sep       | 32          |
| <b>TOTAL</b> | <b>1862</b> |

| Fall 2014    | Passes/Day  |
|--------------|-------------|
| 25-Aug       | 171         |
| 26-Aug       | 116         |
| 27-Aug       | 113         |
| 28-Aug       | 158         |
| 29-Aug       | 207         |
| 02-Sep       | 265         |
| 03-Sep       | 139         |
| 04-Sep       | 89          |
| 05-Sep       | 161         |
| 08-Sep       | 65          |
| 09-Sep       | 34          |
| 10-Sep       | 34          |
| 11-Sep       | 25          |
| 12-Sep       | 16          |
| 15-Sep       | 32          |
| 16-Sep       | 5           |
| 17-Sep       | 16          |
| 18-Sep       | 13          |
| 19-Sep       | 7           |
| 22-Sep       | 5           |
| 23-Sep       | 0           |
| 24-Sep       | 2           |
| 25-Sep       | 1           |
| 26-Sep       | 4           |
| 29-Sep       | 3           |
| 30-Sep       | 2           |
| <b>TOTAL</b> | <b>1683</b> |

**Remark:** The Saskatoon Transit lockout lasted from Sep 20th to Oct 18th 2014.

To study the pick-up trends we have plotted the daily pick-up volumes for the Fall 2013 and the Fall 2014 administration models.



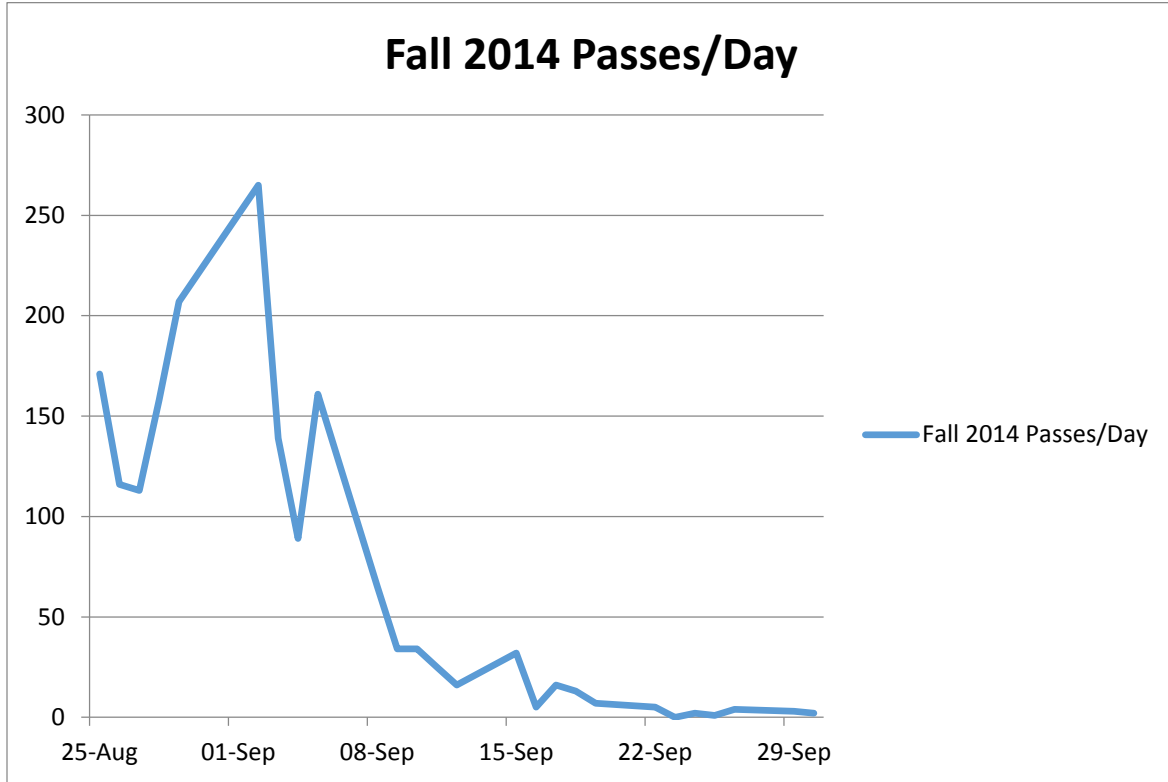


During the Fall 2013 administration, full-time staff was hired for the entire Aug 19th to Sep 30th period, costing the GSA \$7,321.14 (in addition to the \$2,131.88 spent on posters and other promotional materials).

As can be observed from the above plot, the pick-up trend was considerably unstable. This indicated a need to improve the cost effectiveness of the U-Pass administration. Knowing that 30 students may easily be assisted within one hour, and keeping in mind that very low pick-up volumes (below 40) were observed in 47% of the Fall 2013 administration days, it was evident that hiring full time staff for an entire month would be a financially irresponsible decision.

To account for the inefficiencies of the Fall 2013 U-Pass administration, the Office of the Vice President Operations and Communications, in consultation with the Office Manager, and under the supervision of the President, made a decision to provide and advertise a full-day administration for two weeks, followed by a two-hour administration for the remainder of the term.

As can be observed from the plot bellow, a significant improvement in the pick-up trend was observed for the Fall 2014 administration.



The new administration model, implemented by the Office of the Vice President Operations and Communications, resulted in pick-up volumes adequately corresponding to the supplied staff. In other words, the highest volumes occurred during the full-day administration period, while the service provided during the remaining period was sufficient to meet the daily demand.

As reported by a number of students, this year's administration model provided a better and faster service while costing the GSA only \$4,540 (roughly \$5000 less compared to the previous year) for the Fall term.