

# **The University of Saskatchewan Graduate Students' Association**



## **Council Meeting Agenda**

Wednesday, July 29, 2015. 5:00 P.M. – 7:00 P.M.

GSA Commons

### **1 Call to Order**

### **2 Announcements**

#### **2.1 Quorum**

### **3 Approval of Chair**

### **4 Approval of Agenda**

### **5 Approval of June 30, 2015 Council Meeting (Minutes Attached).**

### **6 Executives Reports**

#### **6.1.1 President Report (Report Attached)**

#### **6.1.2 VP External Report (Report Attached)**

#### **6.1.3 VP Finance Report (Report Attached)**

#### **6.1.4 VP Operations Report (Report Attached)**

#### **6.1.5 VP Academic Report (Report Attached)**

#### **6.1.6 VP Student Affairs Report (Oral Report)**

#### **6.1.7 Aboriginal Liaison Report (Oral Report)**

#### **6.1.8 Q&A**

### **7 Committee Minutes**

#### **7.1 GSA Bursary Selection Committee Meeting Minutes (07/06/2015) (Minutes Attached)**

#### **7.2 Executives Meeting Minutes (22/7/2015) (Minutes Attached)**

### **8 Old Business**

#### **8.1 Motion: GSA legal invoice (Rajat Chakravary/Ziad Ghaith)**

WHEREAS the GSA is in receipt of a legal invoice of \$8532

WHEREAS the GSA Executive has no authority as per GSA governing documents to approve this expense

WHEREAS the GSA has no access to legal expertise to appropriately respond to this invoice

BE IT RESOLVED THAT the GSA Council set up a legal subcommittee that shall

investigate further into this invoice, including but not limited to ways of reducing the invoice amount or counter legal options

BE IT FURTHER RESOLVED that the GSA President look for members of this committee

BE IT FURTHER RESOLVED that this GSA subcommittee respond appropriately to this invoice by August 31, 2015 and report the same to GSA Council.

**Attachments:**

[Legal Doc1](#), [Legal Doc2](#), [Legal Doc3](#), [Legal Doc4](#)

**9 Q&A.**

**10 Next GSA Council Meeting 16<sup>th</sup> of September 2015**

**11 Adjournment**

## Academic Council Meeting Minutes



University of Saskatchewan  
Tuesday, June 30th, 2015  
5:00 P.M. – 7:00 P.M.  
GSA Commons

### Attendees:

Amanda Guy, Ashton Reimer, Isaac Pratt, Josie Steeves, Naomi Maina, Rae-Leigh Pederzolli, Robin Brown, Seth Dueck, Stacey Domoleswki, Casey McMahon

### Executive:

Rajat Chakravarty, Ziad Ghaith, David Bennett, Jebunnessa Chapola, Hardi Shahadu

### Apologies:

VP External – Natalia Terekhova, Aboriginal Liaison – Dana Carriere

### Roll Call for GSA Councillors

30<sup>th</sup> June 2015

Academic Unit	1	2
Psychology (1)		
History (1)		
Physics (1)	X	
Toxicology (1)		
Bioresource Policy & Economics (1)		
Archaeology & Anthropology (1)		
Philosophy (1)		
Kinesiology (1)	X	
Education Administration (2)	X	
Geology (1)		
Soil Science (1)	X	
Western College of Veterinary Medicine (2)		

School of Environment & Sustainability (1)	X	
Medicine (2)	X	
Engineering (2)		
Plant Science (1)		
English (1)		
Geography (1)	X	
Public Policy (2)		
Biology (1)		
Public Health (2)		
Sociology (1)		
Chemistry (1)		
Ex-officio – GSA Executive (7)		
Total (36) (Quorum – <b>19</b> )		

## **1 Call to Order – 17:20**

## **2 Announcements**

### **2.1 Quorum – quorum was not present**

## **3 Executives Reports**

### **3.1.1 President Report – Oral report**

### **3.1.2 VP Finance Report – Oral report**

### **3.1.3 VP Academic Report – Oral report**

### **3.1.4 VP Operations Report – Oral report**

### **3.1.5 VP Student Affairs Report – Oral report**

## **4 Q & A**

Council members were appreciative and expressed thanks to the executive for the detailed reports and their efforts towards positive change in the GSA thus far.

VP Finance David Bennett explained audit process and reasons for the itemized and detailed financial report.

President Rajat Chakravarty explained the process of hiring a new GSA chairperson and expressed appreciation for the hard work of the new executive. VP Finance expanded on hiring procedures of the Council Chair.

Council expressed special thanks to VP External Natalia Terekhova on her recent attendance

and reporting of the CFS Annual General Meeting.

President provided information on the developments of the forthcoming GSA handbooks and summary of the meeting with VP External and Student Care.

Council members communicated concerns with respect to improving the experience of new international students, focussing within departments and as a whole. Concerns being; students have limited understanding as to where to seek pertinent information, such as start dates, funding timelines - crucial in eliminating the difficulties of budgeting. Need for students to have centralized academic and non-academic resources made available. The necessity for well-defined instructions regarding required documentation and eliminating the misunderstandings regarding scholarships. Councillors suggest collecting information, understanding where the gaps in communications occur and what pertinent information is missing to students. Centralizing and consolidating where information is placed to ensure better access. Conversations need to happen on a larger scale. What are the best way to welcome students to the University of Saskatchewan?

VP Student Affairs Hardi Shahadu responded to these concerns with suggestions of redesign within the GSA website to incorporate more information for new students including academic and non-academic resources. Better communication from within the GSA.

VP Academic Jebunnessa Chapola was pleased to see this issue addressed and suggested GSA executive continue discussions and gather more feedback from councillors in order to move forward. Overcoming some of the challenges by communicating with individual departments and the possibility of guidebooks available at the airport.

VP Operations and Communications Ziad Ghaith welcomed feedback from council and explained the upcoming revamp of the GSA website and how the GSA can better relay information to new students through social media, he suggested organizing a committee to better facilitate this issue.

GSA President updated council on meeting with lawyer. Suggestion of legal sub-committee. Council voted against obtaining a lawyer in the January 2015 council meeting due to limited

funds available in the operating budget. VP Student Affairs proposed a formal letter be written. Council proposed GSA executive meet and bring forth recommendations to the next council meeting

**5 Next GSA Council Meeting 29<sup>th</sup> of July 2015**

**6 Adjournment – 18:55**

## **GSA President Report - July 2015**

The GSA has been on a roll this past month, indulging in quite a few activities and initiatives for the benefit of all graduate students. The GSA Executive has just started, and I am excited with the prospect of making more meaningful contributions in the coming months.

### **Transparency**

- The GSA has sent out information to all graduate students seeking the appointment of a GSA Orientation Coordinator. A review process of the applications spearheaded by the Vice President Student Affairs and a few other interested executive members is now underway. The GSA shall complete an appointment through an interview process before August 1. The GSA will also be looking to hire new Commons Coordinators in August.
- The GSA Retreat meeting minutes have been uploaded on the GSA website for everyone's review. Dates for all council meetings, executive meetings and approximate timings for the events of the year have been finalized. I invite all of you to convey this information to your membership and mark your calendars. The GSA Executive has also identified some new initiatives it shall be working on in the coming year.

### **Collaboration**

- The GSA President has been invited to be part of the Presidential Transition Advisory Committee (PTAC). The committee is composed of members from across our community, on campus and off, who will assist in advising Dr. Peter Stoicheff in his new role. Priorities of the university, such as Aboriginal engagement, learning and discovery, and the reorganization of the College of Medicine will be given special focus.
- The GSA has also collaborated with the University Library and the CGSR for GSA's Fall Orientation activities this year. The GSA has been invited to speak at the University Orientation along with the University President and the USSU President. The GSA President will also be speaking to incoming graduate students at the CGSR Orientation. All of this will happen on Wednesday, September 2<sup>nd</sup> 2015.
- The GSA has also collaborated with the Language Centre to raise awareness about the ESL Bursary Program. This is done jointly between CGSR and the Language Centre. The College administers the bursaries and the Language Centre supply the ESL classes for those graduate students wishing to improve certain skill areas. Students apply for a bursary, and if accepted, they pay \$25 for placement/registration and the College pays the rest. Promotional materials and

more information on how to apply is available at the GSA Commons for the benefit of all graduate students.

- The GSA has been in conversations with IT Services on the prospects of having a new GSA website with some of the content on the existing website transferred to the new website. A quote is expected in the near future.
- The GSA has been approached by ISSAC to be a part of the Soft Landing Program. The purpose of the program is to make a transition of international students to the university life and life in Canada as easy as possible. It shall be a 3-way meeting between the GSA, USSU and ISSAC. Currently, the GSA Vice President Student Affairs and I will be a part of these meetings.
- The GSA has been in conversations with the U of S Alumni Association. The Alumni Association's Board of Directors is elected at its AGM in June and its officers are appointed following the AGM. The Association's Board of Directors has scheduled its Board Orientation for August 21. The Alumni Association wishes to share their plans and priorities and discuss ways that the GSA may partner with them in the future.
- The U of S Science Ambassador Program, offered through the Office of Science Outreach, College of Arts & Science, pairs senior university STEM students with remote Aboriginal schools to support creative and culturally-relevant science teaching and learning during 4-6 week long community placements each spring. The GSA would like to thank all those graduate students who participated in the program this year. The GSA President has been invited to learn more about our Science Ambassadors' activities first hand at our 2015 Science Ambassador Celebration on August 20.
- The GSA President was also invited to an On Campus News Meeting on July 17. This meeting was held to commemorate the contributions of the outgoing editor Colleen MacPherson for her contributions to the paper for many years.

## **Engagement**

- The GSA set up donation bins this year for collections towards the evacuees of the forest fires in Northern Saskatchewan. The GSA received an enormous amount of items – all responsibly sent by our Aboriginal Liaison Dana Carriere.
- The GSA President shall be representing the GSA at the Student Union Development Summit (SUDS) in the University of British Columbia at Vancouver in August.
- I have personally been working on a couple of items towards GSA Council 2015-16. I will be looking into arranging for a workshop for GSA Council on Robert's Rules of Order. I am also



currently drafting up a sample mailer and constitution to be sent to academic units to self-organize and form elected councils starting September.

- The GSA has been invited to the University Council Gala slated to happen on September 25. The University Council Chair Dr. Jay Kalra has invited the GSA to sponsor a table for the event. This event will recognize the contributions of the University Council in the successful workings of the university since its inception 20 years ago.
- The GSA congratulates our Vice President External Natalia Terekhova for her membership to the CFS National Executive. Vice President Student Affairs Hardi Shahadu has now been named the CFS representative for the GSA for this year.

## Meetings

<b>June 30</b>	<b>GSA Council Meeting</b>
This meeting was the first of two summer council meetings.	
<b>July 7</b>	<b>GSA Bursary Committee Meeting</b>
This meeting was to decide on the winners of the GSA Bursaries. I sat in for Vice President Academic for this meeting.	
<b>July 9</b>	<b>Presidential Announcement</b>
This was a meeting to announce Peter Stoicheff as the next University President	
<b>July 9</b>	<b>Presidential Transition Advisory Committee (PTAC) Meeting</b>
This meeting was with the members of the PTAC and the incoming President to discuss ideas and initiatives with Dr. Stoicheff on the ways forward.	
<b>July 9</b>	<b>PTAC + Presidential Selection Committee Meeting</b>
This was a meeting to interact and share ideas with the members of both committees on the ways forward for the PTAC in assisting the incoming University President.	
<b>July 17</b>	<b>On Campus News Meeting</b>
This was a meeting to recognize the contributions of Colleen MacPherson as Editor for the newspaper for the past several years. She had decided to withdraw from the position a couple of months ago.	
<b>July 17</b>	<b>Orientation Meeting</b>
This was a meeting with CGSR and the University Orientation committee to finalize arrangements and mutually agree on a date for the GSA Fall Orientation.	

## **VP External Affairs Report - July 2015**

### **Has attended:**

- President announcement on July 9
- Public reception of the newly announced president – July 9
- Executive meeting July 22

### **Constitutional Review Committee**

Irene Seiferling, principal of “Board Dynamics” has contacted us regarding moving further with GSA governance documents, will contact again in the fall

### **GU-15 meeting**

Has done some planning for GU-15 meeting in Winnipeg, MB, August 17-19: room booking and ticket purchasing

### **CFS**

Working with CFS to create Saskatchewan Steering Committee in order to access Saskatchewan component bank account. This money can be used for GSA initiatives in the future.

Will meet Deputy Chairperson Anne-Marie Roy in August to talk about the issue

### **Campaigning**

On July Hardi Shahadu and I met with Student health centre outreach coordinator to discuss the possibility of collaboration in such projects as Sexual Assault Awareness Week, Mental Health Week, and Peer Health Mentors

## **VP Finance Report - July 2015**

Greetings GSA Members,

I am pleased to provide you with this report and update on my activities as the VP Finance and the fiscal status of our association.

### **1. Banking**

I had the pleasure of meeting with the account manager from RBC. She tries to meet annually with the VP of Finance for the GSA. She explained several services that RBC could offer to the GSA, but in my view services like RBC Express aren't worth the added cost to the GSA. I have a telephone meeting scheduled with Moneris solutions (our debit provider) next week to see if they will be able to offer us a discounted service given that we only provide debit and not credit transactions. RBC is preparing a quote in this regard as well.

I set up a series of alerts that are sent to my email and mobile phone any time there are transactions from the GSA accounts over a certain dollar value. This means if there ever was a suspicious or unknown transaction I would be able to investigate and/or stop it in a rapid fashion. Whilst I do review all the GSA's accounts at least once and often twice per day this system of alerts provides another layer of information and security to protect the financial assets of the association. I take the safety and security of the GSA's financial assets very seriously and to that end I have implemented a system of two-people double counting and submitting all deposits. This protects us from loss due to calculating errors and increases the physical security of our deposits.

### **2. Financial Audits**

This process is still ongoing. I spoke with the auditor last week and it seems like they are finally starting to make some substantial progress. They required more documents in order to conduct their work so I was able to gather/print those off and instead of spending money on a courier the office manager and I were able to simply carry them over by hand. Same-day messengers/couriers charge by distance and weight in addition to a fuel surcharge so delivering packages and documents in an alternative fashion when possible will save the GSA money.

### **3. Meetings/Representation**

With the exception of the normal executive meetings it is a quieter time in terms of committee meetings for my portfolio. I will be representing graduate students on a Positive Spaces Committee working to ensure safe space for LGBT members of our campus community. This committee will likely start meeting over the summer and I am looking forward to that.

### **4. Supporting Student Success**

Ten bursaries of \$1000 were awarded for spring/summer 2015. As a member of this committee I saw that the quantity and quality of the applications illustrates that the number and amount available for the needs-based bursaries is insufficient for the needs of our members. The GSA directly contributes \$20,000 to the bursaries and I anticipate that the CGSR will match that contribution. For future budgeting cycles we need to examine ways to try and increase both the number and amount of these needs-based bursaries. I do realize that even that is somewhat a 'band-aid' solution to the complex problem of increasing costs of post-secondary education along with costs of living that have increased faster than the compensation graduate students receive.

Per the GSA's budget we contributed \$6000 towards the Student Travel Award fund that is administered by ISAAC. This is an excellent investment in ensuring student success. Last year grad students were able to access \$72,550 from this fund for conference travel support (115 recipients for domestic conferences, 110 recipients for international conferences for a total of 225 recipients). Additionally, seven graduate students received support for their study-abroad activities. I can also report that 38 graduate student applications from this fund were rejected for reasons that include: Indicated revenues on the application exceed estimated costs of travel, Cancellation of travel and/or application, The number of applications exceed available funding for the month (conference stream), Applicant has received STA funding in the past 12 months. This is clearly a good investment for graduate students that we should examine expanding if possible in future budget cycles.

We have also been able to help support several student initiatives including a planned orientation event (Animal and Poultry Sciences) and a workshop (Transnational History Working Group/Dept. of History/HUMFA). I am still working out Course Council Funding from the previous year. Please contact me if you haven't yet received these funds and I will make sure it gets taken care of.

## 5. Fiscal Reports/Budget

You can see the attached budget and list of revenues and expenditures to date (July 21st). Should any member wish to see the original invoices or receipts or requires more information I encourage them to contact me at [gsa.fin@mail.usask.ca](mailto:gsa.fin@mail.usask.ca)

Just to note some small points of information. In my previous report I had listed poster printing for by-elections under office supplies. That was an error. They are now listed under budget line 20 'Academic Council Funding.' This seems to be the most appropriate budget line. In the future I will explore a distinct budget line for elections with my fellow executives and members of the Finance and Budget Committee.

As per 5.4.6. of the updated GSA bylaws I hereby declare that no executive member has received any monetary compensation from any source other than their current honorariums.

## 6. Conclusion

We have purchased the Quickbooks accounting software as was recommended by our auditors. We now have the onerous task of inputting a great deal of information from previous years into the system. This will help make things easier going forward but does take quite a bit of work in the present. Both the Office Manager and I will be taking tutorials from [lynda.com](http://lynda.com) to help us learn some of the techniques to best use this software package.

Again please do not hesitate to contact me should you have any questions or concerns.

Best regards,

[David Bennett](#)

Vice-President Finance

Graduate Students' Association

Room 110, Place Riel

1 Campus Drive

University of Saskatchewan

## Revenues

	Fee-based	2015-16 Budgeted	2015-16 Actual	2014-15 Budgeted	2014-15 Actual (As of April 30) <sup>A</sup>
1	GSA Membership Fees	\$198,000.38		\$189,953.00	\$181,372.00
2	GSA Commons Bookings	\$5,000.00	150.00	\$4,500.00	\$5,006.00
3	UPASS Administration	\$10,500.00		\$10,000.00	\$11,011.00
4	USask Cold Beverage Agreement	\$4,000.00		\$0.00	\$6,000.00
	<b>Fundraising Dependent</b>				
5	GSA Handbook Advertisement Sales	N/A	N/A	\$1,500.00	\$150.00
6	Orientation Fundraising	\$1000.00		\$1,500.00	\$500.00
7	GSA Conference Fundraising/ Sponsorship*	\$10,000.00		A N/	\$10,000.00
8	GSA Gala Sponsorship*	\$20,000.00		A N/	\$23,900.00
9	GSA Gala Ticket Sales*	\$8,750.00			
10	CGSR Bursary Contribution**	\$0.00		\$20,000.00	\$30,000.00
11	CFS Handbook Advertisement Sales	\$750.00	300.00	A N/	N/A
	<b>Residual Revenues</b>				
98	Tech Venture Challenge Funding***	\$60,000.00			
	<b>Total</b>	<b>\$316,000.38</b>		<b>\$227,453.00</b>	<b>\$267,939.00</b>
*significant increase in revenue is a result of a change in reporting procedure to a more transparent method, and not a reflection of increased revenues.					
**significant decrease in revenue is a result of a change in procedure, and not a reflection of decreased revenues (CGSR now handles the distribution of their \$30,000 bursary contribution)					
*** This money was budgeted and allocated in September 2013 (motion 15) to support a grad student "Tech Venture Challenge" but was not distributed. The funds are now due.					
<sup>A</sup> As reported by former GSA Pres. in 2015/16 Proposed Budget that was not adopted at AGM. Not all numbers verified or amounts accounted for.					

## Expenses

		2015-16 Budgeted	2015-16 Actual	2014-15 Budgeted	2014-15 Actual (As of April 30) <sup>A</sup>
	<b>Staff Salaries and Executive Honoraria</b>				
12	Office Staff & Commons Coordinators Salary	\$70,000.00	11001.63	\$70,000.00	\$68,243.00
13	Presidential Honorarium	\$6,397.00	1066.16	\$6,397.00	\$6,397.00
14	VP Finance Honorarium	\$5,544.23	924.04	\$33,265.00	\$33,265.00
15	VP Operations and Communications Honorarium	\$5,544.23	655.77		
16	VP Academic Honorarium	\$5,544.23	924.04		
17	VP External Affairs Honorarium	\$5,544.23	924.04		
18	VP Student Affairs Honorarium	\$5,544.23	924.04		
19	Aboriginal Liason Honorarium	\$5,544.23	924.04		
	<b>GSA Academic Council Operations</b>				
20	Academic Council Funding	\$7,500.00	1093.21	\$10,000.00	\$8111.00
21	GSA Academic Council Food & Beverage	\$2,500.00	315.00		
22	Standing Committee Meeting Food & Beverage	\$1000.00	43.30	N/A	N/A
	<b>GSA Financial Expenses</b>				
23	Annual Audit	\$7,000.00	330.00	\$1,500.00	\$0.00
24	Historic Audits	\$0.00		N/A	N/A
25	Bank and Credit Card Charges*	\$1,100.00	278.46	\$350.00	\$1075.00
	<b>GSA Executive Operations</b>				
26	Executive Travel Fund	\$3,500.00	149.96	\$3,000.00	\$2,953.00
27	Executive Meeting Refreshments	\$333.33		\$2,500.00	\$1,484.00
28	Executive Retreat Expenses	\$333.33	64.08		
29	Executive Meetings with External Delegates	\$333.34	200.76		
30	Presidential Discretionary Fund	\$400.00	11.05	\$3,000.00	\$2,961.00
31	VP Operations Discretionary Fund	\$400.00	11.04		
32	VP Academic Discretionary Fund	\$400.00	11.04		
33	VP External Discretionary Fund	\$400.00	11.04		
34	VP Student Affairs Discretionary Fund	\$400.00	11.04		
35	VP Finance Discretionary Fund	\$400.00	11.05		
36	Aboriginal Liason Discretionary Fund	\$400.00	19.04		

	<b>Student Funding and Bursaries</b>				
37	Graduate Student Club Funding	\$5,000.00	114.75	\$5,000.00	\$3,450.00
38	GSA Needs-based Bursary**	\$20,000.00	10,000.00	\$40,000.00	\$50,000.00
39	U of S Travel Award Contribution	\$6,000.00	6000.00	\$6,000.00	\$6,000.00
99	Tech Venture Challenge Funding****	\$60,000.00			
	<b>GSA Events</b>				
41	GSA Awards Gala**	\$26,750.00		\$28,900.00	***\$5000
42	GSA Conference**	\$10,000.00		\$15,000.00	****\$5000
43	GSA Fall Orientation	\$7,000.00		\$7,500.00	\$6,232.00
44	GSA Winter Orientation	\$500.00			
	<b>Operating Costs</b>				
45	Commons Renewal and Repair	\$1,500.00	303.96	\$1,000.00	\$982.00
46	Commons Insurance	\$4,000.00		\$5,000.00	\$3708.00
47	Telephone, Fax, Internet	\$2000.00	331.87	\$6,000.00	\$6,380.00
48	Building Lease	\$25.00			
49	Incorporation and WCB Fees	\$300.00	67.12		
	<b>GSA Equipment and Supplies</b>				
50	Stationary and Paper	\$750.00	115.08		
51	Coffee and Tea	\$1500.00	336.91		
52	Computer Rental and Lease	\$250.00			
53	Postage and Courier	\$100.00	65.63		
54	Printer Cartridges	\$800.00	110.65		
55	Electronic Equipment and Software	\$750.00	329.99		
	<b>GSA Services</b>				
56	UPASS Administration Fee	\$10,500.00		\$10,940.00	\$10,225.00
57	GSA Handbook Services	\$5,000.00	2499.00	\$6,000.00	\$4,662.00
	<b>GSA Contingency Fund</b>				
60	GSA Financial & Legal Contingency Fund	\$17,212.63	1427.60	N/A	N/A
	<b>TOTAL</b>	<b>\$316,000.01</b>		<b>\$261,352.00</b>	<b>\$224,128.00</b>
	* increases in our Banking Fees was noted at the September 2014 Council meeting as due to "capital cost and monthly fees for installation of debit machine, online direct deposit service."				
	** significant decrease in GSA Needs-based Bursary budget line is a reflection of a change in procedure, and not a decrease in the overall contribution of the GSA towards these awards				
	***significant increase in the Gala and Conference expenses is a result in a change in reporting procedure in the interest of transparency (matching the corresponding revenue lines increased under the same reasoning), and now reflects the true cost of each event.				
	**** This money was budgeted and allocated in September 2013 (motion 15) to support a grad student "Tech Venture Challenge" but was not distributed. The funds are now due.				

### June / July Finance Report (up to July 21)

Date Written	Withdrawal/Out	Deposits / In	Budget Line	Accounting Code	Note
15/06/24	181.50		29	50003	Chq * 2526 Pro-Print for Business Cards
15/06/24		135.00	11	REV	Handbook Ad Sale
15/06/24		80.00	11	REV	Handbook Ad Sale
15/06/24	85.34		47	47001	ITS (Dial Tone - VoIP)
15/06/24	46.80			47003	ITS (Equipment Rental-VoIP)
15/06/24	17.86		47	47005	ITS (Voice Mail)
15/06/24	6.32		47	47002	ITS (Directory Advertising-white pages)
15/06/24	4.93		47	47003	ITS (Equipment Rental Analog)
15/06/24	0.85		47	47004	ITS (Long Distance)
15/06/29	533.08		13	13001	Chq *2531 June Honorarium (Chakravarty)
15/06/29	462.02		15	15001	Chq *2532 June Honorarium (Ghaith)
15/06/29	462.02		18	18001	Cheque *2533 June Honorarium (Shahadu)
15/06/29	462.02		17	17001	Cheque *2534 June Honorarium (Terekhova)
15/06/29	462.02		16	16001	Cheque *2535 June Honorarium (Chapola)
15/06/29	462.02		19	19001	Cheque *2535 June Honorarium (Carriere)
15/06/30	4487.39		12	12001	Office Manager and Coordinators' Payroll
15/06/30	14.42		53	53002	Payment for Postage Expenses
15/06/30	437.10		50, 51	Multi	Chq *2538 Reimbursement to S. Rohovich for Great Canadian Wholesale - Supplies (they don't take VISA so she had to put it on her MasterCard).
15/07/08	110.65		54	54001	Payment for Printer Toner Cartridge
15/06/30	27.15		25	25200	Interac Access Fee
15/07/02	3.75		25	25001	Monthly Fee
15/07/02	4.20		25	25001	Service Fee
15/07/08	6000.00		39	39001	Chq *2539 Contribution to ISSAC Travel Award
15/07/08	10,000.00		38	38001	Chq *2450 to *2459 10 \$1000 Bursaries
15/07/08	43.30		22	22001	Dominos Pizza for Bursary Committee Meeting
15/07/09	19.26		29	50003	Chq *2550 Pro-Print for Business Cards



## **VP Operations and Communications Report – July 2015**

It has been a quite month at the GSA. The routine daily work vary from supervising GSA staff and commons to communicating with GSA members who address us with different questions.

### **GSA Summer Bursary**

I have organized the GSA and hire GSA selection bursary committee members. This has been a long process including:

- Replying to tens of emails from bursary applicants;
- Reviewing all the application (198) to make sure if they are complete or not;
- Transferring applicants' information to excel sheets;
- Matching reference letters with applications;
- Preparing the confidentiality agreement;
- Hiring the committee members;
- Organizing the commons for selection committee meeting;
- Charing the selection committee;
- Reviewing the selection process;
- Writing the minutes;
- Filing the evaluation forms;
- Communicating with the bursary winners to give them the instructions of how to receive their cheques.

### **Student Survey**

Further to our retreat and our decision to run a survey to better know our members' needs, I have prepared a list of items and suggestion that I would like to include in this survey. These items has been sent to VP Student affair who will be the key person in organizing the survey.

### **GSA Website**

I had a meeting with the ITC, I requested them to setup a new website for us. We already have the new templet of the website, but we still wait ITC cost estimation to transfer our old website.

Meanwhile, I have posted our new policy, bylaws, and constitutions on our current website, plus all council, executives, retreat agendas and minutes.

## **GSA Facebook Page**

I manage the content of our new Facebook page (GSA reconnect) I invited new members to like the page on daily bases, and I try to update the content every other day to keep the page active.

I have been trying to close all other old GSA Facebook pages as we have no access on them, I contacted our previous VP operations but unfortunately no one have access. I contacted Facebook team asking them to close these pages, but unfortunately I received a negative response. According to their policy, they cannot close any page unless it violate copy rights ... etc. According to their review and policy they cannot close the old page unless they receive a request from the page admin.

## **Executives and Council Meetings**

I organized one executive meeting and one council meeting over July. The organization including:

Calling for items;

Preparing the agenda;

Writing the Minutes;

Publishing the minutes.

## **Orientation Coordinator**

We have announced a vacancy of orientation coordinator. I received the application over July and I replied to all applicants who addressed many questions about this position. We have received 18 applications which will be process over the coming period.

## **Meetings**

Date	Meeting details
July 2, 2015	Meeting with the new Saskatoon Transit Director to discuss our current agreement with them
July 3, 2015	Meeting with IT service in the University regarding our website
July 5, 2015	Meeting with VP finance and GSA office manager to discuss her contract.
July 7, 2015	Bursary Selection committee meeting
July 13, 2015	Meeting with GSA coordinators to follow up their work during our office manager leave.

July 14, 2015	Meeting with GSA coordinators to follow up their work during our office manager leave.
July 15, 2015	Meeting with GSA coordinators to follow up their work during our office manager leave.
July 16, 2015	Meeting with GSA coordinators to follow up their work during our office manager leave.
July 22, 2015	Executive meeting
Continues (on daily basis)	Meetings with GSA office manager to know GSA commons updates.

Ziad M. Ghaitb  
 VP Operations & Communications  
 Graduate Students' Association  
 Emmanuel St. Chad, 1337 College Drive  
 Email: [gsa.ops@usask.ca](mailto:gsa.ops@usask.ca)  
 Website: <http://www.gsa.usask.ca>

## **VP Academic Report – July 2015**

### **Meetings attended:**

- Graduate Council meeting.
- GSA executive meetings
- Building Bridges Advisory Committee meeting
- Meeting with WGST department co-ordinator to start the monthly Feminist movie screening at GSA.
- Working with New career development and employment programming , Student Employment and Career Centre (SECC)

### **Attended events:**

- Ness Creek, July 16-19, 2015 (Took 4 U of S graduate students for three days cultural connection prog )

### **Awareness raising radio show (Please find the detailed programme summary):**

1. Srijita Sarkar is a doctoral student at the department of Sociology, University of Saskatchewan. She found a huge difference between the reality and what was presented to her by the immigrants, who were already living in the US/ Canada as students or workers. Her Phd research is about:

How the life in North America is presented by the present immigrant to the prospective ones through pictures in social media. I took her interview at CFCR community radio show.

2. Sarah Grummett is currently working with me on a film project for the Office of Community Engagement and Outreach at the U of S. Her goal, this summer, is to create a video showcasing the wide range of community-engagement and outreach projects. She is interested in finding about more about my research and involvement in the community. This video would mostly consist of video interviews with faculty, staff and students, as well as footage of the "hands-on" of current projects. Working with this project currently.

3. Dr. Gordon Barnhart is the interim president and vice-chancellor of the University of Saskatchewan, a position he began last year and going to finish his term shortly. He is a well-regarded historian and expert on the Canadian parliamentary process. President Gordon will be interviewed tomorrow at my radio show.

### **Dealing with Student's academic problems:**

- Currently I am dealing with 3-4 students for their academic life problems
- Helping International students often by replying their regular academic queries.

## **Graduate Students' Association**



### **University of Saskatchewan - Graduate Students' Association Bursary Selection Committee Meeting Minutes Tuesday, July 07, 2015 - GSA Commons 3:00PM – 6:00PM**

**Present:** David Bennett (VP Finance), Ziad Ghaith (VP Operations and Communications), Rajat Chakravarty (President), Ashton Reimer, Casey McMahon, Isaac Pratt

**Regrets:** Jebunessa Chapola (VP Academic)

- 1. Call to Order:** The meeting was called to order at 3:10 pm
- 2. Approval of Chair:** Ziad Ghaith was approved as a Chair.
- 3. Approval of Minute Taker:** Ziad Ghaith was approved as a minute taker.
- 4. Business**
  - 4.1.** VP Operations and Communications nominated GSA President to replace VP Academic Jebunessa Chapola in her absence. All committee members were in agreeance.
  - 4.2.** Confidentiality agreement: All committee members signed the confidentiality agreement, and agreed to delete any and all information regarding applicants upon completion of the meeting.
  - 4.3.** Reviewing process: Every committee members reviewed 12 applications (VP finance reviewed 13) three members disclosed that they do not have any preconceived biases of applicants. Two members disclosed that they were familiar with some applicants, VP Operations exchanged applications amongst committee members.
  - 4.4.** Committee members reviewed each other work according to the following:  
Rajat Chakravarty (main evaluator) – Ashton Reimer (reviewer)  
Ashton Reimer (main evaluator) –David Bennett (reviewer)  
David Bennett (main evaluator) - Casey McMahon (reviewer)  
Casey McMahon (main evaluator)-Isaac Pratt (reviewer)  
Isaac Pratt (main evaluator) – Rajat Chakravarty (reviewer)
  - 4.5.** All evaluation forms were submitted to the VP Operations
  - 4.6.** The committee announced the bursary winners (10):
- 5. Meeting Adjourned at 6:21 pm**

University of Saskatchewan -Graduate Students' Association



Executive Meeting Minutes  
Wednesday July 22, 2015 - GSA Commons

**Present: All.** Rajat Chakravarty (President), Dana Carriere (Aboriginal Liason), Ziad Ghaith (VP Operations and Communications), David Bennett (VP Finance), Hardi Shahadu (VP Student Affairs), Natalia Terekohova (VP External), Jebunessa Chapola (VP Academic).

***1. Call to Order***

The meeting was called to order at 4:07PM.

***2. Approval of Chair***

The President asked if anyone was interested in chairing the meeting. Seeing no interest the VP External and the VP Academic moved that President Rajat Chakravarty chair the meeting. All in favour. President will chair the meeting.

***3. Approval of Minute Taker***

The VP Finance offered to do this onerous task. The VP Ops noted his appreciation. All in favour. VP Finance Bennett will take the minutes.

***4. Approval of the Agenda***

President requests to add the approval of the Executive retreat minutes to the Agenda as item 6. There was no objection.

The VP External requests to add a discussion item (9.1) Discussion on CFS to the agenda. There was no objection.

The VP Student Affairs assisted by the VP External wish to add a discussion item (9.2) on Sexual Assault Awareness Week. There was no objection.

### ***5. Approval of the Minutes of the GSA Executive Meeting on June 16, 2015.***

Moved by the VP Operations. Seconded by the VP External. All in favour. Motion Passes.

### ***6. Approval of the Executive Retreat Minutes.***

The President has uploaded these documents. Moved by VP Operations. Seconded by VP Academic. All in favour. Motion Passes.

### ***7.1 GSA Office Manager Contract renewal and update. (The document has been available for review in the main office).***

Moved by VP Finance. Seconded by VP Operations.

VP Finance states that this is a renewal of contract with a modest increase in salary commensurate with all the hard work that she does and in line with the target midpoints that apply to ASPA and CUPE 1975 bargaining units on campus.

VP Student Affairs requests that this matter be tabled in order to review it more. He would like to take a copy home and also have a copy to review at all times. VP Student Affairs further wants to know why this was not circulated in advance.

VP Finance notes that there is some confidential information in the contract and taking a copy is not an acceptable option and that he tried to provide a blacked-out copy to the in the past.

VP Operations suggests that Exec. members sign a non-disclosure agreement.

A list of duties and responsibilities (with no personal or confidential information) will be circulated via email for possible input. The VP Finance and seconded by the VP Operations will send out a further motion via electronic mail with salary information. This information is confidential. This must be completed by Monday the 27th at 5:00PM.

### ***7.3 Orientation Planning Updates***

Brought forward by VP Student Affairs and President.

VP Student Affairs notes that things are a bit behind where he had hoped they would be as a coordinator hasn't been hired to help yet. He provided a document with some further information. He notes that the date will be Sept. 2nd. There will be a BBQ, expo, scavenger hunt. There will also be food trucks present during the day.

VP Ops asks how many volunteers will be needed. VP Student Affairs says as many as possible. The President indicates that he had approx. 50 last year but he also didn't have a coordinator.

VP Ops further notes that we have received 19 applications for the position. He forwarded them to VP Student Affairs for review.

VP Student Affairs states that he wants the group to work as much as a team as possible. Noting that it isn't just his event but it is everyone's event.

VP Ops suggests that the VP Student Affairs sends a shortlist of preferred candidates for the position. The President notes that the decision is for the VP Student Affairs but there ought to be a committee so his decision doesn't appear biased no matter how objective it actually is.

VP Student Affairs wants a shortlist by the 1st. He is unsure if he wants interviews at this point.

VP Operations notes that interviews are important to make sure they have a compatible personality. The President notes that it can be a short interview.

The VP External wants to know where the GSA booth will be. The VP Student Affairs notes it will be in the bowl.

The VP Finance notes that the budget proposal is already quite high and it doesn't include any 'surprises' as of yet, this is not a great starting place. The VP Student Affairs notes that we may need to spend more even into a shortfall.

The VP External wants to know about who organizes the scavenger hunt. The VP Student Affairs states that it is the University.

The President notes that he will speak the University orientation as well as the CGSR orientation. The VP Student Affairs notes that everyone will have to help but he needs more time to figure out specific details.

The Aboriginal Liaison notes that AIGSC will have a meet and greet potluck. The ASC will also host an event in September.

#### ***7.4. Payment to Lawyer***

President Rajat had a conversation with several members of Admin and they indicated that they were willing to provide some help to the GSA in this matter. There are still several scenarios in how this event plays out.

The VP Operations asks that the President keeps us as updated possible.

### ***8. Motions***

#### ***8.1 Motion: Transnationalism Working Group Funding***

WHEREAS the Transnationalism Working Group in conjunction with the Interdisciplinary Centre for Culture and Creativity and the Department of History is hosting an event entitled "Beyond Borders: A workshop on Transnationalism WHEREAS the History Graduate Students' Committee has agreed to sponsor the morning coffee break at the cost of \$100. Whereas this workshop/event will benefit not only graduate students in the Department of History but also related areas of study in HUMFA and the social sciences

BIRT that the GSA contribute \$100 to sponsor the afternoon coffee break as requested by the organizer. BIFRT that the GSA logo be utilized and sponsorship be appropriately acknowledged



Moved by VP Finance. Seconded by VP Academic.

The VP Academic notes that this event looks interesting and will be of benefit of many graduate students in the social sciences and humanities.

All in favour. Motion passes.

### ***9. Discussion on CFS.***

The VP External notes that as she is on the National Executive of the CFS the GSA will need a different representative for certain matters. The VP Student Affairs is interested in this position. All were supportive of his desire. This will allow for two GSA members to attend CFS meetings now.

### ***10. Discussion on Sexual Assault Awareness Week and Other Campaigns***

The VP Student Affairs and the VP External have attended meetings on this topic. Sexual Assault Awareness week will be at the end of September and it is desired the GSA be a stronger stakeholder in this matter.

Ideas discussed include the use of social media, the GSA hosting a town-hall meeting and discussion with a panel of experts. Setting up an semi-permanent information booth in the GSA Commons

The President suggests to get in touch with CASA (Coalition Against Sexual Assault). The GSA can become more actively involved in this group.

The VP External notes that in November there will be mental health week. There will likely be some activities that the GSA can assist with. She suggests a focus on student/supervisor relationships as it is a mental health issue.

### ***11. Other Discussion Items***

The President notes that the above are all good campaign ideas. He notes that the federal election is coming up on October 19th and the GSA can possibly host a debate.

The President also notes that the GSA needs to start recruiting counsellors from all the departments. He suggests sending emails to all departments and also notes that the GSA can come and talk at departmental orientations, bring handbooks, help with constitutions, etc.

The VP Ops notes that the ratification process is complicated and perhaps it can be simplified.

The VP Student Affairs suggests that the Office Manager be delegated this task of emailing all the departments to talk with department heads, grad chairs, grad secretaries.

The President said he would assist in this matter. He also noted that there is a possibility of having a 'Robert's Rules workshop in September for new (and old) councilors.

### ***12. Adjournment.***

President moves to adjourn the meeting. All in favour. Motion passes and meeting is adjourned at 5:29PM.