



Graduate Students' Association - University of Saskatchewan  
Council Meeting Agenda  
Tuesday January 22, 2019 - GSA Commons  
17:00 – 19:00

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.  
We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm  
our relationship with one another.

#	Item	Page	Action
1	Call to Order		
2	Guest speaker: Associate Director of Innovation Enterprise (see the attachment)		<i>Information</i>
3	Guest speaker: Program Manager Studentcare		<i>Information</i>
4	Approval of the agenda	1-2	<i>Decision</i>
5	Approval of the minutes from December 11, 2018	3-9	<i>Decision</i>
6	Business arising (implied status)		
7	Information to be received	10-30	<i>Decision</i>
	A. Executive meeting minutes from December 6, 2018		
	B. Executive meeting minutes from December 20, 2018		
	C. GSA Board Memo		
	D. Sustainability Committee minutes from November 28, 2018 (amended)		
	E. Sustainability Committee minutes from January 10, 2019		

8	Executive reports	31-34	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Student Affairs		
	D. Report of the VP External		
9	Sustainability Representatives (Biology GSA)		<i>Information</i>
10	Other business/Announcements		<i>Information</i>
11	Adjournment		<i>Decision</i>

*Next meeting: February 26, 2019*



University of Saskatchewan  
Graduate Students' Association  
GSA Council Meeting Minutes  
Tuesday December 11, 2018. GSA Commons

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

**Attendance:** *See appendix A*

**1. Call to Order**

Mr. Ghaith, Chair of Council called the meeting to order at 5:48PM (presentation by guest speaker 5-5:48PM).

**2. Guest Speaker: Director of Student Affairs and Services**

**E.**

- F. Mr. Hedley gave a 25 minute presentation based on the wellness resources that can be found on campus and provided some of the thinking that goes into the structuring of those resources. Peter explained that he stepped into his current role 2 years ago from having been responsible for 4 units to now being responsible for managing access and equity services, student affairs & outreach and the student wellness center, where the 3 intersect is at the core of student affairs and services. The Plan, Do, Study and Act (PDSA) strategy was used to understand who, when, how and why student affairs were serving those individuals to better craft their services accordingly. Peter assured the gathering that promotion and self care is always the goal in avoiding the less ideal situations. However, it's important to have social & community support and professional care as one strays from the ideal/ healthy situation. The funding used to support frontline services and initiatives are generated from the student services fee which was increased from \$15/term to \$45/term given the past inadequacies. He introduced several new items to the mental health menu reflected in the following updated offerings: individual or couples counseling, mental health support groups, online resources, training and education, and last but not least the referrals to: family physicians, mental health nurse, nurse, psychiatry, crisis supports, access & equity services, university faith leader and academic advisor. This is significantly more effective than only offering counseling which was done in the past.
- G. In the end Peter left the gathering with 3 questions to spur the Q&A period which were: where are the gaps with regards to graduate student wellness supports? What are some solutions to fill these gaps? and what should our priorities be with regards to graduate student wellness and harm reduction supports?

## Q&A

Counselor: Stigma associated with sourcing mental health help prevents folks from adequately making use of those services. How do we correct this?

Peter: More education is necessary so that people respect mental diagnosis and not just infer trivial meaning that often makes those services look unwarranted.

Counselor: Money seems to be a big contributor to the poor mental health status of graduate students especially international students who experienced tuition hikes in both the standard and differential tuition fees. What can be done with regard to money to better mental health here at USASK?

Peter: A lot of conflicts are around funding, maybe looking into how differential fees are used in other universities to assess if more can be done with the additional international fees.

The President reminded the councilors that USASK has one of the lowest differential tuition fees.

Counselor: What added benefit are graduate students receiving from the 15 to \$45 increase in the student services fee?

Peter: Student affairs and services were able to offer more services, like that of a dietician to help students cope with eating disorders. Wait times seem to be the major criticism, so more proactive promotional services are needed to deal with mental health issues in the early stages. No shame involved in seeking help, Peter shared with the gathering that he also attends counseling sessions.

### 3. Approval of the agenda

*Motion to approve agenda. (PAROLIA/ FANSHER)*

**CARRIED**

### 4. Approval of the Minutes from November 20

*Motion to approve November Council minutes (MARTINEZ-SOBERANES/ ROETT)*

**CARRIED**

### 5. Information to receive

- A. Executive meeting minutes from November 13, 2018
- B. Executive meeting minutes from November 22, 2018
- C. Diversity Committee Meeting Minutes
- D. Sustainability Committee Meeting Minutes
- E. Governance Committee Meeting Minutes

*Motion to receive committees reports information (UFONDU/ PAROLIA)*

**CARRIED**

## 6. Executive reports

### A. Report of the President

The president focused on 3 contributions in her report, namely: 1) Student supervisor agreement template being worked on for the new year to show how the GSA plans to mandate this in the University, 2) a graduate faculty support manual is also being worked on, which indicates the resources faculty would have at their disposal especially in the early bit of their careers and 3) the networking event where students got to present for some industry partners was just the beginning as the GSA executive is meeting with the provost and other senior administrators to see how this can be moved to individual departments mirroring such networking activities.

There were no questions for the president.

### B. Report of the VP Finance and Operations

The Chair informed the councilors that the VP Finance and operations was out of town and that any question regarding his report could be directed to him via email.

### C. Report of the VP Student Affairs

VP student affairs shared that the 3 following events were coming up: Winter orientation in January, conference at the end of Feb and 3MT in March.

There were no questions for the VP Student

### D. Report of the VP External

- Health and wellness events, had the last one which was the laughter therapy, the next one would be in Feb during reading week of 2019.
- Attended CFS meeting, many topics were discussed including:
- CFS has adopted BDS
- Bill C38 from the UN suggest that solitary confinement should allocate at least 4 hours of human interaction while in Canada this is currently 2 hours. The VP external said this was done to ensure people leave the prison system better than they entered.

There were no questions for the president.

## 7. Ratification of social clubs

### A. Ghanaian-Canada Students' Association

VP Student Affairs and the representative of Ghanaian-Canada Student Association provide some information about this association. Ghanaian-Canada Association is comprised of graduate students of Ghana and alumni from Ghana. They help find housing for their members to allow for smoother transition to Saskatoon and the USASK.

Motion to ratify the Ghanaian-Cdn Association. (MARTINEZ-SOBERANES/FANSHER)

**CARRIED**

#### **8. Study Permit/Implied status – changes**

President Sahtout: International students under implied status (in the process of renewing their study permit after expiry) as of Oct 13th can no longer be able to work on campus. GSA is advocating for the academic part of things as that can affect studies since funds may not be sufficient with no work.

Councilor: Can we find out why the university made this policy change and is this legal?

President Sahtout: They're would prefer if the university would have given more notice (3 or more months). We GSA executive will continue to ask for clarification as we are not willing to accept without appropriate rationale.

#### **9. Other business/Announcements Information**

- VP External asked that councilors spread the word about the implied status to their various councils.
- Chair echoed those sentiments reminding counselors its their responsibility to share such information with their colleagues within their respective departments.
- VP Student Affairs announced that this Friday (December 14th) there will be a social event (Winter Social) from 6pm to midnight. There will be food and drinks, alcoholic drinks will be on sale for \$3 otherwise everyone is encouraged to come out and have fun.
- The chair reminded the gathering of the upcoming GSA elections in February/March of the new year.
- Next council meeting was scheduled for the 22nd January,

#### **10. Adjournment**

*Motion to adjourn (UFONDU/MARTINEZ-SOBERANES) at 6:16*

**CARRIED**

## Appendix A

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Animal & Poultry Science	Brittany Ross (Tess Mills)	P	R	P	A				
ARCHAIA	Alne Dolln (Adrienne Ratuszniak)	P	P	P	A				
Biology	Dylan Baloun (Carmen Marquez Mellidez)	P	P	P	P				
Chemistry	Doug Fansher (Richard Pettipas)	P	A	R	P				
Geography & Planning	Bethany Thiessen (Apeksha Heendeniya)	P	P	P	P				
Geological Sciences	Brittany Laing (James Schulte)	P	P	P	A				
History Graduate Students' Committee	John Bird (Mckelvey Kelly)	P	P	P	A				
IGSC (1)	Tara Million (Adam McInnes)	P	P	NA	NA				
IGSC (2)	NA	NA	NA	NA	NA				
Kinesiology	Natasha Boyes (Natalie Houser)	P	P	P	P				
Computer Science Grad Course Council (1)	Rifat Zahan (Tonny Kar)	P	P	P	P				
Computer Science Grad Course Council (2)	Parastoo Veisi (Kawser Nafi)	A	P	A	P				
PEGASUS	Jason Ho (Ethan Runge)	P	P	P	P				
Soil Science Graduate Student Association	Jennifer Bell (Aimee Schryer)	P	P	P	P				
WCVM GSA	Breanne Murray (Narsimha Pujari)	P	P	P	P				
Master of Business Admin Representative Council (MBARC)	Tyler Gray (Alli Sparling)	NA	NA	P	R				

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Psychology Graduate Student Assoc.	Sarah Mohammed (Farron Wielinga)	P	P	A	R				
AREC	Yerebakia Choro (Ran Sun)	NA	P	P	P				
SENSSA (1)	Peter Friedrichsen (Belizario Carballo)	P	R	P	P				
SENSSA (2)	Laila Balkhi (Belizario Carballo)	NA	P	P	A				
Pharmacy & Nutrition Graduate Students' Council P&N-GSC	Lina Kharabsheh (Yvonne Ruhumbika)	P	P	A	P				
School of Public Health Students' Assoc (SPHSA) (1)	Cheryl Roett (NA)	NA	P	P	P				
School of Public Health Students' Assoc. (SPHSA) (2)	Chiamaka Ezekwesili (NA)	NA	P	P	R				
Physical Therapy Student Society (PTSS)	Kyla Collins (Katrin Ritchie)	P	P	P	R				
Engineering, Chemical	Khaled Zoroufchi Benis (NA)	P	P	P	A				
Engineering, Mechanical	Bicheng Xing (Stephen Owuamanam)	P	P	P	P				
Engineering, Electrical	Ozan Gunes (Jose Berkenbrock)	P	P	P	A				
Engineering, Biomedical	Saman Naghieh (Ejalonibu Hammed)	P	P	P	A				
Biochemistry, Microbiology & Immunology	Kusum Sharma (Mamata Panigrahi)	P	A	P	P				
Anatomy, Physiology & Pharmacology	Kushagra Parolia (Sarah Martin)	P	P	P	P				
Community Health & Epidemiology	Jacob Alhassan (Liliana Rodriguez)	NA	P	P	R				
Health Sciences	Chelsea Cunningham (Scott Adams)	NA	P	P	P				







## University of Saskatchewan - Graduate Students' Association

### Executive Meeting

December 6, 2018, 5PM – 7PM

**Present:** Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External).

**Regrets:** n/a

#### 1. Call to Order / Opening Remarks

The President called the meeting to order at 5:10 PM.

#### 2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none:

*Motion to approve the agenda as circulated moved by the VP External and seconded by the VP Student Affairs.*

***Motion carried.***

#### 3. Approval of the November 22, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the November 22, 2018 Executive Meeting Minutes.

*Motion to approve the November 22, 2018 Executive Meeting Minutes moved by the VP Student Affairs and seconded by the VP External.*

***Motion carried.***

#### 4. Items for Action

##### ***4.1 Search Committee Pharmacy and Nutrition (as per email dated November 25, 2018)***

A graduate student is being requested to sit on the Search Committee for the Dean, College of Pharmacy and Nutrition. As with all senior admin search committees, the composition, as approved by the University Board of Governors, must include a graduate student appointed by the GSA. Furthermore, the graduate student must be a member of that particular College.

The President had reached out to Franklyn De Silva to see whether he would be interested in sitting on this search committee. Mr. De Silva has been an engaged member of this College and was an active member on the GSA Diversity Committee last year. He has indicated that he is indeed interested; therefore:

*Motion to approve Franklyn De Silva to serve as the graduate student representative, appointed by the GSA, on the Search Committee for the Dean, College of Pharmacy and Nutrition moved by the VP External and seconded by the VP Finance and Operations.*

***Motion carried.***

#### **4.2 Search Committee Engineering (as per email dated November 30, 2018)**

A graduate student is being requested to serve on a Search Committee in the College of Engineering for the Associate Dean Graduate Studies and Strategic Projects and the Associate Dean Research and Partnerships. This search committee is being convened for the appointment of two Associate Dean's and is expected to begin early in the New Year. As with all senior admin search committees, the composition, as approved by the University Board of Governors, must include a graduate student appointed by the GSA. Furthermore, the graduate student must be a member of that particular College.

*Motion to approve Edgar Martinez-Soberanes to serve as the graduate student representative, appointed by the GSA, on the Search Committee for Associate Dean Graduate Studies and Strategic Projects and Associate Dean Research and Partnerships, College of Engineering. Moved by the VP External and seconded by the VP Finance and Operations.*

***Motion carried. 1 abstention.***

#### **4.3 GSA Drug Exemption Policy**

The President indicated that Studentcare approached the GSA with regards to a new policy implementation; a Drug Exemption Policy that would limit students from exceeding \$2000 of claims per year per student. This policy is intended to create more transparency as it directly communicates to graduate students the limit in claims allowed per year. If students exceed this limit and there is no tool to monitor this, it could result in increasing the cost of the insurance premium for the following year for all the students. This policy guarantees sustainability and consistency of insurance costs between student generations, which ultimately is for the benefit of the entire graduate student community. The data suggests that only 1 or 2 students have made claims over \$2000 and even then, because their over usage was only a few hundred dollars, they were still allowed to make the claims.

*Motion to recommend to Council the approval of a drug exemption maximum of \$2000 dollars per year per student starting in September 2019 moved by the VP External and seconded by the VP Finance and Operations.*

***Motion carried***

This will be brought forth to the January Council meeting, along with the proposed increase in the Health and Dental fees, and will be included in the presentation made by Studentcare and the GSA Health and Dental Committee.

#### **4.4 Cheque remittance**

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Payment to HUB International in the sum of \$5348.00 issued on November 23, 2018 for GSA Insurance 2018-19 Renewal Chq#3865.

*Motion to approve the above expenditure moved by the VP Finance and Operations and seconded by the President.*

*Motion carried.*

## **5. Items for Information / Discussion**

### ***5.1.GSA sport teams in Campus Rec leagues***

The VP External proposed to have three (3) teams in the campus rec leagues in the winter 2019 term, including a volleyball team. The President asked whether there were people interested in playing volleyball. In response, the VP External explained that there were as many people interested in volleyball as there was for basketball in the fall campus recreational league. The VP Student Affairs indicated that a captain for the volleyball team would be needed. Finally, the President inquired as to whether there was enough funds in the budget allocation to allow for 3 teams. The VP Finance and Operations replied by saying that there was enough funds remaining in the budget line, “GSA Campus Rec./Intramural Sports,” to support a third team. The VP External was permitted to register a third GSA recreational team in the winter term campus rec league.

### ***5.2.Winter Social update***

The VP Student Affairs indicated that the GSA Winter Social wine and cheese will take place on December 14<sup>th</sup>. PSAC will contribute to pay for some of the food and alcohol tickets will be sold at 3 dollars.

### ***5.3.Google Analytics for GSA Website***

The VP Student Affairs proposed to use Google Analytics for the GSA. This will help the Executives to know more about the engagement of the graduate community, provide insight on how to attract more students to our online site, improve the flow of information between the GSA and its members, and find other viable ways to approach its student membership. The VP Student Affairs will investigate on that and pass the information onto the Office Manager.

### ***5.4.GSA Attendance on Council Committees***

The President emphasized the importance of participating on University Council and CGPS meetings. After receiving the attendance report, it was seen that the Executives are attending the majority of the meetings, and always send their regrets to the ones they could not attend. The President said it was a good practice, and she encouraged the executives to remain diligent in doing so.

### ***5.5.GSA Email Migration***

The President asked if the Executives had any problems with their emails due to the previous migration of Outlook to Microsoft 365. The Executives commented that they did not have any problem with their emails. The President mentioned the possibility of opening a Gmail business email in order to be more autonomous from the University. The VP External mentioned that unlimited email accounts can be obtained with the purchase of a domain, which costs around 100 dollars per year. The President thanked the suggestion and mentioned that it would be helpful to look at the details as a future initiative.

### ***5.6 Implied Status Update***

The President mentioned that last week she, along with the VP Student Affairs, a graduate student, and the PSAC representative, met with Human Resources, Connection Point, and the Vice-Provost, Teaching Learning and Student Experience. The President mentioned the GSA needs to know more cases of student under implied status in order to help and direct them to PSAC.

### ***5.7 GSA Commons Upgrade***

The President mentioned that a quote for amplifiers and all the equipment necessary to renew the current audio system is around \$20,000. The President indicated that sponsors were needed to change the audio system that was purchased in 2010. She further stated that even though they were still in a working condition, they would eventually need to be changed.

## **6. Other Business**

The VP Student Affairs mentioned that he will be out of office from December 17 to January 11. The VP Finance and Operations also mentioned that he will be out of office from December 10 to January 13. Both Executives emphasized that they will check their emails regularly and be available in case of an urgent or important request.

## **7. Confidential Session**

## **8. In-Camera Session**

## **9. Adjournment of Meeting**

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:17 PM



**University of Saskatchewan - Graduate Students' Association**

**Executive Meeting Minutes**

**December 20, 2018**

**Present:** Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External).

**Regrets:** n/a

**10. Call to Order / Opening Remarks**

The President called the meeting to order at 5:05 PM.

**11. Approval of the Agenda**

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none:

*Motion to approve the agenda as circulated moved by the VP Finance and Operations and seconded by the VP External.*

***Motion carried.***

**12. Approval of the December 6, 2018 Executive Meeting Minutes**

The President asked whether there were any further amendments to the December 6, 2018 Executive Meeting Minutes.

*Motion to approve the December 6, 2018 Executive Meeting Minutes moved by the VP Student Affairs and seconded by the VP Finance and Operations.*

***Motion carried.***

### **13. Items for Action**

#### ***4.1 Cheque remittance***

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- 3 Bursary recipients in the sum of \$1,000.00 each issued on October 31, 2018 for the GSA Fall Bursary Chq# 3843, 3846 and 3842 (missed in previous minutes).
- Reimbursement to the GSA President in the sum of \$589.71 issued on December 6, 2018 for travel expenses for Parliament of World Religions Conference, meeting with external delegates, commons supplies and health chat expenses, cheque 3876.
- Payment to University of Saskatchewan in the sum of \$34,662.46 issued on December 6, 2018 for payment of CFOAPAL, cheque 3883.
- Payment to Chip Bookkeeping Services Inc. in the sum of \$1129.43 issued on December 7, 2018 for November 2018 Bookkeeping services, cheque 3885.

*Motion to approve the above expenditures moved by the VP Finance and Operations and seconded by the President.*

***Motion carried.***

### **14. Items for Information / Discussion**

#### ***5.1 VP Finance and Operations Winter term Plans***

##### ***a. GSA Bursary Winter term***

20 Bursaries of \$1000 each will be provided in the winter term. The VP Finance and Operations will coordinate one or two meetings with the GSA Bursary Selection Committee in late February to evaluate the applications and select the recipients of the winter 2019 GSA Bursary.

##### ***b. Tax File Service***

The Tax File service that has been offered by the GSA, and organized by the VP Finance and Operations, will be held in the winter term. This service will be offered using UFile in March. Due

to the popularity of this service, among the graduate community in the past years, volunteers will be sought out and trained.

***c. Finance and Operations tasks***

Financial records will continue to be organized and kept for audits and for transparency with the GSA members. In collaboration with the Office Manager and GSA Coordinators, focus will be provided to ensure that excellent service is provided to graduate students. Support will be offered to the other Executives during their activities and events, as required, at the GSA Commons; these include the weekly Meditation sessions that was introduced and became popular in the Fall 2018 term.

***5.2 VP Student Affairs Winter term plans***

***a. GSA Winter Orientation***

The GSA Winter Orientation will take place on January 9th, 2019 from 3:30 to 6:00 PM at the GSA Commons. The objective of the orientation is to welcome incoming graduate students and give them a brief overview of the services and resources that are provided by the GSA, the University, and its partners. The winter orientation also serves as a crucial opportunity for incoming graduate students to meaningfully interact with their peers and feel more comfortable at the University of Saskatchewan. Unfortunately, I will not be able to attend due to personal reasons. I have left everything planned and the execution will be overseen by the GSA president on the date of the event.

***b. Graduate Student Research Conference***

I have defined the name for the research conference that will be hosted on February 27th and 28th, 2019. The title is: Research for a Better World - A Holistic Approach. I believe that with this title and theme, students from a wide range of fields will feel welcome to participate. Additionally, the conference will be broken down into various sections to narrow the focus of each session. Registration and abstract submission will be done online on the GSA website and it will be open in early January 2019.



***c. Three Minute Thesis Funding Request***

I applied on December 10th, 2018 for a funding opportunity by the Saskatchewan Health Research Foundation. This money was going to be used towards the 3MT competition and the research conference. Unfortunately, our application was denied. Please see below the response from the evaluating committee:

*“Dear Mr. Martinez-Soberanes*

*Thank you for your submitted you SHRF Research Connections Grant application "University of Saskatchewan Three Minute Thesis Competition (3MT)" for \$5,000. I regret to inform you that SHRF is unable to provide support for your application. We recognize the importance of attending to this topic; however, the application does not fit the Research Connections purpose and objectives.”*

Nevertheless, organization for the 3MT competition is underway and the event will be held in late March.

***5.3 VP External winter term plans***

***14.1. Health Chats***

In January, I plan to invite a few members of the Protective Services to offer a martial arts/self-defence session to our graduate students. Some benefits of self-defence skills include confidence, balance, self-discipline, improved physical condition, self-respect, reflexes, to mention but a few.

In February, I plan to host an arts therapy session with Helen Bzdel. Studies have shown that art therapy can reduce stress and anxiety – two of the most important factors that affect the productivity of graduate students.

***14.2. First Aid***

I plan to hold the 4th first aid/CPR session during the February reading break. This is still a tentative date.

### ***14.3. Awards Gala***

This will be held on April 6. The preparations have been underway and I have been meeting with the decorator on a monthly basis. Some colleges (including Studentcare) have also started responding positively to our request for funding. The Awards Committee will hold their first meeting in February.

## ***5.4 President winter term plans***

### ***a. Appreciative Inquiry***

In early February, and with the assistance of Dr. Keith Walker from the College of Education, we will host an Appreciative Inquiry session with graduate students and graduate faculty advisors. The purpose of this session is to engage graduate students and supervisors in a discussion about the positive aspects of a student-supervisor relationship. One of the main objectives of the session is to understand the aspects of a student-supervisor relationship that are needed for a successful graduate program. The discussion outcomes can be used to develop professional development modules for both students and supervisors to help enhance these positive aspects.

### ***b. Student-Supervisor Agreement***

In January, we will be presenting at the Graduate Chair Forum the student-supervisor agreement and the importance of its use. We have been successful in enhancing the visibility of the agreement; however, still more is needed. We have received a lot of positive feedback about the agreement and this is one more step in the right direction towards its implementation. In the meantime, and

### ***c. Faculty Support Manual***

We continue to work in collaboration with the Gwenna Moss Centre and the College of Graduate and Postdoctoral Studies on a faculty support manual. This manual is aimed at providing graduate supervisors with guidance and support so that they can be good supervisors. We hope to be able to present a rough draft of this manual to Council in March. With the development of this manual, there are opportunities to develop a graduate student support manual in the future with the same

intentions in mind; to guide and facilitate a graduate students' journey at the University of Saskatchewan.

***d. Graduate Student Participation on the Board of Governors***

We presented to the Board of Governors in December after obtaining both support from University Council and Senate pertaining to graduate student participation on the Board. We will continue to work towards this goal.

**15. Other Business**

**16. Confidential Session**

**17. In Camera Session**

**9. Adjournment of Meeting**

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:30 PM.

### **BOARD MEMO: Budget Re-Allocation**

It is with great sadness that we inform you of the passing away of Mr. Abdullah Al Masum, a graduate student in the College of Engineering. Mr. Masum's family is back home and as a result Mr. Masum's body must be repatriated as soon as possible. Under the circumstances, health insurance does not cover the repatriation costs of his body to his home country. These costs are approximately summing to \$10,000.

We make every effort to support emergency situations, such as this one, that cannot be accommodated by the Crisis Aid Program. For this reason, the Board discussed via email to see how the GSA could support the repatriation costs.

Looking at the current approved budget and expenses.

- Budget line 53302 (GSA Fall Orientation) had an approved allocation of \$7,000 as expense. The total amount expended for the Fall Orientation was only \$5,319.40.
- Budget line 53308 (GSA Workshops / Initiatives) has an approved allocation of \$950 as expense. This budget line has currently not been used.

In lieu of this information, the Board approved the following re-allocations;

- \$1,500 from Budget line 53302 (GSA Fall Orientation) to Budget line 61000 (Miscellaneous Expenses).
- \$500 from Budget line 53308 (GSA Workshops / Initiatives) to Budget line 61000 (Miscellaneous Expenses).

With these re-allocations, the Board approved funds of \$2,000, payable to the Saskatoon Funeral Home, to assist in the repatriation of Mr. Masum's body to his home country. Both the re-allocations and the approved funds were moved by the VP Finance and Operations and seconded by the President. The decision was unanimous. At the time of the Board discussion (January 4, 2019), we were unaware of the exact costs to the repatriation and therefore indicated that these motions would be in effect only **if the funds were needed**. We are now well aware that his family and community is unable to provide such financial support and we hope this play's a small part in assisting them at this time of difficulty.

The cheque was issued on January 15, 2019, made payable to the Saskatoon Funeral Home in memo of The Estate of Mr. Abdullah Al Masum.

**Tuesday, November 27, 2018  
12:30PM**

**GSA Commons, Emmanuel & St. Chad College**

**ATTENDANCE**

<b>Name</b>	<b>Present</b>
Laila Balkhi (Chair)	Y
Saman Naghie	Y
Dylan Baloun	Y
Khaled Zoroufchi Benis	Y
Somtochukwu Ufondu	Y
Jo Ann Chew	Y
Alina Ostrowska	Y

**Regrets: None**

**AGENDA (SC 2018-01)**

**2018-01/1    INTRODUCTION**

**2018-01/1a    Call to Order**

The VP EXTERNAL: **Called the meeting to order at 12:34PM.**

**2018-01/1b    Approval of Chair**

BALKHI: nominated herself.

CHEW: nominated herself.

BALKHI and CHEW **APPROVED** to be co-chairs.

**2018-01/1b    Approval of Minute Taker**

CHEW: Minute taker for this meeting. **APPROVED.**

**2018-01/1c    Approval of Agenda**

All **APPROVED.**

**2018-01/2    UPDATE ON WORK DONE SO FAR**

**2018-01/2a** The VP EXTERNAL: updated committee on changing of bin appearance, using reusable plates and cutleries at GSA Commons, sustainable practices events, sustainable video, and the potential of compost bins.

**2018-01/3** **REVIEW OF TERMS OF REFERENCE**

**2018-01/3a** See 2018-01/7a.

Removal of square boxes throughout Terms of Reference.

Addition of “awareness of and working to solve” under Commitments Point 1.

Amendment to Internal Commitments Point 2 and 3 into one sentence.

Removal of word “Sustainability” at the end of Internal Commitments Point 5.

Removal of the “Committee Purpose” section since the same information is repeated under the “Commitments” section. And making the “Commitments” section to read, “Purpose/Commitment.”

BALOUN: brought up the point of providing permission to proceed with a meeting despite being absent. The VP EXTERNAL mentioned that that could only work for minor decisions, but that for major decisions, quorum must be reached. Otherwise, voting would take place via email.

The VP EXTERNAL: mentioned GSA Indigenous Liaison has resigned and therefore someone needed to fill in and fulfill the internal commitments as per our Terms of Reference.

Someone asked whether the position of the GSA Indigenous Liaison would be made open for election at the next council meeting.

The VP EXTERNAL: clarified that the position of the GSA Indigenous Liaison in the GSA Sustainability Committee cannot just be filled unless the IGSC appoints someone.

BALOUN: offered to fulfill the responsibilities of the Internal Commitments referenced in the Terms of Reference of the Sustainability Committee.

**APPROVED.**

Amendment of “every year during the winter semester” to “twice a year, once at the first meeting and second at the end of the academic year (in the winter semester)”.

**2018-01/4      POTENTIAL INITIATIVES**

**2018-01/4a**    The VP EXTERNAL/ BALKHI: updated the committee on previous efforts by the Office of Sustainability to speak with food court vendors in Lower Place Riel to use more sustainable materials.

OSTROWSKA/BALKHI: suggested composting to improve sustainability.

BALOUN: suggested conducting trial runs by departments to compare how much energy and waste is saved.

**ACTION ITEMS:**

The VP EXTERNAL: to find out what the previous sustainability committee did regarding composting waste at the GSA.

OSTROWSKA/BALKHI: to bring up composting suggestions to SENSSA.

**2018-01/4b**    ZOROUFCHI BENIS: posed the question ‘How sustainable are we?’, and suggested monitoring and comparing with other universities, departments, or years. Goals can also be set to aim to be more sustainable.

OSTROWSKA: mentioned Lower Place Riel has a monitor that tracks the university’s sustainability levels on a large scale.

CHEW: stated this same information can also be found in the Engineering Building.

ZOROUFCHI BENIS: suggested looking at other forms of waste as well.

BALKHI: noted the missions and inventory reports found at the university’s sustainable website.

**ACTION ITEM:**

ZOROUFCHI BENIS: to follow up/find out more information on possible future steps the committee can take.

**2018-01/4c**    OSTROWSKA: suggested creating a WhatsApp group for the committee for easier communication methods. CARRIED.

**2018-01/4d**    OSTROWSKA/BALKHI: mentioned an e-mail regarding a workshop event to improve sustainability. Wondered if there is potential for collaboration with the GSA sustainability committee.

The VP EXTERNAL: mentioned a \$600 budget fee for the Sustainability Committee, although most of the amount is usually spent in February, during Sustainability Slam.

#### **ACTION ITEMS:**

OSTROWSKA: to forward said e-mail to committee members.

OSTROWSKA/BALKHI: to meet with SENSSA to discuss collaboration to hold event on December 10/11/12.

OSTROWSKA/BALKHI/The VP EXTERNAL: to publicize and promote said event on platforms and organizations related to sustainability (USSU, Office of Sustainability, PAWS, etc.).

#### **2018-01/5 NEXT MEETING**

**2018-015a** Next meeting: TBA. Will be decided beginning of next semester.

#### **2018-01/6 INFORMATION ITEMS**

**2018-01/6a** GSA Sustainability Committee Terms of Reference Update

#### **2018-01/7 ADJOURNMENT**

BALKHI: Adjourned the meeting at 1:59PM.

### **GSA Sustainability Committee Terms of Reference**

#### **Vision**

The sustainability policy is a set of rules and guidelines that ensure that the Graduate Students' Association is a sustainable association that can lead its community by example.

#### **Scope & Definition**

The sustainability policy should be a living document, used in tandem with the University of Saskatchewan Sustainability Policy. Sustainability is a mindset intertwining the interdisciplinary actions that sustain environmental resources as well as the social and economic well-being of its community.

#### **Purpose/Commitments**

The GSA commits to incorporate sustainability in all its activities, including ~~external~~EXTERNAL advocacy and internal organization and events. The Sustainability Committee will be responsible for;



1. Promoting awareness of, and /Solving, environmental, social and economic sustainability issues related to graduate students.
2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
3. Collaborating and building partnerships with other units to address sustainability.
4. Advising Council on matters related to sustainability.

### ~~External~~EXTERNAL Commitments

1. GSA will advocate for sustainable practices through its university ~~external~~EXTERNAL representation.
2. The GSA will actively collaborate with other student groups and associations in promoting sustainability.
3. Sustainability practices of ~~external~~EXTERNAL entities (companies, associations, firms) should be taken into consideration by the GSA before engaging with them.

### Internal Commitments

1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.
- ~~2.~~The GSA will buy recycled printing paper and will endeavor to source all other ~~office,~~  
~~3.2.event~~office, event, food etc. supplies from local, fair-trade, and environmentally responsible sources.
- ~~4.3.~~The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events:
  - o Ensure food is locally sourced when possible (Hive, City Farm, etc.~~.~~).
  - o Proper waste triaging for paper, plastic and metal, and compost.
  - o Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)
- ~~5.4.~~The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon. Sustainability

### Committee Purpose

- ~~• Promote environmental, social and economic sustainability issues related to graduate students •~~
- ~~• Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA •~~
- ~~• Collaborate and build partnerships with other units to address sustainability •~~
- ~~• Advise Council on matters related to sustainability •~~
- ~~• The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the academic year.~~

### Meetings

- Meetings will be held once a month, or more frequently as needed •
- The committee meets once a month, and quorum is 50% of its members (rounded up).

### **Roles and Responsibilities**

- The committee provides Council with an action plan for the year in the month of November. →
- Every two months (2) the committee presents a status report to Council.
- Vice-President ~~External~~EXTERNAL will be responsible for the above mentioned ~~external~~EXTERNAL commitments. →
- Indigenous Liaison will be responsible for the above mentioned internal commitments.

### **Policy Review**

These terms of references also serve as ~~re~~ the policy of the GSA on Sustainability ~~Committee~~.  
 This policy should be reviewed by the committee ~~every twice~~ every twice a year ~~—; once at the~~  
~~first beginning and last meetings and second at the end of the academic year committee—~~ (during  
in the fall/winter semester terms). It should be updated to ensure the adoption of best practices  
 and inclusion of new sustainability ~~—~~ related initiatives at the University of Saskatchewan.

**Thursday, January 10, 2019  
12:30PM  
GSA Commons, Emmanuel & St. Chad College**

**ATTENDANCE**

<b>Name</b>	<b>Present</b>
Jo Ann Chew(Chair)	Y
Saman Naghieh	N
Dylan Baloun	Y
Khaled Zoroufchi Benis	N
Somtochukwu Ufondu	Y
Laila Balkhi (Notetaker)	Y
Alina Ostrowska	Y
Saurabh Prajapati	Y

**Regrets:** Khaled Zoroufchi Benis, Saman Naghieh

**AGENDA (SC 2019-01)**

**2019-01/1     INTRODUCTION**

**2019-01/1a     Call to Order**

CHAIR: Called the meeting to order at 12:35.

**2019-01/1b     Approval of Minute Taker**

All APPROVED

**2019-01/1c     Approval of Agenda**

All APPROVED

**2019-01/2     OLD BUSINESS****2019-01/2a     Sustainable Materials in Food Court****ACTION ITEM:**

LAILA: Will email sustainability office to reach out about their initiatives on shifting from single-use cutlery to reusable ones etc.

ALINA: SENSSA president, Omar thinks GSA and SENSSA should focus on eliminating use of single-use plastics throughout campus to have a united front, because it's too ambitious to push both for composting and eliminate plastics.

SOMTO: Clarifies that University cannot issue a ban on use of plastics etc., they can just encourage green practices.

ALINA: Clarifies that she doesn't mean "ban" its use per se, but to push for using alternative material across campus.

LAILA: Explains that the Sustainability Office has tried to approach the food court and some other private business-owners are just not willing to switch from the very cheap Styrofoam to anything else that costs more. And they cannot consider the option to serve to students on their own reusable tupperware or lunch boxes due to health and safety liability concerns.

JO ANN: Propositions, what if food court business owners sell their own plastic cutlery, or not make them so readily available (e.g. only hand one out per person.)

DYLAN: Doesn't sound feasible, and some people use their own, so they'd be unnecessarily getting plastic cutlery. Urges to keep composting as an option to pursue, at least as a trial to see what can and cannot work on campus.

ALINA: Informs about Waste Audit that university is doing between 21<sup>st</sup>-25<sup>th</sup> November, that may be helpful. Volunteers basically audit trash to quantify and compare different waste streams on campus.

SOMTO: Points out that composting has proved complicated in the past in terms of logistics; usually needs someone who can commit to manage it.

DYLAN: Agrees but mentions that it's not too much of a time commitment.

**ACTION ITEM:**

DYLAN: Add a discussion item at GSA council meeting to make a suggestion to other student clubs to have a sustainability representative, to encourage green practices for their events and activities

**2019-01/2b How Sustainable Are We?**

KHALED (via email to the chair): Nothing to report on campus carbon reporting.

**2019-01/2c Sustainability Workshop by City of Saskatoon**

**ACTION ITEM:**

ALINA: Will propose following dates for the City of Saskatoon workshop:

6<sup>th</sup> Feb, Wednesday, 12:00-2:00 pm,  
7<sup>th</sup> Feb, Thursday, 12:30-2:30 pm,  
13<sup>th</sup> Feb, Wednesday, 12:00-2:00 pm,  
15<sup>th</sup> Feb, Friday, 12:00-2:00 pm.

SOMTO: Will find out if he can take the event scheduling at GSA under his portfolio

**2019-01/3 DECISION ITEMS**

**2019-01/3a GSA SC Minutes 2018-01**

JO ANN/DYLAN: Moved to amend minutes from the previous meeting from “BALOUN: *offered to take on the roles and responsibilities of indigenous liaison until the Indigenous Liaison position is filled.*” to read “BALOUN: *offered to fulfill the responsibilities of the Internal Commitments referenced in the Terms of Reference of the Sustainability Committee*”, under 2018-01/3a **as amended, as attached.**

6/0/0 - MOTION CARRIED.

**ACTION ITEM:**

JO ANN: Will send the amended meeting minutes to Laila, who will forward it to GSA chair.

**2019-01/4 NEXT MEETING**

**2019-01/4a Next meeting**

**ACTION ITEM:**

LAILA: Will send out When2Meet to schedule next meeting for mid-February.

DYLAN: Might not be present in the next meeting due to potential research trip.

**2019-01/5     ADJOURNMENT**

JO ANN: Adjourned the meeting at 1:33 pm.

**INFORMATION ITEM(S) ATTACHED:**

GSA SC Minutes 2018-01



University of Saskatchewan Graduate Students' Association  
**President Report – January 2019 GSA Council Meeting**

Welcome back to the winter 2019 term! I hope all Council members had a joyous holiday season and have started the New Year on a high note.

We are also pleased to welcome new graduate students to the University and hope that as they transition into their academic programs, that they be greeted with open arms.

**(1) Wellness Supports**

It is with deep sadness that we began the year with the death of an undergraduate and a graduate student. In this time of grief, we would like to remind and encourage all our members to feel free to approach our Staff or an Executive at any time, especially during times of difficulties. We are here to ensure that your journey at the University of Saskatchewan is one that is supported, both academically and otherwise, joyous, rewarding and successful. There are many support services on campus to ensure your mental, physical and emotional well-being. Please use these services, especially at times of grief or when you feel you need the support, whatever the reason may be, and do not hesitate to ask questions. If you feel there is something else that needs to be incorporated or introduced, please approach us and we would be more than happy to initiate these discussions on your behalf with senior administration.

**(2) Graduate Student Participation on the Board of Governors**

On December 11, 2018, we presented to the Board of Governors on the importance of having a graduate student participate in the Board meetings. We emphasized the unique views and perspectives that graduate students would bring to the discussions, thus adding diversity and ensuring the discussions are well-rounded. We reiterated the fact that we are the only U15 institution without graduate students on the Board of Governors. Despite our efforts of requesting non-voting participation for graduate students, the Board indicated that at this time, they were not in a position to make any amendments to the composition of the Board. We will continue our efforts on this issue, as we believe it is an important step in the right direction for the University of Saskatchewan, being a research intensive University. The addition of a graduate student on the Board will ensure that we are more aligned with other U15 universities

and that the Board is more representative of its stakeholder population so that decisions are better informed and based on a well-rounded discussion.

### **(3) Graduate Student Achievement Events**

The winter term brings about several different activities that are aimed at supporting your academic success, providing you with professional development and celebrate your achievements. On February 27 and 28, the GSA will organize the Graduate Student Research Conference, “Research for a Better World – A Holistic Approach”. On March 27, the GSA will host the Three-Minute Thesis Competition. On April 6, the GSA will host the Annual Awards Gala, 7th iteration, where we celebrate faculty and honour our graduate students and award those who have been exceptional leaders in their field, at the University and in the community. Through these events, we hope to showcase and celebrate you and demonstrate to the campus community and the community at large the important role you play at this University.

### **(4) Appreciative Inquiry**

In February (date to be confirmed), we hope to engage both graduate students and faculty in a discussion that would identify the key components of a successful student-supervisor relationship. Through this discussion, we hope to have a follow up that would allow us to identify what other supports need to be in place to foster this positive relationship. This initiative will be hosted by the GSA, with support from the College of Graduate and Postdoctoral Studies, and facilitated by a faculty member in the College of Education.

We will continue looking for opportunities that will benefit graduate students at the University of Saskatchewan. This includes the faculty support manual that we hope to be able to provide a draft to Council prior to the end of our term. We continue to have discussions with senior administration and members of the College of Graduate and Postdoctoral Studies on how we can ensure our graduate students succeed academically and what proactive measures can be put in place to ensure our graduate students are aware of all the resources that promote their success.

Naheda Sahtout

President, Graduate Students’ Association



## Monthly Report from the VP Finance and Operations January 2019 GSA Council Meeting

Good Evening GSA members,

I am pleased to keep you informed with an update on my activities as the current Vice-President Finance and Operations.

I would like to thank the Office Manager and the GSA President who have done an extraordinary effort during the past months. As a team we have done everything that practically the most essential work in this portfolio is up to date. Additionally, I have actively participated in the selection of the recipients of the Best and Brightest award for undergraduate students as a committee member of the Scholarships and Awards Committee. Furthermore, a meeting with a representative of Studencare (our Health and Dental Insurance provider) will take place soon to talk about Health and Dental coverage, the VP External and I will attend this meeting as members of the Health and Dental Committee. Moreover, I am organizing a meeting with the Budget and Finance Committee members to look at next year's budget.

Finally, I would like to invite GSA members to participate in the different activities organized by the GSA that can be looked at the GSA Calendar in our website.

<https://gsa.usask.ca/events/calendar.php>

Please feel free to contact me at [gsa.fin@usask.ca](mailto:gsa.fin@usask.ca) or speak to me anytime at the Commons should you have any questions or need any further clarification.

Other meetings:

Date	Meeting
<b>January 16, 2019</b>	University President meeting
<b>January 17, 2019</b>	Health and Dental Committee
<b>January 17, 2019</b>	Executive meeting
<b>November 22, 2019</b>	Budget and Finance Committee
<b>January 31, 2019</b>	Executive meeting
<b>January 31, 2019</b>	RSAW Committee
<b>February 1, 2019</b>	Governance Committee
<b>February 4, 2019</b>	Scholarships and Awards Committee

Sincerely,

[Jesus Corona-Gomez](#)

Vice-President Finance and Operations.  
Graduate Students' Association

January 2018

**RE: VP Student Affairs Report to Council**

Dear Council Members:

Please find below my November-December report to council.

**1) GSA Winter Orientation**

The GSA Winter Orientation on January 9<sup>th</sup>, 2019 was a successful event and well attended. Although I could not be present due to personal commitments, the GSA President Naheda was very kind stepping up and covering for me. Thanks to her everything went very well.

**2) Graduate Student Research Conference**

Now I am working on the planning of the GSA conference (The Research that the World Needs: A holistic approach). A call for abstracts and registration has been sent out and the link is live and available online at the GSA website. Promotion of the event will be posted continuously within university channels to attract as many participants as possible.

**3) Meetings**

The following is an updated list of meetings and workshops I have attended, since the last GSA Council meeting:

Note: Unfortunately, I had to send regrets to couple committee meeting due to personal commitments out of the country.

<b>Date</b>	<b>Meeting</b>
December 11, 2018	Governors Board Meeting
December 11, 2018	GSA Council Meeting



**Graduate Students' Association**  
University of Saskatchewan

1337 College Drive, Saskatoon SK S7N 0W6  
Phone: (306) 966-8471 Fax: (306) 966-8598  
Email: gsa.admn@usask.ca

January 2019

**RE: VP External's Report to Council**

Dear Council Members,

Please find below my January report to council:

**1) Health and Wellness**

I plan to hold the 4th first aid/CPR session during the February reading break. This is still a tentative date as we are still working out the logistics, learning from past errors. For more details and/or to indicate your interest in taking the course, please contact me at [gsa.external@usask.ca](mailto:gsa.external@usask.ca).

- This month's health chat will be a one-hour hands-on introduction to self-defence, and will be offered by members of Protective Services.

Month	Topic/Activity
January	Self-defence

**2) GSA Guppies**

This term, for the first time (in, probably, a long time), we are sponsoring three teams under the GSA – volleyball, basketball, and futsal. The list is full already, but any of our members can always drop in as a substitute player if they wanted to play.

**3) YXE Green Strategy and Workshop**

This is a sustainability workshop being organized by the City of Saskatoon in collaboration with the GSA and SENS. The purpose of the event is to sensitize students to the need to go

green, and show them strategies by which they could easily incorporate green living in their daily lives. It will be open to all students.

4) **International Activities Committee of Council (IAC)**

The IAC has been recommended to be disbanded as a committee of council as most of its work is already being taken up by other departments of council/administration.

5) **GSA Gala/Awards Night**

Preparations are still ongoing, and we have been receiving positive responses to our sponsorship requests.

6) **Meetings**

The following is an updated list of meetings/events I attended in December/January.

<b>Date</b>	<b>Activity</b>
<b>December 12</b>	International Activities Committee of Council
<b>December 18</b>	Meeting with the CGPS Team
<b>January 4</b>	Meeting with the decorator for the Gala
<b>January 8</b>	Meeting with the Provost and three other senior admin
<b>January 9</b>	Winter Orientation
<b>January 10</b>	GSA Sustainability Committee Meeting
<b>January 16</b>	Breakfast Meeting with the President's Executive Committee (PEC)
<b>January 17</b>	GSA Executive Meeting
<b>January 18</b>	GSA Governance Committee Meeting
<b>January 21</b>	Working Groups on Student Life and Student Engagement
<b>January 22</b>	TLARC Teaching Quality Working Group
<b>January 22</b>	GSA Council Meetings

