

Brit Paris
GSA President
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January 22, 2019 to February 19, 2019

Strategic Plan Pillars

As President, part of my job is to ensure the organization is moving forward in accordance with the strategic plan. The GSA's 3-year strategic plan (2016-2019), *Peer Beyond*, can be found [here](#).

Improving the Association (Resilience)

Improve Governance Processes and Procedures – 2018-2019 Goal

- Develop and implement policy review timeline and processes
- Develop and implement DGA Bylaw approval processes

Update:

- Elections policy approved updated and coming to the board for approval in the next week.
- Privacy policy reviewed by the board and undergoing requested changes before being reviewed by the Governance committee.

Hire new Executive Director

- Search committee has been created, consisting of the GSA President, GSA VP Finance & Services, LDL Manager, HR Manager, a member of SLT and a member of GRC.
- The search committee has reviewed the job advertisement and job posting. The search firm is now surfacing candidates for us.

Improving Student Engagement

Improve the Quality Money Program – 2018-2019 Goal

- Increase student applications
- Increase quality of applications
- Increase impact of applications
- Improve tracking of funded projects

Update:

- A fourth intake was created and we are now accepting applications on a rolling intake until March 6th.

Emergency Bursaries

- Applications open and ongoing. Please let people know about this valuable service!
<https://gsa.ucalgary.ca/financial-support/bursaries/>

Improving Student Representation (Organizational Learning)

Establish Labour Relations Committee – 2018-2019 Goal

- Increase autonomy of committee from the Board
- Increase student representation

Update:

- Representatives have been trained for delivering lunch and learn sessions within departments and faculties. We are now working to connect with DGAs to set dates for lunch and learn sessions titled “Rights and Responsibilities of Graduate Assistants”. Please email lrc.gsa@ucalgary.ca if you would like to be one of the first.
- Representatives recruited for all faculties except Business, and Kinesiology.
- General election is being held for the position of the labour relations committee chair, now titled the Associate Vice President, Labour and the faculty representatives. Nominations closed February 19th.
- This is a reminder to students that when receiving an offer to TA or RA, you should receive a contract *and* an assignment of duties form (AOD). The AOD should be completed *with* the professor supervising you. Both parties are held to the terms of the contract and the AOD.

Renew Strategic Plan – 2018-2019 Goal

- Create a strategic plan to guide the organization to sustainable growth from 2019 through to 2022.

Update:

- Meetings with the board, staff, and senior leadership have been conducted.
- No members signed up for the focus groups, so instead using data from previous annual surveys to inform the plan.
- Planning committee has been struck consisting of the GSA President, VP External, staff members and an SLT member.
- We are now moving forward with understanding where we are as an organization so that we can plan consistent goals.

Other Accomplishments

- We are moving forward on plans to join the Canadian Alliance of Student Associations. See Marcela’s report for more detail or ask a question during question period.
- Calgary Student Alliance held its first mixer and it was a success. I’m excited to see where this group goes.

FYI & Highlights

- Upcoming university searches include the VP Research and a review of the Dean of Science.

Total Hours

Meetings: 59

Other: 46

Total: 105

Average per week: 26.25

Meetings Attended

Meeting name	Day of the Week	Date
Werklund Dean Search Committee	Tuesday	January 22
Shortlisting sustainability award	Wednesday	January 23
QM Adjudication	Wednesday	January 23
Governance Committee Chairs	Wednesday	January 23
BOD Meeting	Thursday	January 24
Executive Lunch	Thursday	January 24
Ab-GPAC In Camera Meeting	Thursday	January 24
Emcee Coffee & Cookies with the President	Friday	January 25
GRC Slide Review	Monday	January 28
Setting up Qualtrics for Election with Crystal	Monday	January 28
Neighbourhood Task Force	Tuesday	January 29
GRC	Tuesday	January 29
Jason's Going Away	Wednesday	January 30
BOD	Thursday	January 31
Lunch with Chancellor	Thursday	January 31
FGSC Exec	Thursday	January 31
Quality Money Consultation	Thursday	January 31
Lisa Yong's Going Away	Friday	February 1
Meeting with CASA Membership Officer	Monday	February 4
CRO Meeting	Monday	February 4
APPC	Monday	February 4
Diversity Days Keynote	Tuesday	February 5
Strategic planning discussion with Narmin Ismail-Teja	Tuesday	February 5
Schulich Dean's Council Presentation on Contract Compliance	Wednesday	February 6
LRC Lunch & Learn	Wednesday	February 6
1 on 1 Robin Yates	Wednesday	February 6
BOD	Thursday	February 7
Student Meeting	Monday	February 11

Governance Committee	Monday	February 11
ab-GPAC governance committee	Monday	February 11
Calgary Student Alliance Mixer	Monday	February 11
United Way Awards	Tuesday	February 12
Student Meeting re strategic planning	Wednesday	February 13
Update on ab-GPAC ED review	Wednesday	February 13
Joint Committee Meeting	Thursday	February 14
BOD Meeting	Thursday	February 14
General Faculties Council	Thursday	February 14
BOG Budget Committee	Tuesday	February 19
WCDT - Property & Development Committee	Tuesday	February 19

Elena Favaro
Vice President Academic
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22 January – 19 February 2019

Strategic Plan Pillars

As Vice President Academic, I'm committed to ensuring that the GSA's Strategic Plan is the guiding document when developing program, undertaking projects, or participating in initiatives as a representative of the Graduate Student population. The GSA's 3-year strategic plan (2016-2019), *Peer Beyond*, can be found [here](#).

Improving the Association (Resilience)

Graduate Student Specific Bystander Intervention Training Opportunities

- **Graduate-Specific** Bystander Intervention Training will be offered at:
 - Main Campus
 - Tuesday 5 March 17-19:00; Last Defence Lounge
- Campus Support wallet cards are available at the LDL, the GSA offices, and will be available at GRC

Awards Program Committee

- Of Note: There were 130 applications for the PDG. Unfortunately, nearly 1/3 were incomplete. Please ensure you're submitting a complete application.
- Created a robust rubric for adjudicating Leadership and Emerging Leaders award.

Improving Student Engagement

Peer Beyond Graduate Research Symposium

- The 3rd annual Peer beyond Graduate Research Symposium was held on 22 February 2019.
- Specifics of the day will be presented at GRC, as this document is due before the symposium.

GSA Elections

- Have discussed the VPA role with several interested students.

Improving Student Representation (Organizational Learning)

USRI Working Group

- As the sole Grad student on this working group, I have advocated on behalf of the graduate student as a student enrolled in a course and as a TA in a lab/tutorial.

Other Accomplishments

FYI & Highlights

Was away from the office the second week of February

Total Hours

Meetings: 21

Other: 30

Total: 51

Meetings Attended

Meeting name	Day of the Week	Date
GFC Research and Scholarship Committee	Tuesday	22 January
QM Evaluation Meeting	Wednesday	23 January
GAPS	Wednesday	23 January
Board Meeting	Thursday	24 January
One-on-One with Brit	Thursday	24 January
Meeting with Student	Thursday	24 January
GRC Slide Review	Monday	28 January
Peer Beyond Working Group – Adjudication Meeting	Monday	28 January
Meeting with Vice Provost Teaching and Learning	Tuesday	29 January
GFC Executive Committee	Tuesday	29 January
GRC	Tuesday	29 January
Jason Unsworth's Farewell	Wednesday	30 January
Board Meeting	Thursday	31 January
Meeting with Hunter Hub	Thursday	31 January
Lisa Young's Farewell	Friday	1 February
Leadership Award Meeting	Wednesday	13 February
GFC	Thursday	14 February

Marcela Lopes
GSA VP External
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January 21st, 2019 to February 18th, 2019

Strategic Plan Pillars

As the Vice President External, part of my job is to ensure the organization is moving forward in accordance with the strategic plan. The GSA's 3-year strategic plan (2016-2019), *Peer Beyond*, can be found [here](#).

Improving the Association (Resilience)

Create awareness of UCalgary GSA – 2018-2019 Goal

- Increase GSA's exposure to federal, provincial and municipal government
- Increase GSA's exposure to other Associations.

Update:

We keep moving forward with our exposure to other associations. The Calgary Student Alliance had its first mixer, where presidents and vice-presidents of student associations got together to talk about their roles, plans for the future and new ideas for collaborations.

Our GSA has also been interacting with the Canadian Alliance of Student Associations (CASA) about its actions on graduate students, and on our current status at the alliance – so far we are observer members.

Continue improving our relationship with UCalgary Senate

Update: Lecture of a lifetime will be on **May 2nd, 2019** at 6pm on main campus.

I am involved in the senate strategic plan. The group has so far accomplished the following: mission, vision, values, and strategic direction for the next years. The senate wants to get more involved with student groups and student research – they are already involved with the Grad College and they are looking forward other types of collaboration.

Improving Student Representation (Organizational Learning)

Strength advocacy– 2018-2019 Goal

- Increase awareness of graduate student issues by:
 - Increasing advocacy efforts; and
 - Increasing our own understand of issues.

Alberta Graduate Advocacy Council (ab-GPAC)

Update: During the past month the board of directors focused on ab-GPAC's governance and structure. We re-evaluated our Executive Director. We reviewed policies, bylaws and volunteer procedures.

At the same time, some of our directors continued meeting members of the legislative assembly and stakeholders.

Calgary Student Alliance (CSA)

No Update

Canadian Alliance of Student Associations (CASA)

This year the following asks were present at Advocacy Week in Ottawa there were appealing to our student population:

- Help international students to navigate the immigration system
- Facilitate co-ops and internships for international students through changes in study and work permits
- Increase or reallocate SSHRC, NSERC and CIHR funds to ensure students are given a fair share of research dollars
- Create financial aid for inclusive graduate studies

Graduate students need to lobby to the federal government on two big issues:

1. Scholarships and funding: The tri-agency financial administration is one of the main sources of research dollars. The tri-agency financial administration is composed by the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC)
2. International student: Immigration, Refugees and Citizenship Canada is the department of the Government of Canada with responsibility for matters dealing with immigration, which includes but is not limited to study permits and work permits.

Other Accomplishments

Ongoing Committees

- Tuition and Fees Consultation Committee
- Senate Engagement Committee
 - Mentorship working group
 - Lecture of a lifetime working group
- President's transition implementation working group – Finished in February.
- Senate Strategic Plan Working Group
 - Create a new Strategic Plan for UCalgary Senate

- Graduate College Steering Committee: the college is now an independent group. The steering committee will no longer exist
- ab-GPAC governance committee
- CASA graduate committee

FYI & Highlights

Total Hours

Meetings: 61 hours

Other: 50 hours (including events and travel)

Total: 112 hours

Average per week: 28 hours

Meetings Attended

Meeting name	Day of the Week	Date
College Steering committee meeting	Tuesday	January 22
Senate Strategic Planning	Tuesday	January 22
Sustainability award shortlisting	Wednesday	January 23
One-on-one with Brit Paris	Multiple	Multiple
One-on-one with John Alho (Associate VP)	Wednesday	January 23
Quality Money adjudication	Wednesday	January 23
Board Meeting	Thursday	January 24
One-on-one with Mina	Multiple	Multiple
One-on-one with Aida (Friends of Public Transit)	Thursday	January 24
Senate committee - Lecture of a lifetime	Monday	January 28
GRC slide Review	Monday	January 28
Meeting with Brit and Haley (Chair of awards committee)	Monday	January 28
Senate 101 on Honorary Degrees	Monday	January 28
One-on-one with Danielle (GSA interim ED)	Tuesday	January 29
GRC	Tuesday	January 29
Meeting with a potential GSA VP candidate	Wednesday	January 30
Board meeting	Thursday	January 31
Lunch with the chancellor and the GSA Board	Thursday	January 31
Health Dental proposal presentations	Friday	February 1
Task force on relationships meeting	Friday	February 1

Meeting with CASA staff	Monday	February 4
Meeting with Narmin (senator) on the GSA strategic plan	Tuesday	February 5
Senate Strategic Planning	Tuesday	February 5
One-on-one with Sasha (ab-GPAC chair)	Wednesday	February 6
Senate committee - Lecture of a lifetime	Thursday	February 7
Senate meeting	Thursday	February 7
Task force on relationships - Terms of reference review	Friday	February 8
Ab-GPAC Executive Director Review – Meeting with ab-GPAC chair and ED	Friday	February 8
Ab-GPAC Governance committee	Monday	February 11
Ab-GPAC board of directors in camera meeting	Wednesday	February 13
Board meeting	Thursday	February 14
General Faculties Council	Thursday	February 14

Mina Iskander
Vice President Student Life
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January 22 to February 18, 2019

2018-2019 Goals

Strategic Plan Pillars

As Vice President Student Life, I am committed to ensure that all aspects of my portfolio are in alignment with the GSA's strategic plan. The GSA's 3-year strategic plan (2016-2019), *Peer Beyond*, can be found [here](#).

Improving the Association (Resilience)

Provide better DGA support

- I have worked with several new DGA executives to strengthen their understanding of their roles as student leaders and to facilitate the transition process.
- I have worked on streamlining the logistics of events booking and event grants and support (in collaboration with the governance coordinator). Therefore, for a DGA/GSG to organize an event, all they need to do is fill out one form on our website that includes everything they need including venue booking.

Secure agreements for the continuing benefit of our students

- I have negotiated and signed our agreement with the conference and events management to secure 120 room bookings for the whole GSA per month – including DGAs and GSGs. This number is to be managed by our staff so we can offer more room bookings for active DGAs and GSGs.
- I am working on finalizing our first agreement with com/media services to secure two free com/media bookings a month for each DGA/GSG. In previous years, we did not have any form of written agreement between the GSA and com/media.
- Waiting for a few signatures on the com/media agreement to happen this month and the agreement will hopefully be ready soon.
- I informed higher management of IT about the delay in processing this agreement and they are looking into it

Implement a new collaborative structure for student experience committees

- This year, based on recommendations from the previous Board, I have a new structure of the student experience committees. The new structure contains one main committee: Student Experience and Events Committee and this committee includes four subcommittees: Community Engagement and Events, Gender and Sexuality Alliance,

Mental Health and Wellness and Newcomers and International Students. This new structure ensures a collaborative approach in all student experience aspects.

Update:

- We have the first working group formed to organize events on Diversity Days and Pluralism week.
- The working group has done a great job on Diversity Days.

Improving Student Engagement

Provide on-ground communication

- This year, in collaboration with the Community Engagement and Events (CEE) Subcommittee, we established a new on-ground communication program called *Building Bridges*. GSA Quality Money funds this project. Simply, each month we have a booth in a specific places on campus providing information about a specific topic with the help of one executive member, volunteers from CEE and the Chair of CEE.
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That Grad Space

- Space now open! See <https://gsa.ucalgary.ca/services/thatgradspace/> for more information

Update:

- We have had a welcome event for incoming students in That Grad Space to get them comfortable with the space.

Support our remote campuses

- I am communicating with student representatives from Foothills campus and Downtown campus to host social events there in addition to the regular events that have been happening in Foothills previously.

Update:

- We had a social event on Alberta Children's Hospital on February 13
- We had a social event on Downtown Campus on Jan. 29

Organizational Learning

None this time.

Other Accomplishments

- Regarding Family housing, I communicated the residents' requests of having free internet like every other residence on campus to the university Vice-President Finance and Services. Her team is working on it currently and waiting for some responses from internet providers.

FYI & Highlights

None this time

Total Hours

Meetings: 44

Events: 7

Other: 15

Total: 67

Average per week: 18

Notes:

Meetings Attended

Meeting name	Day of the Week	Date
QM adjudicating meeting	Wednesday	January 23
Board Meeting	Thursday	January 24
Events weekly meeting	Monday	January 28
Neighborhood Task Force meeting	Tuesday	January 29
GRC	Tuesday	January 29
Meeting with Brit	Wednesday	January 30
Board Meeting	Thursday	January 31
Lunch with the Chancellor	Thursday	January 31
Finalist H&D	Friday	February 1
Meeting with potential candidate for VPSL	Wednesday	February 6
Meeting with potential candidate for VPSL	Wednesday	February 6
Meeting with Jen Quinn from LSE	Wednesday	February 6
Meeting with Myra and Nancy from CFD	Wednesday	February 6
Board Meeting	Thursday	February 7
Meeting with Family housing residents	Tuesday	February 12
Meeting with potential candidate for VPSL	Tuesday	February 12
SEEC chairs meeting	Wednesday	February 13
Board meeting	Thursday	February 14
GFC	Thursday	February 14
Meeting with potential candidate for VPSL	Friday	February 15
Meeting with SEDV DGA rep	Friday	February 15

Mohammad Mansouri
Vice President Finance and Services
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January 21, 2019 to February 18, 2019

Strategic Plan Pillars

As Vice President Finance and Services, my activities and undertaken projects must be in alignment with the GSA's Strategic Plan. The GSA's 3-year strategic plan (2016-2019), *Peer Beyond*, can be found [here](#).

Improving the Association (Resilience)

Health and Dental plan

- As a VP Finance and Services, I usually receive daily emails from graduate students regarding the health and dental plan. I reply to all emails in less than 24 hours, usually two hours.

Improve Health and Dental Plan - 2018-2019 goal

- Define a timeline
- Study the current plan
- Involve students as much as possible
- Involve experts
- Define criteria
- RFP process and call for proposal
- Select the best option
- Perform transition

Update:

- The Finalist presentation was held on February 1, 2019. Three bidders were invited to the finalist presentation. Each bidder had two hours to present his proposal and answer questions. The GSA board, H&D Advisory Committee, our insurance consultant (Mercer), and Executive director of GSA attended the finalist presentation.
- Both the insurance consultant and H&D advisory committee recommended one of the bidders as the best possible option. I presented the recommendation to the GSA board.
- I will also present the complete report and recommendation in this GRC meeting.
- The great news is that health and dental plan fee will decrease \$10 in the following year, and the services will be enhanced too.

Finance Standing Committee

- The committee had a monthly meeting to review the income statement of GSA & LDL.
- The committee reviewed budget 2019/20 and Labor Relationship Committee honorarium (LRC) on January 25, 2018.
- Budget 2019/20 was approved by the Committee

Continue to Improve LDL performance-2018-2019 goal

- Increase the benefits
- Optimum Hours of operation
- Manage food costs for highest possible revenue
- Manage labour expenditures for highest possible revenue
- Improve sustainability

Update:

- The sustainability committee is planning a storage audit in the LDL.

Improving Student Engagement

Sustainability Committee

- The committee is planning to organize the third event.
- The committee is collaborating with LDL to implement sustainable performance.

Health and Dental Advisory Committee

- The committee attended the finalist presentation, which was held on Feb. 1.
- The committee had its last meeting on February 13.
- Based on finalist presentation and submitted proposals of bidders, the committee recommended one of the bidders as the best possible Third Party Administration (TPA).

Improving Student Representation (Organizational Learning)

None at this time

Other Accomplishments

Budget 2019/20

- I presented budget 2019/20 to the GSA board.
- I presented budget 2019/20 to FSC on January 19, 2019.

FYI & Highlights

Health and Dental Plan

- Please don't hesitate to email me if you have any questions, concerns, or feedback regarding Health and Dental Plan.

Total Hours

Meeting: 50

Others: 43

Total: 93 hours

Average per week: 23.25hours

Notes:

Graduate Students' Association of the University of Calgary
ES1030, 844 Campus Place NW
Calgary AB T2N 1N4
www.gsa.ucalgary.ca

Meetings Attended

Meeting name	Day	Date
QM17-148 Meeting	Monday	January 21
Campus and Facilities development Subcommittee	Tuesday	January 22
Shortlisting the GSA Sustainability Award	Wednesday	January 23
QM Adjudications Meeting	Wednesday	January 23
Board meeting	Thursday	January 24
Student Activity Fund (SAF) Committee meeting	Thursday	January 24
Finance Standing Committee	Friday	January 25
Sustainability Committee meeting	Tuesday	January 29
GRC	Tuesday	January 29
H&D Finalist presentation agenda review	Wednesday	January 30
Board meeting	Thursday	January 31
Coca Cola Annual review	Thursday	January 31
Meeting to discuss Investment policy	Thursday	January 31
H&D Finalist Presentation	Friday	February 1
H&D discussion	Tuesday	February
Building Bridges Booth	Wednesday	February 6
Board meeting	Thursday	February 7
Meeting with Mercers	Friday	February 8
Meeting with Executive team of QM project 18-216 Geomathon Competition-Goa Days	Friday	February 8
BMA Committee Meeting	Monday	February 11
Calgary Student Alliance Mixer	Monday	February 11
Sustainability Awards Judging Panel 1	Tuesday	February 12