
UMGSA Council Meeting Documents Index Page **Wednesday, October 25th, 2017 - 6:00 PM - UMGSA Lounge**

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Appendix II :

UMGSA Committee Reports September 1st - 30th, 2017

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Date: September 18th, 2017

- The Executive did not meet at the beginning of September, due to the already significant time commitments for Orientation and other start-of-term tasks.
- The Executive discussed agenda items for the September 27th Council meeting. The motions appeared in that Council Meeting's Document Package.
- The Executive discussed the plans for the UMGSA Awards Luncheon.
- The Executive had a very preliminary discussion about possible UMGSA Governance Changes. No changes are being pursued at this time.

Bylaws & Policy Committee

Chair: Chandan Q Howlader (VP Internal)

Finance Committee Meeting Dated: 19th September 2017

a. Matters Discussed at the Campaigns

1. Election policy (use of social media and mass email)

b. Motion:

1. BIRT the UMGSA allow social media campaigning with details to be crafted within a revised elections policy manual.
2. BIRT the UMGSA adopt clause 12.4.6. from the UBC GSA election policy manual (regarding details outlining on the social media campaigning).
3. BIRT we add "student list" to the new clause regarding social media campaigning (12.4.6. from UBC GSA approved above).

Abstained: Md. Emrul Hasan (VPA, UMGSA) abstained himself for motion 2.

Finance Committee

Chair: Chandan Q Howlader (VP Internal)

Finance Committee Meeting Dated: 12th September, 2017

- a. Matters Discussed at the Campaigns
 - 2. Conference grant application
 - 3. Special project grant
 - 4. Conference grant policy
 - 5. Conference grant application and budget sheet
- b. Motion: none.

Campaigns Committee

Chair: Albert Boakye (VP External)

Campaigns Committee Meeting Dated: 25th September, 2017

- a. Matters Discussed at the Campaigns
 - a. Updates from ThinkGrad Conference at McGill University
 - b. U-Pass Op-out Category for Students from the U-Pass Committee
 - c. Our Turn Action Plan to End Campus Sexual Violence
 - d. Textbook Campaign
- b. Motion: A motion was passed to support the Our Turn Action Plan to End Campus Sexual Violence

Awards Committee

Chair: Emrul Hasan (VP Academic)
(June 1 –September 30, 2017)

Preamble: UMGSA awards committee is an internal committee to work on UMGSA awards. The members of the committee include five members of UMGSA executives (Vice-president Academic, President, VPE, VPME and Senator), HSGSA VPA, Vice provost faculty of graduate studies, and 12 other members from different faculties. Usually in between June and July awards recipient's selections are done.

Reports:

This year application for UMGSA award was advertised on May 23 and the deadline was June 26. Once I received all the applications, checked with the graduation student lists. The awards committee met on June 28 for its first meeting. After a long discussion, committee decided to disqualify the late submissions and incomplete application, e, g applications with one reference letter. This year we received total of 70 applications (Fulltime Master's =44, Full time PhD=16, Part time Masters=3, Part time PhD =1) in all categories. Total 15 applications were disqualified based on late and incomplete submissions. At that meeting, applications were distributed to the committee members who were presented in the meeting. In the following meeting on July 10, members came up with their top lists and we finalize the recipients and alternate candidates. Then I sent the names to Financial Aids and Awards to final check whether they are holding any funds or not. After final check I inform the recipients that they have won. Awards committee agreed to meet on October for the next meeting.

Events Committee

Chair: Obiajulu Nnaemeka (VP Marketing & Events)

Held the Events committee meeting on the 28th of September to plan for upcoming Halloween social. The Halloween social was scheduled for Friday, October 27, 2017 at the UMGSA Lounge between 5:00 – 7:30 pm. This year's social will feature Evan Morgan who will be performing both stage and walk-around magic. The committee decided to provide some Halloween masks and other spooky costumes to graduate student at the door. Also, the programming of the Halloween social was finalized and various roles were assigned to the committee members including decorating, hosting, game coordination, etc.

The Events committee also discussed the Effective United Nations group as their president is now interested in changing their name to Effective United Nationals. Though our policies did not outline the process, we agreed that a proof of majority vote from within the club members concerning the name change would render it effective and officially recognised by the UMGSA.

Appendix III :

Senate Report October 2017

Written by: Skye Kushner

To: UMGSA members

Date: November 16th, 2017

Re: October 4th, 2017 University of Manitoba Senate meeting

Link to full senate agenda:

http://umanitoba.ca/admin/governance/media/2017_10_04_Senate_Agenda.pdf

Please note that this report contains only relevant items discussed on senate related to graduate studies and graduate students. All motions presented in this report were carried during the October 4th, 2017 Senate Meeting.

1. Question Period

In response to graduate and undergraduate concerns over recent allegations of sexual harassment by a University of Manitoba faculty member, the following question was submitted by the student senate caucus during question period:

In the past few months, allegations of sexual harassment and sexual misconduct perpetrated by a University of Manitoba Professor has come to light. Understandably, concerning confidentiality, the full details of this incident have not been publicly released. In the President's Report of the October 4th 2017 Senate Agenda, the President has made note of two items relevant to this issue. The first is the initiation of a review on the Respectful Work and Learning Environment (RWLE) Policy, the Sexual Assault Policy, and the RWLE and Sexual Assault Procedure in order to align with new provincial Standards. The second item is a statement made by the President on Sexual Misconduct, stating the significance of this issue in post-secondary institutions, the need for increased employee training, and the University's dedication to prevention strategies and victim support.

The Student Senate Caucus is pleased to see these issues being addressed in the President's report and would like to hear how the University plans to address the following points.

- What assurances can students be given that a review of policies will result in concrete change?
- What new Provincial standards is the University not currently meeting, and is the University willing to enact policies beyond Provincial standards?
- Are any changes in the Universities policies expected to result in increased accountability to perpetrators?

Finally, though not a question, the Student Senate Caucus would like assurances that review process will involve ensure student participation in a serious and significant manner.

As a response to the above questions, the university reiterated its commitment to reviewing the universities policies and that students will remain a critical part of this revision process.

2. Awards:

Two awards are established which are pertinent to graduate students including the:

- Dr. Natalia Aponiuk Travel Award for Research and Study Abroad (pg. 46)
- UMSU International Student Bursary (pg. 53)

Amendments have been made to three graduate student awards.

3. Reports of the Senate Committee on Academic Review:

Master of Education, Université de Saint-Boniface (pg.96)

- Minor revisions to the program including: offering a full-time masters of education program; That the UofM and USB work to facilitate administrative duties of USB personnel including appointing a position within FGS that is bilingual; that USB and UofM offer students the ability to complete registration online and select courses in French; Assigning faculty advisors to students at the start their programs; Classroom work, expanding the selection of online course offerings, varying modes of delivery for distance courses; and Offering courses to immersion students enrolled in UofM M.Ed. in Education who intend to teach French
- Two of the five previously outlaid objectives have been completed while others are in progress.

Geological Sciences (pg. 101)

- Minor revisions to the program recommended including but not limited to: maintaining current technical and administrative staff; Increased funding for graduate students; more co-supervision of graduate students within and outside of the department; the elimination of courses listed in the current catalogue which are no longer offered; A more comprehensive graduate student guide; the development of two or three “core courses”
- Four of the recommended changes are underway

Peace and Conflict Studies (Ph.D.; pg. 110)

- Minor revisions to the program recommended including: Work on improving governance procedures and policies; Develop policies on summer courses, and on creating a conceptual organizer to help guide students through their program of study; Complete the PhD program supplemental regulations; and Update the PACS web site.
- Action toward resolving all items recommended are underway

Orthodontics (pg. 113)

- Fifteen minor revisions to the program are recommended and discussions are underway with the Faculty of Graduate Studies towards the hiring of more tenure-track positions to support graduate research and teaching.

Pediatric Dentistry (pg. 122)

- Three recommendations are made towards improving the program including:
To charge the Associate Dean (Research) to assume additional responsibilities to represent the M.Dent. programs to FGS; To continue annual meetings of students, faculty and staff to review the program; To recommend a transparent process for the recruitment of the next program director and the subsequent leadership transition.
- A timeline has been established to resolve the recommended changes

4. Correspondence from the Provost and Vice President (Academic)

It is recommended that admission to the following graduate programs remain suspended:

- Cancer Control, Ph.D.
- Family Social Sciences, M.Sc.
- Icelandic Studies, M.A.
- Textile Sciences, M.Sc.

Appendix IV :

UMGSA Executive Reports September 1st - 30th, 2017

President - Carl Neumann

Executive Summary of Work:

- **UMGSA Fall Orientation:** In collaboration with FGS and Student Life, we had a successful Fall Orientation, including multiple workshops and other events. I was the MC for the Welcome Event on the first day, which included a great panel of experienced Grad students who answered questions for new Grad students.
- **UMGSA Orientation Social:** The Orientation Social was well-attended. We had a great DJ, and good games as well. I helped serve drinks throughout the event.
- **Other Fall Orientation Events:** Either alone or with others, I attended several additional Departmental and Faculty orientation events, including for the HSGSA. I informed people about the UMGSA and what we do. I also provided numerous UMGSA Handbooks for participating Grad students.
- **UMGSA Awards Luncheon:** We had a great UMGSA Awards Luncheon. I was one of the speakers. Multiple award recipients spoke about their research or about their teaching.

Meetings Attended:

September 12 th , 2017	UMGSA Finance Committee Meeting	1 Hour
September 14 th , 2017	UMSU Council Meeting	1 Hour
September 15 th , 2017	University IT Advisory Council Meeting	2 Hours
September 18 th , 2017	UMGSA Executive Meeting	1.5 Hours
September 19 th , 2017	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours
September 20 th , 2017	Senate Executive Committee Meeting	0.5 Hours
September 21 st , 2017	UMFM Annual General Meeting	3 Hours
September 22 nd , 2017	Meeting with Alumni Association President	1 Hour
September 25 th , 2017	Senate Planning and Priorities Committee Meeting	1 Hour
September 25 th , 2017	UMGSA Campaigns Committee Meeting	1 Hour
September 26 th , 2017	Board of Governors Meeting	3 Hours
September 27 th , 2017	FGS Executive Committee Meeting	1 Hour
September 27 th , 2017	UMGSA Council Meeting	1 Hour
September 28 th , 2017	UMGSA Events Committee Meeting	1 Hour
September 28 th , 2017	UMSU Council Meeting	1 Hour
September 29 th , 2017	Academic Schedule Review Committee Meeting	1 Hour

Meetings Missed: None

Time Spent in Meetings in September: 21.5 Hours

Office Hours:

Friday, September 1 st , 2017	1:00PM - 3:00PM
Thursday, September 7 th , 2017	12:00PM - 2:00PM
Thursday, September 14 th , 2017	12:00PM - 2:00PM
Thursday, September 21 st , 2017	12:00PM - 2:00PM
Thursday, September 28 th , 2017	12:00PM - 2:00PM

Time Spent in Official Office Hours in September: 10 Hours

Working Events Attended:

September 5 th , 2017	UMGSA Fall Orientation Day 1	5 Hours
September 6 th , 2017	UMGSA Fall Orientation Day 2	4 Hours
September 6 th , 2017	Applied Health Sciences Grad Student Orientation	0.5 Hours
September 6 th , 2017	UMGSA Orientation Social	4 Hours
September 7 th , 2017	City Planning Masters Students Orientation	0.5 Hours
September 8 th , 2017	HSGSA Fall Orientation	1 Hour
September 11 th , 2017	Natural Resources Institute Student Orientation	0.5 Hours
September 11 th , 2017	EdGSA Grad Student Orientation	0.5 Hours
September 15 th , 2017	Linguistics Grad Student Meet & Greet	0.5 Hours
September 22 nd , 2017	MEGSA Networking Event	1 Hour
September 25 th , 2017	UMGSA Awards Luncheon	2.5 Hours

Approximate Time Spent on Other Activities:

Working Events	20 Hours
Preparing Documents for Meetings	19.5 Hours
Other Email Correspondence	54.5 Hours

Total Hours Spent on the UMGSA in September, 2017: 125.5 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

Orientation

- We hosted an orientation for new HSGSA students in the Brodie Atrium with food from Shawarma Khan, and later followed it up with a social at 'l Bistro in HSC with a free drink for all attendees.

HSGSA Council

- We held our first HSGSA council with *some* of the new councilors from the different departments, but some had not yet finished their elections at the point of our council meeting. We had just enough to make quorum, and that was with the VPA switching to be the Med Micro councilor for just that meeting.

UMGSA Council

- I, unfortunately, missed UMGSA council, because I am an absent-minded fool who completely forgot it was happening XD. My apologies.

Executive Summary of Hours:

2017-09-06	Office Hours	2.0
2017-09-06	Presentation for Community Health Science Student Orientation	Negligible
2017-09-07	Dinner with Ed Kroeger to Celebrate Research Days	3.0
2017-09-08	HSGSA Orientation	2.0
2017-09-08	HSGSA Social	3.0
2017-09-11	E-mail Communication and Agenda Prep for Executive and Council Meetings	5.0
2017-09-12	E-mail Communication	1.0
2017-09-12	Preparation of Council Agenda	4.0
2017-09-12	HSGSA Executive Meeting	2.0
2017-09-13	Office Hours	2.0
2017-09-13	Medical Microbiology Student Orientation	1.5
2017-09-14	Met with Former VPI over Financial Documents	0.5
2017-09-15	E-mail Communication	1.0
2017-09-18	E-mail Communication	0.5
2017-09-18	UMGSA Executive Meeting	1.5
2017-09-19	Preparation for Council	3.0
2017-09-19	HSGSA Council	1.0
2017-09-20	Office Hours	2.0
2017-09-21	E-mail Communication	1.0
2017-09-29	E-mail Communication	2.0
Monthly Total		38.0

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Sep. 12, 2017	HSGSA Executive Meeting	2.0 hours
Sep. 18, 2017	UMGSA Executive Meeting	1.5 hours
Sep. 19, 2017	HSGSA Council Meeting	1.0 hour

Time spent in meetings: 4.5 hrs

Meetings Cancelled:

Meetings Missed: UMGSA Council

Office Hours:

Wednesday: 9:00 - 11:00 a.m.

Time spent in the office: 6.0 hrs (need to make up 2)

Total Hours Spent on HSGSA/UMGSA for September: 38.0 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Executive Summary of Work:

- Took photographs in Award luncheon
- Attended homecoming week as UMGSA representative
- Did regular office hours and conducted finance and Bylaws committee meeting. Details of these meetings in the committee report.
- Attended in U-pass committee meetings and took part in the opt-out process.

Executive Summary of Hours:

05/09/2017	U-pass meeting	0.5
06/09/2017	Helped to social	3
12/09/2017	Office Hours (making up for office hours for Sep 4) and finance committee meeting	5.0
14/09/2017	Signed checks	0.5
17/09/2017	U-pass meeting	0.5
18/09/2017	Office Hours and Exec	3
19/09/2017	Bylaws committee meeting and U-pass meeting	2.5
22/09/2017	U-pass meeting	0.5
25/09/2017	Award luncheon and office hour	5
26/09/2017	U-pass meeting	2
27/09/2017	Council meeting	1.25
September	Total time spent on committee meetings including office hours	23.75

Time spends on other activities

Email correspondence	5.0 hrs
Attended in homecoming week	2.5 hrs
Reading Bylaws and looked over UMGSA accounts	3.0 hrs
Preparing exec report	1.5 hrs

Total: 12.00hrs

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Monday: 3:00 pm - 5:00 pm.

Time spent in the office: 23.75 hrs

Total Hours Spent on UMGSA for September: 35.75 hours

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period covered Executive meetings, office hours and other external meetings.
- Met with Alumni Relations for networking and collaboration events.

Executive Summary of Hours:

2017-09-01	Driving to buy drinks for GSA Social Event	1:00
2017-09-05	GSA Orientation	2:00
2017-09-05	U-Pass Committee Meeting	1:00
2017-09-06	Office Hours	2:00
2017-09-06	GSA Social Event	3:00
2017-09-12	U-Pass Committee Meeting	1:00
2017-09-12	Finance Committee Meeting	1:00
2017-09-13	Office Hours	2:00
2017-09-18	Office Hours	2:00
2017-09-18	U-Pass Committee Meeting	2:00
2017-09-18	Executive Meeting	2:00
2017-09-23	Alumni Relations Meeting	1:00
2017-09-23	U-Pass Committee Meeting	1:00
2017-09-25	GSA Award Luncheon	2:00
2017-09-25	Campaigns Committee Meeting	1:00
2017-09-26	U-Pass Committee Meeting	1:00
2017-09-26	Events Committee Meeting	1:00
2017-09-27	Council Meeting	1:30
Monthly Total		27:30hours

Time Spent in Meetings: 20:00 hours

Meeting Cancelled: No Meeting was cancelled in the month of September 2017.

Office Hours:

Wednesday: Office Hours in the month of September became variable.

Total Hours Spent on UMGSA for September: 27:30 hours

Vice-President Academic (VPA) - Md. Emrul Hasan

Executive Summary of Work:

- UMGSA Awards Luncheon:**
 From September 9, I started inviting guests to UMGSA awards luncheon. Invitation was sent to FGS, Manitoba governments, University registrar, Secretary, financial aids and awards, student life, UMSU, award committee members, HSGSA and UMGSA executive and staffs. We had a good number of participations, around 46 people responded to attend but few of them were absent to the event. Overall it was a very successful event.
- Bylaws and Policy Committee:**
 I attended on UMGSA Bylaws and Policy committee meeting. We had extensive discussion about using social media, mass emailing during election and penalties for disobeying the policies. Committee recommend allowing social media campaigning during election. Committee also approve that UMGSA to adopt clause 12.4.6 from UBC election policy manual.
- Campaigns Committee:**
 I went to UMGSA Campaigns committee meeting. The chair of the campaigns committee, Albert briefly presented the report on ThinkGrad conference. He mentioned that UMGSA executive committee recommended being a member of ThinkGrad with fees of 800. We also had discussion on sexual violence polices.

Executive Summary of Hours:

Date	Activities	hours
18/09/2017	Noted out the email response from all guests, made plan for award luncheon, communicated with conference and catering and musician.	4.0
25/09/2017	Awards luncheon	4.0
01/09/2017-30/09/2017	Spent on average 10 minutes/daily on replying questions and answering about the Award luncheon info	2.50
September	Total time spent on the activities excluding office hours and meetings	10.50

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Sept 18, 2017	UMGSA Executive	2.0 hour
Sept 19, 2017	UMGSA Bylaw and policy	1.0 hour
Sept 25, 2017	Campaign Committee meeting	1.5 hour
Sept 27, 2017	FGS executive Committee	2.0hours
Sept 27, 2017	UMGSA council meeting	1.0hour

Total hours spend in meetings: 7.50hrs

Meetings Cancelled:

None

Meetings Missed:

N/A

Office Hours:

Regular-Friday: 2:30 pm to 4.30pm = 4hrs

Extra: (7+1.50) = 8.5hrs

Time spent in the office: 12.5 hours

Total Hours Spent on UMGSA for September: $10.5+7.5+12.50 = 28.5$ hours

Vice-President Marketing & Events (VPME) - Obiajulu Nnaemeka

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Sent out the September newsletters and worked with the office assistant to maintain social media pages.
- Worked with the FGS and Student Life on the preparation of a successful Fall Orientation event. Sourced for volunteers and student panellists for the program.
- Worked with the UFMF to schedule graduate students for the Grad Talks program beginning in October. The program has been scheduled to air every Tuesday from 10:30 – 11:00 am beginning October 3, 2017.
- Began planning for the UMGSA Halloween social scheduled for the 27th of October 2017.
- Worked alongside the executive team, volunteers and the FGS to facilitate the Fall Orientation program and the orientation socials on the 5th and 6th of September. The Orientation consisted of a welcome session, various Grad Steps workshops, campus tours and a networking event. The Orientation social held on the 6th of September with attendance above 120. The social was very successful and got very positive feedback.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
01/09/2017	10:00 AM	12:30 PM	Preparing and sending out September newsletter	2.5
	1:00 PM	3:00 PM	Purchasing alcohol for the UMGSA orientation social	2
04/09/2017	11:00 AM	12:30 PM	August Executive report preparation	1.5
05/09/2017	9:00 AM	8:00 PM	Orientation day 1 and UMGSA orientation social preparation	11
06/09/2017	9:00 AM	8:30 PM	Orientation day 2 and UMGSA orientation social	11.5
08/09/2017	11:00 AM	1:15 PM	Office hours (shifted from September 5 due to Fall Orientation)	2.25
14/09/2017	11:00 AM	1:30 PM	Office hours (shifted from September 12)	2.5
18/09/2017	11:00 AM	1:30 PM	Drafting and sending out vol. 2 September newsletter	2.5
	4:30 PM	6:00 PM	Executive committee meeting	1.5
19/09/2017	11:00 AM	1:25 PM	Office hours	2.42
25/09/2017	12:00 PM	2:30 PM	UMGSA Awards Luncheon	2.5
26/09/2017	11:00 AM	1:00 PM	Office hours	2
27/09/2017	4:30 PM	5:30 PM	Council meeting	1
28/09/2017	5:00 PM	6:00 PM	Events committee meeting	1
29/09/2017	5:00 PM	5:45 PM	Application for social occasion permit for Halloween social	0.75
September Total Hours				46.92

Time spent in meetings: 3.5 hours

Meetings Cancelled: None

Meetings Missed: None

Office Hours: Tuesdays: 11:00 am to 1pm

Time spent in the office: 9.17 hours

Total Hours Spent on UMGSA for September: 46.92 hours (46 hours 55 minutes)

Senator 1 - Silvia Araujo

Contact: senator1@umgsa.org

Executive Summary of Work:

- Attended Events Committee meeting, and special events representing the UMGSA (such as the Fall Orientation Social);
- Held office hours (it varied in times this month);
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
9/4/2017	7:00 PM	8:00 PM	Preparing Executive report and emails	1:00
9/5/2017	3:00 PM	5:30 PM	Office hours (3-5pm) + Extra time in the office	2:30
9/6/2017	9:00 AM	8:45 PM	Senate Orientation (9-10:20am) + Students Orientation (10:20-Noon) + Social (4:40-8:45pm)	7:05
9/12/2017	12:00 PM	2:00 PM	Office hours	2:00
9/27/2017	5:30 PM	6:30 PM	Council Meeting	1:00
9/28/2017	4:50 PM	5:55 PM	Events committee meeting	1:05
9/29/2017	10:30 AM	1:20 PM	Office hours	2:50
9/30/2017	12:00 PM	4:00 PM	Preparing Executive report + reading senate agenda	4:00
Monthly Total				21:30:00

Summary of Hours:

Time spent in meetings: 3:05

Meetings Cancelled: None.

Meetings Missed: Senate Committee on Awards.

Time spent in the office: 7:20

Total Hours Spent on UMGSA for September: 21:30

Senator 2 - D. Skye Kushner

Contact: senator2@umgsa.org

Office hours: Wednesdays, 10:30 PM – 12:30 PM

Executive summary of work:

- Changed office hours from 1:00-3:00 to 10:30-12:30.
- Re-familiarized university procedures for first Senate Executive Committee meeting.
- Attended orientation to two faculties and the senate representing the UMGSA
- Maintained email with UMGSA executive
 - UMGSA email account temporarily unavailable (August 21st – September 10th)

September – office commitments

Day	Start	Finish	Note	Total
7th	1:00:00 PM	3:00:00 PM	Reviewed travel award applications	2
13th	10:30:00 AM	12:30:0 PM	Reviewed travel award applications	2
20th	10:30:00 AM	12:30:0 PM	Reviewed agenda for upcoming senate executive meeting	2
27th	1:00:00 PM	3:00:00 PM	Reviewed travel award applications, documents for UMGSA council meeting	2
Total				8

September - meetings/other

Day	Start	Finish	Note	Total
6th	8:30:00 AM	11:00:00 PM	Senate orientation/Kin. Rec. orientation	2.5
11th	1:00:00 PM	1:30:00 PM	NRI Orientation	0.5
19th	5:30:00 AM	6:45:00 PM	Bylaws and policy meeting	1.25
20th	1:30:00 PM	2:00:30 PM	Senate Executive meeting	1
27th	5:30:00 PM	7:00:00 PM	UMGSA council meeting	1.5
Total				6.75

Summary of hours:

Total time spent in meeting: 4.5

Meetings cancelled: none

Meetings missed: Finance Committee (September 12th), UMGSA Awards Luncheon (September 25th)

Time away: None

Total hours spent on UMGSA for September 2017: 14.75

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work September 2017:

- Held office hours (Tuesdays 9:00-11:00)
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
09/05/2017	9:00 AM	11:00 am	Office hours-HSGSA	2
09/08/2017	11:00AM	1:00 PM	HSGSA Orientation	2
09/12/2017	9:00 AM	11:00 am	Office hours-HSGSA	2
09/12/2017	5:00 PM	6:30 PM	HSGSA-Exec Meeting	1.5
09/19/2017	9:00 AM	11:00 am	Office hours-HSGSA	2
09/19/2017	5:00 PM	6:30 PM	HSGSA-Council Meeting	1.5
09/25/2017	5:00 PM	6:00 PM	UMGSA Campaign Committee Meeting	1
09/26/2017	9:00 AM	11:00 am	Office hours-HSGSA	2
Monthly Total: 14:00:00				

Summary of Hours:

Time spent in Meetings: 4

Meetings Cancelled: None.

Meetings Missed:

Time spent in the Office: 8

Total Hours Spent on UMGSA for September: (14 hours).

Executive-at-Large - Richard From

Executive Summary of Work:

- Executive Meetings: Organized the food for the meetings. As a non-voting member of the executive, I provided historical memory and advice to the executive team and ensured that appropriate protocols were followed and that all viewpoints were considered.
- Attended UMGSA internal committee meetings as a non-voting resource member providing input when prompted.
- Reviewed and assembled executive reports into compilation document to be sent to the UMGSA President to be compiled into the council meeting documents.
- Held additional office hours to make up for absence in August.

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

September 12 th , 2017	UMGSA Finance committee meeting	1.0 hour
September 18 th , 2017	UMGSA Executive meeting	1.5 hours
September 19 th , 2017	UMGSA Bylaws and Policy committee meeting	1.5 hours

Other Activities:

September 1-30, 2017	email correspondence	4.0 hours
September 18 th , 2017	shopping for and delivering supplies	2.0 hours
September 21 st , 2017	reviewing UMGSA council documents	1.0 hour
September 25 th , 2017	attending UMGSA awards luncheon	2.0 hours
September 30 th , 2017	writing executive report	1.0 hour

Office Hours:

Fridays @ 11 am - 1 pm	8.0 hours
September 12 th , 14 th , 21 st @ 9am - 11am; 20 th @ 2pm - 4pm (make-ups for August)	8.0 hours

Additional time spent in the office collaborating: 1.5 hours

Total Hours Spent on UMGSA for September: 31.5 hours