
UMGSA Council Meeting Documents Index Page **Wednesday, January 23rd, 2019 - 5:30 PM - UMGSA Lounge**

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UMGSA Council Meeting Agenda

Wednesday, January 23rd, 2019 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

3. Approval of the Agenda

Note: Agenda Items for Concurrence Without Debate

Any item that has a beside it denotes an item intended for Concurrence Without Debate. These items include reports and other routine matters, and are considered accepted or adopted by the UMGSA Council without debate or a vote. Any Council Member who wishes to remove any item so-noted from the list of items for Concurrence Without Debate may do so by contacting the Council Chairperson prior to the meeting, or by requesting that it be removed when the Chair asks if there is any opposition to accepting these items for Concurrence Without Debate, immediately prior to the motion to approve the agenda as presented or as amended.

MOTION: BIRT the UMGSA Council approves the agenda for the January 23rd, 2019, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the November 28th, 2018, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes from the November 28th, 2018, UMGSA Council Meeting as presented.

5. Special Verbal Report to Council by Laura Forsythe

6. Committee Reports

6.1. November and December Committee Reports (Appendix II)

7. HSGSA Report

7.1. November and December HSGSA Report (Appendix III)

8. Senate Report

8.1. November Senate Report (Appendix IV)

8.2. December Senate Report (Appendix V)

9. Executive Reports

9.1. November Executive Reports (Appendix VI)

9.2. December Executive Reports (Appendix VII)

10. Departmental Reports

11. Unfinished Business

None.

12. New Business

12.1. Change to the Governance and Operations Manual Regarding Presidential Responsibilities: This change to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. The amendment is as follows:

Governance and Operations Manual

Executive

Article V: Executive Roles and Responsibilities

Current Wording

4. The President shall perform the following duties:
 - j. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.

Proposed New Wording

4. The President shall perform the following duties:
 - j. Coordinate appointments to external committees.

MOTION: BIRT the UMGSA Council approves this amendment to Article V, point 4.j. of the Governance and Operations Manual as written.

12.2. Change to the Governance and Operations Manual Regarding Vice-President Finance and Administration Responsibilities: This change to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. The amendment is as follows:

Governance and Operations Manual

Executive

Article V: Executive Roles and Responsibilities

Current Wording

5. The Vice-President Finance and Administration shall perform the following duties:
 - e. Approve the names of graduate students serving as active participants on UMGSA committees upon confirmation of participation.

Proposed New Wording

5. The Vice-President Finance and Administration shall perform the following duties:
 - e. Coordinate appointments to internal committees.

MOTION: BIRT the UMGSA Council approves this amendment to Article V, point 5.e. of the Governance and Operations Manual as written.

12.3. Removal of a Reference to the UMGSA Communications Policy in the Governance and Operations Manual: This change to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. This clause refers to a UMGSA Communications Policy which does not exist. The clause to

be removed is as follows:

Governance and Operations Manual

Executive

Article V: Executive Roles and Responsibilities

Clause to be Removed

6. The Vice-President Services and Support shall perform the following duties:
 - d. Implement the UMGSA Communications Policy.

MOTION: BIRT the UMGSA Council approves the removal of Article V, point 6.d. from the Governance and Operations Manual, with the following clauses in point 6 re-lettered accordingly.

- 12.4. Change to the Governance and Operations Manual Regarding Cultural Events:** This change to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. The amendment is as follows:

Governance and Operations Manual

Executive

Article V: Executive Roles and Responsibilities

Current Wording

6. The Vice-President Services and Support shall perform the following duties:
 1. Maintain authority of the development and implementation of social, cultural, and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.

Proposed New Wording

6. The Vice-President Services and Support shall perform the following duties:
 1. Maintain authority of the development and implementation of social and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.

MOTION: BIRT the UMGSA Council approves this amendment to Article V, point 6.1. of the Governance and Operations Manual as written.

- 12.5. Discussion of Indigenous Education and Programming:** Going forward with the UMGSA commitment to reconciliation, it is important for us as a Council to consider what actions we will take as a collective towards this effort. Beyond the theoretical platitudes of the reconciliation movement, we as the UMGSA must generate action items based on the desires of our individual departmental associations to honor the spirit of the Truth and Reconciliation Commission. Having reviewed the Calls to Action prior to the meeting (Appendix IX), we bring the question to the floor:

What can we as the UMGSA do to further reconciliation for our members in relation to the Calls to Action?

- 12.6. UMGSA Debit Card and Corresponding Account:** This request is following discussion with the UMGSA Executive, office staff and the UMGSA Finance Committee. Current practice requires an Executive to pay out of pocket for UMGSA

expenses. Based on recommendations from the Finance Committee, we are seeking approval to open an account that will hold a very limited budget. This account will have an associated debit card and will be a single signing authority account. Once opened, but prior to issuing the debit card, a usage policy will be crafted by the UMGSA Bylaws and Policy Committee that will include recommendations from the Finance Committee regarding account and debit card usage. Those considerations include:

- Strict sign-out protocol, including expense estimates.
- Daily purchasing cap and no cash withdrawal.
- Monthly transaction audit to be completed by the Finance Committee.

MOTION: BIRT the UMGSA Council approves the request to pursue a single-signing authority event expense account and associated debit card.

13. Announcements

13.1. Next Council Meeting: Wednesday, February 27, 2019 - 5:30PM - UMGSA Lounge

14. Adjournment

Appendix II :

UMGSA Committee Reports November 1st - December 31st, 2018

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: November 9th and 23rd, and December 7th, 2018

- The Executive continued planning for the AGM and the Fall Referendum.
- The Executive discussed creating a disclosure protocol to have a well-defined response mechanism when instances of racism or discrimination are brought to the UMGSA's attention. Guiding students and letting them know their options for how to proceed are the focus.
- Indigenous initiatives and indigenous participation within the University governance structure were also discussed.
- Planning for the UMGSA Holiday Hamper program was discussed.
- Creation of an online mechanism for the submission of UMGSA conference grants was also discussed.
- The Executive discussed and planned for the creation of UMGSA Writing Retreats.
- Opportunities to support family-friendly initiatives at the University were discussed.
- The UMGSA Budget Update was reviewed and discussed.
- Sending holiday cards to various partners within and beyond the University was also discussed.
- Opportunities to further promote the UMGSA and our activities were considered as well.

Finance Committee

Chair: Cody A. Ross (UMGSA VPI)

Meeting Date: November 29th, 2018

- The committee processed conference grant applications.
- The committee processed 4 special project grant applications.
- The committee discussed the status of the conference grant budget line and the budget changes approved by Council at the November UMGSA Council meeting.

Bylaws and Policy Committee

Chair: Cody A. Ross (UMGSA VPI)

Meeting Date: November 15th, 2018

- This month's meeting was focused on discussing, altering and voting on revisions to the UMGSA Governance and Operations Manual.
- Many votes were taken to approve proposed changes to aggregate the existing governing documents and to comply with changes that were previously discussed related to the UMGSA Bylaws.

Executive Review Committee (Internal Development and Review Committee)

Chair: Carl Neumann (UMGSA President)

Meeting Date: November 20th, 2018

- The IDR Committee formed the IDR Sub-Committee (IDRSC), which conducts the regular reviews of the UMGSA Executive. The IDRSC includes all of the members of the IDRSC excluding the executive members.
- The Committee voted to approve Chantal Asselin and Kevin Boreskie as co-chairpersons of the IDRSC.
- The first review of the current UMGSA Executive is presently underway.

Executive Review Sub-Committee (IDR Sub-Committee)

Co-Chairs: Chantal Asselin and Kevin Boreskie

Meeting Date: December 6th, 2018

- Decided that the first ERSC review would cover May 1, 2018 to November 30, 2018 and the second review would cover December 1, 2018 to April 30, 2019.
- Reviewers were anonymously assigned Executives to review with a due date of February 1st at 5:00pm.
- Dropbox file was populated with documents required for review process (attendance sheets, step by step instructions for reviewers etc.).
- Self & Peer Evaluation reports were sent to the Execs and Office Staff with a due date of January 7, 2019.
- Planned date for report completion is February 15th at 5:00pm.
- Co-chairs started creation of "instruction manual" for future ERSC in an attempt streamline the review process.

Election and Referendum Committee

Chair: Razia Sultana

Meeting Date: November 14th, 2018

Formation & roles of members description

- Chairperson: Razia Sultana
- CRO Referendum: Chantal Asselin
- CRO Elections: Ademola Adesola
- DRO: Pradeep Thapa

Referendum question was query about the fees collected for UMGSA need to be increased or not. Referendum voting took place between December 5th and 7th, 2018. The official results of this referendum was fees need to be increased.

Events Committee

Chair: Sakib Rahman (UMGSA VPME)

Meeting Date: November 23rd, 2018

The Events Committee met on 23 November, 2018 between 4:00 and 5:00 pm in the UMGSA office. We discussed the accounting for the trip to A Maze in Corn and Haunted Forest trip and discussed the logistics for the November Games Night. We also discussed the plans for UMGSA writing retreats and new year's event.

The Events Committee did not have a full meeting in December as quorum could not be met. But email communication was maintained and a working group meeting was held on December 21, 2018. We mainly discussed the collaboration opportunities between HSGSA and UMGSA and a resolution was reached to do a combined sports event in Spring Term (Flying Squirrel Trampoline Park). Updates were also provided regarding January events (Games night and back to school dinner).

Awards Committee

Chair: Silvia Araujo (UMGSA VPA)

Meeting Date: No Meeting Held

Extra Aspects Related to Academic Affairs

- Holiday Hampers:
 - In November we worked on structuring a new application form for the holiday hamper program. It was a self-declaration form, where the students were no longer asked to provide a document from the advisor (or their department) indicating their financial difficulties. Funded students were eligible to apply.
 - November 23, 2018 at 4 PM – open for applications.
 - Deadline: December 7, 2018 at 4 PM.
 - 55 applications received within the deadline, 31 awarded. Selection was based on the applicant's detailed answers.
 - Hamper pick-ups: December 19-21 from 9-3.
 - Students were asked to provide a feedback on the selection process when they came to pick up their hampers:
 - Some students still prefer giving the hampers to non-funded ones, and asking for a letter from the advisors.
 - Some students suggested having more people involved in the selection process and obtaining information from Financial Aid and Awards about bursary applications. Both suggestions are impractical due to confidentiality.
 - There were complaints about the questionnaire (they thought that asking if the students had gone without food was too invasive).
 - Most students wanted the form to be fillable.
 - We received 3 major complaints from students that were not awarded a hamper. Two of them were non-funded ones, but their answers did not make it as clear as the awarded ones that they were in great need.
- Awards:
 - On November 30, 2018 at 10 AM, the UMGSA President and I met with one representative from Financial Aid and Awards and 2 representatives from FGS, to discuss the ongoing changes to the awards. The University wanted us to be less involved in the selection process, but we kept the discussion going, as the UMGSA awards are meant to be “peer-to-peer” evaluated. They promised to get back to us soon with another proposal or more in-depth answers to our requests.
 - On December 4, 2018, Financial Aid and Awards got back to us and said that they gathered the proper documents and now we are eligible to continue using the “peer-to-peer” review process for our awards.
 - In January we will work on the final draft of the UMGSA Awards to move it on in order to, hopefully, have it approved by Senate in time for the 2019-2020 term.

Services and Support Committee (Campaigns Committee)

Chair: Skye Kushner (UMGSA VPE)

Meeting Date: November 22nd, 2018

The Campaigns Committee met once during the month of November. During the meeting, topics covered included affordability of education, and the commitment of the UMGSA towards the current model of continuing fees. Between this meeting and the last, a shared document was started to construct specific wording around statements. The shared document will be updated to reflect education affordability.

During the period of December 2018, the Services & Support Committee (previously known as the UMGSA Campaigns Committee) did not meet. Limited availability by the chair (Skye Kushner) resulted in a push to table agenda items until the following month.

Indigenous Ad-Hoc Committee

Chair: Laura Forsythe (UMGSA Senator 2)

Meeting Date: November 6th, 2018

The Indigenous Ad-Hoc Committee has recommended to host a series of workshops for grad students including the KARIOS Blanket Exercise, How be an Ally, and Open forum of all Minority groups on campus. It was recommended from the committee that there should be a greater effort in promoting all-inclusive Indigenous events on campus to the graduate students through all avenues available to the UMGSA. The committee fully support the exploration creating of an Indigenous Senate Accessor.

Appendix III :

HSGSA Report November 1st - December 31st, 2018

November was a busy month for the HSGSA. We finally sent out our student survey and collected valuable information about need for child care on Bannatyne campus, stipend issues, and what the best times are to hold events and workshops for Health Science students. We are still going through the responses for valuable suggestions and comments. We also organized a Town Hall event for students on Bannatyne to enjoy an East Indian meal and meet with various offices from this campus to learn about the range of services available to students, and how to access them. At the FGS executive meeting myself and Carl brought up the issue of graduate students getting paid less after receiving awards, and also access to plagiarism software for students to reduce the frequency of appeals cases we are seeing regarding this issue.

The month of December was productive for the HSGSA and started with us joining the UMGSAGM via tele-conference at the Bannatyne campus. We also held our Finance committee meeting for the Fall and discussed a few minor changes to the budget as well as some ideas for new future HSGSA funded student awards. Our finance executive will also be leaving the position due to graduating in the new year, so we discussed the transition of handing over the role; our VPA, and VP StB will take over the responsibilities for the remainder of this HSGSA year till May. We also held our HSGSA holiday party in the Brodie atrium on campus, which was very successful, and had approximately 35 attendees. On a very positive note, after bringing up graduate student issues with stipends after winning awards, and access to plagiarism software at last month's FGS executive meeting, Dr. Todd Mondor had the Associate Dean Dr. Louise Simard set up a meeting with me to discuss these issues and we have made great progress in looking at ways to address these major issues. This was all very promising progress heading into the New Year, and we look forward to continue advocating for these student issues and improving the student experience for U of M graduate students in 2019!

Carmine Slipski
President HSGSA 2018-19

Appendix IV :

November Senate Report

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2018_11_07_Senate_Agenda.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the Nov 07th, 2018 Senate Meeting.

ELECTION OF SENATE REPRESENTATIVES

- Cody Ross was elected to the Senate Committee on Nominations by Senate Executive Committee (Page 85)

MATTERS FORWARDED FOR INFORMATION

- Offering PharmD Degree by college of Pharmacy (Page 24)
 - College of Pharmacy would transition from offering a Bachelor of Science in Pharmacy (B.Sc.Pharm.) degree to a Doctor of Pharmacy (Pharm.D.) degree, to meet national accreditation standards.

REPORT OF THE PRESIDENT

Condemned the recent racist activities that struck the campus.

- He re-iterated these sorts of provocations are unacceptable.
- many within the University community feel targeted by these messages.
- Members of the University community should work together as they have shared responsibility to provide a safe and respectful work and learning environment.
- Investigations of recent activities ongoing by the Security Services and by the Winnipeg Police Service.
- The University security service on high alert for any signs of additional activity.
- Staff and Students should notify immediately to the security services if they notice any racist or threatening material.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC REVIEW

- Faculty of Graduate Studies responded with its recommendation to Cycle #2 of Graduate Program Review of Department of Linguistics (Page 58-63)
- Faculty of Graduate Studies responded with its recommendation to Cycle #2 of Graduate Program Review of the Marcel A. Desautels Faculty of Music (Page 64-67)
- Faculty of Graduate Studies responded with its recommendation to Cycle #2 of Combined Undergraduate/Graduate Program Review of the Department of Biological Sciences (Page 68-69,80-83).

Appendix V :

December Senate Report

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2018_12_05_Senate_Agenda_v6.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the December 5th, 2018 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Faculty Council of Graduate Studies on Program, Curriculum, and Regulation Changes RE: BFAR Statements for Graduate Programs from Twenty-Three Departments (Page 318)

- a. Senate approved the BFAR and/or Essential Skills & Abilities statements from the Implementation Working Group for the Cooper Commission Report

MATTERS FORWARDED FOR INFORMATION

1. Report of the Senate Committee on Awards (Page 386)

- a. New Offers
 - i. Mauro Master of Human Rights Travel Award
 - ii. Douglas A. Moffat Graduate Scholarship in Digital Archiving
 - iii. Faculty of Education Truth and Reconciliation Fellowship
- b. Withdrawn Awards
 - i. Dr. J.D. Adamson Medal and Convocation Prize in Physical Therapy
 - ii. Dr. J.D. Adamson Medal and Prize in Occupational Therapy
 - iii. Pearson Canada Outstanding 99.111 Essay Book Prize
 - iv. Vincent Kosior Memorial Prize in Logistics

2. Correspondence from the Provost and Vice-President (Academic) RE: Implementation of Master of Human Rights (Page 393)

- a. The University received formal notification of approval from Manitoba Education and Training (MET) to establish a Master of Human Rights (MHR) program commencing Fall 2019.

REPORT OF THE PRESIDENT (Page 398)

- A review of the Respectful Work and Learning Environment and Sexual Assault policies is underway
- Two U of M graduate students are recipients of 2018 Vanier Canada Graduate Scholarships. The recipients are Taylor Morriveau (Pharmacology and Therapeutics) and Iloradanon Efimoff (Psychology).
- Erin Millions, history, was awarded the Canadian Studies Network Prize for the Best Ph.D. Dissertation in Canadian Studies.
- More than \$13 million in research funding and scholarships was announced for researchers and students at the University of Manitoba, across all disciplines, from psychology to mathematics, and from medicine to engineering.

- This year, the NSERC program is providing more than \$5 million in additional supplements for early-career researchers, ensuring the next generation of scientists, engineers and researchers will have the tools they need to flourish.
- See the report of the president for a full list of successful research projects.
- On September 24th, 2018, Bannatyne Campus was designated as a Fair Trade Campus, the first campus in Manitoba to achieve this recognition.
- Contracts for improvements to power lines that experienced failure resulting in power outages last spring are out for tender and are slated for completion in 2018 and 2019.
- MB Hydro Reservicing for the Fort Garry Substation replacement is underway with a target in-service date in 2020.
- Following the introduction of two-way transit service on Dafoe Road, efforts are underway to determine how this change has affected pedestrian and vehicle activity, and how to increase pedestrian-and-transit-friendly character on this main campus spine. Observations and counts of pedestrians and vehicles were undertaken, and a plan for enhanced crosswalks and pedestrian infrastructure is being pursued.
- The dining services renovation at Bannatyne Campus has started with completion planned for early 2019.
- Learning and Organizational Development (LOD) is launching a new monthly podcast, LODCast to bring learning directly to your desk. LOD facilitators will explore topics related to best practices in learning and organizational development.
- The University of Manitoba is on track to meet its 2018/2019 campaign benchmark of \$45,000,000. The last Front and Centre Campaign total announced on May 29, 2018, was \$466,495,719.
- On October 18th President Barnard presented UM's federal budget priorities to the House of Commons Standing Committee on Finance
- The first phase of the branding initiative wrapped up in mid-October after the completion of 19 brand focus group sessions. A consolidated summary of findings will be developed and will inform the development of the foundational brand strategy, which is anticipated by January 2019.

REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

- 1. Reports of the Faculty Council of Graduate Studies on Course, Curriculum and Reregulation Changes**
 - a. Malawi and Uganda were approved to be added to the English Language Exemption list (Page 445)
 - b. Senate approved changes to supplemental regulations of Department of Biochemistry & Medical Genetics (Page 447)
 - c. Senate approved two course modifications (CHSC 7290 & CHSC 8600) in the Department of Community Health Sciences (Page 463)
 - d. Senate approved program and regulation changes in the Department of Economics (Page 465)
 - e. Senate approved program and regulation changes in the Department of Entomology (Page 499)

- f. Senate approved course and regulation changes in the Department of Human Anatomy and Cell Science (Page 502)
 - g. Senate approved program and regulation changes in the College of Nursing (Page 509)
 - h. Senate approved program and regulation changes in the Department of Psychology (Page 511)
 - i. Senate approved course changes in the Department of Surgery (Page 562)
 - j. Senate approved program and regulation changes in the Faculty of Education, Université de Saint-Boniface (Page 566)
- 2. Report of the Joint Senate Committee on Joint Master’s Programs RE: Master of Public Administration, Department of Political Studies (Page 577)**
- a. Senate approved course changes
- 3. Reports of the Senate Committee on Instruction and Evaluation RE: Academic Regulations, Postgraduate Medical Education Program, Max Rady College of Medicine (Page 581)**
- a. Senate approved the revisions to the CPGME Resident Assessment, Promotion, Remediation, Probation, Suspension, and Dismissal policy – RCPSC Time-Based, Max Rady College of Medicine, Rady Faculty of Health Sciences, effective Fall 2019. (Page 583)
 - b. Senate approved the proposed CPGME Resident Assessment, Progression/Promotion, Remediation, Probation, Suspension, and Dismissal/Withdrawal Policy for Competency-Based Medical Education Residency Programs (Royal College of Physicians and Surgeons of Canada), Max Rady College of Medicine, Rady Faculty of Health Sciences, effective Fall 2019. (Page 646)
 - c. Senate approved the proposed CPGME Resident Assessment, Progression/Promotion, Remediation, Probation, Suspension, and Dismissal/Withdrawal Policy for Competency-Based Medical Education Residency Programs (College of Family Physicians of Canada Competency-Based Medical Education Residency Programs), Max Rady College of Medicine, Rady Faculty of Health Sciences, effective Fall 2019. (Page 677)
- 4. Report of the Senate Committee on Nominations Page 708**
- a. Senate approved the nomination of Ms. Laura Forsythe to the Senate Committee on Curriculum and Course Changes (Page 708)

Appendix VI :

UMGSA Executive Reports November 1st - 30th, 2018

President - Carl Neumann

Executive Summary of Work:

- **Graduate Student Open Houses:** On November 14th and 22nd, I and the VP External participated in two separate open houses specifically for graduate students in the sciences and the arts. These were organized by their respective libraries and faculties. At both events, the UMGSA had a table with our Execs to meet grad students and to answer their questions. This was also an opportunity to provide our UMGSA Handbooks to those students who didn't already have one. Our new pull-up banner was on display at both events, increasing awareness of our independent identity along with our distinct services for students.
- **Sustainability Workshop:** On November 29th, the VP External and I attended a large sustainability workshop hosted by the University. Visions for the future, along with more tangible goals, were presented and discussed in a participatory forum to seek input from the campus community. The UMGSA continues to be a strong supporter of the University's sustainability efforts.
- **The Budget Update and Preparation of AGM Documents:** Document prep this month was particularly time-consuming. In addition to the usual documents for the Executive and Council, the documents for the AGM were extensive, including the major update to our Bylaws. The budget update for Council also took quite a lot of time to prepare and review repeatedly.

Meetings Attended:

November 6 th , 2018	UMGSA Indigenous Ad-Hoc Committee Meeting	2 Hours
November 7 th , 2018	Senate Meeting	0.5 Hours
November 7 th , 2018	Meeting with the UofM Vice-Provost Students	1 Hour
November 9 th , 2018	UMGSA Executive Meeting	2 Hours
November 9 th , 2018	Meeting with VP Internal and Office Assistant	1.5 Hours
November 13 th , 2018	Sexual Assault Policy Review Consultation with Council	1.5 Hours
November 15 th , 2018	RWLE & SA Policy Advisory Committee Meeting	1.5 Hours
November 15 th , 2018	UMGSA Bylaws & Policy Committee Meeting	1 Hour
November 20 th , 2018	UMGSA Internal Development and Review Committee	0.5 Hours
November 20 th , 2018	Budget Meeting with VPI and Office Manager	1 Hour
November 20 th , 2018	Committee of Election to Select a New Chancellor	0.5 Hours
November 20 th , 2018	Board of Governors Meeting	3.5 Hours
November 21 st , 2018	Senate Executive Meeting	1.5 Hours
November 22 nd , 2018	UMGSA Campaigns Committee Meeting	0.5 Hours
November 23 rd , 2018	UMGSA Executive Meeting	3 Hours
November 23 rd , 2018	UMGSA Events Committee Meeting	1 Hour

November 28 th , 2018	UMSU Annual General Meeting	1.5 Hours
November 28 th , 2018	UMGSA Council Meeting	1 Hour
November 29 th , 2018	FGS Executive Committee Meeting	1 Hour
November 29 th , 2018	UMGSA Finance Committee Meeting	1 Hour
November 30 th , 2018	Meeting with FGS Awards Staff	1 Hour

Meetings Missed: None.

Time Spent in Meetings in November: 28 Hours

Office Hours:

Wednesday, November 7 th , 2018	12:00PM - 1:30PM & 3:30PM - 4:00PM
Tuesday, November 13 th , 2018	12:30PM - 2:30PM
Wednesday, November 21 st , 2018	3:00PM - 5:00PM
Friday, November 30 th , 2018	11:00AM - 1:00PM

Time Spent in Official Office Hours in November: 8 Hours

Working Events Attended:

November 1 st , 2018	Visionary Conversations - The Power of One	2 Hours
November 14 th , 2018	Faculty of Science Graduate Student Open House	4.5 Hours
November 22 nd , 2018	Elizabeth Dafoe Library Graduate Student Open House	4.5 Hours
November 28 th , 2018	Faculty of Graduate Studies Awards Reception	1 Hour
November 29 th , 2018	Sustainability Workshop	2 Hours

Time Spent at Working Events in November: 14 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	22.5 Hours
Other Email Correspondence	38 Hours

Total Hours Spent on the UMGSA in November, 2018: 110.5 Hours

Vice-President Internal (VPI) - Cody Ross

Executive Summary of Work:

November was a very busy month spent preparing changes to the Governance and Operations Manual for presentation at the November Council meetings and working on changes to the Bylaws for presentation at the UMGSA AGM. I also prepared and processed a large quantity of Conference Grant Applications and Special Project Grant Applications through the Finance Committee. I was able to attend all scheduled office hours, internal and external committee meetings.

Meetings Attended:

November 2 nd , 2018	Meetings about student inclusion in IT	1.0 hour
November 9 th , 2018	UMGSA Executive meeting	2.0 hours
November 9 th , 2018	Council preparation meeting with Carl & Jayne	0.5 hour
November 15 th , 2018	UMGSA B&P Committee meeting	1.5 hours
November 16 th , 2018	SCN meeting	1.0 hour
November 20 th , 2018	IDRC meeting	0.5 hour
November 23 rd , 2018	UMGSA Executive meeting	2.0 hours
November 28 th , 2018	UMGSA Council meeting	1.5 hours
November 29 th , 2018	UMGSA Finance Committee meeting	1.5 hours

Meetings Missed: None

Time Spent in Meetings in November: 11.5 Hours

Office Hours:

Thursday, November 1 st , 2018	9:00AM - 11:00AM
Thursday, November 8 th , 2018	9:00AM – 11:00AM
Thursday, November 15 th , 2018	9:00AM – 11:00AM
Thursday, November 22 nd , 2018	9:00AM – 11:00AM
Thursday, November 29 th , 2018	9:00AM – 11:00AM

Time Spent in Official Office Hours in November: 10 Hours

Approximate Time Spent on Other Activities:

Preparing October UMGSA reports	1.0 hour
Phone meetings with Survey Monkey	1.0 hour
Prepared summary of changes documents for Council and AGM	6.0 hours
Prepared documents for Bylaws and Policy Committee meeting	4.0 hours
Prepare for presentation at November Council meeting	2.0 hours
Post-processed Conference Grant Applications and pending issues	2.0 hours
Discussion and changes related to budget	4.0 hours

Total Hours Spent on the UMGSA in November, 2018: 39.5 Hours

Vice-President External (VPE) - Skye Kushner

Executive Summary of Work:

- Represented the UMGSA during open houses at the Science and Dafoe libraries
- Held scheduled campaigns meetings

November - Office Commitments

Day	Start	Finish	Note	Total
7 th	2:30	4:30	Reviewed documents and agendas for upcoming meetings over the next 2 weeks.	2.0
20 th	2:30	4:30	Reviewed documents for upcoming RCR investigation, emails.	2.0
28 th	2:30	4:30	Prepared for upcoming grad talk and reviewed results of a UPASS survey.	2.0
Total				6.0

November - Meetings/Other

Day	Start	Finish	Note	Total
5 th	9:00	10:00	Meeting w/ International students center	1.0
5 th	6:30	9:00	UMSU Board of Directors Meeting	2.5
8 th	2:30	4:30	Sustainability Committee meeting	2.0
9 th	9:30	11:30	UMGSA Executive committee meeting	2.0
13 th	10:30	12:00	Sexual Assault Policy Review consultation	1.5
14 th	12:00	4:00	FGS open house	4.0
15 th	4:00	5:00	HSGSA town hall event	1.0
20 th	1:45	3:00	RCR investigation	1.0
22 nd	10:00	12:00	Dafoe Graduate Student Open House	2.0
23 rd	9:30	12:30	UMGSA Executive meeting	3.0
22 nd	3:00	4:00	Campaigns committee meeting	1.0
28 th	5:30	6:30	UMGSA council meeting	1.0
28 th	3:30	4:30	FGS awards reception	1.0
29 th	3:00	5:00	Sustainability Workshop	2.0
Total				25

Summary of Hours:

Meetings Missed: None

Meetings Cancelled: None

Time Spent in Meetings in November: 25 Hours

Total Hours Spent on the UMGSA in November, 2018: 31 Hours

Vice-President Health Sciences (VPHS) - Carmine Slipski

Executive Summary of Work:

- Held HSGSA Town Hall event for Bannatyne student service offices to connect with graduate students and promote services available.

Housekeeping:

- Handed out executive payments, and attended all meetings and office hours.

Executive Summary of Hours:

2018-11-07	Office Hours	2.0
2018-11-09	UMGSA Executive Meeting	2.0
2018-11-13	HSGSA Executive Meeting	2.0
2018-11-14	Office Hours	2.0
2018-11-15	HSGSA Town Hall Event	1.5
2018-11-19	HSGSA Council Meeting	2.0
2018-11-20	UMGSA IDRC Meeting	0.5
2018-11-21	Office Hours	2.0
2018-11-23	UMGSA Executive Meeting	2.0
2018-11-28	Office Hours	2.0
2018-11-29	FGS Executive Council	2.0
Monthly Total		20.0 Hours

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

November 09, 2018	UMGSA Executive	2.0 hours
November 13, 2018	HSGSA Executive Meeting	2.0 hours
November 19, 2018	HSGSA Council Meeting	2.0 hours
November 20, 2018	IDRC UMGSA Meeting	0.5 hours
November 23, 2018	UMGSA Executive Meeting	2.0 hours
November 29, 2018	FGS Executive Meeting	2.0 hours

Meetings Cancelled: None

Meetings Missed: 1 - UMGSA Council - regrets sent due to snow storm

Time Spent in Meetings in November: 10.5 Hours

Office Hours:

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

Time Spent in the Office: 8 Hours

Total Hours Spent on the HSGSA/UMGSA in November, 2018: 20.0 Hours

Vice-President Academic (VPA) - Silvia Araujo

Executive Summary of Work:

- Attended a few meetings related to the graduate student life and UMGSA, including: Executive, Campaigns, Academic Integrity, Council, FGS Executive, Financial Aid and Awards.
- Maintained more consistent office hours for November.
- Maintained e-mail and personal communications in general with graduate students and the UMGSA executive team.
- Attended the FGS Awards event representing the UMGSA.
- Worked on the Holiday Hamper program.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
11/2/2018	10:30 AM	11:30 AM	Office Hours	1:00
11/5/2018	12:00 PM	12:30 PM	Writing Reports	0:30
11/7/2018	2:00 PM	4:30 PM	Meeting with a grad student (by phone) + emails + reading documents	2:30
11/8/2018	9:00 AM	11:00 AM	Writing AGM Reports	2:00
11/9/2018	9:15 AM	12:30 PM	Executive Meeting + Time in the Office	3:15
11/12/2018	10:00 PM	11:00 PM	Emails	1:00
11/13/2018	11:00 AM	3:20 PM	Creating Document for the Holiday Hamper	4:20
11/16/2018	2:30 PM	5:00 PM	Contact with a Grad Student (in person) + Office Hours (3-5)	2:30
11/21/2018	11:00 AM	1:00 PM	Reading Material SCIE	2:00
11/22/2018	1:30 PM	4:00 PM	Contact with Marcia (call for SCIE failed) + emails + document holiday hamper + campaigns meeting	2:30
11/23/2018	9:30 AM	12:00 PM	Executive Meeting + Time in the Office	2:30
11/26/2018	11:00 AM	12:30 PM	Meeting with Brandy Usick about Academic Integrity measures	1:30
11/28/2018	2:30 PM	7:00 PM	Meeting with a grad student (2:30-3:15) + FGS Awards Event (3:30-4:30) + time in the UMGSA office (4:30-5:30) + Council Meeting (5:30-6:30) + time in the office (6:30-7)	4:30
11/29/2018	12:50 PM	4:45 PM	FGS Exec Committee Meeting (12:50-2:15) + Meeting with a grad student in the UMGSA office (2:15-4:45)	3:55
11/30/2018	10:00 AM	11:30 AM	Met with UMGSA President, Financial Aid and Awards and FGS to discuss changes to the awards	1:30
Monthly Total				35:30

Summary of Hours:

Meetings Cancelled: None.

Meetings Missed: Senate Committee on Instruction and Evaluation (call failed).

Total Time Spent in Meetings in November: 16.5 Hours

Total Hours Spent on the UMGSA in November, 2018: 35.5 Hours

Vice-President Marketing & Events (VPME) - Sakib Rahman

Executive Summary of Work:

- Served all office hours.
- Did accounting for the October A maze in corn event.
- Organized the UMGSA Games Night at IQs cafe and billiards.
- Reviewed surveys for survey review committee.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	06 November 2018	12:00 PM	1:00 PM	Office Hours	1.0
	09 November 2018	3:00 PM	4:00 PM	Office Hours	1.0
	13 November 2018	12:00 PM	2:00 PM	Office Hours	2.0
	20 November 2018	12:00 PM	1:00 PM	Office Hours	1.0
	23 November 2018	2:00 PM	4:00 PM	Office Hours	2.0
	30 November 2018	3:00 PM	4:00 PM	Office Hours	1.0
Time in Meetings	02 November 2018	11:00 AM	12:00 PM	IT Governance Committee Meeting	1.0
	23 November 2018	9:45 AM	12:18 AM	Executive Meeting	2.55
	23 November 2018	4:00 PM	5:00 PM	Events Committee Meeting	1.0
Time in Other Activities	13 November 2018	11:00 AM	12:00 PM	Email Correspondence	1.0
	10 November 2018	4:00 PM	5:00 PM	Email Correspondence (Orientation Volunteer Recruitment)	1.0
	15 November 2018	4:00 PM	5:00 PM	Survey Review Committee	1.0
	26 November 2018	7:00 PM	11:00 PM	Event Preparation (Email Correspondence and Accounting)	4.0
	30 November 2018	6:30 PM	9:30 PM	UMGSA Game Night	3.0
Monthly Total					22.55

Meetings Cancelled: None

Meetings Missed: 1 Executive Meeting, 1 Council Meeting

Total Time Spent in Meetings in November: 4.55 Hours

Time Spent in Office: 8 Hours (12:00 pm-1:00 pm Tuesday and 3:00-4:00 pm Friday usually)

Time Spent on Other Activities: 10 Hours

Total Hours Spent on the UMGSA in November, 2018: 22.55 Hours

Senator 1 - Chidiebere Felix Nwaiwu

- UMGSA Executive meetings, UMGSA Council meeting
- Held office hours
- Maintained regular e-mail communications

Executive Summary of Hours

Date	Start	End	Note	Hours
2/11/18	12:00 pm	2:00 pm	Office Hours	2:00
6/11/18	6:00 pm	9:00 pm	Preparation for Senate meeting	3:00
9/11/18	10:50 am	11:30 am	UMGSA Executive meeting	0:40
9/11/18	11:30 am	1:30 pm	Office Hours	2:00
10/11/18	9:30 am	12:00 pm	Reading Senate Appeal hearing documentation	3:00
14/11/18	5:00 pm	6:30 pm	Preparation of October Executive Report	1:30
15/11/18	5:00 pm	6 :00 pm	Bylaws and Policy Committee meeting	1:00
20/11/18	4:00 pm	4:30 pm	Members of the committee of election - Senate	0:30
21/11/18	1:30 pm	2:30 pm	Senate Executive Committee meeting	1:00
23/11/18	9:30 am	12:30 pm	UMGSA Executive Committee	3:00
23/11/18	1:00 pm	1:30 pm	SCADM Meeting	0:30
23/11/18	12:30 pm	1:00 pm	Office Hours	0:30
23/11/18	1:30 pm	4:00 pm	Office Hours	2:30
23/11/18	4:00 pm	5:00 pm	Events Committee meeting	1:00
28/11/18	5:30 pm	6:30 pm	UMGSA Council meeting	1:00
30/11/18	11:45 am	2:45 pm	Office Hours	3:00
30/11/18	7:00 pm	9:00 pm	UMGSA Board game night	2:00
Total				28:10

Meetings Cancelled: Senate Appeal Hearing

Meetings Missed: Senate Meeting

Total Time Spent in Meetings in November: 8:40 Hours

Office Hours:

Fridays; 12 Noon – 2 pm

Time spent in the office: 9 hours

Total Hours Spent on the UMGSA in November, 2018: 28:10 Hours

Senator 2 - Laura Forsythe

Meetings Attended:

October 25	UMGSA Campaigns Meeting	4:30-5:00	0.5 Hours
October 25	UMGSA Finance Meeting	5:00-6:30	1.5 Hours
October 26	UMGSA Executive Meeting	9:30-11:30	2.0 Hours
October 29	Senate Planning and Priorities Committee	2:30-4:00	1.5 Hours
November 2	Search Committee Meeting	8:30-10:00	1.5 Hours
November 5	Senate Committee on Instruction	8:30-9:00	0.5 Hours
November 6	Indigenous Ad-Hoc Committee	12:00- 1:30	1.5 Hours
November 7	Senate Committee meeting	1:30-3:00	1.5 Hours
November 8	Equity, Diversity and Human Rights	2:30-4:00	1.5 Hours
November 9	UMGSA Executive Meeting	9:30-11:30	2.0 Hours
November 22	Instruction and Evaluation	2:30-3:30	1.0 Hour

Meetings Missed:

November 15	FGS Program Guidelines	1:00pm	Sent Regrets
November 20	Committee of Elections	4:00pm	Sent Regrets
November 23	UMGSA Executive Meeting	9:30am	Sent Regrets
November 26	Senate Planning and Priorities Committee	2:30pm	Sent Regrets
November 29	UMGSA Finance Meeting		

On Leave November 14-17

Building Reconciliation Forum Victoria BC

(University of Manitoba Graduate Student rep from Indigenous Achievement)

On Leave November 20-21

National Inquiry Missing and Murdered Women and Girls Metis Dialogue

(University of Manitoba Rep)

On Leave November 23-29

Illness

Time Spent in Meetings in November: 15 Hours

Office Hours:

November 8	Office Hours	12:00-1:00pm	1 Hour
November 14	Office Hours	1:00-3:00pm	2 Hours
December 3	Catch up hours for November	1:00-2:00pm	1 Hour
December 7	Catch up hours for November	12:00-4:00pm	4 Hours

Time Spent in Official Office Hours in November: 7 Hours

Other Activities:

November 19 th	Sexual Violence Video	12:30-1:30	1 Hour
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Time Spent on Other Activities: 1 Hour

Total Hours Spent on the UMGSA in November, 2018: 24 Hours

Appendix VII :

UMGSA Executive Reports December 1st - 31st, 2018

President - Carl Neumann

Executive Summary of Work:

- **UMGSA Annual General Meeting:** On December 5th, we held our successful AGM. Major revisions to our Bylaws were passed, the audited financial statements for the 2017-18 budget year were approved, and the auditors for next year were confirmed. We had more than enough people in attendance for quorum. This was the first time we attempted a live sound link to the Bannatyne campus, so that grad students there could participate fully and immediately at our AGM without having to travel to the Fort Garry Campus. The link worked quite well.
- **Campus Children's Centre Advisory Committee Meeting:** On December 13th, the VP Academic and I attended the first Campus Children's Centre Advisory Committee meeting. This committee was set up as part of the new funding provided to the Centre by UMSU and the UMGSA to fund their now-complete major expansion. The committee will meet regularly going forward, so that we are all kept informed. After discussion, we took a tour of the facility.
- **Meetings with Faculty and Departmental GSA Presidents:** During the month of December, I held meetings with both the President of the EdGSA and the President of the Human Nutritional Sciences GSA. In the first case, we discussed the ongoing policy and executive changes at the UMGSA, I heard about how and what the EdGSA is doing, and we discussed how the EdGSA fits into our Association as a faculty-level GSA. In the later case, we discussed concerns surrounding the allegations of sexual and professional misconduct at the Richardson Centre for Functional Foods and Nutraceuticals. We also discussed suggestions about possible additions to the University's advisor-student guidelines, particularly to better-clarify personal and professional boundaries for professors as well as for students.

Meetings Attended:

December 3 rd , 2018	Student Senate Caucus Meeting	1 Hour
December 5 th , 2018	RWLE & SA Policy Advisory Committee Meeting	2 Hours
December 5 th , 2018	Senate Meeting	1 Hour
December 5 th , 2018	UMGSA Annual General Meeting	1.5 Hours
December 7 th , 2018	UMGSA Executive Meeting	2.5 Hours
December 11 th , 2018	Meeting with the UofM Vice-Provost Students	1 Hour
December 12 th , 2018	Senate Executive Meeting	0.5 Hours
December 13 th , 2018	Campus Children's Centre Advisory Committee Meeting	1 Hour
December 13 th , 2018	FGS Council Meeting	1 Hour
December 13 th , 2018	RWLE & SA Policy Advisory Committee Meeting	1.5 Hours
December 14 th , 2018	Special Meeting of the Board of Governors	1.5 Hours

December 19 th , 2018	Meeting with EdGSA President	1 Hour
December 19 th , 2018	Orientation Volunteer Training Session	0.5 Hours
December 19 th , 2018	Meeting with Human Nutritional Sciences GSA President	1 Hour
December 21 st , 2018	UMGSA Events Committee Meeting	0.5 Hours

Meetings Missed:

Next Gen. Web Experience Project Board - December 13th - Regrets Sent - Scheduling Conflict

Time Spent in Meetings in December: 17.5 Hours

Office Hours:

Wednesday, December 5 th , 2018	11:30AM - 1:30PM
Wednesday, December 12 th , 2018	12:30AM - 1:30PM & 3:00PM - 4:00PM
Wednesday, December 19 th , 2018	11:30AM - 1:30PM

Time Spent in Official Office Hours in December: 6 Hours

Working Events Attended:

December 7 th , 2018	Alumni Association Winter Reception	2 Hours
December 21 st , 2018	UMGSA Executive Gathering	2 Hours

Time Spent at Working Events in December: 4 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	3.5 Hours
Other Email Correspondence	41.5 Hours

Total Hours Spent on the UMGSA in December, 2018: 72.5 Hours

Vice-President Internal (VPI) - Cody Ross

Executive Summary of Work:

December was mostly spent preparing for the UMGSA AGM. Following that meeting, I was away for a conference for a week and was able to make up my missed office hours upon my return. UMGSA Finance and Bylaws & Policy Committees did not meet in December.

Meetings Attended:

December 5 th , 2018	UMGSA AGM	2.0 Hours
December 6 th , 2018	UITAC meeting	1.5 Hours
December 7 th , 2018	UMGSA Executive meeting	1.5 Hours

Meetings Missed: None

Time Spent in Meetings in December: 5 Hours

Office Hours:

Tuesday, December 4 th , 2018	3:00PM – 5:00PM
Thursday, December 20 th , 2018	9:00AM – 11:00AM
Friday, December 21 st , 2018	9:00AM – 11:00AM

Time Spent in Official Office Hours in December: 6 Hours

Approximate Time Spent on Other Activities:

Preparing November UMGSA reports	1.0 Hour
Preparing for UMGSA AGM	4.0 Hours
Emails related to pending conference grant applications	1.0 Hour

Total Hours Spent on the UMGSA in December, 2018: 17.0 Hours

Vice-President External (VPE) - Skye Kushner

Executive Summary of Work:

- Absent from December 4th – December 7th due to medical leave; December 21st – December 31st due to university closure.
- Slower month, less committee meetings overall.
- Did not hold campaigns committee meeting for December. Agenda items have been postponed until January.

December - Office Commitments

Day	Start	Finish	Note	Total
10 th	12:30	2:30	Refreshed over material covered in AGM and last executive meeting	2
12 th	1:00	3:00	Planned for initiatives over upcoming year	2
19 th	2:30	4:30	Emails, brainstormed for final executive meeting of 2018	2
Total				6

December - Meetings/Other

Day	Start	Finish	Note	Total
21 st	11:30	1:30	UMGSA Executive meeting	2
Total				2

Summary of Hours:

Meetings Absent: UMGSA AGM (December 5th; with regrets), Sustainability Committee (December 6th; with regrets), UMGSA Executive Meeting (December 7th; partial call-in)

Meetings Cancelled: None

Total time Spent in Meetings in December: 2 Hours

Total Hours Spent on the UMGSA in December, 2018: 8.0 Hours

Vice-President Health Sciences (VPHS) - Carmine Slipski

Executive Summary of Work:

- Participated In the UMGSA AGM via teleconference at Bannatyne campus
- Held finance meeting for the Fall term for HSGSA and talked about taking over Rahmat's position after she graduates In the new year
- Met with Louise Simard to discuss Issues of stipend and award discrepancies and access to plagiarism checking software for graduate students

Housekeeping

- Handed out executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2018-12-05	Office Hours	2.0
2018-12-05	UMGSA AGM	1.0
2018-12-07	UMGSA Executive Meeting	2.0
2018-12-07	HSGSA Holiday Party	2.5
2018-12-10	HSGSA Executive Meeting	2.0
2018-12-12	Office Hours	2.0
2018-12-13	FGS Council Meeting	1.0
2018-12-14	HSGSA Finance Committee Meeting	1.0
2018-12-17	HSGSA Council Meeting	2.0
2018-12-19	Office Hours	2.0
2018-12-20	Meeting with Associate Dean Louise Simard	1.0
Monthly Total		18.5 Hours

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

December 05, 2018	UMGSA AGM	1.0 hours
December 07, 2018	UMGSA Executive Meeting	2.0 hours
December 10, 2018	HSGSA Executive Meeting	2.0 hours
December 13, 2018	FGS Council Meeting	1.0 hours
December 14, 2018	HSGSA Finance Committee	1.0 hours
December 17, 2018	HSGSA Council Meeting	2.0 hours
December 20, 2018	Dr. Louise Simard Meeting	1.0 hours

Meetings Cancelled: None.

Meetings Missed: None.

Total Time Spent in Meetings in December: 10.0 Hours

Office Hours: 6 due to holiday break
Wednesdays: 9:00 - 11:00 a.m.

Time Spent in the Office: 6 Hours

Total Hours Spent on the HSGSA/UMGSA for December, 2018: 18.5 Hours

Vice-President Academic (VPA) - Silvia Araujo

Executive Summary of Work:

- Attended a few meetings related to the graduate student life and UMGSA, including: Student Senate Caucus, UMGSA Annual General Meeting, Executive, Childcare Working Group, FGS Council, Academic Integrity Advisory Committee.
- Maintained more consistent office hours for December.
- Maintained e-mail and personal communications in general with graduate students and the UMGSA executive team.
- Worked on the holiday hamper program.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
12/2/2018	3:00 PM	6:00 PM	Reading Senate agenda	3:00
12/3/2018	6:00 PM	7:30 PM	Student Senate Caucus	1:30
12/5/2018	5:30 PM	6:30 PM	UMGSA AGM	1:00
12/6/2018	6:00 PM	9:00 PM	Working on the holiday hampers	3:00
12/7/2018	9:30 AM	12:00 PM	Executive Meeting	2:30
12/8/2018	12:00 PM	8:00 PM	Emails Holiday Hamper	8:00
12/9/2018	6:30 PM	10:00 PM	Finishing up the details of the holiday hamper	3:30
12/10/2018	6:30 PM	9:00 PM	working on the Self and Peer review form	2:30
12/11/2018	11:00 AM	1:00 PM	emails	2:00
12/13/2018	10:00 AM	1:40 PM	Childcare Working Group (10-11); time in the office (11-1); FGS council meeting (1-1:40)	3:40
12/14/2018	9:00 AM	3:00 PM	Academic Integrity Advisory Committee Meeting (9-10:30); office hours (10:30-3)	6:00
12/21/2018	11:20 AM	2:00 PM	UMGSA holiday celebration (11:20-1); office hours (1-2)	2:40
12/29/2018	12:00 PM	1:00 PM	Writing reports + downloading documents FGS Awards	1:00
Monthly Total				40:20:00

Summary of Hours:

Meetings Cancelled: None.

Meetings Missed: None.

Total Time Spent in Meetings in December: 8:10 Hours

Total Hours Spent on the UMGSA in December, 2018: 40.33 Hours

Vice-President Marketing & Events (VPME) - Sakib Rahman

Executive Summary of Work:

- Served all office hours.
- Did accounting for the November Games Night.
- Planned for the January Games Night and Back-to-School Dinner.
- Reviewed surveys for survey review committee.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	04 December 2018	12:00 PM	1:00 PM	Office Hours	1.0
	10 December 2018	4:00 PM	5:00 PM	Office Hours	1.0
	11 December 2018	12:00 PM	1:00 PM	Office Hours	1.0
	13 December 2018	4:00 PM	5:00 PM	Office Hours	1.0
	18 December 2018	2:00 PM	4:00 PM	Office Hours	2.0
	21 December 2018	2:30 PM	4:30 PM	Office Hours	2.0
Time in Meetings	19 December 2018	11:00 AM	12:00 PM	Orientation Volunteer Meeting	1.0
	21 December 2018	4:30 PM	5:00 PM	Events Committee Working Group	0.5
Time in Other Activities	06 December 2018	2:00 PM	5:00 PM	UMGSA Academic Writing Retreat	3.0
	12 December 2018	2:00 PM	3:00 PM	Email Correspondence	1.0
	17 December 2018	4:30 PM	5:00 PM	Email Correspondence (Orientation Volunteer Recruitment)	0.5
	20 December 2018	4:00 PM	5:00 PM	Survey Review Committee	1.0
	27 December 2018	5:00 PM	10:00 PM	Planning for January Events (Registrations, email correspondence and accounting)	5.0
Monthly Total					20.0

Meetings Cancelled: None

Meetings Missed: 1 Executive Meeting

Time Spent in meetings: 1.5 hours

Time Spent in Office: 8 hours (12:00 pm-1:00 pm Tuesday and 3:00-4:00 pm Friday usually)

Time Spent on Other Activities: 10.5 hours

Total Hours Spent on the UMGSA in December, 2018: 20 Hours

Senator 1 - Chidiebere Felix Nwaiwu

- UMGSA Executive meetings, UMGSA Council meeting
- Held regular office hours
- Maintained regular e-mail communications

Summary of hours

Date	Start	End	Note	Hours
3/12/18	6:00 pm	7:00 pm	Student Senate Caucus Meeting	1:00
5/12/18	1:30 pm	2:30 pm	Senate Meeting	1:00
5/12/18	5:30 pm	6:30 pm	UMGSA Annual General Meeting	1:00
7/12/18	9:30 am	10:00 am	UMGSA Executive Meeting	0:30
7/12/18	12:00 pm	2:00 pm	Office Hours	2:00
8/12/18	6:00 pm	9:00 pm	Preparation for FGS Appeal Hearing	3:00
10/12/18	1:00 pm	4:00 pm	FGS Appeal Hearing	3:00
12/12/18	1:30 pm	2:00 pm	Senate Executive Meeting	0:30
13/12/18	1:00 pm	2:00 pm	FGS Council Meeting	1:00
14/12/18	12:30 pm	2:30 pm	Office Hours	2:00
21/12/18	11:30 am	1:30 pm	UMGSA Executive Gathering	2:00
21/12/18	1:30 pm	3:30 pm	Office Hours	2:00
Total				19:00

Time spent in meetings: 8 hours

Meetings cancelled: None

Meetings missed: None

Office Hours:

Fridays; 12 Noon – 2 pm

Time spent in the office: 6 hours

Total Hours Spent on the UMGSA in December, 2018: 19 Hours

Senator 2 - Laura Forsythe

Meetings Attended

December 5	Senate Meeting	1:30-3:00	1.5 hours
December 5	UMGSA AGM	5:30-6:30	1.0 hours
December 7	UMGSA Exec	9:30- 11:30	2.0 hours
December 13	FGS Faculty Council	1:00-3:00	2 0 hours

Meetings Missed

None

Total Time Spent in Meetings for December: 6.5 hours

Office Hours

January 15 th – Hours Owing	10:24- 12:	1 hour 51 mins
January 15 th – Hours Owing	12:30 -1:15 pm	45 Mins
January 16 th - Hours Owing	10:30 – 2:00	3.5 Hours

Time Spent in Office Hours for December: 7 hours 6 minutes

December 21 st – Holiday Party	11:30-12:30	1 Hour
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Time Spent on Other Activities: 1 Hour

Total Hours Spent on the UMGSA in December, 2018: 14 hours 36 mins

Appendix VIII :

2018 UMGSA Referendum Report and Vote Count Results

Chief Returning Officer: Chantal Asselin

Meeting Dates: November 14th, 2018

- Carl Neumann officially registered as the Yes Side of the referendum November 21, 2018.
- **Official Referendum Question:** Do you support having the fees collected on behalf of the UMGSA indexed to inflation?
- Of the 3767 graduate students who are currently enrolled at the University of Manitoba, a total of **765** of these graduate students voted in the 2018 Fall Referendum.
- This voter turnout accounts for approximately **20.3%** of the graduate student body at the University of Manitoba.
- Of the 765 votes that were casted, a total of **439 (57%)** votes were in support of the referendum question while **326 (43%)** of voters were against the referendum question.
- The majority of votes were casted within the first 10 minutes of the referendum.
- No appeals were filed with the elections committee within the pre-specified time period after voting for the referendum officially closed.
- Two students have expressed their disagreement with the referendum result to the UMGSA office but have otherwise not filed an official appeal.
- The official results of the referendum are that the graduate student body is **in support** of having the fees collected on behalf of the UMGSA indexed to inflation.