

---

---

## **UMGSA Council Meeting Documents Index Page** **Wednesday, August 28<sup>th</sup>, 2019 - 5:30 PM - UMGSA Lounge**

<b>Index Page for the August 28, 2019, UMGSA Council Meeting Documents.....</b>	<b>1</b>
<b>Agenda for the August 28, 2019, UMGSA Council Meeting.....</b>	<b>2</b>
<b>Appendix I Minutes of the June 26, 2019 UMGSA Council Meeting .....</b>	<b>Separate Attachment</b>
<b>Appendix II June &amp; July Committee Reports.....</b>	<b>5</b>
<b>Appendix III June &amp; July HSGSA Report .....</b>	<b>8</b>
<b>Appendix IV June Senate Report.....</b>	<b>9</b>
<b>Appendix V June Executive Reports.....</b>	<b>12</b>
<b>Appendix VI July Executive Reports.....</b>	<b>20</b>
<b>Appendix VII Proposed New Executive Review Committee Policy Section .....</b>	<b>29</b>
<b>Appendix VIII Existing Executive Review Committee Policy Section .....</b>	<b>30</b>
<b>Appendix IX Policy Additions for Mandatory Consent Culture Training.....</b>	<b>33</b>

# **UMGSA Council Meeting Agenda**

## **Wednesday, August 28<sup>th</sup>, 2019 - 5:30 PM - UMGSA Lounge**

### **1. Call to Order**

### **2. Ratification of the UMGSA Council Chairperson for 2019-2020**

The Selection Committee to select a Council Chairperson for the remainder of the 2019-2020 Executive term received four applications for the job. Before the interview stage, two of those four applicants dropped out of the race. The Committee interviewed the remaining two applicants. After deliberations, the Committee voted to select Kavisha Mehta as this year's Council Chairperson.

**MOTION: BIRT the UMGSA Council ratifies Kavisha Mehta as the UMGSA Council Chairperson for the remainder of the 2019-2020 Executive term.**

### **3. 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.

### **4. 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 August 28<sup>th</sup>, 2019 UMGSA Council Meeting as presented.**

### **5. Approval of the Minutes**

The minutes of the June 26<sup>th</sup>, 2019 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes from the June 26<sup>th</sup>, 2019 UMGSA Council Meeting as presented.**

### **6. Committee Reports**

**6.1.**  June & July Committee Reports (Appendix II)

### **7. HSGSA Report**

**7.1.**  June & July HSGSA Report (Appendix III)

## 8. Senate Report

- 8.1.  June Senate Report (Appendix IV)

## 9. Executive Reports

- 9.1.  June Executive Reports (Appendix V)  
9.2.  July Executive Reports (Appendix VI)

## 10. Departmental Reports

## 11. Unfinished Business

None.

## 12. New Business

### 12.1. Amendments to Executive Review Committee Terms of Reference

Amendments to the structure and responsibilities of the Executive Review Committee are being proposed by the Bylaws & Policy Committee. These changes are in response to suggestions from previous reviewers of the Executive, and in light of the fact that many of the responsibilities of the Committee are already being completed by other committees. The new wording of this policy section is provided in full as Appendix VII to this Council meeting agenda. The existing wording of the section is provided as Appendix VIII.

**MOTION: BIRT the UMGSA Council approves the amendments to Point 8 in Article VIII – Standing Committees within the Governance & Operations Policy Manual as presented, including all necessary changes needed for formatting and consistency.**

*Bylaws & Policy Committee*

### 12.2. Mandatory Consent Culture Training

To properly address the importance of consent culture training and sexual violence prevention, the Bylaws & Policy Committee proposes additions to the responsibilities for UMGSA Councillors, Executives, as well as all members of the Services & Support and Event Committees. These changes make it mandatory to attend consent culture training. The additions to the relevant sections of the Governance & Operations Policy Manual are included as Appendix IX to the Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the additions to the Governance & Operations Policy Manual as presented, including all necessary changes needed for formatting and consistency.**

*Bylaws & Policy Committee*

### 12.3. Endorsement of the Climate Strike Organized by Manitoba Youth for Climate

**Action:** On September 27<sup>th</sup>, cities across Canada will join Greta Thunberg’s call for a general strike for the climate. The UMGSA has been asked by the Manitoba Youth for Climate Action group to formally endorse their Climate Strike. This will demonstrate our commitment to the cause, asking governments to protect our future and take emergency measures on the scale necessary to effectively fight climate change.

**MOTION: BIRT the UMGSA Council formally endorses the September 27<sup>th</sup>, 2019 Climate Strike organized by Manitoba Youth for Climate Action.**

**13. Announcements**

**13.1. Next Council Meeting:** Wednesday, September 25, 2019 - 5:30PM - UMGSA Lounge

**14. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports June 1<sup>st</sup> - July 31<sup>st</sup>, 2019**

#### **Executive Committee**

Chair: Carl Neumann (UMGSA President)

Meeting Dates: June 11<sup>th</sup>, June 25<sup>th</sup>, July 9<sup>th</sup> and July 23<sup>rd</sup>, 2019

- The Executive Committee discussed the UMGSA Budget for 2019-20 in detail, finalizing the proposal that was subsequently approved by the UMGSA Council later in June.
- Executives provided regular updates on meetings attended and other activities.
- The progress of the search committee for a new UMGSA Council Chairperson was discussed.
- U-Pass contract negotiations with Winnipeg Transit were discussed.
- The Executive was visited by representatives from the two banks where we have investments, RBC Royal Bank and National Bank Financial. Each gave a brief presentation on the status and performance of our investments.
- The possibility of shifting some or all of the UMGSA's investments toward an explicitly ethical investment framework was discussed. Discussions and investigations are still very preliminary. The scope and feasibility of such an endeavour remains unclear.
- Sustainability initiatives, including the Random Acts of Green App, were discussed.

#### **Bylaws and Policy Committee**

Chair: Cody A. Ross (UMGSA VPFA)

Meeting Dates: June 20<sup>th</sup> and July 11<sup>th</sup>, 2019

- The committee finalized revisions to the mandate and composition of the UMGSA Executive Review Committee as suggested by the outgoing Executive Review Sub-Committee. Changes are being presented at the August Council meeting.
- The committee further discussed and finalized making consent culture training mandatory for the Executive, Council members, and external members of the Events and Services & Support Committees. Changes are being presented at the August Council meeting.
- The committee continued editing and also adding points to forthcoming UMGSA position statements. Results on this will likely arrive in the next two to three months.

## **Finance Committee**

Chair: Cody Ross (UMGSA VPFA)

Meeting Dates: June 27<sup>th</sup> and July 4<sup>th</sup>, 2019

- The committee discussed the status of the current conference grant budget and distributions/rollovers pertaining to May and June awards.
- The committee evaluated and approved conference grant applications submitted during the May 18<sup>th</sup>-June 17<sup>th</sup> time period, as well as the June 18<sup>th</sup>-July 17<sup>th</sup> time period.

## **Events Committee**

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Dates: June 27<sup>th</sup> and July 25<sup>th</sup>, 2019

- The committee reviewed the Events Committee mandate, as outlined in the UMGSA Governance and Operations Manual, in order to understand the responsibilities and scope of this committee.
- Reviewed events organized by this committee in the previous year and considered programs to be retained and those to be discontinued.
- Brainstormed and discussed social events, programs and sports activities that may be introduced and ways to improve the experience for existing ones.
- Discussed and approved the initiative to decentralize UMGSA alumni or career events. Instead of having one big event in the year, the new approach would be to have several mentorship events that are focused to specific areas of study. Thus, the programs would be more relevant to students in their areas of study and potential career paths.
- The committee received updates on planning for the Fall term Graduate Students orientation, following a meeting between the UMGSA president and VPSS, and the FGS.
- Call for volunteers for the orientation was issued and many of the committee members readily signed up for this. They also encouraged their friends and colleagues to do same.
- The committee deliberated on and approved the invitation of Vanier scholars, 3MT winners, and student leaders to sit on the orientation Q & A panel.
- Discussed and approved hosting of the Fall Term Welcome BBQ. This will take place on 13 September at the UMGSA lounge.
- Discussed and approved the following social programs: group-subsidized tickets for our members for the Folklorama events that will take place in August, guided tour to the Canadian Museum for Human Rights on 21 August 2019, and group-subsidized visit to the Assiniboine Zoo in September.
- Deliberated on sports event to be organized and approved moving the timeline of this to end of August or September.
- Brainstormed on ideas for the Games Night that may be held in November.

## **Services and Support Committee**

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: July 9<sup>th</sup>, 2019

- The Services and Support Committee did not meet in June.
- The committee reviewed the Services and Support Committee mandate, as outlined in the UMGSA Governance and Operations Manual, in order to understand the responsibilities and scope of this committee.
- Identified that some of the mandate statements overlap with those of the Events committee. Some of the programs suggested by the mandate have not been active for a while. Thus, the current budget does not cover them. It was also suggested that some changes to the mandate be forwarded to the Bylaws and Policy Committee in order to bring it in line with current realities.
- The VPSS reported on the U-Pass meeting he had with some UMSU executives. It involved the ongoing negotiation for the U-Pass contract renewal. Note that the current contract with Winnipeg Transit would expire on 1 May 2020. Discussion on ways to improve transit services to and from the campuses was also reported. For more on these, kindly see the July VPSS Executive Report. Unfortunately, the upcoming provincial elections seem to be stalling talks between UMSU/UMGSA and Winnipeg Transit.
- The committee also considered and approved decentralizing of the alumni mentorship/career event, as deliberated and approved by the Events Committee.
- Call for volunteers for the orientation was issued and many of the committee members readily signed up for this. They also encouraged their friends and colleagues to do same.
- The VPSS reported on the request and subsequent meeting from/with the Victoria Hospital Foundation on partnership for their mental health fundraisers. The nature and scope of the UMGSA supposed involvement was discussed and it was suggested that this matter be looked at later.

## **Awards Committee**

Chair: Roxie Koohgoli (UMGSA VPA)

Meeting Date: No meeting held.

- Awards committee did not meet during the months of June or July as applications to the UMGSA awards were still being received. The awards committee will be meeting in the last week of August/ first week of September to select the awards recipients and plan the awards luncheon that will be taking place on September 27, 2019.

## **Appendix III :**

### **HSGSA Report June 1<sup>st</sup> - July 31<sup>st</sup>, 2019**

It was a very eventful June as we hosted the 31<sup>st</sup> annual Canadian health research forum organized in collaboration with the Rady Faculty of Health Sciences. The conference was very successful. The planning was done by the outgoing executive team throughout their tenure but the events were organized and overseen by the current team. HSGSA was in charge of planning social activities and giving out awards for the poster competition. We gave out 7 awards valued at \$200 and the social activities that we organized included: NML tour, visit to the Assiniboine zoo, tour of the Royal Canadian Mint, tour of the Canadian Museum for Human rights, and a banquet on the last day. HSGSA received positive feedback from attendees and we will use that feedback in how we organize the next CSHRF.

In July, we hosted our first independent social event which was a BBQ for health sciences students and invited guests. We had a turnout much higher than expected and we had great feedback from students who enjoyed the food, atmosphere, music, and prize draws. Our executives were also busy attending meetings to plan events for the coming academic year. Jasmine, our VPE, has been meeting with career services to incorporate the industry fair to next year's CSHR forum. Javad, our VPA, has been following up with the distinguished lecturer to finalize details about his visit. I have met with FGS to plan the Bannatyne orientation which will be on September 6; we plan to finalize more details as we get closer to the date.

Mahder Teffera  
President HSGSA 2019-2020



## **Appendix IV :**

### **June Senate Report**

Link to the Senate agenda:

[http://umanitoba.ca/admin/governance/media/2019\\_06\\_26\\_Senate\\_Agenda.pdf](http://umanitoba.ca/admin/governance/media/2019_06_26_Senate_Agenda.pdf) Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students.

#### **Highlights:**

##### **Election of Student Senator to the Senate Executive Committee:**

President of GSA (or designate) term: May 1, 2019 - April 30, 2020

- Roxie Koohgoli (VPA) was appointed to the position from UMGSA

#### **Notable Occurrences and Motions - Everything noted was PASSED.**

##### **1. Graduate Studies on Curriculum and Course Changes**

###### **a) Bona Fide Academic Requirements (BFAR) Statements:**

Departments of Anthropology, History, Icelandic Language and Literature, Landscape, Architecture, Philosophy, Political Studies; Asper School of Business; and Faculty of Graduate Studies (Applied Health Sciences, Individual Interdisciplinary Studies, Peace and Conflict Studies  
(Pg. 8-9)

###### **b) Departments of Biosystems Engineering**

- Four course introductions, BIOE 7350 & 7360 & 7370 & 7380
- One Course Modification, BIOE 7260
- One Course Deletion, BIOE 7160

###### **c) Pharmacology and Therapeutics**

- Deletion of two courses, PHAC 7132 & PHAC 7134
- Introduction of one course, PHAC 7136

###### **d) Physical Therapy**

- One course modification, PT 6100

(Pg. 182-185)

##### **2. Graduate Studies Awards**

- Wawruch - John Russell Bursary in Architecture - Pg 55
- Arthur Stinner Memorial Fellowship Education Pg. 55.
- Faculty of Engineering Graduate Recruitment Scholarship - pg. 58.

##### **3. Reports of the Faculty Council of Graduate Studies Regulation Changes**

###### **a) Revised Academic Guide, Graduate Student Vacation Entitlement**

The Faculty of Graduate Studies proposes a re-definition of section 8.5 Graduate Student Vacation Entitlement in the 2019/20 Academic Guide:

8.5 Graduate Student Vacation Entitlement

Students are entitled to 21 calendar days ~~three (3) weeks~~ of vacation over a twelve (12) month period.

1. For the purposes of calculating vacation entitlement, the academic year means the period from September 1 to August 31.
2. Vacation entitlement will be prorated for the portion of the year in which a student is registered.
3. Any vacation time taken during an official closure of the University is not included as part of the 21 calendar day vacation entitlement. In addition, attendance at academic conferences shall not be considered vacation time.
4. Student vacation requests should have minimal impact on the student's research, coursework, and other obligations to the University. Any requests provided ahead of time and within these guidelines will not be unreasonably denied.
5. Should a conflict arise between a student's vacation request and a supervisor's expectations, the Department/Unit Head (or designate) shall make a final determination.

**b) Academic Membership, Faculty of Graduate Studies Graduate Student Supervision**

Only “Members of the Faculty of Graduate Studies” who are attached to departments, schools, or other units offering graduate program(s) are eligible to supervise graduate students. Advisors must be a member of the unit offering the program in which the advisee is enrolled. Advisors may not supervise a candidate for a degree higher than the one s/he holds unless recommended by the unit head and approved by the Faculty of Graduate Studies to do so.

(Pg. 251-252)

**4. Reports of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes**

**a) Faculty of Education:**

Faculty of Educations proposes revisions to the membership of its Ph.D. advisory and examining committees, sections 5.2.3 and 5.11.1 of the supplemental regulations. The proposed changes will allow for a greater flexibility in the constitution of advisory and examining committees. The revised membership aligns with FGS committee membership regulations in the Senate-approved 2019/20 Academic Guide.

(Pg. 254)

**b) The Faculty of Graduate Studies, Peace & Conflict Studies**

The Faculty of Graduate Studies, Peace & Conflict Studies proposes its Ph.D. supplemental regulations.

(Pg. 257-282)

**c) Faculty of Kinesiology & Recreation Management**

The Faculty of Kinesiology & Recreation Management proposes to redefine its graduate course offerings to realign the curriculum with professors' expertise in the unit. The revised curriculum was developed following a graduate program review conducted in 2014. Since this review, the faculty has hired 12 new tenure-track professors and is now proposing 10 course introductions, KPER 7000,

KPER 7002, KPER 7004, KPER 7006, KPER 7100, KPER 7102, KPER 7200, KPER 7202, KPER 7800, and KPER 7860, and deleting 15 courses from the curriculum, PHED 7050, PHED 7080, PHED 7100, PHED 7110, PHED 7120, PHED 7130, PHED 7160, PHED 7170, REC 7030, REC 7060, REC 7070, REC 7080, REC 7170, PERS 7000, and PERS 7080. The proposal also includes prefix changes to align the graduate course offerings with the approach that was implemented at the undergraduate level. The use of REC, KIN, and PHED prefixes will be phased out over time and replaced with KPER as the faculty's graduate curriculum is revised. There should be minimal impact on resource allocations as the library material used in these courses is accessed and relevant to the course offerings in the faculty. Faculty teaching assignments will be reallocated to new curriculum offerings. The update to the supplemental regulations also includes a redefinition of students' requirements to participate in professional development each term.  
(Pg. 283-288)

**d) Dept. of Occupational Therapy**

The Dept. of Occupational Therapy proposes a variety of revisions to its Master of Occupational Therapy supplemental regulations.  
(Pg. 289-298)

**e) Faculty of Social Work**

The Faculty of Social Work proposes revisions to the admission criteria for its Ph.D. program, section 5.1.1 of the supplemental regulations.  
(Pg. 299-304)

**5. Reports of the Joint Senate Committee on Joint Master's Programs**

**a) Master of Arts in Religion, Department of Religion**

The Master of Arts in Religion, Dept. of Religion proposes its Master's supplemental regulations. Prior to the Joint Senate Committee approval, the supplemental regulations were approved by the Faculty Council of Graduate Studies (UM) on May 24, 2019.  
(Pg. 305-332)

**b) Master of Public Administration, Dept. of Political Studies**

The Master of Public Administration, Dept. of Political Studies proposes its Master's supplemental regulations. Prior to the Joint Senate Committee approval, the supplemental regulations were approved by the Faculty Council of Graduate Studies (UM) on May 24, 2019.  
(Pg. 333-365)

*The above are considered to be a true and accurate recording of all items discussed. Please advise the recorder of any ambiguity, discrepancy, inconsistency, error or omission noted. Questions and concerns are welcome.*

## Appendix V :

### **UMGSA Executive Reports June 1<sup>st</sup> - 30<sup>th</sup>, 2019**

#### **President - Carl Neumann**

##### **Executive Summary of Work:**

- **UofM Alumni Association Annual General Meeting:** I again represented Graduate Students at the UofM Alumni Association AGM. At this meeting, changes to the Alumni Association's Bylaws have paved the way for the creation of an Alumni Council, and also eliminated both UMGSA and UMSU representation on the Alumni Association's downsized Board of Directors. Both student groups will still have input through the University's existing Alumni Relations Working Group.
- **Convocation and Chancellor Installation Ceremony:** Once again, Convocation and related events were a great opportunity to interact with the University's senior administration in various less-formal settings and strengthen relationships. The installation of the new Chancellor, Anne Mahon, ushers in a new era with the departure of outgoing Chancellor Harvey Sector. I have no doubt that the new chancellor will be an exceptional leader and a friend to student interests.
- **Faculty of Graduate Studies Awards Rankings:** As in past years, I was one of many who reviewed candidates for the Faculty of Graduate Studies Awards for Outstanding Administrator, Outstanding Support Staff, and Excellence in Graduate Student Mentoring. With many nominated, the winners are truly exceptional individuals who do much to support graduate students.

##### **Meetings Attended:**

June 7 <sup>th</sup> , 2019	Meeting with UMGSA VP Services & Support	0.5 Hours
June 10 <sup>th</sup> , 2019	UofM Alumni Association Annual General Meeting	2.5 Hours
June 11 <sup>th</sup> , 2019	UMGSA Executive Meeting	2.5 Hours
June 11 <sup>th</sup> , 2019	CADI Planning Team Committee Preliminary Meeting	1 Hour
June 19 <sup>th</sup> , 2019	Presidential Search Committee Meeting	3 Hours
June 20 <sup>th</sup> , 2019	UMGSA Bylaws & Policy Committee Meeting	1 Hour
June 24 <sup>th</sup> , 2019	Student Senate Caucus Meeting	1 Hour
June 25 <sup>th</sup> , 2019	UMGSA Executive Meeting	0.5 Hours
June 25 <sup>th</sup> , 2019	Board of Governors Meeting	3 Hours
June 26 <sup>th</sup> , 2019	Senate Meeting	1 Hour
June 26 <sup>th</sup> , 2019	UMGSA Council Meeting	0.5 Hours
June 27 <sup>th</sup> , 2019	UMGSA Events Committee Meeting	1 Hour
June 27 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1.5 Hours

**Meetings Missed:** None.

**Time Spent in Meetings in June: 19 Hours**

**Office Hours:**

Friday, June 7 <sup>th</sup> , 2019	12:00PM - 2:00PM
Wednesday, June 12 <sup>th</sup> , 2019	1:30PM - 3:30PM
Wednesday, June 19 <sup>th</sup> , 2019	1:00PM - 3:00PM
Wednesday, June 26 <sup>th</sup> , 2019	3:00PM - 5:00PM

**Time Spent in Official Office Hours in June: 8 Hours****Working Events Attended:**

June 2 <sup>nd</sup> , 2019	Winnipeg Pride Parade	1.5 Hours
June 3 <sup>rd</sup> , 2019	Chancellor Installation Ceremony	3 Hours
June 4 <sup>th</sup> , 2019	UofM Convocation Ceremonies - Day 1	4 Hours
June 4 <sup>th</sup> , 2019	UofM Convocation Luncheon	2 Hours
June 5 <sup>th</sup> , 2019	UofM Convocation Ceremonies - Day 2	2.5 Hours
June 6 <sup>th</sup> , 2019	UofM Convocation Ceremonies - Day 3	4.5 Hours
June 6 <sup>th</sup> , 2019	UofM Convocation Dinner	2.5 Hours
June 7 <sup>th</sup> , 2019	UofM Convocation Ceremonies - Day 4	2 Hours
June 11 <sup>th</sup> , 2019	Manitoba Government Funding Announcement	0.5 Hours
June 14 <sup>th</sup> , 2019	Front and Centre Campaign Announcement	2.5 Hours
June 25 <sup>th</sup> , 2019	Annual Board of Governors BBQ	2 Hours

**Time Spent at Working Events in June: 27 Hours****Approximate Time Spent on Other Activities:**

Faculty of Graduate Studies Awards Rankings	5.5 Hours
Writing and Editing Documents	11 Hours
Other Email Correspondence	27.5 Hours

**Total Hours Spent on the UMGSA in June, 2019: 98 Hours**

## Vice-President Finance & Administration (VPFA) - Cody A. Ross

### Executive Summary of Work:

- **Implementation of changes to conference grants:** Preparing the Finance Committee for new regulations surrounding conference grant application submissions and eligibility criteria.
- **Drafting changes to Executive Review Committee:** Consideration and revision to existing policies were made through the Bylaws and Policy Committee based on recommendations made by the outgoing Executive Review Sub-Committee.

### Meetings Attended:

June 10 <sup>th</sup> , 2019	UITAC	2 Hours
June 11 <sup>th</sup> , 2019	UMGSA Executive Meeting	2.5 Hours
June 20 <sup>th</sup> , 2019	UMGSA Bylaws and Policy Committee Meeting	1.5 Hours
June 25 <sup>th</sup> , 2019	UMGSA Executive Meeting	1 Hour
June 26 <sup>th</sup> , 2019	UMGSA Council Meeting	1 Hour
June 27 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1 Hour

### Meetings Missed:

None

### Time Spent in Meetings in June: 9 Hours

### Office Hours:

Thursday, June 6 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, June 13 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, June 20 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, June 27 <sup>th</sup> , 2019	9:00AM – 11:00AM

### Time Spent in Official Office Hours in June: 8 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for B&P Committee Meeting	1 Hour
Preparing Applications for Finance Committee Meeting	3 Hour
Email Correspondence for UMGSA Conference Grant Applications	4 Hours
Other Email Correspondence	2 Hours
Committee Scheduling	1 Hour

### Total Hours Spent on the UMGSA in June, 2019: 28 Hours

## Vice-President Services & Support (VPSS) - Okechukwu Efobi

### Executive Summary of Work:

- **Transit Services Improvement Talks with UMSU:** As a follow-up to my key campaign platform, I reached out to UMSU executives on issues I have identified and those that have been brought to my attention by other graduate students. The goal is to devise a concerted approach to improve the services. This outreach resulted in a meeting being set up with UMSU President and the VP Finance and Operations, to be held in the first week of July.
- **Internal Committees Constitution and Scheduling of Regular Meetings:** Assisted by Ruth to constitute the two internal UMGSA committees I chair; which are the Events Committee and the Services and Support Committee. Communications were initiated with the listed members to update the list and new members also joined the committees. After doodle polls, schedule for regular monthly meetings was decided and communicated to the updated membership lists.
- **UMGSA Representation on External Committees:** Met with the President and the VPA and discussed external committees I would serve on, on behalf of the UMGSA. Then followed up on the assigned committees for regular meetings schedules, their backgrounds, and my responsibilities and status as a member of the committees.

### Meetings Attended:

June 6 <sup>th</sup> , 2019	ACU accounts signatory update meeting	2 Hours
June 7 <sup>th</sup> , 2019	Internal meeting with President and VPA	0.75 Hours
June 11 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	2.5 Hours
June 19 <sup>th</sup> , 2019	Teleconference: Victoria Hospital Foundation	0.5 Hours
June 24 <sup>th</sup> , 2019	UMSU BOD meeting	1.5 Hours
June 25 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	0.5 Hours
June 26 <sup>th</sup> , 2019	UMGSA Council meeting	0.5 Hours
June 27 <sup>th</sup> , 2019	UMGSA Events Committee meeting	1 Hours
June 27 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	1 Hours

### Time Spent in Meetings in June: 10.25 Hours

### Office Hours:

Tuesday, June 4 <sup>th</sup> , 2019	9:30AM – 11:30AM
Tuesday, June 11 <sup>th</sup> , 2019	2:00PM – 4:00PM
Tuesday, June 18 <sup>th</sup> , 2019	2:00PM – 4:00PM
Tuesday, June 25 <sup>th</sup> , 2019	2:00PM – 4:00PM

### Time Spent in Official Office Hours in June: 8 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	8 Hours
Other Email Correspondence	12 Hours

### Total Hours Spent on the UMGSA in June, 2019: 38.25 Hours

## Vice-President Academic (VPA) - Roxie Koohgoli

### Executive Summary of Work:

- **Student Advocacy:** Met with student advocacy center to learn what assistance is available to graduate students regarding mental health, academic, and community well-being. Compiled a list of resources and creating a webpage layout to be available for graduate students for a “one-stop shop” of options to help.

### Meetings Attended:

June 5 <sup>th</sup> , 2019	SAVSC	2 Hours
June 7 <sup>th</sup> , 2019	RCR Meeting	1.5 Hours
June 10 <sup>th</sup> , 2019	UMGSA Exec Meeting	2 Hours
June 13 <sup>th</sup> , 2019	SAVSC Follow-Up Meeting	1 Hour
June 25 <sup>th</sup> , 2019	UMGSA Exec Meeting	1 Hour
June 26 <sup>th</sup> , 2019	FGS Senate Meeting	1 Hour
June 26 <sup>th</sup> , 2019	UMGSA Meeting	30 min

### Meetings Missed:

Student Senate Caucus Meeting– June 24<sup>th</sup>, 2019 - Regrets Sent in Advance – Scheduling Conflict

### Time Spent in Meetings in June: 9 Hours

### Office Hours:

Tuesday, June 4, 2019	11:00 – 4:00pm
Tuesday, June 11, 2019	11:00 – 3:00pm
Tuesday, June 18, 2019	11:00 – 1:00pm
Tuesday, June 25, 2019	11:00 – 1:00pm

### Time Spent in Official Office Hours in June: 13 Hours

### Approximate Time Spent on Other Activities:

Other Email Correspondence 5 Hours

### Total Hours Spent on the UMGSA in June, 2019: 27 Hours



## HSGSA President - Mahder Teffera

### Executive Summary of Work:

Was away on a family emergency for part of June but caught up with office hours and kept up with HSGSA duties through correspondence. There were no council meetings for HSGSA in June but we continued with executive meetings to plan a summer social. Research days conference was a success (organized by previous HSGSA exec + VpME). Met with an FGS faculty member to plan the fall orientation at the Bannatyne campus which will be on September 6, 2019.

### Executive Summary of Hours:

06-04-2019	Email correspondence (HSGSA Poster awards, Bannatyne Orientation)	1hr
06-08-2019	Reviewing May 28, 2019 Executive committee minutes and budget	0.5hr
06-12-2019	Report on HSGSA social accountability initiatives + UMGSA exec update	2hr
06-17-2019	HSGSA exec meeting	1hr
06-20-2019	Office Hours	4hr
06-20-2019	Bylaws and Policy Committee Meeting (Proxy for VpStB)	1hr
06-24-2019	HSGSA Exec meeting	0.5hr
06-25-2019	UMGSA Exec meeting	0.5hr
06-26-2019	UMGSA Council meeting	0.5hr
06-27-2019	Office Hours	4hr
06-27-2019	Meeting to plan Bannatyne Fall orientation	1hr
	Other email correspondence, agendas, preparing documents	4hr
	Total	20hr

### COMMITTEES, MEETINGS, AND BUSINESS MATTERS

June 6, 2019	HSGSA Executive meeting	1.0 hour
June 11, 2019	UMGSA Executive meeting	Sent regrets (out of the country)
June 20, 2019	UMGSA Bylaws and Policy Committee Meeting	1.0 hour
June 24, 2019	HSGSA Executive meeting	0.5 hours
June 25, 2019	UMGSA Executive meeting	0.5 hours
June 26, 2019	UMGSA Council meeting	0.5 hours
June 27, 2019	FGS Orientation meeting	1.0 hour

Time spent in meetings: 4.5 hours

Office Hours June 20, 2019 (9:30-11:30; 1-3 pm) and June 27, 2019 (8 - 12pm)

Time Spent in Official Office Hours: 8 hours

**Total Hours Spent on the UMGSA & HSGSA in June, 2019: 20 Hours**

## Senator 1 - Julia Minarik

### Executive Summary of Work:

- **Student Senate Caucus:** I attended the student senate caucus meeting, there was a debate over the medical students
- **Senate Meeting:** See attached Senate report.
- **Sustainability Meeting**
- **Chairing UMGSA Council:** I chaired the June council meeting in lieu of a chosen chair.

### Meetings Attended:

June 11 <sup>th</sup> , 2019	UMGSA Executive Meeting	2.5 Hours
June 12 <sup>th</sup> , 2019	Senate Executive	1 Hour
June 20 <sup>th</sup> , 2019	Sustainability Meeting	2 Hours
June 24 <sup>th</sup> 2019	Student Senate Caucus	1 Hour
June 25 <sup>th</sup> , 2019	UMGSA Executive Meeting	1 Hour
June 26 <sup>th</sup> , 2019	Senate Meeting	1 Hour
June 26 <sup>th</sup> , 2019	UMGSA Meeting	0.5 Hour

### Meetings Missed:

None

### Time Spent in Meetings in June: 9 Hours

### Office Hours:

Thursday, June 6 <sup>th</sup> , 2019	09:00 - 11:00
Thursday, June 13 <sup>th</sup> , 2019	09:00 - 12:00
Thursday, June 20 <sup>th</sup> , 2019	09:30 - 12:30
Thursday, June 27 <sup>th</sup> , 2019	09:00 - 12:00

### Time Spent in Official Office Hours in June: 11 Hours

### Working Events Attended:

None.

### Time Spent at Working Events in June: 0 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	5 Hours
Other Email Correspondence	1 Hours

### Time Spent on Other Activities in June: 6 Hours

### Total Hours Spent on the UMGSA in June, 2019: 26 Hours

## Senator 2 - Ehsan Tahmasebian

### Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **Senate caucus and senate meeting:** Attended the senate caucus and senate meeting. Details of the meeting in the senate report.
- **Next generation web experience project board (NGWE):** Attended the NGWE meetings.
- **Faculty of Graduate Studies appeal committee:** Kept the email communication and reviewed the documents the of one appeal case.

### Meetings Attended:

June 24 <sup>th</sup> , 2019	Student Senate Caucus Meeting	1.25 Hour
June 26 <sup>th</sup> , 2019	Senate Meeting	1.75 Hour
June 11 <sup>th</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
June 25 <sup>th</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
June 27 <sup>th</sup> , 2019	Next Gen Web Experience Project Meeting	1.5 Hour

### Meetings Missed:

June 26 <sup>th</sup> , 2019	UMGSA Council Meeting	Regrets sent
------------------------------	-----------------------	--------------

### Time Spent in Meetings in June: 7.5 Hours

### Office Hours:

Friday, June 7 <sup>th</sup> , 2019	12:30 - 2:30PM
Friday, June 14 <sup>th</sup> , 2019	12:30 - 2:30PM
Friday, June 21 <sup>th</sup> , 2019	12:30 - 3:30PM
Friday, June 28 <sup>th</sup> , 2019	12:30 - 2:30PM

### Time Spent in Official Office Hours in June: 9 Hours

### Approximate Time Spent on Other Activities:

Reports and Email Correspondence	5 Hours
----------------------------------	---------

### Total Hours Spent on the UMGSA in June, 2019: 21.5 Hours

## Appendix VI :

### UMGSA Executive Reports July 1<sup>st</sup> - 31<sup>st</sup>, 2019

#### President - Carl Neumann

##### Executive Summary of Work:

- **Meeting with Vice-Provost Students:** This was my first official meeting with the new Vice-Provost Students, Laurie Schnarr, after getting to know her at Convocation events in June. The new Vice-Provost was eager to learn about the grad student experience here at the UofM, and to gain insight into the history and current status of issues facing graduate students. She has agreed to meet with me on a monthly basis going forward, which will greatly increase my ability to communicate ongoing and emerging concerns and opportunities. I know that she is open to innovation, and will be an ally as we work together to improve every-day realities for all grad students.
- **Fall Orientation Planning:** In July we continued planning for Fall Orientation along with the Faculty of Graduate Studies. Grad Student Orientation at the Fort Garry Campus will take place on Friday, August 30<sup>th</sup>, and on Friday, September 6<sup>th</sup> at the Bannatyne Campus.
- **HSGSA Summer BBQ:** On July 12<sup>th</sup>, I attended the HSGSA Summer BBQ at the Bannatyne campus. I was grateful for the opportunity to reach out to our UMGSA members based at Bannatyne. The BBQ was well-attended on that hot and sunny day.

##### Meetings Attended:

July 2 <sup>nd</sup> , 2019	Meeting with Vice-Provost Students	1 Hour
July 4 <sup>th</sup> , 2019	Meeting with FGS for Fall Orientation Planning	0.5 Hours
July 4 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1 Hour
July 9 <sup>th</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
July 9 <sup>th</sup> , 2019	UMGSA Services & Support Committee Meeting	1 Hour
July 11 <sup>th</sup> , 2019	UMGSA Bylaws & Policy Committee Meeting	1 Hour
July 23 <sup>rd</sup> , 2019	UMGSA Executive Meeting	1 Hour
July 23 <sup>rd</sup> , 2019	Meeting with Governance & Communications Coordinator	0.5 Hours
July 25 <sup>th</sup> , 2019	UMGSA Events Committee Meeting	1 Hour

**Meetings Missed:** None.

**Time Spent in Meetings in July: 8.5 Hours**

##### Office Hours:

Wednesday, July 3 <sup>rd</sup> , 2019	12:00PM - 2:00PM
Tuesday, July 9 <sup>th</sup> , 2019	12:00PM - 2:00PM
Wednesday, July 17 <sup>th</sup> , 2019	12:30PM - 2:30PM

Thursday, July 25<sup>th</sup>, 2019                      2:30PM - 4:30PM  
Wednesday, July 31<sup>st</sup>, 2019                      2:00PM - 4:00PM  
**Time Spent in Official Office Hours in July: 10 Hours**

**Working Events Attended:**

July 11<sup>th</sup>, 2019                      UofM GRI Welcome Event                      0.5 Hours  
July 12<sup>th</sup>, 2019                      HSGSA Summer BBQ                      0.5 Hours

**Time Spent at Working Events in July: 1 Hour**

**Approximate Time Spent on Other Activities:**

Writing and Editing Documents                      7 Hours  
Other Email Correspondence                      26 Hours

**Total Hours Spent on the UMGSA in July, 2019: 52.5 Hours**

## Vice-President Finance & Administration (VPFA) - Cody A. Ross

### Executive Summary of Work:

- **Assessment of conference grant applications:** Processing conference grant applications and continued implementation of the new rollover mechanism.
- **Evaluation of investment funds:** Initial discussions were pursued with RBC, National Bank and Lawton Partners regarding the ethical selection of funds for the UMGSA investment accounts.
- **Drafting changes to Executive Review Committee:** Consideration and revision to existing policies were made through the Bylaws and Policy Committee based on recommendations made by the outgoing Executive Review Sub-Committee.
- **Suggestions for Consent Culture Workshop Requirements:** The Bylaws and Policy Committee started brainstorming the implementation of mandatory consent culture workshop attendance by Executive and select committee members.

### Meetings Attended:

July 4 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1.5 Hours
July 9 <sup>th</sup> , 2019	UMGSA Executive Committee Meeting	1.5 Hours
July 11 <sup>th</sup> , 2019	UMGSA Bylaws and Policy Committee Meeting	1 Hour
July 16 <sup>th</sup> , 2019	Remote meeting with Lawton Partners	1.5 Hours
July 23 <sup>rd</sup> , 2019	UMGSA Executive Committee Meeting	1.5 Hours
July 23 <sup>rd</sup> , 2019	Meeting with UMGSA President and Office Staff	0.5 Hour

### Meetings Missed:

None

### Time Spent in Meetings in July: 7.5 Hours

### Office Hours:

Thursday, July 4 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, July 11 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, July 18 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, July 25 <sup>th</sup> , 2019	9:00AM – 11:00AM

### Time Spent in Official Office Hours in July: 8 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for B&P Committee Meeting	1 Hour
Preparing for Finance Committee Meeting	4 Hour
Email Correspondence for UMGSA Conference Grant Applications	10 Hours
Other Email Correspondence	2 Hours

### Total Hours Spent on the UMGSA in July, 2019: 30.5 Hours

## Vice-President Services & Support (VPSS) - Okechukwu Efobi

### Executive Summary of Work:

- **U-Pass Contract Negotiation and Transit Services Improvement Meeting with UMSU:** This meeting was mentioned in the June Executive Report. Here is a summary of the main points discussed. The current U-Pass contract with Winnipeg Transit will expire by 1 May 2020. Thus, negotiations are ongoing between UMSU and the operator for renewal. The primary point of concern for graduate students in the negotiations is the proposed extension of U-Pass coverage for the summer term. This would involve increase in U-Pass fees. Consequently, a referendum will need to be conducted to potentially seal the deal. I raised the issue of inadequate services on the part of the transit operator. An example is the issue of pass-ups by buses when students may have been waiting at a stop for a while. The UMSU executives agreed that something needs to be done about it. An approach would be to set up a portal for such complaints to be forwarded to the operator, representing a feedback system. An internal portal may also be set up by UMSU/UMGSA to independently collect data. For instance, if a route continuously has pass-ups, it would mean that more buses are needed on that route. Hence, the unions would then use this information to demand for improvements from appropriate stakeholders. These issues will be followed up through the UMSU Member Services Committee meetings. Unfortunately, the upcoming provincial elections seem to be causing delays in the Winnipeg Transit talks. It is hoped that things will pick up after the elections.
- **Preparations for the Fall Graduate Students Orientation:** Met with, along with the President, the FGS to initiate plans and preparation for the Fall Term Graduate Students Orientation. The UMGSA has the responsibility of recruiting volunteers for the various sessions of the orientation. This task was followed up through the Events Committee and the Services and Support Committee, which I chair. Many of the members signed up to volunteer and encouraged their friends and colleagues to do same. Through the committees, it was decided that Vanier scholars, 3MT, and student leaders be invited to sit on the Q & A panel. This initiative yielded fruit and the panel would consist of 5 outstanding members of the graduate student community.
- **Request from the Victoria Hospital Foundation for UMGSA Partnership on Mental Health Fundraisers:** Received an email on this and then had a teleconference with the foundation representative. They would like the UMGSA to help in their fundraisers for mental health. This can be accomplished through online and social media promotion of their events, and encouragement of UMGSA members to volunteer at such events. In return the UMGSA could get reciprocal collaboration and free use of the hospital miracle garden for events. This request is currently being deliberated by the Services and Support Committee.

### Meetings Attended:

July 4 <sup>th</sup> , 2019	Meeting with FGS for Fall orientation	0.75 Hours
July 4 <sup>th</sup> , 2019	U-Pass meeting with UMSU executives	0.75 Hours
July 4 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	0.5 Hours
July 9 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	1.5 Hours

July 9 <sup>th</sup> , 2019	UMGSA Services & Support Committee meeting	1 Hours
July 23 <sup>rd</sup> , 2019	UMGSA Executive Committee meeting	1 Hours
July 25 <sup>th</sup> , 2019	UMGSA Events Committee meeting	1 Hours
July 25 <sup>th</sup> , 2019	UMSU BOD meeting	1.75 Hours
July 31 <sup>st</sup> , 2019	FGS Appeal Teleconference	1 Hours

**Time Spent in Meetings in July: 9.25 Hours**

**Office Hours:**

Friday, July 5 <sup>th</sup> , 2019	2:30PM – 4:30PM
Tuesday, July 9 <sup>th</sup> , 2019	2:00PM – 4:00PM
Tuesday, July 16 <sup>th</sup> , 2019	2:00PM – 4:00PM
Tuesday, July 23 <sup>rd</sup> , 2019	2:00PM – 4:00PM
Tuesday, July 30 <sup>th</sup> , 2019	2:00PM – 4:00PM

**Time Spent in Official Office Hours in July: 10 Hours**

**Approximate Time Spent on Other Activities:**

Preparing Documents for Meetings	14 Hours
Other Email Correspondence	10.25 Hours

**Total Hours Spent on the UMGSA in July, 2019: 43.5 Hours**



## Vice-President Academic (VPA) - Roxie Koohgoli

### Executive Summary of Work:

- **Awards Application for UMGSA:** On July 9, the awards application for students and for teaching assistants went live on the UMGSA website. Application procedure and guidelines were reviewed and confirmed before being placed online. Application deadline is August 9, 2019 when they will be reviewed by the awards committee and those receiving the award will be attending the luncheon on September 27, 2019.
- **Awards Revisions:** Applications and questions were reviewed upon being received. The awards committee hasn't met during the month of July but is planning to meet last week on August/ first week of July to select the award recipients.

### Meetings Attended:

July 9 <sup>th</sup> , 2019	UMGSA Exec Meeting	1.5 Hours
July 23 <sup>rd</sup> , 2019	UMGSA Exec Meeting	1 Hour

### Meetings Missed:

**Time Spent in Meetings in July: 2.5 Hours**

### Office Hours:

Thursday, July 4, 2019	11:00 – 1:00pm
Tuesday, July 9, 2019	12:00 – 2:00pm
Tuesday, July 23, 2019	11:00 – 3:00pm

**Time Spent in Official Office Hours in July: 8 Hours**

### Approximate Time Spent on Other Activities:

Other Email Correspondence	20 Hours
----------------------------	----------

**Total Hours Spent on the UMGSA in July, 2019: 30.5 Hours**

## HSGSA President - Mahder Teffera

### Executive Summary of Work:

Kept regular office hours and attended meetings. The main event we organized in July was the HSGSA BBQ which had a turnout higher than anticipated and was a really great first event for the new executive team.

### Executive Summary of Hours:

07-04-2019	Office hours	2hrs
07-08-2019	HSGSA Executive Meeting	0.5hr
07-09-2019	UMGSA Executive meeting/RBC representative meeting	1.5hrs
07-11-2019	Office hours	2hrs
07-11-2019	Getting supplies for HSGSA BBQ (Costco, superstore)	2.5hrs
07-12-2019	HSGSA BBQ (set up, event, clean up)	4hrs
07-18-2019	Office Hours	2hrs
07-22-2019	HSGSA Executive meeting	0.5hr
07-22-2019	Signing authority transfer meeting at BMO	0.5hr
07-23-2019	UMGSA Executive meeting/NB Meeting	1hr
07-25-2019	Office hours	2hrs
	Email correspondence, preparing documents	6hrs
		24.5hrs

### COMMITTEES, MEETINGS, AND BUSINESS MATTERS

HSGSA Executive Meetings	1.0hour
UMGSA Executive Meetings	2.5hours
Meeting at BMO	0.5hour

**Time spent in meetings: 4 hours**

**Office Hours Thursdays 9:30am – 11:30am**

**Time Spent in Official Office Hours: 8 hours**

**Total Hours Spent on the UMGSA & HSGSA in July, 2019: 24.5 Hours**

## **Senator 1 - Julia Minarik**

### **Executive Summary of Work:**

- **No Senate or other committee meetings in July**
- **Random Acts of Green**

### **Meetings Attended:**

July 9 <sup>th</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
July 19 <sup>th</sup> , 2019	Random Acts of Green, Phone Meeting	1 Hour
July 23 <sup>rd</sup> , 2019	UMGSA Executive Meeting	2 Hours

### **Meetings Missed:**

None

### **Time Spent in Meetings in July: 4.5 Hours**

### **Office Hours:**

Thursday, July 4 <sup>th</sup> , 2019	10:00 - 12:00
Thursday, July 11 <sup>th</sup> , 2019	09:00 - 12:00
Thursday, July 18 <sup>th</sup> , 2019	09:00 - 11:00
Thursday, June 25 <sup>th</sup> , 2019	09:00 - 11:00

### **Time Spent in Official Office Hours in July: 9 Hours**

### **Working Events Attended:**

None.

### **Time Spent at Working Events in July: 0 Hours**

### **Approximate Time Spent on Other Activities:**

Preparing Documents for Meetings	1 Hours
Other Email Correspondence	1 Hours

### **Time Spent at Other Activities in July: 2 Hours**

### **Total Hours Spent on the UMGSA in July, 2019: 15.5 Hours**

## Senator 2 - Ehsan Tahmasebian

### Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **Next generation web experience project board (NGWE):** Attended the NGWE meetings.
- **Faculty of Graduate Studies appeal committee:** Kept the email communication and attended a teleconference pre-appeal case.
- **Selection Committee for UMGSA Council Chairperson:** reviewed the candidate applications.

### Meetings Attended:

July 9 <sup>th</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
July 23 <sup>rd</sup> , 2019	UMGSA Executive Meeting	1.5 Hours
July 29 <sup>th</sup> , 2019	Next Gen Web Experience Project Meeting	1.5 Hour

### Meetings Missed:

None

### Time Spent in Meetings in July: 4.5 Hours

### Office Hours:

Friday, July 5 <sup>th</sup> , 2019	12:30 - 2:30PM
Friday, July 12 <sup>th</sup> , 2019	12:30 - 2:30PM
Friday, July 19 <sup>th</sup> , 2019	12:30 - 2:30PM
Friday, July 26 <sup>th</sup> , 2019	10:00 - 12:30PM

### Time Spent in Official Office Hours in July: 8.5 Hours

### Approximate Time Spent on Other Activities:

Reports and Email Correspondence 4 Hours

### Total Hours Spent on the UMGSA in July, 2019: 17 Hours

## **Appendix VII :**

### **Proposed New Executive Review Committee Policy Section**

#### **Article VIII - Standing Committees**

##### **8. Executive Review Committee**

###### **a. Membership**

- i. No fewer than six representatives of the UMGSA, with representation from a minimum of four faculties.

###### **b. Mandate**

- i. To perform a bi-annual review of the current UMGSA Executive.
- ii. A report on the first bi-annual review will be presented to Council at the October Council meeting.
- iii. A report on the second bi-annual review will be presented to Council at the February Council meeting.
- iv. Final recommendations for the UMGSA Executive will be presented at the April Council Meeting.

###### **c. Meetings**

- i. The Executive Review Committee shall meet in May to select the committee chair from within the existing committee membership.
- ii. The Committee chairperson will obtain all official UMGSA documents required for each review of the Executive directly from the Office staff. Those documents should include, but are not limited to, all Executive and Council Meeting Minutes, all Council, Committee and Executive Attendance sheets, and all Council & Committee Meeting Agendas.
- iii. The Committee Chairperson will obtain Self & Peer Reviews from the Executives directly while maintaining confidentiality.
- iv. The Committee can conduct reviews at in person meetings or electronically.

## **Appendix VIII :**

### **Existing Executive Review Committee Policy Section**

#### **Article VIII - Standing Committees**

##### **8. Executive Review Committee**

###### **a. Membership**

- i. The President of the UMGSA as Chairperson.
- ii. The Vice-President Finance and Administration of the UMGSA.
- iii. One HSGSA designate.
- iv. One Senator of the UMGSA.
- v. No fewer than six representatives of the UMGSA, with at least one representative from each the following disciplines:
  1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
  2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
  3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
  4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.

###### **b. Mandate**

- i. Address all matters requiring ethical consideration within the UMGSA.
- ii. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
- iii. Oversee the UMGSA's continued development of, and adherence to, the UMGSA Award terms of reference in order to ensure the best distribution as more monies become available, with special consideration given to developing new award categories.
- iv. Form an Executive Review Subcommittee to perform the bi-annual review of the current Executive (see 8.e.i-xi).
- v. Hiring of UMGSA Employees
  1. The Executive Review Committee will conduct the hiring of the UMGSA employees.
  2. The President and Vice-President Finance and Administration of the UMGSA shall formalize employment postings and criteria for a position, with final approval given by the Executive Review Committee before being released.
  3. The President and Vice-President Finance and Administration of the UMGSA shall formalize the contract for UMGSA employees, with final approval given on the contract's terminology by the Executive Review Committee.

4. The Executive Review Committee will require employees to sign a Confidentiality Agreement with the UMGSA due to the information a UMGSA employee will have access to.
5. Any member of the Executive Review Committee who knows a possible contender for an employee position must declare a conflict of interest.
6. Preference for UMGSA employee positions will be given to a University of Manitoba student who is a current Masters or Doctoral graduate student.
7. The Executive Review Committee will be given the ability to review the work of the UMGSA employees rather than the UMGSA executive in order to avoid bias and possible conflict-of-interest.
8. The Executive Review Committee must be considered in the termination of employees in order to provide security to employees who may report inappropriate behaviour from members of the UMGSA executive, council, and/or staff.

c. Meetings

- i. The Executive Review Committee shall meet in May to determine a meeting schedule for each academic term.
- ii. The Committee shall meet at least twice per academic term.
- iii. The Executive Review Committee shall determine its own meeting parameters and schedule.
- iv. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.

d. Reporting and Authority

- i. The Chairperson of the Executive Review Committee shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.

e. Executive Review Subcommittee

- i. The Executive Review Committee shall meet in May to form the Executive Review Subcommittee.
- ii. The Executive Review Subcommittee shall include only those six non-Executive members outlined in the membership section.
- iii. The HSGSA designate should have no standing on either the Executive or the HSGSA Executive; that member is to be included in the Executive Review Subcommittee.
- iv. The Chairperson of the Executive Review Subcommittee will be elected at the April Council meeting, to take office beginning in May.
- v. The Executive Review Subcommittee shall perform three reviews of the Executive, with special regard to attendance and participation.
- vi. The first review will cover from May 1 to August 31 and will be presented at the October Council meeting by the Chairperson of the Executive Review Subcommittee.
- vii. The second review will cover from September 1 to November 30 and will be presented at the February Council meeting by the Chairperson of the Executive Review Subcommittee.

- viii. The third review will cover from December 1 to March 31 and will be presented at the April Council meeting by the Chairperson of the Executive Review Subcommittee.
- ix. The Executive Review Subcommittee will make recommendations to Council for the development and maintenance of the review process.
- x. The Chairperson of the Executive Review Committee will obtain all official UMGSA and HSGSA documents required for each review of the Executive directly from the Office Manager or Assistant. These documents will include, but are not limited to, all Executive and Council Meeting Minutes, all Council, Committee and Executive Attendance sheets, and all Council & Committee Meeting Agendas.
- xi. It is the responsibility of both the President of the UMGSA, as well as of the HSGSA President, to ensure that all official UMGSA and HSGSA documents required for each review of the Executive have been submitted to the Office Manager or Assistant before the beginning of each review.
- xii. The Chairperson of the Executive Review Committee will obtain all Executive Self & Peer Review Forms from the Executives directly, to maintain confidentiality.



## **Appendix IX :**

### **Policy Additions for Mandatory Consent Culture Training**

*All additions to existing policies are highlighted below:*

#### **Article IV: Roles and Responsibilities of Council**

##### 2. Executive Duties to Council

- a. The Executive shall be responsible to the Council for the day-to-day workings and emergency decisions required for the UMGSA.
- b. The Executive must prepare an annual budget for the UMGSA. This budget must be presented to Council in May for approval.
- c. The Executive must respect the fiscal constraints in the budget as approved by Council.
- d. In the event that a budget for the current fiscal year is not approved by Council, the Executive must respect the fiscal constraints in the budget approved by Council in the previous year, until a new budget is passed.
- e. The Executive shall notify Councillors of “Consent Culture Training” requirements and training availability by email prior to September 1<sup>st</sup> of each year.

##### 5. Consent Culture Training

- a. All Councillors are required to obtain satisfactory “Consent Culture Training” prior to November 1<sup>st</sup> of each year.
  - i. For the purpose of this document “Consent Culture Training” refers to:
    1. Attendance at a Consent Culture Workshop;
    2. Bystander Intervention Training; or,
    3. Other similar programming approved at the discretion of the UMGSA VPSS.

#### **Article V: Executive Roles and Responsibilities**

##### 3. All Executives shall perform the following duties:

- a. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or other reasonable eventualities, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- b. Attend all UMGSA Executive and Council meetings and present a written report at each UMGSA Council meeting. Provide to the UMGSA Council a written list of all internal and external meetings attended, noting scheduled meetings that the Executive was unable to attend, and a record of office hours maintained.
- c. Serve on and chair committees as specified in the “Committees” section of this document.
- d. Perform other tasks as assigned by the UMGSA Executive or Council.

- e. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
- f. Failure to attend 2 or more UMGSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more UMGSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.
- g. Attend “Consent Culture Training” prior to November 1<sup>st</sup> of each year.

6. The Vice-President Services and Support shall perform the following duties:

- a. Have signing authority for the UMGSA.
- b. Serve, or find a designate, as the official representative of the UMGSA in external matters pertaining to the relationship of the UMGSA with other graduate and university student associations.
- c. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated with proper discussion and agreement by the Vice-President Services and Support on the University Campus and its affiliates.
- d. Liaise with coalition partners and external organizations as representative for the UMGSA.
- e. Handle UMGSA outreach events.
- f. Act as a representative at external events.
- g. Liaise with the government and the public at large.
- h. Collaborate with the Vice-President Finance and Administration on the UMGSA Student Planner.
- i. Handle planning and organization of UMGSA Orientation socials.
- j. Handle planning and organization of UMGSA Orientation lectures, external relations, and presentations.
- k. 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.
- l. Handle planning, organization and attendance verification of “Consent Culture Training” with UMSU’s Justice for Women and/or Health and Wellness services of the University of Manitoba.
- m. Provide UMGSA Councillors with information about “Consent Culture Training” requirements and training availability prior to September 1<sup>st</sup>.

## Article VIII — Standing Committees

### 3. Services and Support Committee

- a. Membership
  - i. The Vice-President Services and Support of the UMGSA as Chairperson.
  - ii. The President of the UMGSA.
  - iii. The Vice-President Academic of the UMGSA.

- iv. One HSGSA designate.
- v. One Senator of the UMGSA.
- vi. No fewer than four representatives of the UMGSA, to include:
  - 1. No fewer than two Councillors of the UMGSA.
  - 2. No fewer than two non-Councillors members of the UMGSA

b. Mandate

- i. To implement Services and Support on behalf of Council.
- ii. To organize and put on academic events, including but not limited to the UMGSA Speaker Series and the UMGSA Seminar Series.
- iii. To organize and put on non-academic events, including but not limited to Welcome Back Week / Orientation.
- iv. Committee members are required to obtain satisfactory “Consent Culture Training” prior to November 1<sup>st</sup> as described in Article IV, point 5.

c. Meetings

- i. The Services and Support Committee will meet a minimum of once per month.
- ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.

d. Reporting and Authority

- i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Services and Support Committee activities.

4. Events Committee

a. Membership

- i. The Vice-President Services and Support of the UMGSA as Chairperson.
- ii. The President of the UMGSA.
- iii. One HSGSA designate.
- iv. No fewer than four representatives of the UMGSA, to include:
  - 1. No fewer than two Councillors of the UMGSA.
  - 2. No fewer than two non-Councillors members of the UMGSA.

b. Mandate

- i. To organize and put on events including but not limited to social, sports, and other events put forth by the UMGSA.
- ii. To organize the Holiday Hamper Drive, with or without assistance from other organizations.
- iii. To organize and put on UMGSA Orientation services and events in the months of September and January.
- iv. To review items related to UMGSA clubs, as per the “Clubs” section of this document.
- v. Committee members are required to obtain satisfactory “Consent Culture Training” prior to November 1<sup>st</sup> as described in Article IV, point 5.

c. Meetings

- i. The Events Committee will meet a minimum of once per month.
- ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.

d. Reporting and Authority

- i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.

## **Article XIII: Grants and Awards**

### **III. Departmental Grants**

3. Completed application forms must include the following:

- a. The departmental association's name as it appears on bank account records.
- b. The name and address of the bank as it appears on bank account records.
- c. The account number as it appears on bank account records.
- d. The names of two officers with signing authority and the signature of the UMGSA departmental representative.
- e. To qualify for the April disbursement, the departmental representative shall submit the following:
  - i. A report of expenditures and revenue up to March 1st of that fiscal year.
  - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.

f. The name of the UMGSA departmental Council representative(s) who attended "Consent Culture Training".