

**UMGSA Council Meeting Documents**  
**September 23<sup>rd</sup>, 2015**

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# **Council Meeting Agenda**

**September 23<sup>rd</sup>, 2015, 17:00**

**GSA Lounge**

## **1. Call to Order**

## **2. Approval of the Agenda**

**MOTION:** BIRT the agenda for the September 23, 2015 UMGSA Council meeting be approved.

### **2.1. Unanimous consent agenda**

2.1.1. Any item that has a ☒ beside it denotes unanimous consent agenda

*Any member who wishes to debate an item that is listed below may have it removed from the consent agenda by contacting the Chair prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motions.*

**MOTION: BIRT all Executive Reports and Senate Report are accepted omnibus.**

## **3. Approval of Minutes**

**MOTION: BIRT the minutes from the August 26th, 2015 UMGSA Council Meeting be approved.**

## **4. Business Arising from the Minutes**

4.1. **Orientation Rundown** Orientation 2015-2016 was a tremendous success, particularly the lunches; where we fed around 250 grad students lunch each day along with providing informative sessions on resources, awards, and general advice for new and returning students. It was an overwhelming and rewarding three days where the executive and a lot of great volunteers had a chance to reach out to the graduate student community; providing support for new and returning students and taking the opportunity to initiate conversations and gain feedback on relevant graduate student issues.

4.2. **UMGSA Finances** In part to deal with the increasing demand for conference grants administered by the UMGSA, measures have been taken to invest currently uninvested UMGSA reserves into portfolio managed accounts (See Minutes from August 26<sup>th</sup> UMGSA Council Meeting). The guiding principles behind this process have been outlined in a statement of investment policy document (See Appendix I). The document has been vetted by the UMGSA attorney and the finance committee and is presented to council for approval.

**MOTION: BIRT that the UMGSA Council ratifies the Statement of Investment Policy as presented.**

## **5. New Business**

5.1. **UMGSA Annual Audit** The annual audit plan (for fiscal year ending April 30<sup>th</sup>, 2015; See Appendix II) produced by BDO Canada LLP is being presented to council at the

request of BDO Canada LLP. This is an annual process, as indicated, and is a Canada Revenue Agency requirement for any non-profit organization, the process was approved at council last year (2014-2015) and representatives from BDO will be available during the October UMGSA Council Meeting to answer any questions you may have.

- 5.2. **Childcare Letter of Support** As the UMGSA has been a long-time and ardent advocate for improved childcare facilities on campus (see the presidents report on the executive committee in the August 26<sup>th</sup>, 2015 Council Minutes) the President and VPI (as the presidents incoming designate for the Childcare Working Group(CCWG)) have provided a letter of support (See Appendix III) for proposed project to increase student childcare spots and expand and enhance available facilities. Along with a new building more than 60 new student spaces will be added to the already existing spaces. UMSU has pledged one million dollars (over a series of years) in support of the project and the CCW has also approached the UMGSA and requested financial support in addition to our moral support of the project, a request which is currently under review by the executive.
- 5.3. **CAGS Conference** Following a request from the president, the Faculty of Graduate Studies has generously agreed to fund the UMGSA in registering for and attending the upcoming Canadian Association for Graduate Studies (<http://www.cags.ca/>) conference being held at the end of October. This has only happened once before, and is a great opportunity for the UMGSA to gain a better understanding of the national state of graduate studies as well as to connect with some of the other graduate student organizations around the country. As at least 7 other GU15 members will also be in attendance this has also been arranged as an informal GU15 planning session for the April conference.
- 5.4. **Councilor Orientation** Councilor orientation is a chance for all UMGSA councilors to get to know one another while learning about their roles and responsibilities as departmental representatives. After the afternoon session of presentations, we will adjourn for a meal together and an evening of socializing. Food and drinks will be provided as a small thank you for all of the hard work you do throughout the year as councilors. Attendance is required as one of your duties as councillors, and participation counts towards council attendance and departmental grants, as such we will do our best to accommodate everyone's schedule. The event will place on a weekend in October and a doodle poll has been created to help us pick the best date: (<http://doodle.com/poll/bfvmpx75xtpxgzta>). Please respond by midnight Sunday, September 27th, 2015; if you have any dietary requirements please send them to [gsa@umgsa.org](mailto:gsa@umgsa.org).
- 5.5. **Changes to Executive Policy Manual** Please review the suggested additions, modifications, and deletions, to the executive policy manual as presented by the Bylaws & Policy Committee (See Appendix IV).  
**MOTION: BIRT that the UMGSA Council ratifies amendments to the executive policy manual as presented.**

## 6. Verbal Committee Reports

- 6.1. Executive Committee Report
- 6.2. Finance Committee Report
- 6.3. Bylaws and Policy Committee Report
- 6.4. Events Committee Report
- 6.5. Campaigns Committee Report
- 6.6. Awards Committee

## **7. Senate Report**

- ☒ Senate Report.

## **8. Executive Committee Reports**

- ☒ President
- ☒ Vice President Internal
- ☒ Vice President External
- ☒ Vice President Academic
- ☒ Vice President Marketing and Events
- ☒ Vice President Health Sciences
- ☒ Senator 1
- ☒ Senator 2
- ☒ Senator 3

## **9. Department Reports**

## **10. Other Business/Announcements**

- 10.1. **Gradzette Update** The first print edition of the Gradzette in almost a decade is back on stands around the University (at the entrance to UC and in the GSA office) and will soon be available on Bannatyne campus as well. Submissions for articles, photos, and research profile requests can be sent to [editor@gradzette.com](mailto:editor@gradzette.com).
- 10.2. **UMGSA Student Planner.** The UMGSA 2015-2016 student planner is now available and can be picked up at the UMGSA office @ 221 University Centre. Councilors' are encouraged to pick up additional copies for their own departments.
- 10.3. **UMFM Media Mixer** The UMFM Media Mixer will take place October 1<sup>st</sup> at the Hub on campus, and for the first time will officially involve the Gradzette. This event is a great way to find out more about working at the Gradazette, the Manitoban, and UMFM.

## **11. Adjournment**

**MOTION: BIRT the UMGSA Council meeting be adjourned.**

**Next Meeting: October 28<sup>th</sup> 2015 @ 17:00 in the UMGSA Lounge**

## **Minutes from the August 26<sup>th</sup>, 2015 Council Meeting**

### **UMGSA Council Meeting Minutes August 26<sup>th</sup>, 2015, 17:00 GSA Lounge**

#### **12. Call to Order (5:07 pm)**

#### **13. Council Chair Ratification:** BIRT the Council ratifies Richard From, being a proxy for the president, as the alternate Chair for the 2015-2016 UMGSA Council meetings.

Gustavo Mejicanos (Animal Science)/ Joseph Dipple (Native Studies)

*Carried*

#### **14. Approval of the Agenda**

**MOTION: BIRT the agenda for the May 27, 2015 UMGSA Council meeting be approved.**

Travis Hrubeniuk (Kinesiology and Recreation)/ Gustavo Mejicanos (Animal Science)

*Carried.*

Friendly amendment: 4 to be ICS special project presentation.

Friendly amendment: 6.4 to be Councilor Orientation.

##### **14.1. Unanimous consent agenda**

14.1.1. Any item that has a ☒ beside it denotes unanimous consent agenda

*Any member who wishes to debate an item that is listed below may have it removed from the consent agenda by contacting the Chair prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motions.*

**MOTION: BIRT all Executive Reports and Senate Report are accepted omnibus.**

Darcy McDougall (Environment and Geography)/ Mario Solis Nepote (Biomedical engineering)

*Carried*

Request that senate report be taken out of the unanimous consent agenda and placed under verbal committee reports as 8.7.

Joey Lussier (Chemistry)/ Darcy McDougall (Environment and Geography)

*Carried.*

## 15. ICS special project presentation

Presenter: Julia Osso

The ICS is planning a day-long retreat at Camp Cedarwood for 96 international students, 26 of whom are graduate students. The cost is generally \$40/person. The GSA has supported this over the past six years.

**MOTION: BIRT that council allocate \$500 to the ICS for the event in question.**

Executive/ Darcy McDougall (Environment and Geography)

*Carried.*

## 16. Approval of Minutes

**MOTION: BIRT the minutes from the May 27th, 2015 UMGSA Council Meeting be approved.**

Megan Colwell (Entomology)/ Mario Solis Nepote (biomedical engineering)

*Carried.*

## 17. Business Arising from the Minutes

- 17.1. **FGS, Senate, and U of M Committee Spots** These committees give graduate students the chance to have their voices heard on matters that directly affect our academic lives. By serving as a graduate student member you provide important input and a student perspective on matters ranging from appeals to academic freedom, and including such other matters as curriculum and course changes, awards, and even academic dress. **Please email [Pres@UMGSA.org](mailto:Pres@UMGSA.org) with the subject line "Committee Representation" by noon, September 2nd, 2015. Committee Members are needed ASAP. See attached document titled "Grad Student Rep Committee List 1-2 .docx".**

Kristjan Mann (President) will be sending out an email with a deadline of Sept 5<sup>th</sup>, for people to apply for positions. FGS and Senate committee organizers have been updated about spots that have been filled

- 17.2. **UMGSA Internal Committee Spots** Now that summer is over internal UMGSA committees will be ratified for the upcoming year, doing this after summer gives new councilors a better chance to participate. Please sign up for an internal UMGSA committee (Awards, Events, Campaigns, Etc...) which has vacancies due members leaving after the summer, please email Ruth at [gsa@umgsa.org](mailto:gsa@umgsa.org) for information on which committees currently have vacancies.

Kristjan mentioned that application process for UMGSA internal committees would be starting soon to fill vacancies in committees, open to all councilors.

- 17.3. **(6.3) University Budget Cuts Update** The UMGSA remains concerned about the repercussions of the recent budget cuts approved at the May meeting of the UM Board of

Governors, such as the dramatic increase in international student tuition, and we want to be prepared for the upcoming cuts proposed for next year.

**REMINDER** Please report budget cut related issues arising in your department to the UMGSA at [pres@umgsa.org](mailto:pres@umgsa.org)

Q: Animal Sciences asked about the U-pass and whether it would be included in this year's fee?

A: Kristjan said that Winnipeg transit was not present at U-pass meeting, therefore a lot of information was unavailable; earliest date for implementation is September 2016. Maximum price for U-pass was determined at a referendum.

## **18. New Business**

18.1. **Health and Dental Update** The current Health and Dental provider, Manitoba Blue Cross, reported losses on the plan last year and subsequently requested an increase in fees which was approved at UMSU council last May. The UMGSA position remains that the spirit of the health and dental plan is to provide coverage for all U of M students through solidarity and collective bargaining, and we are not in favor of a segregated plan in any form. We feel all students should be treated equally and have equal access to services regardless of factors such as what they choose to study and at what level they do so; and we believe that our colleagues at UMSU feel the same way. That being said, in response to concerns regarding an amendment to this approved increase excluding grad students from the maximum figure proposed (meaning that grad fees could be differentially increased) the UMGSA executive is taking action to ensure that grad students do not experience a lapse in coverage in the event that UMSU decides to segregate the Health and Dental Plan with UMGSA members paying a higher rate

Kristjan mentioned that currently, graduate students are getting \$1/\$1 for dental, and 9/10\$ for medical services. Manitoba blue cross has reported losses, leading to current situation. UMGSA executive have inquired after other GSA plans around the country, and based on that information we'd be looking at \$390-400/year without family and >\$400 once family is added on.

Q: Animal Science asked if MB blue cross has considered the fact that they are only giving the vision benefit once every 1-2 years.

A: Kristjan stated that the contract is renewed every 2 years, possibly why the vision issue comes up. Will be looking into situation further.

18.2. **International Student Tuition** The Board of Governors recently approved a differential fee increase for international students, and while fee increases for grad students are not as high as in some undergraduate programs, the multiplier will increase from a 2X multiplier to 2.2X, a 10% increase. This motion came as a surprise to many students who may have budgeted for their education and the UMGSA is prepared to oppose future increases of this nature alongside budget cuts should they be proposed as next year's budget is presented in May 2016.

In response to this issue as well as budget cuts, Kristjan suggests creating a policy endorsed by council which would make free tuition a permanent campaign objective of the UMGSA

until it is achieved in Manitoba, or nationally. Free tuition not only makes education more accessible, but also removes and reduces barriers to academic freedom, and is a benefit to the economy not only in individual spending power of graduates who do not have excessive loans, but also in the long term losses generally experienced by governments over the large amount of student loans they write off. On a 25-30 year timeline, governments in Canada/UK/US write off much more debt than what they lent out. Preferable free education, brought to council.

Animal Science asked if it makes sense to propose that for international students as well because that would mean asking Canadian taxpayers to subsidize the education of non-Canadian students.

A: Kristjan states it has been done in other nations and Newfoundland has recently implemented a no tuition system. Switzerland is able to provide this for International students as well. He will be looking further into it and then present this to council.

18.3. **UMGSA Finances** In part to deal with the increasing demand for conference grants administered by the UMGSA measures have been taken to invest currently uninvested UMGSA reserves into portfolio managed accounts. In conjunction with the UMGSA these accounts would be invested with the top portfolio manager in Canada last year, overall his clients saw greater returns than any other portfolio managers in the country. The additional revenue generated from these investments would be used to increase services like conference grants, bursaries and awards, as well as shore up the legal defense fund. All proposals to date have been filtered through and approved by the UMGSA lawyer, we have also scheduled a meeting between our lawyer, who has a history in finance, and the portfolio manager so he can perform an in depth analysis of the final proposal.

Kristjan further mentioned that we have had a top portfolio manager in Canada put together a very conservative portfolio for GSA to increase income for GSA awards, conference grants. Details will be made available to council when possible.

Animal Science states support for the conservative investments idea because high-risk investments may not be worth it.

Kristjan affirms that yes, the UMGSA will be looking to invest in whatever brings in a bigger return.

Enoch A-iyeh (VPE) mentions that we have to consider the current need for funds. And this is affirmed by Kristjan.

## 19. Verbal Committee Reports

### 19.1. Executive Committee Report

Kristjan reports that the executive committee has been busy with events all summer. Including soccer games, GU15, Awards Luncheon and upcoming council and student orientation.

### 19.2. Finance Committee Report

Enoch reports the finance committee met recently to go over conference grants, not enough attendance for quorum therefore many topics could not be discussed.

### 19.3. Bylaws and Policy Committee Report



Rich reports that the committee is updating the executive policy manual at this time, finalizing it and planning to present it shortly at the AGM or an upcoming council meeting.

19.4. Events Committee Report

Beibei reports that the events committee did not meet over the summer and that the regular events committee meeting will be arranged soon, hopefully with more updates at the next meeting.

19.5. Campaigns Committee Report

Enoch reports that it is a very exciting time for the campaigns committee. IST/Technology improvement issues have been addressed. BOG and budget cuts also a task being handled by campaigns committee. The committee wants to get information from grad students so that there is real data to present in campaigns. Budget cuts are affecting individual units and graduate students counting on TA positions, the committee would like to hear from students about this.

19.6. Awards Committee

David(VPA) reports that the awards process has been streamlined. Awards appropriately allocated and process concluded with awards luncheon.

The successful GSA Award Winners:

Teaching Award: Dr. John Wiens - Education

Part-Time Masters Awards: Aimee Bowcott - Health Sciences, & Barbara Lepp - Education

Full-Time Masters Awards: Alyse Newman - Psychology, & Sarah Turner - Health Sciences

Full-Time PhD Award: Chelsea Jalloh – Education

## 20. Senate Report

☑ Senate Report. – Hadeesha: June 24<sup>th</sup>, 2015 – New graduate student awards introduced. Admission to a few programs has been suspended. There was a presentation about university expansion. Capital campaign to be launched publicly at Bombers game half time. Dept. of Biochem and genetics have introduced a new program.

Exec-at-large said that since this report was pulled out of the council documents that were sent out to councilors, there are two options: either postpone motion to next meeting or approve the verbal report.

**MOTION: BIRT that approval of the senate report be postponed until the next agenda meeting.**

Carly Isaak (Food science)/ Gustavo Mejicanos (Animal science)

## 21. Executive Committee Reports

☑ President

☑ Vice President Internal

☑ Vice President External

☑ Vice President Academic

- ☒ Vice President Marketing and Events
- ☒ Vice President Health Sciences
- ☒ Senator 1
- ☒ Senator 2
- ☒ Senator 3

## 22. Department Reports

### 23. Other Business/Announcements

23.1. **GU15 Conference in late July/early August** This year the UMGSA had the privilege of hosting the fall meeting of the GU15, this is the first time since the UMGSA was invited in to the organization that we have been asked to host one of the conferences, and I heard nothing but great things about the city, university, and UMGSA executive from the attending delegates. I would like to thank all of the UMGSA executive for contributing their time and efforts to this event as well as the faculty of graduate studies for helping to sponsor one of the dinners during the conference.

23.2. **UMGSA Orientation September 9,10,11**

23.2.1. We will continue the tradition of a three day orientation this year with free lunches for grad student attendees every day, we would like to thank student life and the faculty of graduate studies for sponsoring two of these lunches during orientation this year. There will be valuable information seminars and workshops for new and returning students, great door prizes and giveaways, and of course I'm sure I don't need to mention the free lunches again... A schedule of events will be sent out with the next UMGSA newsletter so please look for it, or come stop by the office ask!

23.3. **UMGSA Orientation**

Beibei mentioned that this would take place on September 9, 10, 11<sup>th</sup>, so that it overlaps with undergrad orientation. Orientation is also overlapping with student life and we are hoping for good information flow between undergrads and grads. Workshops and social will be held during the orientation. We also have good sponsors for food. September 11<sup>th</sup> overlaps with bison pep rally. Please communicate your own departmental orientation date to UMGSA.

Kristjan and Enoch have contacted Graduate student advisors of different departments asking for departmental orientation dates

Colin mentions that HSGSA orientation will be on September 11<sup>th</sup>

23.4. **Councillor Orientation**

Kristjan announced that this will take place on a Saturday in October.

### 23.5.      **Gradzette News**

A new chief editor was hired, dedicated to the gradzette. There will be a greater focus on grad student content.

### 24. Adjournment

**MOTION: BIRT the UMGSA Council meeting be adjourned.**

Darcy McDougall (Environment and Geography) / Joey Lussier (Chemistry)

*Carried*

**Next Meeting: September 23<sup>rd</sup> 2015 @ 17:00 in the UMGSA Lounge**

| <i><b>Position/Department</b></i>      | <i><b>Name</b></i>                              | <i><b>Signature</b></i> |
|--|---|-------------------------|
| President                              | Kristjan Mann                                   | Present                 |
| VP Internal                            | Valery Agbor                                    | Regrets                 |
| VP Academic                            | David Terrazas                                  | Present                 |
| VP External                            | Enoch A-iyeh                                    | Present                 |
| VP Marketing & Events                  | Beibei Lu                                       | Present                 |
| VP Health Science                      | Colin Graydon                                   | Present                 |
| Senator                                | Kathryn Marcynuk                                | Present                 |
| Senator                                | Gagan Sidhu                                     | Present                 |
| Senator                                | Hadeesha Piyadasa                               | Present                 |
| Chair / Exec At Large (Non-voting)     | Rich From                                       | Present                 |
| Office Manager (Non-voting)            | Ruth Prokesch                                   | Present                 |
| <i><b>Agric &amp; Food Science</b></i> |   |                         |
| Agribusiness & Agric. Economics        | Clement Adomah                                  | Absent                  |
| Animal Science                         | Elnaz Azad (Co-Councilors)<br>Gustavo Mejicanos | Gustavo Present         |
| Biosystems Engineering                 | Kannan Karuppiiah                               | Present                 |
| Entomology                             | Megan Colwell                                   | Present                 |
| Food Science                           | Carly Isaak                                     | Present                 |
| Human Nutritional Sciences             | Ifeanyi Nwachukwu                               | Absent                  |
| Plant Science                          | Cassandra Tkachuk                               | Absent                  |

|   |   |         |
|---|---|---------|
| Soil Science                              | Nicholson Jeke                                    | Absent  |
| <b>Architecture</b>                       |   |         |
| Architecture                              | David Anderson(Co-Council)<br>Julia Evancio       | Absent  |
| City Planning                             | Evan Allan (Co-Councilors)<br>Andrew Macauley     | Absent  |
| Interior Design                           | Erns Walls  | Present |
| Landscape Architecture                    | Meaghan Pauls                                     | Present |
| <b>Arts</b>                               |   |         |
| Anthropology                              | Anureet Lotay                                     | Absent  |
| Economics                                 | Missed three meetings                             | No Rep  |
| English, Film & Theatre                   | Katelyn Dykstra Dykerman                          | Present |
| History                                   | Nicole Courier                                    | Absent  |
| Linguistics                               | Hai Tran  | Present |
| Native Studies                            | Joseph Dipple                                     | Present |
| Political Studies & Public Admin          | Missed three meetings                             | No Rep  |
| Psychology                                | Kristene Cheung<br>Proxy-Sarah Rigby              | Proxy   |
| Sociology                                 | Joseph Asomah (Co-Council)<br>Matthew Sanscartier | Absent  |
| <b>Management</b>                         |   |         |
| Management – PhD and MSc                  | Ji Zhou   | Present |
| Management – MBA                          | Missed three meetings                             | No Rep  |
| <b>Education</b>                          |   |         |
| Education – PhD – Ad hoc                  | Mehdi Rahimian                                    | Absent  |
| <b>Engineering</b>                        |   |         |
| Civil Engineering                         | Sam Esfandianpour                                 | Present |
| Electrical & Computer Engineering         | Hamid Reza Nasrinpour                             | Present |
| Mechanical & Manufacturing Eng.           | Masoud Nasiri Sarvi                               | Present |
| <b>Environment, Earth &amp; Resources</b> |   |         |
| Environment & Geography                   | Darcy McDougall                                   | Present |
| Geological Sciences                       | Cody Ross   | Present |
| Natural Resources Institute               | Jody Daniel<br>Proxy: Ahmed Oyegunle              | Proxy   |
| <b>Graduate Studies</b>                   |   |         |

|                            |   |                |
|----------------------------|---|----------------|
| Applied Health Sciences    | Navjot Pachu (Co-Councilors)<br>Scott Kehler  | Navjot Present |
| Biomedical Engineering     | Mario Solis Nepote                            | Present        |
| Peace and Conflict Studies | Brett Mallon (Co-Councilors)<br>Shorsh Palani | Brett Present  |

|  |   |                |
|--|---|----------------|
| <b><i>Kinesiology &amp; Recreation Mgmt.</i></b> |   |                |
| Kinesiology & Recreation Mgmt.                   | Travis Hrubeniuk (Co-Council)<br>Ramesh Dutta | Travis Present |
| <b><i>Nursing</i></b>                            |   |                |
| Nursing  | Alexa Barrett                                 | Absent         |
| <b><i>Science</i></b>                            |   |                |
| Biological Sciences                              | Kyle Ritchie                                  | Present        |
| Chemistry  | Joey Lussier                                  | Present        |
| Microbiology                                     | Mac Kohlmeier                                 | Regrets        |
| Physics & Astronomy                              | Mohammad Hussein                              | Present        |
| Statistics                                       | Missed Four Meetings                          | No Rep         |
| <b><i>Social Work</i></b>                        |   |                |
| Social Work                                      | Kaladhar Battepati                            | Absent         |
| <b><i>UMSU (Non-Voting)</i></b>                  |   |                |
| President or Designate                           |   | Absent         |
| <b><i>CUPE 3909 (Non-Voting)</i></b>             |   |                |
| President or Designate                           | Jen Black                                     | Absent         |
| <b><i>FGS Rep (Non-Voting)</i></b>               |   |                |
| Dean or Designate                                | Jay Doering                                   | Absent         |
| <b><i>Student Life (Non-Voting)</i></b>          |   |                |
| Office of Student Life                           | Cora Dupuis                                   | Present        |
| <b><i>Guests</i></b>                             |   |                |
| Leo Baskatawang                                  | Native Studies w/ Joe Dipple                  | Present        |
| Ehsan Tahmasebian                                | ECE w/ Hamid Reza Nasrinpour                  | Present        |
| Mike Hayden                                      | English w/ Katelyn & Karalyn                  | Present        |
| Julia Osso                                       | ICS (requesting funding)                      | Present        |
|  |   |                |

**UMGSA Council Meeting Documents**  
**August 27, 2015**

## **Executive Reports August 1<sup>st</sup> - August 31<sup>st</sup>, 2015**

**Kristjan W. K. Mann, President**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

- Following various funding requests during my monthly meeting with the Dean of FGS, I was able to secure commitments to sponsor one of the GU15 dinners hosted in August, partial funding for one of the orientation lunches for grad students hosted in September, and full funding for the UMGSA to register for the Canadian Association for Graduate Studies (CAGS) and attend this year's conference. CAGS is the national association of graduate studies which student associations may attend as observers to stay informed on national issues and trends.
- The GU15 took place in August which took up a lot of my time during the first part of the month. I personally arranged the social events for all three nights the delegates were in town; including transportation, arranging the evening meals, finding and booking the venues (the tallest poppy, maw's beer hall, and the good will social club) and negotiating discounts for the UMGSA. I also planned and organized the welcome event, picked up all of the food and drinks for the welcome event and conference, edited and redrafted the welcome package, had the office cleaned and improved to reflect well on the UMGSA and its members, picked up two groups of delegates from the airport and dropped off another three groups with late flights after the conference. I also attended all three days from roughly 08:30 to 23:00, arranged and managed audio recording for the conference room and took care of any issues that arose throughout the conference. As well as organizing the executive in their individual tasks and coordinating with the VPE in the organization of the conference schedule and communication with the delegates. The conference days were filled with productive conversation on grad student related issues like minimum funding, time to completion, academic freedom and international student issues. The next GU15 conference has been set for April but there will be an informal meeting of the members in attendance at CAGS this October. As one of two delegates (UdM is the other) with a comparatively long history of GU15 attendance (as with GSA executive there is a high yearly turnover) it fell to the two of us to put together a last minute presentation over Tuesdays lunch hour detailing the history of the GU15 and its long-term objectives, and next steps. A copy of this presentation will be made available to council with the upcoming GU15 report.
- Editing, formatting and negotiating printing of the UMGSA handbook made for a lot of long days and nights In August. I would like to thank the VPME for all of the extra hours

put in and for staying until 2 am with myself and the VPHSC after the last council meeting to make sure the book got completed. In the end, however, there were issues with the printer wherein though we had been told they could have the job completed in 10 days, once the proof was submitted they pushed their timeline meaning that we would not be able to receive the books prior to orientation which is what we were aiming for. As a side note the book is now available in the UMGSA office and has lots of great info about UMGSA services.

- Following the meeting between the UMGSA, Susan Gottheil, and the Childcare Working Group chairs regarding the introduction of a new childcare facility along with new dedicated spaces for students (see Presidents August, 2015 exec report) I have drafted a letter of support for the project (see council document attachment). This project is still in the proposal phase but looks like it will be actualized and the CCW Is looking for a financial pledge from the UMGSA which is currently under review by the executive (See council minutes from August 26th, 2015).
- The search for a new editor for the Gradzette is complete and U of M student Tom Ingram, who is a long time contributor to both the Gradzette and Manitoban, has been selected for the Job via an adhoc committee formed with members of the UMGSA executive and the Manitoban. Two candidates applied for the position. Tom is off to a great start and we have been working together a lot to get a print copy (now available in the UMGSA office and UC) out for orientation, expand the content with not only more grad student related issues but also adding diversions like a crossword, and make sure that students are aware of the paper and how they can get their research profiled in it.
- The UMGSA office was cleaned, reorganized and improved prior to the GU15, not only to present the best possible face for the organization with so many visiting organizations stopping by, but also to provide a more efficient workspace and better institutional continuity. Previously up to 8 executive shared 3 desks with one workstation each. Any data saved on a workstation stayed on that workstation and was not networked unless it was moved to a shared drive. 4 new VP desks were brought in so that going forward each VP will have their own dedicated workstation which will remain with the position from year to year allowing for greater institutional memory and meaning that there will always be a place for a VP to work, which was not always the case on days when everyone came in. The former VPME and office assistant desk is being turned into a floating workstation where two computers will be set up to be shared by the 3 senators and executive at large. Once all the new workstations are fully set up and I have completed the filing and storage of loose documents an open house will be held to allow the councilors to come take a better look inside the executive office, though feel free to stop by anytime!

#### **Executive Summary of Hours:**

|            |             |             |   |     |
|------------|-------------|-------------|---|-----|
| 01/08/2015 | 12:00:00 PM | 12:30:00 PM | Email   | 0.5 |
| 03/08/2015 | 1:30:00 PM  | 2:30:00 PM  | Email   | 1   |
| 04/08/2015 | 12:00:00 PM | 4:00:00 PM  | UMGSA Office, Website Follow up                                 | 4   |
| 05/08/2015 | 12:30:00 PM | 3:30:00 PM  | UMGSA Office, Meeting with FGS Comms Coord re: Orientation (.5) | 3   |

|            |             |             |   |      |
|------------|-------------|-------------|---|------|
| 06/08/2015 | 4:00:00 PM  | 12:00:00 AM | Email, UMGSA Committee Lists  | 8    |
| 07/08/2015 | 9:00:00 AM  | 12:30:00 PM | Office Carpet Cleaning Prep, Meeting with VPE re GU15 delegate details  | 3.5  |
| 08/08/2015 | 2:00:00 PM  | 6:00:00 PM  | UMGSA Office (4), GU15 Meeting with Exec at Large, Email, checking on carpet cleaning   | 4    |
| 09/08/2015 | 2:00:00 PM  | 2:30:00 PM  | Teleconference with Tallest Poppy Manager RE GU15 Event Details (.5)  | 0.5  |
| 10/08/2015 | 10:00:00 AM | 10:30:00 AM | Teleconference with VPE re: roles and responsibilities and teamwork   | 0.5  |
|            | 12:00:00 PM | 5:30:00 PM  | UMGSA Office (5.5), Office Reorganization and cleanup after carpet cleaning + GU15 Prep, Costco for GU15 supplies [11km]  | 5.5  |
|            | 6:00:00 PM  | 7:30:00 PM  | Exec report, Email  | 1.5  |
|            | 9:00:00 PM  | 1:30:00 AM  | Executive expectations document drafting, Email   | 4.5  |
| 11/08/2015 | 10:30:00 AM | 4:00:00 PM  | UMGSA Office (3), Meeting re Gradzette (1), Meeting with Council member (.5) Meeting with EAL and VPE (1)   | 5.5  |
| 12/08/2015 | 11:00:00 AM | 12:30:00 PM | EXEC Comm Agenda, Email, Janice Derco RE UITAC (1), Exec Comm (2), UMGSA Office (3)   | 6    |
| 13/08/2015 | 12:00:00 PM | 4:30:00 PM  | Pricing Office supplies and furniture at various vendors (Ikea, Staples etc..) (desks for VP's) (22 km)   | 4.5  |
|            | 10:00:00 AM | 12:00:00 PM | Online research on desk's and office organization   | 2    |
| 14/08/2015 | 11:45:00 AM | 7:00:00 PM  | Picking up Desks for VP's (15 km) (5), Phone Meeting with VPME (.5), Email (1.75), GU15 Prep  | 7.25 |
|            | 9:30:00 PM  | 4:00:00 AM  | Email, Exec Report, GU15 Prep + Bookings Confirmation, Meal confirmations   | 6.5  |
| 15/08/2015 | 11:30:00 AM | 8:30:00 PM  | Office Improvements and cleaning for GU15, New desk set up, GU15 Agenda review,   | 9    |
| 16/08/2015 | 10:30:00 AM | 12:30:00 PM | Email, Phone meeting with VPE (.5), Pick up Delegates from the Airport X3 [55km], Purchasing Supplies for GU15 Conference and Meet and Greet [15km], Organizing Meet and Greet, | 14   |
| 17/08/2015 | 8:30:00 AM  | 2:00:00 AM  | GU15 Conference, GU15 Event, Email,   | 17.5 |
| 18/08/2015 | 8:30:00 AM  | 11:00:00 PM | GU15 Conference, GU15 Event, Email,   | 14.5 |
| 19/08/2015 | 8:30:00 AM  | 7:00:00 PM  | GU15 Conference, GU15 Wrap up, Driving Delegates to Airport [28km]  | 10.5 |
| 20/08/2015 | 12:15:00 PM | 2:45:00 PM  | UMGSA Office (2), Meeting with JB Re: Nvivo Workshop (.5)   | 2.5  |
|            | 5:00:00 PM  | 9:30:00 PM  | Council Package, Email, UMF Board (Outreach Committee) [9 km] (2)   | 4.5  |



|               |             |             |   |        |
|---------------|-------------|-------------|---|--------|
|               | 11:00:00 PM | 3:30:00 AM  | Council Package   | 4.5    |
| 21/08/2015    | 1:00:00 PM  | 4:00:00 PM  | Awards emails and communications with VPA and VPME  | 3.5    |
|               | 9:30:00 PM  | 11:00:00 PM | Awards emails and communications with VPA and VPME  | 1      |
| 22/08/2015    | 10:00:00 AM | 11:30:00 AM | Email   | 1.5    |
| 23/08/2015    | 4:00:00 PM  | 6:30:00 PM  | Executive Agenda, Email   | 2.5    |
| 24/08/2015    | 12:00:00 PM | 3:00:00 PM  | UMGSA Office (2), Meeting with VPA re Awards Luncheon (.5), Meeting with VPI re handbook and bylaws (.5)  | 3      |
|               | 4:00:00 PM  | 1:30:00 AM  | Email and Communication with VPA and VPME re awards printing, Email, Meeting (Teleconference) with Exec at large re council agenda (.5),  | 9.5    |
| 25/08/2015    | 10:30:00 AM | 12:00:00 AM | Awards Luncheon (3), UMGSA Office (2), BOG Executive (.5), Handbook, Email, Orientation   | 13.5   |
| 26/08/2015    | 1:00:00 PM  | 2:00:00 AM  | Office Hours (2), UMGSA Executive (2), UMGSA Council (1.5), UMGSA Office Working on handbook with VPME and HSGSA President (7.5) Driving VPME and HSGSA PRES As no more buses (1)   | 14     |
| 27/08/2015    | 11:00:00 AM | 7:00:00 PM  | Meeting with Jay (1), Meeting with Bfar (.5), Publicity event for MCO with VPME and Sen 2 (.5), Interview with Gradzette re: GU15 (.5), trip with VPME to get a hard drive to store promotional material (1.5) (15k), UMGSA Office (4) [Handbook] | 8      |
| 28/08/2015    | 12:30:00 PM | 3:30:00 PM  | Email, communication with VPA re image release, SMM   | 3      |
|               | 6:00:00 PM  | 6:30:00 PM  | communication with UMSU VPI and VPME re GSA lounge usage for UMSU event   | 0.5    |
|               | 11:00:00 PM | 12:30:00 AM | communication with VPA and VPME re image release, SMM,  | 1.5    |
| 29/08/2015    | 11:00:00 AM | 12:00:00 PM | Email   | 1      |
| 30/08/2015    | 12:00:00 PM | 2:00:00 PM  | Email   | 2      |
| 31/08/2015    | 2:30:00 PM  | 3:30:00 PM  | UMGSA Office (1)  | 1      |
|               | 9:00:00 PM  | 3:00:00 AM  | Childcare Final Draft, Email  | 6      |
| Monthly Total |             |             |   | 210.75 |

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

**Meetings Attended:**

|                   |                            |             |
|-------------------|----------------------------|-------------|
| August 5th, 2015  | FGS Comms Coord            | 1/2 hour    |
| August 7th, 2015  | VPE GU15 Meeting           | 1/2 hour    |
| August 8th, 2015  | EAL GU15 Meeting           | 1 hour      |
| August 9th, 2015  | Tallest Poppy Booking      | 1/2 hour    |
| August 10th, 2015 | VPE GU15                   | 1/2 hour    |
| August 11th, 2015 | Gradzette Hiring Committee | 1 hour      |
| August 11th, 2015 | Council/UMGSA Comm Member  | 1/2 hour    |
| August 11th, 2015 | EAL + VPE Meeting          | 1 hour      |
| August 12th, 2015 | JD RE UITAC                | 1 hour      |
| August 12th, 2015 | Exec Comm                  | 2 hour      |
| August 14th, 2015 | VPME (TC)                  | 1/2 hour    |
| August 15th, 2015 | VPE GU15 Meeting           | 1/2 hour    |
| August 16th, 2015 | VPE TC                     | 1/2 hour    |
| August 16th, 2015 | GU15 Welcome Event         | 6 hours     |
| August 17th, 2015 | GU15 Conference            | 9 hours     |
| August 17th, 2015 | GU15 Evening Event         | 4 hours     |
| August 18th, 2015 | GU15 Conference            | 9 hours     |
| August 18th, 2015 | GU15 evening Event         | 5 hours     |
| August 19th, 2015 | GU15 Conference            | 7 hours     |
| August 20th, 2015 | Workshop Meeting           | 1/2 hour    |
| August 20th, 2015 | UMFM Outreach Comm         | 2 hours     |
| August 24th, 2015 | VPA Awards Lunch           | 1/2 hour    |
| August 24th, 2015 | VPI Handbook               | 1/2 hour    |
| August 24th, 2015 | EAL Exec Agenda (TC)       | 1/2 hour    |
| August 25th, 2015 | Awards Luncheon            | 3 hours     |
| August 25th, 2015 | BOG Executive Meeting      | 1/2 hour    |
| August 26th, 2015 | UMGSA Exec Comm            | 2 hours     |
| August 26th, 2015 | UMGSA Council              | 1 1/2 hours |
| August 27th, 2015 | FGS Dean Meeting           | 1 hour      |
| August 27th, 2015 | BFAR Meeting               | 1/2 hour    |
| August 27th, 2015 | MCO Event                  | 1/2 hour    |
| August 27th, 2015 | Gradzette Interview        | 1/2 hour    |
| August 28th, 2015 | UMSU VPI (TC)              | 1/2 hour    |

**Time spent in meetings:** 64 hours (40 hrs @ GU15)

**Meetings Cancelled:** None

**Meetings Missed:**

|                   |               |  |
|-------------------|---------------|--|
| August 24th, 2015 | UMGSA Finance | Meeting was not put in the executive calendar. |
|-------------------|---------------|--|

**Office Hours:**

Wednesdays: 1pm - 3 pm

**Time spent in the office:** 45.5 hours (Not including meetings in the office)

**Total Hours Spent on UMGSA for August:** 210.75

**Valery Agbor, VPI**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

- Started the month by reminding invited sponsors and campus service important to graduate students to go over their ads and for those who had not submitted a final copy to please do so.
- I also signed and approve conference grant cheques processed over the month of July
- Help move office furniture for the floors to be cleaned by University services.
- Also participated in the reorganization of the UMGSA office in preparation for the GU15.
- Negotiated a new quote for UMGSA hand book production with Premier printing.
- Kept the office open on the 8/11/2015 when office manager was not present.
- Scheduled the Bylaws and Policy as well as the Finance committee meeting.
- Attended the UMGSA executive meeting on the 12th of August in GSA lounge.
- Research our health dental plan and sought for alternatives should in case our graduate students are face differential health plan increase.
- Maintained communication with publisher to ensure our terms of production were clear and expectations were understood.
- Went around shopping for UMGSA furniture.
- Attended the GU15 meet and greet at the UMGSA office.
- Picked up GUI15 participants and drove to their residents and brought them to the meet and greet at the lounge for snack and food before they went to bed.
- Signed cheques for UMGSA staff and expense claims.
- Replied to emails for conference grants application forms and emails on rejected applications.
- Sent the National Bank Financial Wealth Management team to meet with UMGSA Lawyer on retainer.
- Work on compiling all revised bios and indigenous student centre add going into UMGSA handbook.
- Attended GU15 for all 3 days and drove some conference participants home on day two.
- Claimed financial reimbursement and signed cheques for other executives claiming financial reimbursements.
- Prepared conference grant and signed pay check for staff and executives.
- Set the finance committee and held the meeting on August 24th and 5 pm.

- Approving conference grants that have been review and phoning before leaving Ottawa on the 25th of August.
- Dropped in to check on the status of things at the office after my trip from Ottawa

## **COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

### **Meetings Attended:**

|  |       |
|--|-------|
| Executive committee meeting July 8th                         | 2h    |
| Moving office furniture                                      | 3h    |
| Finance Committee meeting                                    | 1.5 h |
| Executive meeting August 12th                                | 2 h   |
| Phone meeting with UMGSA lawyer / NFB                        | 1.0 h |
| Staples and Ikea Run with the president for Office furniture | 3 h   |
| Run across town to pick up furniture                         | 4 h   |
| GU15 conference, Dinner                                      | 27h   |
| Time spent replying emails                                   | 5 h   |
| Time on spent on the Phone                                   | 2 h   |
| Time spent on researching UMGSA health and dental policy     | 3 h   |
| Time spent processing conference grants                      | 2 h   |
| Meeting with president to discuss contract and sponsors      | 1 h   |
| Meeting with other executives                                | 2 h   |
| Time spent writing report                                    | 2h    |

**Time spent in meetings: 52 hours**

### **Meetings Cancelled:**

Bylaws and Policy Committee meeting.

### **Meetings Missed:**

Executive and council meeting on the 26th of August.

### **Office Hours:**

Wednesday: 12 - 2:00 pm

**Time spent in the office: 30 hours**

**Total Hours Spent on UMGSA for July 1st - July 31st: 82 hours**

## David Terrazas, Vice-President Academic

### Report

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

### Executive Summary of Work:

- Coordinating the preparations for the UMGSA Awards 2015 Luncheon and planning the overall event. This involved talking to catering and services, audiovisual, libraries, and the UMGSA Exec, for having all the aspects covered for the event to be a success.
- Fine tuning details about marketing with the VPME
- I spent a huge amount of time distinct personas like: (i) UMGSA Awards Committee (for coordination of volunteering activities), (ii) distinguished guests (for speaking at the beginning of the event and attending it), (iii) general guests, and (iv) the awards recipients.
- Pitching in for the GU15 by attending GU15 sessions, contributing my discussions in the last day, guiding attendees back to UofM in the last day of the evening events, and networking in general so that there are good links among the distinct GSA organizations that attended.
- Attending advocacy training for assisting students in need better and properly channeling them when urgent and emergencies pop up.
- Providing counseling to students with conflicts related to jobs, parenting (parental/maternal leave), and registration.

### Executive Summary of Hours:

|            |                |                |                                      |   |
|------------|----------------|----------------|--------------------------------------|---|
| 03/08/2015 | 10:00:00<br>AM | 12:00:00<br>PM | UMGSA Luncheon preparation           | 2 |
| 05/08/2015 | 10:00:00<br>AM | 12:00:00<br>PM | UMGSA Luncheon preparation           | 2 |
| 07/08/2015 | 2:00:00<br>PM  | 4:00:00<br>PM  | Office Hours                         | 2 |
|            | 5:00:00<br>PM  | 6:00:00<br>PM  | Preparation of July Executive Report | 1 |
| 10/08/2015 | 10:00:00<br>AM | 12:00:00<br>PM | UMGSA Luncheon preparation           | 2 |
|            | 3:30:00<br>PM  | 4:30:00<br>PM  | Meeting   Brandy Usick - Training    | 1 |
| 12/08/2015 | 1:45:00<br>PM  | 3:45:00<br>PM  | Meeting   UMGSA Executive committee  | 2 |
|            | 10:00:00<br>AM | 12:00:00<br>PM | UMGSA Luncheon preparation           | 2 |
| 14/08/2015 | 2:00:00<br>PM  | 4:00:00<br>PM  | Office Hours                         | 2 |

|            |                |                |                                      |      |
|------------|----------------|----------------|--------------------------------------|------|
| 17/08/2015 | 10:00:00<br>AM | 11:00:00<br>AM | Preparation of July Executive Report | 1    |
|            | 10:00:00<br>AM | 12:00:00<br>PM | UMGSA Luncheon preparation           | 2    |
| 18/08/2015 | 6:00:00<br>PM  | 11:00:00<br>PM | GU15 Event                           | 5    |
|            | 10:00:00<br>AM | 6:00:00<br>PM  | UMGSA Luncheon preparation           | 8    |
| 19/08/2015 | 10:00:00<br>AM | 6:00:00<br>PM  | UMGSA Luncheon preparation           | 8    |
|            | 9:00:00<br>AM  | 3:00:00<br>PM  | GU15 Event                           | 6    |
| 21/08/2015 | 2:00:00<br>PM  | 4:00:00<br>PM  | Office Hours                         | 2    |
| 24/08/2015 | 8:30:00<br>AM  | 8:00:00<br>PM  | UMGSA Luncheon preparation           | 11.5 |
| 25/08/2015 | 8:30:00<br>AM  | 11:30:00<br>AM | UMGSA Luncheon preparation           | 3    |
|            | 11:30:00<br>AM | 2:30:00<br>PM  | UMGSA Luncheon Event                 | 2    |
| 26/08/2015 | 2:30:00<br>PM  | 4:30:00<br>PM  | Meeting   UMGSA Executive committee  | 2    |
|            | 4:45:00<br>PM  | 6:15:00<br>PM  | Meeting   UMGSA Council              | 1.5  |
| 27/08/2015 | 2:00:00<br>PM  | 4:00:00<br>PM  | Meeting   Student Counselling        | 2    |
| 28/08/2015 | 2:00:00<br>PM  | 4:00:00<br>PM  | Office Hours                         | 2    |

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

|                                |                                  |          |
|--------------------------------|----------------------------------|----------|
| August 10 <sup>th</sup> , 2015 | Brandy Usick – Advocacy Training | 1 hour   |
| August 10 <sup>th</sup> , 2015 | UMGSA Executive committee        | 2 hour   |
| August 26 <sup>th</sup> , 2015 | UMGSA Executive committee        | 2 hour   |
| August 26 <sup>th</sup> , 2015 | UMGSA Council                    | 1.5 hour |
| August 27 <sup>th</sup> , 2015 | Student Counselling              | 2 hour   |

**Time spent in meetings:** 10 hours

**Meetings Cancelled:** None

**Meetings Missed:** None

**Office Hours:** 8

Fridays: 14:00 - 16:00

**Time spent in the office:** 34.5 hours [Due to the UMGSA Awards luncheon preparation, I spent a lot more time in the office because of intensive preparations towards this event]

**Total Hours Spent on UMGSA for August:** 72 hours

## **Beibei Lu, VP Marketing and Events**

### **Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

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

#### **1. UMGSA Orientation 2015 Plan and Organize**

- **Confirm UMGSA orientation plan:** As UMGSA orientation 2015 will be on Sept 9, Sept 10 and Sept 11, with Sep 9 overlap with Student Life, the final UMGSA Orientation General Plan 2015 has been steadily confirmed by details.
- 2015 UMGSA Orientation Sessions include academic success, student support, student services, roundtable discussion, etc. Further confirm the session arrangement, speaker and student insight speaker for each session, as well as allocate topics and related speakers for roundtable discussion. The update speakers invitation list has been listed on the Orientation General Plan. Student Life orientation and Bisons games open event will be included as celebration event for this year.
- **External cooperation:** Most of the potential participating offices (resources on campus and related student groups) have been contacted by VPME as set up a special session introducing services and resources. External cooperation also includes sponsorship opportunities, which has been confirmed by VPME and the President as for orientation lunch, as well as gifts/prizes for each session.
- **Internal cooperation:** For UMGSA executives, the Orientation General Plan listed detailed task list for each executive to take on their role and responsibility during the UMGSA orientation. The task list has been discussed and confirmed with the President for internal approval. Some of the tasks include session hosting, purchasing and preparation for orientation food supplier and social permit, ect. Detailed instructions have been provided and many of the tasks have been
- **Organizational cooperation:** As part of UMGSA orientation, UMGSA also send executives to attend other departments' departmental orientation, to show the support and resources for all graduate students. Collecting departmental orientation information and attendance has been included in the orientation task list for executives.
- **Marketing and promotion:** UMGSA orientation plan has been shared and spread to broad student body through different ways, including but not limited to campus

wide posters, social media, website, council meeting announcement, cross promotion through UMFM broadcast, cross promotion through Gradzette, FGS digital display, etc.

- **Budget for orientation:** Budget plan for 2015 orientation has been confirmed through discussion with VPI, President after comparing last year's budget. Financial support for orientation lunch from Student Life and FGS will help reduce the cost for orientation.
- **Preparation for orientation:** specific work has been started for UMGSA orientation, including social liquor permit application, conference catering application, food suppliers contact, sponsorship contact, etc.

## **2. Share and promote UMGSA Orientation 2015 Plan at NSOC**

- **Preparation of presentation on NSOC.** Attending NSOC (New Student Orientation Committee) meeting and make a presentation about UMGSA 2015 orientation plan. NSOC partners are representatives of departments across campus who play a role in orientation. GSA orientation events presentation is on August 21 from 1:30 – 3:30pm, as an information update.
- Further cooperation and sponsor opportunities through NSOC has been followed up and confirmed as part of UMGSA 2015 orientation plan, including ICS, Student Life, Indigenous Centre, etc.

## **3. Fulfill the job responsibilities of VPME**

- **Marketing:** Continue the branding promotion work on UMGSA. Updating and designing UMGSA 2015 promotion pamphlet, new executive promotion poster for orientation and other events.
- **UMGSA Branding merchandise:** Confirm proper UMGSA organization branding merchandise for executives and gifts. After comparing merchandise providers, a local company will be preferred to produce UMGSA branding items.
- Order food for executive meetings for UMGSA office, etc.
- Organizing event committee meeting for the 2015-2016 UMGSA events plan and next upcoming UMGSA social in Oct.
- Meeting with the president & the Manitoban chief editor together with the new chief editor for the Gradzette on Gradzette 2015 working plan.
- Kept the office while office manager was away, answered the door, responding to requests from students.
- Attended the UMGSA executive meeting and council meeting, and other committees.
- Due to the computer damage from UMGSA designing workload (not included in the VPME work portfolio), it got influenced for update on UMGSA website for events and info, as well as the Newsletter update.
- Personal health issues referring to a car accident in late June needs special arrangement from UMGSA work arrangement. A doctor's note for suggestions on reducing working hours can be provided if needed. VPME has been adding on hours in August to make up some of the delayed workload, however, the extra hours are not fully due to the delayed work for VPME. Further information can be provided by request. (This info needs to be provided to IDRSC)

## **4. GU 15 final preparation and attendance on Aug 16 - 19**



- Work on necessary improvement on preparation for GU 15, including GU 15 gift set for participants, meal order for 3 days, catering order, promotion material printing and production, etc.
- GU 15 Media coverage. Photography to document GU 15 and provide media material for the Gradzette GU 15 feature, as well as GU15 social media update, etc. It also includes editing photos from GU15 as well as update on GU15 page, UMGSA social media and newsletter.
- GU 15 gift set preparation. Including all the necessary material needed for the conference, as well as UMGSA gift, special gift from Manitoba to send to every participant from other universities.
- GU15 meal order and catering order. Work with the Degrees for GU15 meal order for 3 days, as well as all 3 days' conference catering order for morning and afternoon sessions.
- GU 15 promotion material and conference material design, printing and production, including signs, name tags, etc. Update UMGSA pamphlets are also prepared for GU 15 to better present the branding of UMGSA.
- Final shopping for supplies for GU 15.
- Attending all the sessions of GU 15, documenting as a photography, attending and participating as UMGSA executive. Welcome participants from Aug 16, and attend each day's evening recreation sessions, as well as take care and help out with the lunch services.

#### **4. UMGSA Awards Luncheon preparation and attendance on Aug 25**

- UMGSA awards luncheon promotion material content fully cprinting and production, etc.
- UMGSA awards luncheon Media coverage. Photography to document UMGSA awards luncheon and provide media material for the Gradzette feature, as well as UMGSA social media update, etc. It also includes editing photos from the luncheon as well as update on UMGSA social media and newsletter.
- Deal with special conflict on media products of UMGSA branding promotion to Awards Luncheon promotion.

#### **5. UMGSA 2015 student handbook design and finishing-up**

- **Very last minute work request** about UMGSA 2015 student handbook. The need for handbook graphic design and finishing-up for printing has not been confirmed and fully-edited until the Aug 27<sup>th</sup>, and the deadline to printing is Aug 28<sup>th</sup>, with the workload of full student handbook graphic design with no work starting until Aug 27th.
- Work with the President on editing and designing UMGSA 2015 student handbook, specially on handbook finishing-up designing and production, handbook Ads adjustment and confirmation.
- **Suggestion: UMGSA Student Handbook working process will work better if regulated and specified at the executive policy menu. If special requirement or tasks are needed, it needs an early preparation and well communication on the actual workload, instead of limited people work overload within really limited time. Executives can cooperate better on finishing up the work based on a well communication and clear workload description.**

#### **7. Other work related to UMGSA general operation and cooperation**

- **Health & Dental Plan price quote:** Keep regular meeting with collecting broker on information update and collecting price quote available for graduate students, together with the Health and Dental plan working group to provide possible

solutions for UMGSA graduate students health and dental plan.

- **Presentation for Chinese Embassy from Toronto:** Collect information and prepare a presentation on Chinese Graduate Students' issues, special needs, as well as current situation for the visit meeting by Chinese Embassy from Toronto. Great feedbacks from the meeting supporting the services from UMGSA to all international graduate students.
- **UMGSA photography and design back up.** Due to the computer damage from UMGSA designing workload (not included in the VPME work portfolio), all the UMGSA related photo and design files need to be backed up, file transferring and saved for further reference.

### Timesheet for VPME - Aug 2015

|      |       |       |  |      |
|------|-------|-------|--|------|
| 8-1  | 11:00 | 3:00  | Office hours   | 3    |
| 8-2  | 11:00 | 14:00 | Prepare for 2015 UMGSA Orientation -contact speakers                                 | 3    |
| 8-3  | 11:00 | 13:00 | Orientation Partnership meeting (with Student Life, ICS)                             | 1.5  |
|      |       |       | UMGSA events promotion and media promotion   | 2.5  |
| 8-4  | 10:00 | 3:00  | Office hours   | 5    |
| 8-5  | 3:00  | 8:00  | Office hours   | 2    |
|      |       |       | Prepare GU 15 design   | 6    |
| 8-6  |       |       | Prepare GU 15 gift set   | 3.5  |
| 8-7  |       |       | Prepare GU 15 gift set purchase  | 5    |
| 8-8  | 11:00 | 2:00  | Prepare GU 15 design   | 3    |
| 8-9  |       |       | Prepare for 2015 UMGSA Orientation   | 6    |
|      |       |       | Designing and editing for UMGSA branding material                                    | 2    |
| 8-10 |       |       | Degree order of GU 15  | 1.5  |
| 8-11 | 10:00 | 12:00 | Prepare GU 15 design   | 3    |
| 8-12 |       |       | Office hours   | 2    |
|      |       |       | Executive meeting  | 2    |
|      |       |       | Executive report for July, Aug, June   | 2    |
| 8-13 |       |       | Meeting with Health & Dental broker  | 1.5  |
|      |       |       | Designing and editing for UMGSA branding material                                    | 2    |
| 8-14 |       |       | Prepare GU 15,   | 1    |
|      |       |       | Degree meeting- final Degree order of GU 15  | 1.5  |
| 8-15 | 11:00 | 2:00  | Prepare GU 15  | 5.5  |
| 8-16 | 11:00 | 9:00  | GU 15 final preparation/welcome  | 8    |
| 8-17 | 8:30  | 11:00 | GU 15  | 13.5 |
| 8-18 | 8:30  | 11:00 | GU 15  | 10.5 |
| 8-19 | 8:30  | 6:00  | GU 15  | 9.5  |
|      |       |       | Office hours   | 2    |
|      |       |       | Prepare presentation at the new student orientation committee                        | 1    |
| 8-20 | 1:30  | 3:30  | New student orientation committee  | 2    |
|      |       |       | Communicate for GSA Awards luncheon design, GSA Awards luncheon merchandise purchase | 3    |
| 8-21 | 8:00  | 9:00  | Prepare for 2015 UMGSA Orientation   | 1    |
|      |       |       | UMGSA events promotion and media promotion   | 2    |

|               |            |             |   |        |
|---------------|------------|-------------|---|--------|
| 8-22          | 11:00-2:00 | 10:00-12:00 | prepare for GSA Awards luncheon design  | 5      |
| 8-23          | 9:00       | 21:00       | prepare for GSA Awards luncheon design  | 11     |
| 8-24          | 9:30       |             | Print, production for awards luncheon   | 6.5    |
|               |            |             | Orientation social liquor permit purchase   | 0.5    |
|               |            |             | Designing and editing for UMGSA branding material   | 4      |
|               | 4:00       | 6:30        | Prepare presentation for meeting with Chinese Embassy   | 1      |
|               |            |             | Meeting with Chinese embassy in Toronto   | 2.5    |
| 8-25          |            |             | GSA Awards luncheon   | 3.5    |
| 8-26          | 4:00       | 10:00       | Office hours  | 2      |
|               |            |             | Events photo editing  | 6      |
| 8-26          | 18:30      | 2:40        | Work overnight on GSA handbook  | 8.25   |
|               | 14:30      | 16:30       | Executive meeting   | 2      |
|               | 17:00      | 18:30       | Council meeting   | 1.5    |
| 8-28          | 1 hr       | 3 hrs       | Events photo editing  | 4      |
|               | 13:00      | 14:30       | GSA orientation plan meeting-gagan, kristjan  | 1.5    |
|               |            |             | GSA awards luncheon and GU 15 social media update   | 2      |
|               |            |             | GSA awards luncheon and GU 15 Gradzette update  | 2      |
|               | 21:00      | 12:30       | Deal with photo editing for VPA emergency request   | 3.5    |
| 8-29          | 11:00      | 2:00        | Data back up for UMGSA  | 6.5    |
| 8-30          |            |             | Purchase for back up hard drive   | 1      |
|               | 16:00      | 21:00       | Graphic design, Editing for orientation   | 5      |
|               |            |             | Data back up for UMGSA  | 4      |
|               |            |             | Send speaker/presentation for Orientation sessions-student life, ICS, library, aboriginal center, ALC | 3      |
|               |            |             | UMGSA office-orientation outdoor space permit / sponsor meeting                                       | 2      |
| 8-31          | 11:00      | 13:00       | Data back up for UMGSA  | 3      |
|               |            |             | Travel time for purchase for events   | 4      |
|               |            |             | Computer fix for UMGSA damage/file transfer   | 1      |
| Monthly Total |            |             |   | 213.25 |

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## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

|                    |  |           |
|--------------------|--|-----------|
| Aug 12, 2015       | Executive Meeting                                | 2 hours   |
| Aug 26, 2015       | Executive Meeting                                | 2 hours   |
| Aug 26, 2015       | Council meeting                                  | 1.5 hour  |
| Aug 3, 2015        | Orientation partner Meeting (Student Life, ICS)  | 2 hours   |
| Aug 20, 2015       | NSOC (New Student Orientation Committee) meeting | 2 hours   |
| Aug 14, 2015       | Degree meeting on GU 15 order                    | 1.5 hour  |
| Aug 17,18,19, 2015 | GU15   | 24 hours  |
| Aug 24, 2015       | Meeting with Chinese Embassy from Toronto        | 2.5 hours |
| Aug 25, 2015       | GSA Awards luncheon                              | 3.5hours  |

|                                |  |                   |
|--------------------------------|--|-------------------|
| Aug 28, 2015                   | GSA orientation brief planning meeting | 1.5 hours         |
| Aug                            | Meeting with VPA on UMGSA awards       | 0.5 hour          |
| Aug 13, 2015                   | Meeting with Health & Dental Broker    | 1.5 hour          |
| <b>Time spent in meetings:</b> |  | <b>44.5 hours</b> |

**Office Hours:**

Wednesday: 1:00 pm – 3:00 pm

Aug1, Aug4, Aug 5, Aug 12, Aug 19, Aug 26  
12 hours

**Time spent in office:** 12 hours office hours + extra hours listed

**Additional Time:**

**Photography**

|  |            |
|--|------------|
| Photography for GU15 and photo editing                               | 8+4 hours  |
| Photography for Awards Luncheon and photo editing                    | 3.5+6hours |
| Special editing for Awards luncheon follow up media content conflict | 3.5hours   |

**Graphic Design**

|   |             |
|---|-------------|
| Graphic Design for GU15                               | 12hours     |
| Graphic Design for Awards Luncheon                    | 16 hours    |
| Graphic Design for UMGSA Handbook                     | 8.25+2hours |
| Graphic Design for orientation and general GSA design | 5 hours     |
| Data back up for UMGSA                                | 13.5 hours  |

**Total time spent in Photography and Graphic Design:** **81.75hours**

**Others**

|   |         |
|---|---------|
| Time spent designing and editing for UMGSA Branding material    | 8 hours |
| Editing for UMGSA events promotion and media promotion features | 7 hours |
| Extra Time spent sending and replying emails                    | 6 hours |
| Other time spent- detailed timesheet can be provided if needed  | 54hours |

**Time spent in addition:** 21+54 hours

**Total Hours Spent on UMGSA for Aug 1st - Aug 31st: 213.25 hours**

**Enoch A-iyeh, Vice President-External**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

- My executive work in this period of reporting is mostly on the GU15 conference, committee works, orientation and extra office time put in

- GU15 communications with delegates before and during conference occupied a substantial amount of my time.
- Times were put in to arrange rides for them from the airport to the University of Manitoba.
- At the university, I took time to welcome them, help them check into their residence, help them settle and hand conference welcome packages to them.
- Back here in the GSA office, I cleaned and organized the office space to welcome delegates for the meet and greet banquet, put finishing touches to conference agenda and assembled complete welcome packages with all the information necessary.
- I took responsibility in insuring that the conference venue was ready in terms of all the functionality we required. I was always there to open the conference venue on time in the morning and coordinated arrival of breakfast/ special food required for delegates.
- After the usual conference proceedings, I led delegates into the city for dinner and entertainment and brought them back.
- I insured we received conference fees due us by participants.
- I prepared and presented a document on international tuition fee increases at the University of Manitoba.
- GSA-VPE extra office hours have been put in to handle massive loads of communications and items related to GU15 conference
- Other committee involvements are reported below:
- I attended the SITEC committee meeting. A mental health/wellness mobile app project is currently under consideration.
- I attended the UMGSA Awards Luncheon
- I kept my finance committee commitments. Even though participation was abysmal I helped review conference grant applications.
- In the Sustainability committee that I am involved with, our work has been recognized. The University of Manitoba has received a Silver sustainability tracking, assessment and rating from AASHE for our sustainability program.
- Part of executive time in this period of reporting was spent on executive and council meetings.
- Helping plan UMGSA Fall 2015 orientation. Contacting student speakers for events.

### **Executive Summary of Hours:**

|            |                              |      |
|------------|------------------------------|------|
| 08/04/2015 | UMGSA-VPE office hours       | 2    |
| 08/04/2015 | UMGSA-VPE extra Office Hours | 2.17 |
| 08/05/2015 | UMGSA-VPE extra office hours | 1.5  |
| 08/06/2015 | UMGSA-VPE extra office time  | 2    |
| 08/07/2015 | UMGSA-VPE extra office hours | 1    |
| 08/10/2015 | UMGSA-VPE extra office hours | 2    |
| 08/11/2015 | UMGSA-VPE office hours       | 2    |
| 08/11/2015 | SITEC meeting                | 1    |
| 08/12/2015 | UMGSA-VPE extra office time  | 1    |
| 8/12/2015  | UMGSA executive meeting      | 2    |
| 08/13/2015 | UMGSA-VPE extra office hours | 1    |

|               |  |       |
|---------------|--|-------|
| 08/16/2015    | Welcome delegates for conference/delegates pickup/meet and greet banquet | 6     |
| 08/17/2015    | GU15 conference  | 8     |
| 08/18/2015    | GU15 conference  | 8     |
| 08/19/2015    | GU15 conference  | 8     |
| 08/18/2015    | UMGSA-VPE Office hours for August, 18, 2015 observed on 07/17/2015       | 2     |
| 08/24/2015    | Finance committee meeting  | 2     |
| 08/25/2015    | UMGSA-VPE office hours   | 2     |
| 08/25/2015    | UMGSA Awards luncheon  | 2     |
| 08/26/2015    | UMGSA executive meeting  | 2     |
| 08/26/2015    | UMGSA council meeting  | 1     |
| 08/27/2015    | UMGSA-VPE extra office hours   | 1.5   |
| 08/28/2015    | UMGSA-VPE extra office hours   | 1     |
| 08/28/2015    | ICS Intercultural retreat planning meeting                               | 1     |
| Monthly Total |  | 62.17 |

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

|                  |  |   |
|------------------|--|---|
| August 11, 2015  | SITEC meeting                              | 1 |
| August, 12, 2015 | UMGSA executive committee meeting          | 2 |
| August, 17, 2015 | GU15 conference                            | 8 |
| August, 18, 2015 | GU15 conference                            | 8 |
| August, 19, 2015 | GU15 conference                            | 8 |
| August, 24, 2015 | Finance committee meeting                  | 2 |
| August, 25, 2015 | UMGSA Awards Luncheon                      | 2 |
| August, 26, 2015 | UMGSA executive committee meeting          | 2 |
| August, 26, 2015 | Council meeting                            | 1 |
| August, 28, 2015 | ICS Intercultural retreat planning meeting | 1 |

**Time spent in meetings:** 35 hours

### Meetings Cancelled:

No meetings were cancelled.

### Meetings Missed:

No meetings were missed.

**Office Hours:**

Tuesdays: 10:00AM - 12:00PM

**Time spent in the office:** 19.17 hours (Not Including Meetings or office hours)

**Total Hours Spent on UMGSA for July:** 62.17 hours

**Richard From – Executive at large****Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

- Executive Meetings: As a non-voting member of the executive, I took the minutes at the executive meetings held on August 12th and 26th. I ensured that appropriate protocols were followed and provided opinions when requested
- Finalized executive and council meeting minutes from July
- Assembled executive reports into compilation document
- Chaired the GU15 conference that the UMGSA hosted from August 17-19

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS****Meetings Attended:**

|                                |  |           |
|--------------------------------|--|-----------|
| August 12 <sup>th</sup> , 2015 | UMGSA Executive meeting                        | 1.5 hours |
| August 17 <sup>th</sup> , 2015 | GU15 Inter-GSA conference                      | 7.5 hours |
| August 18 <sup>th</sup> , 2015 | GU15 Inter-GSA conference                      | 7.5 hours |
| August 19 <sup>th</sup> , 2015 | GU15 Inter-GSA conference                      | 6.5 hours |
| August 26 <sup>th</sup> , 2015 | UMGSA Executive meeting                        | 2 hours   |
| August 26 <sup>th</sup> , 2015 | UMGSA Council meeting                          | 1.5 hours |
| August 27 <sup>th</sup> , 2015 | FGS Appeals committee meeting (includes prep.) | 4 hours   |

**Time spent in meetings:** 30.5 hours

**Meetings Missed: (due to schedule conflict)**

August 24<sup>th</sup>, 2015                      UMGSA Finance committee meeting

**Other Activities:**

|                   |   |            |
|-------------------|---|------------|
| August 1-31, 2015 | email correspondence                              | 2.0 hours  |
| August 1-16, 2015 | discussions and teamwork on GU15 conference tasks | 5.75 hours |

|                   |   |           |
|-------------------|---|-----------|
| August 4-10 2015  | organizing the office and re-potting office plants            | 8.0 hours |
| August 7-10, 2015 | writing executive report and assembling all executive reports | 3.0 hours |
| August 20, 2015   | Finalizing UMGSA council documents                            | 1.0 hour  |
| August 12, 2015   | Driving around getting food for UMGSA meetings                | 0.5 hours |

**Office Hours:**

Tuesdays @ 11 am - 1 pm 10.0 hours

**Total Hours Spent on UMGSA for January: 60.75 hours**

**Colin Graydon, VP Health Sciences**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

- Meeting with Dr. Ed Kroeger to discuss CSHRF. The survey responses and ideas for next year. Generally received positive reviews. Need to encourage more UM participation in events and tours.
- Meetings with multiple student services staff to discuss HSGSA orientation layout.
- HSGSA time at GU15 split between myself and Hadeesha, HSGSA senator.
- Attended first Bannatyne Board of Senior Sticks (BBOSS) meeting. The goal of this committee is to correspond with other programs at Bannatyne for issues and events that apply to all Bannatyne individuals.
- UMSU orientation: HSGSA gave UMSU \$500 for food during the week and bought 2 drinks for each grad student at UMSU orientation social. This was deemed a successful strategy and suggested for subsequent years.
- Other work consisted of planning future events including Orientation, preparing for meetings, organizing HSGSA council, answering students' queries via email etc.

**Executive Summary of Hours:**

|            |  |     |
|------------|--|-----|
| 2015-08-04 | Office Hours   | 2   |
| 2015-08-04 | HSGSA Exec meeting   | 2   |
| 2015-08-06 | CSHRF and Orientation meeting with Ed Kroeger and Amanda Clinton | 1   |
| 2015-08-07 | Meeting review and Meeting prep                                  | 1   |
| 2015-08-07 | Orientation meeting with Heather Patterson                       | 1   |
| 2015-08-07 | Meeting review, email and orientation planning.                  | 1.5 |
| 2015-08-10 | Office Hours   | 2   |



|               |   |       |
|---------------|---|-------|
| 2015-08-10    | Orientation planning and email                                  | 2     |
| 2015-08-12    | GSA Exec meeting  | 2     |
| 2015-08-13    | Misc HSGSA research and orientation planning                    | 2     |
| 2015-08-17    | Email   | 1     |
| 2015-08-17    | Office Hours  | 2     |
| 2015-08-17    | GU15  | 3.5   |
| 2015-08-17    | Meeting with Senior Sticks at Bannatyne and DBO (BBOSS meeting) | 0.75  |
| 2015-08-18    | GU15  | 3     |
| 2015-08-18    | Meeting prep, orientation planning                              | 1.75  |
| 2015-08-18    | GU15  | 5.25  |
| 2015-08-19    | GU15  | 5     |
| 2015-08-19    | Prepping for council and making lists and email                 | 1.5   |
| 2015-08-20    | Email (orientation prep)  | 1     |
| 2015-08-21    | Email   | 2     |
| 2015-08-24    | Office hours/UMSU orientation                                   | 2     |
| 2015-08-25    | Email/council prep/orientation prep                             | 2     |
| 2015-08-26    | Council prep, Orientation prep                                  | 2     |
| 2015-08-26    | UMSU orientation  | 2     |
| 2015-08-26    | UMGSA Exec and Council meetings and after hours discussion      | 8     |
| 2015-08-27    | email   | 1     |
| 2015-08-27    | UMSU orientation  | 2     |
| 2015-08-28    | UMSU wine social for orientation                                | 3     |
| 2015-08-31    | Office Hours, exec meeting prep, email                          | 4     |
| Monthly Total |   | 69.25 |

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

|                  |                                    |            |
|------------------|------------------------------------|------------|
| Aug, 4, 2015     | HSGSA Exec                         | 2 hours    |
| Aug, 6, 2015     | CSHRF meeting w/Ed + Amanda        | 1 hours    |
| Aug, 7, 2015     | Meeting with Heather (orientation) | 1 hour     |
| Aug, 12, 2015    | UMGSA Exec                         | 2 hours    |
| Aug, 17, 2015    | BBOSS meeting                      | 0.75 hour  |
| Aug, 17-19, 2015 | GU15 (combined)                    | 16.75 hour |
| Aug, 26, 2015    | UMGSA Exec + council + after hours | 8 hours    |
| Aug, 24-28, 2015 | UMSU orientation (combined)        | 11 hours   |

**Time spent in meetings:** 42.5 hrs

### Meetings Cancelled:

**Meetings Missed:**

**Office Hours:**

Monday: 11:00 - 13:00

**Time spent in the office:** 28 hrs

**Total Hours Spent on UMGSA for May:** 69.25 hrs

**Kathryn Marcynuk, Senator 1**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

I was available to address any graduate student concerns during my office hours as well as by email. In addition to office hours and regular duties, during August I continued to help with two UMGSA events. The first was the GU15 conference preparations, which included booking the E1-270 EITC conference room for the event and making sure the room was open for the conference. The second event was the UMGSA Awards Luncheon on August 25<sup>th</sup>, in which I assisted the VPA with the event preparations, including room set-up and registration.

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings Attended:**

|                                |                     |            |
|--------------------------------|---------------------|------------|
| August 12 <sup>th</sup> , 2015 | GSA Exec Meeting    | 1.5 hours  |
| August 26 <sup>th</sup> , 2015 | GSA Council Meeting | 1.25 hours |

**Time spent in meetings:** 2.75 hours

**Meetings Cancelled:** N/A

**Meetings Missed:**

August 26<sup>th</sup>, 2015 GSA Exec Meeting

**Office Hours:**

Mondays: 9:00 am - 11:00 am

**Time spent in office hours:** 8 hours

**Total Hours Spent on UMGSA:** 15.25 hours

**Gagan Sidhu – Senator 2**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

In the month of August, I completed my task of transplanting the office plants into new pots and fresh soil. Additionally, I made sure to attend as many GU15 events and sessions as possible, as well assisting when required. There was no bylaws and policy meeting in the month of August. Additionally, I took the incentive to assist the VPME with small tasks associated with the GU15 and the awards luncheon.

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings Attended:**

|                                |  |            |
|--------------------------------|--|------------|
| August 12 <sup>th</sup> , 2015 | Executive Meeting                      | 1.0 hour   |
| August 26 <sup>th</sup> , 2015 | August Council Meeting                 | 1.25 hours |
| August 27 <sup>th</sup> , 2015 | Orientation planning with VPME & Pres. | 1.5 hours  |

**Time Spent in meetings:** 3.75 hours

**Meetings missed:**

|   |                   |               |
|---|-------------------|---------------|
| August 26 <sup>th</sup> , 2015  | Executive Meeting | Regrets sent. |
| - I could not attend because I was called in to a meeting with my advisor |                   |               |

**Office Hours:**

Thursdays: 11 am – 12 pm

Fridays: 11 am – 12 pm

**Time spent in office:** 9 hours

**Time spent writing and reviewing documents:**

|                                |                                |           |
|--------------------------------|--------------------------------|-----------|
| August 28 <sup>th</sup> , 2015 | Orientation Time table         | 1.5 hours |
| August 31 <sup>st</sup> , 2015 | August Council Meeting Minutes | 0.5 hours |

**Time spent on reports and documents: 2.0 hours**

**Time spent on other tasks:**

|                                |                               |           |
|--------------------------------|-------------------------------|-----------|
| August 5 <sup>th</sup> , 2015  | Office plant project shopping | 1 hour    |
| August 6 <sup>th</sup> , 2015  | Office plant re-potting       | 2 hours   |
| August 16 <sup>th</sup> , 2015 | GU15 prep & Delegates welcome | 1.5 hours |
| August 17 <sup>th</sup> , 2015 | GU15 Dinner                   | 2.0 hours |
| August 18 <sup>th</sup> , 2015 | GU15 Dinner                   | 1.0 hour  |
| August 19 <sup>th</sup> , 2015 | GU15 Session                  | 6.5 hours |
| August 25 <sup>th</sup> , 2015 | UMGSA Awards Luncheon         | 2.5 hours |

**Time spent on other tasks: 16.5 hours**

**Total Hours spent on UMGSA for August: 31.25 hours**

**Hadeesha Piyadasa – HSGA Senator**

**Report**

Date: September 23<sup>rd</sup>, 2015 Council Meeting

Re: August 1<sup>st</sup>, 2015 – August 31<sup>st</sup>, 2015

**Executive Summary of Work:**

There was no senate meeting for August. Attended the Finance committee meeting on August 24<sup>th</sup> 2015. In this month's Finance committee meeting there were only conference grants to review and we only had roughly the same amount of grants compared to July. However most of the grants I reviewed were international conferences. I also attended both executive meetings on August 12<sup>th</sup> and August 29<sup>th</sup> 2015. I also attended the month's council meetings. Because the senate report was not including in the emails sent to the councillors this month I did a verbal summary of the report which was then voted to be accepted at the next council meeting after the councillors had a chance to review the whole document. I also attended the morning sessions on August 17<sup>th</sup> and 18<sup>th</sup> on the GU15 conference as the HSGSA delegate. Collin (HSGSA President) attended the rest of the event. I also volunteered to pick up delegates on Sunday from the airport.

All events and meetings attended are outlined in the list below

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings and events Attended:**

|                                |                   |         |
|--------------------------------|-------------------|---------|
| August 12 <sup>th</sup> , 2015 | Executive Meeting | 2 hours |
|--------------------------------|-------------------|---------|

|                                |                            |           |
|--------------------------------|----------------------------|-----------|
| August 16 <sup>th</sup> , 2015 | GU15 – Picked up Delegates | 0.5 hours |
| August 17 <sup>th</sup> , 2015 | GU15                       | 3 hours   |
| August 18 <sup>th</sup> , 2015 | GU15                       | 3 hours   |
| August 24 <sup>th</sup> , 2015 | Finance Committee Meeting  | 2 hours   |
| August 29 <sup>th</sup> , 2015 | Executive Meeting          | 2 hours   |
| August 29 <sup>th</sup> , 2015 | Council Meeting            | 2 hours   |

**Time spent in meetings:** 14.5 hours

**Meetings Cancelled:**

NIL

**Meetings Missed:**

NIL

**Office Hours:**

Wednesdays: 11am -1pm

**Time spent in the office:** 6 hours

**Total hours spent on UMGSa for August:**

**20.5 hours**

## Senate Report

Written by: Kathryn Marcynuk

Reviewed by: Hadeesha Piyadesa, Gagan Sidhu

To: Graduate Students of the University of Manitoba

Date: July 7<sup>th</sup>, 2015

Re: June 24<sup>th</sup>, 2015 Senate Meeting

### Link to senate agenda:

[http://umanitoba.ca/admin/governance/media/2015\\_06\\_24\\_Senate\\_Agenda.pdf](http://umanitoba.ca/admin/governance/media/2015_06_24_Senate_Agenda.pdf)

Link to senate minutes: Not available at this time

## ELECTION OF SENATE REPRESENTATIVES

Election of a faculty member to the Senate Executive Committee:

Nominations: Dr. Mark Gabbert (History Department)

APPROVED

Election of student members to the Senate Executive Committee:

Voting Member: Kathryn Marcynuk (GSA)

Assessor: Allison Kilgour (UMSU)

APPROVED

## MATTERS FOR CONCURRENCE WITHOUT DEBATE

### Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

#### Dept. of Biochemistry & Medical Genetics

The course title of **BGEN 7250** was updated to match the course description and now reads BGEN 7250 Gene Expression and Epigenetics.

#### Dept. of Environment & Geography

The following course changes were proposed:

- Introduction of **GEOG 7872** Advanced Methods in Geomatics (3CH)
- Deletion of **GEOG 7410** Spatial Analysis in Geography (3CH) and **GEOG 7460** Advanced Methods in Geographic Information Systems (3CH)

#### Dept. of Civil Engineering

The course **CIVL 7776** Advanced Concrete Technology (3CH) was introduced.

#### Dept. of Electrical & Computer Engineering

The course title and description for **ECE 7560** Topics in Signal Compression and Coding were modified to better reflect the current course content. The description now reads:

*“This course covers the fundamental principles underlying lossy coding of information signals for communication and storage: scalar and vector quantization; introduction to rate-distortion theory and high-rate theory; entropy-coded quantization; principles of predictive coding; transform coding and bit-allocation; trellis coding; channel-optimized quantization; applications.”*

#### Dept. of Community Health Sciences

Course descriptions were modified for 35 courses in order to add prerequisites. For a full list of the modified courses, please see pages 9-14 of the Senate Agenda.

#### Dept. of History

The following course changes were proposed:

- Introduction of **HIST 7672** Studies in Canadian History (6CH)
- Deletion of **HIST 7670** Studies in Canadian History, 1870-1919 (6CH)

#### Asper School of Business

The deletion of **MSCI 6070** Quantitative Analysis (3CH), as approved at the May 13, 2015 Senate meeting, will be delayed until **MSCI 7140** Quantitative Analysis for Management (3CH) is approved and implemented (expected Winter 2016). This delay is to ensure that there are no gaps in the curriculum.

All of the above proposed course introductions, modifications, and deletions were APPROVED.

#### **Report of the Senate Committee on Medical Qualifications**

Senate voted to support the application for approval of Dr. Felipe Borlot under Section 64 of Manitoba Medical Act.

APPROVED

#### **MATTERS FORWARDED FOR INFORMATION**

##### **Report of the Senate Committee on Awards (Part A)**

The following new awards for graduate students were approved:

- Bereziuk-Kushniryk Graduate Fellowship in Ukrainian Studies
- Diana Lynn Kelm Gattinger Scholarship (for a volunteer at the Student Counselling Centre)
- Eirikur and Thorbjorg Stephanson Travel Award

The following awards for graduate students were modified:

- Dutkevich Memorial Trust Graduate Scholarship in Pathology

- Ian R. Innes Memorial Award
- J. Edgar Rea Memorial Bursary
- Manitoba Professional Planners Institute (MPPI) Award

Full descriptions of the new and modified awards can be found on pages 28-49 of the Senate Agenda.

### **In Memoriam**

Dr. David Lawless and Dr. Nicholas Tavuchis were remembered recognized for their many contributions. Please see pages 50-51 for more information.

### **Request for Suspension of Admissions to the Post-Baccalaureate Diploma in Agrology**

The Faculty of Agricultural and Food Sciences is planning to suspend admissions to the Post-Baccalaureate Diploma in Agrology for 12 months due to declining enrollment and concerns about the financial feasibility of the program.

### **Request for Suspension of Admissions to the Master of Arts in Icelandic Language and Literature**

Admissions to the M.A. Program in Icelandic Language and Literature are to be suspended starting June 30, 2015 due to the resignation of Dr. Bjarnadottir from the position of Department Head and Chair of Icelandic Language and Literature. The decision to suspend admissions to this program is to be reviewed after 12 months.

## **REPORT OF THE PRESIDENT**

### **Visionary re(Generation) Draft Campus Master Plan for the Fort Garry Campus**

Highlights from this presentation:

- The purpose of this Master Plan is “to improve the campus experience and become a leader in innovative and sustainable design.”
- There is room to expand in the north and south (SmartPark) parts of campus. Two goals have been identified: revenue generation and creating the right community environment.

*Question (Faculty Member):* Is this draft plan available anywhere, and is there a 3D version?

*Answer:* The draft plan is on the website and will be distributed.

*Question (Faculty Member):* There are a number of 20-story buildings in the plan that will likely have an impact on the neighbours. So, when will this go to the city for re-zoning?

*Answer:* They want to submit the campus file to the city for information sooner, but any re-zoning applications will be done as needed because there are tax implications. The plan is to have the tallest buildings on the main streets and have the buildings get shorter towards the neighbourhoods and main campus. Building height concerns are being taken into account.

*Comments (Dr. Philip Hultin, Faculty of Science):* The university should try to bring data into the debate about rapid transit because the proposed plan relies on rapid transit. Rapid transit gets a bad reputation because people think it is only for the “elite south” but the university brings in over 30,000 people everyday from all over the city and many would use



this system. So, the university should take an active role in showing people that rapid transit is for everyone.

*Comments (Dr. Philip Hultin, Faculty of Science):* We need to think about how people with mobility problems and vision impairments will access the campus.

*Question (Dr. BingChen Wang, Faculty of Engineering):* Why are we using this land now, why not keep the beautiful lands empty for future development?

*Answer:* The university has identified areas where they want to grow, but there is a lot of land still left for future development. Also, no land will be sold, only leased.

### **Update on the Capital Campaign**

The *President's Campaign Team* includes campaign chair Paul Soubry and honorary campaign chair Harvey Sector (University Chancellor). The campaign, which includes a video for donors, has won a grand gold award for best campaign documentation.

The official public launch of the campaign will be at half time during the Bombers Game at IGF on October 3, 2015 during Homecoming. As of June 5, 2015 a total of \$128,116,286.62 of the \$500 million goal has been raised.

New avenues that the campaign team are exploring include a Senior Alumni Program and new Visionary Conversations.

*Question (Dr. BingChen Wang, Faculty of Engineering):* Should we feel optimistic or pessimistic about getting the planned \$150 million donation from the provincial government, given that they are the cause of the budget cuts and given that there is an election coming up?

*Answer:* After many conversations with the community, it was clear that the government would need to be involved in this campaign. After talking to the government (for the past 1.5 years) we have been given green lights. This is win-win for the government because supporting this campaign will help with the election. Too much groundwork has been laid for a new government to cancel this, and the President's Campaign Team has also been meeting with the opposition.

*Question (Faculty Member):* What are we asking the government to fund versus what are we asking other people to fund?

*Answer:* The campaign team has a list of priorities that is an aggregate of wish lists from each faculty. These priorities are then matched up with the government's advertised priorities and the government is given a list of possible projects to support.

### **QUESTION PERIOD**

No questions were submitted for question period.

### **REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS**

#### **Report of the Faculty Council of Graduate Studies on Regulation Changes**

#### Changes to the Academic Guide:

- Sections 4.6.1 and 4.8.1.2 were amended to specify that all members of the advisory and examining committees for a **Master's student** "have a Master's degree or equivalent."
- Section 4.8.1.2 was further amended to specify that, for a **Master's student**, if "two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution."
- Sections 5.2.3 and 5.11.1 were amended to specify that all members of a **Ph.D.** student's advisory and examining committees "have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies."
- Section 5.11.1 was further amended to clarify that the **Ph.D.** candidate's "advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, *including the advisor/co-advisor*, to the Dean of the Faculty of Graduate Studies for approval..."

#### Proposal to Change the English Language Proficiency Requirements

The FGS proposed to increase the required TOEFL score for admission to 86 iBT or 567 paper-based to (i) align with the score required for undergraduate admission at the University of Manitoba and (ii) be consistent with other U15 universities.

#### *Remarks (Dr. Peter Blunden, Faculty of Science):*

These English-language requirements have no bearing on intelligence, but they do help students to interact and be successful in programs. Once students arrive here they will learn more English by being immersed in it. There is no evidence that a test score of 86 (the U15 average) is a better cutoff point than 80 (the University of Manitoba minimum), and it appears that the only reason we're raising our cutoff score is to match the U15.

Waterloo has a program in place for students who do not meet their minimum (90) that is a transition period so they can live and study there while they learn English. Faculties are also free to set their own minimums there (ex. it is 80 in engineering).

#### *Reply (Dr. Jay Doering, Faculty of Graduate Studies):*

The biggest problems we see are when students submit their theses. There is an increased failure rate during this time, and we are trying to make sure that we set students up for success.

All recommendations from the Report of the Faculty of Graduate Studies on Regulations Changes were APPROVED.

#### **Reports of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

##### Asper School of Business

The Master of Business Administration program proposed the introduction a **Student Exchange Program**. This would allow Asper MBA students to take 9-12 credit hours of courses abroad, both in Canada and internationally. The program is expected to begin on September 1, 2015. Full details can be found on pages 119-120 of the Senate Agenda.

APPROVED

##### Dept. of Soil Science

The wording of the Ph.D. course requirements is being clarified to:

- a “minimum of 6 credit hours of coursework at the 7000 level or higher of which 3 credit hours must be from the Department of Soil Science”, and
- completion of SOIL 7220

APPROVED

#### Dept. of Biochemistry & Genetics

The Department of Biochemistry & Genetics proposes the introduction of a new program entitled the **Master of Science in Genetic Counselling**. Enrollment in this new, accredited 2-year program will be limited to 3 students each year. The yearly cost of the program will be \$167,159. Full details of this new program can be found on pages 126-208 of the Senate Agenda.

*Question (Professor, Faculty of Science):* The accreditation board is in the USA, so will graduating students be able to practice in the USA?

*Answer:* Probably, but they aren't sure.

APPROVED

#### **Report of the Senate Committee on Nominations**

A complete list of Senate Committee membership and vacancies can be found on pages 240-258 of the Senate Agenda. Note: there are still a number of vacancies for students on these committees, which will be filled at a later date by UMSU and the GSA.

APPROVED

#### **Proposal from the Extended Education Division for a Post-Baccalaureate Certificate in Applied Leadership**

The introduction of a new program in Applied Leadership was proposed. An excerpt of the program overview:

*“The Post Baccalaureate Certificate in Applied Leadership (PBCAL) is a 15-month program designed for individuals working in the public, private, and not-for-profit sectors. Leadership learning in this program is focused on leading well in three critical dimensions: leading self, leading others, leading organizations.”*

A full description of this program can be found on pages 259-288 of the Senate Agenda.

APPROVED