
UMGSA Council Meeting Documents Index Page

Wednesday, February 26th, 2020 - 5:30 PM - UMGSA Lounge

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UMGSA Council Meeting Agenda

Wednesday, February 26th, 2020 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Traditional Territories Acknowledgement

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

3. Approval of the Agenda

MOTION: BIRT the UMGSA Council approves the agenda for the February 26th, 2020 UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the January 22nd, 2020 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes of the January 22nd, 2020 UMGSA Council Meeting as presented.

5. Committee Reports

5.1. January Committee Reports (Appendix II)

6. HSGSA Report

6.1. January HSGSA Report (Appendix III)

7. Senate Report

7.1. January Senate Report (Appendix IV)

8. Executive Reports

8.1. January Executive Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

10.1. Ratification of the Email Vote to Confirm Cody Ross as the CRO and Bolloite Offor as the DRO for the 2020 UMGSA General Election: As reported at the January Council meeting, the Selection Committee to choose a Chief Returning Officer (CRO) and a Deputy Returning Officer (DRO) for the upcoming UMGSA General Election was not able to arrange interviews for the applicants in advance of that meeting.

We received seven applications, but one person withdrew themselves from the selection process before their interview. We interviewed all six remaining applicants. Two applied for the role of CRO, three applied for the role of DRO, and one was willing to serve in either role.

After deliberations, the Selection Committee recommended Cody Ross for the role of CRO and Bolloite Offor for the role of DRO.

In order to allow for the timely beginning of our Election and Referendum period the following week, the Council needed to hold an email vote right away to ratify Cody and Bolloite for the roles of CRO and DRO. The Council voted on the following motion via email:

BIRT the UMGSA Council approves the ratification of Cody Ross as the Chief Returning Officer (CRO) and Bolloite Offor as the Deputy Returning Officer (DRO) for the 2020 UMGSA General Election.

The Council unanimously ratified Cody Ross and Bolloite Offor as CRO and DRO with 20 votes of Yes for both.

The results of all email votes must be ratified at the next regular meeting of the Council.

MOTION: BIRT the UMGSA Council ratifies the results of the email vote to confirm Cody Ross as the CRO and Bolloite Offor as the DRO for the 2020 UMGSA General Election.

11. New Business

11.1. Changes to the Audit Policy Section: Recommendations from BDO and changes to the Bylaws at the last UMGSA AGM require several changes to the Audits and Transparency section of the UMGSA Governance and Operations Manual. The proposed new wording of Point 1 in Article XVI is provided in full as Appendix VI to this Council meeting agenda. The existing wording of Point 1 is provided as Appendix VII.

MOTION: BIRT the UMGSA Council approves the proposed changes to Point 1 in Article XVI of the Governance and Operations Manual, as written, with all necessary changes needed for formatting and consistency.

Bylaws and Policy Committee

11.2. UMGSA Position Statements: In 2018 the Campaigns Committee (now renamed Services and Support) began drafting statements for the UMGSA to help guide our Association and articulate our positions on graduate student-related issues. Since then, both the Bylaws and Policy Committee and the Services and Support Committee have contributed to the refinement of those statements. Excluded from the proposed statements was an additional section that we hope will be developed soon by the UMGSA Indigenous Ad-Hoc Committee. The UMGSA Position Statements, taken together, will exist as a stand-alone document. The proposed UMGSA Position Statements are provided in full as Appendix VIII to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the proposed UMGSA Position Statements, as written.

Bylaws and Policy Committee

11.3. Changes to the Conference Grant Program: Last year, the conference grant program was changed to constrain spending to the budgeted amount approved by the UMGSA Council. In that respect, those changes were successful. Student complaints about the complexity of the program and increased administrative burden has led to recommendations to simplify the program – making it much easier to apply and easier to process. We suspect that these changes will increase the number of applicants. The UMGSA also intends to more widely advertise the program so that a larger portion of the graduate student body is familiar with the program. To compensate for increased demand and to reach more students, more modest awards are being presented. The dollar value of awards that each student is eligible to receive still exceeds the UMGSA student fees that they will pay in most cases – not accounting for any of the other services that the UMGSA offers. As such, these changes will continue to constrain the budget. They will also allow the program to reach more students, and allow pre-conference applications that students can reliably consider in their financial planning. These changes have been reviewed by both the Finance Committee and the Bylaws and Policy Committee. These changes will not take effect until the start of the new UMGSA budget year, on May 1st, 2020. The proposed new wording of Section I (Conference Grants) in Article XIII is provided in full as Appendix IX to this Council meeting agenda. The existing wording of Section I is provided as Appendix X.

MOTION: BIRT the UMGSA Council approves the proposed changes to Article XIII - Section I (Conference Grants) of the Governance and Operations Manual, as written, with all necessary changes needed for formatting and consistency. These changes will not take effect until May 1st, 2020.

Bylaws and Policy Committee

12. Announcements

- 12.1. Next Council Meeting:** Wednesday, March 25th, 2020 - 5:30PM - UMGSA Lounge
- 12.2. Grad Student EDI Consultation Session:** Wed, March 11th -3PM -UMGSA Lounge
- 12.3. UMGSA Election Campaigning Period:** Monday, March 9th - Tuesday, March 17th
- 12.4. UMGSA Fort Garry Election Forum:** Wed, March 11th - Noon - UMGSA Lounge
- 12.5. UMGSA Bannatyne Election Forum:** Thurs, March 12th - 1PM - TBD
- 12.6. UMGSA Election Voting Period:** Monday, March 16th - Tuesday, March 17th

13. Adjournment

Appendix II :

UMGSA Committee Reports January 1st - 31st, 2020

Executive Committee

Chairperson: Carl Neumann (UMGSA President)

Meeting Dates: January 15th and 28th, 2020

- Executives provided regular updates on meetings attended and other activities.
- The Executive discussed how to structure and word a referendum question about the continuation of the U-PASS bus pass program for graduate students, for approval by the UMGSA Council.
- The Executive also wrapped up our review of the 2018-2019 UMGSA Audit documents compiled by our external auditors.
- The Executive discussed the revisions to the University's proposed changes to graduate student tuition and continuing fees, and what steps to take moving forward.
- The Executives also heard updates from the Campus Children's Centre, and considered a request from their Board.

Finance Committee

Chairperson: Cody Ross (UMGSA VPFA)

Meeting Date: January 9th, 2020

- The committee discussed the status of the current conference grant budget and distributions/rollovers.
- The committee evaluated, and approved conference grant applications submitted during the November 18th- December 17th time period.
- The committee evaluated and approved special project grant applications.
- The committee reviewed results of a vote regarding potential changes to the conference grant program. Those changes were passed to the Bylaws and Policy Committee to potentially implement the changes.
- The committee reviewed results of vote regarding the UMGSA's forthcoming transition to an ethical investment portfolio.

Bylaws and Policy Committee

Chairperson: Cody Ross (UMGSA VPFA)

Meeting Date: January 30th, 2020

The January Bylaws and Policy Committee meeting was initially scheduled for January 16th; however, a fire alarm in UC forced our meeting to be postponed to January 30th.

- The committee discussed simplifications to the UMGSA Conference Grant Program, those changes are being finalized by email vote and an early February committee meeting. A motion for changes to the program will hopefully be brought to the February Council meeting. Notice of forthcoming changes to the program have been advertised on the UMGSA website since late 2019, giving substantive notice to all students interested in the award and considering it in travel planning.
- The committee considered revisions to the audit section of the UMGSA Governance and Operations Manual.

Events Committee

Chairperson: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: No meeting held in January

Services and Support Committee

Chairperson: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: January 14th, 2020

- The committee finished the review of the UMGSA Position Statements and voted for its ascent to the Bylaws and Policy Committee.
- Discussed the January 2020 Mental Health week, planned in collaboration with UMSU.
- Held discussions on the upcoming referendum, regarding potential changes to the UPass.

Election and Referendum Ad-Hoc Committee

Chairperson: Chenee Merchant

Meeting Dates: January 3rd and 28th, 2020

January 3rd, 2020: 5:30-5:46pm

Committee members Cassie Dong, Daya Kaur, Sedem Kumahor, Ahmed Lasisi, and Chenee Merchant met at the University Centre to discuss the responsibilities of the UMGSA Election and Referendum Committee and appoint a Chairperson. Chenee Merchant was appointed Chairperson.

January 28th, 2020

Received an email from the UMGSA President, Carl, on January 27th 2020 at 7:35pm requesting permission to send an information email to the graduate students in place of the CRO until a CRO was appointed.

I emailed the rest of the committee at 11pm on January 27th requesting their decision to let the President send this email. It was agreed upon by members that a physical meeting was not necessary and decisions on the matter were sent via email.

January 28th

7:13 AM Ahmed Lasisi moved motion to grant President permission to send out email in place of CRO with the stipulation that the CRO send out an email when appointed.

7:26 AM Chenee Merchant seconded motion as there was no foreseeable issue.

8:22 AM Cassie Dong responded to support the motion.

11:39 AM Sedem Kumahor responded to support the motion.

11:40 AM Daya Kaur responded to support the motion.

1:44 PM Karla Monk responded to support the motion.

Outcome= Unanimous decision to grant permission.

2pm, emailed a response to Carl granting permission.

Appendix III :

HSGSA Report January 1st - 31st, 2020

HSGSA Executive Committee and Council

Chair: Mahder Teffera

Executive Committee Meeting Dates: January 6th, 13th, 20th

Council Meeting Date: January 20th

We met regularly to plan events that occurred in January (Winter Formal and HSGSA Town Hall). We decided to move our AGM to February 24th to have enough time to go through the bylaws (approved by council).

The executive committee held interviews and selected a new VP St. B: Cameron Eekhoudt Council ratified the new VP and the elections committee. Elections committee chose new CRO: Brayden Schindell. I met with Brayden to discuss election manual and his responsibilities.

Events:

HSGSA Town Hall: On January 9th we hosted a town hall for students to get to know student services and resources available on campus. Students who attended found the event helpful and informative.

HSGSA Winter Formal: We held our first ever winter formal on January 17th benefiting the Winnipeg Humane Society. We sold out a day before the event and it was very well received by attendees. We raised \$1,245 for the WHS.

Appendix IV :

January Senate Report

Link to the Senate agenda:

https://umanitoba.ca/admin/governance/media/2020_01_08_Senate_Agenda.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students.

The report includes:

1. *Election of Student Senator to Senate Executive*
2. *Modified Graduate Awards*
 1. *MOD - Neil Burgess Memorial Scholarship*
3. *Report on the proposal to establish the 'Institute for Global Public Health'*
4. *Curriculum and Regulation Changes RE: Faculty of Law - Masters of Human Rights*
5. *Proposal to Create Departments of Occupational Therapy, Physical Therapy, and Respiratory Therapy in College of Rehabilitation Sciences*

Election of Student Senator to Senate Executive

Grad students have the voting seat on Senate Executive this year. Tanjit Nagra (VPA) was elected to that position.

Motion Passed.

Modified Graduate Awards

1. Neil Burgess Memorial Scholarship
 - a. The last sentence of the preamble was revised to:
 - i. Each year, the available annual income from the fund will be used to offer one scholarship to a graduate student who:
 1. is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program offered through the Department of Civil Engineering in the Faculty of Engineering at the University of Manitoba;
 2. has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
 3. has geotechnical engineering as a principal field of research and study; and
 4. has demonstrated exceptional research ability as determined by the selection committee.
 - b. The third paragraph was revised to:

- i. The scholarship may not be held in two consecutive years, but a previous recipient may re-apply and be considered for the scholarship if at least one year has passed since they last held the scholarship.

Report on the proposal to establish the ‘Institute for Global Public Health’ (IGPH)

1. Mission and Objectives:

- a. The stated mission of the proposed IGPH will be to “improve health equity in Canada and globally”. The pursuit of this mission will be furthered by “generating and translating knowledge to improve public health policies and programs through high quality research, high quality education and training, and developing innovative program delivery models”.

2. Scope of Activities

- a. several anticipated research benefits and opportunities arising from creation of the Institute, including:
 - i. *advancement, translation, and dissemination of research in global health that focuses on reducing inequities in population health.
 - ii. *increasing high-quality peer-reviewed scholarly publications in global public health.
 - iii. *increasing the number and profile of presentations at international research and public health conferences.
 - iv. *strengthening research collaborations with faculties and departments across the university and fostering interdisciplinary research initiatives in global public health.
 - v. *increasing the number of high-quality graduate students enrolled at the University of Manitoba in the area of global public health.
 - vi. *supporting the development of teaching of academic courses focused on global public health.
 - vii. *enhancing collaborative research training programs with partner institutions in other countries.
 - viii. *developing and maintaining a diverse portfolio of evidence-informed public health program implementation projects.
 - ix. *supporting governments to enhance evidence-informed program models.
 - x. *developing and maintaining a network of program leaders and implementers to disseminate program innovations and models
 - xi. *creating a global Program Science network of Governments, national and international institutes, and academic institutions.
 - xii. *collaborating with the national or local government to improve the design, implementation, and evaluation of public health policies and programs.

- xiii. *collaborating with NGOs and other academic institutions to improve the generation and translation of knowledge to improve public health.

3. Proposed Membership:

- a. The proposal is for Dr. James Blanchard, Professor, Departments of Community Health Sciences and Medical Microbiology, to serve as the IGPH's first Executive Director and for a group of 9 faculty members from a number of Faculty of Health Science units, such as the Departments of Community Health Sciences, Pediatrics and Child Health, Medical Microbiology, and Obstetrics and Gynecology, to serve as Core Faculty Members.

4. Financial Resources:

- a. The proposed Institute will rely on an annual total of \$34.3 million, secured through the grant support that has been awarded to CGPH members. The objective of the IGPH will be to enhance the scope and impact of work currently being pursued by the CGPH, which will require raising additional funds.

Motion Passed:

- 5. THAT the Institute for Global Public Health be established for a term of 5 years, from December 4, 2019 through December 3, 2024.

Curriculum and Regulation Changes RE: Faculty of Law - Masters in Human Rights

The adopted solution is to delete HMRT 7400 (Major Research project in Human Rights) and roll the requirements into GRAD 7030. Students must have an examining committee and the 7,500-10,000 word paper becomes a practicum and is submitted to MSpace at graduation time.

This includes advisory committee changes (see pages 66-67 in the senate agenda).

English Language requirements are now aligned with the FGS.

Motion Passed.

Proposal to Create Departments of Occupational Therapy, Physical Therapy, and Respiratory Therapy in College of Rehabilitation Sciences

College was officially split into departments. For details see the report starting on Page 68 of the senate agenda.

Motion Passed.

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

*Julia Minarik
Senator 1*

Appendix V :

UMGSA Executive Reports January 1st - 31st, 2020

President - Carl Neumann

Executive Summary of Work:

- **UM Alumni Magazine Photo Session:** The UofM's Alumni Magazine will be featuring impact stories about the wrap up of the Front and Centre fundraising campaign. As part of that, the Magazine is creating a feature about the value of student contributions to the campaign. I will be one of several students featured. The UMGSA committed \$300,000 over ten years specifically to be used for the now-completed expansion of the Campus Children's Centre. We are half-way through those ten years now.
- **Meeting with Sexual Violence Resource Centre Staff:** The UMGSA Office Manager and I were invited to meet with the staff of the new UofM Sexual Violence Resource Centre shortly before the official opening of the Centre. The Centre is undoubtedly a huge step forward in supporting survivors and supporting prevention. We look forward to collaborating with the Centre to further our mutual goals supporting the graduate student population across our campuses and research sites.
- **Interviews for UMGSA CRO and DRO:** Interviews were conducted by the UMGSA's Selection Committee on January 28th to select the UMGSA Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) for the 2020 UMGSA General Election and U-Pass Referendum. Six candidates were interviewed. The Selection Committee recommended Cody Ross as CRO and Bolloite Offor as DRO. They were then ratified by the UMGSA Council via email vote.

Meetings Attended:

January 9 th , 2020	UMGSA Finance Committee Meeting	1 Hour
January 14 th , 2020	UMGSA Services & Support Committee Meeting	1 Hour
January 15 th , 2020	UMGSA Executive Committee Meeting	1 Hour
January 16 th , 2020	Meeting with Vice-Provost Students	1 Hour
January 16 th , 2020	Meeting with Dean of FGS	0.5 Hours
January 21 st , 2020	Advisory Meeting with Campus Children's Centre	0.5 Hours
January 22 nd , 2020	UMGSA Council Meeting	1.5 Hours
January 23 rd , 2020	Meeting with Sexual Violence Resource Centre Staff	0.5 Hours
January 28 th , 2020	UMGSA Executive Committee Meeting	1 Hour
January 30 th , 2020	Student Senate Caucus Meeting	1 Hour
January 30 th , 2020	UMGSA Bylaws & Policy Committee Meeting	1 Hour

Meetings Missed:

Student Senate Caucus Meeting - January 6th - Illness - Regrets Sent in Advance

Senate Meeting - January 8th - Illness - Regrets Sent in Advance

FGS Executive Committee Meeting - January 20th - Transport Failure - Regrets Sent in Advance

Time Spent in Meetings in January: 10 Hours

Office Hours:

Friday, January 3rd, 2020 12:00PM - 2:00PM

Monday, January 13th, 2020 2:00PM - 4:00PM

Wednesday, January 15th, 2020 11:30AM - 1:30PM

Thursday, January 23rd, 2020 3:00PM - 5:00PM

Thursday, January 30th, 2020 2:30PM - 4:30PM

Time Spent in Official Office Hours in January: 10 Hours

Working Events Attended:

January 3rd, 2020 New Graduate Student Orientation - Fort Garry Campus 3 Hours

January 13th, 2020 UM Alumni Magazine Photo Session 0.5 Hours

January 28th, 2020 Interviews for UMGSA CRO and DRO 2.5 Hours

Time Spent at Working Events in January: 6 Hours

Approximate Time Spent on Other Activities:

Writing and Editing Documents 15 Hours

Other Email Correspondence 45.5 Hours

Total Hours Spent on the UMGSA in January, 2020: 86.5 Hours

Vice-President Finance & Administration - Cody Ross

Executive Summary of Work:

- **Assessment of conference grant applications:** Processing conference grant applications and communicating with students the status of their applications.
- Simplifications to the UMGSA conference grant program were considered by both Bylaws and Policy, and Finance Committees.
- The UMGSA Finance Committee further discussed pursuit of an ethical funding portfolio.

Meetings Attended:

January 8 th , 2020	UMGSA Sustainability Info Session	1.5 Hours
January 9 th , 2020	UMGSA Finance Committee meeting	1.5 Hours
January 15 th , 2020	UMGSA Executive Committee meeting	1.5 Hours
January 22 nd , 2020	UMGSA Council meeting	1.5 Hours
January 28 th , 2020	UMGSA Executive Committee meeting	1.5 Hours
January 30 th , 2020	UMGSA Bylaws and Policy Committee meeting	1.5 Hours

Time Spent in Meetings in January: 9 Hours

Meetings Missed: None

Office Hours:

Thursday, January 2 nd , 2020	9:00AM – 11:00AM
Thursday, January 9 th , 2020	9:00AM – 11:00AM
Thursday, January 16 th , 2020	9:00AM – 11:00AM
Thursday, January 23 rd , 2020	9:00AM – 11:00AM
Thursday, January 30 th , 2020	9:00AM – 11:00AM

Time Spent in Official Office Hours in January: 10 Hours

Approximate Time Spent on Other Activities:

Preparing for Council	2 Hours
Preparing for Bylaws and Policy Committee meeting	3 Hours
Preparing for Finance Committee meeting	6 Hours
Email correspondence for UMGSA conference grant applications	4 Hours
Other Email Correspondence	2 Hours

Total Hours Spent on the UMGSA in January, 2020: 36 Hours

Vice-President Services & Support - Okechukwu Efobi

Executive Summary of Work:

- **2020 UMSU/UMGSA Mental Health Week:** The UMGSA collaborated with UMSU to organize the 2020 Winter Term Mental Health Week (27 – 30 January 2020). A mental health seminar, named Jack Talk, was held on the 28th of January 2020 at the UMGSA Lounge. HAVEN (Hear Advocate Voice Empower Now), an evening of musical/artistic performances, including open mic session, was held on the 29th of January at the IQ's Café and Billiards. The UMGSA, through the Events Committee, jointly with UMSU, organized these two events. The UMGSA took care of food and refreshments while UMSU covered the costs of inviting guest speakers. There were also other events held by various units within the university and external organizations as part of the mental health week.
- **2020 Winter Term Orientation:** Worked in collaboration with the FGS, the Events Committee and the Services and Support Committee to plan for and organize the winter term orientation for new graduate students. This was successfully held on the 3rd of January, 2020. A new format was adopted, which involved the extension of the original time allocated to the main event. This ensured that sufficient time was available to cover all the sessions, unlike before. For example, the Q & A session lasted about 30 minutes and it was lively and very engaging for both the students and the panelists. We were also able to have a presentation from the Security Services Office. Furthermore, the UMGSA's contribution to the refreshments (by matching the number of pizza boxes ordered by the FGS) ensured that we did not run out of food as happened in the 2019 Fall term orientation.
- **UMGSA Position Statements:** The Services and Support Committee has completed its review of this important document and successfully voted to send it to the Bylaws and Policy Committee. The statements highlight the UMGSA's stance on important topics such as Sustainability, welfare of graduate students, funding for graduate students, consent culture training, etc. The Position Statements will help to guide present and future UMGSA executives and council.

Meetings Attended:

January 9 th , 2020	UMGSA Finance Committee meeting	1.25 Hours
January 14 th , 2020	Mental Health Week meeting with UMSU VPSL	0.5 Hours
January 14 th , 2020	UMGSA Services and Support Committee meeting	1.5 Hours
January 15 th , 2020	UMGSA Executive Committee meeting	1.25 Hours
January 22 nd , 2020	UMGSA Council meeting	1.5 Hours
January 28 th , 2020	UMGSA Executive Committee meeting	1.25 Hours
January 30 th , 2020	Dr. Robin Di Angelo post-lecture events meeting	1.5 Hours

Meetings Missed:

January 9 th , 2020	UMSU Member Services Committee meeting – Regrets sent
January 16 th , 2020	UMSU Board of Directors meeting – Regrets sent; was sick

Time Spent in Meetings in January: 8.75 Hours

Office Hours:

Tuesday, January 7 th , 2020	12:30PM – 2:30PM
Tuesday, January 14 th , 2020	11:00AM – 1:00PM
Tuesday, January 21 st , 2020	12:30PM – 2:30PM
Tuesday, January 28 th , 2020	12:30PM – 2:30PM

Time Spent in Official Office Hours in January: 8 Hours

Working Events Attended:

January 3 rd , 2020	FGS/UMGSA Winter Term Orientation	6.75 Hours
January 28 th , 2020	Jack Talk, Mental Health Week	1.0 Hours

Time Spent in Working Events in January: 7.75 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	4 Hours
Other Email Correspondence	3.75 Hours

Total Hours Spent on the UMGSA in January, 2020: 32.25 Hours

Vice-President Academic - Tanjit Nagra

Executive Summary of Work:

- Please note that I participated in a course for my academic program in Murcia, Spain from January 8-19, 2020. I was away from January 6-24, 2020, and I returned to the office on January 27, 2020. I was accessible by email during this time.
- Falconer Emerging Researcher Rh Award Committee: This is a closed and confidential committee regarding the selection of awards.

Meetings and Events Attended:

Friday, January 3, 2020	Graduate Orientation	3 Hours
Tuesday, January 28, 2020	UMGSA Executive Meeting	1 Hour
Friday, January 31, 2020	Falconer Emerging Researcher Rh Award Committee	3 Hours
Friday, January 31, 2020	Meeting with student	1 Hour

Office Hours:

Thursday, January 2, 2020	Office Hours	2 Hours
Tuesday, January 28, 2020	Office Hours	6 Hours

Approximate Time Spent on Other Activities:

Administration (Emails, Communication, Etc.)	10 Hours
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Total Hours Spent on the UMGSA in January, 2020: 26 Hours

HSGSA President - Mahder Teffera

Executive Summary of Work:

- **VP StBoniface Selection:** We received strong candidates for the position. I organized interviews for all four applicants which was conducted by the executive committee. We unanimously chose Cameron Eekhoudt as the new VP St. Boniface.
- **HSGSA Winter Formal:** Working alongside our VPME, I planned the 2020 HSGSA winter formal which was a very well attended, successful event. We raised over \$1000 for the Winnipeg Humane Society.
- **HSGSA Elections:** Corresponded with and met with the HSGSA CRO for the 2020 Elections regarding responsibilities and the election manual.

Meetings Attended:

January 6 th , 2020	HSGSA Executive	1 Hour
January 13 th , 2020	Meeting with New VPStB	5 Hour
January 13 th , 2020	HSGSA Executive	1 Hour
January 15 th , 2020	UMGSA Executive	1 Hour
January 20 th , 2020	FGS Executive	1.5 Hour
January 20 th , 2020	HSGSA Council	1.5 Hour
January 20 th , 2020	HSGSA Executive	1 Hour
January 22 nd , 2020	UMGSA Council	1 Hour
January 31 st , 2020	Meeting with CRO	5 Hour

Meetings Missed: 1 (UMGSA Executive meeting on January 25 – Course schedule conflict)

Time Spent in Meetings in January: 9 Hours

Office Hours

Friday January 10 th 2020 9-11AM	2 Hours
Friday January 17 th 2020 9-3PM (caught up on office hours)	6 Hours
Friday January 24 th 2020 9-11AM	2 Hours
Friday January 31 st 2020 9-11AM	2 Hours

Time Spent in Office Hours in January: 12 Hours

Office Hours Missed: None

Working Events Attended:

January 9 th , 2020	HSGSA Town Hall	2.5 Hours
January 17 th , 2020	HSGSA Winter Formal 2020	6 Hours
January 30 th , 2020	Movies for Mental Health	2 Hours

Approximate Time Spent on Other Activities: 10.5 Hours

VPstB interview Prep/correspondence	2 Hours
VPstB Interviews (January 8 th -9 th)	2.5 Hours
Preparing for Winter formal (supplies, correspondence, planning)	8 Hours
Office clean up (January 28 th)	1 Hour
Preparing docs for meetings	5Hours
Other email correspondence + Housekeeping	7 Hours

Total Hours Spent on HSGSA/UMGSA in January, 2020: 57 Hours

Senator 1 - Julia Minarik

Executive Summary of Work:

- **Ran Sustainability Info Session**
- **Research on Provincial Mandate**
- **Appeal Hearings**

Meetings Attended:

January 8 th , 2020	Senate	1.5 Hours
January 14 th , 2020	Senate Committee on Academic Review	1.5 Hours
January 15 th , 2020	Executive Meeting	2 Hours
January 15 th , 2020	Sustainability Meeting	2 Hours
January 20 th , 2020	Senate Appeal Hearing	2.5 Hours
January 21 st , 2020	Appeals Teleconference	0.5 Hours
January 22 nd , 2020	Senate Executive	1 Hour
January 22 nd , 2020	UMGSA Meeting	1.5 Hours
January 24 th , 2020	University Discipline Committee Appeal	3.5 Hours
January 28 th , 2020	Executive Meeting	1 Hour (late)
January 30 th , 2020	Student Senate Caucus	1 Hour

Time Spent in Meetings in January: 18 Hours

Meetings Missed:

None

Office Hours:

Thursday, January 2 nd , 2020	09:00 - 11:00	2 Hours
Monday, January 6 th , 2020	13:00 - 14:00	1 Hour
Thursday, January 9 th , 2020	09:00 - 11:00	2 Hours
Wednesday, January 15 th , 2020	09:00 - 10:00	1 Hour
Thursday, January 16 th , 2020	09:00 - 11:00	2 Hours
Thursday, January 23 rd , 2020	09:00 - 11:00	2 Hours
Thursday, January 30 th , 2020	09:00 - 11:00	2 Hours

Time Spent in Official Office Hours in January: 12 Hours

(Made up 2 hours from Nov/Dec)

Working Events Attended:

January 8 th , 2020	Sustainability Info Session	1.5 Hours
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Time Spent at Working Events in January: 1.5 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Appeal Hearings	8 Hours
Preparing Documents for Meetings	8 Hours
Other Email Correspondence	8 Hours

Time Spent on Other Activities in January: 24 Hours

Total Hours Spent on the UMGSA in January, 2020: 55.5 Hours

Senator 2 - Ehsan Tahmasebian

Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **Next generation web experience project board:** Attended NGWE formal meetings.
- **University Senate:** Attended student caucus senate meeting and senate meeting

Meetings Attended:

January 6 th , 2020	Student senate Caucus	1 Hour
January 6 th , 2020	Senate meeting	1 Hours
January 6 th , 2020	Senate committee on rules and procedure	1 Hours
January 16 th , 2020	Next generation web experience project board	2 Hours
January 20 th , 2020	HSGSA Council Meeting	1 Hours
January 22 th , 2020	UMGSA Council Meeting	1.5 Hours
January 30 th , 2020	Student senate Caucus	1 Hour

Meetings Missed:

NONE

Meetings Cancelled:

Student Senate Caucus

Time Spent in Meetings in January: 8.5 Hours

Office Hours:

Friday, January 3 rd , 2020	12:30 - 2:30PM
Friday, January 10 th , 2020	12:30 - 2:30PM
Friday, January 17 th , 2020	12:30 - 2:30PM
Friday, January 24 th , 2020	12:30 - 2:30PM
Friday, January 31 st , 2020	12:30 - 2:30PM

Time Spent in Official Office Hours in January: 10 Hours

Approximate Time Spent on Other Activities:

Reports	1.5 Hours
Email Correspondence	7.5 Hours

Total Hours Spent on the UMGSA in January, 2020: 27.5 Hours

Appendix VI :

Proposed New Wording for Audit Policy Section

Article XVI: Audits and Transparency

1. Audit

- a. An audit of the UMGSA's finances will be undertaken on an annual basis by an external accounting firm chosen by the UMGSA Council.
- b. The UMGSA Office Staff and the Executive Committee will provide all information requested by the auditing firm, and will receive the results of the audit on behalf of the UMGSA including any recommendations from the auditors.
- c. The Vice-President Finance and Administration is responsible for summarizing and presenting the results of the audit at the following UMGSA Council meeting.
- d. The audited financial statements will be available for examination by any member of the UMGSA.
- e. All monthly financial updates submitted to the Finance Committee or to Council are a matter of public record and may be requested by any member of the UMGSA.

Appendix VII :

Existing Wording for Audit Policy Section

Article XVI: Audits and Transparency

1. Audit

- a. The audit will be undertaken on an annual basis by an external accounting body, which will be chosen by the UMGSA Council. The annual audit will be of the University of Manitoba Graduate Students' Association and the Health Sciences Graduate Students' Association as a single financial body.
- b. The Finance Committee and Executive Committee will provide all information requested by the auditing body, and will receive any and all feedback on behalf of the UMGSA.
- c. All HSGSA documents will be provided by the HSGSA Executive.
- d. The Finance Committee is responsible for summarizing and presenting audit information at the following AGM.
- e. All audit documents are available for examination by any member of the UMGSA.
- f. All monthly financial documents submitted to the Finance Committee and to Council are a matter of public record and can be requested by any member of the UMGSA.

Appendix VIII :

Proposed UMGSA Position Statements

UMGSA Position Statements

Social, Economic, and Environmental Issues:

1. The UMGSA supports as basic tenets to the welfare of graduate students:
 - A) Increased financial support for graduate students over the course of their program.
 - B) Access to affordable education.
 - C) Guaranteed research and office space for graduate students.
2. The UMGSA advocates for an expansion of U-PASS to provide bus access for graduate students from September 1st to August 31st.
3. The UMGSA is committed to actively participating in and supporting the University of Manitoba sustainability strategy.
4. The UMGSA advocates for policies that equalize access to education, availability of legal housing, and access to healthcare between Manitoban, other Canadian, and international students.

Graduate Student Recognition:

1. The UMGSA recognizes the contribution of both domestic and international graduate students to the University, the province of Manitoba, and Canada as a whole.
2. The UMGSA advocates for the visibility of the contribution of domestic and international graduate students to the University's achievements and excellence.

Advocacy, Advisor, and Committee Relations:

1. The UMGSA advocates for clear contracts between the student and their advisor, outlining expectations from both parties. The contract should be reassessed each year to ensure reasonable and fair expectations for both parties.
2. The UMGSA believes that the advisory and support staff of a graduate student should be aware of and follow all University regulations.
3. The UMGSA advocates for policies and procedures that support timely completion of a student's program.

Financial Support for Graduate Students:

1. The UMGSA advocates for all graduate students to receive a living wage.
2. The UMGSA advocates for a regular and transparent assessment process regarding increases to living and tuition costs.
3. The UMGSA supports equity and transparency in the distribution of student funding, as well as in the assignment of awards by the Faculty of Graduate Studies.
4. The UMGSA advocates for tuition and continuing fee installment plans for all graduate students, and for consistent regulations for eligibility.

Consent Culture and Sexual Assault Prevention on Campus:

1. The UMGSA acknowledges that sexual violence is a serious and ongoing issue at the University of Manitoba and post-secondary institutions across Canada.
2. The UMGSA supports consent culture and bystander intervention programming that educates students on how to obtain consent, how to eliminate rape culture on campus, how to lead programming that mitigates the risk of sexual violence, and how to connect students with support and resources.
3. The UMGSA supports campus-wide advocacy campaigns that connect students to resources, educates students about consent, and raise awareness of sexual violence on campus.
4. The UMGSA supports safe spaces on campus and at UMGSA events.

Mental Health and Wellness:

1. The UMGSA views the promotion and support of mental health as a campus-wide collective responsibility.
2. The UMGSA supports students, student groups, student associations, and other organizations who advocate for mental health awareness and support mechanisms, and who work to offer information and resources to all students, staff, and faculty at the University of Manitoba.
3. The UMGSA supports advocacy campaigns geared towards mental health awareness and ending the stigma surrounding mental health.
4. The UMGSA supports all actions taken to increase mental health resources and counselling services available to graduate students at the University of Manitoba.

Appendix IX :

Proposed Wording of Conference Grant Policy Section

Article XIII: Grants and Awards

I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an Executive term will become the responsibility of the new Executive.

1. Budgeting and Evaluation

- a. The annual conference grant budget will be divided into 12 periods, each starting on the 18th of one month and running to the 17th of the following month.
- b. The budget for each of the 12 periods will be defined proportionally based on the value of conference grant applications over the past five years.
- c. The distribution of conference grant funding as stipulated in points a and b will be finalized during the first month of each new Executive term.
- d. Following the 17th of each month, conference grant applications from the previous period will be assessed by the Finance committee.
- e. If the total value of conference grant applications is less than the available amount for a given period, then all eligible applications will be approved, and the surplus budget will rollover into the following period.
- f. If the total value of conference grant applications exceeds the available amount for a given period, then applications will be prioritized in the following manner:
 - i. Applicants who have received the least amount from the UMGSA conference grant program during their current degree.
- g. Once the applications are prioritized, conference grants will be awarded up to the budgetary threshold of that period. Remaining applications will not be awarded, but applicants will be able to re-apply.

2. General Regulations

- a. Applicants must use the online UMGSA Conference Grant Application form. Applications for Conference Grants must be complete, or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. Applicants are required to provide a basic translation into English of any foreign language documentation.
- d. The maximum amount available to an individual over the course of a degree program from the UMGSA conference grant program are as follows:
 - i. \$500 over the course of a Masters program.
 - ii. \$1000 over the course of a Doctoral program.
- e. The maximum conference grant amounts available per application are as follows:
 - i. \$500.00 for conferences outside of Canada and the 48 conterminous states of the USA.
 - ii. \$300.00 for conferences within Canada or the 48 conterminous states of the USA.
 - iii. \$150.00 for conferences in the province of applicant residence.
- f. No Applicant may receive Conference Grants totaling in excess of \$500.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 within that period of a year.

- g. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
- h. The Finance Committee reserves the right to investigate and verify information provided by applicants.
- i. Complete applications must be submitted online between 60 days prior to the first conference day and 60 days following the last conference day.
- j. The applicant must declare their city of residence as a part of their application.
- k. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
- l. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student.
- m. Applications will not be accepted if conference attendance is part of a job interview process.

Appendix X :

Existing Wording of Conference Grant Policy Section

Article XIII: Grants and Awards

I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an Executive term will become the responsibility of the new Executive.

1. Budgeting and Evaluation

- a. The annual conference grant budget will be divided into 12 periods, each starting on the 18th of one month and running to the 17th of the following month.
- b. The budget for each of the 12 periods will be defined proportionally based on the value of conference grant applications over the past five years.
- c. The distribution of conference grant funding as stipulated in points a and b will be finalized during the first month of each new Executive term.
- d. Following the 17th of each month, conference grant applications from the previous period will be assessed by the Finance committee.
- e. If the total value of conference grant applications is less than the available amount for a given period, then all eligible applications will be approved, and the surplus budget will rollover into the following period.
- f. If the total value of conference grant applications exceeds the available amount for a given period, then applications will be prioritized in the following order:
 - i. Applicants who have received the least amount from the UMGSA conference grant program during their current degree.
 - ii. Applicants who have received the least amount from other funding sources.
 - iii. Applicants with the shortest remaining eligibility period for this application.
- g. Once the applications are prioritized, conference grants will be awarded up to the budgetary threshold of that period. Remaining applications will not be awarded but will automatically be considered at the following Finance Committee meeting. Any given application will be rolled over to the following period a maximum of four times, and if still not awarded, will be deemed ineligible.

2. General Regulations

- a. Applicants must use the UMGSA Conference Grant Application form, including a completed budget section listing all sources of funding and permitted expenses. In order to receive funding from the UMGSA, the applicant's total costs must exceed or meet the amount of the grant applied for. Applications for Conference Grants must be complete or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. In order to qualify as a presenter, the applicant's presentation has to be listed on the official program. A copy of the front page of the conference program, as well as the page where the presentation is listed, must both be submitted. Equivalent correspondence is also acceptable.
- d. Applicants may only claim daily expenses for the official days of the conference, as well as two travel days for conferences outside of the applicant's city of residence. Applicants will automatically be entitled to claim \$65 per day for each of these eligible days. These per diems cover food and in-city

- travel costs, as well as other incidental costs at the discretion of the applicant. No receipts in support of per diems will be required.
- e. Permitted expenses which can be claimed are limited to the following:
 - i. \$65 per diems, for food, in-city travel costs, and incidental costs.
 - ii. The cost of inter-city travel from the applicant's city of residence to and from the city where the conference is taking place. The costs of economy air, train, or bus travel are permitted, including any associated fees. If driving, only \$0.43/km may be claimed to cover all related expenses including gas, and only the round-trip minimum driving distance between the applicant's home and the address of the conference venue may be claimed for travel mileage to and from the conference city. Rental car expenses will only be permitted if the applicant provides evidence that economy air, train, and bus fares would all be more expensive.
 - iii. Conference registration costs, including any related professional association fees, and any fees for conference-linked extras including technical tours, additional sessions, etc.
 - iv. Printing costs for any posters or other materials in support of a presentation at a conference.
 - v. Fees to obtain a travel visa to attend or present at a conference.
 - vi. Travel Insurance for travel to a conference.
 - f. Applicants must provide conversions to Canadian Dollars, and proof of exchange rates from the Bank of Canada for either the date of purchase or the date of the conference, for all expenses being claimed in foreign funds.
 - g. Applicants are required to provide a basic translation into English of any foreign language receipts, making clear what the expense is, and any breakdowns of the parts of that expense if present.
 - h. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations at conferences outside of Canada and the 48 conterminous states of the USA.
 - ii. \$600.00 for those attending conferences outside of Canada and the 48 conterminous states of the USA.
 - iii. \$500.00 for those giving presentations within Canada or the 48 conterminous states of the USA.
 - iv. \$400.00 for those attending conferences within Canada or the 48 conterminous states of the USA.
 - v. \$200.00 for those giving presentations in their province of residence.
 - vi. \$150.00 for those attending conferences in their province of residence.
 - vii. \$100.00 for those giving presentations in their city of residence.
 - viii. \$75.00 for those attending conferences in their city of residence.
 - i. No Applicant may receive Conference Grants totaling in excess of \$750.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 within that period of a year.
 - j. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
 - k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - l. Complete applications must be received by the UMGSA Office no later than exactly four months after the final official day of the conference.
 - m. The applicant must declare their city of residence as a part of their application.
 - n. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
 - o. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student. Financial costs for friends and/or family who accompany the applicant to a conference will not be covered by the UMGSA.
3. Conference Grant Applications may only be submitted by the attending or presenting student at an academic conference, symposium, workshop, or similar event. Applications will not be accepted if the presentation or attendance is part of a job interview process.
 4. All expense claims, other than per diems, must be accompanied by the relevant receipts. Expenses for which a receipt has been lost or misplaced will be reimbursed at the discretion of the UMGSA Finance Committee.

5. Applicants must declare all funding sources and amounts which have been or will be provided in support of their presentation or attendance at the conference.
6. If sharing any expenses with another person, the names of all those sharing particular expenses must be listed clearly on the application. If sharing any expenses with another UMGSA Member who is also applying, the applications must be submitted together.