
UMGSA Council Meeting Documents Index Page

Wednesday, April 27th, 2022 – 5:30 PM – Zoom

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UMGSA Council Meeting Agenda

Wednesday, April 27th, 2022 – 5:30 PM – Zoom

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 April 27th, 2022, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the March 30th, 2022, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes of the March 30th, 2022, UMGSA Council Meeting as presented.

5. Committee Reports

5.1. March Committee Reports (Appendix II)

6. HSGSA Report

6.1. March HSGSA Report (Appendix III)

7. Senate Report

7.1. March Senate Report (Appendix IV)

8. Executive Reports

8.1. March Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

10.1.

11. New Business

11.1 Executive Honorarium Increase

MOTION: BIRT Council approves a 30% honorarium increase for all UMGSA and HSGSA executives, beginning of the May 2022 fiscal year and automatic federal CPI increases for subsequent years with the Bylaws and Policy Committee making the required revisions to reflect this change in the Bylaws and Governance and Operations Manuals.

11.2 Governance & Communications Coordinator (GCC) Position in Governance & Operations Manual

ARTICLE VIII: OFFICE MANAGER ROLES AND RESPONSIBILITIES

ARTICLE IX: GCC ROLES & RESPONSIBILITIES

The GCC shall perform the following duties;

- Act as an administrative support for the UMGSA Executives and Office Manager.
- Maintain regular email correspondence with the UMGSA Executives and the email server.
- Assist in the execution of UMGSA events as required.
- Assist with light office maintenance duties including watering plants.
- Take minutes at meetings, create, and distribute agenda in collaboration with the UMGSA President and prepare document packages for Council meetings
- Update minutes, manuals, and all other documents on the website
- Manage, update, and create content for the UMGSA website and social media
- Assist the executive in the research and creation of information, letters, and infographics for advocacy campaigns.
- Create projects that would benefit the UMGSA and its members.
- Manage the UMGSA CCR recognitions.
- Adequately train the new GCC when leaving the position.
- Detailed duties as outlined in the collective agreement.

The role of the GCC may be reviewed as needed.

MOTION: BIRT the role of the GCC be included in the Governance and Operations Manual as presented

12. Announcements

12.1. Next Council Meeting: Wednesday, May 25th, 2022 - 5:30PM – Zoom

12.2. May Newsletter: If anyone has anything they want to share e-mail gcc@umgsa.org

13. Adjournment

Appendix II :

UMGSA Committee Reports March 1st- March 31st, 2022

Executive Committee

Chair: Silvia Sekander (UMGSA President)

Meeting Dates: March 1st & 22nd, 2022

- BDO training for the finance committee members were discussed.
- Detail planning was done for COVID 19 Pandemic Relief Fund Event.
- Mental Health Morning event was arranged by UMGSA.
- Office staffs shared the UMGSA election updates.

Finance Committee (March 1st – March 31st)

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Date: March 10th, 2022

- The Committee reviewed UMGSA Financial Reports for February
- The Committee continued discussions on the executive honorarium increase
- The Committee continued discussions on BDO trainings for new committee members
- The Committee reviewed a Special Project Grant and processed Conference Grant applications

Bylaws and Policy Committee (March 1st – March 31st)

Chair: Nora Ampomah (UMGSA VPFA)

Meeting Date: March 3rd, 2022

- The committee continued discussions on the increment of executive honorarium, pay structure and ways to develop policies & procedures to evaluate yearly honorarium increments.

Events Committee

Chair: Golnaz Shirzadi (UMGSA VPSS)

Meeting date: no meetings were held in March.

- The first week of the March I was working on the mental health morning event.
- On March 8 we held the event online.
- I also did the final arrangements for the photo shoot session for those who attended our LinkedIn workshop.

Services and Support Committee

Chair: Golnaz Shirzadi (UMGSA VPSS)

Meeting Date: no meetings were held in March.

- Worked on script for the MHCC Student Standard Campaign.

Awards and Academic Affairs Committee

Chair: Rubel Chandra Talukder (UMGSA VP Academic)

Meeting Dates:

- There were no Awards Committee meetings in March.

Appendix III :

HSGSA Report March 1st – March 31st, 2022

HSGSA Executive Committee and Council

Chair: Akshi Malik

In March, HSGSA organized two Dr. Patrick Choy Distinguished Lectureship on March 10th and March 11th. First lecture was given by Dr. Vincent Munster on the ecology of emerging coronaviruses, from host reservoir to disease. Second lecture was by Dr. Srinivas Murthy who is a lead investigator on the Canadian treatments for COVID-19 (CATCO) trial. Both lectures were a success and were attended by faculty members and students. Lectures were then followed by networking sessions for students.

HSGSA Elections were held in sync with UMGSA Elections. HSGSA CRO presented the elections result in March Council meeting and all the winners were ratified. There were no complaints and appeals received by the elections committee.

HSGSA Council approved to move the remaining HSGSA budget for graduate student care packages and mental health care packages giveaway. We will have these giveaways event for both Bannatyne campus and St. Boniface campus.

Akshi Malik

HSGSA President (2021-2022)

Appendix IV :

March Senate Report

Meeting Date: March 2, 2022

Meeting Link: https://umanitoba.ca/governance/sites/governance/files/2022-02/2022_03_02_senate-agenda.pdf

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

Report Includes:

1. President Report
2. Senate Committee on Awards

1. President Report

No significant announcement was made by the president

2. Senate Committee on Awards

AmirHossein Ghassemi Graduate Scholarship

In memory of AmirHossein Ghassemi, family, friends and colleagues have established an endowment fund at the University of Manitoba with an initial gift of \$28,000 in 2020. The purpose of the fund is to reward the academic achievements of graduate students pursuing studies in the Biomedical Engineering (BME) Graduate Program in the Price Faculty of Engineering. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the Master's or Doctoral Biomedical Engineering (BME) Graduate Program offered by the Price Faculty of Engineering;
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) have demonstrated outstanding interest in, or commitment to, research in Epilepsy.

Preference will be given to students whose research involves an emphasis on the sleep electroencephalogram (EEG).

Professor H. Cohen Graduate Scholarship

In honour of Dr. Harley Cohen, his former student, Sung Suh (M.Sc.[M.E.]/'69), established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2021. The purpose of the fund is to reward the academic achievements of graduate students in the Master's program in either Mechanical Engineering or Civil Engineering in the Price Faculty of Engineering. Each year, beginning in 2023-2024, 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 the Master's Program in Mechanical or Civil Engineering offered by the Price Faculty of Engineering;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated an interest in, or commitment to, research in Applied Mechanics, including Structural Mechanics or Fluid Mechanics

Sharon Dainard Memorial Award

In memory of Sharon Dainard, Jennifer Rattray and Stacy Dainard, along with family and friends, have established an endowment fund at the University of Manitoba with an initial commitment of \$25,000 in 2021. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The purpose of the fund is to support students with First Nation status who identify as female who are pursuing studies in the Faculty of Graduate Studies at the University of Manitoba. The donor will make an additional gift of \$1,000 so the award can be offered in 2022-2023. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one award to a graduate student who:

- (1) has First Nation status;
- (2) identifies as female;
- (3) is enrolled part-time or full-time in the Faculty of Graduate Studies in any Master's or Doctoral program offered at the University of Manitoba;
- (4) has achieved a minimum degree grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (5) has demonstrated financial need on the standard University of Manitoba bursary application form. Preference will be given to a candidate from Roseau Anishinabe First Nation

Appendix V :

UMGSA Executive Reports March 1st- March 31st, 2022

President - Silvia Sekander

Executive Summary of Work:

- VPRI search
- Advocacy for summer bursaries
- Advocacy for graduate student facing problem with supervisor
- Communication regarding complain in the council meeting

Meetings Attended:

Date	Meeting	Hours
March 1 st , 2022	FGS Executive Meeting	1 Hour
March 1 st , 2022	UMGSA Executive Meeting	2 Hours
March 2 nd , 2022	Meeting of Senate	2 Hours
March 2 nd , 2022	UMGSA Council Meeting February	1 Hour
March 3 rd , 2022	Bylaws and Policy Committee Meeting	1 Hour
March 7 th , 2022	VPRI Search Committee Meeting	3 Hours
March 15 th , 2022	VPRI Search Committee Meeting	3 Hours
March 16 th , 2022	VPRI Search Committee Meeting	3 Hours
March 20 th , 2022	Meeting with Mechanical Student	2 Hours
March 22 nd , 2022	UMGSA Executive Meeting	2.5 Hours
March 24 th , 2022	Meeting with Laurie & Kelley	1 Hour
March 25 th , 2022	Meeting with UM President	1 Hour
March 30 th , 2022	FGS Council Meeting	2 Hours
March 30 th , 2022	UMGSA Council Meeting	1 Hour
March 30 th , 2022	Meeting with Executives regarding complaint in council	1 Hour

Time Spent in Meetings in March: 26.5 Hours

- Due to UMGSA election 2022, I was in mandatory 2 weeks leave during March.

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in March: 0 Hours

Working Events Attended: N/A

Approximate Time Spent on Other Activities:

Activity	Hours
e-mail Correspondence & other activities	60 Hours
Event	2 Hours

Communication and study regarding council complaint	5 Hours
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Total Hours Spent on the UMGSA in March 2022: 93.5 Hours

Vice-President Finance and Administration- Nora Ampomah.

Executive Summary of Work:

- **Review of UMGSA Documents, Financial Reports and Connect with U15 Universities:** Reviewed monthly financial reports, reviewed governing manuals, connected with other U15 universities for research and prepared reports for meetings.
- **Virtual Conference Grant Applications:** Prepared, reviewed, and processed Conference Grant applications for virtual conferences.

Meetings Attended:

Date	Meeting	Hours
March 1 st , 2022	UMGSA Executive Committee Meeting	2.25 Hours
March 2 nd , 2022	UMGSA Council Meeting	1 Hour
March 3 rd , 2022	Meeting with HSGSA President	0.5 Hours
March 4 th , 2022	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours
March 5 th , 2022	UMGSA Finance Committee Meeting	1.5 Hours
March 22 nd , 2022	UMGSA Executive Committee Meeting	2 Hours
March 29 th , 2022	UMGSA Meeting with Michael Benarroch	1 Hour
March 29 th , 2022	UMGSA CUPE Negotiations	1 Hour
March 30 th , 2022	FGS Meeting	2.25 Hours
March 30 th , 2022	UMGSA Council Meeting	1 Hour

Meetings Missed: None

Time Spent in Meetings in March: 14 Hours

Office Hours:

**All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020. **

Time Spent in Official Office Hours in March: 0 Hours

Working Events Attended: None

Time Spent at Working Events in March: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Preparing Documents for Meetings	16 Hours
e-mail Correspondence	4 Hours
Other	40 Hours

Total Hours Spent on the UMGSA in March 2022: 73 Hours

Preparing Documents for Meetings	Hours
E-mail and Other Correspondence	Hours
Other	Hours

Total Hours Spent on the UMGSA in March 2022: Hours

Vice-President Academic – Rubel Chandra Talukder

Executive Summary of Work (March 2022):

Meetings Attended:

Date	Meeting	Hours
March 1 st , 2022	FGS Executive meeting	2 Hours
March 1 st , 2022	UMGSA Executive meeting	2 Hours
March 2 nd , 2022	Senate meeting	2 Hours
March 2 nd , 2022	February Council Meeting	1 Hour
March 4 th , 2022	Falconer Rh Award Selection	1 Hour
March 22 nd , 2022	UMGSA Executive meeting	2 Hours
March 29 th , 2022	Meeting with UM President	1 Hour
March 30 th , 2022	FGS Council Meeting	1.5 Hours
March 30 th , 2022	UMGSA Council meeting	1 Hour
March 30 th , 2022	Student Senate Caucus meeting	1 Hour

Time Spent in Meetings in March: 14.5 Hours

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in March: 0 Hours

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
e-mail Correspondence & other activities (Falconer Rh awards selection committee, discussing Akshi's complaint with GSA President and Senator1 etc.)	30 Hours

Total Hours Spent on the UMGSA in March 2022: 44.5 Hours

HSGSA President - Akshi Malik

Executive Summary of Work:

- Chaired HSGSA Exec and council meetings
- Attended UMGSA Exec and council Meeting
- Worked on HSGSA Giveaway ideas
- Worked on transition of new President

Meetings Attended:

March 1 st , 2022	UMGSA Exec Committee Meeting	1.5 Hours
March 1 st , 2022	FGS Exec Committee Meeting	1.5 Hours
March 1 st , 2022	HSGSA Exec Committee	1.5 Hours
March 2 nd , 2022	UMGSA Council Meeting	1 Hour
March 3 rd , 2022	Meeting with Nora	0.5 Hours
March 10 th , 2022	HSGSA DL session	2.5 Hours
March 22 nd , 2022	HSGSA Exec meeting	2 Hours
March 22 nd , 2022	UMGSA Exec meeting	2.5 Hours
March 25 th , 2022	HSGSA Council Meeting	1 Hour
March 29 th , 2022	Meeting with President Bennaroch FGS Dean Vice-provost	1 Hour
March 30 th , 2022	UMGSA Council Meeting	1.5 Hours
March 30 th , 2022	FGS Council Meeting	2 Hours
March 31 st , 2022	Transition Meeting	2 Hours

Meetings missed: None

Date	Meeting

Time Spent in Meetings in March: 20.5 Hours

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in March: 0 Hours

Working events attended:

Approximate time spent on other activities:

E-mail correspondence & housekeeping	20 Hours
Giveaway program	3 Hours
CSHRF Planning	3 Hours
Preparation of transition document	5 hours

Total hours spent on the UMGSA & HSGSA for March 2022: 51.5 Hours

Senator 1 – A K M Monsurul Alam

Meetings Attended:

Date	Meeting	Hours
March 1 st , 2022	UMGSA Executive Meeting	1.5 Hours
March 2 nd , 2022	UMGSA Council Meeting	1.5 Hours
March 2 nd , 2022	Senate Meeting	2 Hours
March 17 th , 2022	Senate on Instruction and Evaluation	1 Hour
March 15 th , 2022	FGS Appeal	1 Hour
March 23 rd , 2022	Covid 19 Operation Team Meeting	2 Hours
March 23 rd , 2022	UMGSA Executive Meeting	1.5 Hours
March 24 th , 2022	FGS Faculty Council Meeting	1.5 Hours
March 25 th , 2022	SCAR	1 Hour
March 25 th , 2022	HSGSA Council Meeting	1 Hour
March 30 th , 2022	FGS Faculty Council Meeting	2 Hours
March 30 th , 2022	UMGSA Council Meeting	1 Hour
March 30 th , 2022	Meeting with Silvia	1 Hour
March 31 st , 2022	Senate Student Caucus	1 Hour

Time Spent in Meetings in March: 19 Hours

Office Hours:

**All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020. **

Time Spent in Official Office Hours in March: 0 Hours

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
Responding emails, reviewing meeting agendas and minutes, preparing senate reports etc.	10 Hours

Total Hours Spent on the UMGSA in March 2022: 29 Hours

Senator 2 - William Dowie

Executive Summary of Work:

- **Ongoing Senator Meetings:** Student Senate Caucus, Senate Executive, Regular Senate, Admissions (SCADM)
- **UMGSA portfolio – other committees:** Covid Response Steering Committee (CRSC); Sustainability (including North Campus Lands); Indigenous awareness webinars; various grad student support and engagement; UMSU engagement

Meetings Attended:

Date	Meeting	Hours
March 1 st , 2022	UMGSA Exec	1.5 Hours
March 2 nd , 2022	Full Senate	2 Hours
March 2 nd , 2022	UMGSA General Council	1.5 Hours
March 3 rd , 2022	CRSC	1.25 Hours
March 3 rd , 2022	Sustainability Webinar (UMSU event)	1 Hour
March 4 th , 2022	Indigenous Awareness webinar (weekly series)	1.25 Hours
March 7 th , 2022	MAPSS (student-at-large; 1h)	Campaign Period start
March 8 th , 2022	Mental Health Morning (3h)	
March 9 th , 2022	MAPSS – Tuition Policy gov't consult session (1.5h)	
March 9 th , 2022	UMGSA Election Forum (2h)	
March 10 th , 2022	U of M Sustainability Day (4h)	
March 11 th , 2022	Indigenous Awareness webinar (weekly series) (1.5)	
March 15 th , 2022	Racism in Teaching seminar, CATL (2.0)	
March 15 th , 2022	UMGSA Voting Results (0.5)	Campaign Period end
March 17 th , 2022	CRSC	2 Hours
March 18 th , 2022	Indigenous Awareness webinar (weekly series)	1.25 Hours
March 21 st , 2022	MAPSS	0.5 Hours
March 22 nd , 2022	SCADM	0.75 Hours
March 22 nd , 2022	UMGSA Exec	1.25 Hours
March 23 rd , 2022	Senate Exec	0.75 Hours
March 23 rd , 2022	Sus Comm	1.5 Hours
March 25 th , 2022	Indigenous Awareness webinar (weekly series)	1.25 Hours
March 29 th , 2022	PET + FGS Meeting	1 Hour
March 30 th , 2022	FGS Faculty Council	2.25 Hours
March 30 th , 2022	UMGSA General Council	1.5 Hours
March 31 st , 2022	Student Issue (confidential) – tuition and health plan	1.75 Hours
March 31 st , 2022	SSC	1 Hour

Meetings Missed:

Time Spent in Meetings in March: 25.25 Hours

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in March: 0 Hours

Working Events Attended:

	Hour
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Time Spent at Working Events in March: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Preparing for Council – Review Tasks, Peer Review, and Reports	4 Hours
Email / WhatsApp correspondence (one hour per week allotted)	4 Hours

Total Hours Spent on the UMGSA in March 2022: 33.25 Hours

+ student-at-large – non-executive participation (allowed by CRO) (15.50)