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**Wednesday, February 28<sup>th</sup>, 2024 – 5:30 PM – Zoom**

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# **UMGSA Council Meeting Agenda**

## **Wednesday, February 28<sup>th</sup>, 2024 – 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, Ojibwe-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We acknowledge that our water comes from Shoal Lake 40 First Nation, and our hydro from the hydro dams located in Treaty 5. 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 28<sup>th</sup>, 2024, UMGSA Council Meeting as presented.**

### **4. Approval of the Minutes**

The minutes of the January 31<sup>st</sup>, 2024, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes of the January 31<sup>st</sup>, 2024, 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 Reports (Appendix V)**

### **9. Departmental Reports**

### **10. Unfinished Business**

### **11. New Business**

#### **11.1 Executive Review Committee (ERC) Report Update**

Lead: C. Yendt

### **13. Announcements**

#### **13.1. Next Council Meeting:**

- i. Wednesday, March 27<sup>th</sup>, 2024 - 5:30PM – Zoom.

#### **13.2. March Newsletter:**

- i. If anyone has anything they want to share e-mail [gcc@umgsa.org](mailto:gcc@umgsa.org)

### **14. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports January 1<sup>st</sup>- January 31<sup>st</sup>, 2024**

#### **Executive Committee**

Chair: Christopher Yendt (UMGSA President)

Meeting Dates: January 11<sup>th</sup> & 25<sup>th</sup>, 2024

- Updates regarding process to follow up on the ERC report, meeting with executives individually to get a better sense of everyone's perspectives on the report. Conversations generated good dialogue and developed some clarity around issues and pathways to address these for future performance management. Revisions to the ERC mandate and process will be forthcoming.
- Partnership with HSGSA regarding a joint delivery of the Gala, with the intention of becoming an annual partnership pending the success of this year's event.
- Held conversations with executive members regarding long term intentions and involvement, noting the size of the executive team will shrink by a position starting May 1st, aiming to make sure there is space and places for those interested in returning/running again.
- Updates regarding next steps with Post-Doctoral students and the emerging partnership. Aim is to provide them a home at the university, which will include, as an interim measure the development of an AVP position, and work towards the approval of a bylaw for Post-Docs, the election of their executive and an annual general meeting.
- Intention to revise mandate around the office hours requirement in UMGSA bylaws as they are not currently fulfilling the mandate and likely intention behind them. Adjustments will be explored to better create meaningful impact and engagement from specific approaches like these.
- Appointment of Akshi Malik as the first UMGSA Executive Vice-President.

#### **Finance Committee**

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: January 15<sup>th</sup>, 2024

- The Committee reviewed and processed all conference grants applications up to date.

## **Bylaws and Policy Committee**

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: January 23<sup>rd</sup>, 2024

- The committee reviewed and approved the motion of the UMGSA Executives and Officers Policy Manual.
- Article X: creation of Executive Vice President to facilitate a smooth transition / succession of president role or emergent fulfillment of any VP role in case of sudden vacancy.
- Article XI: The office manager may return as executive director to give insights and advice to the executive team.
- Article XII: creation of Associate VP that increases engagement with the post doc student body.
- Article 13: past president can volunteer to be advisor.
- Article 15: clearer policy about attendance and absence penalty.

## **Events Committee**

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: January 4<sup>th</sup>, 2024

- Orientation lecture
- Social event/ UMGSA pizza day meet and greet (Wednesday September 13th, 2023).
- Mental health workshop (Tuesday 10th October 2023)
- Halloween/ Pumpkin Carving Competition (Monday 30th October 2023)
- Holiday hamper (December 2023)
- Faculty of graduate studies orientation (January 4, 2024)
- Tax filling workshop (March 2024)

## **Services and Support Committee**

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates:

- There were no meetings in January 2024.

## **Awards and Academic Affairs Committee**

Chair: Hanieh Rezasoltani (UMGSA VPA)

Meeting Dates: No meetings were held in January 2024.

- Almost all of the selected students for Holiday Hamper 2023-2024 received their gift cards from January 8th till today.

## **Ad-Hoc Committee on Food Insecurity**

Chair: Jamie Sookhoo ([vpexternal@hsgsa.org](mailto:vpexternal@hsgsa.org))

Meeting Dates: January 26<sup>th</sup>, 2024

Action Points:

- Alejandra will reach out to Campus Food Strategy Group (CFSG) to invite one or two officials to join a collaborative meeting with FIC which will be held on February 9<sup>th</sup> at 11:00 AM virtually. The agenda of this meeting is to find creative solutions to solve the current food insecurity situation on campus.
- 1<sup>st</sup> half of the meeting will cover the idea and proposals from CFSG by their members and 2<sup>nd</sup> half will be used to make any necessary changes to the Food Insecurity Survey run by UMGSA last year so the survey can be sent out again before end of April.

Additional points covered in today's meeting:

1. Uche shared a report highlighting current scenarios of different universities and their current food insecurity situation due to high price and possible strategies to mitigate these problems.
2. The goal of FIC is to find a solution to solve the food insecurity in the campus which will be long term, sustainable and realistic. Every member has endorsed it.
3. Christopher indicated that there will be no additional fund coming from Provincial govt to the university in terms of food insecurity issue, so FIC needs to keep brainstorming to find out creative solutions. One option could be a Pantry Service where students can have a cereal for breakfast on campus.
4. Alejandra shared an idea to send out proposals to the local food supplier for a collaboration with the universities to produce food in campus.
5. Christopher also highlighted about sharing the survey data in a compact report form to the University decision makers for further solutions but before that it is important to recheck with Foodbank and their existing donors so that no unwanted circumstances arise.

## **Appendix III :**

### **HSGSA Report January 1<sup>st</sup> – January 31<sup>st</sup>, 2024**

#### **HSGSA Executive Committee and Council**

Chair: Akshi Malik

In January, HSGSA presented at the FGS Winter Orientation held at the Fort Garry Campus. The HSGSA By-laws committee made some changes to the Finance manual as well as to the committee policy manuals.

HSGSA VP-Academic is communicating with faculty members to plan omics and grant writing workshops.

The HSGSA Academic committee is also working on compiling a list for potential distinguished lecturer for the next term.

HSGSA also held another multicultural event at the SBRC to celebrate 'Pongal'.

Akshi Malik

HSGSA President (2023-24)

## **Appendix IV :**

### **January Senate Report**

**Meeting Date:** January 10<sup>th</sup>, 2024

**Meeting Link:** [https://umanitoba.ca/governance/sites/governance/files/2024-01/2024\\_01\\_10\\_Senate\\_minutes.pdf](https://umanitoba.ca/governance/sites/governance/files/2024-01/2024_01_10_Senate_minutes.pdf)

The following report was submitted by Uche Nwankwo (Senator 1).

#### **1. President's Report**

- President Benarroch would be recording a new episode of the podcast themed “What’s the Big Idea?” with Dr. Joss Reimer, in the Robert B. Schultz Lecture Theatre the next day. Senators were encouraged to attend.
- President Benarroch reported that the Strategic Planning Committee was working to incorporate comments it had received on the draft strategic plan, including from the Senate (December 6, 2023), the Board of Governors, and the broader University community, into the final draft of the document.
- The final version is expected to be brought to the Senate for discussion and approval at the meeting in February.
- President Benarroch provided the Senate with an update on the actions taken by the University in response to the misconduct of Mr. Black-Branch, a former Dean of Law at the University, who was found guilty of professional misconduct by the Law Society of Manitoba after a lengthy due process was followed.
- Regarding the misconduct by Mr. Black-Branch, President Benarroch clarified that the University did not enter into a Non-Disclosure Agreement or Settlement Agreement with Mr. Black-Branch. Any restrictions on the University’s ability to speak to this matter flowed from legislation such as the Public Interest Disclosure Act and the Freedom of Information and Protection of Privacy Act.
- President Benarroch briefly reviewed controls the University has in place to prevent future incidents of this nature. This was previously presented to Senate on October 4, 2023. The



University has implemented robust financial reforms to further safeguard against any potential misappropriation of funds in the future.

## 2. **QUESTION PERIOD**

A question from Professor Thomson, University of Manitoba Faculty Association Assessor sought to know if the IST department could schedule future Aurora Self-Service maintenance during a less inconvenient time for those who might want to check their schedule before the beginning of term?

In response, President Benarroch noted that a scheduled Banner upgrade occurred over the previous weekend. The upgrade was successful, and the system was available to users by the afternoon of Sunday, January 7th.

President Benarroch invited Senators who might have specific concerns to contact Mr. Adams, University Registrar and Executive Director, Enrolment Services.

## 3. **REPORTS OF OTHER COMMITTEES**

### 3.1. Reports of the Senate Committee on Instruction and Evaluation

RE: Revised Entrance and Continuation Requirements, Bachelor of Science (Honours) in Psychology, Faculty of Science

The Senate Committee on Instruction and Evaluation (SCIE) met on November 16, 2023, to consider proposals from the Faculty of Arts and the Faculty of Science, to revise the minimum Degree Grade Point Average for entrance and continuation in the Bachelor of Arts (Single Honours) and Bachelor of Arts (Double Honours) in Psychology and the Bachelor of Science

### 3.2. Report of the Senate Committee on University Research

RE: Strategic Research Plan 2024-2029, University of Manitoba: Change through Research

- Dr. Pinto provided a brief overview of the proposed Strategic Research Plan 2024-2029, University of Manitoba: Change through Research. A copy of his presentation, with the same title is appended to the minutes.
- Dr. Pinto noted that the proposed Strategic Research Plan builds on a foundation of fundamental inquiry and foundational knowledges. The SRP highlights existing research strengths at the University and combines these into imaginative research themes that will increase the institution's competitiveness in external grant competitions.
- The SRP's tagline, "change through research," is intended to communicate internally that research can be viewed as a vehicle to change understandings of various phenomena ranging from origins of the universe and life, culture and human behaviour, Indigenous knowledges, health phenomenon, new technologies, or the research-teaching nexus.
- There was a concern based on consultations with Faculty representatives who had served on the Committee. The concern underpinned the view that the SRPC had not had an opportunity to review the proposed Strategic Research Plan. The Faculty of Arts Senators therefore recommend that the Report of the Senate Committee on University Research (SCUR) be returned to the Vice-President (Research and International), to ensure members who served on the SRPC would be given an opportunity to review the document.
- Several observations were made by Senators and some members recommended that the Report be returned to the Vice-President (Research and International) with suggestions from Senators for possible changes in the Report.

## **Appendix V :**

### **UMGSA Executive Reports January 1<sup>st</sup> – January 31<sup>st</sup>, 2024**

#### **UMGSA President – C. Yendt**

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

- Extensive work on developing the new Executive and Officers Manual, presented and passed by Council in January which also led to the creation of new nomination packages for the executive elections, specific to each role and helping to improve our communication and messaging around the roles and their responsibilities.
- Continued to engage with UM Reconciliation Action Plan committee, demonstrating UMGSA’s commitment to learning and doing within this space, and hopefully leading to further initiatives and action within the UMGSA in the future.
- Continued negotiations with external financial firm to begin process of completing a contractual relationship for ongoing back-office support on a monthly basis. We are close to finalizing a contract for an ongoing relationship and look to complete shortly.
- Additional meetings with post-doctoral student representatives, where a pathway was identified for incorporation moving forward. We will be developing an Associate Vice-President role specifically for Post-Doctoral Affairs as a means to move our organizations closer and facilitate integration over the next 12 months.
- Begun working with staff to identify new office layout and requisite furniture as we move forward with the next phase of redevelopment within the organization and better aligning the space to meet with our current and future needs.
- Recommended for appointment the first Executive Vice-President in UMGSA history under the new E&O Manual and delighted to announce that Akshi Malik has accepted the appointment for a term ending April 30th, 2024. I look forward to continuing to work closely with them in this role and establishing a strong precedent for the position for the years to come.

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

<b>Date</b>	<b>Meeting</b>	<b>Hours</b>
January 10th, 2024	CAGS Consultation with FGS	1.5 Hours
January 10 <sup>th</sup> , 2024	UM Senate	1.5 Hours
January 10 <sup>th</sup> , 2024	Staff Meeting	1 Hour
January 11 <sup>th</sup> , 2024	CAGS In-person consultation with FGS	1.5 Hours
January 11 <sup>th</sup> , 2024	UMGSA Executive Meeting	1.5 Hours
January 11 <sup>th</sup> , 2024	Strategic Planning Committee UM	2 Hours
January 12 <sup>th</sup> , 2024	HSGSA Executive Meeting	1.5 Hours
January 15 <sup>th</sup> , 2024	UMGSA Finance Committee	1 Hour
January 17 <sup>th</sup> , 2024	Staff Meeting	1 Hour

January 17 <sup>th</sup> , 2024	Meeting with Dean and VP	0.5 Hours
January 22 <sup>nd</sup> , 2024	UMGSA Bylaws Committee	1 Hour
January 23 <sup>rd</sup> , 2024	Ad-Hoc Committee on Access, Anti-oppression, Decolonization and Diversity	1 Hour
January 23 <sup>rd</sup> , 2024	UMGSA + HSGSA President's Meeting	1.5 Hours
January 24 <sup>th</sup> , 2024	UMGSA Senate Executive	1.5 Hours
January 24 <sup>th</sup> , 2024	Staff Meeting	1 Hour
January 25 <sup>th</sup> , 2024	UMGSA Executive Committee	1 Hour
January 25 <sup>th</sup> , 2024	FGS Executive Committee	1 Hour
January 26 <sup>th</sup> , 2024	Food Insecurity Committee	1 Hour
January 26 <sup>th</sup> , 2024	Meeting with Senator	1 Hour
January 29 <sup>th</sup> , 2024	Meeting with Plains Edge	1 Hour
January 28 <sup>th</sup> , 2024	Reconciliation Action Committee	2 Hours
January 29 <sup>th</sup> , 2024	Meeting with Student	0.5 Hours
January 29 <sup>th</sup> , 2024	Staff Meeting	1 Hour
January 29 <sup>th</sup> , 2024	Budget Advisory Committee	2 Hours
January 29 <sup>th</sup> , 2024	UMGSA Council Meeting	1.5 Hours

**Meetings missed:**

Date	Meeting
January 4 <sup>th</sup> , 2024	Graduate Student Orientation
January 5 <sup>th</sup> , 2024	International Student Orientation

**Time Spent in Meetings in January: 31 Hours**

**Time Spent in Official Office Hours in January: 6 Hours**

**Working events attended:**

**Approximate time spent on other activities:**

Activity	Hours
In-Office / Other	20 Hours
Email / Correspondence/ Manual Development	35 Hours
Student Vigil	2 Hours

**Total hours spent on the UMGSA for January 2024: 86 Hours**

**Vice-President Finance and Administration- Julie Xue**

**Executive Summary of Work:**

**Meetings Attended:**

<b>Date</b>	<b>Meeting</b>	<b>Hours</b>
January 11 <sup>th</sup> , 2024	Executive Meeting	2 Hours
January 15 <sup>th</sup> , 2024	Finance Meeting	1 Hour
January 22 <sup>nd</sup> , 2024	Bylaws Meeting	1 Hour
January 25 <sup>th</sup> , 2024	Executive Meeting	2 Hours

**Meetings Missed: 0**

<b>Date</b>	<b>Meeting</b>

**Time Spent in Meetings in January: 6 Hours**

**Office Hours:**

**Time Spent in Official Office Hours in January: 0 Hours**

**Working Events Attended: None**

**Time Spent at Working Events in January: 0 Hours**

**Approximate Time Spent on Other Activities:**

<b>Activity</b>	<b>Hours</b>
Replying emails, scheduling meetings & processing conference grants	25 Hours

**Total Hours Spent on the UMGSA in January 2024: 31 Hours**

## Vice-President Services and Support – Timilehin Oluwajuyitan

### Executive Summary of Work:

- Attended UMGSA Events Committee Meeting
- Attended UMGSA Finance Committee Meeting
- Attended UMGSA Executive Committee Meeting
- Attended UMGSA Faculty of Graduate Studies Student Orientation
- Attended UMGSA Council Meeting

### Meetings Attended:

Date	Meeting	Hours
January 4 <sup>th</sup> , 2024	UMGSA Event Committee Meeting	1 Hour
January 4 <sup>th</sup> , 2024	Faculty of Graduate Studies Student Orientation	4 Hours
January 11 <sup>th</sup> , 2024	UMGSA Executive Committee Meeting	1 Hour
January 15 <sup>th</sup> , 2024	UMGSA Finance Committee Meeting	1.5 Hours
January 25 <sup>th</sup> , 2024	UMGSA Executive Committee Meeting	1 Hour
January 31 <sup>st</sup> , 2024	UMGSA Council Meeting	1 Hour

### Meetings missed: None

Date	Meeting
None	None

### Time Spent in Meetings in November and December: 16.5 Hours

### Office Hours:

Date	Hours
January 9 <sup>th</sup> , 2024	2 Hours
January 16 <sup>th</sup> , 2023	2 Hours
January 23 <sup>rd</sup> , 2024	2 Hours
January 30 <sup>th</sup> , 2024	2 Hours

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

### Working events attended:

### Approximate time spent on other activities:

Activity	Hours
Preparation for UMGSA/ Faculty of graduate studies orientation	10 Hours
Preparation for UMGSA Tax clinic	2 Hours
Email corresponding	20 Hours

### Total hours spent on the UMGSA for January 2024: 49.5 Hours

## VP Academic – Hanieh Rezasoltani

### Executive Summary of Work:

- Attending to Orientation Day for graduate students to introduce GSA services on be half of GSA executives.
- Attending to Orientation Day for International students to introduce GSA services on be half of GSA executives.
- Responsible for pick up of Holiday Hamper gift card at GSA lounge.
- Attending to UM Senate meeting.
- Attending to UMGSA Executive meeting.
- Attending to Award Senate Committee meeting.
- Attending to UMGSA Councillors meeting.
- Follow up the process of pick-up Holiday Hamper gift cards and announce the selected students by email.

### Meetings Attended:

Date	Meeting	Hours
January 4 <sup>th</sup> , 2024	Winter 2024 Orientation Day for Graduate Students	2 Hours
January 5 <sup>th</sup> , 2024	Winter 2024 Orientation Day for International Students	1 Hour
January 8 <sup>th</sup> , 2024	Holiday Hamper Pick-Up	2 Hours
January 9 <sup>th</sup> , 2024	Holiday Hamper Pick-Up	1 Hour
January 10 <sup>th</sup> , 2024	UM Senate Meeting	1 Hour
January 10 <sup>th</sup> , 2024	Holiday Hamper Pick-Up	2 Hours
January 11 <sup>th</sup> , 2024	UMGSA Executive Meeting	2 Hours
January 16 <sup>th</sup> , 2024	Award Senate Committee Meeting	1 Hour
January 19 <sup>th</sup> , 2024	Holiday Hamper Pick-Up	1 Hour
January 25 <sup>th</sup> , 2024	FGS Executive Meeting	1 Hour
January 25 <sup>th</sup> , 2024	UMGSA Executive Meeting	1 Hour
January 31 <sup>st</sup> , 2024	UMGSA Council Meeting	1.5 Hours

**Time Spent in Meetings in January: 16.5 Hours**

**Missed meeting:**

### Office Hours:

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

2 Hours- 10 Jan 2024– location: UMGSA office

2 Hours- 17 Jan 2024– location: UMGSA office

2 Hours- 24 Jan 2024– location: UMGSA office

2 Hours- 31 Jan 2024– location: UMGSA office

*(Pick up of Holiday Hamper Gift cards was available at VPA office hours)*

### Working events attended:

**Approximate time spent on other activities: 65 Hours**

Activity	Hours
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Responding to emails, approving cheques and payments, Emergency grants, and signing them, preparation for meetings and reading agendas	35 Hours
Holiday Hamper Pick up setting and emails, mailing Gift cards of Bannatyne campus students	30 Hours

**Total hours spent on the UMGSA for January 2024: 89.5 Hours**



## HSGSA President – Akshi Malik

### Executive Summary of Work:

- Attended UMGSA Exec and Council meetings
- Chaired HSGSA Exec and Council meeting
- Regular meeting with Chris to discuss HSGSA-UMGSA relationship
- Gala planning in collaboration with UMGSA
- Presented at FGS Orientation

### Meetings Attended:

January 4 <sup>th</sup> , 2024	FGS Orientation	3 Hours
January 8 <sup>th</sup> , 2024	HSGSA Bylaws Meeting	1 Hour
January 11 <sup>th</sup> , 2024	UMGSA Exec Meeting	1.5 Hours
January 12 <sup>th</sup> , 2024	HSGSA Exec Meeting	1 Hour
January 24 <sup>th</sup> , 2024	Meeting up with HSGSA exec (informal)	1 Hour
January 25 <sup>th</sup> , 2024	FGS Exec Meeting	2 Hours
January 22 <sup>nd</sup> , 2024	HSGSA Council Meeting	1.5 Hours
January 31 <sup>st</sup> , 2024	UMGSA Council Meeting	1.5 Hours
January 23 <sup>rd</sup> , 2024	Meeting with Chris	1.5 Hours
	Gala Planning	5 Hours
	Email correspondence and usual business	20 Hours
	Documents and record keeping	5 hours

**Time spent in meetings in January 2024: 12 Hours**

**Meetings missed: none**

**Office hours: 0 hours**

**Total hours spent on HSGSA & UMGSA for January 2024: 44 Hours**

## Senator 1 – Uche Nwankwo

### Executive Summary of Work:

- Executive Committee meeting
- Council Meeting.
- Held meetings in-person and Zoom meetings focusing on student advocacy.
- Graduate Students Food poverty and high cost of food at the University
- Student Advocacy
- UofM African Graduate Students Association.

**Note:** The summary here is not exhaustive but rather a synopsis of the activities I engaged myself during the reporting period.

### Meetings Attended:

Date	Meeting	Hours
January 11 <sup>th</sup> , 2024	UMGSA Executive Meeting	1.5 Hours
January 12 <sup>th</sup> , 2024	Student Advocacy (Candlelight for Afolabi)	2 Hours
January 25 <sup>th</sup> , 2024	UMGSA Executive Meeting	1 Hour
January 26 <sup>th</sup> , 2024	Food Insecurity Committee Meeting	1 Hour
January 27 <sup>th</sup> , 2024	Student Advocacy (Justice4Afolabi march)	2.75 Hours
January 31 <sup>st</sup> , 2024	Office Hour	2 Hours
January 31 <sup>st</sup> , 2024	UMGSA Council Meeting	1 Hour

**Time Spent in Meetings in January: 11.25 Hours**

**Office Hours:**

**Working Events Attended:** None

### Approximate Time Spent on Other Activities:

Activity	Hours
Communications (Support duties as Senator 1), emails, phone calls, and WhatsApp chat 1.5 hours per week	8 Hours
Preparing and reviewing documents before meetings driving to meeting venue, and writing reports	5 Hours
Approximate time spent on coordinating UMAGSA activities	4.5 Hours

**Total Hours Spent on the UMGSA in January 2024: 28.75 Hours**

## Senator 2 – Armin Aghajani

### Executive Summary of Work:

- Attended FGS Exec Meetings
- Meeting with students regarding their current issues

### Meetings Attended:

Date	Meeting	Hours
January 11 <sup>th</sup> , 2024	Executive Meeting	1.5 Hours
January 25 <sup>th</sup> , 2024	Executive Meeting	1.5 Hours

**Meetings missed:** 1 (January 10<sup>th</sup> Senate Meeting)

**Time Spent in Meetings in January: 3 Hours**

### Office Hours:

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

### Working events attended:

#### Approximate time spent on other activities:

Activity	Hours
Documents and record keeping, answering the emails	1 Hour
Answering students' issues through email/phone/social media/in-person	5 Hours
Studying the agendas and minutes to get ready for the meetings	0 Hours

**Total hours spent on the UMGSA for January 2024: 17 Hours**