



## Council

Notice of Meeting  
Tuesday April 22, 2014  
5:0 PM  
Graduate House Green Room

### AGENDA

Time	Open Session	Page	Action
5:00	1. Agenda/Additional Agenda Items		Decision
	<b>Consent Agenda*</b>		
5:05	<b>Motion:</b> To approve and/or receive for information by consent items 2-4 of the agenda		Decision
	2. Approval of the minutes of February 27, 2014 meeting	2	
	3. Appointments & Resignations		
	4. Executive Reports	8-29	
	<b>Regular Agenda</b>		
5:10	5. Q&A		Discussion
5:30	6. Chief Returning Officer Report	30	Information
5:35	7. GSA-UW Memorandum of Agreement	32	Decision
5:50	8. Other Business		Discuss/Info
6:00	9. Adjournment		Decision

\*To allow council to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent and those that are to be presented individually for discussion and decision and/or information. A consent agenda is not intended to prevent discussion of any matter by the council, but items listed under the consent sections will not be discussed at the meeting unless a director so requests. Directors are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. The Council will then move immediately to consideration of the items on the regular agenda.

W.R. Michael Makahnouk,  
GSA VP Internal, Chair

April 15, 2014



**Meeting of GSA Council**  
Thursday February 27, 2014 at 3:30 PM  
Needles Hall 3001

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**Present:**

Michael Makahnouk, VP Internal, Chair  
Robert Henderson, President  
Matthew Gaster, VP External  
Coleen Even, VP Student Affairs  
Helen Broom, Director  
Maya D'Alessio, Director  
Taya McGillivray, Director  
Dan McRoberts, Director  
Mike Piazza, Director  
Isabelle Messa, SPHHs  
Ryan Kirkby, History  
Jessica Dyck, Peace & Conflict  
Amin Haghnegahdar, Civil Eng.  
Ahmad Basalah, Mech-Mech Eng.  
Miriam Ho, Architecture  
Naijing Kang, Applied Math  
Ty Ghaswala, Pure Math  
Matthew Edwards, Chemistry  
Nathan Cleven, Earth & Env. Sci.  
Samantha Shortall, Pharmacy  
Krista Mathias, At-Large Councillor  
Rose Vogt, GM, (minutes)

**Absent with regrets:**

Maryam Shahtaheri, Ikdip Brar, Virginia Shay, Cristina Balaita, Madeliene Merrick, Alex Winnicoff, Allison Mascella, Celia Huang, Artur Sokol

**Absent without regrets:**

Kimberley Lopez, Thomas Choukroun, Drew Weatherhead, Stephanie Piper, Ahmed Abdel Aziz, Sandy Beidu, Fahmida Hodayra, Bianne McCallum, David Pomaranski, Steven Cheung, Kristen Leal.

Quorum is achieved. (21)

Makahnouk called the meeting to order at 3:45 pm

1. The agenda is approved unanimously. (Gaster/McGillivary)

### **Consent Agenda:**

#### **BIRT the Council members approve and/or receive for information by consent items 2 and 3 of the Consent Agenda.**

Item 2, minutes of the January 29, 2014 Council meeting.

Item 3, Reports of the Executive.

(McRoberts/Piazza). Approved unanimously.

4. Questions & Answer Period

- Robbie: business arising

- Centre for Career Action: Staff provides services for staff and alumni, which is supported by the staff/alumni budget. Staff is provided for graduate students by the SSAC fee. The Director indicated that graduate usage has risen and it would be unfair to say that graduate students use it less than undergraduate students, based on percentage of population. Graduate students are paying less than undergraduate students and the shift to equalize the support addressed in the review. An increase, that will be less than \$1.00, may be applied.

Questions:

Haghnegahdar: It seems unusual that the use is the same based on the number of undergraduate students. Henderson clarifies that the usage based on a percentage of the population is fair. They provide career advising, resume reviews, career planning etc.

Even updates Council on the status of the family clinic at Health Services. The construction is delaying the opening of the Family Clinic as it is being housed in the original building, which is being renovated. They are turning away families. They are directing people to the Ontario website for more information about family clinics. Haghnegahdar believes that the initial plan was that as soon as they start to bill us the facility is useable.

The health services fee is initiated once occupancy is gained. The Health Services facility is being used, and most services are available. The family services was not a triggering factor of initiating the fee, the fee was for the expansion of the facility in general. Barb has to direct families to off campus resources.

The \$10.00 fee was not specifically for the family services, but graduate students specifically asked to include family services as part of the expansion.

**Action:** Henderson and Even will follow up. They will talk to Chris Read, and double check the original referendum question.

The expected opening is in the spring term.

Broom: Clarify the varsity sports and the athletic fee.

Henderson roughly half of the funding goes to campus rec and half to the varsity portion and the varsity portion pays for direct costs and associated cost (space). Last year there

were about 19 varsity athletes. This is disproportion to graduate students. Henderson believes there is an access issue with graduate varsity athletes. There are sports specific rules as to how long you can access / play in varsity. Campus Recreation, everyone has access to recreational activities.

Henderson has made this argument for two years to review the fee/split to athletics.

Makahnouk and Henderson are working on a new project to provide a career workshop on graduate expectations and preparation for post graduation.

#### 5. VP Student Affairs, Coleen Even

- Waterloo Strategic Plan Implementations.
  - Follow up to a special project that she identified in her report.
  - (Theme) Outstanding Academic Programming (theme)

##### Objective 1:

Educate graduates to be uniquely prepared to address the challenges and opportunities of the 21<sup>st</sup> century.

This is an ever-changing document.

Graduate students concerns:

Oral/writing communication skills in English

Professional and transferable skills.

Look at departments that offer workshops to enhance the graduate experience and skillset.

##### Objective 2:

Enhance Waterloo's Excellence in Academic Programs.

Graduate student concerns: Development of new innovative program.

There is no baseline by which to measure this.

##### Objective 3:

Ensure teaching quality of the highest international standard.

Graduate student concerns:

Course evaluation, TA orientation, peer review of teaching & teaching dossiers, outstanding graduate supervision and mentoring, online program, on-online teaching (grads/faculty), and participation in instructional development programming.

A task force to be initiated by 2015 to gather information.

##### Objective 4:

Expand Waterloo's footprint in the online-learning market and provide leading edge, technology – enabled learning opportunities.

Graduate student concern:

increase online programs, and increase innovative methods of course delivery.

How will graduate students be affected? As TA's.

The next step is to hold student consultations, discussion with dean, the CTE, and other partners on campus. The evaluation process will provide information to determine the feasibility of initiating such programs. This also has to be linked to Waterloo's Strategic Plan.

Henderson: There are lots of co-curricular programs across campus. What are the barriers that allow graduate students to participate? How do we make it okay to let grads to take time from their research to participate on these programs.

Mario and Horton want to address students at the AGM. They are basing this on the number of students currently attending workshops. They will be discussing these issues at focus groups.

This could inform policy such as the one for staff to enhance their workplace skills. Waterloo staff are given a time allotment annually where managers are "required" to allow staff to participate.

Henderson: This could be built into a new "student right to participate" policy.

Haghnegahdar: How many working hours per week are defined for the GRS and define what their "own time" is. It will give a solid framework in identifying entitlement. Could there be some solid framework regarding the number of hours expected to earn a GRS?

Makahnouk: GRS are here as students, not employees. There should be no attempt to link the GRS to certain hours since it is a scholarship rather than employment.

Ho: It would be good to have an environmental scan of the number of hours graduate students are working on their research. Curious to know what is the average is for graduate research.

Makahnouk: There is an argument for student life balance and wellness by at least identifying a minimum.

Broom: The hours doing research may not provide any data. How do you distinguish between the productive work and same hours spent on personal items? It encourages supervisors to micro manage the work. She is more in favour strengthening mechanisms for students that are having problems with supervisors.

Messa: the GRS is to support you as a student doing research, not employment per hour worked.

Haghnegahdar: How much would a supervisor have to pay someone external to

do this work that a student is doing?

McGillivray: disagrees, the bottom line is that students are here to get a degree. An external person already has the credentials to do the work.

Gaster: There are aspects within the university that gets work done on the backs of students. TA's and sessional staff do work and at times TA's are treated as employees. Every aspect of a graduate students work benefits the university, but this is all complicated.

Mathias: It is not just about employment, but by doing this work, graduate students are developing their skills.

Haghnegahdar: Graduate students have to pay all the extra things to cover their living expenses. As an international student has to work on extra things, like TA to cover expenses, which takes away from research. He expressed that international students are more disadvantaged than a PR or domestic students. How much freedom does a graduate student have to earn extra wages?

Broom: There is a clear distinction between research responsibilities and TA responsibilities. In addition, graduate students sign a contract to do the research, and signing the contract is a choice. The choice is to be a student.

Even: On June 2014, international students will be able to work off campus without a special visa, and find better ways to subsidize research. Students can work full time when you are on "break" and part time when in session.

Henderson enjoyed hearing this discussion, there are aspects of what graduates do at university that do qualify as employment. It is impossible to define research hours as work. The real issue is preventing the exploitation of students and how does one define this?

- Ring Road Changes: documents for changes to improve safety. Safety Advisory Committee made a report and recommendations to improve safety on ring road, especially on the east side of campus. Recommendations include traffic calming measures (speed bumps), reducing vehicular traffic volumes, "right of way" to pedestrians, installing four crossing on the east side of campus on Ring Road, relocating transit/bus stops, have southbound buses use the east side of Ring Road only and northbound buses use the west side of Ring Road only. The four crossings will be implemented, and possibly fencing (or some barrier) on the outer curb of Ring Road directing pedestrian traffic to the crossings. Council viewed the official presentation.

Student Feedback:

Concern of having to cross Ring Road to catch a bus.

- The transit stops would be on the inner curb of Ring Road and the outer lane would be fenced to direct foot traffic to the crossings.
- Generally, council likes the idea of limiting/reducing traffic on campus.
- Waterloo will most likely want to maintain Ring Road as a private road. This is maintained by closing the road at least once a year. When negotiating with GRT, Waterloo should make the best choices for students. An alternate decision may be to have bus traffic on the public roads around campus and leave campus restricted to Waterloo vehicles only, although this was not specifically presented as a choice. (i.e. Westmount, Columbia, Philip, and University).
- Funding for this project will be from the Waterloo operating budget.
- Are there any plans to create a transit hub in the newly acquired lands from Blackberry? This was one of the recommendations since the LRT will be near this location.

- Graduate Student Orientation Committee  
 A Council or graduate student member is needed for the Committee and a call for graduate student volunteers for orientation.  
 March meetings with orientation committee.  
 Coleen, will send a call to the general population to join the orientation committee.

6. Other business:

The GSA Executive Elections link will be up on the website and the forum will be up on YouTube.

The AGM will be held on March 27, 2014 and a Council meeting will be called only if there is need.

7. The meeting is adjourned at 5:02 PM.

WRMM:rv

## Report of the President to the GSA Board of Directors and Council Robert D. E. Henderson

April, 2014

The past few months have been extremely busy, but we have made a lot of progress on a number of projects. Our review of the **student fee protocol** will extend into next term; however, Coleen and I will continue to represent the GSA at these discussions. Similarly with the **ADDS policy** review.

Provost Geoff McBoyle sent the new **Class Z policy** to the Senate Graduate & Research Council (which has 7 graduate students as representatives) for comment, and it received full endorsement with no issues. This should mean that the Provost will have the green light to sign it through at last. However, in practice this policy is now being followed as far as the GSA is aware. If you discover evidence to the contrary, please contact [gsa-vpsa@uwaterloo.ca](mailto:gsa-vpsa@uwaterloo.ca).

Several new **graduate funding awards** have been introduced, but most relevant to all faculties is the new Doctoral Thesis Writing Award, which will supply \$8,000 for one term for graduate students in the final stages of their degree (post comprehensive, courses) who can demonstrate financial need. In the end, this will help free up other funds which will be used to provide four-year funding guarantees.

Despite the recommendation from GSSAC to raise the TA rate to \$30/hr as of 1 May, 2014, and top up the scholarship funds, the provost did not accept this scenario. Instead, the **TA rate will be raised to \$30.15/hr as of 1 May 2014** (representing a full 3% increase), and no scholarship top-ups will be made. Apparently the scholarship funds are in surplus. We are investigating.

On a similar note, the **new minimum guarantee of funding for all doctoral students within funding time limits will be \$21,225 as of 1 May, 2014**. As of 1 May, 2015, the minimum guarantee will rise 3% to \$21,865. Please let us know if you suspect that this minimum is not being met for any doctoral students within their funding limits.

Our VP Internal and I are working on re-negotiating the **Graduate House lease** with the university, with positive progress thus far. When the new lease is finalized, we will report on the details.

An **update to the Memorandum of Agreement** is in progress (and will be discussed at the meeting). As circulated by e-mail to Council, the substantial change is to ensure that the university consults on and reports to the GSA on graduate students appointed to university committees, and that those representatives are to report on their meetings to the GSA Council.

An exciting event this month was **hosting the GU15 conference** of other GSAs at UW. We made a very positive impression on our fellow GSAs and shared a lot of important information with our counterparts across the country.



## Summary of Meetings

Committee	Meeting Date	Highlights
Meeting with Helen Broom Re: ROCC	February 24	Met to discuss the GSA President portfolio and my projects over the past year for the purposes of the ROCC report.
Senate	February 24	See Senate minutes online (Secretariat)
Strategic Plan Implementation on “Vibrant Student Experience” Theme	February 25	General update meeting on this project.
Meeting with Geoff McBoyle, VP Academic & Provost	February 25	General updates with the Provost on our projects, graduate funding.
Meeting with Larry Smith Re: Graduate Students and Entrepreneurship at UW	February 25	Discussed ways of expanding the entrepreneurship activities on campus to graduate students (not just in startups, but “intrapreneurship” as well). Larry has agreed to be a keynote speaker at this Fall’s graduate orientation event.
Ancillary Fee Protocol Review Group	February 26	The group is making progress toward a new fee agreement, and current discussions are focussed on arriving at mutually agreeable terms.
Student Services Advisory Committee	February 27	Heard reports and discussed new funding requests from student services units.
Graduate Student Support Advisory Committee	February 27	Agreed to recommend to the Provost that the TA rate rise to \$30/hr and various scholarship funds be topped up at slightly over 3%. But see notes at the beginning of this report.
GSA Council	February 27	See minutes.
Meeting with HR Re: Graduate Students’ Employment Status	March 3	Met with a project manager to discuss questions around graduate students as employees at this university. For instance, do graduate students know that they are employees?
Senate Graduate & Research Council	March 3	General academic business, centre renewals, program reviews, and curricular changes.
Task Force on ADDS Meeting	March 3	This group is making progress toward a draft new “policy” for PhD supervision.
Senate Executive Committee	March 3	Approved a March Senate agenda, and held a confidential meeting to discuss the selection process to appoint our next Chancellor.
Farewell Reception for Tim Jackson	March 3	Tim Jackson resigned as VP University Relations. At present, no new or interim replacement has been announced.
University Tenure and Promotion Committee	March 4	Lengthy meeting to make recommendations to the President (who makes recommendations to the Board of Governors) on awarding tenure and promotion to faculty members. Several dozen files were reviewed.
Meeting with Mike den Haan, Associate VP Development	March 4	Update meeting to discuss projects in the Office of Advancement relevant to graduate students.
President’s Advisory Committee on Convocation Speakers	March 5	Inaugural meeting of this committee to discuss the process for making recommendations to the President on the selection of convocation speakers.

<b>GSEF Board of Directors</b>	March 6	Approved project funding and discussed financial and procedural matters of GSEF.
<b>Student Services Advisory Committee</b>	March 7	Follow-up to previous meeting (discussions confidential).
<b>Meeting Re: Recreational Facilities</b>	March 12	Met with various stakeholders on campus (Provost, FAUW, UWSA, FEDS) to discuss the state of athletics facilities at UW.
<b>Meeting with Geoff McBoyle, VP Academic and Provost</b>	March 13	Discussed a variety of pressing issues of importance to graduate students.
<b>GSA Board of Directors</b>	March 20	Discussed financial and corporate matters of the GSA, appointments of graduate representatives.
<b>Board of Governors Building &amp; Properties Committee</b>	March 21	Most relevant to students: the committee agreed to recommend to the Board that a \$45M new student residence be built in a less-used parking lot of UWP, to relieve pressure from first year students and allow upper-year spaces to be maintained, in addition to building common and food space at UWP.
<b>University Diversity Advisory Committee</b>	March 24	Heard updates from across campus on diversity and inclusivity matters.
<b>Meeting to review GSSAC, with Ian Goulden (Dean of Math)</b>	March 24	We are reviewing the terms of reference of GSSAC, the committee that deals with some university-wide aspects of graduate funding. I will report again when this is completed, but the goal is to streamline the process for determining increases and to make graduate funding in general more transparent.
<b>GSEF Long Range Planning Committee</b>	March 24	At the direction of the GSEF Board, the LRPC will meet regularly over the next year to review and recommend changes to GSEF policies and procedures to keep pace with the changing environment since it was created.
<b>Senate</b>	March 24	I delivered a presentation to Senate on the GSA, including a bit of our history in the context of the projects we are currently working on.
<b>Task Force on ADDS</b>	March 26	Continued discussions from the last meeting.
<b>Meeting with Pam Charbonneau (Director, Student Success Office)</b>	March 26	General updates on the SSO.
<b>Student Fee Protocol Review Meeting</b>	March 26	Continued discussions from the previous meeting.
<b>Senate Long Range Planning Committee</b>	March 26	Heard progress reports on space planning (BB buildings), the strategic plan and new budget process.
<b>UW Final 3-Minute Thesis Competition</b>	March 27	Attended on behalf of the GSA.
<b>GSA Annual General Meeting</b>	March 27	See minutes.
<b>Board of Governors</b>	April 1	Approved a deficit budget for UW for the next fiscal year. Approved the project budget for the new UW residence. There was also extensive discussion on the report from the Governance Committee and the roles of internal versus external governors on the Board.
<b>GU15 Conference (national summit of GSAs)</b>	April 2-4	We hosted a conference of GSAs from across the country. Over 20 delegates travelled here from 9

		institutions and discussions were fruitful.
<b>Athletics Awards Banquet</b>	April 4	Attended with Coleen Even, VPSA, to represent the GSA at this important event.
<b>Campus Recreation Awards Brunch</b>	April 7	Attended with Coleen Even, VPSA, to represent the GSA at this important event.
<b>Meeting with Pam Charbonneau (SSO)</b>	April 7	General updates on the SSO.
<b>Senate Executive Committee</b>	April 7	Approved the April Senate agenda.
<b>Meeting with Larry Smith Re: Graduate Students and Entrepreneurship</b>	April 7	Continued discussions on graduate students and entrepreneurship, and the possibility of some special events/workshops.
<b>Senate Graduate &amp; Research Council</b>	April 14	In addition to usual business, the Class Z policy was fully endorsed by SGRC, in addition to new graduate awards (such as the Doctoral Thesis Writing Award for students nearing completion, valued at \$8k).
<b>Waterloo Innovation Summit</b>	April 14-15	A conference bringing together the UW community and entrepreneurs and industry partners/professionals to discuss innovative strategies for commercialization of research.
<b>Student Services Advisory Committee</b>	April 15	Sent regrets due to research responsibilities.
<b>Student Fee Protocol Review Meeting</b>	April 21	
<b>Task Force on ADDS Meeting</b>	April 21	
<b>Senate</b>	April 21	
<b>GSEF Long Range Planning Committee</b>	April 22	
<b>GSA Board of Directors</b>	April 22	
<b>GSA Council</b>	April 22	

## Vice-President Communications and Events Report to GSA Council

**Maryam Shahtaheri,**

**April 2014**

Meetings/Committees	Date	Notes
GSA- March eNEWS	March 4, 2014	March eNEWS included the following items: <ul style="list-style-type: none"> <li>• "Norooz" (Persian's New Year) Lunch Special and More: March 21, 2014</li> <li>• Jorge Cham from PhD Comics is coming to Laurier!: March 28, 2014</li> <li>• GSA Legal Aid: April 3, 2014</li> <li>• Graduate House Events</li> <li>• Waterloo Warriors Events and Announcements</li> </ul>
Fall Orientation Preparation	Ongoing	Many meetings have been conducted, primarily by vpsa and gsa office, vpce has been involved as well as provided insights.
GSA Executive Meeting GSRC Meeting	March 12, 2014 March 19, 2014	Discussions on tuition rates. Where the university is standing financially. A presentation was provided by gsa and sso on Fall-orientation13. Discussion by gsa president on drafting the amendments to memorandum of agreements.
GSA Executive meeting	March 19, 2014	Meeting with Sue Horton and Associate Deans- MGF increased by 2.99% (i.e.\$21865)
Board Meeting Minimum Guaranteed Funding-Meeting	March 20, 2014 March 24, 2014	Initiation from the International and Canadian Student Club lead the GSA and GH to host a bi-weekly event "babble café" for students that like to make new friends and practice their English skills
GSA AGM	March 27, 2014	
Board of governors	April 1, 2014	
GU15	April 2-4, 2014	Our GSA hosted the annual GU15 conference in Waterloo. It turned out great in terms of the conference as well as the outputs universities provided. U of C, U of A, UBC, U of T, McMaster, Laurier, Manitoba, Montreal, and McGill are a

<b>Activity Committee</b>	<b>April 8, 2014</b>	highlight of universities attending this conference. We discussed possible activities we can have during the reception of the orientation day in Fall 14. Vpsa also attended this meeting to provide logistics on how things look like on that day. Responsibilities have been allocated.
<b>International Funding Issues-Meeting</b>	<b>April 14, 2014</b>	Vpsa, vpin (upcoming and outgoing), vpce, and GM and a councilor attended this meeting to discuss some of the issues international grad students deal with financially. Possible ways to start looking at this problem has been discussed and will be followed-up by the GSA exec.
<b>Upcoming and outgoing Executive Meeting</b>	<b>TBD</b>	
<b>Board Meeting</b>	<b>Tuesday 22, 2014</b>	TBD
<b>Council Meeting</b>	<b>Tuesday 22, 2014</b>	TBD
<b>Stress Reduction Workshops</b>	<b>On-Going</b>	Working with GM, Counseling services, and CLV North to host some workshops for stress reduction for the Spring and Summer term (regularly)
<b>Spring Orientation</b>	<b>May 6, 2014</b>	Attend and help with the Spring orientation
<b>CASA Conference</b>	<b>May 9-13, 2014</b>	TBD
<b>Departmental Donations</b>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Review, approval of donation requests from departmental GSA and Clubs. <ul style="list-style-type: none"> <li>○ Department of Economy is in process of becoming an official departmental GSA (i.e. waiting for constitution ratification)</li> </ul> </li> </ul>

### **Departmental Donations:**

Please note that the GSA awards donations for social events to departments and clubs. The details of the procedure, eligibility and the application form are available on the GSA website. Donations are per term, and reimbursements are made in accordance to event receipts up to the approved amount.

1. Committee members are encouraged to submit event ideas to Maryam to discuss at the next meeting.

I welcome event ideas from the Council and please send comments to me by email:  
gsa-vpce@uwaterloo.ca

## Report of the Vice-President External to GSA Council Matthew Gaster

April, 2014

### Summary of Meetings

Committee	Meeting Date	Highlights
T&G Student Housing Working Group	Tues. Feb 24	* See Below
UW Community Outreach Leaders	Thur. Feb 27	* Sent Regrets Due to Illness
GSA Council	Thur. Feb 27	*
GSA Board	Thur. Feb 27	*
T&G Student Housing Working Group	Wed. Mar 5	* See Below
GSEF Board Meeting	Thurs. Mar 6	*
GSA Executive	Wed. Mar 12	*
CASA AGM	Thurs. Mar 13- Sun Mar 16	* See Below
T&G Student Housing Working Group	Thurs. Mar 20	* See Below
GSA Board Meeting	Thurs. Mar 20	*
Town and Gown Committee	Tues. Mar 25	* See Below
GSA AGM	Thurs. Mar 27	*
UW Arts Faculty Council	Tues. Apr 22	*
GSA Board	Tues. Apr 22	*
GSA Council	Tues. Apr 22	*

### Update on Committees:

#### CASA

CASA's AGM was Mar 14-16 in Charlottetown, PE. A part of this conference was CASA's year in review which highlighted some of the many achievements of CASA this year, which included: the Tri-Agency open access policy (currently under consultation), multiple-entry visas for study permits, in-study work visas and eliminating the vehicle assessment from Canada Student Loans assessment. CASA has been advocating on these issues for some time and it is exciting to see our advocacy efforts come to fruition in these areas. Each of these issues offers significant benefits to students across Canada.

Additionally, this years AGM included vigorous debates about the future direction of CASA, including potential changes to CASA's bylaws and the ways in which CASA produces its research and advocacy documents. Several motions regarding membership, associate

membership, and voting structures, were raised, discussed and eventually voted down; however, expect to hear more from this in the near future. Additionally, CASA approved a revision to the policy format, changing from individual policies to more comprehensive policies that unite what previously had been separate policies into one whole. As well as adopting a framework of “Principles, Concerns, and Recommendations.”

Finally, a working group has been struck to reinvision the nature of CASA's board, aiming to increase CASA's flexibility to respond to current events.

All in all, I think that it was a productive weekend; however, some of the discussions had at the AGM might have consequences. For instance, the FEDS who have been at an Associate member status for over a year, have now officially left CASA.

### **Town and Gown Committee: Student Housing Working Group**

In the past couple months, the Town and Gown Committee has struck the “Student Housing Ad Hoc Working Group” to obtain feedback from students regarding housing in Waterloo and how the city can better meet the needs of students. The GSA helped promote the working groups online housing survey and also conducted 2 focus groups to obtain more in-depth feedback from graduate students on their housing needs and concerns. A report on the focus group findings along with recommendations to the city of Waterloo has been submitted to the Student Housing Ad Hoc Working Group. The Working Group's whole report was then submitted to the Town and Gown Committee where it will form a starting point for a more cohesive strategy on Student Housing in Waterloo. Particularly, the T&G committee suggested that next steps might include education campaigns about Waterloo Rental Licensing bylaws, and developing relationships with the developers building new residences in the area.

### **External Affairs Committees**

The Committee did not meet in the last two months due to the busy time of year. However, in the next few weeks the committee will be working on its annual report as well as putting together content for an External Affairs web-page on the GSA site, highlighting the GSA's involvement with external groups.

**Report of the Vice-President Internal to GSA Board of Directors  
Michael Makahnouk**

**April, 2014**

**Summary of Meetings**

<b>Committee</b>	<b>Meeting Date</b>	<b>Highlights</b>
<b>Task Force on ADDS</b>	Mar. 26	-group continues to review ADDS -discussing potential recommendations for FRC/GSRC -chair to review comments from group -making progress
<b>Senate Long Range Planning Committee</b>	Mar. 26	-reviewed UW operating budget -discussed deficit -asked questions about the set-aside fund surplus
<b>GSA Annual General Meeting</b>	Mar. 27	-annual report presentation -ROCC report accepted by members -approved GSA fee increase to 18.50 (full-time) per term effective Sept. 1
<b>OGSA Board of Directors</b>	Mar. 31	-discussed OGSA website and business cards -reviewed Technology Tax Credit policy (draft) -audit is underway -transition meeting set for late May (WLU hosting)
<b>UW Board of Governors</b>	Apr. 1	-last meeting as governor (served since Feb 2010) -UW operating budget approved -international graduate student funding increased, domestic graduate funding remains at 2013-14 budget amount -in depth discussion about perceived differences between “internal” and “external” governors
<b>GU15 Conference (Waterloo GSA hosts)</b>	Apr. 2-4	-annual meeting of GU15 GSAs -discussed purpose of the group, research, etc. -great discussions with colleagues on the following topics: responsibilities of student leaders, governance of student associations, graduate student funding, and student advocacy -group to meet again in August (Montreal, PQ)
<b>GSA VP Internal Transition Meeting</b>	Apr. 9	-met with GSA GM and VP Internal Elect -reviewed accounting model and financial statements -discussed the role of the VP Internal, fiduciary duties to the GSA, governance review of GSA, council meetings, Graduate House operations, and health & dental plans -meeting duration was just over two hours
<b>Student Leadership Operational Group</b>	Apr. 10	-discussed terms of reference -review goals for the group



		-GSA discusses importance of leadership opportunities for graduate students
<b>International Student Funding Issues</b>	Apr. 14	-met to discuss issues facing international students (and families)

## General Comments

Since the AGM, I have spent the majority of my time finishing work that can be completed before I leave office on April 30<sup>th</sup>. The General Manager of the GSA and I met with the VP Internal Elect to discuss the role of the VP Internal and to give a snap shot of how the GSA operates. The accounting model and financial statements were reviewed during the meeting.

The GSA governance review will not be completed by the time that I complete my term as VP Internal. I have agreed to complete the proposed amendments to the constitution and intend to present the revised constitution at the June meeting of the Board of Directors.

I am interested in continuing as the GSA representative on the SSO's Student Leadership Operational Group. I will provide a brief update to the Board during our meeting.

Finally, the GSA president and I have been negotiating renewal of the Graduate House lease with Dennis Huber, UW Vice President Administration and Finance.

## Special Projects

The OGSA Board of Directors continues to make progress with work on a variety of action items. I intend to present the 2013-14 Annual Report of the OGSA to the GSA Board of Directors at the June meeting. The OGSA will be holding an Annual General Meeting in late May to review the audited statements and elect a new Board of Directors. The Annual Report will be presented to members at this meeting.

Work that is being completed:

- Audit
- Budget (draft prepared)
- Financial Operational Procedures
- Lobby Registration (almost completed)
- Payroll (completed)
- Website (to be launched soon)
- Mission, Vision, and Values (completed)
- Technology Tax Credit (draft)
- Ontario Ombudsperson brief
- 2013-14 Annual Report

**Report of the Vice-President Student Affairs to GSA Council**  
**Coleen Even**  
**February 2014 - April 2014**

**Special projects**

- **Housing**

Through the Town & Gown committee, our VP external, Matthew Gaster, joined the Student Housing ad hoc working group. The position of the T & G committee and its members allows them to direct initiatives in order to improve student success and quality of life as it relates to housing.

We were asked to advertise a housing survey directed at students and administer focus group discussions to provide qualitative data. You can find the focus group report in the materials attached.

- **Joint-Health and Safety Committee**

Members of the JHSC committee received the feedback from the Ring Road changes presented at council in February.

- **Implementation of the University of Waterloo Strategic Plan – Theme area “Outstanding Academic Programming”**

In order to move forward the group will conduct a mini Town Hall to receive feedback from the University community, i.e. faculty, students and the community at large. It is important you provide your comments so that the team can modify and change any orientation taken on the different objectives set by the team and identified in previous reports to council.

I will be presenting on the issue of graduate student professionalization and if you have any comments or requests please send them along so that they can be addressed!

**Committee Updates**

**Student Affairs Committee –**

The committee met in March and reviewed the focus group questions to use them during the actual discussions. The committee received for information and discussion the advocacy office model that would provide a neutral, confidential and centralized service for students. The office would rely on two key contacts an ombudsperson and a student advocate. In March, students received information regarding space and multi faith/use of space. This issue will require a working group to collect data, provide the administration with a proposal to ensure that students' needs are answered.

## Orientation –

Our foci over the last two months regarding orientation were: communications, budget, tentative schedule, and activities. The budget for the Welcome Reception was accepted (\$ 7,000). The SSO provided us with a first tentative schedule of the day and week. Moving forward the activity committee is set to meet more regularly and enter the “doing” phase organizing activities for the “day of”. Volunteers for this committee who are willing to help in this process should put their name forward. We will also look into organizing social events within the community so that we reach out and help our students integrate the KW environment (for example St-Jacobs’ market on Saturday).

## SUMMARY OF MEETINGS

<b>Orientation</b>	February 18	Weekly meeting – draft for roles and responsibilities, brainstorm of learning outcomes and how to execute them – discussion over communication piece and planning of future meetings
<b>Senate</b>	February 24	Senate met and heard reports from the president and other senior administration members – For detailed notes please find the minutes of Senate meetings on the secretariat webpage
<b>ROCC</b>	February 26	Meeting (online) with ROCC member to evaluate the VPSA portfolio and management of duties and responsibilities.
<b>GSSAC</b>	February 27	Members of GSSAC met and reviewed the allocation of funds and set the TA rate for 2014-2015
<b>Council</b>	February 27	Council meeting, please refer to previous report – presentation on Ring Road changes, exchange of feedback.
<b>Board of Directors</b>	February 27	The Board received the report from the audit committee and discussions followed. Certain portfolios need changes to assess work that would require staff support (ensuring continuity and stability)
<b>SGRC</b>	March 3	Regular business of Senate Graduate Research Council – review of curriculum submissions and centres for research
<b>External Affairs Committee</b>	March 3	Updates from the chair – work regarding the T&G advisory group on Housing (survey advertisement and focus group)
<b>Orientation – communication meeting</b>	March 3	The SSO, the GSA and the GSO met to develop the communication strategy- deadlines were set and contact persons were assigned.

<b>Housing – CLV north resident</b>	March 5	Review of current housing issues and comments in CLV north
<b>President advisory committee convocation speakers</b>	March 5	Speakers to convocation – the group is here to maintain a poll of speakers for convocation, suggest names and receive names
<b>SSO – GSA – GSRC preparation</b>	March 6	In preparation of our presentation on orientation at GSRC Ashley, Jessica and I met to review elements to cover
<b>SSAC</b>	March 7	Review and decision on the fee assessed to students (\$118 for Graduate Students)
<b>Student Affairs Committee</b>	March 10	<i>Cf</i> committee updates for detailed notes
<b>GSA – executive meeting</b>	March 12	Upcoming GU15 conference,
<b>Feds president - VPSA</b>	March 13	Meeting with Feds president, David Collins regarding space projects for students on campus.
<b>Housing – T&amp;G – Focus group</b>	March 13	<i>Cf</i> special projects and materials attached for more information
<b>Lynn Judge - IVGS</b>	March 14	Meeting with Lynn to look at the letter for international visiting graduate students
<b>Orientation steering CTE</b>	March 17	Review of Terms of Reference of the committee, agreement upon information sharing about orientation
<b>JHSC – worker member - inspection</b>	March 17	Inspection of Tatham Centre – Co-Op and Career Action offices
<b>GSRC</b>	March 19	Presentation on Orientation – roles and responsibilities, collaboration and updates
<b>Board of Directors</b>	March 20	Review of the Memorandum of Agreement, discussions regarding the GSA fee, report from the Chief Returning Officer and other business from the corporation
<b>UDAC</b>	March 24	Introduction of the director of Equity, Mahejabeen, discussions regarding the Terms of Reference in need of some housekeeping, gender neutral washrooms, multi-faith space...
<b>Space Information Advisory Group</b>	March 24	The group received updates regarding the BBM building acquisition and occupancy, Scott and Beth shared feedback from the space conference they attended, we heard a presentation from the Feds president on student space and talked about the class inventory assessment
<b>JHSC – CTE meeting</b>	March 24	Regular committee meeting, we reviewed reports and injuries for this term and I provided the CTE with comments and feedback received from our students during council.
<b>Senate</b>	March 24	Presentation from Robert Henderson on the GSA, highlighting issues dating back from the

		70's that find a resolution or implementation nowadays
<b>Student Fee protocol</b>	March 26	The senior administration members came back with questions for the students and asked for clarifications on certain topics. We are to meet again with more comments from them
<b>Senate Long-Range Planning</b>	March 26	SLRP heard an update on the space acquisition and Geoff McBoyle presented the operating budget. We also heard back from the strategic plan implementation teams and how they are moving forward
<b>GSA – Annual General Meeting</b>	March 27	During our AGM we reviewed the GSA audited financial statement. Students received the GSA annual report, heard GSEF report and had the opportunity to meet the Board of Directors candidates. The fee increase was approved.
<b>HR - GSA</b>	March 28	Kres and I met to discuss a few updates from the review being done in their office
<b>GSA Orientation CTE -</b>	March 28	Discussion regarding social activities, budgets and developments
<b>SSO – GSA - orientation</b>	March 31	The SSO shared the tentative schedule regarding Fall orientation. We provided the tentative schedule regarding the GSA portion of Orientation, i.e. our Welcome Reception
<b>Board of Governors (not mandatory) – in attendance</b>	April 1	Review of the operating budget, approval by BoG of a temporary deficit budget of \$912.000.
<b>GU 15</b>	April 2, 3, 4	Graduate Student Association from across Canada met to share information regarding issues graduate students face in various provinces.
<b>Pecha Kucha</b>	April 3	Event organized by the School of Architecture entitled Pecha Kucha -
<b>Athletics Award Banquet</b>	April 4	Reception in honour of UW athletes, award ceremony
<b>Campus Recreation brunch</b>	April 7	The Athletics department hosted this event in recognition of campus recreation student leaders.
<b>SSO director – SSAC discussion</b>	April 7	Discussion regarding the organizational chart of the Student Success Office
<b>VPCE – activity committee</b>	April 8	The activity committee met to engage members in the planning of activities for Fall orientation 2014
<b>GSO – department, faculty meeting</b>	April 10	Presentation of certain results from scholarship competitions, updates on professionalization of graduate students (consortium – GPS), orientation update, Academic integrity

		explanation of module, housing...
<b>SGRC</b>	April 14	Normal business – The graduate students in the audience made a comment to ensure that the minimum guaranteed message included how there will be an increase in the minimum funding on a yearly basis
<b>Housing – Jane Kolb</b>	April 15	Review of regulations, suggestions for new projects
<b>SSAC</b>	April 16	
<b>SSO – GSA orientation</b>	April 16	
<b>Student Fee protocol</b>	April 21	
<b>Senate</b>	April 21	
<b>Board of Directors</b>	April 22	
<b>Council</b>	April 22	
<b>VPSA – VPCE – GM manager</b>	April 24	WaterWho? Networking with offices, services working with student leaders to help find contacts and establish relationship
<b>Activity Committee</b>	April 29	

**Materials distributed:**

- **T&G Student Housing Ad Hoc Working Group – FOCUS GROUP report**
- **Revised Theft prevention committee - Terms of Reference [motion to approve CTE]**

For

**Student Housing Ad Hoc Working Group  
[Town & Gown Committee]**

From

**Graduate Student Association**

Matthew Gaster (VP – external) – Town & Gown Committee member

Rose Vogt (General Manager)

Coleen Even (VP – Student Affairs)

Krista Mathias (Executive Assistant)

GSA - External Affairs Committee members

GSA - Student Affairs Committee members

**Introduction**

The Town & Gown (T&G) committee of the City of Waterloo has recently struck a **Student Housing Ad Hoc Working Group** with the objective to collect (survey and focus group) and review existing data related to student housing.

Through the Town & Gown committee, our VP External, Matthew Gaster, joined the **Student Housing Ad Hoc Working Group**. The position of the T & G committee and its members allows them to direct initiatives in order to improve student success and quality of life as it relates to housing.

The **Graduate Student Association** through the T&G committee members Matthew Gaster (Vice-President External), Rose Vogt (GSA - General Manager) and in collaboration with Coleen Even (Vice-President Student Affairs) and Krista Mathias (GSA – Executive Assistant) were able to advertise the ongoing survey and host two focus groups.

Our two council committees— the External Affairs Committee and the Student Affairs Committee worked closely to develop a set of questions for the focus groups. After consultation and agreement our group decided to work with the following questions (using prompts to allow further discussions):

- 1. What factors helped you in your decision making process to choose your accommodation?**
- 2. Safety: is your neighbourhood safe? Is your house / accommodation safe?**
- 3. Regulations: Are you familiar with the content of your lease / contract and/or do you know what the Residential Tenant Act is? Do you know whether your landlord is in compliance with it?**
- 4. How do you think housing in Waterloo could be improved, changed?**

**Evaluation**

Our study was conducted on Thursday 13<sup>th</sup>, March. The Graduate Student Association decided to set up two focus group discussions to allow various students to participate at different times. The first session was hosted from 12:00 to 1:00 pm in the Board Room of the Graduate House at the University of Waterloo. The second session was hosted from 3:00 to 4:00 pm, in the same location.

Two students attended the first session (three had answered) while one student attended the second one (two had shown interest).

In order to recruit participants, our call went out less than a week prior the events. On Friday 7<sup>th</sup>, March we advertised the online survey to our cohort as well as the two focus groups. We sent a friendly reminder through various contacts on campus the day prior the two focus groups (i.e. Wednesday 12<sup>th</sup>, March).

Our participants represented different categories of students: we had two domestic students and one international, two PhD students and one in a Master's program. We did not have any part-time student representation.

## **Results**

### A. Key points, summary and comments

#### **What factors helped you in your decision making process to choose your accommodation?**

One of the first factors identified as having a significant impact on the choice is money. It encompasses not only the price of the rent and utilities but also how processes surrounding securing an accommodation, renting a place for a certain amount of time or having to move a lot impact the choice:

- Inability to execute money transfers for international student;
- Fear associated with money transfers (fake advertisement)
- Rent increases when student asks to remain for a shorter term (i.e. charge for a full year even if the rental is less than that).
- Drastic rental increases
- Cost of moving (security deposit, first and last month rent...)

The financial aspect surrounding the choice of an accommodation does not only depend on the actual price of the rent. It also involves processes certain students face when having to secure an accommodation. The University of Waterloo tends to have a growing international population (around 32% currently and growing). Their situation seems to be harder due to money transfers, accountability of landlords, legitimate advertisements...

A second important factor regards the type of accommodation graduate students tend to privilege.



- Looking for a decent place to stay (no unfinished basement, pets regulations, no basement with no windows...)
- Accuracy of advertisement for a place – pictures / reality
- Need to physically see it to gage whether the place is a good fit
- Less roommates
- Quiet place
- In house laundry (not coin operated – hours of use...)
- Furnished vs. unfurnished (for international students furnished housing is an asset)
- Roommates per unit (choice of roommates, size of unit)

Graduate students' needs might be different than undergraduate students' needs. Due to their personal experience, work and situation, graduate students tend to look for quieter places with a smaller amount of units within one accommodation.

Also, graduate students tend to be influenced by the surroundings, the location as well as the available amenities:

- Places close to the University are heavily populated with undergraduate students (no desire to remain there)
- Commonly known party places that graduate students avoid (word of mouth, i.e. Ezra, Hazel, Albert, Lester)
- Amenities: groceries, bus routes, as long as both are present, students are comfortable with it whether far or close).

Graduate students tend to be more flexible. As long as the bus route is fairly close they don't seem to mind the transportation time. It has to be an accessible area where students can benefit from a variety of services (grocery shops, laundry mat, buses, etc)

Finally, some of the comments received during our focus group regarded the landlords:

- Communications with landlord (present vs. absent)
- Lease requirements have to match students needs (1 year might be fine but some students need shorter terms) / flexibility over terms of agreement
- Restrictions and regulations depending on the landlord (pets, food when living with the landlord, visitors, lease)

The accountability and integrity of the landlord seem crucial. Communications with them should be easy and the terms of agreement should be clear, comprehensive and upstanding. Graduate students might require more flexibility when signing a lease. They are also entitled to a fair and equitable treatment (not having to pay in a 4 months period the sum of one year of rent). There should be clearer guidelines for landlords who live with tenant (i.e. visitors, conduct, and behaviour...). The agreement needs to remain within fair and equitable lines.

### **Safety: is your neighbourhood safe? Is your house / accommodation safe?**

The online survey proposed two questions that could relate to safety: security in the building and privacy. The focus group allowed us to go into more details:

- Differences in between building security and apartment security (location of locks)
- Safe neighbourhood
- Waterloo is relatively safe
- Certain areas are not well-lit (bus routes & stops)
- Bus stops and distance with accommodation (non-regulated late night stops to increase safety)

From the comments of our groups, housing safety does not seem to be problematic for graduate students, whether it relates to the neighbourhood, the building or the apartment. Comments pertained to buses and late night transportation.

### **Regulations: Are you familiar with the content of your lease / contract and/or do you know what the Residential Tenant Act is? Do you know whether your landlord is in compliance with it?**

In order to understand whether graduate students received the appropriate information regarding their housing situation, we felt it was important to determine what knowledge students have in these fields.

- Do not know Residential Tenancies Act (RTA)
- Knowledge of parts of the lease
- Comprehensive lease, no jargon
- Security deposit / key deposit demanded – did not know RTA legislation about it
- No direct knowledge about licensing – landlord informed of rule regarding units
- Checking legislation only in case of problems
- Do not know about the Landlord and Tenant Board
- Do not know about rules regarding rent increases
- Accountability of landlords

There is a certain lack of information, whether from students who do not know and do not check the provincial legislation or the landlords who do not provide sufficient information regarding roles and responsibilities of each party or comprehensive information regarding the rental agreement.

### **How do you think housing in Waterloo could be improved, changed?**

To know what graduate student housing would look like we asked these students what could improve the situation, to which they responded:

- Smaller units (furnished / not furnished)
- Ability for international students to pay rent from abroad
- More integrity from landlords (accountability/ trust/ ratings)
- Registered houses (inspections)
- Violations to code/safety should be addressed
- Information is made public – education of student population
- Prices

## B. Conclusion, interpretation

According to the answers recorded through the focus group discussions, two themes emerge:

- Student housing planning
- Education

### **Student housing planning:**

The city of Waterloo might want to address student housing according to the needs identified for each group of students. Graduate students (part-time or full-time) seem to require another type of accommodation. As identified with the last question, graduate students would rather have smaller units either furnished or unfurnished in quiet zones, still accessible and fairly well served with amenities.

Off campus housing should be easily accessible and graduate students from various places (out of town, out of province, out of country) should be able to obtain a place in fair, legitimate, transparent and secure ways.

### **Education**

Housing is key in having a good experience as a student. Reflecting on the comments heard during the focus groups, education regarding housing in Waterloo seems fundamental. This education component concerns graduate students as well as landlords.

- Roles and responsibilities of each party (identify them on the lease, guidelines for landlords when they get a licence...)
- Advertising Guide to the RTA (new students should be receiving some sort of documentation from the city, by-laws, RTA...)
- Review processes and mechanisms with inspections &/or guidelines and rules
- (money transfers, security deposits, leases, licencing, rent increases...)

## C. Additional comments:

- Some students did not fall in any of the categories provided by the survey preventing them from responding e.g. part-timers who might be staff as well as student, some of them own a house and rent it for a family; students who are already living in their own house...
- During our discussions we have heard many informal set ups and mechanisms that student use to secure accommodations in Waterloo, investigating or looking at them would probably be extremely informative.



**Name:** *Ad-hoc* Theft Prevention Committee

**Terms of Reference:** This will be a subcommittee of the Student Affairs Committee

**Purpose:**

To advocate and recommend solutions for the prevention of theft of personal property on campus. Develop a component of best practices to educate and engage community members to thwart theft. May also include or collaborate with efforts to ensure personal security on campus.

**Scope:**

- Collaborate with other associations, committees, groups, and/or agencies internal and external to the uWaterloo.
- Committee will advise VP External (External Affairs Committee) with direction to take external groups and/or agencies

**Authority:** GSA Council

The Committee may propose policy to form an official position through Council and/or GSA members as a whole.

**Committee Membership:**

GSA VP Student Affairs delegates a chair for this committee

Chair

1 x Council member

1 x At-large member

1x At-large member from residences

GSA General Manager - resources

GSA VP-external - resources

**Meetings agreements:**

Chair sets agenda, calls meetings, and is responsible for minutes.

Notice of meetings as for Council meetings.

**Contacts and resources to work with:**

FEDS, WLUSU, WLUGSA, City of Waterloo (Town & Gown)-police, fire dept., mayors. uWaterloo Communications and Public Relations, Imprint and local newspapers, Waterloo Region Crime Prevention Council, Police – uWaterloo and Region of Waterloo, uWaterloo Residences Council, insurance company

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## Chief Returning Officer Report

### GSA Executive and GSA At-Large Directors Elections

Allison Mascella, CRO

Tyrone Ghaswala, DRO

April 22, 2014

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### Executive Elections

The balloting period opened at 8:00 AM on March 5, 2014 and closed at 10:00 PM on March 6, 2014. Voter turnout was 10% of total eligible voters.(5564)

During the campaigning period, violations were observed and some candidates incurred penalties. These reports are available for viewing at the GSA administrative office on Monday March 10, 2014, and will not be distributed by any means.

The results of the GSA Executive elections are:

President:

**Maryam Shahtaheri 372**

Faizul M. Mohee 155

Declined 60

VP Communications & Events

**Coleen Even 302**

Jessica Nicastro 182

Declined 66

VP Internal

**Sonia Rahman 277**

Michael Makahnouk 252

Tarek Mohamed 107

Declined 38

VP Student Affairs

**Robert Henderson 282**

Usman Ali 110

Muyiwa Ogunlaja 76

Shah Anjum 71

Declined 82

VP External

Ghazal Memartoluie – by acclamation

Congratulations to Maryam Shahtaheri, Coleen Even, Sonia Rahman, Robert Henderson, and Ghazal Memartoluie, elected members of the 2014-2015 GSA Executive Team!

### **At-Large Director Elections**

Nominations for the GSA At-Large Directorships closed on March 17, 2014

Seven valid nomination forms were received. A candidates' meeting was held on March 24, 2014 where all candidates present agreed to the terms of campaigning. Campaigning began on March 25<sup>th</sup> and ended on March 31<sup>st</sup>. The candidates were invited to address members at the AGM held on March 27<sup>th</sup>.

Voting took place from 8:00 AM on April 1, 2014 and ended at 8:00 PM on April 2, 2014 by electronic ballot hosted by the University of Waterloo IST department. Members could vote for up to five of the seven candidates and also choose to decline a vote.

The following results were received:

Michael Makahnouk	150
Connor Hart	137
Taya McGillivray	128
Maya D'Alessio	125
Mike Piazza	120
Tarek Mohamed	100
Usman Ali	66
Declined	15

Congratulations to Michael Makahnouk, Connor Hart, Taya McGillivray, Maya D'Alessio, and Mike Piazza elected to the 2014-2015 GSA Board of Directors.

Thank you to all the candidates for competing in these elections. I hope that you will continue to participate in the GSA and serve the graduate students at the University of Waterloo.

**Memorandum of Agreement  
Between  
Graduate Student Association - University of Waterloo  
And  
University of Waterloo**

The university recognizes the separately incorporated Graduate Student Association – University of Waterloo (GSA) as the representative of graduate students at the University of Waterloo (UW).

This agreement outlines the official working relationship between the GSA and UW in terms of communication and consultation, decision making and policy development. It does not speak to facilities, services or access to services provided to the GSA by the university for which there are agreements already in place (Appendix C). The Graduate Student Relations Committee (Appendix A) anchors the working relationship.

Graduate students are represented on various university committees, councils and other groups, as detailed in Appendix B. This list is reviewed and updated annually by GSRC.

A list of graduate students appointed to committees (here, a “committee” also includes, but is not limited to, councils, working groups, task forces, and other decision-making or advisory bodies, whether standing or ad hoc, at all levels of university administration, services or academic units, where the graduate student representatives are normally expected to represent the interests or views of the graduate student population beyond a single academic unit) shall be reported at least annually, by the respective committee, to GSRC. The university recognizes the importance of consulting with the GSA on appointments of students to committees where they are expected to represent the interests or views of the graduate student population beyond a single academic unit. Graduate student representatives who sit on such committees are accountable to the GSA, through its own Council, for reporting on their activities and ensuring that they represent, in good faith, the interests and views of the Waterloo graduate student population appropriate to their role.

Further, UW senior administration has confirmed the importance of the relationship between the university and the GSA through its commitment to consult with the GSA on the appointment or reappointment of the Associate Provost, Graduate Studies.

Notwithstanding the formal processes identified above, the GSA, through its President and/or executive, is also encouraged to discuss any matters of concern directly with the Associate Provost, Graduate Studies.



Embedded throughout this memorandum of agreement are links to various committees/councils (includes terms of reference and membership), and to a number of documents (regulations, guidelines, policies), which pertain to graduate students.

## ***Appendix A***

### **Graduate Student Relations Committee**

Established by Policy 1, the Graduate Student Relations Committee provides for regular communication and consultation among the GSA and senior university officers. The committee is responsible for: developing and revising policies and guidelines concerning the terms and conditions of employment for graduate students and is consulted on policies that affect graduate students; informing, monitoring and coordinating efforts to implement the university's long-range or strategic planning goals relating to student affairs and engagement; receiving, for information and comment, proposed changes in tuition and co-op fees; and reviewing and recommending to the Provost new incidental fees and changes to existing incidental fees assessed to graduate students (except for those fees determined by the GSA, or ancillary fees which are determined or recommended by committees on which GSA representatives sit, and those prescribed by contractual agreements between UW and the GSA). The committee meets monthly and is chaired jointly by the Associate Provost, Graduate Studies and the GSA President. While committee meetings are conducted in confidential session to allow its members the opportunity for frank discussion of sensitive matters, members of the committee are encouraged to maintain open communication with their respective councils/boards (i.e., GSA Board of Directors, Council and Executive; Deans' Council, Graduate Operations, Senate Graduate & Research Council) and to seek their endorsement on issues before they are put into action.

### **Graduate Student Support Advisory Committee (currently under review)**

Also established by Policy 1, the Graduate Student Support Advisory Committee (see \* Note at bottom of Terms of Reference of Graduate Student Relations Committee) meets during the winter term each year to prepare a recommendation to the provost on increases in the TA rate and graduate scholarship and bursary funds, and the minimum funding level for doctoral students. It does this by considering various pieces of information such as tuition and incidental fees, shelter costs, graduate TA and bursary fund expenditures and graduate student income. The committee, chaired by the Associate Provost, Resources, operates on a consensus basis.

\* The following agreements are held in the Secretariat: agreement and indenture between the GSA and the UW (i.e., agreement for the lease of the Schweitzer Farmhouse to the GSA and associated operating agreement); agreement between the GSA, GSS (Graduate Student Societies) and the university re: eliminating the 'strikeable' option

for fees collected on behalf of the GSA and GSS; agreement to dispose of the proceeds from the demutualization of Mutual Life (Clarica) re: student health insurance plan.

## ***Appendix B***

### ***List of Committees with Graduate Representation***

The following is a list of committees on which graduate students sit, updated from time to time by the Graduate Student Relations Committee.

Senate  
Senate Executive Committee  
Senate Finance Committee  
Senate Long Range Planning Committee  
Senate Graduate and Research Council  
Senate Nominating Committee for Honourary Degreees  
Board of Governors  
Board of Governors Executive Committee  
Board Building & Properties Committee  
Graduate Student Relations Committee  
Graduate Student Support Advisory Committee  
Student Services Advisory Committee  
Joint Health & Safety Committee  
University Tenure and Promotion Committee  
University Committee on Student Appeals  
University Diversity Advisory Committee  
Copyright Advisory Committee  
Advisory Committee on Traffic & Parking  
President's Advisory Committee on Convocation Speakers  
Provost's Advisory Committee on Timetabling  
Appeal Committee on Traffic & Parking  
Standing Committee on Alcohol Use & Education  
Animal Care Committee  
Human Research Ethics Committee

## **Appendix C**

### **Other Agreements Between the GSA and the University**

The following agreements are held in the Secretariat: agreement and indenture between the GSA and the UW (i.e., agreement for the lease of the Schweitzer Farmhouse to the GSA and associated operating agreement); agreement between the GSA, GSS (Graduate Student Societies) and the university re: eliminating the 'strikeable' option for fees collected on behalf of the GSA and GSS; agreement to dispose of the proceeds from the demutualization of Mutual Life (Clarica) re: student health insurance plan.

The above list is updated from time to time by the Graduate Student Relations Committee.

***Appendix D to Policy 1 (reference, would require changes by GSRC)***

**Graduate Student Relations Committee (GSRC)**

*Terms of Reference and Membership [revised XXX 2014]*

The Committee will:

1. Be a forum for communication between representatives of the graduate students and senior University officers with responsibility for student relations and address matters of concern relating to University-student relations and/or student life.
2. Inform, monitor and coordinate campus-wide efforts to implement the University's long-range or strategic planning goals relating to student affairs and engagement. The Committee will be informed by the results of survey instruments such as the Graduate & Professional Student Survey (GPSS) and by addressing issues and concerns referred to it from other deliberative bodies, University administrative units and students.
3. Receive, for information and comment, proposed changes in tuition and co-op fees.
4. Review and recommend to the Provost new incidental fees and changes to existing incidental fees assessed to graduate students (except for fees determined by the GSA, or ancillary fees which are determined or recommended by committees on which GSA representatives sit, and those prescribed by contractual agreements between UW and the GSA.)
5. In accordance with Policy #1, be responsible for the initiation, development and review of Class Z policies, and be consulted on policies that affect graduate students in general.

*Membership*

Meetings are limited to members; however, resource people, or those with special interests or concerns, may be invited to meet with the Committee, at the Committee's discretion.

*University*

Associate Provost, Graduate Studies

Associate Provost, Resources

Associate Provost, Students

One Faculty Associate Dean, Graduate Studies, appointed by the Associate Provost, Graduate Studies

One Faculty Dean, appointed by the Provost

*Students*

President, Graduate Student Association

Four other graduate students, at least two of whom are members of the GSA Executive, appointed by the GSA

*Resource*

Assistant Director, Institutional Analysis and Planning

Director, Graduate Academic Services

One graduate student, appointed by the GSA, which would normally be a past executive officer of the GSA

During any presidential transition period, both the outgoing and new presidents may attend meetings to assure an orderly transition.

*Chair:* Alternating meeting to meeting between the Associate Provost Graduate Studies and the President of the Graduate Student Association.

**(Under review)** \*NOTE: The Graduate Student Support Advisory Committee meets during the Winter term each year to prepare a recommendation to the Provost on increases in the TA rate, the recommended RA rate, the graduate scholarship fund, and the Graduate Student Millennium Bursary Fund. The Advisory Committee is chaired by the Associate Provost, Resources; other members are:

- One Faculty Dean appointed by the Provost;
- Two Associate Deans for Graduate Studies appointed by the Provost;

Three graduate students chosen by the GSA President, one of whom normally would be the GSA President [revised June 1997].