



Council

Notice of Meeting

Date: Thursday September 17, 2015

Time: 4:30 PM – 6:30 PM

Place: RCH 307

AGENDA

Time	Open Session	Page	Action
4:30	1. Agenda/Additional Agenda Items		Decision
4:35	2. Chair's Remarks		Information
	Consent Agenda*		
4:40	BIRT Council approves and/or receives for information by consent items #3 and #4 of the agenda.		Decision
	3. Approval of the minutes from the previous meeting.	3	Decision
	4. Executive Reports	7	Information
	Regular Agenda		
4:45	5. Appointments & Resignations BIRT Council approves the appointments of new Councillors omnibus.		Decision
4:50	6. CRO Appointment		Information
4:55	7. Funding Opportunities		Information
5:05	8. Geographers without Borders Presentation		Information
5:15	9. Get out the Vote Campaign (Alex Lavasidis)		Discussion
5:45	10. Upcoming GSA Association Fee Increase (Maya D'Alessio)	15	Discussion
6:05	11. Fall 2015 GSA/GSO Town Hall Events		Information
6:15	12. Other Business		Info/Discuss
6:25	13. Confidential Session (if required)		
6:30	14. 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 councillor so requests. Councillors 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.

Matthew Perrone,
GSA Student Affairs Officer, Chair

September 10, 2015



COUNCIL MEETING

Date: Thursday July 30, 2015

Time: 4:30 pm

Location: RCH 103

MINUTES

Attendance:

Present:

Matthew Perrone, Student Affairs Officer, Chair
Rachel Mitchell, Vice President
Kristen Leal, External Affairs Officer-CASA
Michael Makahnouk, External Affairs Officer-OGSA
Filip Budimir, Director
Ghazal Memartoluie, Director
Christopher Pugh, Director
Sara Scharoun, Kinesiology
Julie Leeming, Recreation & Leisure
Laura Coakley, French
Antulio Rosales Nieves, Global Governance
Adam Moreash, Peace & Conflict Studies
Angela Willmot, Sociology & Legal Studies
Tim Leshuk, Chemical Engineering
Chris Burke, SEED
Richard Buchan School of Planning
John Doucette, Computer Science
Nathalie Moon, Statistics & Actuarial Science
Ryan Amos, Chemistry
Shannon Callender, School of Pharmacy
Rose Vogt, General Manager, minutes

Regrets: Maya D'Alessio, President, Robert Henderson, Director, Adeboye Oyegunle, Director, Michael Piazza, Director, Marcel Humelnicu, Alumni Director, D.J. Houle, Classical Studies, Thomas Freure, History, Zac Hogg, Accounting and Finance, Jie Sie Ma, ERS, Anton Mosunov, Pure Mathematics

1. The agenda is approved with additional items and amendments.
(Amos/Memartoluie)
Additional item: for "Other Business" Graduate Orientation Volunteers
Amend agenda to switch to item 6 with item 8.
2. Chair's remarks.
Chair welcomes councillors to the meeting and informs council of the

presentation today.

CONSENT AGENDA

BIRT Council approves and/or receives for information by consent items 2-3 of the agenda. (Mitchell/Doucette) Approved. C. Pugh and F. Budimir abstain.

3. Approval of the minutes of the June 25, 2015 meeting.
4. Executive Reports.

REGULAR AGENDA

5. Policy 33 Review, Beth Jewkes
Faulty member in Engineering and was Chair of Management Sciences, and currently is the Associate Provost Resources.
Committee is asking for written submissions, asking for views on policy 33. The review is looking to separate policy from procedure.
A survey will be issued in the fall term, looking for underlining values to uphold and what is your actual experience. The survey will be anonymous and will only identify whether the respondent is a student, staff, or faculty.

Rachel Mitchell and Kristen Leal will take notes and they will create a written report of the responses to the Committee Chair, Beth Jewkes, in September.

Questions of jurisdiction:

If anyone wants to report as an individual. Who can report?

Can a WLU student who is in a Waterloo program report?

Waterloo students taking courses at the Balsillie School?

Students in joint programs should be able to report.

Include all questions in the response.

Areas of Sexism, a department with a large male/female split. There is no incentive for reporting low-level harassment. There is a lack of willingness to report.

The way the policy 33 operates now is that any complaint goes to the chair, then the associate dean. A graduate student bringing forward a complaint would be against a colleague. It may not be the best interest of the student to report. It would suggest that there should be a centralized office to hear complaints.

Councillors/students have an opportunity to affect change to the policy. Every graduate student will be sampled in the survey. All feedback is requested, especially any experiences that may have been unethical. Positive feedback is also requested.

6. OGSA, University Funding Reform Consultation, Michael Makahnouk

The survey is closed and received 169 responses from various university Councils. Chose a smaller sample set, OGSA has been more involved with the consultation process, and with the Ministry of Universities and Colleges. The next steps will be to analyze the data and present the findings to members. OGSA is looking to roll out a larger membership in the fall.

7. TA contract, Sarah Hildebrandt

The TA form is based on some department contracts and some existing forms. The second page is the TA time allocation form.

The intention was to roll out the TA contract in the Fall 2015 term; however, through various meetings with departments, the GSO found that the process varies in the departments. Some departments have a far more extensive process than the one proposed with this TA form.

The idea of a contract is good, but the proposed contract and process needs to be revised based on the department feedback.

The GSO is committed to the principles that every graduate student should have a contract signed by both parties, with a defined start and end date, and rate of pay. The GSO is going to work with Human Resources (HR) on the possibility of moving a TA contract to an HR process.

8. Executive Reports Q&A

Vice President: Any questions related to policy 33 can be emailed to the Vice President. Thanks councillors for attending the "Meet the GSA" night. Another one will be held in the fall.

External Affairs Officer: CASA: July was a lighter workload, kept up with the CASA committees. CASA Grad Council approved to bring policy forward on education and information infrastructure in aboriginal students in rural communities. CASA Policy Committee revised and brought forward the open educational resources policy. CASA wants to promote and develop them in Canada. Survey to CASA schools on status of ombudspersons on campus. Next month going to Ottawa, GOTV boot camp.

Attended a meeting as a student athletic director on the PAC renovations. Roly Webster, hired a design firm. Four options were presented, the basic and the dream option. Additional funding is being sought to support the venture.

Student Affairs Officer: Geographers Without Borders, became a new club recognized by the GSA.

Continues to hear feedback from students and is meeting with student groups on campus.

Do we need a student handbook? Should we strike a committee?

9. Ghazal Memartoluie: update on graduate student engagement in athletics. Working with athletics and looking to see how we can improve graduate student participation at the facilities. We are going to send a survey in the fall term, to find what the GSA is trying to do for graduate students. Update in the next Council meeting. A graduate student only Yoga class will roll out in September, and is trying to negotiate grad only hours at the PAC. Graduate student survey results will inform the needs of students. Students using the facility can also be surveyed while in the facilities. A program of GSA events to build a healthy community, not only participating in athletics, but also to be a community of fans.

Contact Ghazal Memartoluie with any ideas.

10. AFSA referendum results.
The question passed. 99 votes in total, 92 in favour of the question.
GSA policy requires that new fees applied to graduate students be approved by referendum hosted by the GSA. Any group that is uncertain of the proper procedure may contact Student Affairs Officer.
11. Chief Returning Officer (CRO) position is vacant.
Councillors are informed of the vacancy. Board will appoint the CRO. If there are no applicants from Councillors, the position will be advertised to graduate students.
12. Other business:
September 8 is the graduate student orientation. More volunteers are needed. The call for volunteers was advertised in the last e-news, twitter, and Facebook. Great way to provide mentorship from one grad to another.
13. CONFIDENTIAL SESSION –no confidential business.
14. Adjournment- 6:27 pm

**Report to the GSA Council
Maya D'Alessio, President
September 4, 2015**

Summary of Meetings:

Committee - Meeting	Date	Notes / Attendance
Committees:		
Associate Provost – GS Search Committee	August 14 th	Held three separate meetings with Douglas Peers meeting with individual members of the GSO and the GSO at-large about the current search to fill the AP-GS position.
Policy 30 drafting committee	September 1 st	Continuing to work to implement a more comprehensive TA policy
Other meetings:		
CASA conference	August 9 th – August 12 th	Attended the GOTV training conference for CASA in Ottawa. Very useful information and discussion around non-partisanship, voter mobilization and strategic planning for the campaign.
Meeting with Feds VPEd	August 13 th	Met with Stephane of the Feds to discuss the Feds plan for the election, and the lack of connection to our plans and how to be a more united front. Also discussed the proposed international student tuition framework.
Video shoot	August 14 th	Was filmed discussing the role of graduate students as volunteers in the community for the President’s community breakfast in September. I will distribute the video when I see the final result.
UWaterloo Brand Refinement	August 14 th	Phoned in to a meeting with a hired firm to discuss UW’s brand, general student feelings on the University, etc.
GU15 meeting	August 16 th – 19 th	Attended the GU15 conference with the VP to meet with graduate leaders from the other U15 research universities. I found this to be a very valuable meeting, with lots of important information and ideas discussed.
Meet with Jim Frank	August 20 th	Bi-weekly meeting with the AP-GS to continue to work together and communicate
Lunch with Athletics Director	August 20 th	Meeting with Roly Webster, to stay up-to-date on happenings in Athletics and the PAC improvement project.
Associate Provost – GS search committee	August 21 st	Missed due to illness – was more interviews of stakeholders re. the AP-GS position

Executive Retreat	August 24 th - August 27 th	Executive travelled to the Haliburton Highlands to reflect on their first four months, connect, and plan for the rest of the year. Lots of planning and strategy for the next term.
PAC/SLC conversation	August 28 th	Meeting with a working group to discuss the potential of a new student building on campus.
Swag bag packing	August 31 st	Packing swag bags for orientation!
Meeting with Jim Frank	September 2 nd	Meeting with the AP-GS, planning for faculty town halls and other on-going projects.
Executive Office Hours	September 2 nd	Execs meet and spend time at the GSA office
Meeting with Advancement	September 4 th	Meeting with the VP Advancement to discuss the potential for donation to graduate specific projects in the future

Current Projects:

- New student building potential – discussing with the Feds, and with relevant administration to determine the feasibility of this project
- Orientation is imminent!
- TA policy – continuing to discuss with the GSO and try to work towards a mutually agreed upon strategy
- A lot of conferences – making good connections with GSA leaders from other organizations. A lot of these schools have policies on things we are starting to work on (student advocacy, supervisor requirements, ombudsmans office, TA policy, etc.)

I need policy/executive research support to do my job properly. There are multiple things I am working on right now that need moderate to extensive research on to advocate for effectively. All of the work I do on these, then goes above and beyond the purview of my job (in my opinion).

- Ombudsmans office
- Student Advocacy role for the GSA
- Supervisory feedback / requirements
- Policy 30
- Fee referendum
- Overview of our services and compare to other similar organizations

It became very obvious to me while I was at CASA, that to get value out of that organization we NEED to have an external role of 10-15 hours a week. I believe there is a lot of potential and value in CASA and the way in which they lobby. Currently, there are not many graduate organizations around the table, so many of the lobby efforts are focused on undergraduate priorities (which do overlap with graduate issues in many ways – ie. loans programs).

I found there to be a lot of value in the GU15 conference, and it is my recommendation that we take on a larger role in this organization.

Report to the GSA Council
Rachel Mitchell, Vice-President
August 23, 2015

Summary of Meetings:

Committee - Meeting	Date	Notes / Attendance
GSA Council	July 30th	Discussions on Policy 33 and TA policy
GSA Board	July 23 rd	Budget Meeting
	August 5 th August 7 th	Continued budget discussions Special board meeting (Called in)
GSA Committee		
HR Committee	July 23 rd August 5 th	Continued discussions on GSA HR practices and procedures. With follow up work
University Committee		
SSAC	Done for the Summer	
President's Advisory Committee on Sustainability	Done for the Summer	Reviewing Campus Sustainability Report
Orientation		Getting ready for upcoming orientation! Preparing presentation documents and scheduling.
Senate Executive	Resumes September	
Senate	Resumes September	
Sexual Violence Working Group	July 23 rd	Continuing discussions on policy formulation, and information from guest speakers.
	July 30 th	Follow up meeting with Ashley McKnight of the SSO to discuss how to include consent information and sexual assault education resources in orientation materials and sessions.
	July 20 th	Skyped in for the meeting
GSRC	Done for the summer	
Joint Health and Safety		
Policy 33	July 15 th Aug 17 th	Sent regrets (Toronto for the PanAm Games) Sent regrets (away for GU15 conference)

		Reviewing policy survey
Policy 30	July 16 th	Sent regrets (Toronto for the PanAm Games)
	August 4th	Side meeting to discuss the TA contract and plans to implement campus wide survey of TA contracts/procedures.
Meetings: - Executive	July 21 st August 5th	
Meeting with FEDS	August 4th	Great meeting with the Feds to discuss Ombuds and other collaborative projects.
Research Ethics and Integrity Education for UW grads	July 28th	Meeting with the Research Ethics Office to discussion ethics and integrity education for UW grad students. Info on upcoming workshops. Consultation on future initiatives and partnerships
Bi-Weekly Meeting with Jim Frank	August 5th	Continued regular meetings to discuss current issues. Plans for Fall open forums in full swing.
Meeting with the SSO	July 21st	Discussed the student orientation survey. Overview of questions and suggestions.

Comments and updates:

Vacation for Parapanam volunteering August 7-14

GSA Exec Retreat August 24-27

Further information from meetings:

Current Projects:

- Preparing for Orientation
- Planning for “Can I Kiss You?” event run by the Equity Office to be held October 6th. This is an event educating people on consent. Volunteers needed*
- Attended CIF Arena Funding announcement for arena upgrades (July 28th)

GSA Related Conference Activity:

Maya and I recently returned from the GU15 conference in Winnipeg. It was an excellent conference. Lots of opportunities to learn from other GSAs and share best practices. We presented on student space at UW. We heard about other schools expectations surrounding student space and what kind of grad spaces they have (library, office, social, etc.). We will be presenting on a number of topics in April including the sexual assault policy that is in the development stages at the moment.

I will be looking into how the GSA can improve communications and PR. I’m hoping we can potentially bring in a student to assist with social media platforms and improve our internal communication.

I’m looking forward to a busy September as most of my regular committees resume meetings.

**Report to GSA Council
Matthew Perrone, SAO
August 23, 2015**

Summary of Meetings:

Committee - Meeting	Date	Notes / Attendance
Policy 30 Committee Meeting	July 16	Policy regarding grad students hired as TA's. Discussed considerations for the policy
Student Space Presentation to CEE	July 20	Presented/discussed student space with students in Civ/Env Engineering.
GSA Executive Meeting	July 21	Discussed current projects and progress.
Grad Orientation Assessment Meeting	July 21	Met with colleagues from the Student Success Office to discuss the survey that goes out to all grad students who participate in university-wide Orientation Day.
Meeting with Jim Frank	July 22	Began planning the upcoming GSA/GSO faculty town hall series. More information on this to come.
GSA Board Meeting	July 23	Discussed executive projects, committee positions, AFSA referendum results, student space issues, and the GSA budget.
GSA Council Meeting	July 30	Discussed progress with TA Contract and Policy 33 review.
GSA/GSO TA Contract Discussion	Aug 4	Discussed the feedback that was collected from departments and next steps.
Meeting with Jim Frank	Aug 5	Planning the upcoming GSA/GSO faculty town hall series. More information on this to come.
GSA Executive Meeting	Aug 5	Discussed current projects and progress.
GSA Board Meeting – re. Budget	Aug 5	Approved 2015-2016 Budget.
GSA Board Meeting – re. Special Meeting	Aug 7	Topics were confidential.
UW Brand Refinement Conference Call	Aug 14	Spoke with a company hired by UW to refine the UW brand. I shared my experiences of being a UW student for 7 years!
Orientation Day Social Event Planning	Aug 18	Met with Rose and Henry (GH General Manager) to plan the social event taking place in the GH on Orientation Day (Sept 8).
Meeting with Jim Frank	Aug 20	Continued planning upcoming GSA/GSO faculty town hall series. More information on this to come.

Completed Projects:

- AFSA Referendum
 - A new AFSA fee has been approved

Current Projects:

- Updating Council List for the new year
 - Filled 8 vacant Councillor positions since taking office
 - Continuing to reach out to departments without Councillors
- Starting new Department GSA's/Clubs
 - Growing the number of Department GSA's
- Preparing Council Meetings
 - The next Council Meeting will be in the middle of September. GOTV will be discussed.
- Collecting Student Feedback
 - Meeting with Councillors to discuss student issues
- Discussion topics include student fees, student space, TA issues, funding, opportunities for grad students to meet, athletic/recreational initiatives, and the need for a student handbook
- Town Hall Meeting Series
 - Planning a series of faculty specific town hall meetings with the GSO for Fall 2015
 - Two series of meetings:
 - Meetings with department student associations (1 for each faculty)
 - General meetings with all students (1 for each faculty)

Upcoming Projects:

- Student Handbook
 - Create a document that outlines the steps a grad student should take when facing an issue
- SAO Reference Manual
 - Create a document that can be used as a reference for future SAO's

Comments:

Fall term is packed with events focused on engaging students. I encourage council members to attend as many events as they can.

Report to the GSA Council
Kristen Leal, External Affairs Officer - CASA
Wednesday, September 2nd, 2015

Summary of Meetings:

Committee - Meeting	Date	Notes / Attendance
Board meeting	July 23rd	Sent regrets.
Council	July 30th	Discussed PAC renovations, Policy 33
Exec meeting	August 5th	Discussed Fed Bus, Student Advocate, GOTV, Orientation, etc.
CASA Grad Council	August 5th	Bringing IT Infrastructure to GOTV, discussed future committee work plans.
Board meeting	August 5th	Discussed budget.
CASA Policy Committee	August 7th	Discussed the policies to bring forward for amendment at GOTV as well as future committee work plans.
Special Board Meeting	August 7th	Attended.
CASA- GOTV Conference	August 10th	Day 1 was spent learning about Apathy is Boring and non-partisan GOTV strategies.
CASA- GOTV Conference	August 11th	Day 2 was spent learning Nation Builder and the capabilities of the software/
CASA- GOTV Conference	August 12th	Day 3 was closing plenary. Approved a variety of new policies. Listened to a brief run down of CASA's new Student Financial Aid white paper.
Exec retreat.	August 24-28	Provided feedback regarding the updates to the PAC facilities
CASA Grad Council	August 25th	
CASA Policy Committee	August 26th	
Exec meeting	Sept 2nd	
Board Meeting	Sept 2nd	

Comments and updates: Whoo! August was a VERY busy month for federal affairs. I spent 3 days in Ottawa learning about the CASA Get Out The Vote Strategy and I'm VERY EXCITED!!! This will be my main focus moving forward

Current Projects (in order of priority):

- Develop volunteer list for GOTV initiatives
- Develop a service list for GOTV initiatives (things we need to access on campus)
- Work with our GOTV Campaign Coordinator to plan a variety of on campus events
- Distribution of survey for CASA schools regarding Ombudsmen offices
- Develop list of questions regarding NSERC deferment for students
- Develop a list of questions regarding scholarship distribution/accountability (waiting on SFA paper for this as well)

Report to the GSA Council
Michael Makahnouk, External Affairs Officer - OGSA
Wednesday, September 2nd, 2015

My efforts have solely focused on OGSA operations. Over the past few weeks, I have met with our consultant on many occasions, to discuss the Funding Consultation response to the Ministry of Training, Colleges and Universities. I have also discussed potential recruitment possibilities with the GSA GM, in order to find the best candidate to fill the role of Executive Director. The OGSA Board of Directors is reviewing budget in order to achieve desired results while maintaining cash position.

Blog posts are being developed for the OGSA website.

The technology tax credit proposal is currently under review. Lobbying efforts will be resumed in the fall term.

The OGSA treasurer is preparing invoices for members, as we are 4 months into the "academic year" for the student leadership cycle.

Once I have completed the response paper, and hire an Executive Director; I will focus on the Policy Committee workload.

Graduate Student Association – University of Waterloo (GSA-UW) Association Fee

The GSA is calling a general meeting of its members to vote on a fee increase as recommended at the 2013 AGM for approval by members. This fee increase comes from the recommendation of the GSA Board, based on careful consideration of the current services and future goals of the organization. The following document serves to update members on the current financial situation of the GSA, and to provide rationale for the fee increase. **The proposed fee will increase from \$18.50 per term, to \$20.50 per term, which represents a 10% + CPI increase.**

In 2014/2015 the GSA collected \$275,120 in revenue through its association fee. Additional income comes from Graduate House profit, but is hard to predict and the GSA strives to be able to support all of its services through its direct student fee.

Services of the GSA

- OGSA representation – UW was the founding member of the Ontario Graduate Students Alliance, a provincial lobby organization founded to lobby for graduate students. The OGSA is still in its infancy but currently has a number of member schools, and is working on lobbying on the provincial university funding reform.
- CASA representation – UW is a member of the Canadian Alliance of Student Associations. CASA is a federal lobby group that trains representatives from each school to lobby on the hill, and to develop lobby policy. This year through CASA, the GSA is running a Get out the Vote campaign on the UW campus to promote the youth vote in the 2015 Federal election.
- GSA events – the GSA hosts many events over the course of the year, from academic and information events to social events at the Graduate House. The majority of the GSA events are run through the Graduate House, which is the social hub for graduate students on campus.
- Orientation – the GSA advocated for a campus wide graduate orientation and was successful in creating this as a campus priority. This year marks the third campus wide graduate orientation where students can tour the campus, learn about crucial services and support systems on the campus and get a chance to meet other incoming students.
- Representation on all major University committees and the UW Board of Governors – various members of the GSA Executive Officers sit on a wide range of committees from the Senate, to the Board of Governors, to the Graduate Student Relations Committee and many, many more.
- Dedicated student leaders working to further the services of the organization and advocate for students – the GSA Executive take on projects every year to try to improve the graduate student experience on campus. This year's Executive team is working on advocating for changes to the management of graduate student office and social space, the institution of a robust TA policy and building the foundation to create an Ombudsman's office on campus.

- Legal Aid – The GSA offers a monthly legal aid clinic, where students by appointment can meet with a lawyer on a wide range of issues (excluding immigration) for no cost to the student.
- Tax Aid – Once a year during tax season the GSA offers a tax clinic for students to get help with their taxes for no additional cost to the student.
- Departmental GSA support – the GSA offers termly donations to departmental GSA organizations and graduate student clubs to support academic and social events.
- GSA Travel and Conferences – The GSA has two External Affairs officers who travel provincially and federally to attend conferences for CASA and the OGSA. The GSA is also a member of the GU15 group – a gathering of the graduate student associations of the U15 Canadian research intensive schools.
- Administration of the Health and Dental Plans – the GSA negotiates and administers the student Health and Dental plans for students (more info at www.ihaveaplan.ca/). The actual fee for each plan is separate from the GSA fee, but the GSA uses staff hours to manage the plans and work with the company to ensure students are getting the coverage they desire from the plan.
- Administration of the U-PASS Bus pass – the GSA negotiates with the GRT to produce contracts to allow the Watcard to be used as a bus pass on all GRT transit. This past year the GSA negotiated a new five-year contract with the GRT that will span the introduction of the LRT which is locked to a 5% increase per year.
- Student Advocacy – any student can come to the GSA office and make an appointment with the GSA General Manager to discuss any issue they have on campus. The GSA provides a staff member who will coach the student on policy and meeting preparation and who will also attend meetings with the student.

For an overview of a current break down of the GSA's expenses (unaudited), the financials have been broken up in to broad categories and displayed in Figure 1.

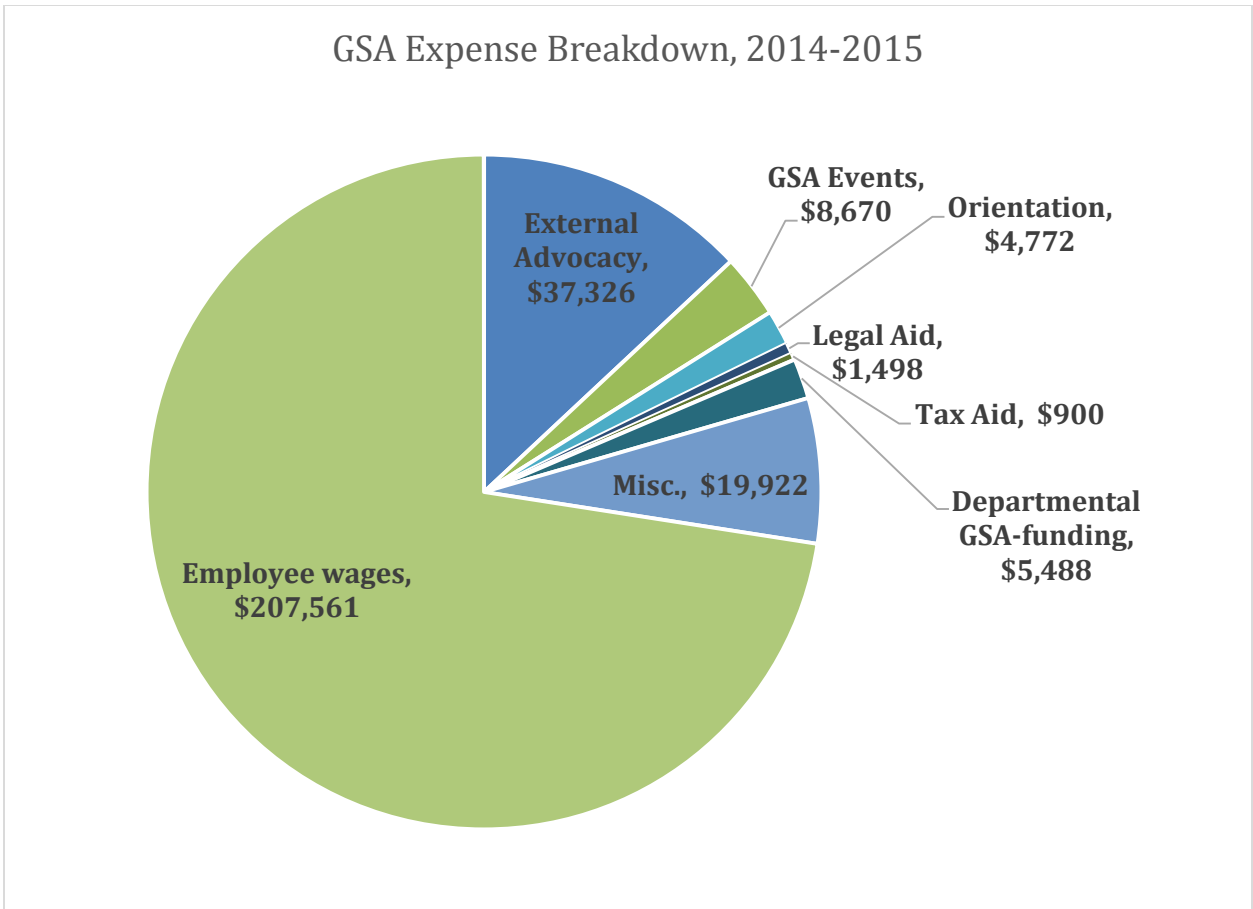


Figure 1. Visual representation of the 2014-2015 expenses broken down by category

The external advocacy line item includes all membership costs of the OGSA and CASA as well as the costs to send our student delegates to these meeting each year, as well as the other external groups the GSA participates in, such as the GU15. The GSA events item currently covers social events sponsored by the GSA, but in future budgets this line item is being moved in to the Graduate House budget, and thus moving forward will not be reflected in the GSA’s association budget. The salary line item contains executive salaries as well as the GSA General Manager and the GSA office receptionist positions. The miscellaneous category contains office expenses, discretionary accounts and many other smaller expenses that were not significant enough on their own to count as a separate category.

The GSA fee is currently set at \$18.50 a term, and although it covers all of the above services, the fee has not increased proportionally with the level of service and associated costs.