## Council Notice of Meeting

**Date:** Thursday, October 13, 2016  
**Time:** 4:00 P.M. – 6:00 P.M.  
**Place:** NH 3308

### AGENDA

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1. Chair's Welcome and Opening Remarks</td>
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<td>2. Adoption of the Agenda</td>
<td>Decide</td>
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<tr>
<td>3. Declarations of Interest</td>
<td>Declare</td>
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| 4. Approval of the Minutes of the Previous Meeting  
  a. August 24, 2016  
  b. September 14, 2016 | Review, Decide |
| 5. Consent Items†  
  a. Board Reports  
  b. Executive Reports  
    i. President  
    ii. Vice-President  
    iii. Student Affairs Officer  
    iv. Communication & Marketing Officer  
  c. Committee Reports  
    i. CEC Report  
    ii. SPC Report | Decide |
| 6. **Council Membership Report** | Review, Decide |
| 7. Delegations  
  a. Michael McDonald, Executive Director, Canadian Alliance of Student Associations | Present, Q&A |
| 8. Presentations  
  a. 2016/2017 Strategic Plan  
  b. External Advocacy Review and Working Group  
  c. Council Social Committee  
  d. Policy 30 | Present |
| 9. Discussion Items  
  a. 2016/2017 Strategic Plan  
  b. External Advocacy Review and Working Group  
  c. Council Social Committee | Discuss |
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| 10. | **Motions**  
   a. Motion to adopt the 2016/2017 Strategic Plan.  
   b. Motion to adopt the [Terms of Reference for the Council Social Committee](#). |
|   | Debate, Decide |
| 11. | **Notices of Motion**  
   Present |
| 12. | **Adjournment**  
   - |

* Consent Items are those items that in the judgment of the Executive Committee require the attention of Council but that neither require nor imply a decision by Council on any procedural or substantial matter. By adopting Consent Items, Council formally receives information for entry into the minutes. Council may discuss Consent Items at its pleasure.

Norman Kearney  
Student Affairs Officer  
GSA-UW

October 3, 2016
Present:
Norman Kearney, Student Affairs Officer, Chair
Robert Bruce, President
Jessica Brake, Vice President
Indi Madar, Communications & Marketing Officer
Chris Pugh, Chair of the Board
Serxho Selmani, Director
Graham Mayberry, Kinesiology
Rebecca Mayers, Recreation & Leisure Studies
Julia Goyal, SPHHS
Milena Urbanajc, Master of Social Work
Rachel Green, (proxy) French Studies
Russ Freure, History
Chris Wass, Philosophy
Mona Zhu, Psychology
Brittany Etmanski, Sociology
Michael Lee, Architecture (On-Line)
Kun Feng, Chemical Engineering
Dylan Dowling, Civil & Environmental Engineering (voting)
Mohamed El Badawe, Electrical & Computer Engineering
Kissan Mistry, Mechanical & Mechatronics Engineering
Jeremy Pinto (proxy), Systems Design Engineering
Sophia Esmail, SEED
Lindsey Daniels, Applied Mathematics
Chris Van Bommel, Combinatorics & Optimization
David Choi, Computer Science
Anton Mosunov, Pure Mathematics
Maxwell Bui-Marinos, Biology
Ryan Amos, Biochemistry & Chemistry
Gokul Pullagura, Pharmacy
Jordon Rossi, (proxy), Vision Science
Rose Vogt, General Manager, minutes.

Graduate Students: (non-voting)
Miriam Javed, Civil & Environmental Engineering
Richard O’Brien, Kinesiology
Madison Stange, Psychology

Presenter: Michael McDonald, ED, CASA
The Chair announced that quorum is present. Vogt will record the minutes. The meeting is called to order at 4:03 pm.

1. Chair’s Welcome and Opening Remarks. (15 minutes)
   The Chair welcomes newly appointed/elected Councillors to the meeting and announces that an orientation will be arranged to provide training. All Councillors are welcome to attend the orientation session. Briefly for today’s meeting, the Chair explained Robert’s Rules of Order and the flow of the meeting/agenda. Welcome is extended to a guest presenter, Michael McDonald, Executive Director of CASA.

2. Adoption of the Agenda (Al Badawe/Pugh) Approved unanimously as presented.

3. Declarations of Interest. None declared.

4. Approval of the Minutes of the Previous meetings.
   The minutes of the August 24, 2016 and September 14, 2016 were approved omnibus without amendment. (Amos/Mayers) Carried.

5. Consent Items
   The submitted reports, attached to these minutes, were received by consent. (Freure/Mayers) Carried

6. Council Membership Report
   The Chair clarifies, that new Councillors, as of today, will not be voting on this item. Councillors that were appointed prior to today will have voting privilege on this item.

   **BIRT** the GSA Council ratify the appointments and resignations as detailed in the Council membership report for Item 6.” (Amos/Daniels) Carried

   A further update to the report is that the Civil & Environmental Engineering GSA (CE2GSA) Councillor position is shared between Mariam Javed and Dylan Dowling.

7. Delegations (4:20 -5:00pm)
a) Michael McDonald, Executive Director, CASA.

Mr. McDonald provided a brief overview of CASA and followed with addressing questions.
Presentation slides are attached to the minutes.

Questions:

1.) The GSA at UW is one of three graduate specific student associations that make up CASA’s 21 member schools. What is the value of being one of three members?

This question has been raised regularly. UW has been a long time member of CASA (about seven years), and evaluated their role in the past. UW graduate student members are able to drive a number of topics forward, something that worked with each council they have worked with in the past. Grad issues are brought up regularly in a committed fashion with strong support from the wider group of members. There is extra weight and support for these questions. Grads have served in leadership roles within CASA. Waterloo graduate students have been very effective in driving their policies forward in the past and in the organization. [CASA].

2.) What is CASA’s short-term and long-term vision for achieving wins for graduate students?

At the end of the day each association must evaluate its investment. To address the notion of a “Win” CASA must stress that members create and determine the policy positions, and the supporting staff facilitate the development of those into policies. Supporting CASA’s grad council is critical.

Short-term vision involves being involved in the consultative process, this government is asking for submissions. The CASA policy book contains developed policies to be promoted and brought to the top. Civil servant and MP’s need to hear, know what the issues are. CASA can present messages in a consistent manner and with experts in town. The students initiate the policy and the staff brings expertise and consistency to the table. The current government is very aware of the importance of 18-30 demographic. They are connecting to groups like CASA for information. Important to support all students.

Long-term vision is the commitment to the recruitment of members and specifically grad associations. CASA is moving into an area more research documentation - white papers and visioning documents. The CASA strategic plan will be reviewed in 2018.

3.) How does CASA influence policy at the federal, provincial, and university level? What other strategies beyond policy does CASA envision for enhancing the graduate student experience in PSE?
As a member’s organization, CASA is a federal lobby organization. There are many mechanisms that how institutions function i.e.-IP policies, a notion of putting pressure on universities such as the Ontario sexual violence policies. CASA provide “how to lobby training”…a skill that is transferable anywhere, and will be effective at all levels. Also provide additional training such as communications. Other support is provided to any provincial partner that makes a request and is lobbying on the same objectives. i.e. “The Get out the vote” campaign was shared to improve things for provincial schools.

4.) What wins has CASA achieved thus far for graduate students?
   i. Indirect costs of research 2001
   ii. Single entry visa
   iii. Long form census
   iv. Tri-council funding- made request and increased by 10%
   v. The pre-budget submission is almost word for word from the CASA submission. ( 2011 pre budget submission to 2014 budget)

5.) GSA-UW invests ~$35,000 in active annual membership in CASA. Some argue that the money can be used more effectively to support graduate students such as travel bursaries, scholarships etc. What value does the GSA receive for its membership?

The evaluation of membership in CASA should be asked every year of CASA. CASA has a 90-day easy-in and easy-out policy. It is important because student leaders do great work and do fantastic things on campuses. Expanding grants to graduates, or the increase in Tri-Council funding would be a return to students that would be far greater overall than the annual membership expense. The associations that pay and push their ideas forward work for all students. It is the cost of being at the table and to have your issues presented. Without a voice, others’ ideas and agendas are being represented.

What expectations do you have for CASA to effect changes now and in the future?
The move to a Liberal government at the federal level resulted in a constant demand for consultation. The Staff work hard to make sure they can engage with public servants. Changes at CASA –they are going through a staff turnover. Obviously will change their capacity to get things done.

Students are being tasked to become engaged with issues. Set priorities and take them to the government.

Student can influence policy and the Liberal government depended on the student demographic to get in office and is open to hearing what they have to say.
Questions from the floor:

**Pugh**: What are the recruitment strategies to get graduate student association into CASA?
Reaching out constantly to associations – bring them as observers, detailed experience, and engagement at the federal level. The Hallmark conference is the advocacy week in November, meeting with MP and ministers, hoping to get graduate student associations out as well.

**Kearney**: CASA does pre-budget submission to the finance committee, the chair and minimum necessary to be at quorum, when some stakeholders come to a parliamentary committee. When CASA presents at finance committees, what’s the room like?

This government is far more positive with engagement. Can chart before the poll and what elections Canada came out with. Met with PMO and their youth council and other MP staff engaged with CASA. The met the following week to present to the opposition office and then presented to the office the week later. Any kind of advocacy- politicians know that they have voters in this demographic. Once we get the confirmed time, we can see how many people show up.

**Kearney**: Say that we have influence on CASA policy advocacy. Who are you meeting with? To what extend are our interests diluted because of our numbers and you’ve mentioned that we have undergraduates advocating on our issues. What is this based on?

McDonald is literally in meetings with delegates. CASA stores records of the entire meeting, keeps information about how the meeting went, and try get the topic raised over and over, try get the backbencher to write a letter on your behalf. The first thing is to get it considered, bring it up over and over to all groups. The engagements provide constant feedback. CASA talks to meet with as many people as possible. Who are we meeting with? In the previous government – the PMO is the central hub of decision-making and we had to find ways into that bubble. The Liberals are more open - you can talk to the civil service, the minister, the PMO, Finance etc. With the new government, CASA is still learning who to connect with.

**Kearney**: The vehicle exemptions: etc. the long form census, and tri-council funding and formed them as wins by CASA. Sure played a role, what significant role CASA played in these “wins”. Can you elaborate on these “wins”.

A lot of the topics are ones that multiple people lobbied for. In the case of the vehicle tax exemption, the only two organizations CASA and CAFSA were lobbying for this. This was an issue that CASA will take a high percentage to the success. Tri-council funding – other associations – we are adding weight- it is a strong way
to get things forward. Multiple organizations bringing forward the same issue create a strong advocacy engagement. Advocacy to a degree it will always be a bit amorphous.

Kearney: GSA spends ~$34K on CASA and could spend it here in our organization. Can you sum up why $34K is a good investment for us?
To sum up: We can spend it on a lot of other things. There is value in all of the competing services. Can you summarize why CASA is a good value?

At the end of the day, when it comes to federal government funding, all organizations are playing for a ball in the many millions of dollars arena. A 10% return on funding from tri-council, is way more than the 34K. The type of scale available on such returns out weighs the 34 K investment. For example, indirect costs of research would be in the millions of dollars for this campus and research funding.
CASA is clear that it keeps the membership fee as low as possible. It is based on $3.00/student/year for membership. (~15K membership and balance for delegate expenses)

Bruce: I participated in the selection of policy priorities to be taken to advocacy week conference. A concern in years when grads don’t participate at the board level, is that there is no mechanism to make sure graduate students are there and that graduate have a voice. This is to emphasize the idea 1of 3 of 21. If we weren’t there would there still be a lobby on behalf of graduate students when going to government?

The people who come to do work are rewarded beyond their membership. The ability to push forward is to also to represent its school. The association’s appointment as a delegate is important. Recruitment is key to ensure value is being returned.

Mistry: In recent times, what is CASA biggest regret or failure?
Seeking representation of a graduate student on the tri-councils board has been an ongoing issue. It is a complicated issue. To find a mechanism to switch the process has been difficult. McDonald has worked on this since 2012 and apologizes that there is no progress on this issue.

Thank you, Michael McDonald. Comments and feedback can be sent to ed@casa.ca

8. Presentations: (5:00 pm – 5:30 pm)
a) 2016-2017 Strategic Plan, Presentation by Jessica Brake.
Supporting documents are attached.

The one-year strategic plan identified eleven strategic goals. These are high-level themes that the GSA will advocate on for the remainder of the year. These are meant to be a starter for discussion at different levels and how the points will be addressed is not specifically identified.
This is an interim gap measure for the balance of the year. A greater 5-year strategic plan is underway and a survey is being reviewed by UW IAP. A robust engagement and outreach strategy will be discussed in the future. It is being brought to Council for discussion and engagement.

b) External Advocacy Review and Working Group, Norman Kearney
CEC and the Board together - planning on looking at the GSA’s engagement with external organizations. To put external partnerships into a broader constellation, A working group will be created.

External Advocacy Review and Working Group

The Council Executive Committee has established a working group consisting of Robert Bruce (President), Jessica Brake (Vice President), Norman Kearney (Student Affairs Officer), and Rose Vogt (General Manager), with support from Farrah Bulsara (Administrative Assistant), to investigate the following questions:

1. What is needed from external organizations to benefit graduate students?
2. What is currently being done. Is it working?
3. What could be done? How would it work?

The working group will develop a list of questions to send to external organizations, both those with which the GSA is involved and those with which it is not. The group will also brainstorm alternative ways of advancing graduate students’ external advocacy interests, e.g. campaigns, networks, etc.

The working group will report to the CEC as its investigation progresses. When ready, the CEC will make recommendations to Council on changes, if any, to be made to the GSA’s external advocacy approach.

c) Council Social Committee, Norman Kearney
Terms of Reference attached.

Our mandate to serve the social needs of graduate students is lacking a systematic approach for the execution of the plan approved within the operating budget. The Council Social Committee will oversee any policies that are in place. Its format will be similar to other Council Committees.

d) Policy 30,
The most active work is currently with the development or review of Policy 42 (Sexual Violence) and Policy 30 – Employment of Graduate students as TA.
Specific to Policy 30, graduate students work in a variety of roles, not just as TAs. The GSA wants to broaden the scope of policy 30 – included HR information or directives. There are many gaps.
The CEC concluded that:
The GSA should broaden the scope of Policy 30 since the review committee has already been established.
What should the GSA’s role be in reference to Policy 30? The GSA will act
as a guide for the student and will be a witness, advisor and support person, but will not be a representative of the student. Our bylaws say that we shall endeavor to provide aid? The GSA should take on a more active role in providing aid, and perhaps look at having a dedicated person fill this role. Should we seek recognition of the GSA’s role in this policy? CEC says GSA’s role should be recognized in policy 30.

Recess at 5:30 pm.- 5:37

9. Discussion: (5:37 pm – 5:40 pm)
   a) 2016-2017 Strategic Plan

   Pugh: The executive team is tasked with a lot of things this term and there are 11 more identified in this plan. Do the executive have enough time to do this?

   These are a set of talking points informed and grounded in the will of Council. It is easy to say “no” to new business. These are not new missions, but informed by this body.

   b) External Advocacy review and working group.

   Dowling: Is there internal input to be put into it?

   There will be a survey in January, and will inform the GSA with what they want, and can be supplemented through council for outreach and feedback.

   c) Council Social Committee

   CEC has been delegated the responsibility for appointing members to this committee. Councilors that are interested will be presented to the CEC.

   d) Policy 30 – no questions or further discussion.

10. Motions (5:40 pm– 5:44 pm)

   a) **BIRT** the GSA Council adopt the 2016-2017 strategic Plan. (Brake/Amos) Carried.

   b) **BIRT** the GSA Council adopt the Terms of Reference for the Council Social Committee. (Madar/Mayers) Carried.

The Chair asks for members to volunteer for the positions of the Council Social Committee:
**Chair:** Indi Madar; **AHS** – Julia Goyal; **ENG**-Dylan Dowling; **SCI**- Gokul Pullagura; **MATH** – Christopher Van Bommel; **ARTS**-Vacant; **ENV**-Vacant
11. Notices of Motion – none

12. Meeting is adjourned at 5:50 pm

NMK: rv

October 13, 2016
Council Meeting
Wednesday August 24, 2016
4:00 pm – 6:00 pm
University of Waterloo, RCH 308

Present:
Norman Kearney, Student Affairs Officer, Chair
Robert Bruce, President
Jessica Brake, Vice President
Indi Madar, Communications & Marketing Officer
Chris Pugh, Board Chair
Ghazal Memartolouie, Director
Robert Pangborn, Director
Serxho Selmani, Director
Rebecca Mayers, Recreation & Leisure
Bilal Ahmed, Economics
Justine Salam, Global Governance
Russ Freure History
Mona Zhu, Psychology
Lynn Wu, Accounting and finance
Henry Leopold, Systems Design Engineering
Sophia Esmail, SEED
Max Bui-Marinos, Biology
Ryan Amos, Chemistry
Stephanie Chandler-Burns, Theological Studies
Rose Vogt, General Manager

Regrets: Savio D’Silva, Jae Kang, Shannon Callender, Meaghan Riley, Marc Antoine Pepin, Lindsey Daniels, David Choi, Anton Mosunov, Nathalie Moon

Absent: Sondra Eger, Max Salman, Michael Cao, Graham Mayberry, Kyle Rogers, George P. William, Meaghan Riley, Daniel Matsinhe, Jackiy Boychuk, Phil Beriault, Chelsie Desrochers, Patrick Lalonde, Jacob Deutsch, Tim Leshuk, Mariam Javed, Mohamed El Badawe, Mohammed Danish, Egon Fernandes, Ashley Rudkevitch, Jeff Savail, Alan Yee, Samantha Shortall.

The Chair announced that quorum is present and calls the meeting to order at 4:00 pm. Vogt will record the minutes.

1. The Chair welcomes councilors and Henry Leopold a newly elected member of Council.

2. The Agenda is adopted (Mayers/Amos)
3. Declarations - none

4. The minutes of the July 22, 2016 meeting are approved. (Freure/Mayers)

5. Council receives the consent items: Board reports (none), Executive Reports, and Committee Reports. (Ismail/chandler-Burns)

6. **Motion to ratify the appointments to and resignations from Council.**
   *Henry Leopold is appointed to Council as the representative for Systems Design Engineering.* (Amos/Freure) Carried.

7. Delegations-none

8. Presentations:
   a. **2016/2017 Association Operating Budget**
      A summary report of the Budget 2016-2017 was distributed. The Chair gave a brief overview of the GSA Fund Accounting Model.

      Presentation:
      Highlights:
      Members, Councillors, Directors and Officers were invited to submit proposals. The Budget Advisory Committee reviewed the proposals and prepared a draft annual operating budget. (BAC)

      Revenue:
      The GSA Association Fund receives revenues mainly from GSA Association Fee. The budget assumes an increase of CPI + 10% to be applied beginning in January 2017 term.
      The Association also receives revenue from the Health and Dental Fund for use of GSA Resources. ($18,000), and will receive $50,000 from the Graduate House Fund to support this year's annual operating budget. In light of the uncertainty of the GSEF support for graduate orientation flowing through the GSA the amount of $7,000 was removed from Association revenue expectation.

      Expenses
      The GU15 is winding down as an organization and the expenditure for the conferences are removed from the expenses. A new organization is in the works and when there is more information, Council will be consulted to determine the GSA’s involvement. A motion at the GSA Board of Directors could authorize an extraordinary expenditure if required.

      An additional line item “OGSA Lobbying” will record the GSA President’s activity within OGSA as their President. In taking a greater leadership role in OGSA, this expense is valid.
A restructure of services/benefits to councilors, executive, directors, departmental and clubs donations were defined in the proposal documents informing the budget and recommended by BAC.

b. GSA-UW Fee Increases

Budget Advisory Committee recommends increasing the GSA by CPI + 10%. (20.50 to $22.90) Board has the power to call the General Meeting and BAC is recommending this.

Motion for a RECESS from 4:50 pm – 5:05 pm is approved. (Amos/Chandler-Burns).

9. Discussion Items:
   a. 2016/2017 Association Operating Budget
      Councillors discussed the budget line items, asked questions and heard responses.
      - Welcome Week budget expanded in all terms to include events for all students, not just new grads, and for events held in addition to and external to the Graduate House events.
      - The Association Fee is separate from the GSA Administered Fees, which include GRT Bus pass, Health plan, Dental plan, and Graduate House Fee.
      - Provincial travel for the External Team to connect with other universities, Federal Travel to hear from other universities, especially those that are not part of our external organizations. It is important to sit down with students that are actively involved in a common issue. Some may be multiple trips to the same university. Others, like Ryerson are being ahead of the game with sexual violence, are outside of GU15 and very relevant for our discussions.
      - The Officer telephone allowance is to provide reimbursement for the use of their personal phones, and to cover extended charges due to data use.

b. GSA-UW Fee Increase
   Councillor discussed whether the GSA should embark on a broader investigation of the GSA Fee. In the past the Association fee increases just cover the basic costs and there is little room for increasing services. (CPI + 10%) The $50K transfer from the Graduate House is not sustainable as a revenue stream. The vision is to assess the function of the GSA and the demand from students identified through the strategic planning process.
10. Motions:
   a. **BIRT the GSA council adopt the 2016/2017 Association Operating Budget as presented and amended.** (Amos/Freure)

Amending motions:

**Motion to decrease the CASA item by $8,130.00**
**(Selmani/Pangborn)** The amending motion fails: abstained are Pugh, Pangborn, Memartoluie, Chandler-Burns, and Wu.

Discussion about the amount of the CASA conference budget as a reflection of past expenditure raised questions about the philosophy of the expense. If each members of the external affairs team has rights to their own expenses, (i.e. private hotel room rather than shared), then the comparison to prior years may not be as informative as the line by line thoughtful submission of every expense in the proposal. The Finance Committee did not provide a line-by-line breakdown of where they recommend a reduction would be made. The amount should not be removed until a line-by-line item reduction is submitted.

Some councillors felt it would be best to err on the side of caution in the case of travel expenses.

**Motion to extend meeting by half an hour.** *(Freure/Chandler-Burns) approved.*

Amending motion to **reduce the President’s travel to 6 Ontario Universities trips.** It would reduce the amount to $4530. *(Zhu/Ismail) Carried.** Abstained: Pugh

**Amend the line item to be reduced from $8850 to $4000.**
**(Selmani/Pangborn) 3 for/4 against/ Abstained: Pugh, Mayers, Ismail Zhu, Freure, Motions Fails**

Motion to **remove welcome week GH events from Winter and Spring** *(Zhu/Selmani)*

Amos calls the question and it is carried.

**Amending Motion fails.** Abstained Bruce, Pugh

Amending motion to **Graduate Student Programming to $15450 to reflect three terms of funding and at $1.00 per student/term.** *(Kearney/Chandler burns.) Carried; Abstained: Zhu*

The amending motions increase the budget expenses to **$413, 015.75.**

**Motion Carried. 11:0:3 Abstained: Pugh, Pangborn, Selmani.**
b. Motion:

WHEREAS the interests of the University community can only be fully known with the participation of members of the University community; and,

WHEREAS the participation of members of the University must, as a safeguard for their interests go beyond consultation to include active involvement in deliberation and decision-making, which requires access to relevant information equal to that of other participants; therefore

BE IT RESOLVED that the GSA Council adopt an official position in favour of a multi-stakeholder oversight committee to determine as the need arises, the presence of risks to and appropriate courses of action to protect, “the legitimate interests of the University and/or of the University community; and

BE IT FURTHER RESOLVED that the membership of this committee include University of Waterloo governors, senators, and administrators, faculty members, staff, graduate students, and undergraduate students, each appointed by the appropriate body of which they are constitutive.

(Brake/Freure) 10: 0: 2 Abstained: Bruce, Pugh

This is derived from a Council discussion of concern regarding the transparency and risk regarding the legitimate evaluation of risk from a multi-stakeholder group and in reference to a Policy 42 quote. The motion was initiated from a special meeting of the Council Executive Committee.
The GSA will be initiating this with the Waterloo Board of Governors.

11. Notices of Motion:
   A Motion to adopt the 2016-2017 Strategic Plan will be brought to Council at the September meeting.

12. The meeting is adjourned at 7:08 pm

NMK:rv
August 24, 2016
COUNCIL MEETING Minutes  
Date: Wednesday September 14, 2016  
Place: UWaterloo, RCH 305  
Time: 4:00 pm – 6:00 pm

Attendance:

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<tr>
<th>Discipline</th>
<th>Role</th>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>Applied Health Sciences</td>
<td>Councillor</td>
<td>Graham Mayberry</td>
<td>Present -5 pm</td>
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<td>Kinesiology</td>
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<td>Rebecca Mayberry</td>
<td>Regrets</td>
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<td>Recreation &amp; Leisure Studies</td>
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<td>School of Public Health and Health Systems</td>
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<td>Master of Social Work</td>
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<td>Arts</td>
<td>Councillor</td>
<td>September 14</td>
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<td>Accounting &amp; Finance</td>
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<td>Betty Xing</td>
<td>Regrets</td>
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<td>Master of Digital Experience Innovation (MDEI)</td>
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<td>Economics</td>
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<td>David Smith</td>
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<td>English Language &amp; Literature</td>
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<td>Meghan Riley</td>
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<td>Fine Arts</td>
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<td>French Studies</td>
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<td>Daniel Matsinhe</td>
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<td>Germanic &amp; Slavic Studies</td>
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<td>History</td>
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<td>Russ Freure</td>
<td>Present</td>
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<td>Master of Peace and Conflict Studies (MPACS)</td>
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<td>Jackiy Boychuk</td>
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<td>Philosophy</td>
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<td>Phil Beriault</td>
<td>Regrets</td>
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<td>Chelsea Desrochers</td>
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<td>Jae Kang</td>
<td>Chair of Finance</td>
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<td>Richard O’Brien</td>
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<tr>
<td>Rose Vogt</td>
<td>GM, Secretary-Treasurer</td>
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The Chair announces that quorum is present and calls the meeting to order at 4:00 pm. Vogt records the meeting minutes.

1. Chair’s Welcome and Opening Remarks
   A new Councillor’s benefits program will be implemented this term. Councillors will receive $1.00 Graduate House Credit (GHC) for each hour served on Council and Council committees. Allowances will be distributed when a Councillor earns $10.00 in GHC. The Chair will track attendance for each Councillor.

2. The agenda is adopted with the following changes.
   Amend item 8 to include presentations about
   • International Students
   • Approved Budgets
   • Strategic Objectives Survey Outreach Strategy
   • Student Initiatives funding Rules
   • Council appointments and Student Associations

   (Freure/Bruce) **Carried Unanimously.**

3. Declarations: - none

4. Minutes from the August 24, 2016 meeting and today’s meeting will be brought before Council for approval at the next meeting.

5. Consent Items
   **Motion to adopt the consent items.**
   (Leopold/Al Badawe) **Carried unanimously.**
   • Board Reports
   • Executive Reports
   • Committee Reports

6. Council Appointments and Resignations

   **BIRT the GSA Council ratify the appointments and resignations as detailed in the report for Item 6.** (Kearney/Freure)

   Appointments:
   **Motion to approve the appointment of Betty Xing as Representative.**
   (Amos/Memartoluisse) **Carried unanimously.**

   **Motion to amend to strike David Smith from the appointments noted with the agenda since there is no active Economics GSA at this time.** (Kearney/Freure) **Carried unanimously.**

   Resignations:
   The Chair acknowledges and thanks Lynn Wu,, Bilal Ahmed, George Patrick, and Kyle Rogers for their service on Council.
Carried unanimously

7. Delegations: None this week

8. Presentations:
   a. International Students
      The President heard concerns from international students raised at the June
      meeting and in the following months. A meeting is scheduled with the
      University administration. Bruce would like to receive feedback from Council in
      preparation for the meeting.
      The President will seek information from the University for:
      • What is the basis for the international student tuition increase?
      • Who/what determines the increase?
      • Will the funding packages be adjusted accordingly?

      A significant portion (42%) of the student population is international.
      Bruce will discuss an the possibility to lock students’ tuition to a schedule based
      on their program and to grandfather in students, to ensure net graduate student
      funding is not decreased, to ensure a minimum standard of living and maintain
      guaranteed minimum funding.
      International students face challenges in opportunities to receive additional
      funding, whether it comes from limited employment opportunities to
      supplement academic funding, or eligibility for bursaries and scholarships.
      All students have reasonable expectations to balance their cost of living to their
      type of funding.

      The international student issues, and all student issues, will be address three
      ways moving forward; at the university level, provincial level, and federal level.
      At the University level, Bruce will discuss funding packages, and grandfather in
      students once they are here,
      At the Provincial level, Bruce will work through OGSA to review the 10 hours
      per week limit for employment, and
      At the Federal level, Bruce will work with CASA to review the limits for visa
      students to work off campus.

      The Chair informs councillors of the Council Official Position on Net Student
      Funding. A policy that looks at the net affects of student funding/expenses and
      there should be enough to cover living expenses for graduate students in this
      area. The GSA has a policy basis to advocate on this issue.

   b. Approved Budgets
      Councillors heard an overview of the Association Operating Budget approved
      by the Board on September 1, 2016.
      The Budget report was included in the September e-news sent to members.
      Any future impacts to the budget will be reported to Council. Questions can be
      directed to Jae Kang, Chair Finance Committee of the Board and Rose Vogt,
c. Strategic Objectives Survey Outreach Strategy

The Strategic Planning Committee developed a comprehensive survey that will be sent to every graduate student this term. The results will provide a solid evidence base from which the GSA will lobby at all levels: university, federal, and provincial.

The survey distribution will take place in several stages:

• Email to all graduate department coordinators, to distribute it to graduate students in their department.
• One-Week after a direct email from the GSA will be sent to all students to remind/encourage them to complete the survey
• One-week after the GSA is asking each Councillor to reach out to their constituents, by hiring councilors to actively go “door to door” and actively promote the survey. This should be about 5-10 hours.

  a. Details of rate of pay and job hours TBA and the first job offer will be to Councillors.
  b. Want to promote Councillors as face of GSA Governance.

• There will also be social media promotions, survey draw prizes of 5 X $100 prepaid VISA card.

d. Student Initiatives Funding Rules

A gap to the Council Committees was identified during the budget proposal and development process. A Council Social Committee will be initiated to oversee the social aspects of the GSA.

The GSA needed to review how funding was distributed for social/academic events to departments and clubs. Greater issues were raised in the equitable distribution of funding, and how/who was making funding requests.

The GSA will update all of its associations with departmental GSAs (societies), clubs, and departments that are not formally organized, that is there is no departmental GSA.

A recognized GSA Society is eligible to submit an application for social and/or academic initiative through an executive member, and where there is no society, a social committee of graduate students may apply on behalf of their department.

There will be a monthly or at least three times per term “call for proposals” for events to be held in that month.

The Student Affairs Officer and Communications & Marketing Officer will together approve proposals of up to $500.00, and the Council Social Committee will grant approval for proposals greater than $500.00, according to the recommended schedule identified in the budget memo.

The Terms of Reference for the Council Social Committee will be brought before Council for approval at the next meeting. In the meantime the Council Executive Committee will review and approve proposals the are submitted before then.

Can be reception, workshop, panel, seminar, conference. Push to develop good
ideas.

e. Council Appointments and Student Associations
   There is turnover every year with all of the affiliated associations and there are too many unknowns currently. The intent is to return the decision making to the level of organization that is closest to the student and defer to the recognized association to appoint their representatives to the GSA Council. A new policy will require that a society annually register with the GSA via an on-line registration form. Councillors that were already appointed will be cross-referenced with the updates once their department GSA registers and no further action will be needed for the balance of their term.
   An email was sent out to begin the updates. Please remind and urge your department to register on-line by September 30th, once we receive this form, the appointments current will be legitimate. If the Society does not register, then the councilor will be removed.
   Two step process to bring legitimacy to the organization.

RECESS: 4:45 – 5:00

9. Discussions:

a. International Students
   **Motion to begin in camera session at 5:05 pm.**
   (Amos/Freure) **Carried unanimously.**

   **Motion to end in camera session at 5:26 pm.**
   (Amos/Chandler-Burns) **Carried unanimously.**

   Summary Statement: Important concerns:

   • **Transparency** - tell all students what and when tuition is increasing before they accept an offer. Whatever the costs are students should know in advance.
   • **Financial security** - provide some financial security for international students, once they accept the offer. Schedule to mirror domestic tuition increases thereafter.
   • **Net funding and International Graduate Student Scholarship** - will the amount reflect the increase to tuition, and will the balance equate tuition to a domestic student? Course based programs do not get funding.
   • **Award Eligibility for International Students** - Increase the number of OGS awards available to International Students?
   • **Working off-campus** - limited if receiving a TA or GRS

b. Approved budgets: no questions/discussion.

c. Strategic Objectives Survey Outreach Strategy
   In terms of the use of the survey, the main function is to enhance advocacy
efforts based on concrete data from graduate students. There will be actual breakdowns on positions etc.

The Strategic Planning Committee recommends an annual process of review and the development of an annual action plan, that will be brought to Council. Strategies will be determined by the GSA objectives and how to achieve these objectives, also brought to Council.

Councillors wishing to work on the “door to door” outreach part of the survey initiative may contact the Student Affairs Officer.

Councillor Moon suggests that more prizes for the participants, are available, at least one per faculty.

Al Badawe: get a big event-fill out the survey as a ticket.

The survey is quite comprehensive, and all the findings will be scrutinized. If there is one specific issue going on in a department, we will work with the department.

Although the survey respondents are anonymous, to win a prize the respondent will need to have identifier. To separate themselves from the response, perhaps they can print receipt and get a paper draw entry.

The GSA really needs students to complete the survey to back up the GSA as a member driven organization.

d. Student initiatives funding rules:
   We can assist departments to become organized.
   To clarify: There will be a call for proposals every month.
   At the next meeting there will be more new Councillors and hoping that new councilors would be able to be fill the Student Social Committee.
   The application form should be ready for Monday September 19, 2016.
   This process replaces the previous “Departmental Donation Requests” and Clubs donations requests.

e. Council Appointments and Student Associations.
   The GSA initiated this to get or information and affiliations in order and updated. This is the best way to re-establish lines of communication with societies. There are too many gaps in information. Need to know who the contact is for the Society, especially if they are receiving fees, and we need to know the Councillor appointment term in office.
   Councillors are requested to go online and
f. nominate themselves right now and when the society registers is will be done/updated.
   Updates should be made as soon a changes occur, the information online form will always be available for updating.

10. Motions: none

11. Notice of Motion
   Motion to adopt the 2016/2017 Strategic Plan will be brought before Council at the
next meeting.
The CEC members can bring forward motions on behalf of councilors.

12. Meeting is adjourned at 5:53 pm.

NMK:rv
September 14, 2016
Chair, GSA-UW Board of Directors
Report to Council

September 26, 2016

Questions?
cpugh@uwaterloo.ca

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   1. Midterm Reviews
   2. Governance Structure
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C. Monitoring Activities
   1. Financial Investments
D. Completed Activities
   1. 2016/2017 Budget

A. Ongoing Activities

1. Audit and Risk

The Audit and Risk committee have initiated the 2015/2016 financial audit process with engagement of the auditor as approved at the AGM in March of 2016. The GSA-UW financial year runs from Sept 1st to August 31st. The official audit will not be conducted until after February as the Health and Dental plan allows for submissions 90 days after the closing of the financial year. Therefore we must wait to conduct the audit, however, the planning and process can be initiated now.

The committee is also looking at various risk policies for the organization and making recommendations for future policies to protect the GSA-UW.

B. Planned Activities

1. Mid-term Reviews

This will be the first year the Board will conduct mid-term reviews of the executive positions. The process for this is being decided as it will be the first time, but it will lay the foundation for future years. This will help both the board and the executive
assess the work that has been done and provide time for improvements, if necessary, for the remainder of the term.

2. Governance Structure

Since the GSA-UW changed its governance structure two years ago, we have been observing the results and making plans for more changes to converge on where we would like to be. We will be reviewing the current structure and proposing some modified versions for the next year (May 2017) which will help streamline operations and be more organized for future executive and boards. This process will be ongoing until the New Year.

3. Policy Documents

Last year the board initiated a policy renewal and worked its way through all the policy documents of the GSA-UW. A few of them have been renewed and approved by the board but there are still many more to go. The Governance Committee will be picking up where the policy committee from last year has left off in this process.

C. Monitoring Activities

1. Financial Investments

The finance committee is reviewing the current investment portfolio for the GSA-UW as it has been underperforming in recent years. Members of the committee will be meeting with our financial advisors and will be looking for new directions. They will also be proposing policy documents on this subject to guide future boards in investment practices.

D. Completed Activities

1. 2016/2017 Budget

After many months of dedicated work from the Budget Advisory Committee, Council, the Finance Committee and the Board, the 2016/2017 Budget for the GSA-UW has been approved. I would like to thank everyone for their work and dedication to this process as we believe it to be a more transparent practice for our membership. We will be undergoing a review of the process and making recommendations for next year’s team to help them make it more efficient and even more transparent. I would especially like to thank all those that submitted proposals as well as our Student Affairs Officer Norman Kearney for his implantation of this process.
End of Report

Yours

sincerely,

Chris Pugh
Chair, GSA-UW Board of Directors

September 26, 2016
A. Ongoing Activities

1. SLC/PAC: Important Note

We continue to work through schematics. I am working with the Board of Directors to ensure that we move ahead with a design that provides the best suitable space for the greatest number of graduate students. Leadership from the GSA-UW and FEDs have come to an agreement to increase the size of the Graduate Student Lounge by approximately 400-500 sq ft, bringing the total size of the lounge to approximately 1,200 sq ft to 1,300 sq ft (Which by Ontario Building Code permits a capacity of 60-65 people https://www.osstf.on.ca/en-CA/services/health-safety/information-bulletins/occupancy-and-load-capacity.aspx).

2. Policy 30 “Employment of Graduate Student Teaching Assistants”

Leadership from the GSA-UW is working in partnership with the GSO and faculty members to draft a new policy that will support Graduate Students in their role as being a TA on campus.
3. University Senate: Decreasing PhD enrollment

During the President’s Report to Senate, it was identified that UWaterloo is experiencing a 13% decrease from last year’s PhD enrollment. I have asked the University to investigate this decrease and to provide information for how they intend to address this issue. As a U15 school and “Canada’s Most Innovative School” I think that it is imperative that our numbers are continuously increasing.

4. Provost Meeting:

With support of the Dean’s Council and Ian Orchard, the GSA-UW will be constructing a Terms of Reference with each Faculty for committee appointments. This will help ensure that each department is following a democratic process for appointments, and furthermore that the GSA-UW is not responsible for filling every committee vacancy within every faculty and department, as well as on every university committee. This will be championed by Vice-President Brake. In addition, Ian Orchard has committed to working with GSA-UW and GSO on Minimum Funding for Master’s students this year. We have only begun these conversations as of September and we will provide additional information as this updates.

5. OGSA: Update

I have been charged by the membership to hire a Part-Time Executive Director for OGSA. This directive from the membership is encouraging, as it shows that we are moving forward with becoming a more stable organization. A PT ED will provide OGSA with the support that it needs to have a greater impact at Queens Park.

6. CASA Update:

I am working on creating a Terms of Reference for the “Membership Relations Committee” at CASA. My participation and leadership in the development of the ToR will hopefully ensure that CASA is actively looking to increase its GSA/GSC membership in the future.

7. Hiring a Researcher

Vice-President Brake and myself are working to create a Job Description and will hopefully be out to interview and hire for the position throughout the month of October.
B. Planned Activities

1. President Meeting: Discussing Strat Plan with Feridun Hamdullahpur

I will be meeting with President Hamdullahpur to discuss the potential outcomes of our Membership Survey for the Strategic Plan. It is likely that the information produced in this survey will impact the University and it is important for us to maintain a collegial and respectful relationship throughout the process.

C. Monitoring Activities

Nothing to report.

End of Report

Yours sincerely,

Robert P. Bruce
President, GSA-UW

September 21, 2016
Vice President
Report to Council

October 13, 2016

Questions?
gsa-vp@uwaterloo.ca

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   3. GSA-UW Equity Policy
F. Monitoring Activities
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G. Completed Activities
   1. Fall 2016 Orientation
   2. Fall 2016 Welcome Week

A. Ongoing Activities

1. Strategic Plan

I am continuing to work on both the 1-year and 5-year strategic plans which will be used to guide our organization’s services and advocacy efforts to better serve our membership.

1-year strategic plan. Norman, Indi and myself have been working with the rest of the executive team to analyze the data from the Council and Board surveys that were used to identify what our team should be focusing on for the remainder of the 2016-2017 year. We are now in the process of drafting the final 2016-2017 strategic plan. The overarching themes will be brought to the October meeting of Council.

5-year strategic plan. I am continuing to work with the Council Strategic Planning Committee to prepare the comprehensive strategic objectives survey for its release. The survey is currently being reviewed by Institutional Analysis and Planning (IAP).
While it is being reviewed, Indi, Norman and myself are reviewing the outreach strategy so that we can reach as many graduate students as possible.

2. Filling of Committee Vacancies

Many committees across the University have graduate student vacancies. Having graduate students serve on University wide committees is a great way to ensure that graduate students’ voices are being heard at various decision making levels in the University.

If you, or anybody that you know is interested in filling a vacancy please visit the GSA-UW website for the full list of vacancies, or contact me at gsa-vp@uwaterloo.ca

**Graduate Student Relations committee** – one student needed for this committee

**Provost’s advisory committee on timetabling** – seeking one student to fill this committee

**Academic Working Group of President’s Advisory Committee on Sustainability** – seeking one student to fill this committee

**Food advisory board** – seeking one student to fill this committee

**CEL awards** – seeking one student to fill this committee

**Course Evaluation Project Team** – seeking one student to fill this committee

**Healthy Workplace Committee** – seeking one student to fill this committee

**Science Faculty Council** – seeking two students from the faculty of science to serve on this – typically meet four times per year

**Arts Faculty Council** – seeking two representatives from the faculty of Arts

**Arts Faculty Council Executive** – seeking one representative from the faculty of Arts

**Graduate Affairs Group (Arts)** – seeking one representative from the faculty of Arts

3. Committee Service

I am continuing to serve on the following university wide committees:

Senate
Senate Graduate and Research Council
Graduate Student Relations Committee
Policy 30 (TA Contract)
Policy 42 (Sexual Violence)
Policy 33 (Ethical Behaviour)
Graduate Student Support Advisory Committee
Student Services Advisory Committee
Joint Health and Safety Committee
Library Renovation Committee
Fall Break Steering Committee
Excellence in Graduate Supervision

Committees to report on:

**Policy 42 (Sexual Violence Policy):**
The sexual violence working group has finished incorporating all of the feedback that was received from all of the various stakeholders across the University. Please see Appendix A for a report on this feedback.

The working group has now handed the Policy over to PACE (Provost’s Advisory Committee on Equity). PACE is now in the process of reviewing the policy and determining the next steps.

**4. Budget Memos**

I am currently working on the budget memos that are directly related to activities occurring under my portfolio. The budget memos will be used to direct how spending for various items in the budget will be carried out.

**B. Planned Activities**

**1. Development of a Health and Dental Policy**

I am planning to work with the FEDs over the rest of the 2016-2017 year to develop a policy for our joint healthcare plan. This policy will help to ensure that the plan remains healthy and viable for all students who use the plan.

**2. Development of a Terms of Reference for Committee Appointments**

Myself and Robert have had a couple of meetings with the Vice President Academic and Provost, Ian Orchard to discuss the development of a Terms of Reference for appointing graduate students to university wide committees as there is currently no official mechanisms in place. We have all come to an agreement that this is a necessary step in ensuring all committees are filled and in a regulated manner.
3. GSA-UW Equity Policy

I am planning on working with Norman and Indi to develop an equity policy for the GSA-UW.

C. Monitoring Activities

None to report.

D. Completed Activities

1. Fall 2016 Orientation

Fall 2016 Orientation is now over. We had over 1100 students register for orientation, which is higher than any of the previous year's orientations! Overall, many students had a great experience and felt very welcomed to the graduate student community.

2. Fall 2016 Welcome Week

Fall 2016 Welcome week is now over. This was the first time that the GSA-UW offered a full welcome week with events occurring beyond the Grad House. We also offered many new events at the Grad House, such as Get Involved Day, PowerPoint Karaoke and more! Overall, we had a great turnout to all of the events and positive feedback from students who attended.

End of Report

Yours sincerely,

Jessica Brake
Vice President, GSA-UW

September 21, 2016
Appendix A
Update on Policy 42

Overall, the feedback that Council gave to the sexual violence working group has been well received. Many other stakeholders on campus also shared similar views.

Feedback Item #1

Section 5.2 of the policy, which reads “The University understands that Sexual Violence can have a serious impact on an individual’s physical and psychological wellbeing. Individuals who Disclose or Report Sexual Violence will be treated with compassion, dignity and respect. The University recognizes the individual’s right to not request or participate in an investigation.” We feel that this could be clarified by adding the following “…right to not request or participate in an investigation [add: by the University]”. Students also felt that there needs to be some clarification around when someone would not be participating in an investigation. In particular, we would also like some clarification around when section 5.2 applies.

How this feedback item was received/incorporated:

- By the university has been added
- They committee has also worked to clear up any other areas that may seem vague / unclear

Feedback item #2

Students would like some clarification around the circumstances for when an investigation would take place. For instance, how many cases would need to be reported or disclosed before the university decided to move ahead with an investigation anyways.

How this feedback item was received/incorporated:

- There will be certain circumstances under which the University will not be able to maintain confidentially and may move forward with an investigation, these are:
  - Individual is at risk of self-harm
  - Individual is at risk of harming someone else
  - Members of the University community or broader community may be at risk of harm
  - When release of confidential information is required by law
  - Under contractual obligations to local police (i.e. WRPS)
- The university may initiate an investigation if it is necessary to protect the University community
- This is now clearly identified within the policy
**Feedback item #3**

Students would like some clarification around vexatious allegations and what the university’s steps and involvement would be in such cases.

- The University has an obligation to report vexatious allegations to the local police (e.g. WRPS)
- This has now been clarified

**Feedback item #4**

Students felt that the policy should clearly indicate that the Sexual Violence Response Coordinator will determine whether something is considered to be sexual violence, sexual harassment, and apply the appropriate policy.

- The SVRC will be responsible for doing this

**Feedback item #5**

Students would like some clarification around if / when the university has to report incidents of sexual violence and sexual harassment. Specifically, students feel that there should be clarification around whether or not the University has to report incidents of sexual violence and sexual harassment. And if so, what do they have to report? Students felt that perhaps they should have to report all sexual harassment and violence.

**How this feedback item was received/ incorporated:**

- The University does have an obligation to report. The university will maintain and report anonymized statistics in accordance with legislative requirements
- This is now articulated within the principles and commitments section of the policy.

**Feedback item #6**

Students feel that this policy should be extended to cases where someone is away from the university, but not necessarily representing the university in an official manner. For instance, if there is a four-day conference and an act of sexual violence takes place on the second night of the conference, at a bar away from the conference venue and involves conference participants, members of the university community, or others engaged in business with the university students feel that this policy should be clearly extended to these cases.

**How this feedback item was received/ incorporated:**
- University policies typically only apply to individuals whom are under the auspices of the university.
- This policy will apply to all members of the university community. It will apply to any incidents occurring on University property, and activities under the auspices of the University (i.e. off-campus University sponsored events and activities).
- Individuals who are affected outside of the scope of this policy (i.e. the University’s learning and working environment) will still have access to the available supports (i.e. the Sexual Violence Response Coordinator).
- The scope section of the policy has been revised so that the scope of the policy is clear.

**Feedback item #7**

Students would like to see language that clarifies what happens when minors are involved.

- There is a duty to report disclosures or reports of sexual violence involving minors to Family and Children services
- This has now been clarified

**Feedback item #8**

Students would like to see more specific language pertaining to co-ops, internships, and research assignments. In particular, they would like to have language added that allows the university to remove students from unsafe environments while away on such placements. This removal from the situation should be at the cost of the university. There should also be a process for breaking off relationships. For instance, this policy should clearly articulate when we would dissolve a relationship with an external partner. We would like that this policy clarifies that when there is a problem with an external partner, it will be investigated and dealt with appropriately. There should also be the possibility of dissolving the relationship.

**How this feedback item was received/incorporated:**

- The University will have the power to suspend a relationship with an employer and remove students from unsafe environments

**Feedback item #9**

The co-op office and internship/research assignment supervisors should be facilitating briefings on policy 42, both to the student and to the external partners under whom the student would be working.

**How this feedback item was received/incorporated:**
- This will be part of the education / training that will be implemented with the policy
- When students are on co-op/internship placements, the employer's policy would come into effect

**Feedback item #10**

Students would see benefit in there being a third party investigator involved.

- The working group has officially recommended to PACE that the investigator be external
- PACE however will have the final say on this decision

**Feedback item #11**

There are concerns related to the risk assessment piece. In particular, students are concerned that risks to the University and the University’s reputation might suppress or silence victims of sexual violence. In light of this concern, students feel that the risk assessment should be overseen by a multi-stakeholder oversight committee involving grads, undergrads, faculty, staff, governors, senators, and university administration. This would allow for multiple perspectives to be brought to such circumstances. Overall, students feel that there is the potential for a conflict of interest between investigating complaints and protecting the university unless the risk assessment is overseen by a multi-stakeholder committee, which can counteract any specific interests.

- At this point, the risk assessment is being left up the the University
- However, the policy now explains reasons why a risk assessment would be done
  - When an official report has been made
  - Protect the university community
  - When the University may be required to address legal action

**Feedback item #12**

Students would like to see clarification on how to move along the pathways. They would also like it to be clear that no matter what path is taken; that individuals will be supported along the entire process.

- Support and access to assistance is now outlined in the policy
- In addition to this, the committee has added a section that shows other supports individuals can access throughout the process (i.e. GSA, friends, family, etc.)
Feedback item #13

Students feel that there should be a line in the flow chart that connects health care professionals to the police as there will be times when the health care professionals have to report to the police, and it should be made transparent within the disclosure pathways.

- Confidentiality and limits to confidentiality are now clearly outlined in the policy

Feedback item #14

Students feel that the University needs to make sure that everyone is properly educated on this policy and understands how it applies.

- Education / training will be implemented once the policy is executed

Feedback item #15

Students would like some clarification around timelines for when a victim of sexual violence may file a report. For example, if a student did not feel comfortable coming forward initially, how long do they have before they university would deny the report? There needs to be clear language describing limitations such as these.

- Students can seek support at any time
- The actual timeline for reporting is still not clear, and I have sent this feedback to the chair of the committee
Student Affairs Officer
Report to Council

October 13, 2016

Questions?
gsa-sao@uwaterloo.ca

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A. Ongoing Activities

1. Council Membership

   I have implemented on a trial basis a new system for working with faculty, department, and program level graduate student associations that I am optimistic will enhance coordination between the GSA and the associations and promote accountability in political representation and financial management. Please see the Council Membership report for more information.

B. Planned Activities

1. Midyear progress review

   I am working with the Chair of the Board, the President, and the General Manager to arrange a meeting of senior leadership in the GSA to evaluate progress towards goals for the year and devise a plan for the remainder of the year. The meeting will likely take place sometime in late November or early December.

C. Monitoring Activities

1. MDEI Funding
At the beginning of the Fall 2016 term, students in the MDEI program approached me with concerns about their funding offers. I have been collecting information from the concerned students and I am working with the University to get clarity on the situation.

D. Completed Activities

1. Budget Memos

The Board of Directors entrusted officers and senior staff with developing memoranda governing the management of budget lines. I was assigned responsibility for the Council lines (Member Engagement, Strategic Initiatives, Service Benefits, Satellite Campus Visits, Council Catering, Travel Allowances, AGM Catering) and Graduate Student Programming lines (Graduate Student Initiatives, Clubs, Graduate Societies Summit), as well as Board catering and Graduate House Hospitality Privileges. My instructions for the management of these lines are contained in eight budget memos, which are appended to this report.

2. Council Social Committee

In consultation with Indi Madar and Jessica Brake, I have drafted terms of reference for the Council Social Committee.

End of Report

Yours sincerely,

Norman Kearney
Student Affairs Officer

September 21, 2016
MEMORANDUM
GRADUATE STUDENT INITIATIVES

To: Membership
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

- Graduate students are eligible to apply for funding for social or academic initiatives (e.g. a reception, a workshop, a panel, a guest lecture, a conference, etc.) through the following recognized parties:
  - A recognized graduate student association at the faculty, department, or program level;
  - A recognized club; or,
  - A social committee, consisting of three or more active-status graduate students, formed for the purpose of submitting a proposal for a graduate student initiative.

Funding

- The GSA will consider funding:
  - Up to 100% of for the first $500 of a proposal;
  - Up to 50% of the next $500 of the proposal;
  - Up to 25% of any additional amount of the proposal.

- Proposals that are offered funding by the GSA must provide itemized receipts in order to be reimbursed.
- Funds offered by the GSA must be used in the term that they are offered or in the subsequent term.

How to Apply

- Apply online through the GSA website.
- Proposals from student associations and clubs must be submitted by someone on the list of executives registered with the GSA.
- The GSA will normally call for proposals up to three times per term.
- The deadline for submitting a proposal will normally be two weeks from the call for proposals.
- Proposals must include:
- A description of the initiative;
- An explanation of the expected value of the initiative to graduate students;
- A list of other sources consulted for funding;
- A detailed budget;
- A description of the organizers’ roles and responsibilities;
- Brief biographies of the organizers (social committees only).

**Timeline and Decision**

- Proposals that are submitted before the deadline may be offered funding within two to four weeks.
- Late proposals will not be considered but may be re-submitted through the next call for proposals.
- Proposals costing:
  - Up to $500 will be reviewed and may be approved by the Student Affairs Officer and the Communications & Marketing Officer;
  - More than $500 will be reviewed and may be approved by the Council Social Committee.

**Reporting**

- The Student Affairs Officer and the Communications & Marketing Officer will report all proposals to the Council Social Committee.
- The Council Social Committee will normally approve spending of no more than one-third of the annual budget for Graduate Student Initiative per term. The committee will report any exceptions to Council.

**Right to Rescind Offer**

- The GSA reserves the right to rescind any offer of funding at any time and for any reason, such as on discovery of any material misrepresentation by the applicant.

Norman Kearney  
Student Affairs Officer  

September 21, 2016
Appendix – Funding Application Form (Webform)

Contact Person

Name (Single line text box):
Email (Single line text box):
Student Number (Single line text box):
Program (Radio Button: Master, PhD):
Department (Single line text box):

Organization

Type of Organization (Radio Button: Student Association, Club, Social Committee)
Name of Organization (Single line text box):
Campus Address (Single line text box):

Payee Info

Name of Payee (Single line text box)

Initiative

Name of Initiative (Single line text box):
Date of Initiative (Single line text box):
Time of Initiative (Single line text box):
Location of Initiative (Single line text box):
Cost of Initiative (Single line text box):
Description of Initiative (Multiple line text box):
Explanation of Value to Graduate Students (Multiple line text box):
Description of Organizers’ Roles and Responsibilities (Multiple line text box):
Risk Assessment and Mitigation (Multiple line text box):
Brief Biographies of the Organizers (Social Committees ONLY – Upload Attachment)
Budget (Upload Attachment)
MEMORANDUM
CLUBS RECOGNITION AND SUPPORT

To: Membership
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

• Graduate students are eligible to apply for recognition by the GSA of a social or academic club. Recognized clubs are eligible to receive GSA administrative and financial support.
• Clubs must apply for recognition every term.
• Clubs must file an update to their registration file whenever their organizers change.

Recognition Privileges

• Recognized clubs may be eligible to:
  o Receive up to $200 from the GSA per fiscal year;
    ▪ Clubs must submit itemized receipts in order to be reimbursed.
  o Access additional funding by submitting a proposal for a Graduate Student Initiative;
  o Promote their initiatives through the GSA’s E-News, Social Media, and Website;
    ▪ Contact the GSA Office to submit a request;
  o Use the GSA Logo. Approval is required for each use;
    ▪ Contact the GSA Office to submit a request;
  o Request other kinds of support.

• Use of club privileges will be reviewed and may be approved by the Student Affairs Officer and the Communications & Marketing Officer.
How to Apply

- Apply online through the GSA website.
- An application for recognition by the GSA must include:
  - A description of the purposes of the club;
  - An explanation of the expected value of the club to graduate students;
  - A description of the organizers’ roles and responsibilities;
  - Brief biographies of the organizers.
  - An initial budget; and,
  - A list of signatures of ten active-status graduate students who are interested in being members of the club.

Timeline and Decision

- Requests for recognition will be reviewed and may be approved by the Council Social Committee.

Right to Rescind Offer

- The GSA reserves the right to rescind recognition of a club and/or any offer of funding at any time and for any reason, such as on discovery of any material misrepresentation by the applicant.

Norman Kearney
Student Affairs Officer

September 21, 2016
Appendix – Clubs Application Form (Webform)

Contact Person

Name (Single line text box):
Email (Single line text box):
Student Number (Single line text box):
Program (Radio Button: Master, PhD):
Department (Single line text box):

Club Information

Name of Club (Single line text box):
Campus Address (Single line text box):
Purposes of Club (Multiple line text box):
Explanation of Value to Graduate Students (Multiple line text box):
Description of Organizers’ Roles and Responsibilities (Multiple line text box):
Brief Biographies of the Organizers (Social Committees ONLY – Upload Attachment)

Initial Budget (Upload Attachment)

A list of signatures of ten active-status graduate students who are interested in being members of the club (Upload Attachment)
MEMORANDUM
MEMBER ENGAGEMENT

To: Councillors
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

- Councillors, excluding directors, are eligible to apply for funding for initiatives (e.g. a reception, a town hall meeting, a media campaign, etc.) to engage graduate students in GSA social and political activities.

Funding

- The GSA will consider funding:
  - Up to 100% of the first $250 of a proposal;
  - Up to 50% of the next $250 of the proposal.

- Proposals that are offered funding by the GSA must provide itemized receipts in order to be reimbursed.
- Funds offered by the GSA must be used in the term that they are offered or in the subsequent term.

How to Apply

- Apply online through the GSA website.
- Proposals must include:
  - A description of the initiative;
  - An explanation of the expected value of the initiative to graduate students;
  - A detailed budget;
  - A description of the organizers’ roles and responsibilities.

Timeline and Decision

- Proposals may be offered funding within one to four weeks from when they are submitted.
- Proposals costing:
• Up to $250 will be reviewed and may be approved by the Student Affairs Officer.
• More than $250 will be reviewed and may be approved by the Council Executive Committee.

**Right to Rescind Offer**

- The GSA reserves the right to rescind any offer of funding at any time and for any reason, such as on discovery of any material misrepresentation by the applicant

Norman Kearney
Student Affairs Officer

September 21, 2016
Description and Eligibility

• Executive Officers are eligible to apply for funding for initiatives (e.g. a reception, a town hall meeting, a media campaign, etc.) to engage graduate students in the following GSA strategic initiatives:
  
  o The budget planning process;
  o The strategic planning process;
  o Other initiatives approved by Council.

How to Apply

• Apply online through the GSA website.
• Proposals must include:
  
  o A description of the initiative;
  o An explanation of the expected value of the initiative to graduate students;
  o A detailed budget;
  o A description of the organizers’ roles and responsibilities.

Timeline and Decision

• Proposals will be reviewed and may be approved by the vice-president.

Norman Kearney
Student Affairs Officer

September 21, 2016
MEMORANDUM
SERVICE BENEFITS

To: Councillors and Directors
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

• Each councillor and director (excluding executive officers) will receive a $10 gift certificate at the beginning of their term for the purchase of food or drink at the Graduate House as a gift in recognition of their decision to contribute to enhancing the graduate student experience.

Administration

• The Chair of Council and the Chair of the Board will keep records of their issuance of gift certificates.

Credit Certificates

• Credit certificates will be:
  
  o Signed by the SAO;
  o Denominated in ten dollar amounts;
  o Marked with a unique and non-sequential serial number;
  o Marked as valid for the fiscal year in which they are issued;
  o Marked as valid for redemption after 2pm; and,
  o Marked as non-redeemable for cash.

Norman Kearney
Student Affairs Officer

October 3, 2016
MEMORANDUM
TRAVEL ALLOWANCES

To: Stratford and Cambridge Councillors
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

• Councillors commuting from Stratford and Cambridge may charge costs to the Association for commuting to the Waterloo campus to attend meetings of Council or meetings of Council committees.

Funding

• The Stratford councillor may charge up to $10 per meeting.
• The Cambridge councillor may charge up to $5 per meeting.

Administration

• The General Manager will issue cheques to the Stratford and Cambridge councillors up to the specified amounts at the end of each term based on receipts.

Norman Kearney
Student Affairs Officer

September 21, 2016
MEMORANDUM
HOSPITALITY PRIVILEGES

To: Executive Officers, Directors, and Senior Staff
From: Student Affairs Officer
In Force Until: April 30, 2017

Description and Eligibility

• Executive Officers, the Chair of the Board, and the General Manager are authorized to charge food and drink from the Graduate House to the Association for GSA business.
• Authorized individuals may assign their hospitality privileges to another person provided that they email the Graduate House Manager with the name of the person and the amount for which they are authorized to charge the Association.
  o Assignments will expire after use but may be renewed by an authorized individual.

Funding

• Over the course of the 2016/2017 fiscal year, the authorized individuals may charge up to:
  o $1,210 for the President;
  o $605 for the Vice-President;
  o $302 for the Student Affairs Officer;
  o $302 for the Communications & Marketing Officer;
  o $151 for the External Affairs Officer (Canada);
  o $151 for the External Affairs Officer (Ontario);
  o $302 for the Chair of the Board; and,
  o $151 for the General Manager.

Notice to the Graduate House

• Authorized individuals will email the Graduate House Manager twenty-four hours prior to using or assigning their hospitality privileges, or as soon as possible.
• The Graduate House will charge the Association for food and drink at retail prices.
Norman Kearney
Student Affairs Officer

September 21, 2016
MEMORANDUM
OTHER SAO LINES

To: Executive Officers, Senior Staff
From: Student Affairs Officer
In Force Until: April 30, 2017

• In addition to lines covered by other memoranda, the Student Affairs Officer will manage the following budget lines:
  
  o Satellite campus visits ($1,300)
    ▪ The SAO will organize visits to the satellite campuses (Stratford, Cambridge, and Kitchener) once per term.
    ▪ Executive Officers will be invited to attend the visits.
    ▪ Whenever possible, catering for these events will be sourced from the Graduate House.

  o Council and Board catering ($1,100 + $300)
    ▪ Whenever possible, catering for meetings of Council will be sourced from the Graduate House. Orders will normally be placed on the Monday prior to meetings of Council/Board.

  o AGM catering ($200)
    ▪ If possible, catering for this event will be sourced from the Graduate House.

  o Graduate societies summit ($235)
    ▪ If possible, catering for this event will be sourced from the Graduate House.

Norman Kearney
Student Affairs Officer

September 21, 2016
Communications and Marketing Officer
Report to Council

October 13, 2016

Questions?
gsa-cmo@uwaterloo.ca

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   5. Outreach strategy - ‘Enhancing Graduate Student Experience’ Survey

A. Ongoing Activities

1. ‘Enhancing Graduate Student Experience’ Survey

It is currently being reviewed by Institutional Analysis and Planning (IAP) for approval. In the meantime, Jessica, Norman and I are reviewing and finalizing the outreach strategy, including promotional content, messaging, etc.

B. Planned Activities

1. Women in STEM mix-and-match event

The Women’s Centre (Feds-operated) approached the GSA to collaborate on an event that will bring together graduate students and select undergraduate students to meet and discuss about their experiences and future opportunities as women in STEM. Please note that the details of the collaboration have not yet been determined as I will meet with the event organizers on September 22nd.

2. Aftermath of the Orlando Shootings: Public Panel
The event organizers (Anik and Brian) have now confirmed a date and time for the event. **Please mark it on your calendars:** November 10\(^{th}\), 2016 – 6:30 pm, at Kitchener Public Library. The promotional material will follow in the coming weeks. The GSA is assisting the event organizers with logistical and other operational tasks. **Please let me know if you’d like to volunteer for this event, we can use all of the help we can get!**

### 3. Fall off-campus events

There are two upcoming family-friendly events this Fall. One is a Pumpkin Patch at Snyder Farm (October), and the other is a Matinée Screening at Princess Cinema (November). These events are meant to cater to graduate students that have dependents, and do not necessarily take part in the events at the Grad House. Nevertheless, these two off-campus events are open to all graduate students seeking to partake in off-campus programming!

### C. Monitoring Activities

#### 1. GSA Communications Plan

I’m documenting the communication strategies that are successful (and unsuccessful, and why), all while continuing to engage with campus-wide stakeholders. These processes will be included in the Communications Plan.

#### D. Completed Activities

##### 1. Welcome Week – Fall 2016

Welcome Week was a success! Thank you to all of those that attended some events, and even volunteered, we truly appreciate it!

##### 2. Outreach strategy - ‘Enhancing Graduate Student Experience’ Survey

As previously stated, some items in the outreach strategy will be reviewed now that the launch date has changed. If you have any ideas, please share, I would love to hear them: gsa-cmo@uwaterloo.ca.

### End of Report

Yours sincerely,

Indi Madar
Communications and Marketing Officer

September 21, 2016
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A. Committee Appointments

A. Committee Appointments

Henry Leopold (Systems Design Engineering) has expressed interest in serving on the Strategic Planning Committee. I have consulted with the chair of the committee, Jessica Brake, and we recommend his appointment.

The proposed Social Committee, if approved, will require appointments. Since Budget Advisory has no scheduled meetings, no appointments are necessary at this time.

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<td>Graham Mayberry</td>
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End of Report

Yours sincerely,
Norman Kearney
Student Affairs Officer
September 21, 2016
Council Strategic Planning Committee
Report to Council

October 13, 2016

Questions?
gsa-vp@uwaterloo.ca

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A. Ongoing Activities

1. Comprehensive strategic objectives survey

The comprehensive strategic objectives survey was initially set to be released on Monday September 16th. However, it was brought to the committee's attention that the survey must be approved by the University of Waterloo's Institutional Analysis and Planning (IAP) department before it can be released. The survey was sent to IAP on Friday September 16th and is currently being reviewed.

2. Outreach Strategy

Given the extra time that we have now that the survey is being reviewed by IAP, the outreach strategy and ways of promoting the survey are currently being revised so that we can reach as many students as possible. Some changes have already been made, such as the feedback that was received at the September meeting of Council about increasing the amount of gift cards for the draw. Rather than only having one gift card per faculty for the draw, there will now be three, which means there will be a total of 18 gift cards valued at 100 dollars to be won. In addition to this, if the response rate of the survey is 50% or higher, the Grad House will hold a special free food event.

B. Planned Activities
1. Town Halls

Once the feedback from the surveys has come back and has been analyzed we are planning on holding town halls in each faculty so that we can further explore the needs of graduate students. This will also help to ensure that the data has been interpreted accurately and that we are not missing anything.

C. Monitoring Activities

1. Strategic Planning Process

The committee is continuing to monitor the strategic planning process and the guiding principles so that we can ensure we stay on track with our objectives for the development of the strategic plan.

D. Completed Activities

1. Setting of Guiding Principles

The committee has finished setting the principles that will guide the 2016-2017 strategic planning process. These can be found in Appendix A.

End of Report

Yours sincerely,

Jessica Brake
Chair, Council Strategic Planning Committee

September 21, 2016
The Strategic Planning Committee of the GSA-UW Council recommends that the following principles guide the 2016-2017 strategic planning process.

1. The GSA-UW’s Mission, Vision and Values will be upheld throughout the strategic planning process.

2. In the process of developing the strategic plan, the GSA-UW should engage with as many graduate students as possible in order to get their inputs.
   a. A plurality of approaches shall be taken in both the outreach strategy, such as a combination of formal and informal approaches to ensure that we are reaching as many students as possible.

3. The strategic plan should place its efforts not only on advancing academic issues that graduate students are facing, but it should also place an emphasis on those issues that are beyond academic matters. In this sense, the strategic plan should recognize that graduate students need to develop skills beyond academia in order to realize certain carrier goals, and as such, the strategic plan should identify ways in which this can be done.

4. The survey methodology that will be used as part of the strategic planning process shall survey a wide variety of interest groups, rigorously collect and analyze data to ensure research rigour, and promote two-way communication/feedback between the GSA-UW and its membership.

5. As tasks arise during the strategic planning process they shall be assigned to those who are best able to perform the task. For instance, councillors would likely be the ones to engage with their department, whereas the GSA-UW executive would be the ones to organize the town halls.

6. The strategic planning process shall be made transparent.

7. Alumni graduate students should be included in the outreach in order to provide advice based upon their experiences as graduate students and to help identify things that the GSA-UW might focus for the years to come as part of the strategic plan.
The GSA promotes decision-making at the closest feasible level to graduate students. Whenever possible, we defer to student associations at the faculty, department, or program level for guidance on GSA services, policy, and advocacy. Decisions are relayed to the GSA by way of appointed councillors.

To ensure that graduate students are legitimately represented, a new registration process has been implemented. The process requires associations to register with the GSA each term and whenever their executive or GSA representative changes.

By registering, a student association becomes entitled to:

- Appoint a councillor (or multiple councillors, in the case of faculty level associations);
- Receive fees charged to members of the association, which are collected by the University and held in trust by the GSA;
- Apply for funding under the new Graduate Student Initiatives program; and,
- Request administrative support and other assistance from the GSA.

The data that the GSA-UW had on the status of faculty, department, and program level graduate student associations and the methods for collecting these data were found to be poor. This process is intended to improve data quality and collection methods in the interest of accountability. It is hoped that the process will also promote better transition planning.

The process is being tested in the Fall 2016 and Winter 2017 terms and a policy will be brought forward for consultation with associations, councillors, and other stakeholders prior to being implemented on a permanent basis.

For graduate students who are not represented by a faculty, department, or program level student association, councillors are elected. Elections are being held in October 2016.

* An asterisk indicates a change from the previous report.
## Appendix – Council Membership (As of October 5, 2016)

<table>
<thead>
<tr>
<th>Applied Health Sciences</th>
<th>Councillor</th>
<th>Term Ends</th>
<th>Registered Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology</td>
<td>Graham Mayberry</td>
<td>April 28, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Recreation &amp; Leisure Studies</td>
<td>Becca Mayers</td>
<td>September 30, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>School of Public Health and Health Systems</td>
<td>Julia Goyal*</td>
<td>August 31, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Master of Social Work</td>
<td>Milena Urbanaj*</td>
<td>April 30, 2017</td>
<td>No</td>
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<table>
<thead>
<tr>
<th>Arts</th>
<th>Councillor</th>
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<th>Registered Association</th>
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</thead>
<tbody>
<tr>
<td>Accounting &amp; Finance</td>
<td>*</td>
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<tr>
<td>Public Issues Anthropology</td>
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<tr>
<td>Classical Studies</td>
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<tr>
<td>Master of Digital Experience Innovation (MDEI)</td>
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<tr>
<td>Economics</td>
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<tr>
<td>English Language &amp; Literature</td>
<td>Meghan Riley</td>
<td>August 31, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
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<tr>
<td>French Studies</td>
<td>Emily Runstedler*</td>
<td>August 31, 2017</td>
<td>Yes</td>
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<tr>
<td>Germanic &amp; Slavic Studies</td>
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<td></td>
<td></td>
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<tr>
<td>History</td>
<td>Russell Freure</td>
<td>September 1, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Master of Peace and Conflict Studies</td>
<td>Jackiy Boychuk</td>
<td>December 31, 2016</td>
<td>Yes</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Chris Wass*</td>
<td>September 14, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Political Science</td>
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<td>Term Ends</td>
<td>Registered Association</td>
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<tr>
<td>Master of Public Service (MPS)</td>
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<tr>
<td>Psychology</td>
<td>Mona Zhu</td>
<td>April 30, 2017</td>
<td>Yes</td>
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<tr>
<td>Religious Studies</td>
<td></td>
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<tr>
<td>Sociology</td>
<td>Brittany Etmanski*</td>
<td>April 30, 2017</td>
<td>No</td>
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<tr>
<td>Engineering</td>
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<tr>
<td>Master of Business, Entrepreneurship, and Technology (MBET)</td>
<td>Adaobi Ndubisi*</td>
<td>April 30, 2017</td>
<td>No</td>
</tr>
<tr>
<td>Architecture</td>
<td>Michael Lee*</td>
<td>September 21, 2017</td>
<td>Yes</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Kun Feng*</td>
<td>October 30, 2016</td>
<td>Yes</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering</td>
<td>Dylan Dowling* /Mariam Javed</td>
<td>April 30, 2017</td>
<td>No</td>
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<tr>
<td>Electrical &amp; Computer Engineering</td>
<td>Mohamed El Badawe</td>
<td>May 1, 2017</td>
<td>Yes</td>
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<tr>
<td>Management Sciences</td>
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<tr>
<td>Mechanical &amp; Mechatronics Engineering</td>
<td>Kissan Mistry*</td>
<td>August 31, 2017</td>
<td>Yes</td>
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<tr>
<td>Systems Design Engineering</td>
<td>Henry Leopold</td>
<td>April 30, 2017</td>
<td>No</td>
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<tr>
<td>Environment</td>
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<tr>
<td>Geography and Environmental Management (GEM)</td>
<td>Vicky Vanthof*</td>
<td>December 12, 2016</td>
<td>Yes</td>
</tr>
<tr>
<td>Global Governance</td>
<td>Justine Salam</td>
<td>December 12, 2016</td>
<td>Yes</td>
</tr>
<tr>
<td>School of Environment, Enterprise, and Development (SEED)</td>
<td>Sophia Esmail</td>
<td>December 12, 2016</td>
<td>Yes</td>
</tr>
<tr>
<td>School of Environment, Resources, and Sustainability (SERS)</td>
<td>Patricia Huynh*</td>
<td>December 12, 2016</td>
<td>Yes</td>
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<tr>
<td>Department</td>
<td>Councillor</td>
<td>Term Ends</td>
<td>Registered Association</td>
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<tr>
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<tr>
<td>School of Planning</td>
<td>Ashley Rudkevitch*</td>
<td>?</td>
<td>Yes</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>Applied Mathematics</td>
<td>Lindsey Daniels</td>
<td>August 31, 2018</td>
<td>Yes</td>
</tr>
<tr>
<td>Combinatorics &amp; Optimization</td>
<td>Chris van Bommel*</td>
<td>?</td>
<td>Yes</td>
</tr>
<tr>
<td>Computer Science</td>
<td>David Choi</td>
<td>?</td>
<td>Yes (not CS)</td>
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<tr>
<td>Pure Mathematics</td>
<td>Anton Mosunov</td>
<td>?</td>
<td>Yes</td>
</tr>
<tr>
<td>Statistics &amp; Actuarial Sciences</td>
<td>Danqiao Guo*</td>
<td>?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
<td></td>
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<tr>
<td>Biology</td>
<td>Maxwell Bui-Marinos</td>
<td>June 30, 2017</td>
<td>Yes</td>
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<tr>
<td>Biochemistry &amp; Chemistry</td>
<td>Ryan Amos</td>
<td>August 31, 2017</td>
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<tr>
<td>Earth and Environmental Science</td>
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<tr>
<td>Physics and Astronomy</td>
<td>Jeff Salvail</td>
<td>April 30, 2017</td>
<td>No</td>
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<tr>
<td>Pharmacy</td>
<td>Gokul Raj Pullagura*</td>
<td>August 31, 2017</td>
<td>Yes</td>
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<tr>
<td>Vision Science</td>
<td>Alan Yee</td>
<td>May 1, 2017</td>
<td>Yes</td>
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<tr>
<td><strong>Theology</strong></td>
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<tr>
<td>Catholic Thought</td>
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<tr>
<td>Theological Studies</td>
<td>Stephanie Chandler Burns</td>
<td>April 30, 2017</td>
<td>No</td>
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<tr>
<td><strong>At-Large</strong></td>
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<tr>
<td>Samantha Shortall</td>
<td>N/A</td>
<td>April 30, 2017</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The Graduate Student Association – University of Waterloo

2016-2017 Strategic Plan

An agreement between:

The GSA-UW Council and
The GSA-UW Executive Officers;
Robert Bruce, GSA-UW President
Jessica Brake, GSA-UW Vice President
Norman Kearney, GSA-UW Student Affairs Officer
Indi Madar, GSA-UW Communication and Marketing Officer
Sondra Eger, External Affairs Officer – CASA
INTRODUCTION

This document reflects a shared understanding between both the GSA-UW’s Council and the Executive Officers on the current advocacy interests of University of Waterloo graduate students. Council directs the Officers to give their attention to assessing the current state of these advocacy interests and to report regularly to Council any pertinent information. Council may direct the Officers to take specific actions to advance advocacy interests from time to time.

BACKGROUND

This document addresses 11 advocacy themes. These themes were identified through a consultation process that took place over the Spring 2016 term. The GSA-UW administered a survey (see Appendix A) to its Board of Directors, Council, and Executive Officers, which asked them questions about what the GSA-UW should be focusing on this year. After the survey was administered and the results were analyzed further consultations and discussions occurred with members of the executive and Council to further explore what the GSA-UW should be advocating for on behalf of graduate students. This document reflects that themes that were identified in collaboration with all stakeholders through these processes.
ADVOCACY THEMES

The following 11 themes will guide what the GSA-UW advocates for on behalf of graduate students at the University of Waterloo for the remainder of the 2016-2017 year.

1. SUPPORTING THE COMPLETION OF HIGH QUALITY DEGREES

Funding sufficient to cover the cost of all fees and typical living expenses in the Waterloo region and reasonable expectations of research rigour and output for all students to enable concentrated study and professional development and the completion of degrees at a high level of quality within reasonable timeframes.

2. TRANSPARENT DECISION-MAKING

Transparent processes for assigning teaching and research assistantships, scholarships, and other sources of funding.

3. PROACTIVE COMMUNICATION

Direct and advance notice to affected students of any upcoming fee increases.

4. SUPERVISORY EXCELLENCE

Promoting a culture of mutual respect and accountability between supervisor and student, and dedication on the part of the supervisor to the student’s professional development.

5. FAIR EMPLOYMENT

Teaching and research assistantships and other academic employment opportunities, such as sessional course instruction, that promote professional development and mitigate impacts on the student’s own studies.

6. TEACHING EXCELLENCE
High quality teaching that supports knowledge acquisition and retention and promotes curiosity, critical and creative thinking, and intellectual leadership.

**7. CAREER SUPPORT**

Opportunities for all graduate students to promote themselves and their research to the public and to academic and non-academic employers, and training and initiatives that support these activities.

Opportunities for all graduate students to gain paid experience in non-academic industries where their talents may be employed.

**8. COMMUNITY**

A culture of collegiality, both social and academic, among not only graduate students but also with faculty and staff and among departments.

**9. WELLNESS**

Initiatives to promote the physical and mental wellness of both individuals and communities, and action to mitigate underlying causes of stress affecting graduate students.

**10. ADEQUATE SPACE**

Well-ventilated, quiet, naturally lit, dedicated office space with ergonomic desks and chairs, shelving, and lockable storage units for every full-time, research-based graduate student.

**11. PERMANENT RESIDENCY**

Support for improved access to permanent residency status for international students in recognition of the strengthening effects that they have on the quality of Canada’s postsecondary education and research output.
**DISCUSSION AND CONCLUSIONS**

In conclusion, the 11 themes that were identified within this document will be used to guide the GSA-UW’s advocacy and service efforts for the 2016-2017 executive year.

The GSA-UW advocates for its members at the following levels: University, Municipal government, Provincial government, and Federal government. The themes within this document will help to shape some of the conversations that are had at each of these levels so that we can work with each of these stakeholders to enhance the academic and social experiences of graduate students at the University of Waterloo. There are various ways in which each theme may be advocated for such as, but not limited to: committee work, conversations with various stakeholders, and involvement in external organizations (i.e. CASA/OGSA).

Some of the areas identified within this document may require further exploration so that we can better understand graduate students’ needs with respect to each of the themes. Thus, this document may also be used as a conversation starter and a tool that can be used to further explore the needs of graduate students at the University of Waterloo.
Appendix A
Strategic Objectives Survey

Board of Directors/Officer Version

Dear Director/Officer,

The Graduate Student Association (GSA-UW) would like to thank for visiting our strategic plan survey.

If you choose to participate in this survey your responses will help to inform the process of developing a strategic plan that will help us better serve graduate students. This pilot survey is the first step in the process used to identify key needs of graduate students and to assist the GSA-UW in developing its 2016-2016 strategic plan. The data collected from the survey will only be used for the described purposes.

This survey will take about 5-10 minutes to complete. Your responses are voluntary and will be kept confidential (within the limits of the law).

The survey will be open until Friday July 22\textsuperscript{nd} at 5:00pm.

If you have any questions or concerns, please contact Jessica Brake, Vice-President of the GSA-UW at gsa-vp@uwaterloo.ca.

Thank you,

The Strategic Planning Committee of the GSA Council.

Background Information

1. Name

Survey Questions

1. What, if anything, is standing in the way of students at UW realizing their goals?

2. What are some things that could be done to enhance the experience of graduate students at UW?

3. What are some things that have benefited graduated students at UW that you would like to see continued?

4. Is there anything specific that you feel we should be advocating for this year (i.e. 2016/2017)?
5. Any additional comments?

Council Version

Dear Councilor,

The Graduate Student Association (GSA-UW) would like to thank for visiting our strategic plan survey.

If you choose to participate in this survey your responses will help to inform the process of developing a strategic plan that will help us better serve graduate students. This pilot survey is the first step in the process used to identify key needs of graduate students and to assist the GSA-UW in developing its 2016-2016 strategic plan. The data collected from the survey will only be used for the described purposes.

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If you have any questions or concerns, please contact Jessica Brake, Vice-President of the GSA-UW at gsa-vp@uwaterloo.ca.

Thank you,

The Strategic Planning Committee of the GSA Council.

Background Information

1. Name

2. Department

Survey Questions
1. What, if anything, is standing in the way of students in your department realizing their goals?

2. What are some things that could be done to enhance the experience of graduate students at UW?

3. What are some things that have benefited graduated students at UW that you would like to see continued?

4. Is there anything specific that you feel we should be advocating for this year (i.e. 2016/2017)?

5. Any additional comments?
Appendix G – Social Advisory Committee

4.01 There will be a standing committee of Council called the Social Advisory Committee.

4.02 Social Advisory Committee Membership
The membership of this committee shall consist of the following:

a. Ex-officio
   i. The communications and marketing officer, who shall chair the committee.
   ii. The graduate house events coordinator.
   iii. The student affairs officer.

b. Elected by Council
   i. One member of Council from each faculty* of the university.
   ii. One member of Council from among the members of the Board of Directors elected by the membership of the GSA-UW.

(*For the purpose of eligibility to serve on the committee, councillors representing students not housed within a faculty will be deemed by Council to be housed within the most appropriate faculty.)

4.03 The term of office of members elected pursuant to paragraph 4.02.b shall be one year. Each member is eligible for re-election.

4.04 Powers and duties of the Social Advisory Committee
The Social Advisory Committee shall have the following powers and duties:
   a. To consider, study, and review all matters pertaining to the social objectives of the GSA-UW.
   b. To prepare and update from time to time, on behalf of Council, a social plan and to make recommendations to Council thereon.
   c. To receive from time to time proposals from the membership of the association for clubs and initiatives, and to make decisions thereon.
   d. To undertake such studies as Council may designate from time to time.
   e. To report to Council, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Council to the committee from time to time.
   f. To consider, study, and review the general policies governing the social planning process and to make recommendations to Council thereon.

4.05 Meetings of the Social Advisory Committee
The committee shall normally hold three (3) regular meetings per term. Special meetings of the committee shall be called by the chair of the committee.

Revision History: Approved by Council on __, 2016.