Present:
Adrienne Canning, Amy Cox, Agata Stypka, Takuto Shiota, Yifan Wang, Stacy Chappel

Regrets:
none

The meeting was called to order at 10:35 am with Canning in the Chair.

STANDING ITEMS

1. Approval of Agenda

M/S
Agenda was approved with the following added to Other Business:
Chinese lamp festival – Wang
Director of Residence hiring - Wang
Department Grant issue – Chappel
Exec Pictures - Shiota

CARRIED

2. Approval of Minutes

M/S
Minutes for January 12, 2010 Executive Board meeting were approved with corrections.

CARRIED

3. Business arising from the Minutes

Canning checked in on tasks noted in the January 12, 2010 minutes:

Chappel has not yet circulated the health and dental update, and will do so.

Canning has not yet circulated the MITACS information, and she noted she hasn’t had any concerns raised by students about changes to Intellectual Property rules, but she feels the exec should keep MITACS on the radar in future.
Stypka circulated the event information

Canning has not heard back regarding non-academic behaviour policies, and has solicited information from the BC GSSs about comparable policies in their universities.

Chappel submitted the job description as requested.

Executive members had all worked on recruiting candidates for the GSS election.

Siesmic upgrade information was received, in particular from Physics, where the impact had already been resolved. At this point it is information to carry forward to future major renovations.

The meeting with the EPLS students was completed, and second year students were refunded.

A letter was sent to Senate advocating maintaining mandatory graduate student seats on department chair appointment committees.

Chappel attended the BOG meeting, and notes Kalin McCluskey from GRC also attended, and a report on capital projects which included a timeline for the Athletics facility was accepted without comment.

Canning and Chappel sent a letter to the Ministry of Advanced Education requesting the GSS be permitted to participate in any discussion regarding the Tuition Limit Policy with the UVIC Administration.

**TASK: Chappel to research when budget letter is expected, and possible next steps for Athletics campaign.**

Cox has obtained some watercolour art but will have to wait until Al is back to discuss catering promotions.

Chappel noted Al is expected back during reading week.

Shiota reported the consultation on the restaurant has been set.

4. **Executive Reports**

**Communications:** Cox reported the call for submissions was issued for the next issue and she has had two submissions to date. She met with Camosun students in the applied communications program who would be interested in working on layout and website design as school projects.

Canning asked if their deadlines would work with the GSS publications schedule.

Cox said she is still checking on that, but the best fit would be their year end final project.

**Student Affairs:** Wang reported he attended the hiring committee meetings for the Director of Residences on January 28 and February 1. Two candidates are being interviewed.

**Services:** Stypka reported there have been several events since the start of term, including the International Student welcome breakfast, which was packed, weekly Wednesday coffee, which continues to be popular, the Craigdarroch castle tour, which sold out, and the James Bond party which was attended by about 60 people.

Canning was thanked for initiating some social games at the Bond party, which brought some members more into the activity.
Stypka noted current work of the “Team Fantastic” is looking at a day ski trip to Mt. Washington, and a March 31 casino night in the David Clode Room. She wanted to know the volunteers were doing a great job!

Finance: Shiota reported he was part of collective bargaining and it is going well so far, and has met with Chappel and Milkert regarding establishing a dedicated fund for personnel expenses such as mat leaves, as directed by the membership at the AGM. This will probably be done using excess funds in capital, rather than moving those funds to the building fund this year. Further, he has been discussing moving funds from the Capital Fund to the Operating Fund in order to cover ongoing cash flow while waiting for the first fall membership fees. The funds could be invested most of the year and the main function would be to cover cash flow and save the work of doing each transfer. Both of these fund transfers will need AGM approval. Shiota also reported attending the meeting to review the Executive Director job description and the AVP Academics appointment committee.

Chair: Canning reported she met with Stypka and Shiota regarding the Executive Job Description and review. She attended the convocation committee and its two subcommittees. She may seek a replacement to finish her term on that committee as committee work has become extensive for her, and this could be filled by another graduate student. She attended the solidarity lunch with CUPE locals, UVSS and the Faculty association. She noted each other group has covered the costs of one lunch except the GSS. All of these lunches have been catered by the GSS. The meetings have been very useful in keeping the GSS hooked in and informed.

M/S
Whereas all other member groups have sponsored lunch for the solidarity meetings, and
Whereas the cost would be minimal, therefore
The GSS will cover the cost of the next joint lunch.
CARRIED

Canning reported she attended, along with Stypka, an informal lunch meeting with the other BC GSS Chairs at the Grad House. Some minutes were taken by Josh from SFU, which she will forward, and some joint tasks were completed, such as the letter to the Ministry of Advanced Education regarding audit requirements for provincial and federal student organizations. She noted UNBC wishes to host the next meeting in the summer.

Canning reported the Graduate Executive Council meeting was cancelled so she couldn’t attend. She did attend the Bond meeting and Craigdarroch castle tour.

INTERNAL BUSINESS

5. Election Calendar

M/S
The Election Calendar is approved as follows:

February 9 – Executive Board approves referenda and elections schedule and planned stipend for Electoral Officer.

February 10 – Chappel sends call for candidates for Electoral Officer to Grad Reps as well as a call for members of the Electoral Appeals Committee.

February 18 – receive health and dental renewal bids.

February 19 – staff review bid and submit proposed question to executive board for approval.
February 22 – Executive Board finalizes referenda questions.

February 23 – Grad Council Meeting-- Executive Board circulates candidate nomination forms and information; GRC elects an Electoral Officer; Executive Board notifies grad reps of elections and referenda dates and referenda question; Electoral Committee struck.

February 24 – GSS obtains permission for circulation of notice of referenda and election from University Secretary. GSS obtains permission for use of webvote.

February 26 – deadline for submitting advertising to the Martlet.

March 1 – formal notice of election and referenda is circulated to grad reps.

March 2 – formal notice of election and referenda is circulated to all registered grad students by UVIC.

March 4 – Election and referenda notice ad runs in martlet.

March 5 – Nominations open.

March 16 – Nominations close (all nominations forms are checked by staff).

March 17 – March 26 – Campaign period.

March 24, 9 am – Polls open.

March 26, 4 pm – Polls close Electoral Office picks up results from University Secretary's office.

March 27 – staff post election and referenda results.

March 30 – results are reported to the SGM.

April 6 – last day a complaint can be lodged regarding the election/referenda. (This hasn't happened in the organization's memory. Should it happen, the Electoral Committee would be struck to review the result, and their decision would be final).

CARRIED

TASK: Chappel will add election of members to a stipend review committee to the Grad Council Agenda for February.

M/S

Electoral officer stipend will be $100 payable on receipt of report to the Annual General Meeting.

Electoral Committee members will also be paid a stipend of $100 only if required to meet to resolve a formal complaint regrading the election or referenda.

CARRIED

TASK: Chappel to notify grad reps of opportunity to stand for electoral officer and Electoral Committee membership, as well as dates of election.

TASK: Chappel to prepare elections material for circulation at Grad Council February meeting.
6. **Health and Dental Plan referenda**

Chappel reported the GSS anticipates receiving a bid on the health and dental plan renewal on February 18th. She hopes the GSS will be able to set a referenda question that runs in tandem with the GSS Elections. This would ensure the majority of students could vote—in past the question took too long to formulate and the vote was held in May, when about 20% of members are not able to vote.

Chappel reported it is likely there will be a fee increase referendum required for dental, along with some changes to the health and dental plan coverage options to vote on.

**TASK:** Chappel to circulate information on renewal, and options for the question by email.

**M/S**

*The health and dental referenda question will be approved by email.*

**CARRIED**

7. **Proposed changes to policy manual**

Chappel referred to proposed policy manual changes circulated with agenda.

**M/S**

Organizational Development committee, consisting of Canning, Chappel and Shiota, will meet to review proposed policy and submit recommendations to the executive's March 2 meeting.

**CARRIED**

**TASK:** All executive members are to read through the proposed policy manual changes and circulate comments and concerns to the executive via email propr to February 19.

The Chair moved to consider the EPLS fee and Athletics fee issues together are they are both related to the Tuition Limit Policy.

8. **Tuition Limit Policy issues**

It was reported second year students are being refunded the EPLS $350 per term fee on the basis that it doesn't match the calendar requirements for their year.

**TASK:** Chappel to consult lawyer for next steps on this and the athletics fee issues.

**TASK:** Chappel to notify Ms. Kristi Simpson the GSS does not consider the issue closed with the refund to second year EPLS students as the tuition limit policy is still open.

9. **Capital Planing**

**M/S**

*Chappel is directed to obtain a quote for office storage and desk additions, for consideration with the 2010-2011 capital budget.*

**CARRIED**

Food and Beverage Committee
10. **Food and Beverage Committee**

Shiota reported there will be a Food and Beverage consultation Wednesday at 2 pm.

11. **Strategic Plan**

The executive reviewed the strategic plan and the status of the goals set at the Executive Retreat.

**GOAL: Improve travel grant and funding for fine arts**

Fine Arts funding – Chappel emailed the reps in fine arts departments who were supportive and gave information about the types of things (such as transport of art work) that might not be considered. It was discussed in Operational Relations, and the Dean suggested considering other underfunded areas.

*Recommendations: A more specific proposal is needed on these items, following up on consultation with the dean to date.*

**TASK: Canning to write Leina Pauls about including funding questions and chair's discretionary funding in the space audit questions.**

**GOAL: Make audits of provincial and national student organizations mandatory under university act, in the same manner as local student union audits are mandatory**

This was raised at the joint meeting of BC GSS Executives and a joint submission was made to the Ministry of Advanced Education.

**GOAL: Reinstate Pacific Leaders Scholarship**

This was raised at the joint meeting of the BC GSS Executives and it was decided to advocate for a better program. Further discussion occurred at the BC GSS Chairs lunch last week, and the SFU Chair will be drafting a joint letter.

**GOAL: Improve childcare options for graduate students**

The GSS has been active in the UVIC Childcare Action group, including supporting a speaker event and the “Don't Burst Our Bubble” campaign day. Grad reps had been active in attending events and the relevant BOG meetings where childcare was discussed, and sent letters in as part of the childcare campaign. The GSS is assisting with hosting online documents related to the childcare issue. The GSS was a signatory to a joint letter with Faculty, the unions and the UVSS.

**GOAL: Support CUPE 4163 bargaining**

Information on bargaining process was not available yet.

**Increase graduate student senate seats**

**VICTORY! Graduate students now have three dedicated senate seats (as opposed to one).**

**Ensure independent fee referenda on Athletics fee**

Obtained independent reporting of grad student vote on athletics, with 77% of our members opposing the fee. However, UVIC still considers the result of all the students (undergrad and grad combined) to be the relevant
result at this time. Launched a formal complaint to the Ministry of Advanced Education regarding potential violation of Tuition Limit Policy, and maintained pressure on that issue. Campaign Committee did an excellent job and continues to work on this issue.

GOAL: Obtain minimum standard for graduate student office space

English Grad Rep, Leina Pauls volunteered to lead a space audit and has initiated a plan and first meeting for volunteers.

Recommendations: additional support for the space audit will be helpful to ensure it is full and complete.

GOAL: Win a dedicated graduate student seat on BOG

This has been raised with all levels of administration and UVIC is maintaining a change to the University Act is required, although neither SFU or UBC strictly follow the university act in this regard.

Recommendations: promote the option of running to graduate students and ensure membership is aware graduate students are running.

GOAL: Organize a cross-disciplinary grad student conference

This goal was revisited and dropped mid term due to time constraints.

GOAL: Maintain print publication of the Unacknowledged Source

Two issues have been produced, and additionally the unacknowledgedsource.ca has been successfully launched. Congrats to the communications team!

GOAL: Run a variety of excellent events throughout the year

There has been at least one event every week, with most weeks offering more than one option. Popular new events included: wednesday coffee mornings; the Halloween dance; craigdarroch castle tour. Successful changes included: opening the international student welcome to all students (a request made by international students) turn out of international students increased and overall turn out went from about 20-30 to 130. IESS has continued to support the event generously. Canadian students did make the effort mix and meet the new international students, so it was also successful in terms of a welcoming event. Donations from UVIC and businesses increased. Use of Grad House increased, so it was also beneficial to the restaurant.

Recommendations: Congratulations to Agata, the volunteer committee and Miles! Agata’s schedule template should be maintained for use by future Directors of Services as an example. Doubling the events budget and hiring a part time staff to support events has proven effective.

GOAL: Provide free handbooks at low cost to society

This was completed, though two weeks later than hoped. The layout was improved and the slimmed down volume was generally successful.

Ad sales were increased successfully, and distribution of the books was greatly improved.

GOAL: revamp personnel policy and job descriptions
Maternity leave policy and sick leave were clarified and implemented. Overall draft policy is complete, draft job descriptions are complete and being reviewed along with collective bargaining process.

**GOAL: Upgrade Computer system**

This was completed.

12. **Collective Bargaining Update**

Shiota gave a brief update on bargaining.

**M/S**

*Whereas Shiota is attending several day long sessions as part of collective bargaining, therefore*

*The GSS will cover the cost of Shiota's lunch for any day he attends as the GSS Executives rep to collective bargaining.***

CARRIED

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**EXTERNAL REQUESTS**

13. **Campus Garden**

Canning referred to the call for support from the UVIC Campus Garden, which is slated to be moved to a new undetermined location.

**M/S**

*The GSS supports the Campus Garden.*

CARRIED

**TASK:** The GSS will write the university in support of the campus garden.
**TASK:** Chappel will circulate the call for letters to the grad reps.
**TASK:** if deadlines permit, the GRC will be asked to consider a motion in support of the campus garden.

14. **Positive Space Network (PSN)**

Chappel reported the PSN had offered to host a workshop for the GSS on gender and queer sensitivity for 12 participants.

**TASK:** Chappel to contact PSN and offer to circulate an invitation to graduate students interested in the workshop from among grad students, and to host the workshop in the Grad Centre at no cost to the PSN.

15. **Anti_Violence Project (AVP)**

Canning reported she had been contacted by AVP who are interested in including a graduate student seat on the AVP board. Graduate students currently pay a $2 per term fee to AVP.

**TASK:** Canning to meet with AVP and request a call for candidates.

16. **Welcome Centre Advisory Board**
Chappel reported there have been no nominations for this committee.

**TASK:** Chappel to ensure the call continues to circulate in the bulletin.

**TASK:** Canning to repost on the bulletin board.

### CLOSING ITEMS

17. **Other Business**

   a. **Photos of the Exec**

   Shiota proposed photos of the executive and past executives be framed and mounted in the GSS as a record. He noted he had met a former chair from the 80's and was saddened he didn't know of her because of the lack of visible record.

   **TASK:** Chappel to get some pricing information.

   b. **Dragon and Lion Dance**

   Wang reported the Chinese Students Association is hosting a dragon and lion dance Saturday Feb 27 on ring doad as part of the New Year (Lamp Festival). Wang said he hoped an executive member would be able to speak.

   **TASK:** Wang to send text regarding event to Chappel for inclusion in event bulletin.

   c. **Department Grant**

   Chappel reported there was a confusion with and EDCI department grant due to two similar grants being submitted, where the GSS had understood there was one and had told a student there was $500 available. The grad rep was brand new to Grad Council and signed on both proposals for a total request of $1000, where only $700 was available, but may have done so in err simply because the events were very similar, not realizing one was a new request. The student who had originally approached the GSS for funding ended up covering expenses she had reasonably expected would be covered, but the GSS could only fund $200 through department grants. The student could not obtain a refund as the expense was a flight for a speaker.

   Chappel reported she had directed the student to alternate sources of funding. Chappel asked if there was discretionary funding available to help the student since she had ended up covering event costs out of her own money but had made every effort to proceed in the correct process, and had simply been caught by a misunderstanding.

   **TASK:** Chappel to continue support the student in seeking alternate funding.

   **TASK:** Chappel to discuss with the grad rep to find out where the misunderstanding occured, review the terms of department grants with the grad rep, and explain the grad rep role in regards to avoiding competing grant proposals.

   **M/S**

   *Up to $300 in contingency funding will be used to support the the EDCI event in order to avoid the member being out of pocket for any expenses related to the event.*

   **CARRIED**
d. **Next meeting**

   Next meeting will be on March 2.

e. **Grad Council**

   TASK: Chappel to circulate draft grad council agenda.

Meeting adjourned at 12:30 pm

sc/SC

Minutes approved by:

__________________________________  __________________________________________
Adrienne Canning, Chair              Stacy Chappel, Executive Director