EXECUTIVE BOARD

MEETING MINUTES

APRIL 28, 2010 11 AM
GSS ROOM 112

Present:
Adrienne Canning, Nick Graham, Qi Ke, Kalin McCluskey, Matt Park, Stacy Chappel.

Regrets:
none.

The meeting was called to order at 11:09 am with McCluskey in the Chair.

STANDING ITEMS

1. Approval of Agenda

M/S Graham/Canning
RESOLVED the agenda is approved with the following amendment:

Strike item 8
CARRIED

2. Approval of Minutes

M/S Park/Graham
RESOLVED the minutes for the April 14, 2010 Executive Board meeting are approved with the following correction:

on Page 6 Chappel and Park (and not Canning) were to meet with Facilities Management regarding the roof/wall leak.
CARRIED

3. Business Arising from the Minutes

Chappel reported she had not looked into training options with VIRCS yet.

McCluskey reported she had spoken to the staff at AVP but not yet invited them to a meeting.

Canning sent an Executive Report template to the Executive Board members.

Park reported he and Chappel have a meeting with Facilities Management Thursday at 9:30.
McCluskey reported she had spoken informally to Mike Large and he is willing to continue with the Ruckus Committee on the issue of the Tuition Limit Policy.

McCluskey reported she had met with the Dean and also with Shiota of last year’s exec and Ashbourne of CUPE 4163 regarding Travel Grants and would report on the discussion later in the meeting.

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**INTERNAL BUSINESS**

4. **Executive Reports**

**Communications:** Canning reported transition discussion with Amy Cox is still ongoing. She attended the Executive Transitions meeting. Since the past meeting she attended the VP Research Meeting, where a new policy for Post Docs was discussed, including options for their health coverage. Canning reported she also asked Dr Brunt (VP Research) if his office would be willing to contribute to travel grants and he said he will talk to VP Academic Cassells. She reported she met with Chappel regarding collective bargaining.

**Finance:** Park reported he answered student email, much of which was about travel grants, and set up meetings for finance duties. He reviewed background material on his position. He attended the Executive Transitions Dinner.

**Chair:** McCluskey reported she met with Dean Devor regarding Travel Grants, and met with the CEP bargaining team along with Chappel. She attended a discussion on professional development for graduate students hosted by FGS, along with other campus stakeholders. She attended a meeting at FGS about academic accommodation for students with a disability. She reported she met with James Coccola, who is incoming UVSS Chair as well as a BOG rep, and Leanne Wilties who is a student Senator. She attended a Faculty of Graduate Studies meeting (where she noted new programs being approved with “no additional funding required”, and discussion of policy on releasing external examiner comments to graduate students was discussed again). She attended the Executive Transitions Dinner.

**Services:** Graham reported he reviewed the template of last year's activities prepared by Stypka, met with Waghray. There are two upcoming events scheduled, a brewery tour, which King-Jones is arranging so may actually be free for 30 members, and include Driftwood and Phillips, and a Ghost Walk tour, which would have a slightly reduced rate. Tentative events for the summer are volleyball at the sticky wicket, Goldstream park outing, and a Canoe Trip. He reported he has received the contact list for volunteers from “Team Awesome”, and hoped they would stay involved. He also invited students he knew to join. He attended the Executive Transitions Dinner.

Chappel reported she had been offered a free laughter yoga workshop by Ruby Peckham (it is Laughter day May 2) and asked whether the Exec wanted this organized as a fun free event for grad students.

Canning suggested a ping pong table would also be fun.

Bocce was mentioned.

**TASK:** Chappel to arrange a laughter yoga event with Peckham.

**TASK:** Chappel to investigate ping pong and Bocce options, including storage for ping pong.

**M/S McCluskey/Canning**

*RESOLVED Up to $600 is allocated from the Capital Fund for purchase of a ping pong table (including a protective cover) and some nicer quality bocce sets.*
CARRIED

Student Affairs: Ke reported she attended the Executive Transitions Dinner, and had just returned Monday from a course in Brazil. She reviewed documentation related to her position and met with both Jing Qian and Yifan Wang, past Directors of Student Affairs. She set up her email but hasn’t received messages, so needs to have it checked.

EXTERNAL REQUESTS

5. Travel Grants

McCluskey referred to the briefing note in the agenda, along with the correspondence between the GSS and FGS about the travel grants.

She noted the Dean had agreed to adjust the March conference expenses into the 2009-2010 fiscal year, as previously agreed. She provided the data on travel grant approvals from the two meetings with Dean Devor:

<table>
<thead>
<tr>
<th>Grant info</th>
<th>Meeting 1</th>
<th>Meeting 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TG1 Request received after Mar 8 for travel in Mar 2010 (pending approval)</td>
<td>$7,300.00</td>
<td>$7,300.00</td>
</tr>
<tr>
<td>TG2 Approved for April 2010</td>
<td>$15,700.00</td>
<td>$15,400.00</td>
</tr>
<tr>
<td>TG3 Request received since 8 March request April 2010 attendance (pending approval)</td>
<td>$10,400.00</td>
<td>$9,500.00</td>
</tr>
<tr>
<td>TG 4 Already approved for Mar 2010</td>
<td>$21,500.00</td>
<td>$14,686.00</td>
</tr>
</tbody>
</table>

McCluskey noted the TG 4 amount would not come out of the $200,000 allocated to 2010-2011.

McCluskey reported Dean Devor had suggested allocating $30,000 per month May-August to ensure there were funds in August.

Chappel suggested this would make sense if dispersals were typically even through the summer months.

[McCluskey called for a 10 minute break so Chappel could calculate dispersal data monthly based on the previous year’s data at 12:30 pm]

[The meeting reconvened at 12:40 pm]

Chappel reported that according to the data provided by FGS, disbursement of grants in terms of number of grants (and not amount) were as follows:
<table>
<thead>
<tr>
<th>Month</th>
<th># of grants</th>
<th>% of annual total</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>84</td>
<td>15.00%</td>
</tr>
<tr>
<td>May</td>
<td>123</td>
<td>23.00%</td>
</tr>
<tr>
<td>June</td>
<td>72</td>
<td>13.00%</td>
</tr>
<tr>
<td>July</td>
<td>23</td>
<td>5.00%</td>
</tr>
<tr>
<td>August</td>
<td>26</td>
<td>5.00%</td>
</tr>
<tr>
<td>September</td>
<td>23</td>
<td>4.00%</td>
</tr>
<tr>
<td>October</td>
<td>48</td>
<td>9.00%</td>
</tr>
<tr>
<td>November</td>
<td>28</td>
<td>5.00%</td>
</tr>
<tr>
<td>December</td>
<td>13</td>
<td>2.00%</td>
</tr>
<tr>
<td>January</td>
<td>33</td>
<td>6.00%</td>
</tr>
<tr>
<td>February</td>
<td>31</td>
<td>6.00%</td>
</tr>
<tr>
<td>March</td>
<td>37</td>
<td>7.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>544</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**M/S Canning/Park**

RESOLVED subject to approval by CUPE 4163, pending travel grants will be approved and paid out in the amount of $9500 for travel in April 2010 from the 2010-2011 contingent of $7300 for Mar 2010 being paid out from 2009-2010 Fiscal year by FGS.

CARRIED (unanimously)

**M/S Canning/Park**

RESOLVED The GSS requires from the Faculty of Graduate Studies the following policies are implemented in administration of the travel grants program:

- 30 day time limit for submitting receipts is strictly enforced
- where the amount applied for is lower than the maximum grant, the amount applied for is the amount approved
• a lower amount grant category is created for local travel, with an amount to be determined
• monthly accountability reports will be provided to the GSS
• data from the past year will be provided to the GSS

CARRIED

Park requested the Faculty of Graduate Studies is asked for clarification on what happens when grants are unclaimed after the 30 day deadline for submitting receipts, in regards to making the funds available for pending or future applications.

[Ke left the meeting at 1pm]

6. Collective Bargaining

[The meeting went in camera at 1:00 pm]

[The meeting came out of camera 1:25 pm]

M/S McCluskey/Park

RESOLVED the GSS Executive will seek a mediated discussion between the Executive Board, Executive Director and CEP staff as a first step in reopening bargaining.

CARRIED

7. Capital Briefing

McCluskey noted the briefing on Capital was received for information.

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CLOSING ITEMS

The meeting adjourned at 1:30 pm

sc/SC

Minutes approved by:

K. McCluskey
Kalin McCluskey, Chair

Stacy Chappel, Executive Director

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