EXECUTIVE BOARD

MEETING MINUTES

NOVEMBER 18, 2010

Present:

Adrienne Canning, Nick Graham, Matt Park, Stacy Chappel

Regrets:

none

The meeting was called to order at 10:32 am with Adrienne Canning in the Chair.

STANDING ITEMS

1. Approval of Agenda

The chair asked for additions to the agenda, and seeing none noted the agenda was approved.

2. Approval of Minutes

M/S Park/Graham
Minutes for the November 4, 2010 Executive Board meetings are approved as presented with minor corrections
CARRIED

3. Business arising from the minutes

TASK: Chappel to post committee calls outside office

TASK: Chappel to finalize childcare advisory committee rep information

TASK: Canning to circulate Western GSS meeting agenda

TASK: Chappel to ask CUPE for the cost of display unit

TASK: Chappel to circulate July minutes

TASK: Canning and Graham to finalize travel plans for Western GSS summit


**TASK:** Chappel to arrange stipends for travel

**TASK:** Canning to organize travel grants meeting, and to integrate information on AIS into the agenda.

**TASK:** Chappel to write to faculty regarding vote on 1 year MA program and GSS concerns.

**TASK:** Ke to find out who Dec 6 donation cheque should be sent to.

4. **Executive Reports**

**Chair:** Canning referred to written reports. Noted she met with solidarity reps, and they are meeting again in January. She wants to bring up common concerns, and note concerns about calendar changes consultations process. She also reported she had added content to the unacknowledgesource.ca site and had some calendar changes at GEC modified.

**Services:** Graham reported October was very busy with events, including the Halloween party, salmon run. He had met with Chappel and Park regarding the events budget, and chaired the Health and Dental appeals.

**Finance:** Park reported that most of his update was in the emailed report. At Food and Beverage Committee, there was a decision to start ads with CFUV, Monday Magazine and the Gordon Head Neighbourhood Association. He attended Senate Learning & Teaching and will have a written summary of key point. Peer evaluation is a big issue right now.

**TASK:** Chappel to arrange a credit for the BBQ.

5. **Food and Beverage Committee**

Park referred to his executive report

6. **Personnel Committee**

Chappel reported the staff retreat had gone well. The main item was a discussion led by Jonny Morris regarding mental health issues. The staff had identified this as a concern, as occasionally a very distressed student will arrive at the office and there is always nervousness it hasn’t been handled correctly. Jonny Morris is an MA student, just completed, in Child and Youth Care with a background in suicide prevention and crisis counselling. He volunteered to attend and facilitate the discussion.

**Key items of discussion**

- the GSS already contributes to the emotional well being of graduate students by providing events and community feeling to our members, and this is the appropriate means for our organization to intervene.

- peer support is effective at reducing reliance on more intensive/crisis based interventions. SFU and UBC both have effective peer support models, primarily around peers providing other activities. A sample might be a thesis writing morning, which provides structure and helps de-stress the writing experience.

-Morris suggested the GSS document the events and their impacts as a means to garner further support for this programming from UVIC.
- Should students in crisis come to the office the appropriate step is to call counselling, tell them clearly that this is an emergency, and to take the student over. Campus security can help after hours, and there is a doctor on call through health services, as well as psychiatry services and nurses on staff.

- Morris suggests staff become familiar with the "Is Path Warm" signs of suicide" (Ideation (forming the idea of suicide), Substance abuse, Purposelessness, Anxiety, Trapped, Hopelessness, Withdrawal, Anger, Recklessness, Mood changes). This is a simple guide for noting whether a situation is serious.

**Next steps:** training for both staff and board should be done at the beginning of each board term; materials can be placed on display to refer to counselling and other services; documenting the work GSS does and its impact on students, when known; build support for peer/drop in casual social events to help students feel they have community;

**7. Finance Committee**

Second quarter statements were tabled. Chappel circulated the business letter from the auditors. Chappel explained the business letter is a normal part of the audit where the auditors provide recommendations on improving operations to the Board.

**TASK:** Chappel is to draft a briefing on steps being taken to address issues raised in the business letter.

**INTERNAL BUSINESS**

1. **Meeting with UVIC Senior Administration**

Canning circulated minutes from the last meeting.

2. **Western GSS - GSA Conference at UBC.**

Canning asked that everyone be at the GSS at 3:30 to go to the ferry.

Items on the agenda are: Tri-council funding, housing, childcare, student loan interest rates and deadlines, involvement/input in allocation of funds, tuition fee increases, access to copyright changes.

UVIC GSS items for discussion are: FGS structure at each school, travel grants, org charts for GSSers, athletics fees and services, BC Tuition limit policy, funding packages and consistency of funds year to year, one year MA programs and leaves, representation to committees and departments.

3. **FGS Meeting**

Chappel reported she had contacted the lawyer regarding our questions about the calendar. She has written to the departments with one year MAs about our concerns.

Park confirmed he will be attending the meeting to raise the GSS concerns about the one year MA proposal.

4. **Travel Grants**

Canning proposed this discussion is tabled until the trip to Vancouver, and can be discussed on the ferry.

5. **English Class proposal**
Canning said she is keen to put a funding proposal together to get support for this project.

Graham said he is concerned this will step on CUPE’s toes.

**TASK:** Graham will contact CUPE to discuss.

Other overlap or partners could be the Learning & teaching centre, the International Exchange Student Services.

**TASK:** Chappell will ask Shiota to look into comparisons with their current services.

6. AIS

Chappell reported there is nothing back yet from grad reps.

**TASK:** Chappell to send a reminder to grad reps to obtain the AIS information.

7. Visiting students and health and Dental

Canning reported she was part of a discussion at the Graduate Executive Committee about language in the calendar indicating visiting graduate students are part of the GSS health plan. She reported she pointed out these students are not paying GSS fees, and as such are not members as per the terms of our plan, so UVIC should not be advertising this service to the students (or should pay their membership fees). The language was removed.

Canning reported Angela Martin asked if the GSS could contact them to come up with terms under which we can offer this coverage. Canning suggested we seek a letter of understanding.

**TASK:** Chappell to develop a proposal.

8. Elections to Faculty wide committees

Chappell reported that there are two faculty wide bodies graduate students can be elected to. One is Dean search committees, the other is the Faculty Councils. As the GSS membership expands it becomes more difficult to manage these within the faculties, for the following reasons:

- Faculty-side student councils become less or more active at different times

- Ensuring involvement of all students is more difficult to do informally with larger populations and distance students

A possible option would be to have these elections through webvote, just as with the GSS Executive Board.

**TASK:** Chappell to discuss with the University Secretary’s office regarding options for formalizing Faculty-wide voting.

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**EXTERNAL REQUESTS**

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1. Committee Appointments

a) Farquarson Award
M/S Park/Graham
Kelly Henderson is elected the GSS representative to the Farquharson Award Committee
CARRIED

b) Gillian Sherwin Award

M/S Graham/Park
Liton Xu is elected the GSS representative to the Gillian Sherwin Award Committee
CARRIED

c) UVIC’s 50th Anniversary

TASK: Chappel will circulate a call to the membership

d) Athletics and Recreation Advisory Committee

TASK: Chappel will circulate a call to the membership

e) Associate Dean of Graduate Studies Search

TASK: Chappel will circulate a call to the GRC

f) Non-Academic Misconduct

TASK: Canning will obtain the draft, and arrange a meeting for the executive.

g) Accommodations for students with a disability

TASK: Chappel will circulate a call to the GRC

OTHER BUSINESS

There was no other business.

Meeting adjourned at 12:28.

sc/SC

Minutes approved by:

Adrienne Canning, Acting Chair

Stacy Chappel, Executive Director