MAY 10, 2011

Present: Julia Munk, Matthew Park, Fatma Didem Dogus, Yanmin Xu, Michael Anthony, Stacy Chappel

Regrets: None

The meeting was called to order at 12 noon with Munk in the chair.

STANDING ITEMS

APPROVAL OF THE AGENDA

M/S Anthony/Dogus
RESOLVED Agenda approved with addition of Senate Standing Committee elections to External Business
CARRIED

APPROVAL OF THE MINUTES

M/S Park/Anthony
RESOLVED Minutes from the April 28, 2011 minutes are TABLED

EXECUTIVE REPORTS

Finance: Park referred to written reports. He noted there will be a senate learning and teaching committee report summarizing what is going on and still pertinent coming Monday.

Services: Xu referred to written reports. She noted the Brewery Tour is scheduled for May 18th. She has been meeting Miles later regarding advertising, have draft of events for the year, will send for next meeting. Still trying to organize winery and cider tour

Communications: Anthony referred to his written report.
**Student Affairs:** Dogus reported her trip was good and she would submit a written report.

**Chair:** Munk referred to her written report. She noted she is working on the retreat agenda with Brandy. She said she will steal Matt's time later today for Strategic plan and policy review.

**Executive Director:** Chappel reported she had spent much of her time on orientation for Brandy in her new position, and on scheduling staff for the summer. She also noted she had been using the task manager, and asked whether her own tasks were also visible.

Munk asked for impressions of the task manager software.

Park said he preferred it to Outlook.

Chappel said she liked the idea of a wiki for shared document drafting as the word processing function in the program was limited. However, she did like the tasks, and had set up her website to include a tab to login. Another item she would prefer is being able to add milestones to other people's task lists, which was not possible.

**TASK:** Item for the next meeting agenda will be means of Internal communication

**COMMITTEE REPORTS**

**Access and Accommodation:** Munk referred to written reports. Looks like UG policy is set to be passed at Senate in May. Joel Lynn has said interested in setting up meeting regarding grad student accommodations. Committee -- many students gave input, but most of it hasn't been taken up.

**TASK:** Julia to contact new Senators and invite them to GRC and to meet with us

Park concerned that issues raised on misconduct policy not taken up also, but he had thought we were told they were included.

**Faculty of Graduate Studies:** Munk noted she had submitted a written report, related to the report she had given verbally last meeting.

Park asked about peer review policy -- "normally" was removed in meeting between Dean Devor and Michael Webb, chair of Senate L&T centre after the 21st FGS meeting that Julia attended.

Chappel asked if that was possible?

**TASK:** Investigation chain of authority on policy decisions.

Munk said Dean Devor reported that the wording would be passed at the next FGS meeting, which is now postponed to the Fall. Her understanding is Devor will be taking proposed wording to the next
FGS, now in the Fall, and then it will go to Senate for approval.

**GRAD HOUSE UPDATE**

Chappel reported the new menu is out, and has been well received. Chappel and Sistili have been considering using the small side only over the summer. Seating capacity will be enough if the banquetttes are swapped for the large blue couches. Chappel noted bargaining has started to be scheduled. She also noted scheduling had been difficult.

Park said he was impressed at the restructuring of the schedules thus far.

**PERSONNEL UPDATE**

The meeting went in camera for a brief personnel update.

**COMMUNICATIONS UPDATE**

Anthony reported he had been working on a communications budget and expected the next meeting he will table a budget for approval for the year. On the handbook, Anthony reported that last year we made a decision to go with Island Blue printing and the quality was similar (high end photocopy) but was significantly cheaper. Last year, revenue from the FGS grant and the ad sales covered costs. This year, it appears FGS is questioning the grant. So Anthony is looking to make the handbook self sustaining. One idea he is considering is flash drives as an option to extend the advertising. Pre-programmed power point that works only the first time with the advertising. Additional advertising presence will net some new customers, by keeping the advertising rates the same with the thumb drive advertising. He noted he had one company already agree to an ad.

Anthony also reported he got a handbook quote from Island Blue, who agreed to the same price as last year ($4.10 / book) with slightly more books being printed (he is considering 1500). Anthony also noted Miles has been great help with the ad sales. He noted he will need to meet with Yanmin regarding events and advertising in the handbook. Last year we added special dates (holidays, mole day, Pi day)

Finally, Anthony noted he continues to work on the website.

**INTERNAL BUSINESS**

**SUMMER GRC**

Munk asked if going ahead with a GRC meeting was still a good idea.

Chappel suggested to have a meeting regarding about the strategic plan as a means to bring GRC on board as the new year begins.
Park asked the purpose of the meeting.

Anthony said one was the purpose of the referendum, but this might be too late.

PERSONNEL

Park noted a job description for the operations manager has been drafted.

**TASK:** Park to circulate Operations Manager job description, and Executive Board members will submit any comments.

**M/S PARK/ANTHONY**

RESOLVED Operations Manager position hours and wages approved as per presentation and with standard benefits as per policy.

FURTHER RESOLVED the Operations Manager job description will be approved by email after feedback has been received.

CARRIED

EXTERNAL BUSINESS

MEETING WITH DEAN DEVOR

Munk reported the meeting time proposed had fallen through.

Munk was asked to set up a time with the dean and circulate and invitation.

Park noted the travel grants policy proposals from GRC should be brought to the meeting.

SENATE COMMITTEES

**M/S Fatma/Xu**

RESOLVED Exec are elected to Senate Standing Committees as follows:

- Academic Standards – Fatma Dogus
- Appeals – Julia Munk
- Continuing Studies – Yanmin Xu
- Learning and Teaching – Matt Park
- Libraries – Fatma Dogus
- Planning – Michael Anthony

CARRIED

VARIA

OTHER BUSINESS
Park asked whether new Exec members have big questions for the meeting with the former Executive Board members tonight?

The meeting adjourned at 1:28 pm.

Approved, Chair

Approved, Executive Director

sc/SC