EXECUTIVE BOARD

MEETING MINUTES

JUNE 7, 2011
GSS ROOM 112

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

Regrets:
none

The meeting was called to order at 12:14 pm with Munk in the Chair.

STANDING ITEMS

1. Approval of Agenda
   M/S Anthony/Dogus
   Resolved Agenda is approved with the addition of 'meeting time' to Other Business
   CARRIED

2. Approval of Minutes
   M/S Anthony/Xu
   Resolved Minutes for April 28, 2011 are approved with grammatical and format revisions.
   CARRIED

   M/S Park/Anthony
   Resolved Minutes for May 24, 2011 are approved with grammatical and format revisions.
   CARRIED

3. Business Arising from the Minutes

Munk reported she had not yet heard from the graduate student senators

Chappel reported Department Grant policy had not yet ben revised.

Dogus reported she had emailed transition services and was waiting for a response. Meeting is st for June 222.
Chappel reported the health and dental FAQ is complete for the referendum.

Chappel reported there was no concern raised at the staff meeting about the hiring of a note taker.

Chappel reported the Operations Manager job description had been completed and given to Sistili.

Park reported he had posted a history of Student Affairs (UVIC) draft policies for the Exec to read.

**TASK: All Exec memebrs to read the draft Non Academic Misconduct Policy and make comments.**

Park reported he had uploaded the Policy on Accommodation for Students with a Disability policy revisions on basecamp.

Munk reported she had given feedback on the Accomodation Policy for undergraduates

**TASK: Chappel to circulate last briefing on auditors business letter.**

**TASK: Chappel to give Park travel grant policy change information from Grad Council.**

4. **Executive Reports**

**Director of Finance:** Park referred to his written report.

**Director of Communications:** Anthony referred to his written report.

**Student Affairs:** Dogus referred to her written report.

**Director of Services:** Xu reported the brewery tour had to be cancelled by the brewery. The Cider tour is set for June 27. All information on events has been sent to Tia at iESS who keeps the international grad student list serv.

**Chair:** Munk referred to her written report. She noted she had also met with AVP Student Affairs Jim Dunsdon and talked about the non-academic misconduct policy. He is seeking additional feedback on additional documents related to the policy. Munk reported they also discussed on campus housing, healthier food choices on campus, and opportunities for graduate student work in residences. Grad Registrar is in an review process. He also said he would like to support the GSS to get further reps on Senate. Noted Dylan at the UVSS is working to get polling stations on campus during elections. Munk will have regular bi-weekly or monthly meetings with Jim.

**TASK: Anthony to contact Dylan Sherlock at the UVSS regarding polling stations.**

**Executive Director:** Chappel referred to her report.

5. **Committee**

**UVSS Advocacy Committee:** Dogus reported the Advocacy committee distributes funds to the advocacy groups and the meeting discussed the budget. Dogus asked that the role of GSS regarding student advocacy groups be added to the retreat agenda.

**Advisory Committee on Academic Accommodations and Access for Students with Disabilities:** Munk reported she had received a request for two appointments (or re-appointments) from the GSS to this committee.
Munk said there are two graduate student seats and she has been holding one. She said she wishes to continue as the representative.

**TASK:** Munk to send Terms of Reference to Chappel

**TASK:** Chappel to send a call for candidates.

**Health and Dental Appeal Committee**

Cristal Sargeant has stepped down.

**TASK:** Chappel to send a call to grad council for members.

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**INTERNAL BUSINESS**

6. **Food and beverage update**

Nothing to report

7. **Personnel**

[the meeting went in camera to receive a Personnel report]

8. **Bargaining**

[the meeting went in camera to receive a Bargaining update]

9. **Protocol for Committee Appointments**

Chappel reported that committee appointments can become confusing because some notices are sent to the chair and some to the E.D. or the office front desk. She asked that all appointments be sent to her so she can keep track of appointments, calls for candidates. A copy should also be sent to the Chair for inclusion in the agenda.

Park noted GSS Policies 5 and 18 on Committee Appointments.

Fatma reported she had been sent an email regarding an upcoming meeting on the Advisory Council on International Strategic Planning.

Chappel noted this is because the previous Director of Student Affairs had held this position.

**M/S Munk/Anthony**

RESOLVED Fatma Dogus is elected the GSS Representative to the Advisory Council on International Strategic Planning.

**CARRIED**

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**INTERNAL BUSINESS**

10. **Finance**

Park reported he is working on executive portfolio budgets for Communications and Events.
11. Capital

M/S Munk/Dogus
RESOLVED $1,500 is allocated from the Capital Fund to replace the coil for the keg cooler compressor.

CARRIED

12. GSS Advocates program
Dogus reported the group forming the Advocates program met and reviewed the programs at other GSS.

Dogus will be mapping out other university structures, Chappel will be summarizing anonymized sample cases from GSS history, and our wonderful volunteer Al Hanna will be preparing a draft handbook for students making an appeal.

Dogus reported the intention is that the next meeting will be with the Ombudsperson.

13. Communication
Anthony reported he has made a plan for communications for the year, which includes eliminating print copies of the Unacknowledged Source this year, and begin to use flash drive calendars as an alternative. Currently ad sales are at $2,000 and some are pending. Anthony said key concerns are the Dean's comment he would like to reduce the handbook grant.

M/S Anthony/Park

RESOLVED $14,000 is approved from the communications budget in the Operating Fund for use as follows:

$6150 handbook
$4250 for 1,000 flash drives
$3500 web redesign
$150 for web hosting

CARRIED

14. Meeting with Dean Devor
Munk reported she is meeting with Dean Devor June 16 and all are welcome.

TASK: Chappel to provide Travel Grants Motions information.

TASK: Munk to circulate room number so others can attend.

Items for discussion: value of the handbook, invitations to CAGS meeting this Fall, deadline for agenda items for FGS meetings.

15. BC GSS meeting invitation
TASK: Chappel to get CAGS meeting dates.

TASK: Exec members should respond to survey.

Goal is to send as many reps as possible.
16. **Meeting times**

Fatma requested a shift to meeting time to 12:30 in July as she has a conflict with a class.

17. **Summer schedule**

Munk is away June 17-23

Dogus will be away June 8-15

Xu will be away part of July

Anthony will be here, but will defend in August, so will be busy at that time.

Park says he is stuck here with no escape.

Chappel is away July 4-15 and August 1-12 (holidays).

Meeting adjourned at 2:10 pm

sc/SC

Minutes approved by:

[Signature]

Chair

[Signature]

Executive Director