University of Victoria Graduate Students' Society
Executive Board meeting

April 11, 2011

MINUTES

Present: Dallas Hermanson, Colleen Clement, Brian Pollick, Pål Skar, Jon Potter, Stacy Chappel

The meeting was called to order at 2:16 with Hermanson in the chair

TASKS ASSIGNED

TASK: Chappel to add social media to the retreat agenda as a discussion topic.
TASK: Pollick will develop a table of contents for the privacy policy for consideration at the next meeting.
TASK: Chappel to follow up with Sistili regarding liquor control duties and staff job descriptions.
TASK: Clement and Chappel to meet and review social media and email protocol.

STANDING ITEMS

AGENDA

M/S
RESOLVED The agenda is approved with the following changes:
Addition of Privacy
Addition of Communications and email
Removal of Strategic Plan Update

CARRIED

INTERNAL BUSINESS

PASSION FOR THE YEAR

Hermanson asked the board members to describe the passion they had for their year at the GSS.

Hermanson stated he was interested in making the Grad Centre more visible and creating a clear graduate student identity.
Chappel said she hoped to create some graduation rituals, such as the thesis completion gong or tankard.

Pollick said he agreed with the idea of increasing identification of graduate students with the GSS. One new idea was to have packets, including a gift card, sent out to graduate students about to defend. Otherwise, he aimed to continue the good work already ongoing, and make incremental improvements by working with the rest of the group.

Clement said she had come to the GSS more in the spirit of helping out because there was a vacancy and had been connected to the GSS since arriving. She said the skills she hoped to bring were around privacy policy, marketing, and solving puzzles.

Potter said he was interested in increasing interdisciplinary connections, and the way the GSS could help break down silos where graduate students spend most of their time. He said he was particularly interested in getting higher level experience with management at a board level, and was excited by the team.

Skar said he was interested in building community, especially in the virtual context where distance students work. He was interested in how the GSS could connect and support distance students, and build a community of scholars. He noted Scott Gerrity had developed an open source program for academics to highlight their work that might be interesting to consider.

TASK: Chappel to add social media to the retreat agenda as a discussion topic.

BOARD CHARTER

Pollick said he had raised communication as a discussion point and he hoped the board could develop norms for use of email and communication.

Pollick suggested that email be kept to a minimum, and that difficult conversations be kept to in person discussion. He also asked that everyone be included in discussions, so no one was left with only partial knowledge.

He suggested the following guidelines.

• We will be respectful
• We will listen
• We will tell the truth
• We will have difficult conversations in person

Clement said it was important that discussion be kept professional, and not be made personal. She agreed difficult conversations can't be held in email as tone is hard to convey.
Potter suggested email is also best limited as it is too easily shared. He liked the guideline that if you don't want it on the front page, you should not put it in email.

Skar recommended a way to keep concise and to the point is “SBAR” for deciding content:
• Situation
• Background
• Assessment
• Recommendation

Hermanson proposed that everyone cc the full board on conversations.

Pollick suggested this was impractical when not for board discussion – for instance, the finance committee may discuss agenda and meeting time separately from the board, but the minutes of the meeting will come to the full board.

He suggested substantive email discussion be shared with everyone.

Clement said she was concerned we had gone from discussion of limited email to sharing many email, and said she preferred keeping email to the minimum.

Chappel said that all Board minutes and meeting agendas would be circulated by email to the entire board.

There was discussion of committee representation and reporting.

Chappel said there were internal GSS committees, which reported to the Executive Board, and external representations, which fill out committee report forms and can submit these to Grad Council or the Executive Board as appropriate. Committee reports should be ready for online publication—i.e. Exclude any confidential material. Some committees, such as hiring committees, do not file reports.

Hermanson asked about meetings and managing time. He asked how the group would like this handled.

Clement suggested formal processes can be helpful, to make it clear when a decision was made and what was being discussed.

Hermanson asked if facilitating and time keeping should be rotated.

Chappel said past practice was the chair could pass the role of meeting chairing to another Executive Member if they were motivating on an issue.

It was agreed to move forward with this discussion in mind, and revisit the issue of communications as needed.
FOIPPA - PIPA

Pollick referred to the links to FOIPPA and PIPA provided in the agenda. He said he was concerned the GSS needs to develop and implement a clear privacy policy.

He suggested basic best practices would be that staff, management, and Executive area all aware of the regulations, that data protection mechanisms are annually reviewed and updated, and that there is annual training on the regulations and internal policies, and these are signed off by board and staff.

Skar suggested the university could be a resource on this issue.

M/S Hermanson/Potter
RESOLVED development of privacy policy will be a key policy goal for the year.
CARRIED

TASK: Pollick will develop a table of contents for the privacy policy for consideration at the next meeting.

DIRECTORS' INSURANCE

Pollick said he reviewed the policy exclusions and they are very boilerplate, and he doesn't think the Executive Board is exposed to undue risk.

Chappel said the thing to be aware of is that insurance cannot replace due diligence, nor will it cover the Executive Board where there is a dereliction of duty.

Pollick said he wanted to ensure high risk areas were examined as well. He asked whether there was always a designated supervisor on duty at the restaurant, to ensure proper procedures are followed in regards to liquor service.

Chappel said there is a serving supervisor working the night shifts, Alysha Landman, but it could be worth reviewing the job description and making sure it was clear she was able to make the call to enact any rules.

TASK: Chappel to follow up with Sistili regarding liquor control duties and staff job descriptions.

STRATEGIC PLAN

Skar noted the university has completed its strategic plan and it would be wise to review it, consider where the GSS and UVIC share goals, and note any goals where the GSS and UVIC don't agree and, if there are any points of disagreement, to articulate the reasons for disagreement.
EMAIL

Clement reported her email was flooded with all sorts of spam and Facebook reports.

Chappel said she could meet with her to review.

Chappel stated daily communications through social media (such as Facebook, Twitter) need to be handled by staff or it becomes too difficult to manage.

**TASK:** Clement and Chappel to meet and review social media and email protocol.

PLANNED ABSENCES

Pollick reported he will be away June 6 – July 18 so will need to arrange to stop his stipend for that period.

Skar noted he will be away in August, so will need to make arrangements regarding orientation planning.

Potter stated he would be away April 15 – 29.

Chappel said the retreat would need to be in May given these absences.

EXTERNAL BUSINESS

COMMITTEE APPOINTMENTS

Mental Health Task Force

**M/S**

*RESOLVED* Tirling is elected to the Mental Health Task Force.

CARRIED

CLOSINGS

UPCOMING BUSINESS

Pollick reported the Finance Committee would meet each month soon after the financials are complete.
Pollick noted collective bargaining is upcoming, so he will move forward on scheduling for the bargaining meetings.

NEXT MEETING

The next meeting of the Executive Board will be Wednesday, May 2, 2012 at 10:30 am.

[The meeting adjourned at noon].

sc/SC

[Signature]
Approved, Chair

[Signature]
Approved, Executive Director