UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD MINUTES

AUGUST 15, 2012

Present: Dallas Hermanson, Brian Pollick, Colleen Clement, Stacy Chappel, Brandy Sistili, Jon Potter

Guests: Steve Gorham, Director of Labour Relations, AVP SA Jim Dunsdon.

Regrets: Pål Skar

The meeting was called to order at 10:04 am with Hermanson in the chair.

TASKS ASSIGNED AT THE MEETING

TASK: Hermanson to send address and information for BBQ to Dean Capson

TASK: Executive Board members to review the draft Health and Dental Appeals Policy and bring feedback to the next meeting.

TASK: Chappel to add Draft Health and Dental Appeals Policy to the next meeting agenda.

TASK: Chappel to send an invite to the staff meeting/send Dallas information about potential times.

GUEST PRESENTATION

Hermanson welcomed Mr. Jim Dunsdon, AVP Student Affairs and Mr. Steve Gorham, Director of Labour Relations to the meeting.

The Executive Board heard a presentation from Dunsdon and Gorham regarding possible strike action at UVIC, and potential impact on GSS building operations.

There was brief discussion.

Pollick asked Dunsdon how adjustments to service agreements would be calculated so the GSS isn't paying for service the university does not provide.

Dunsdon said he would inquire and provide information at the Operational Relations meeting.

[Dunsdon and Gorham left].

M/S Pollick/Clement
RESOLVED the Executive Board authorises Sistili and Chappel to adjust staffing to cope with any increases in workload due to the strike at their discretion.

CARRIED

[Break]

INTERNAL BUSINESS

AGENDAS FOR UPCOMING MEETINGS WITH THE ADMINISTRATION

Hermanson reported both meetings had been confirmed

Meeting with President Turpin Aug 29

The executive identified the following items as subjects for discussion:

- university’s plans and strategies around increasing international students, especially grad students
- funding levels for graduate students -
- consistency of policy around how graduate students are treated/funded --- how does he see being able to be sure that the policies of the university are being followed. ... academic calendar (consistency/following the rules)
- Board of Governors - advice, from his perspective, what are some of the things we have to do

B) Meeting with the new Dean of Graduate Studies, Dr. Capson, Aug 29

The executive identified the following items as subjects for discussion:

- hear his goals/vision around graduate studies
- what are his rules around how departments get T.A.s, or numbers.
- Share our vision, share our experiences, what are the things we hear happy about

TASK: Hermanson to send address and information for the BBQ to Dean Capson

Pollick noted the meeting with Dean Capson will be at his home, 826 Piedmont Gardens 3pm

DIRECTOR OF SERVICES REPORT

Potter circulated his key messages for orientation speaking in departments.

Minor edits were discussed.

Clement noted volunteer opportunities – especially sitting on committees should be raised!
Kudos Jon for your work!!

**TASK:** Executive members will sign up at end of meeting for presentation times. Remaining times will be circulated by email.

**DIRECTOR OF COMMUNICATIONS REPORT**

Clement reported the handbook is in print and looks great

Clement noted her kudos to Brandy for all their work on the handbook!!

The board thanks Clement for her work on the handbook.

Colleen reported she was concerned the layout needed to be done out of house. She proposed the GSS contract the handbooks out for following year. She suggested she get it all set up in the Fall so the main design could be complete by the end of her term.

**M/S Pollick/Hermanson**

RESOLVED Clement is authorized to prepare an action plan for contracing out production of the handbook for 2013.

**CARRIED**

**DIRECTOR OF FINANCE REPORT**

**BOG representation briefing**

Pollick reported he had reviewed the briefing approved at the past meeting with Chappel and she had made some minor clarifications about the election process. He reports it is ready for the Grad Council meeting in September.

Brian he noted we may want to make some amendments based on discussions with President Turpin later this month.

**Health and Dental Appeals Policy**

Pollick circulated a draft Health and Dental Appeals Policy for information

**TASK:** Executive Board members to review the draft Health and Dental Appeals Policy and bring feedback to the next meeting.

Pollick stated the purpose of the policy is it clarifies process, openness, admin procedures. Reason for decision will be recorded, and a letter to the member details the reason.

This can be added to the website.
**TASK: Chappel to add Draft Health and Dental Appeals Policy to the next meeting agenda.**

Pollick noted the Health and Dental Appeals Committee is short one member and needs to elect a representative from the GRC in September.

**Health Insurance**

Pollick reported that he, Chappel and Health and Dental Plan Coordinator Mary Shi met with our broker, Kimberlee Pilley of Jardine Lloyd Thompson.

At the meeting a number of issues were discussed. Doing a feasibility to look at retention accounting, which could save costs if we are stable. Currently don’t have enough years of stability to say right now. Pollick noted he sought translation in French and Mandarin for the plan booklet.

**Staff Plan**

Pollick reported he had signed off on renewal of the staff plan. Cost has gone up, no changes to coverage.

**Financial Update**

Pollick reported he still needs statements charted against the budget.

Overall in terms of cash we are fine (balance sheet)

Bottom line, as of end of June, Operating (statements) in the hole 55,000.

Restaurant, June is going well... we are 6,000 loss at end of June.

Health and Dental is the big cash drain. We’re at -231,500. A lot of this is due to waiting for the adjusting entry to bring funds forward to the plan year.

Clement asked whether in any of the accounts the money is invested.

Pollick, said yes, in short term due to cash flow/liquidity.

Pollick reported he had given some thought to giving a finance 501 for first GRC... how finances are structured, where we get our money, spend our money, divvy money in various accounts. Give statements, identify financial issues for the year.

**SCHEDULING EXEC MEETINGS IN FALL**

The group decided to tentatively continue with meetings Wednesdays at 11 am – 1pm, on the 1st and 3rd Wednesdays of each month

This means next meetings will be Sept 5 and 19
LOBBY DOCUMENT

Chappel referred to draft of the lobby document and gave an overview of proposals.

There was general discussion, and Pollick made an additional proposal regarding health insurance pooling and commitment to co-op and internship placements.

TASK Chappel to cost out each proposal and eliminate items that include requirements of legislative change, emphasize return on investment.

EXTERNAL BUSINESS

BC Student Financial Aid Committee

Chappel noted the minutes for the meeting when she was on holiday reported Pollick was elected but not whether someone was tasked to notify the AVP Student Affairs.

TASK: Chappel to ensure notice is sent regarding Pollicks’ election to the BC Student Financial Aid Committee.

HEALTH SERVICES

Hermanson reported Judith Burgess from UVIC Health Services had requested a meeting with the GSS Executive regarding health services.

Chappel suggested this is more appropriate to review with staff as it relates to referrals and health insurance, which are handled by staff.

TASK: Chappel to send an invite to the staff meeting/send Dallas information about potential times.

OTHER BUSINESS

ADJOURNMENT

The meeting was adjourned at noon.

Approved, Chair

Approved, Executive Director