UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

Meeting Minutes

NOVEMBER 21, 2012

Present: Dallas Hermanson, Colleen Clement, Pål Skar, Brian Pollick, Jon Potter, Stacy Chappel, Allen Neuman (SSD, guest) and Jamie Babb (SSD, guest)

The meeting was called to order at 11:05 am with Hermanson in the Chair.

TASKS ASSIGNED OR REASSIGNED AT THE MEETING

TASK: Chappel to include Health and dental principles and guidelines in GRC Agenda

TASK: Chappel to correct committee reps to include internal committees.

TASK: Hermanson to draft a motion for Grad Council to ensure support in principle for funding the food bank.

TASK: Hermanson to update the Memorandum of Agreement for funding the UVSS food bank

STANDING ITEMS

Agenda

The agenda was approved as presented.

MINUTES

The minutes for the October 17 Executive Board meeting were approved with minor changes.

BUSINESS ARISING

TASK: Chappel to include Health and dental principles and guidelines in GRC Agenda

SOCIETY FOR STUDENTS WITH A DISABILITY

Hermanson welcomed Mike Allen Neuman and Jamie Babb from the Society for Students with a Disability (SSD).

Babb introduced himself and Allen Neuman from Society for Students with Disabilities. Babb said he is the representative to the GSS for the SSD. The issues of concern to the SSD is development of policy on disabled graduate students, and more generally to work with the GSS for accommodation issues for graduate students. SSD
is drafting a new constitution for SSD and are not certain whether we want to include separate clauses for graduate students.

Clement asked what purpose there would be for differentiating graduate students.

Chappel said the membership structure should clearly mention graduate students as voting members.

Clement noted academic system and pressures are different, and SSD should account for this.

Pollick noted year round studies means graduate students need services year round.

Babb asked for clarification about specific pressures and structures.

Clement said that it is simply that the structure of graduate academic work is completely different.

Chappel also noted the graduate students are also instructors, so have two sides of an issue, which are sometimes conflict with undergraduate concerns.

Pollick noted that issues for graduate students can be more often individual than systemic. Work is done independently with a supervisor.

Chappel said we are still seeking a rep for the committee looking at the university accommodations policy. If that is not possible GSS and SSD will need to work together to ensure there is a consultation process including students affected by the policy.

[Neuman and Babb left at 11:20 am]

REPORTS FROM THE EXECUTIVE BOARD

Executive Director: Chappel referred to her written report.

TASK: Chappel to correct committee reps to include internal committees.

Director of Finance: Pollick reported he could not attend Senate Committee on Academic Standards because of a conflict with a class. He will review the minutes and share any updates at that time. The Food and Beverage Committee met yesterday. There are many personnel changes and the coffee bar proposal will be completed by Sistili in February so we are in a position to review it for a budget proposal to the AGM. Operational Relations met yesterday; there was a presentation from Tony Eder on Smart Growth. The GSS raised concerns about effects of budget cuts on graduate students, especially cuts to sessional budgets. We also got confirmation that some departments will be shut down due to budget cuts. Finally, on our fee collection issue, the university confirmed that the data we asked for will be included in the data will be running in September. This will enable us to make decisions regarding fee remittance process.

On the budget, we continue to do reasonably well. On the operating side, we are forecasting a surplus of just over $3,000. The budget project estimates a 1.5% enrolment increase, while current enrol increase is 3%. For the Health and Dental Plan we are forecasting a $58,000 surplus. Grad House is projecting a profit of about $1600. But we think this is understated due to billing on utilities from the university, and balance of the maintenance between funds. The ability to stay open Wednesday nights in the summer will need to be reviewed.

Director of Service: Potter reported he was on the committee for awards, which looks at new awards and changes to awards. He has worked with alumni office on the De-Stress Fest, which will enhance the Wednesday
coffee on the 28th. He is working with Co-op and Career office on a What can you do with x degree? speaker series, to expand this event to include a graduate perspective. Co-op and Career is undertaking the Pathways to Success program, and Potter and Skar will be involved. He has also been on the Events Coordinator hiring committee.

**Chair:** Hermanson has attended the presidential search committee, which has interviews this weekend. He met attended the Faculty of Graduate Studies Executive Committee, and they are not making any big changes to the calendar this year. He raised the issue of directed studies registration, and they are willing to hear our solutions to that problem. He, Skar and Chappel met with the Student Affairs office regarding the Accommodations for Graduate Students with Disabilities procedures development. He also attended the International Commons opening.

Pollick noted that Grad Advisors will need training and briefing over the new Accommodations policy and procedures.

Hermanson reported he also met with the Grad Fee Reductions Appeals Committee.

**Director of Student Affairs:** Skar reported he was unable to attend the Planning committee due to a scheduling conflict. The hiring committee for Director of International Affairs has finished its work. International Commons open was on Monday, was unable to go due to conflicting schedules.

**Director of Communications:** Clement attended the Senate Committee on Libraries meeting and raised the SNAILS issue to ask whether making the Law library exclusive to Law students was being considered. She noted the GSS would want to ensure any student has access to all information resources available at the university. She received a nice detailed explanation from the head librarian confirming there are no plans to do this. In other business, the libraries are having huge budget issues, and are doing a focus groups and survey to brainstorm on ways to completely re-conceptualize what a library is. Graduate students are being brought up within these sessions. Clement said she asked if they would consider quiet work space and its importance for graduate students. Regarding *Beyond the Jargon*, Mario Baldassari is through his training and has some interviews lined up, so she is excited to see what he does. She also has some new volunteers beginning training.

Clement raised a concern about procedure at the AGM, and wanted to ensure the process is clear and formal at the next AGM.

Pollick suggested we establish a clear policy that the Director of Communications always has the role of introducing the meeting and nominating the meeting chair never

**M/S Pollick/Potter**

*RESOLVED the Director of Communications will open General Meetings, nominate the chair, and introduce meeting process.*

**CARRIED**

There was further discussion of best practices in AGM processes.

[break 5 minutes]
INTERNAL BUSINESS

COMMITTEE REPORTS

M/S Pollick/Skar

RESOLVED Approve up to $850 from the Capital Fund to replace the Grad House point of sale computer and install and configure the software.

CARRIED

UVSS FOOD BANK PROPOSAL

Hermanson circulated draft Memorandum of Agreement for funding the UVSS Food Bank.

There was discussion of the proposal and some changes were proposed.

TASK: Hermanson to draft a motion for Grad Council to ensure support in principle for funding the food bank.

TASK: Hermanson to update the Memorandum of Agreement for funding the UVSS food bank

GRC AGENDA

The Grad Council Agenda for November 27, 2012 was set as follows:

- Discussion with Dean Capson
- Financial Update (10 minutes)
- University 101
- Health and Dental Appeals policy for information (not a vote).
- TWO Items Notice of Motion from first meeting (BOG representation/CPI)
- Food Bank

UNIVERSITY 101

Anne from University 101 made a presentation about the program and graduate student involvement.

She outlined a funding request for the GSS to contribute to the program.

A presentation from University 101 would be added to the Graduate Representative Council.

UPCOMING MEETINGS

December 5 – Executive Board meeting
December 12 – Executive Board meeting on governance roles
December 19 – Executive Board meeting

The meeting adjourned at 12:55 pm

Approved, Director of Finance

Approved, Executive Director

Sc/SC

GSS Executive Board Minutes

November 21, 2012