GRADUATE REPRESENTATIVE COUNCIL

MEETING MINUTES
SEPTEMBER 25, 2012

The meeting was called to order at 5:07 pm with Hermanson in the Chair

PRESENT:

John Buxcey, Exercise Science Physical Health & Education
David Monk, Curriculum & Instruction
Kaleigh Giles, Biochemistry & Microbiology
Chelsea Tirling, Health Information
Barbara West, Community Development
Misty Jackman, Germanic & Slavic Studies
Connie Sobsey, Biochemistry & Microbiology
Bernadette Perry, French
Chris Duffy, Mathematics & Statistics
Angel Chen, Psychology
Alisha Chicoine, Economics
Chiara Valsecchi, Chemistry
Dave Janssen, Earth & Ocean Science
Brendan Byrne, Earth & Ocean Science
Kevin Elliott, English
Tim Personn, English
Kaitlynn McQueston, Visual Arts
Sardar Ali, Computer Science
Ming Lei, Electrical & Computer Engineering
Mary Stocks, Social Work
Mark Zion, Law
Maral Sotoudehnia, Geography
Estelle Kurier, Hispanic & Italian Studies
Betty Poag, Nursing
Fatma Dogus, Educational Psychology & Leadership Studies
Dallas Hermanson, Chair (Curriculum & Instruction)
Colleen Clement, Director of Communications (Curriculum & Instruction)
Brian Pollick, Director of Finance (History in Art)
Pål Skar, Director of Student Affairs (Nursing)
Jon Potter, Director of Services (Business)
Stacy Chappel, Executive Director (ex officio)

WELCOMING REMARKS

Hermanson welcomed the graduate reps to the meeting. He thanked everyone for getting involved and taking on the role representing their department. Everyone on council is a grad student, and already busy so this is a significant commitment to make.

Hermanson introduced the Executive Board.

APPROVAL OF THE AGENDA

Hermanson referred to the agenda that had been circulated.

M/S Hermanson/Duffy

RESOLVED the agenda is approved as presented
CARRIED

APPROVAL OF THE MINUTES

Hermanson referred to the minutes from the January 24, 2012 meeting.

M/S Hermanson/Valsecci

RESOLVED the minutes from January 24, 2012 are approved

CARRIED

Notes from February (non quorate) were received for information.

INTRODUCTIONS OF THE EXECUTIVE BOARD

Chair: Hermanson introduced himself. He is a student in Curriculum and Instruction, and as Chair is the liaison with the university. He is spokesperson to the society, attends events and meets the members. Priorities for the year include developing GSS identity on campus as a unifying place for graduate students. Graduate students have excellent service and are advocated for effectively.

Director of Student Affairs: Skar said his portfolio includes advocacy for international students and distance students. He is the link between GSS and UVSS. He has been busy with the internationalization meetings and the new international commons. International Affairs is hiring.

Director of Finance: Pollick reported he is a PhD student in History in Art. As Director of Finance he is responsible for oversight of financial management, internal controls, budget preparation, and the society’s financial well being. The society is incredibly well managed, and it was a pleasure to come in to the role as there are no huge problems, the society is solvent. Goals for the year are risk management assessment.

Director of Communications: Clement reported she is a PhD student in Curriculum & Instruction. Her work at the GSS includes the handbook, website, calendar and media work. Her big priority is to connect the community to the research and get rid of the ivory tower. She has started a CFUV radio show called Beyond the Jargon, Mondays at 1, featuring graduate students speaking about their research. Getting great feedback! If you know of anyone who would like to be an interviewer, they can contact Clement gssdcomm@uvic.ca

Operations and Services Manager: Sistilli introduced herself. She did a MA in Dispute Resolution. She manages the restaurant, handles catering and bookings. She also oversees the services and the building facilities. She notes she and Chappel are in the back office, room 115, and always accessible.

Hermanson said Michelle Zakrison is our Office Coordinator and Mary Shi our Health and Dental Coordinator.

He also noted John Potter is our Director of Services, but Potter will be here late due to a class that overlaps with the meeting.

Executive Director: Chappel introduced herself. As Executive Director her work includes supporting the governance and campaigns, managing staff, keeping records, and setting up financial protocols and controls. She is also completing her masters in Community Development.

Chappel gave a brief overview of grad council rules and methods, referring to the orientation manual included in the agenda.
Psychology: Chen reported the Psychology is having the welcome and orientation at this moment in the Grad House.

Community Development: West reported the first cohort is complete the first two years of coursework and is currently writing projects. There have been cutbacks over the last two years and there is 4% per year coming in the next two years in Public Admin. We had a residency in July. One group has the opportunity to go to India's Participatory Research Institute. West thanked GSS for grant for dinner and social in the summer.

Biochemistry & Microbiology: Giles reported the department + a slow start this year, not much to report.

Sobsey reported the department had a welcome event and orientation and students are working on NSERC and CIHR applications.

Exercise Science, Physical Health & Education: Buxcey had nothing to report.

Health Information: Tirling reported HSD faculty has a parade at Saturday’s UVIC 50th anniversary from 10 – 11 with a free BBQ afterwards. She is also Grad Rep with the Mental Health Task Force which is having an “out of the shadows into the sunshine” event. Oct 10, 11-2 in the SUB.

French: Perry said the department welcomed a new professor, Dr. Martin. Two students from Cameroon and another from China are in the program this year. In case anyone wishes to practice conversational French, Mondays 4:30 – 6 and Thurs 5:30 – 7 there is a get together Library 025.

Chemistry: Valsecchi reported that for the 50th anniversary this Saturday there is an open house in Chemistry dept with activities for kids and adults. Highlights include the very funny chemistry show. There is a big new instrument in the department.

English: Personn reported the students will have their first department meeting on Thursday.

Elliott said the meeting will kick start the department activities, electing all the committee chairs, etc. They have 70 students, and a record breaking number of SSHRC awards – 15!! Fifty special books is our 50th anniversary celebration contribution with Gala event at Bookstore.

[Potter, Director of Services Arrived]

Hermanson welcomed Potter and asked him to give an introduction.

Potter said he is the Director of Services. He apologized for being late due to his class. He said he is excited about the coming year and the goal for the year is to manage the welcome, improve connections between students while here with social events, improving and increasing our relationships with alumni.

Hermanson returned to department reports.

Law: Zion said there is a speaker series Thurs and Fri. Tim Mitchell to talk about Carbon Democracy.

Economics: Chicoine said she is a new rep and there is not yet a lot to report.

Computer Science: Ali said he attended department meeting, where there was a big discussion of budget cuts. There is discussion that TA budget may be cut.
**Electrical & Computer Engineering:** Lei said they are all men in the department so he volunteered to come to the meeting so he can help them meet women.

[Laughter]

**Visual Arts:** McQueston said she is replacing the rep today, who cannot attend. Artist talk series wed at 8pm in the VIS ARTS building. The talk is by Susan McWilliams this week.

**Earth & Ocean Science:** Byrne thanked the GSS for the department grant. It was used for a hike and dinner welcome event for new grad students. On Saturday the department is having an open house in the Bob Wright centre. It will be fun. One of their professors is running for the Greens in Saanich! The department has offered a teaching position to someone, but the person is not yet named.

Janssen said another activity the department hosts is cafe scientifique, a community event with talks geared to general public. He will circulate information about upcoming events.

**Mathematics & Statistics:** Duffy reported the department is in middle of writing a policy on comprehensive exams for PhD which is more restrictive than the policy in the calendar.

**Curriculum & Instruction:** Monk said he is the new rep, and has nothing to report.

**Germanic & Slavic Studies:** Jackman reported the organizing for the Walking the War symposium is getting started. Culture, Language and Identity from 19th - 21st century is the focus. It is open to undergrads in honours program as well.

**Hispanic & Italian:** Kurier said there are two new grad students. It may seem small but for Hispanic & Italian it is a big increase on the 1 new student last year. Colloquium on October 26 and grad students are all invited. The theme is literature and resistance in the Hispanic and Italian world.

**Nursing:** Poag thanked the GSS for providing a grant that fed 50+ students at their orientation event.

**Social Work:** Stocks thanked the GSS for the grant to help the social work cohorts to meet. Their program is soon going entirely online. She is in the last on campus cohort.

**Psychology & Leadership Studies:** Dogus had nothing to report

**Geography:** Sotoudehnia said the department welcomed new professor, Dr. Springer. They are co-hosting an event with Biology Department – trivia night event tonight! The students went to Ahousat on a fieldtrip. The First department meeting will be on

**FINANCE ORIENTATION**

Pollick gave a brief overview of GSS finances, referring to a power point presentation.

Pollick noted that Brandy Sistili had done an excellent job managing the restaurant, which is very difficult to make affordable for students while protecting against losses.

Overall the society is in a solid financial situation, thanks to past boards and staf
GRAD COUNCIL COMMITTEES

Spots! These are not just for GRC representatives, re

Interested volunteers can email Stacy at gssmgr@uvic.ca

Advocacy Committee

Next task: Chappel and Skar to summarize findings, make recommendation.

International Students

Skar gave an overview new Director of OIA. Strategic planning is ongoing. He would like to plan for the GSS strategic plan on international student needs as international graduate student enrollment could double in size. International Commons and strategic planning at the Office of International Affairs are current concerns.

Lei, Dogus and Chen volunteered to work with the International Students committee.

Distance students

Access to services, technology, retention, GSS services, residency.

Poag volunteered to work with the Distance Students committee

Grad Council structure

Making sure everyone is represented, and department grants are fair.

Duffy and Sotoudehnia volunteered for the Grad Council structure committee

Stipend Review Committees

Duffy volunteered to sit on the Stipend Review committee again.

TASK: Chappel to circulate a call for committee volunteers

M/S Stocks/West

RESOLVED Terms of Reference for Stipend Review Committee are approved as presented.

CARRIED

BC GSS CAMPAIGN

Skar reported we have had two phone meetings with the other GSS graduate societies, and are building on work of previous GSS executives for a campaign for graduate student scholarship.

He said the students are hoping to work in collaboration with the Research Universities Presidents’ Council.

CUPE 4163

Tabled.
VACANT SEATS

One Card Committee – Giles said she was interested, and her previous school had one card, but she needs more information before volunteering.

**TASK Chappel to send more information on One Card Committee to Giles.**

NOTICES OF MOTION

**Board of Governors representation**

Pollick gave a brief explanation and circulated a draft policy. Board of Governors representation policy comes from the University Act, which does not stipulate whether any seats are designated for graduate students. UV-IC does not designate the two seats, so they are often two undergraduates.

Simon Fraser University designates on Board of Governors seat as a graduate seat. There is nothing in the act which would prevent this.

Pollick asked that the reps review the policy and next meeting will ask for a mandate to proceed on this issue.

**Consumer Price Index Policy**

Chappel reported this item had been on the agenda for the February 2012 Grad Council meeting, but this meeting was non-quorate. Thus it was tabled to the fall. She asked the members of Grad Council to review the proposal and be prepared to discuss it at the November meeting.

**Dean of Graduate Studies to attend**

Hermanson reported the new Dean of Graduate Studies will attend the November Graduate Representative Council meeting.

PARKING LOT

Hermanson asked that the meeting revisit items that had arisen during the meeting and set aside.

**TA policy**

There was a brief discussion of concern about budgets for TA positions being reduced.

**Comps policy**

There was concern that comprehensive policies might be revised mid way through degrees, or are different for different students.

Chappel clarified that UVIC policy is that each doctoral student is given an explanation of the Comps process at the beginning of their degree, and this process is also on file with the Faculty of Graduate Studies. The process must be the same for all doctoral students in the same program.

Further, requirements are set at the beginning of your program, and the goal posts cannot be moved for students once they begin a program, whether for course requirements or comps exams.
ADJOURNMENT

M/S Janssen/Maral

RESOLVED the meeting is adjourned.

CARRIED

[Signatures]

Approved, Chair

Approved, Executive Director

sc/SC
UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

ANNUAL GENERAL MEETING

MEETING MINUTES

October 23, 2012

PRESENT:

Barbara West, Community Development
Matthew Park, CSPT
Michael Carpenter, Political Science
Ming Lei, Electrical & Computer Engineering
Kaleigh Giles, Biochemistry & Microbiology
Sarah-Louise Decrauzas, Anthropology
Elena Audrada, CSPT
Angel Chen, Psychology
Adrien Engel, Electrical & Computer Engineering
Audrey Steedman, Environmental Studies
Bernadette Perry, French
Sara Sadavoy, Physics & Astronomy
Alison Elliot, Physics & Astronomy
Stephanie LaForest, Physics & Astronomy
Frank Berghaus, Physics & Astronomy
Cheng Chen, Computer Science
Guoming Tang, Computer Science
Alisha Chicoine, Economics
Estelle Kurier, Hispanic & Italian Studies
Michaelangelo Anastasiou, Sociology
Mary Clare Kennedy, Social Dimensions of Health
Sharon Chan, Psychology
Craig Harvey, Greek & Roman Studies
Neil Barney, Greek & Roman Studies
Josh Binus, Greek & Roman Studies
Lauren Tee, Greek & Roman Studies
Astric Varnes, Theatre
Connie Sobsey, Biochem & Microbiology
Xiwen Wang, Education
Subilaga Kejo, Education
Sardar Ali, Computer Science
Yita Chen, Education
Yang Liu, Education
Mark Zion, Law
Epideh Heydari, Psychology
Danesh Shahnazian, Psychology
Katie McQueston, Visual Arts

The meeting was called to order at by Hermanson at 5:15 pm.

MEETING OPENING

ELECTION OF THE CHAIR

M/S Berghaus/Sadavoy

RESOLVED Hermanson is elected chair of the meeting.

CARRIED
Hermanson reviewed the agenda and the expected process for the meeting.

AGENDA

M/S Berghaus/Park

RESOLVED the meeting agenda is approved as presented.

CARRIED

APPROVAL OF THE MINUTES

M/S Barnes/Barney

RESOLVED Minutes from the SAGM March 27, 2012 are approved with correction to note Berghaus in attendance

CARRIED

AUDITED STATEMENTS

Pollick thanked everyone for coming, and noted it is an important meeting as the finances all come out of the members pockets.

Pollick noted that last year’s Finance Director is here, Matthey Park. Pollick noted he is presenting Park, Chappel and Sistili’s work as the Audit represents the financial situation from April, 1 2011 – March 31, 2012.

Pollick referred to his written presentation.

He noted the largest sources of revenue are: membership fees; health plan fees; food sales

He summarized key points of the statements:

The GSS finished the year with 49,796 profits over all funds, a 32,000 increase over the previous year.

He noted the Operating Fund had a surplus of 27,000. This is unusual. Staffing was not full cohort for part of the year. In the past the Operating Fund picked up the operating cost for all other funds, mostly the health fund. In the ideal world the Restaurant and Health Plan would pay their full share of the operating expenses. So there is a small deficit in the Health plan fund

Pollick is available if anyone has any questions.

M/S Park/Berghaus

RESOLVED the 2012 Audit is approved as presented.

CARRIED unanimously

GSS Annual General Meeting Minutes

October 23, 2012
APPOINTMENT THE AUDITORS

Pollick noted that the Society's Act requires annual appointment of the auditors, and the University Act requires the GSS to be audited.

Pollick said our auditors are Obara and Co and he would like to recommend reappointment.

M/S Park/Perry

RESOLVED Obara and Co is reappointed the society's auditors for the 2012-13 year.

CARRIED

EXECUTIVE MEMBERS REPORTS

Hermanson said each member would introduce themselves and their duties.

Chair: Hermanson said as Chair he meets with the administration and others on campus, and ensures our needs and wants are on the table whenever discussions happen on campus. A presence as an advocate is important for grad students. He also chairs society meetings like grad council and the Executive Board meetings.

Student Affairs: Skar said one of his jobs this year is to work with multiple year funding for grad students. He had a meeting last week to form a working group on the funding issue. UVIC has a new Dean of Graduate Studies who is very open to having those discussions. The University Presidents' Council had a presentation recently to the BC Budget Committee, asking for predictable research funding. At the same time the BC GSS has also developed a proposal for BC Scholarships, based on work from previous years. Another part of his portfolio is looking at internationalization. This week we are members of the hiring committee for the Director of the International Affairs office. The goal for the university is doubling the international student population and we need to plan for this. We are working on the advocacy issue, whether the GSS should have an advocate in the GSS for graduate students.

Communications: Clement thanked everyone for coming. As Director of Communications she oversees the handbook, and hopes everyone saw it. The cover features a photo from a graduate student in Anthropology. Another task in the summer was transition to the new website. Instead of print, we have moved to a radio show and podcast on CFUV, Beyond the Jargon. The show has been getting comments from across the continent. Hoping to make people feel welcome here, introducing people at the coffees, invites anyone interested to join and help with the radio show production, let her know. She is hoping to pass it on as she actually plans to finish her degree soon! You are welcome to sign up to help with one or two interviews, or lots of interviews! We can really use your voice and your talent. Mondays 1 pm is when the radio show is on CFUV, and you can get the podcasts links off the GSS website.
Finance: Pollick noted the GSS has about 20 employees and many are part time. We want to be a progressive employer. Staff at the GSS are unionized and our agreement expired March 31, and we will be bargaining in January, and I anticipate a fairly easy process of fine tuning as the first agreements were hammered out last year. The other thing that is going on is tackling the issue of fee remittance, trying to get a clear process from fee remittance. Even though most of us pay our fees in full by September 30, we don't receive our first funds (68%) is November 14. Chappel has been able to negotiate an advance on the health plan fees to eliminate a cash flow problem. We are hoping to move to a system where we are receiving our funds on the earliest administrative opportunity. They are running our reports on the system in December, and if all goes well we can receive what is paid and not lose a bad debt fee. If we can make progress on that I'll be really pleased. Another goal for the year is closing areas posing undue risk. For example, his is working on setting a privacy policy,

Hermanson noted that Jonathan Potter, D Services, has a class tonight so he would arrive late. His role is making sure members have events and activities to attend.

SMALL GROUP DISCUSSION

Hermanson introduced the discussion topic. He asked that everyone talk briefly about what issues are important at your table, then we will collect them and use them to inform discussion at the Graduate Representative Council meetings.

[The meeting broke into small group discussions for twenty minutes]

ADJOURN

M/S WEST/SARDAR

RESOLVED the meeting is adjourned.

CARRIED

[The meeting adjourned at 6:10 pm]
GRADUATE REPRESENTATIVE COUNCIL

MEETING MINUTES

NOVEMBER 27, 2012

The meeting was called to order at 5:06 pm with Hermanson in the Chair

PRESENT:

Alisha Chicoine, Economics
Barbara West, Community Development
Lisa Doetzl, Business Administration
Craig Harvey, Greek & Roman Studies
Sara Sadavoy, Physics & Astronomy
David Monk, Curriculum & Instruction
Sarah-Louise Decrausaz, Anthropology
Bernadette Perry, French
Tim Noddings, History
Angel Chen, Psychology
Ming Lei, Electrical & Computer Engineering
Audrey Steedman, Environmental Studies
Estelle Kurier, Hispanic & Italian
Mary Clare Kennedy, Social Dimensions of Health
Betty Poag, Nursing
Ryan Severyn, Germanic & Slavic Studies
Kathy Bishop, Theatre
Jennifer Ault, Theatre
Kaleigh Giles, Biochemistry & Microbiology
Michael Carpenter, Political Science
Chris Duffy, Mathematics & Statistics
Brendan Byrne, Earth & Ocean Sciences
Alesia Malec, Linguistics
John Buxcey, Exercise Science, Physical Health & Education
Maral Sotoudehnia, Geography
Bernadette Perry, French
Dallas Hermanson, Chair
Brian Pollick, Director of Finance
Pål Skar, Director of Student Affairs
Jon Potter, Director of Services
Stacy Chappel, Executive Director (ex-officio)

REGRETS:

Colleen Clement, Director of Communications
Chiara Valsecchi, Chemistry
Mark Zion, Law
David Christopher, History in Art

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to correct agenda to include Sara Sadavoy Physics & Astronomy to the invitation list
TASK: Chappel to put Sadavoy in touch with Park re the Political Science variance.
TASK: Chappel to circulate call for candidates for Faculty of Humanities representative.
TASK: Chappel to post the finance presentation online.
OPENING ITEMS

Hermanson introduced Faculty of Graduate Studies Dean David Capson.

The Dean made a presentation on key issues for graduate studies at the University of Victoria.

Hermanson opened the floor to discussion and there was discussion.

Hermanson thanked the Dean for attending.

[Dean Capson left the meeting at 5:25 pm]

STANDING ITEMS

APPROVAL OF THE AGENDA

M/S West/ Kennedy
RESOLVED the Agenda is approved as presented.
CARRIED

TASK: Chappel to correct agenda to include Sara Sadavoy Physics & Astronomy to the invitation list

MINUTES

M/S Harvey/Decrausaz
Minutes are approved
CARRIED

PRESENTATION

UNIVERSITY 101 - PRESENTATION

Hermanson introduced Becky Cory, University 101 Program Coordinator.

Cory gave a presentation on the University 101 program, where students with barriers to university access take introductory humanities and social science courses.

Large pool of graduate student TA's who facilitate small group discussions.

Seeking support for training costs for TA volunteers. This includes funding their meals to attend with the students, $650 per main academic term for three years.

Duffy asked about the types of topics
Cory explained the instructors select the topic, and usually choose the topic they are most passionate about. This gives the chance to explore an issue deeply.

Duffy asked if there are no topics from the sciences

Cory explained faculty funding and teaching support is from Social Sciences and Humanities, which is why this is the focus. There is interest, but it has not been solidified, would love to do this.

History – seeking funding for T.A. positions ... asked if this was for meals? Asked who provides the funding for the meals for the classes... it must be much more.

Cory says the donors and the Deans provide funds for that expense, as well as other grants. This covers the expense of the meals, bus tickets, childcare.

History was curious about

Cory said this was just not the case, if one volunteered as a TA one would see... The application process is rigorous, they really want to study. It is not that easy to get in, the time commitment is stressed to applicants. I don't find the students come for the meals. Research shows the meal allows people to come because they don't need to worry about the food, and also eating allows people to learn. The meal also is the community building time, students talk over the readings for the week.

Pollick noted they had asked for $650 twice in a year, or $1300 and he confirms that this is a do-able request.

Pollick said the Executive wholeheartedly recommends this, not only for the students, but also the grad student Tas who have teaching and facilitation experience.

M/S Pollick/Severyn
RESOLVED Council approves request of $650/ Fall and Spring semester; and
FURTHER RESOLVED the Council will include further donations to present to the budget

A member asked where the budget would come from.

Pollick said we are expecting a surplus this year, so it would come from the surplus, and for future years we would build it into the budget. It is not going to put any financial pressure on the GSS.

Pollick noted that if the council decided that there was something that needed funding, there are significant reserves. It is his job to let you know what the implications are.

History asked if it would be funded retroactively

CARRIED

Hermanson noted he had missed Business Arising from the Minutes
Chappel noted kudos to Law rep Mark Zion for recruiting law undergrads to help with the advocacy committee.

EXECUTIVE REPORTS

Chair: Hermanson said he acts as a liaison, attends several meetings, such as with AVPs and the President to ensure graduate students are not forgotten in discussion. Also attends GSS and UVIC events, tries to connect with current and new students.

Student Affairs: Skar reports that he is thrilled the multi-year funding issue seems to be getting traction, one of his key issues of the year. Now the goal will be getting the GSS imprint on that package. For the last two years, has been on the Appointment ctee for the Director of International Affairs. Announcement is pending on that hire. He made some progress on connections between GSS and Alumni, largely spearheaded by Jon Potter. Looking for points on where we can work together with the Alumni more. Skar apologized that the committees had not yet met.

Services: Potter reported from last meeting that he worked with the Convocation committee, and on the awards committee, which ensures awards meet intent and the goals of the new awards that are established. He also sat on the hiring committee for the GSS Events Coordinator events, and welcomed Chris Duffy to his new post. Potter said his second goal for the year is to ensure students have opportunities to connect. These events have all been going fairly smoothly. Have been working with alumni and career and co-op services around professional development and speaker services events.

Finance: Pollick reported that a lot of what he does is straight financial operations, look at all the bills when signing cheques, follow up with questions and review statements and financial position. The restaurant is tone risk area--it is volatile, can lose money easily. Equally it can have a windfall because somebody has organized an event. As Director of Finance he is also responsible for labour relations. All staff except management are unionized and our collective agreement expired March 2012, so and we have dates set for bargaining in January. At Operational Relations, the GSS meets with the university and is discussing the form of our fee collection with the university to ensure the best practice in timely remittance of fees and process for accounting for the amounts accurately. We’re making progress. They have agreed to a data run which will expose the facts and they have accepted the principle of GSS receiving timely funds. Sit on BC Student Aid Appeal Committee

Chappel noted Clement away, submitted written report.

Hermanson noted the reports will be posted online.

DEPARTMENT REPORTS

Electrical & Computer Engineering: Lei department not enough TA positions, competition is fierce for spots that exists. Every year so many in the department apply for TA but department is small and there are not enough positions. Other department might share TA positions. TA is important for experience after university.

Environmental Studies: Steedman had nothing to report

Psychology: Chen reported one faculty member is retiring and there is a chance in terms of grad advisor. There are problems finding TA position. Some students are talking about being sessional instructors, especially in summer, but the concern is they don’t get paid enough for the workload.
History: Noddings reported the Qualicum Auction raised $3000 for the conference. Concern in department is office space as under threat of losing one of the two spaces allocated for grad students, already short. Some talk about conserving travel grants for the History department—research in other locations particularly a concern.

Physics & Astronomy: Sadavoy losing even more T.A.s this year due to the funding shortage. Dept has asked the students to sign a variance a change to seniority to cut guarantee from two to one TA and want to change the hiring priority. Wanted to ask whether other departments have variances, haven't signed anything yet, want to ensure it is done best way.

Pollick advised talking to the union, as all matters regarding TA contracts is managed by CUPE 4163.

Sadavoy said the union is doing the negotiations, and the students do have a say.

Pollick said the students in the department should make sure the ratification process is clear, make sure a member of the department is present in the discussion.

Chappel said Political Science has a variance and she can put Sadavoy in touch with the students in those departments.

**TASK: Chappel to put Sadavoy in touch with Park re the Political Science variance.**

Sadavoy mentioned they want a time limit on the variance, wanted to know if that was possible.

Chappel and Pollick said that was possible.

Anthropology: Decrausaz reported two faculty are retiring and may not be replaced. This would be an attempt to limit the impact on TA funding. The department chair’s term is ending. Non thesis MA option has been removed from the program, felt it was not in keeping with the research mandate of the university

Business Administration: Doetzel had nothing to report

Hispanic & Italian Studies: Kurirer reported there were no events or hiring, but some MA students who will be finishing are applying for PhDs, and may look elsewhere because it is not available at UVic except by special arrangement.

Geography: Sotoudehnia said the PEEC trivia night is having round two tonight! The department is hiring a tenure track position with a background in remote sensing, and the Chair’s term is ending in July. First grad student symposium will be held December 6, 2:30 – pm in Cadboro Commons.

French: Perry had nothing to report.

Curriculum & Instruction: Monk reported everything is good.

Germanic & Slavic Studies: Severyn said their third symposium is coming and still open to submissions. Tomorrow at Legacy Gallery there is an event tomorrow at 7pm with speakers and authors discussion working with the Holocaust. Legacy Gallery at 7pm. Also concerns about funding issues and slow process for beginning PhD programs.

Economics: Chen reported recent dept meeting were talking about budget cut backs but hired sessionals and senior instructors. It is unclear whether the TA are protected and the priority is PhD and first year MA, want to look into protocol.
Social Dimensions of Health: Kennedy reported concerns in the department are similar to others: limited TA and lack of multi-year funding. As an interdisciplinary (INTD) program, they also have some difficulties with manual course registration.

Other INTD students in the room agreed about frustrations with manual paper work, especially in terms of acceptance delays.

Greek & Roman Studies: Harvey recently had first graduate student meeting, with GSS funds. Thanks to GSS staff for event support.

Nursing: Poag said she has returned to school after long time, first term a struggle to get used to!

Theatre: Bishop introduced Jennifer Ault who will be an Alternate Rep for Theatre. In the department they anticipate fully feeling 4% cut – theatre manager has retired and will not be replaced, for example. The Phoenix had an excellent run of Good Person of Sichuan. Monday at 5:45 there is a play and post show dialogue about Arts based research for those interested. The students goal is to bring in a professional to speak at the theatre with GSS department grant this year.

Biochemistry & Microbiology: Giles reported the department has seminars with professors speaking from neighbouring universities. Sadly last speaker had to cancel and is being rescheduled. The students just had movie and pizza night, with the movie selected by vote. Had a pub crawl (t-shirts! Glow sticks!). On a serious note, one of the TA positions may be cancelled, not confirmed yet depending on enrolment.

Political Science: Carpenter reported that one general a big concern is office space, and slashing of TA positions. Another big issue is transparency in sessional hiring. A number of students are trying to determine how the hiring is prioritized in terms of including graduate students.

Mathematics & Statistics: Duffy said Math has lots of T.A.s this term, and even hired not-math people (NMPs) for marking. Hired Phys COMP SCI etc... If you can mark first year math, you can apply next fall. No other updates.

Earth & Ocean Science: Byrne said the department had a successful defence, and the student came for a "Defender" at the Grad House. They were disappointed it was small! TA hours are being cut down. Change for PhDs now required to do a department seminar as part of your program.

Alexsia LING: new faculty member starting this fall in INDIGENOUS STUDIES> Dean is retiring (?CHAIR?) at end of June. Had some presentations of research by MA and PhD students.

BUXCEY EPHE: School good job on Movember – raised a fair sum! Like everyone concerned about funding for grad students and TA positions and doing some of the sport activity classes. With larger cohorts there is more pressure on the TA funding. Funding is lower, but the numbers apply in are higher.

HIST IN ART: Pollick reported Christopher had a class tonight, so he will report on his behalf: We have a new old Chair – Chair didn’t want reappointment, but was convinced to return, and pleased to say she is back (Harding). Like everyone else large cut in sessional budget in FAC FINA, affects PhD Students dramatically, wont be spots avail. Will work its way down through the TA’s. Have 16th Annual Visual Impetus Jan 25 and 26. Call for papers goes out tomorrow – it is open to anything that is visually oriented, all faculties are invited. Format: 20 min presentation, 10 min questions. Collecting articles for online journal (Articulate). Calling for papers—peer reviewed, valuable as an opportunity for graduate students to publish. Poster fair of first year MA’s on their intended research. The Fair will be held December 5 in FINA 12-1pm
Pollick referred to the written briefing. He noted he spoke to it previously as a notice of motion at the September meeting.

M/S Pollick/Buxcey

RESOLVED that the Graduate Representative Council of the Graduate Students’ Society (GSS), University of Victoria formally requests that the University’s Board of Governors designate one of its two student seats, as per section 19(1)(e) of the University Act, to be elected solely by the Graduate Students’ Society, thereby ensuring there will always be a graduate student representative on the Board of Governors. We request that this be implemented for the 2013/14 academic year. In support of this request, GSS has prepared and is submitting the attached Issue Paper, and would like to meet with the appropriate representatives of the University, at the earliest opportunity, to discuss this request and its implementation in detail.

CARRIED

FOOD BANK

Hermanson said he wanted a mandate to discuss grad student funding toward the food bank.

M/S Hermanson/Severyn

RESOLVED that the GSS accepts the principal that if its members are receiving service from the UVSS Food Bank, that it has a responsibility to help support this service financially; and FURTHER RESOLVED that the Executive Board has a mandate to negotiate a draft memorandum of agreement with the UVSS Food Bank, for final approval at the Grad Council.

Severyn noted his strong support for the motion.

A member asked if this motion would still require the Executive Board to return to the Graduate Representative Council to approve any donated amount or agreement.

Hermanson confirmed the motion gives the Executive Board a mandate to negotiate proposed terms, and the final decision would be decided by Graduate Representative Council.

CARRIED

TASK: Chappel to circulate call for candidates for Faculty of Humanities representative.

CONSUMER PRICE INDEX POLICY

M/S Pollick/Potter

BIRT the GSS will update its policy to state that British Columbia’s Annual Average Index will be used to calculate the Consumer Price Index for membership fees and contracts.

CARRIED
FINANCE REPORT

Pollick asked the meeting for the will of the room, he would need 10 minutes to make his prepared presentation. He noted he has no motions for consideration and the GSS is in a good situation financially.

He said if the room preferred he could refer the members to a presentation posted on the GSS website.

The members agreed to forgo the presentation and review the online copy of the presentation.

TASK: Chappel to post the presentation online.

HEALTH AND DENTAL APPEALS

Pollick referred to the report submitted.

He noted the committee had made some changes to ensure continuity and fairness of decisions, and the guidelines for the appeals decisions are on the GSS website.

CLOSING ITEMS

Hermanson asked if there were any Notices of Motion (i.e. items for consideration at the next meeting). There were none.

The meeting adjourned at 6:45 pm

[Signatures]

Approved, Chair

Approved, Executive Director
The meeting was called to order at 5:06 pm with Hermanson in the Chair

PRESENT:

Anthropology: Sarah-Louise Decrausaz
Business Administration: Lisa Doetzel
Chemistry: Chiara Valsecchi
Community Development: Barbara West
Computer Science: Sardar Ali
English: Kevin Elliot
Environmental Studies: Audrey Steedman
French: Katrina Biemann
Geography: Maral Sotoudehnia
Biochemistry & Microbiology: Kaleigh Giles
Math & Statistics: Jane Wodlinger
Pacific & Asian Studies: Madeline Holden
Physics & Astronomy: Cory Shankman
Physics & Astronomy: Sara Sadavoy

Political Science: Michael Carpenter
Psychology: Angel Chen
Social Dimensions of Health: Mary Clare Kennedy
Sociology: Nadia Ouellet
Theatre: Kathy Bishop
GSS Chair: Dallas Hermanson
GSS Director of Finance: Brian Pollick
GSS Director of Communications: Colleen Clement
GSS Director of Student Affairs: Pål Skar
GSS Director of Services: Jon Potter
GSS Executive Director: Stacy Chappel (ex-officio)
GSS Operations & Relations Manager: Brandy Sisitli (guest)

REGRETS:

Earth & Ocean Science: David Janssen
Electrical & Computer Engineering: Ming Lee
Exercise Science, Physical Health & Education: Jon Buxcey

Hispanic & Italian Studies, Estelle Kurier
Law, Mark Zion
Nursing, Betty Poag

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to post the power point presentation of the financial update on the website
STANDING ITEMS

AGENDA

The Agenda was approved with the addition of the Director of Finance Report, and election of Electoral Officer.

Hermanson noted the added items were in the original agenda circulated in the week prior to the meeting, but omitted on the printed agenda.

MINUTES

Minutes from the November Graduate Representative Council meeting were approved as presented.

BUSINESS ARISING FROM THE MINUTES

Chappel asked if Physics had signed a variance.

Sadavoy reported a variance agreement had been signed, and it has a time limit so the parties can re-assess it after a few years.

Due to funding cut backs, the department will be losing money for incoming students, as now there are only three people receiving the fellowships. Remaining students will get the remaining funding with TA positions. The concern in the department is the possible effect on enrolment. External funding is available, but it might not always work out that way.

Sadavoy also said she would have to step down as Physics & Astronomy rep. She introduced Cory Shankman as the new department rep from Physics & Astronomy. She noted Cory has been on the GSS council at UBC for two years.

EXECUTIVE REPORTS

Chair: Hermanson referred to his written report. He noted the big items were the President’s Search committee – Dr, Jamie Cassells has been appointed. Hermanson said he has met with the incoming president and will ask him to meet with the Grad Council when his term begins. He has been working with the food back on the funding proposal. He has been working with the other BCGSS executives, and went to a joint meeting with the Minister of Advanced Education. Minister Yap said he is not yet willing to dedicate funding for a graduate scholarship. The goal now is to move into a campaign during the election.

Student Affairs: Skar reported the subcommittees he chairs have now met. On international issues, committee member and Psychology rep Chen is here for the group discussion. Unfortunately, the other committee member, Lei, Grad Rep for Electrical and Computer Engineering cannot attend tonight. The committee on GSS structure met. There were no current issues to report on distance learning.

Communications: Clement reported Beyond the Jargon co-host Baldassari has had a couple of his interviews air and they are available as podcasts. CFUV has a new community news staffer, she will be helping bring in new interviewers. Clement has been circulating links to podcasts to various UVIC administrators. The Senate Library Committee meet was
cancelled. She confirmed that rumours of making the law library exclusive to Law students are not true. The Library is currently undertaking a major review.

**Services:** Potter referred to his written report. He has continued working on relationships with the Alumni Association. He is sitting on the committee organizing Pathways to Success, which will be held during reading week. He also has been working with the group organizing the “What you can do with a [fill in your field] degree” speaker series. Chris Duffy is the new events coordinator, and has already organized the upcoming events: a trip to Goldstream Park, Trivia Nights and Board Game nights. Wine Wednesdays, where graduate students can bring their own wine and pay no corking fee at the Grad House on Wednesdays, have also started.

**Finance:** Pollick thanked everyone for their flexibility in changing the meeting time. He will report on his financial work later in the agenda. Pollick reports he sits on the Senate Academic Standards committee, which has been reworking the Academic Integrity policy. This policy deals with issues like plagiarism and cheating. The problem he is finding is the policy doesn’t differentiate between graduate students and first year undergraduates. He knew he would have to miss the meeting, so he and Potter raised concerns in a meeting with the committee secretary, who would bring the concerns forward. He is currently waiting for the minutes and next draft of the policy. If you are interested in giving some input, please be in touch with him.

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**FINANCIAL REPORT**

Pollick said he will have the power point of the presentation posted.

**TASK:** **Chappel to post the power point presentation of the financial update on the website**

**Funds**

Pollick reported the Operating Fund is projecting a surplus of $32,000. The original budget planned for no increase in enrolment, but it is up 3%. There were also delays in replacing staff, which meant some of the staffing budget is not spent. This different will cover the cost of collective agreement increase over 3 years.

Pollick reported the Health and dental fund is projecting a surplus over $40,000, as planned. Pollick proposes this is used to create a stabilization fund for the Health and Dental Plan. The plan is stabilizing, and he will discuss that later.

The Grad House is also projecting a small profit, but in reality the Grad House is subsidized in several ways. For the coming budget, he will make the subsidy clear. For example, 75% of utilities are paid by the Operating Fund, but the restaurant is the major user of utilities. Clarifying the subsidy would enable the GSS to wipe off the old debt. Pollick would like it to be clear what the restaurant costs each member—but also to acknowledge it is the place where community happens.

In the capital Fund, there is a project costing request out to the University to build storage, but this looks like it might not be completed during this year, meaning this project will carry over. There will be easily enough to invest $30,000 in the Building Fund as planned in the budget.

The Building Fund has no activity and currently has $90,000 invested.

**Collective Bargaining**
Pollick reported the collective bargaining is complete. He thanked Sistili and Chappel for their work preparing the necessary information for the process.

Pollick said the GSS is a significant employer with two management staff, and the remaining—about 24 staff—unionized. The collective agreement expired April 1, 2012, but bargaining was delayed (at the union’s request). The bargaining process was a very positive experience, more than a financial conversation, but also a way to affirm our values as an employer and as an organization. The representative from the union and the staff representatives were great. We have settled a three year deal, expiring March 31, 2015, which will include a 2% retroactive increase from April 1, 2012, a 2% increase at April 1, 2013 and a 1.5% increase on April 1, 2014. There will also be a $0.10 increase per hour for kitchen staff.

This agreement was ratified unanimously by both parties.

Pollick said he would like to have a Labour Relations Committee.

Wodlinger asked what the role of the committee would be.

Pollick said it would be for personnel, and meetings with the union, but also for management review on compensation and performance. It would be good experience in labour relations. If anyone is interested, please contact him.

**Issues for the future**

Pollick said he will be recommending the GSS move Health and Dental insurance to retention accounting, which would mean the GSS takes on the risk and the benefit of the plan. This is possible because of plan stabilization and the fact that we will have the funds to provide a stabilization fund as a guarantee.

Restaurant goals for the future will include increasing sales volume and reducing costs.

Adequate staffing for the society will continue to be a concern as the membership grows.

We are also working on a formal fee remittance schedule for remittance of fees from UVIC to the GSS.

Shankman asked why there was a difference between the undergraduate and graduate plan cost.

Chappel said the undergraduate included a younger membership pool. The plans were previously joined, but the undergraduates decided to remove the GSS from their plan as a cost savings.

**The reports of the Executive Board and the financial report were approved.**
She said the GSS needs an electoral officer to oversee the process, and an Electoral Committee who will decide on any appeals of the Electoral Officer’s decisions in the event of a dispute.

Shankman was elected as the GSS Electoral Officer.

Giles and Sotoudehnia were elected as the Electoral oversight Committee.

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GROUP DISCUSSION

Hermanson introduced the discussion session topics: International student services at the GSS; GSS Governance; and Multi-Year Funding. He noted each table was marked by topic, and asked each person to move to a table that included their topic of interest.

Hermanson passed the chair to Chappel for the group discussion process.

Discussion summary

<table>
<thead>
<tr>
<th>International Students and the GSS</th>
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</thead>
<tbody>
<tr>
<td><strong>GROUP 1</strong></td>
</tr>
<tr>
<td>Topics: the first few months present after arrival present the main challenges:</td>
</tr>
<tr>
<td>- Finding accommodation</td>
</tr>
<tr>
<td>- Connecting with other international students</td>
</tr>
<tr>
<td>- Acclimatizing to Canadian systems</td>
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<tr>
<td>Solutions</td>
</tr>
<tr>
<td>- Promote guaranteed housing for international grad students</td>
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<tr>
<td>- Establish a buddy system to connect international students</td>
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<tr>
<td>- Handbook for international graduate students</td>
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<tr>
<td>- Link students with a senior member of same country</td>
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<td></td>
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<tr>
<td>Coordinating information in a handbook</td>
</tr>
<tr>
<td>- Schools</td>
</tr>
<tr>
<td>- Doctors/pediatricians</td>
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<tr>
<td>Problem:</td>
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</tbody>
</table>

GSS Graduate Representative Council minutes

January 21, 2013
General Discussion on International Student support at the GSS

Unofficial buddy system exists in some departments... supervisor will ask established students to buddy incoming international students in Geography, for example.

International Commons – in the library – some peer group support
- Mostly undergraduates
- Looking to be hands on

Some of the events from IESS are geared toward outgoing exchange students, or have an Undergraduate focus.

A contact list would be helpful

IESS does have an email list of international graduate students, the GSS uses it sometimes.

Graduate Council in particular could be aware of the number of international students in their departments.

In Physics and other sciences there is a team focus to the work – you have lab mates you work closely with. Isolation can be more intense in fields where you work in isolation, especially at the PhD level.

Multi-Year Funding

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
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</thead>
<tbody>
<tr>
<td>AIS -- ?? – no predictability: arbitrary. Solutions??</td>
<td>TRANSPARENCY!</td>
</tr>
<tr>
<td>MA “one” year programs.funding (often becomes TWO year program) Solutions?</td>
<td>More &amp; more clear communication</td>
</tr>
<tr>
<td>Travel Grants - one size fits all? ($600) regardless of distance. Solutions?</td>
<td>Honesty *upon offer of admission) re: funding for entire degree, not just first year</td>
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<td></td>
<td>Specify: What is “maintaining high academic</td>
</tr>
</tbody>
</table>
TAships

Ensuring Minimal Funding — rather than piling on rewards to students who earn external funding.

Sources are dispersed through the department... it can be a problem when every department is different.

Solutions: strike a balance

Ensuring minimum funding is ideal

Timely information if funding will change — allow students to prepare.

Since the new dean of FGS is amenable we should ask that he fix the sense that the funding is arbitrary... it needs predictability

standards” BE CLEAR No vague language

No emails... or email followed by hard copy

Travel Grants: First Come First served

AIS - when? Department dependent. Did you know? Need transparency on how it works.

Effects on teaching positions — e.g. more TAships inadvertently reducing or at least delaying sessionals instruction opportunities for PhD.

Funding should accord to the realistic length of programs. E.g. if most students are unable to finish MAs in 12 months due to systematic barriers, then funding should be guaranteed for longer than 12 months.

We can handle reality! Just tell us the truth!

General discussion on multi-year funding

In GSS meetings with the FGS dean it is clear he is also looking for transparency. Right now they are trying to map out the sources and distribution of funding

Clarity on relationships between types of funding is also important — for example, when you get a SSHRC your UVIC fellowship is gone, but the Centre for Studies in Religion and Society scholarship is not.

Travel Grant is very appreciated. But hotel and plane booking in advance and then waiting for reimbursement is costly.

There is prepaid travel funding through UVIC, a form you submit to book these items.

<table>
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<tr>
<th>GSS Structure</th>
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<tbody>
<tr>
<td><strong>GROUP 1</strong></td>
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<tr>
<td>Major discussion included:</td>
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<tr>
<td>- What is the role of the grad rep?</td>
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<tr>
<td>- Role not clear, not every department has real elections</td>
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<td>- Online election would be easiest to reach many members</td>
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<tr>
<td>- Provide an outline of tasks for grad reps</td>
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<tr>
<td>- Department administrative year is not always the same as the Grad Rep year for election purposes... some reps elected after the first meeting.</td>
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<tr>
<td>- The experience is different for larger and smaller departments... could there be</td>
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proportional systems?

Having an introduction meeting for grad reps at the start of their term.

Online Grad Rep elections
Contact list
Separate committees

Would it be possible to group smaller departments with one rep (for example, language programs, French, Spanish, German could have one rep)

Ideal: Every student happy and engaged
No activities between departments
Communication bubble: Engaged? Representative.
Business over social
Lack of rep feeling. Show meaningful work. Lack of knowledge
Possible solutions: Face to face visibility. Free stuff. GSS website: more info.

General discussion on GSS Structure

Could the room change, to allow expansion?

Shankman noted that the UBC group has representation weighted by population ... for important discussions and decisions

Concern with election by email, or by default when no one else responds to email, a concern...
Sometimes having a rep is very dependent on determined department secretary!

SESSION EVALUATION

Head (thoughts); Heart (feelings); Feet (Actions)

Head
- Group discussion and reporting back was the best and most productive part – more time for this next time.
  Continued discussion at restaurant after? Informal, lets us get to know each other too.
- Not sure how we take solutions/ideas and make them part of the executive agenda? FGS agenda?
- Effective for brainstorming concrete concerns to bring to the FGS dean.
- Very informative info sharing
- This methodology was a total success
- Meeting was much more productive
- This new format was interesting to discuss some of the main issues
- This is a much more productive way to bring up new issues from all departments
- Time management was crunching—can executive reports be shorter
- I think this format allows for greater input from II GRC members
- Touching on the right topics

GSS Graduate Representative Council minutes  January 21, 2013
• It was a nice way to facilitate discussion but there wasn’t really enough time left in the meeting to really discuss issues
• We may need to troubleshoot the timing; make sure that we stay in our allotted time
• Took too long in post-discussion
• Brought up interesting issues
• A good talking session, but discussion was more suited to committees than a council. What are the actionables? Are there committees in charge of these topic areas that can further study them?
• All of the paper handed out is wasteful. It should be emailed in advance (esp minutes so we don’t allow people time to read it during meetings).

Heart
• Loved the discussion, Sometimes felt a bit stressed and rushed, More time! Supportive atmosphere! Yay!
• Sense of community and empathy
• Thanks for a great first meeting and being able to share my voice
• Felt more lively and personably
• Felt motivated, actually helpful and really advocating for other grads
• I felt more engaged and better about discussion
• I think you should still do department reports. It’s nice to know what’s going on elsewhere
• I enjoyed the process and would be happy to continue with it
• Really enjoyed this focus group discussion, hope to have more coming
• First timer—great to meet other grads
• Great set up! I felt very engaged. More please.
• Always use more time
• I like the small group set up it allows for more opportunity to speak our minds
• Great working as small groups as opposed to large groups

Feet
• I’d like to continue with this format
• Can’t plan too far ahead because leaving soon, but I will try to search for the next rep
• I’m leaving hopefully, so not much I can do. Maybe having checklists or FAQ on common issues *like the travel grant) on the website.
• This will push me to engage/attempt to engage with members in my department
• Can “suggested questions for consideration” be sent (emailed) ahead of time?
• I would love to do more of this in the future
• Spend time narrowing ideas to next steps
• Focus groups were excellent - do it again!
• Good stuff! Would definitely like to do this again!
• Continue with this format for next meeting

ADJOURNMENT

The meeting adjourned at 7:15 pm

Approved, Chair

Approved, Executive Director