EXECUTIVE BOARD

Meeting Minutes

FEBRUARY 19, 2013

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

The meeting was called to order at 10:00 am with Hermanson in the Chair.

TASKS ASSIGNED OR REASSIGNED AT THE MEETING

Task: Clement and Chappel to request that the Grad Librarian is invited to the lunch with Student Affairs and the new Executive Board

TASK: Chappel to calculate food bank donation at 1$ per on-campus graduate student and send the amount to Hermanson.

TASK: Chappel is to add the food bank proposal to the GRC agenda.

TASK: Hermanson will attend the meeting of the BC GSS with the Opposition Advanced Education critic.

TASK: Skar will follow up and seek to have a graduate student representative on any committee or consultation regarding violence prevention.

STANDING ITEMS

Agenda

The agenda was approved with the addition of the following items:

- Update from bargaining

MINUTES

The minutes for the January 16, 2013 were approved.

BARGAINING UPDATE

[The meeting went in camera to hear an update on collective bargaining.

BUSINESS ARISING FROM THE MINUTES

Dallas met with the BC GSS group as planned.

GSS Executive Board

February 19, 2013 Minutes
Pollick asked to revisit the motion on page 2 regarding the allocation of the Operations and Services Manager salary to the Operating fund budget. He said during the budget process, the decision was made to change this.

M/S Pollick/Clement

RESOLVED the Executive Board motion approved January 16, 2013 regarding the budget is changed as follows:

RESOLVED the Operation and Services Manager salary will be budgeted fully in the Operating Fund in future budgets; and

FURTHER-RESOLVED the budget will show a subsidy line to indicate the subsidy from the Operating Fund to the Food and Beverage Fund in the 2013-14 budget proposal; and

FURETHER RESOLVED the budget will propose establishment of a new fund titled the Health and Dental Stabilization Fund in the 2013-14 budget proposal; and

FURTHER RESOLVED the Health and Dental Fund will cover its full cost of operations in the 2013-14 budget proposals.

CARRIED

REPORTS FROM THE EXECUTIVE BOARD

Student Affairs: Skar reported he attended the Senate Planning Committee. A new minor in Health Information was approved. They are reworking the School of Nursing agreement with Camosun. There are a couple proposed programs awaiting approval at the Ministry of Advanced Education.

Communications: Clement reported the Law library issue was resolved. The Grad Librarian has offered to meet with the GSS Executive Board. Clement reported the Senate Library Committee’s last meeting was cancelled. Two new people have volunteered for Beyond the Jargon as interviewers and three are in training.

Task: Clement and Chappel to request that the Grad Librarian is invited to the lunch with Student Affairs and the new Executive Board

Services: Potter said he attended the Convocation Sub Committee, and convocation will be held June 11-14.

Finance: Pollick reported the Senate Committee on Academic Standards now conflicts with his class schedule. The big issue is establishment of the WX letter grade. T business school made excellent comments regarding fairness, noting the difference in how the WX might affect graduate student GPA requirements.

Chair: Hermanson said he is feeling much better after surgery. He attended the Faculty of Graduate Studies Executive meeting yesterday. The Dean is working on the Three Minute Thesis competition, mapping funding from departments, and they also discussed the WX grade. They discussed an article in the Times Colonist on Academic Integrity. There is a new program proposed to allow students in Music to submit their project as a quartet.

Potter noted that “Three Minute Thesis” is a trademarked program. Hermanson said this came from the Western Deans meeting.
INTERNAL BUSINESS

BUDGET

Pollick referred to written submission of the draft budget.

M/S Hermanson/Pollick

RESOLVED the Executive Board supports an allocation to the UVSS food bank in the amount of $1 per on-campus full time graduate student in the Fall and Spring semester; and

FURTHER RESOVED this proposal is referred to the Grad Council for approval

CARRIED

TASK: Chappel to calculate food bank donation at 1$ per on-campus graduate student and send the amount to Hermanson.

TASK: Chappel is to add the food bank proposal to the GRC agenda.

GRAD COUNCIL AGENDA

The Grad Council Agenda was set as follows:

OPENING DISCUSSION (30 minutes)

1) Dinner and small group discussion, including department updates

BUSINESS ITEMS (60 Minutes)

2) Agenda Approval

3) Minutes Approval

4) Written Executive Reports

5) Budget

6) Stipend Review Committee

7) Food Bank

8) Semi-Annual General Meeting (SAGM)
   a) Circulate SAGM poster
   b) proposal for Grad Council to meet prior to the SAGM.

9) Report on the BC GSS campaign

CLOSING DISCUSSION (30 minutes)

10) Continue small group discussions with a focus on action (30 minutes)
BC GSS MEETING WITH OPPOSITION

TASK: Hermanson will attend the meeting of the BC GSS with the Opposition Advanced Education critic

CONSULTATION ON VIOLENCE AND SAFE CAMPUS

TASK: Skar will follow up and seek to have a graduate student representative on any committee or consultation

ELECTRONIC FILE TRANSFER

Pollick reported the GSS pays staff using Electronic File Transfer (EFT). He noted the EFT agreement has a limit per transaction, as well as a limit for the combined transfers for each pay day.

He reported a temporary limit increase was enacted to ensure retroactive pay increases agreed to in the collective agreement could be paid without exceeding the limit.

He noted the EFT might not be enough to cover the situation where an employee leaves and has holidays owing, thus the amounts need to be reviewed. He sought a mandate to set a new limit from the Executive Board.

M/S Pollick/Clement

RESOLVED the Electronic File Transfer limit for payroll limits will be increased with the maximum increase set as follows:

- Operating Fund from $15,000 to a maximum of $20,000
- Food & Beverage Fund from $10,000 to a maximum of $15,000;
- The per-person maximum will not exceed $6,000; and

FURTHER RESOLVED Pollick is authorized to set the final maximum for each fund and payee without exceeding these maximum totals, and to advise the financial institution of the change.

CARRIED

SCHEDULE FOR MARCH MEETINGS

March Executive Board meetings were set as follows:

Wednesday March 6, 10 am – 12 noon

Friday March 15, 10 am – 12 noon.

MANAGEMENT STAFF REVIEW

[Chappel left the meeting. The meeting went in camera]

M/S Pollick/Clement

RESOLVED the GSS will contract with an HR professional to coordinate the conduct of a performance and salary review for the Executive Director on a bi-annual basis.
CARRIED

[The meeting adjourned]

Approved, Chair

[Signature]

Approved, Executive Director

[Signature]

Sc/SC