APRIL 11, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
APRIL 11, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications)

Regrets: none.

The meeting was called to order at 11:30 pm.

TASKS ASSIGNED AT THE MEETING

TASK: Clement to ensure mention of the food bank is included in the handbook copy.

TASK: Chappel was directed to ensure no personal data such as names, emails or messages would be collected by the GSS when people use the campaign email form.

TASK: Chappel would ensure the GSS would know how many messages were sent.

TASK: Chappel to find and circulate the NDP financial plan to the Executive Board.

TASK: Chappel to develop a list of possible timelines for meetings for decision by the Executive Board.

TASK: Pollick will organize a Barbecue for the Executive Board and invite Dean Capson to attend.

TASK: Executive Board members will send Chappel their list of dates they will be away.

TASK: Chappel will arrange a time to go to VanCity and arrange signing authority.

TASK: Walters will contact Common Energy to discuss their plans in regards to the Campus Plan policy update.

TASK: Pollick will attend the meeting regarding the UVIC naming policy on behalf of the GSS.

STANDING ITEMS

WELCOME

Ming welcomed everyone to the first meeting. He noted the new directors had participated in an orientation session immediately prior to the meeting.
APPROVAL OF THE AGENDA

The agenda was approved with the addition of "signing authority" to the Internal Business section.

APPROVAL OF MINUTES

The minutes from the March 15, 2013 Executive Board meeting were approved.

BUSINESS ARISING FROM THE MINUTES

Walters asked for some more information on the food bank.

Chappel said the issue was brought to Grad council, but the March meeting was not quorate. As such it was included as a line item in the budget.

Pollick said the budget was approved and he had stated the contribution would be retroactive last year, the budget would include a contribution for the 2013-14 year, and a line for a contribution would be added for the 2014-15 budget.

Chappel reported the issue was under discussion for several years and other options, such as community kitchens and fundraising using Thrifty Smile Cards were considered. However, these faced a variety of hurdles.

Pollick said the board last year had considered two factors: 1) our members are using the service and we want to ensure they have access, and 2) because our members are using the service we should contribute.

**TASK: Clement to ensure mention of the food bank is included in the handbook copy.**

EXECUTIVE REPORTS

**Director of Finance:** Pollick reported the financial statements for March are not ready yet, but hope to have them ready earlier in the month this year. He said there was a problem with the cheques as they were printed incorrectly coded.

Chappel reported the new cheques were ordered and Ingrid Milkert (bookkeeper) had followed up on them as they had not arrived yet.

Pollick said funds were set aside in Capital for a point of sale in the restaurant and office, and he is expecting a recommendation from the Operations and Services manager by the end of the month. He will soon need a discussion on retention accounting in the health and dental plan.

**Director of Student Affairs:** Walters said his items were included in the agenda.

**Director of Communications:** Clement reported the Beyond the Jargon broadcast on CFUV is on hold for the summer, but is still available on podcast. A contractor for the calendar layout was selected. Clement circulated promotional materials from the library committee that show the library’s vision.

**Director of Services:** Flanders reported she had met with contacts recommended by Potter to introduce herself. There was an awards meeting she could not attend.

**Executive Director:** Chappel reported she had primarily been focused on developing the new board orientation materials and setting up board transition. She also had many tasks related to the fiscal
year end and reporting to the Registrar of Societies to ensure the bylaw change filings were in order.

Chair: Lei reported he attended the election forum in Vancouver which is on the agenda later.

**INTERNAL BUSINESS**

**ELECTION ADVERTISING SPONSOR REGISTRATION**

Chappel referred to her briefing on the matter. She noted registration is required if you wish to promote an issue (such as a BC graduate scholarship) that includes the names of candidates or parties. The website allowing people to send email to the various parties about graduate funding would qualify.

She reported she had consulted with the Society’s lawyer and the advice is that this does not jeopardize any requirements of non-profit status under the Societies Act or Income Tax Act.

**M/S Pollick/Clement**

*RESOLVED the GSS will register as a third party election advertiser.*

**CARRIED**

There was a discussion of data collection and the email form.

**TASK: Chappel was directed to ensure no personal data such as names, emails or messages would be collected by the GSS when people use the campaign email form.**

**TASK: Chappel would ensure the GSS would know how many messages were sent.**

**ELECTION FORUM UPDATE**

Walters reported he, Lei, and a grad rep, Estelle Kurier had attended the forum. He noted international student issues had been raised quite a bit, and the graduate scholarship was prominent in the discussion. He was disappointed as the GSS did not get a chance to raise our question on increasing Indigenous students’ access to post secondary education, as the question period was a bit short.

It was raised that 51% of international students end up staying in BC, and a concern was raised that international students are used as “cash cows” to fund the post-secondary system.

Graduate student roles as researchers were mentioned, and Walters thought it would be good to emphasize that when international students conduct research they usually do research that is of benefit to BC.

Walters also noted he met with the SFU GSS chair and their Advocate.

Pollick reported the NDP had issued their financial plan and we should review it. The other parties plans were not yet launched.

**TASK: Chappel to find and circulate the NDP financial plan to the Executive Board.**
SUMMER MEETING SCHEDULE

The Executive Board will meet on the first and third Wednesday from 10:30 – 12 noon.

There was discussion about how to handle a retreat planning session, including graduate council guidance, and making sure there was time for the Executive Board to get to know each other.

**TASK:** Chappel to develop a list of possible timelines for meetings for decision by the Executive Board.

**TASK:** Pollick will organize a Barbecue for the Executive Board and invite Dean Capson to attend.

Walters noted he will be away April 24 – June 4. He asked whether he could skype into meetings.

**TASK:** Executive Board members will send Chappel their list of dates they will be away.

SIGNING AUTHORITY

M/S Pollick/Walters

RESOLVED that Dallas Hermanson is removed from the following GSS accounts at VanCity Credit Union:
- Operations: 0357095;
- Health and Dental: 0359380;
- Food and Beverage: 219026386; and

FURTHER RESOLVED that Ming Lei, Brandy Sistili and Colleen Clement are added as signers to the following GSS accounts at VanCity Credit Union:
- Operations: 0357095
- Health and Dental: 0359380
- Food and Beverage: 219026386
And all sub accounts;

FURTHER RESOLVED the primary signers will be the Director of Finance and the Executive Director; and FURTHER RESOLVED all cheques will be signed by one Executive Board member and one member of management staff.

CARRIED

Chappel noted the primary signers on GSS accounts are in accordance with GSS Bylaws and are: Chair, Ming Lei; Director of Finance, Brain Pollick; and Executive Director, Stacy Chappel.

The temporary signers on GSS accounts ensure the ability to sign cheques during absences of other signers and are: Operations and Services Manager, Brandy Sistili; and Director of Communications Colleen Clement.

**TASK:** Chappel will arrange a time to go to VanCity and arrange signing authority.

EXTERNAL REQUESTS

CAMPUS PLAN
Chappel referred to the written request from Common Energy about the Campus Plan. The Campus Plan sets policy for development of building and grounds, and thus can have an influence on sustainability as well as graduate student space. The Campus Plan policy is up for renewal so this is an opportunity to ensure graduate student perspectives are included in the plan.

Discussion of the campus plan is tabled to the Retreat.

**TASK: Walters will contact Common Energy to discuss their plans in regards to the Campus Plan policy update.**

**NAMING POLICY CONSULTATION**

Chappel referred to the written request for the GSS to join consultation on a temporary naming policy for UVIC.

**TASK: Pollick will attend the meeting regarding the UVIC naming policy on behalf of the GSS.**

**CLOSING ITEMS**

**NOTICE OF MOTION**

Chappel noted the notice of motion items are the agenda are there to give a “heads up” these issues will be raised at the next meeting.

Items with notice of motion are:

- Computer Service Agreement
- Standing Committee Appointments

**ADJOURNMENT**

The meeting was adjourned at 1pm.

_____________________________  _______________________________
Approved, Chair  Approved, Executive Director

Sc/SC
APRIL 17, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
APRIL 17, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications)

Regrets: none.

The meeting was called to order at 10:30 pm.

TASKS ASSIGNED AT THE MEETING

TASK: Pollick will invite the Dean of Graduate Studies.

TASK: Chappel to request that Walters be added to the Health Campus Advisory group invite list.

TASK: Chappel to ensure the Computer Systems Service Agreement contract with UVIC is capped at the quoted amount, and includes clarity on the terms of the agreement in terms of a) cancelling the contract and b) how time spent above quote price are handled

TASK: Chappel to send notices regarding standing committee representatives.

TASK: Chappel to issue a call for candidates to site on the Health and Dental Appeals Committee.

STANDING ITEMS

AGENDA

The Agenda was approved as presented.

MINUTES

The minutes were approved with the following corrections:

Formatting page 5 (heading) and, on p. 3, Pollick’s task should include the addition of the text “will attend the meeting on University naming plan”.

BUSINESS ARISING FROM THE MINUTES

Pollick said he attended the naming plan meeting. He also said he could host the barbecue in June.

Chappel suggested we invite Dean Capson again.
The Barbecue will be Wednesday June 19, 4pm at Pollick’s house, subject to the availability of the Dean.

**TASK: Pollick will invite the Dean of Graduate Studies.**

Chappel said the campaign website is almost complete, and the GSS has been registered as a third party advertiser in accordance with BC’s *Election Act*.

**EXECUTIVE REPORTS**

**Director of Finance:** Pollick reported he attended a meeting regarding policy on naming of university buildings. He raised concerns about the lack of criteria for which donors can be considered, or setting down where the money would go. Also, language regarding how agreements are cancels is not present.

He suggested a goal for the GSS would be ensuring a percentage of donations from corporations gaining temporary naming rights are ear marked for graduate and undergraduate fellowships, and the corporation commit to supporting student co-op positions.

Pollick tabled UVIC’s draft Policy BP3100 on Naming of Facilities & Physical Assets to the next meeting.

**Director of Student Affairs:** Walters reported he attended the meeting on the draft Mental Health strategy with Lei, Pollick and Chappel and AVPSA Jim Dunsdon. He noted there were many specific examples in the document but they didn’t relate to graduate student experience. Those attending all raised suggestions, such as: describing the university experience in graduate student terms, international student needs, work life balance when your work and school overlap, and the needs of graduate student parents. It was not clear if this was what was sought in the consultation.

Chappel noted it was difficult to attend give such short notice.

Chappel noted that she had first thought this was a final consultation regarding the policy because the policy was being sent to Senate in May, but later learned it was consultation on the draft, and the draft is going to senate. Consultation will continue this summer.

Pollick said it would be helpful to have requests to meet include what the group is looking for, how the information provided will be used, and how we will know input is incorporated.

**TASK: Chappel to request that Walters be added to the Health Campus Advisory group invite list.**

**Director of Communications:** Clement had nothing to report.

**Director of Services:** Flanders had nothing to report.

**Chair:** Lei also attended the meeting regarding the Mental Health strategy, but had nothing additional to report to the earlier discussion.

**INTERNAL BUSINESS**

**COMPUTER SYSTEMS SERVICE AGREEMENT**
Chappel referred to the written briefing. She noted this was discussed at a meeting of the previous Executive Board, but the contract arrived after the budget draft was circulated for the SAGM, thus the funds were not included.

**M/S Pollick/Clement**

*RESOLVED the GSS approves the Computer System Service Agreement in principle;*

*FURTHER RESOLVED $3895 unallocated funds in the Operating Fund budget and $1605 additional funds are allocated to cover this expense.*

Walters asked for clarification on amount spent currently.

Chappel said currently services on the systems are handled through the Helpdesk, and the rest is managed by staff. We pay less, but the systems support is inadequate for what we are doing, and for handling integration with the UVIC servers and systems.

She noted the GSS has previously sought service through systems, but could not access it as an external agency. This year, as part of our data security review, and privacy agreement discussions with the Privacy Office (Bill Trott) and the AVPA Student Affairs Jim Dunsdon we had obtained the right to have the systems contract through UVIC.

Walters asked what would happen if we went over the hours expected.

Chappel said her understanding was that it would work like our janitorial agreement—we pay a flat rate and then renegotiate based on our experience for the next year.

**CARRIED**

*TASK: Chappel to ensure the Computer Systems Service Agreement contract with UVIC is capped at the quoted amount, and includes clarity on the terms of the agreement in terms of a) cancelling the contract and b) how time spent above quote price are handled*

**STANDING COMMITTEE APPOINTMENTS**

Committee appointments were made as follows:

Health and Dental Appeals Committee: Brian Pollick  
Advocacy Council: Jason Walters  
UVSS Liaison: Katrina Flanders  
Grad Fee Reduction Appeals Committee: Ming Lei

*TASK: Chappel to send notices regarding standing committee representatives.*

*TASK: Chappel to issue a call for candidates to site on the Health and Dental Appeals Committee.*

**FACULTY OF GRADUATE STUDIES REPRESENTATION**

Chappel referred to the briefing in the agenda. She noted this FGS agenda was the first she had seen about changes to the FGS representative structure, and she wanted to ensure Lei had a clear mandate to speak to the issue as this will be his first FGS meeting.
There was discussion of the proposal to create and FGS Council, which would replace the current system of holding a general meeting. The two models proposed for FGS Council were the

a) “Senate Model” with 2 faculty reps per Faculty, plus 5 regular faculty elected “at large”, as well as three graduate students.
b) the “Grad Advisor model” included all graduate advisors, as well as three graduate student representatives.

Both models include three voting graduate students, an increase from the current model which gives a vote to the GSS Chair. The new model lists “GSS rep + 1 Masters + 1 PhD student” as voting representatives.

It was agreed that the GSS supports the principle of three representatives, and expects these to be elected through normal GSS procedures, as with all graduate representation.

There was discussion of the models, and agreement to support the Senate model.

**CONVOCATION LIST APPROVAL AT ACADEMIC STANDARDS**

Pollick asked for feedback on an issue arising at the Senate Committee on Academic Standards. A pro forma motion is approved for each convocation that includes the names of students and their GPA.

A student member of the committee has moved that students not be able to see the list as it includes the GPA.

Pollick said he doesn’t want to support the idea of student representatives being second class members of the committee. He asked whether the Executive agreed a counter proposal would be to remove the GPAs entirely.

Chappel noted that GPA isn’t actually the sole requirement to graduate; a student must have also met the requirements in terms of completing courses, as well as any practicum or co-op that is part of the program.

It was agreed Pollick's counter proposal was a good solution.

**EXTERNAL REQUESTS**

**GSS AS AN EMERGENCY LOCATION**

Chappel referred to the briefing and noted she was seeking formal approval of the university's request to use the Grad Centre as an emergency shelter in the event of an earthquake or similar disaster.

Pollick said he agreed so long as all first aid and other supplies were managed.

Walters said he was in agreement, but the GSS would need an agreement on the use of computers as they contain GSS data.

Pollick agreed and said the staff computers would have to be off limits.
Flanders was concerned about safety in the kitchen if food would be prepared there.

Pollick noted the liquor would also need to be locked down.

Chappel referred to the briefing which asked for approval to proceed in principle, and had noted some concerns, like the need to ensure questions of liability are dealt with, and the question of food safety. She wondered if recommendation 3 would cover the concerns raised:

**Recommendation 3**: Establish an agreement with UVIC regarding cost and liability issues of use of GSS food stores in the event of an emergency. *Who will decide if food is safe for service? Who can/cannot use the kitchen? Who will ensure the building is safe for use? Will GSS hand over the building to the university to manage in the event of an emergency?*

Clement said it would need to include clear protocol for authorising use of the space, and agreed the GSS would have to carefully consider whether the kitchen should be available for use, even if our food was contributed.

There was agreement in principle for use of the space, but further discussion on resolving issues of liability, expense, and control of the space would need to continue being discussed.

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**CLOSING ITEMS**

**NOTICES OF MOTION**

Pollick gave notice he would like to discuss UVIC’s proposed policy on Naming of Facilities & Physical Assets, as noted in his report.

Chappel circulated a draft job description for the Administrative Assistant position.

**NEXT MEETINGS**

It was noted the next Executive Board meetings are: May 1, 10:30 am and May 15, 10:30 am.

**ADJOURNMENT**

The meeting was adjourned at 12:10 pm.

_______________________________  ______________________________
*Approved, Chair*                                        *Approved, Executive Director*

Sc/SC
MAY 1, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD MINUTES

MAY 1, 2013

Present: Brian Pollick, Ming Lei, Colleen Clement, Katrina Flanders, Jason Walters (via video conference), Stacy Chappel

The meeting was called to order at 10:36 pm with Lei in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: Walters to send a correction for the April 17 minutes via email to Chappel.

TASK: Chappel to take edits submitted and integrate them into the job description for Administrative Assistant, for approval by email

TASK Chappel to send Walters the summary of proposed distribution of tasks between office staff

TASK Sistili to purchase commercial chairs and metal table with caveat that if resin table tops are made in Canada, we will purchase Canadian product

TASK: Chappel to add policy for Canadian purchase prioritization to Grad Council agenda for September.

TASK: Chappel and Clement to prepare issue summaries on the topics identified by Graduate Council (International Student services, Multi-year funding, Grad Council Structure, and Budget cuts within departments) and circulate them to the Executive.

TASK Chappel to circulate a motion to the Executive Board by email for short term GIC investments

TASK: Lei will ask the Mutli-Faith Services Committee if there is time to submit Jason Walters as the representative. If not, Walters can be added as an alternate.

TASK: Chappel to send any outstanding notices of committee appointments.

TASK: Flanders to notify Julia at SFU that she will be the BC GSS contact for UVIC GSS.

TASK: Chappel to send a meeting report template for meetings where issues of interest regarding university policy are decisions

TASK Chappel to send a Grad Council report template for Exec to report to Grad Council

OPENING REMARKS
Lei brought a gift for everyone to celebrate the new term – Chinese Chess. He said in Chinese Chess each player has importance for the success of the team and this is symbolic of the Executive Board.

STANDING ITEMS

AGENDA

Lei asked if there was any discussion on the agenda or additions.

Walters wanted to add discussion of the BC GSS meeting proposal from SFU (Julia Lane) and thought we should add an appointment of someone to be the contact, instead of including everyone in the email.

AGENDA IS APPROVED with the addition of a discussion of BC GSS Rep to External Business

MINUTES FROM PREVIOUS MEETING

April 17, 2013 Executive Board minutes were approved with minor corrections

TASK: Walters to send a correction for the April 17 minutes via email to Chappel.

BUSINESS ARISING FROM THE MINUTES

In regards to the barbecue, Pollick said his deck has to be torn up so the meeting could not be held on the sundeck. Everyone agreed that was fine. Clement thanked Pollick for hosting.

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

There was discussion of the draft job description for the new Administrative Assistant position.

Suggestions were made about edits to the draft job description

TASK: Chappel to take edits submitted and integrate them into the job description for Administrative Assistant, for approval by email

TASK Chappel to send Walters the summary of proposed distribution of tasks between office staff

CAPITAL SPENDING

Pollick referred to the briefing prepared by Sistili on patio furniture purchase.

There was extensive discussion of the options, including the question of commercial versus residential grade furnishings, storage, environmental impact, and purchasing Canadian products.

M/S Pollick/Walters

RESOLVED the GSS will spend up to $6100 from the Capital Fund on patio furniture for the restaurant.

CARRIED

TASK Sistili to purchase commercial chairs and metal table with caveat that if resin table tops are made in Canada, we will purchase Canadian product

Pollick suggested this direction implies a policy to buy locally, recognizing that this may cost us more. He recommended the Executive Board take a policy proposal to the GRC for endorsement if they wish to include prioritizing Canadian products on an ongoing basis.

TASK: Chappel to add policy for Canadian purchase prioritization to Grad Council agenda for September.
FACULTY OF GRADUATE STUDIES MEETING

Lei referred to Appendix 4, his submission regarding the FGS meeting

Faculty of Graduate Studies structure

Lei reported faculty supported the “Advisory Model” for the FGS, not the Senate model, which is what the GSS had supported.

Lei said the Dean did support the GSS managing the election of the new graduate student seats which was another of our priorities.

Accommodation Policy for Graduate Students with a Disability

Chappel noted she followed up with Student Affairs to ask what the purpose of consultation of Academic Accommodation and asked for a copy of the policy and information on what they wanted from the consultation.

Pollick said he would attend this meeting.

Walters said he would attend, and said it was in his portfolio.

ACTION PLANNING PROCESS

Chappel referred to the attached briefing, which outlined three possible routes for creating the annual action plan.

There was discussion of the options.

M/S Clement/Walters

RESOLVED to use the OPTION 2 method for action planning with a modification to include an exec member championing the whole process for each issue.

CARRIED

Clement thought it might help to draft summaries before people chose which issue. She said she could help.

TASK: Chappel and Clement to prepare issue summaries on the topics identified by Graduate Council (International Student services, Multi-year funding, Grad Council Structure, and Budget cuts within departments) and circulate them to the Executive.

FINANCIAL REPORT

Pollick noted the financial statements are included in the agenda. These are statements to the end of March, 31, 2013, a full fiscal year. These are unaudited. He noted we ended the year with a surplus.

Pollick noted the income statements only show income and expense within the year, but the balance sheet shows funds in the bank, as well as capital purchases and depreciation.

For example, Capital has assets of $634,000, with 214,000 being cash and the rest being the value of capital assets.
Pollick noted the Operating Fund has a significant amount of cash reserve and said the Finance Committee met and discussed moving funds into GIC (guaranteed investments)

**TASK Chappel to circulate a motion to the Executive Board by email for short term GIC investments**

Pollick asked for his thanks to be noted for Sistili and Chappel’s work.

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**EXTERNAL REQUESTS**

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**COMMITTEE APPOINTMENTS**

Mutli-Faith Services Committee

Lei reported the Multi-Faith Services Committee had asked for a rep in March just as the Executive was turning over, and contacted him as the deadline had passed. As such he had volunteered to take the role.

Walters said it was an interest of his and he would be willing to take on the role if need be.

Chappel said the process for this committee involves formal approval from the President, so it may not be possible to switch at this date.

**TASK: Lei will ask the Mutli-Faith Services Committee if there is time to submit Jason Walters as the representative. If not, Walters can be added as an alternate.**

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**CLOSINGS**

**EXECUTIVE REPORTS**

Communications: Clement reported there is a *Beyond the Jargon* meeting Monday for interviewers! She noted we need to take a group picture for the handbook once Walters is back.

Student Affairs: Walters said he emailed Common Energy regarding the campus planning process, and hasn’t heard back yet. He had asked for a summary of the issues they would be putting forward so we could see what the links were for graduate student issues.

Services: Flanders reported she met with Chappel and Duffy regarding events.

Chappel noted Flanders brought doughnuts!

Flanders reported they discussed events and roles each person would play.

Events for Congress was discussed. Sistili has arranged to have a barbecue tent. We have volunteer opportunities for Congress. We will play croquet and badminton by the barbecue tent, as well as activities such as garden walks and trivia night planned.

She also wrote the UVSS Chair and Director of External Relations to introduce herself as the liaison. The UVSS Board’s term starts May 1.

Finance: Pollick reported that work on the final wording of the collective agreement continues, and other items were reported on during the meeting. The collective agreement runs to March 31, 2015.

Executive Director: Chappel reported there were 25 messages sent on the bcgradscholarship.ca campaign website as of this morning.

**TASK: Chappel to send any outstanding notices of committee appointments.**
NOTICE OF SCHEDULE

Flanders reported she will be away July – she got a scholarship to study French in Manitoba. She said she won’t be able to teleconference but will have access to email in English every day for one hour.

BC GSS

Walters noted that the entire Executive Board had received the email regarding a BC GSS meeting. He suggested we nominate one person to be the contact.

Walters asked whether Pollick had followed up regarding the joint medical coverage idea.

Pollick said it won’t be this year, we have a meeting to review the final package this week. A huge amount of planning would need to be done in order to join the plans.

Pollick said his idea would be to meet early with the new government would be to approach the new government to take on a joint health insurance plan through the government.

TASK: Flanders to notify Julia at SFU that she will be the BC GSS contact for UVIC GSS.

Walters said he would be keen to plan a summit if we host it, or to attend.

Walters noted SFU is offering to host the BC GSS summit this year.

Lei said that since we will delegate communications, it would be helpful to provide a written report after our meetings to the whole group.

TASK: Chappel to send a meeting report template for meetings where issues of interest regarding university policy are decisions

TASK Chappel to send a Grad Council report template for Exec to report to Grad council

Chappel noted reports to Executive Board meetings are usually given verbally, but meeting reports can be submitted for information so they can be read and not take up time where no decision is needed.

Flanders said she is on an awards and appeals committee and asked whether these would require reports.

Chappel said that they would not. Award and appeals committees would contain private information, so should not be reported on. The practice would be to report on committees where decisions are made that will affect graduate students.

NOTICE OF MOTION

Notice of motion was given for the following items to be included on the May 15 Executive Board agenda:

- GRC meeting schedule
- Graduate Academic Accommodation policy
- Health and dental plan contract

NEXT MEETING

Next meeting of the Executive Board May 15, 10:30 am
Chappel asked whether people felt the Skype conferencing system worked well.
The response to the Skype conference system was positive.

ADJOURNMENT

The meeting adjourned at 12:45pm.

___________________________________  __________________________________
Approved, Chair  Approved, Executive Board

SC/SC

MAY 16, 2013

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UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD MINUTES
MAY 16 2013

Present: Brian Pollick, Ming Lei, Colleen Clement, Katrina Flanders, Jason Walters (via video conference), Stacy Chappel

Regrets: none

The meeting was called to order at 10:44 am with Lei in the Chair

TASKS ASSIGNED

TASK: Chappel to circulate GIC investment motion via email.

TASK: Chappel will write ECS rep about option of department grant for a social (that is free) where there is also a fundraiser for their project.

TASK Chappel will offer a letter of support when appropriate to ECS students in their proposal for a graduate student lounge.

TASK: Chappel to suggest ECS students contact the Alumni Association regarding their proposal for a graduate student lounge.

TASK: Chappel to circulate a call regarding the opportunity for input on the Accommodations Policy through Grad Council.
TASK: Chappel to send agenda for president’s meeting

Task: Chappel to purchase a gift for Dr. Turpin.

TASK: Chappel to update and circulate the Administrative Assistant draft job description to the Executive Board by May 17.

TASK: Chappel to follow up with Multi-Faith Services about the process for any formal change in representation.

STANDING

AGENDA

M/S Pollick/Clement
RESOLVED Agenda approved with the addition of the Administrative Assistant job description to Internal Business.
CARRIED

MINUTES

M/S
RESOLVED the minutes from the May 1, 2013 Executive Board meeting are approved with following changes: In Walters Executive Report he was contacting Common Energy, not UVSS and Pride, and Time of adjournment is actually 12:45 (not 2:45)
CARRIED

BUSINESS ARISING FROM THE MINUTES

Clement reported the issue summaries were completed.
Chappel reported the administrative assistant job description was circulated.
Flanders contacted Julie at the BCGSS and will report on the discussion in her director’s report

TASK: Chappel to circulate GIC investment motion via email.

INTERNAL BUSINESS

HEALTH AND DENTAL CONTRACT RENEWAL

M/S Clement/Pollick
RESOLVED to consider all three health and dental insurance motions included in the agenda docket omnibus.
CARRIED

M/S Clement/Pollick
Motion 1: Plan Renewal
RESOLVED the GSS renews its contract for student Health and Dental Insurance with Pacific Blue Cross as follows:
Health: $24.33 per month per student and $48.88 per month per family
Dental: $15.68 per month per student and $32.19 per month per family; and
FURTHER RESOLVED there will be no change to existing coverage.

Motion 2: Move to Retention Accounting
RESOLVED the GSS will enter into an agreement with Pacific Blue Cross to use the retention accounting model for our student extended health and dental plan effective at the renewal date of our plan, September 1, 2013.

Motion 3: Rentention Accounting policy on surpluses
RESOLVED the GSS Executive Board will develop a policy on Health and Dental Plan surpluses (if any) in consultation with the membership and for final approval at the Spring 2013 Semi-Annual General Meeting.

Motion to amend Pollick/Clement
Amend to add to motion 1 to add:
FURTHER RESOLVED there will be no change to the fee charged to members to join the plan.

Lei asked if there was any discussion on the amendment
Seeing none, Lei called for a vote on the Amendment.

AMENDMENT CARRIES
Lei asked if there was any discussion on the motion as amended.
Seeing none, Lei called vote a vote on the motion as amended.
CARRIED as amended

COMMITTEE APPOINTMENTS

Health and Dental Appeals
M/S Pollick Flanders
RESOLVED Wes Hass’ election to the GSS Health and Dental Appeals Committee is confirmed
CARRIED

VP Research Appointment Committee
M/S Pollick/Clement
RESOLVED Flanders is elected the GSS rep on the VP Research Appointment Committee
CARRIED

M/S Pollick/Clement
RESOLVED Walter is elected the alternate GSS rep on the VP Research Appointment Committee
CARRIED

CAPITAL SPENDING - SHELVING
Pollick noted the budget included $15,000 for shelving and storage in the budget.
This is the first component of that. He referred to the briefing in the agenda which shows the cost of the shelving and storage will be $4350 in capital spending. This leaves $9,800 for the second section (locking mailboxes and hall storage).

M/S Pollick/FLANDERS
RESOLVED the GSS authorizes $4350 in capital spending for office storage as in the proposal
CARRIED

ACTION PLAN - SELECTING LEAD

M/S Pollick / Walters
RESOLVED the issue leads be assigned as follows
Lei: International Student Support
Pollick: internal structure
Flanders: multi-year funding
Walters: cuts in departments
Clement: assist with facilitation where needed
CARRIED

GRAD COUNCIL MEETING SCHEDULE

M/S Clement/Flanders
RESOLVED the following schedule is adopted for the 2013-14 Graduate Council term:

September 24 – Grad Rep orientation (5-6:30 pm) and social (6:30 – 7:30 pm)
October 15 – Graduate Council Meeting
October 29 – Annual General Meeting
November 26 – Graduate Council Meeting
January 28 – Graduate Council Meeting
February 25 – Graduate Council Meeting
March 25 – Semi-Annual General Meeting
June 2014 – Issue based “Annual Action Planning” meetings (no quorum required)

Unless otherwise noted all meetings will be on Tuesday from 5:30 – 7:30 pm, and dinner will be served at 5:00 – pm as an opportunity for small group discussion and information sharing about departments.
CARRIED

ECS GRADUATE STUDENT REQUEST

Chappel said she brought this as a query to the board as she had no clear way to respond.

Clement said the situation is very different in departments across campus.

Pollick said that while we can't give funding, we can be available to provide advice and assistance. Could not authorize funds.

Chappel suggested a letter of support.
**TASK:** Chappel will write ECS rep about option of department grant for a social (that is free) where there is also a fundraiser for their project.

**TASK** Chappel will offer a letter of support when appropriate to ECS students in their proposal for a graduate student lounge.

Pollick noted he hasn't included the alumni association, and they may be a helpful source of support for this project as they fund one time capital costs.

**TASK:** Chappel to suggest ECS students contact the Alumni Association regarding their proposal for a graduate student lounge.

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**ACADEMIC ACCOMMODATION POLICY**

Pollick referred to the written report. He reported Pollick, Chappel and Lei attended a meeting with Student Affairs regarding the draft policy.

Pollick noted the policy has been in progress for a long time. We were told there is only one other university with an accommodation policy for graduate students with disabilities (Wilfred Laurier). The policy as it is currently drafted is very thoroughly done. They are very serious about trying to deal with graduate student needs in this context. He said Chappel made a few observations about the policy, but in general it met the criteria for good policy.

The committee has asked for suggestions about consultation, if we have people they should talk to. They're goal is to send it to a Fall meeting of the Senate. We don’t expect many changes unless counsel has advice on changes.

**TASK: Chappel to circulate a call regarding the opportunity for input on the Accommodations Policy through Grad Council.**

---

**UNIVERSITY COLLEGE**

**M/S Pollick/Flanders**

Approved 1500 maximum budget to send four people Chappel mary Matt Walters to the Health services forum in Vancouver.

CARRIED

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**PRESIDENT AND GSS MEETING**

Agenda items for the May 29 meeting with the President and Senior Administration

1. Their take post BC election, and what it will mean for the direction of the university. How do they think this will affect graduate students (directly or indirectly?)
2. Introduce the four topic areas that we are working on, and indicate this will include consultation and information requests, and a forum to present the issues.

**TASK: Chappel to send agenda for president’s meeting**

**Task: Chappel to purchase a gift for Dr. Turpin.**

Clement said she will not be able to attend due to a class.

Walters will be away at this time too can someone present his issue area.

**GEC MEETING OF FGS**

Lei gave a summary of issues considered at the GEC meeting. He noted creation of two new programs was supported. From ECE there was a proposal for a new Masters of Engineering in Information Security. The department proposed Info Security is very important for business science and technology. Now it is very urgent for industry to need more students in this area to guarantee information security for telecommunications. They want a relationship with industry and education on this issue. FGS supported this proposal. Another proposal was from Science for a program in Medical Physics. The program is cooperating with BC Cancer Agency. This is a program where a UVIC student is funded to have a placement. This was supported by FGS GEC. Finally there was a proposal was to change the name of degrees for Dispute Resolution from MADR to MDR and from Community Development from MACD to MCD. This did not get approved but will be discussed again.

**PRESIDENT’S GOOD BYE DINNER**

M/S Pollick/Clement

Lei and Chappel will attend the June 19 President Dinner on behalf of the GSS

**CARRIED**

**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

*The meeting went in camera for a discussion of personnel issues.*

**TASK: Chappel to update and circulate the Administrative Assistant draft job description to the Executive Board by May 17.**

M/S Pollick/Clement

**RESOLVED Chappel is authorized complete a final draft for circulation with a deadline to complete by Friday May 17, and the Board members will provide feedback by May 24. If there is no major feedback, Chappel is authorized to proceed to discussion with the Labour Management Committee; and FURTHER RESOLVED the hiring committee will be Chappel and Brandy but and Exec member will meet with the preferred candidate prior to an offer or recommendation to the Board; and FURTHER RESOLVED the position will have a six month probation.**

**CARRIED**
We need to advise the union the position being added is a management support position.

The union can then raise any concerns, hopefully it will be non-controversial.

The goal is to have person in place in early August.

CLOSINGS

EXEC REPORTS

Director of Services: Flanders reported she contacted Julia from BC GSS and she mentioned that there was a BC GSS Google group that everyone had received email from it. Chappel is on there and Flanders is on there, and we can leave it at that.

Julia also noted August would be a good time for hosting a BC GSS meeting.

Chair: Lei said he attended the GEC meeting of Faculty of Graduate Studies as noted before. He also attended the Multi-Faith Services meeting which was very valuable. Lei said when Walters comes back he will attend the meetings for the GSS.

Walters asked if the change is informal or formal

Lei said it could be formally changed.

**TASK: Chappel to follow up with Multi-Faith Services about the process for any formal change in representation.**

Director of Communications: Clement said she interviewed three people last week for Beyond the Jargon. Have another one last Friday and there are more interviewers involved. She is excited! Clement asked others to remind people we need photos for the handbook cover contest.

Pollick suggested talking to the Fine Arts secretary Ami Chelis as she has a list of students who may be interested.

Director of Finance: Pollick said he and Chappel met with David Capson regarding distance funding. He is willing to administer the distance travel grant on our behalf, which is very helpful. Chappel prepared an application form and sent it for approval

Chappel said she has a meeting on May 22 about the distance student travel grant.

Pollick reported Food and Beverage Committee met on May 3 and the big issue is a change in point of sale and managing staffing for Congress as we will be open weekends and longer hours.

Director of Student Affairs: Walters had no report
Executive Director: Chappel said her work was reported within the agenda. Chappel said she may need to take time off to attend a funeral next week.

OTHER BUSINESS

Lunch with Student Affairs - June 18 11:45 - 12:45 Lunch (Lunch on 31st was cancelled)

NOTICES OF MOTION

Senate Standing Committee vacancies.

ADJOURNMENT

The meeting was adjourned at 12:30 pm

_________________________  ________________________
Approved, Chair  Approved, Executive Director

SC/SC
JUNE 19, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD MINUTES
JUNE 19, 2013

Present: Brian Pollick, Ming Lei, Colleen Clement, Katrina Flanders, Jason Walters, Stacy Chappel

Regrets: none

The meeting was called to order at 10:40 am with Lei in the Chair

TASKS ASSIGNED

TASK: Executive Members to review and send any concerns to Chappel.
TASK: Chappel to send concerns, if any, to new Learning and Teaching committee representative.
TASK: Executive members to set dates for member discussions of strategic goals.

STANDING AGENDA

M/S/C
RESOLVED Agenda approved with the addition of Personnel
CARRIED

MINUTES

M/S Pollick/Walters
Resolved the minutes are approved with minor amendments
CARRIED

INTERNAL BUSINESS

COMMITTEE APPOINTMENTS

M/S Clement/Walters
RESOLVED The GSS ratifies the email vote electing Judy Walsh to the hiring committee for the Director of Interdisciplinary Studies.
CARRIED

M/S Pollick/Flanders
RESOLVED the GSS elects Andreas Bergen to the Senate Learning and Teaching Committee
CARRIED

M/S Walters/Clement
RESOLVED the GSS elects Pavan Arora to the Senate Awards Committee and
FURTHER RESOLVED the GSS elects Ahmed Altamini to the Senate Continuing Studies Committee
CARRIED
M/S Pollick/Walters  
RESOLVED the GSS Elects Hiteshi Sharma to the Senate Committee on Appeals  
CARRIED

CAPITAL SPENDING - SHELVING

M/S Pollick/Clement  
RESOLVED the GSS authorizes up to $2,000 from the Capital Fund to clean and paint the big outdoor sign.  
CARRIED

M/S Pollick/Walters  
RESOLVED the GSS authorizes up to $2,700 from the Capital Fund to have custom hall storage built.  
CARRIED

LEARNING AND TEACHING STATEMENT

TASK: Executive Members to review and send any concerns to Chappel.  
TASK: Chappel to send concerns, if any, to new Learning and Teaching committee representative.

STRATEGIC GOALS

TASK: Executive members to set dates for member discussions of strategic goals.

NEXT MEETING

July 17, 2013 is the next Executive Board meeting

PERSONNEL

[The meeting went in camera]

M/S  
RESOLVED the GSS will pay a bonus of $250 to Chappel in addition to two days to be taken in lieu for extra hours worked in June.  
CARRIED

M/S  
RESOLVED the GSS will pay a bonus of $750 to Brandy Sistili along in addition to one day taken in lieu for extra hours worked in June due to Congress.  
CARRIED

ADJOURNMENT

The meeting was adjourned at 12:30 pm

_________________________  ________________________
Approved, Chair  
Approved, Executive Director

SC/SC
JULY 3, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
JULY 3, 2014

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications)

Regrets: Katrina Flanders (Director of Services)

The meeting was called to order at 10:30 pm.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel will contact former committee member to discuss sitting another term on EDAG.

TASK: Chappel will request a report on the committee activities from the previous year.

TASK: Pollick will include committee representation as part of the discussion of GSS Structure.

TASK: Clement will sit on the Administrative Assistant Hiring Committee

TASK: Clement will contact Andreas Bergen regarding the GSS concerns about the proposed Learning and Teaching statement.

TASK: Clement and Chappel will discuss the display in August when they return.

TASK: Chappel to notify Vancity about the change in transaction limit.

TASK: Chappel, Pollick and Sistili to discuss how to manage the expense reimbursement.

TASK: Pollick and Chappel to discuss policy on use of suppliers to ensure they will invoice or accept payment by cheque.

TASK: Chappel to circulate promotion for “consultation week” that includes statement that the purpose is to produce a working document, not discuss the issues further.

STANDING ITEMS

AGENDA
The agenda was approved with the addition of Payroll Transfer maximum to the financial section.
MINUTES

M/S Pollick/Clement

RESOLVED the minutes from the June 5, 2013 Executive Board meeting are approved as presented.

CARRIED

INTERNAL BUSINESS

COMMITTEES

M/S Walters/Clement

RESOLVED The GSS will offer the 2012-13 Educational Equity Advisory Group representative the opportunity to serve another term on the committee

CARRIED

TASK: Chappel will contact former committee member to discuss sitting another term on EDAG.

TASK: Chappel will request a report on the committee activities from the previous year.

TASK: Pollick will include committee representation as part of the discussion of GSS Structure.

ADMINISTRATIVE ASSISTANT HIRING

Chappel sought a board member to sit on the hiring committee.

TASK: Clement will sit on the Administrative Assistant Hiring Committee

STATEMENT ON LEARNING AND TEACHING

There was discussion of the statement. Executive Board members agreed that the description of learning outcomes was not representative of graduate programs, and thought a separate section for each type of program was warranted.

TASK: Clement will contact Andreas Bergen regarding the GSS concerns about the proposed Learning and Teaching statement.

FINANCIAL REPORT

Pollick circulated the financial statements for May.

Pollick noted as of yet there is no utilities billing for May yet, which reduces the cost for building maintenance.

Pollick noted the Grad House has a high cost of sale and labour as the last week of May was used to prepare both food, liquor and staffing for Congress, which began in June. May normally has a loss, but this year's is higher due to this.
The Health and Dental fund has an adjusted year. The comparison with May 2012 statement is misleading as the adjustment for summer fees is included in 2012, but this adjustment has not been made yet in 2013.

He said overall, there is nothing out of ordinary, but as always we watch the Food and Beverage funds closely.

**FOOD & BEVERAGE COMMITTEE**

Pollick reported the committee had met. Key issues to report is that it is not possible to have a plan in place for structural changes to the bar until November. He noted renovations are complex as the building is owned by the university.

**ART DISPLAY**

Clement said her goal was to have photo submissions from the handbook call printed in large format for display in the restaurant. She has permission from the photographers to use their work in this way.

Chappel said a change in the art would be welcome in the restaurant.

**M/S Pollick/Walters**

RESOLVED up to $1200 from the Capital Fund is approved for the cost of printing student-submitted photographs in large format for display in the restaurant.

**CARRIED**

**TASK: Clement and Chappel will discuss the display In August when they return.**

**PAYROLL TRANSFER AMOUNT**

Pollick noted the GSS uses automated payroll transfer to pay all employees. These transactions are capped, but by the total amount of transactions in a day (daily transaction limit), and the amount that can be sent to an individual account (single transaction limit).

When collective bargaining was finished, we made a temporary increase to the limits in order to facilitate the retroactive payment. At the time we discussed making a permanent change to the maximum per day transaction because of the increased staff size.

Currently, payroll from the operating fund has a daily transaction limit of $15,000 and a single transaction limit of $5,000. The restaurant has a daily transaction limit of 10,000 and a single transaction limit of $2,500.

The single limits are meant to be able to cover a final pay where someone collects holiday owing as well as their final pay cheque.

Upon review, we only need to make one change, which is to increase the daily transaction limit for the restaurant to $15,000.

**M/S Pollick/Clement**
RESOLVED the daily transaction limit for the restaurant payroll (Vancity account 9026386) is increased to a daily maximum of total transactions in the amount of $15,000 at the nearest possible effective date.

CARRIED

**TASK:** Chappel to notify Vancity about the change in transaction limit.

**CAPITAL**

Chappel reported the patio tables that had been ordered were not sent, and after several delays, the order was cancelled. As such she had directed Sistili to proceed with the second option already discussed, with the supplier who delivered the chairs.

Chappel noted that the table purchase had been made on Sistili’s credit card as the staff credit cards could not handle the amount and the supplier only accepted credit card purchase.

This transaction has been successfully cancelled. However, she had been reimbursed by the GSS and the cancellation is a reversal on her card, leaving her no means to recoup the cash to reimburse the GSS. Chappel wanted to ensure everyone was aware of this situation, as a means of repayment will need to be organized, likely through use of the card to pay for the next table purchase.

**TASK:** Chappel, Pollick and Sistili to discuss how to manage the expense reimbursement.

**TASK:** Pollick and Chappel to discuss policy on use of suppliers to ensure they will invoice or accept payment by cheque.

**ISSUE DISCUSSION FORUMS**

International Student Services: August 9, 1-3 pm. Meeting Chair: Lei

Cuts to department: August 8, 2-4pm. Meeting Chair: Walters

Multi-Year funding: August 6, 1-3 pm. Meeting Chair: Flanders

GSS Governance structure: August 9, 10:30 am – 12:30 pm. Meeting Chair: Pollick

**TASK:** Chappel to circulate promotion for “consultation week” that includes statement that the purpose is to produce a working document, not discuss the issues further.

**POLICY UPDATES**

**M/S Name/Name**

RESOLVED update of the policy manual terms of reference of Finance Committee and Food and Beverage Committee is referred to the Organizational Development Committee.

CARRIED

Chappel said Lei is the Organizational Development Committee and asked if anyone else would like to join the discussion.

Pollick asked to participate in the committee.
EXTERNAL REQUESTS

POWER SHIFT

There was no new information submitted.

Tabled until information on the program is received.

BC BUDGET UPDATE

Information on the updated service plan for the Ministry of Advanced Education was received for information.

CLOSING ITEMS

Walters noted the meeting was running overtime.

EXECUTIVE REPORTS

Executive Director: Chappel said she would circulate her report by email.

Director of Finance: Pollick waived his report.

Director of Communications: Clement waived her report.

Chair: Lei reported he attended the meeting with the Emergency planning department and they are looking for help to promote the emergency plan and emergency alert system to graduate students. They also have need for volunteers for events.

Director of Student Affairs: Walters reported he received the notice for the new Distance Student Travel Grant. He also reported the International Student Commons has a new Academic Program Coordinator, Adam Yaghi. He said Anne Cirillo had done a great job and is moving to a new position in the International Office office.

OPERATIONAL RELATIONS

The agenda items for operational relations is requesting data on fee payment and remittance, and a look at the summer fee payment schedule.

ADJOURNMENT

The meeting was adjourned at 12:37 pm

_______________________________  _______________________________
Approved, Chair                  Approved, Executive Director
AUGUST 7, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
AUGUST 7, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications), Stacy Chappel (Executive Director).

Regrets: none.

The meeting was called to order at 10:35 am.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to follow up on the Educational Equity committee.

TASK: Chappel to circulate a more detailed list of orientation events with information for Executive.

TASK: Walters to ask CUPE 4163 about the history, if any, of the exclusion of RAs from CUPE 4163.

TASK: Chappel to draft a fuller briefing on the question of the legal situation of graduate students funded directly through professor’s research grants.

TASK: Pollick and Flanders to work out a plan for the social that will follow the GRC Orientation Session.

TASK: Ming to follow up with Alumni Association to see if they have a graduate student alumni LinkedIn network.

TASK: Chappel to follow up with the Educational Equity Committee and circulate a call for candidates.

TASK: Chappel and Clement to review amount available for CFUV in the communications budget with after reviewing billing for graphics and printing of the handbook.

TASK: Chappel to add International Office to poster mail-out for event notices.

TASK: Chappel to send picture of Executive to Walters so it can be posted on the International Office bulletin Board.

TASK: Chappel to request French version of basic information.

TASK: Walters to find out the next most common language of graduate students after Mandarin.
STANDING ITEMS

AGENDA APPROVAL

The Agenda was approved with the addition of the Student Union Development Summit.

MINUTES

Minutes were approved with minor corrections.

M/S Name/Name

RESOLVED the Minutes from the July 3, 2013 Executive Board meeting were approved with minor corrections.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Chappel reported she had contacted the former EDAG Committee rep but had not heard back.

Pollick reported the GSS Structure discussion meeting agenda would include committee representation.

Pollick reported he and Chappel had not had a conversation about suppliers invoicing policy.

Clement confirmed she had contacted Bergen regarding the Learning and Teaching statement.

TASK: Chappel to follow up on the Educational Equity committee.

INTERNAL BUSINESS

FOLLOW UP ON MEETING WITH DEAN CAPSON

Pollick reported the key issues discussed were new rules restricting international student advising from providing basic information on student visa requirements. He also noted that the category of AIS will be eliminated in funding packages as of September 2014, although the funding budget will remain the same.

Clement noted that while the regulation on international student advising was disappointing, training would be valuable.

Walters reported that he understands there is support for required training on the student visa process, but requiring the International Office advisors to have a certification in all aspects of immigration is unworkable.

ORIENTATION

Chappel reported the orientation events are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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GSS Executive Board Minutes

2013-2014 Meeting docket
**TASK:** Chappel to circulate a more detailed list of orientation events with information for Executive.

**UVIC RESPONSIBILITY FOR RA’S AND STUDENTS FUNDED BY ADVISORS**

Chappel said several cases had arisen where confusion over funding from a supervisor’s research grant had been a factor in problems faced by a student. She referred to her briefing on her concerns. She asked for a mandate to develop a fuller briefing and seek a review from the Society’s lawyer.

**M/S Pollick/Ming**

**RESOLVED** The Executive approves in principle Chappel’s proposal that the GSS obtain a legal briefing on the responsibility of the university regarding payment of students funded directly through a supervising professor’s research funding, subject to:

a) obtaining a quote from the lawyer for the research, and  
b) Executive Board approval of a final list of questions to be submitted to the lawyer.

**CARRIED**

**TASK:** Walters to ask CUPE 4163 about the history, if any, of the exclusion of RAs from CUPE 4163.

**TASK:** Chappel to draft a fuller briefing on the question of the legal situation of graduate students funded directly through professor’s research grants.

**GRC ELECTION PROCESS**

Chappel reported the GRC election process requires elections organized by students within each department. She shared the poster used for calls for candidates. She noted elections should not take place at the department orientation unless all graduate students in the department are invited.

**GRC SOCIAL**

Chappel asked that a committee be struck of Executive members to organize the GRC Social.

Pollick and Flanders volunteered to sit on the committee.

**TASK:** Pollick and Flanders to work out a plan for the social that will follow the GRC Orientation Session.

**LINKED IN GROUP PROPOSAL**
Lei proposed a LinkedIn group would be a positive way for graduate students to network with each other around their research, and share information on co-op placements.

Pollick asked what the rules are for managing groups, and what the long term utility of the group is.

Clement said she found LinkedIn sent an email about everything contacts did, so she kept the contact list very small.

Chappel said she was concerned about long term management—would staff be asked to manage the group. The Facebook group was increasingly heavy workload to manage as every member who joins has to be approved and the group is large enough to have issues with those who join and post advertising spam.

Pollick suggested Alumni association be approached.

Flanders suggested contacting Linda Nicoll at Alumni Services. She thought graduate students LinkedIn networking might aim to go beyond GSS membership.

It was decided not to proceed with a GSS Linked In Group.

*TASK: Ming to follow up with Alumni Association to see if they have a graduate student alumni LinkedIn network.*

**EDUCATIONAL EQUITY COMMITTEE**

*TASK: Chappel to follow up with the Educational Equity Committee and circulate a call for candidates.*

**EXTERNAL REQUESTS**

**CFUV PROPOSAL**

Clement referred to the written briefing in the agenda package.

She reported that she had worked with CFUV Station Manager Randy Gelling and the Community News Staff to develop a proposal to fund staff support for the Beyond the Jargon show. She reported the show has been very successful and has effectively replaced the old GSS print magazine in a podcast format.

Clement noted she could not vote on the proposal as she is also a board member at CFUV.

Pollick said he supported the idea in principle, and thought the contract could stipulate Beyond the Jargon or an equivalent show as the recipient. He said it was not budgeted for, but it could go to Grad Council and was likely manageable.

Chappel said she thought it might be doable within the communications budget as the graphic design contract ended up being much lower cost than anticipated. Chappel said she supported the plan, especially as it is more easily accessible than print media for the increasing number of distance students.

*M/S Pollick/Lei*
RESOLVED the CFUV contract is approved in principle with final amount to be determined by Chappel and Clement after reviewing the communications budget;

FURTHER RESOLVED that if funding not available in communications budget, a pro-rated amount of $2000 is authorized for September 1 – March 31, 2013.

CARRIED

TASK: Chappel and Clement to review amount available for CFUV in the communications budget with after reviewing billing for graphics and printing of the handbook.

SUDS CONFERENCE

Walters reported he is attending the conference of student unions in Vancouver this coming weekend. SFU GSS is also attending. He said there was a call for additional agenda items and asked if there were issues the GSS wanted to have added.

Pollick asked Walters to ask whether there is interest for a pooled health insurance program.

Chappel said she was interested in whether there would be support for a campaign for free or subsidized MSP for international students (as in Saskatchewan) and what the other schools response to the international student advising crisis was.

CLOSING ITEMS

EXECUTIVE REPORTS

Communications: Clement reported the handbook copy was completed by Sistili and Park.

Finance: Pollick circulated July Statements. He said there is good news on nearly every item. He noted the Dean reported a projected enrolment increase of 2%, which puts our budget on target. He attended Operational Relations and data on fee collection is still pending. Fee hold back will continue to be an issue of discussion.

Services: Flanders reported the discussion at the action session on the multi-year funding was very positive, and has come up with a series of principles on graduate funding that can guide our future discussions. There was also a series of questions for the Dean about current policy vs. his proposed policy.

Affairs: Walters briefly summarized the Bill C-35 Immigration advising issue:

- The federal ministry of Citizenship and Immigration Canada has advised the universities that a 2011 law aimed at stopping crooked immigration consultants is being interpreted to say that university staff who advise international students must be fully accredited through the immigration consultant program. The new law requires university staff to refuse to provide any information on study permits and student immigration, and instead refer to the Citizenship and Immigration website. They are not allowed to assist in translating the website.
- Walters noted that Citizenship and Immigration Canada is also on strike currently.
- Walters reported he had spoken with Dean Capson, and was advised the August 6 meeting planned for senior administration on this issue has been rescheduled, and the Dean has asked to be invited. The AVP International is not yet back in Victoria.
**TASK:** Chappel to add International Office to poster mail-out for event notices.

**TASK:** Chappel to send picture of Executive to Walters so it can be posted on the International Office bulletin Board.

There was discussion of health insurance translation.

**TASK:** Chappel to request French version of basic information.

**TASK:** Walters to find out the next most common language of graduate students after Mandarin.

**Executive Director:** Chappel reported she had just returned from holiday and was catching up on email. She attended the issue discussions thus far, and also went to the Operational Relations meeting and the meeting with the Dean. She had reviewed the financial statements. She had provided assistance to two students. Her main projects coming up were with the Administrative Assistant hire, for which there were about 70 applicants.

**Chair:** Lei reported he attended the Operational Relations and BBQ with the Dean.

**NOTICE OF MOTION**

Request presentation on the proposed bus loop expansion of an additional loop outside the GSS.

**ADJOURNMENT**

The meeting was adjourned at 12:45 pm

_______________________________  _______________________  
Approved, Chair  
Approved, Executive Director

Sc/SC
AUGUST 21, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD
MINUTES
AUGUST 21, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications), Stacy Chappel, (Executive Director), Neil Connolly, (Director of Campus Planning and Sustainability).

Regrets: none.

The meeting was called to order at 10:30 am

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to arrange for Farsi translation of the health plan information.

TASK: Chappel to draft a fuller briefing on the question of the legal situation of graduate students funded directly through professor's research grants.

TASK: Pollick and Flanders to work out a plan for the social that will follow the GRC Orientation Session.

TASK: Chappel to add International Office to poster mail-out for event notices.

TASK: Chappel to send picture of Executive to Walters so it can be posted on the International Office bulletin Board.

TASK: Chappel to request French version of basic information.

TASK: Chappel and Flanders to circulate the Action Planning meeting notes.

TASK: Lei to send a letter of thanks to the administrative staff of FGS for their work on the Distance Education Graduate Travel Grant this summer.

TASK: Chappel to order new desk top computers for the Executive Director and the Office Coordinator.

TASK: Exec members who are international students will send a copy of the notice about Bill C-35 regulations restricting the ability of UVIC to advise international students to Chappel.

TASK: Walters will set up a meeting with the university president to ask what UVIC will be doing to address the problem of UVIC staff being restricted in the advice they can provide international students.
Task: Chappel to circulate the 3 key messages sheet for use in department orientation presentations.

STANDING ITEMS

AGENDA

The Agenda was approved with the presentation from Neil Connolly about the proposed bus loop moved to be the first item.

PRESENTATION ON PROPOSED BUS LOOP

Connolly was welcomed to the meeting and there was a round of introductions.

Connolly referred to maps of the proposed bus exchange expansion, which would re-instate the original bus loop, just outside the GSS and expand it. UVIC would then have two loops, one on each side of Finnerty Rd.

Connolly said this has received preliminary approval, but there are outstanding items:

- Financial approval, and the question of how much UVIC and BC Transit would pay.
- Campus consultation process would need to be undertaken in the fall

The GSS raised the following concerns:

- Disabled parking spaces near the GSS: Connolly said an option would be creating space along the back entrance, or on the side, from Sinclair
- Ensuring adequate lighting: Connolly said this is a standard part of design consideration
- Reduction in trees, and green space outside the GSS building: Connolly said UVIC policy is that every tree removed is replaced with three trees. There was discussion of development of a public patio/garden space outside the GSS
- Sound of busses and impact on the GSS, especially on patio: Garden space could also have design elements to reduce noise
- Use of GSS bathrooms by drivers, and how costs are managed for this: Connolly said this would need discussion
- Pedestrian safety: Connolly said current options include raised cross walks and walk/stop lights
- Why the bus loop is not nearer the new CARSA building, which will have high usage: Connolly said this was discussed as an option but the entry road is not ideal for bus use.

Connolly thanked everyone for the input, which he will bring forward in further discussion about the proposal. He promised to keep the GSS posted about consultations in the Fall, which might also include discussion of rerouting busses to avoid driving around ring road and service expansion.

APPROVAL OF THE MINUTES

M/S/C

RESOLVED Minutes from the August 7 2013 meeting are approved with minor corrections

BUSINESS ARISING FROM THE MINUTES
Chappel reported she had followed up on the Educational Equity committee and there are candidates for consideration in the agenda.

Chappel circulated a more detailed list of orientation events with information for Executive.

Walters talked to CUPE 4163 about the history of RAs and staff believe what happened was UVIC did not see the RAs as employees so the drive went ahead without including them. He said he also spoke to students at other grad associations, and their RA’s are included in their unions.

Ming reported he contacted the Alumni Association about a graduate student alumni LinkedIn network but they have not yet responded.

Chappel and Clement had reviewed the budget for the CFUV donation and there was $2000 available in the communication budget, and would likely be more in the coming year. An analysis of future options is pending the final bill for handbook design.

Walters reported he followed up on the question of language and it seems Farsi is the next likely candidate, since Mandarin and Cantonese are the same in written form.

**M/S Pollick/Walters**

*RESOLVED Farsi (Persian) Translation for the basic health plan information is approved up to a maximum cost of $750.*

**CARRIED**

**TASK:** Chappel to arrange for Farsi translation of the health plan information.

**Tasks still outstanding from the last meeting:**

**TASK:** Chappel to draft a fuller briefing on the question of the legal situation of graduate students funded directly through professor’s research grants.

**TASK:** Pollick and Flanders to work out a plan for the social that will follow the GRC Orientation Session.

**TASK:** Chappel to add International Office to poster mail-out for event notices.

**TASK:** Chappel to send picture of Executive to Walters so it can be posted on the International Office bulletin Board.

**TASK:** Chappel to request French version of basic information.

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**INTERNAL BUSINESS**

**COMMITTEE APPOINTMENT**

**M/S Pollick/Flanders**

*RESOLVED Judy Walsh is elected to the UVIC Educational Equity Advisory Group*

**CARRIED**
SUDS (STUDENT UNION) CONFERENCE IN VANCOUVER

Walters reported the meeting was very good and he thought the GSS should send more people in future. He said it wasn’t about student issues so much as how to run a student organization.

Several people were involved in forming a new provincial advocacy group called ABCS. They are currently developing their bylaws. Walters said he will continue to stay in touch with them and work on this project.

ACTION PLANS

Chappel reported she had not yet written up the meeting notes for the three sessions she was asked to do this.

Flanders said her notes were not yet completed.

**TASK: Chappel and Flanders to circulate the Action Planning meeting notes.**

TRAVEL GRANTS

Chappel referred to the briefing, and reported the Faculty of Graduate Studies is seeking to limit how early a student can apply for the travel grant to one month prior to the term in which they would travel.

Clement noted this lets a student travelling in December apply further ahead of their conference than a student travelling in September.

**M/S Pollick/Walters**

*RESOLVED the GSS accepts a change to limit early applications, but proposes the limit be set at four months prior to the date of travel.*

CARRIED

DISTANCE STUDENT TRAVEL GRANTS

Chappel referred to the briefing on the new travel grant for distance students. She said all the grant funds had been distributed. She said the GSS has not received information about every grant yet, but the notices thus far have broken out as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th># of awards</th>
<th>Amount awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>3</td>
<td>$900</td>
</tr>
<tr>
<td>Health Information Science</td>
<td>1</td>
<td>$200</td>
</tr>
<tr>
<td>Nursing</td>
<td>4</td>
<td>$1100</td>
</tr>
<tr>
<td>Physical &amp; Health Education</td>
<td>1</td>
<td>$300</td>
</tr>
<tr>
<td>Public Administration</td>
<td>1</td>
<td>$200</td>
</tr>
<tr>
<td>Social Work</td>
<td>2</td>
<td>$500</td>
</tr>
</tbody>
</table>

**TASK: Lei to send a letter of thanks to the administrative staff of FGS for their work on the Distance Education Graduate Travel Grant this summer.**
CAPITAL SPENDING REQUEST: COMPUTER UPGRADE

Chappel referred to the briefing. She said the consultation with the computer systems people was complete, and he had proposed creating off site secure login instead of a laptop for the Executive Director. Chappel says she prefers this to having a laptop, and that a laptop for the Exec and for the Administrative Assistant to take minutes or set up presentations in meetings would be much more useful.

M/S Pollick/Clement

RESOLVED $1700 is allocated from the Capital Fund to purchase a regular desktop for the Office Coordinator and high performance desktop for the Executive Director.

CARRIED

TASK: Chappel to order new desk top computers for the Executive Director and the Office Coordinator.

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Finance: Pollick reported the audit draft is ready, and a meeting is set for September 3.

Director of Services: Flanders had nothing to report.

Chair: Lei had a meeting with Jim Dunsdon, and had received a plan for the International Commons from Adam, the new staff person. He thinks there are many ways we will be able to work in partnership with the International Commons this year.

Director of Student Affairs: The international office staff are now refusing to give information on student visas, etc., as per the new regulations. Many other universities seem to be sending staff for the training. The international office will be sending a formal notice to international students today.

TASK: Executive Board members who are international students will send a copy of the notice about Bill C-35 regulations restricting the ability of UVIC to advise international students to Chappel.

TASK: Walters will set up a meeting with the university president to ask what UVIC will be doing to address the problem of UVIC staff being restricted in the advice they can provide international students.

BC GRAD SCHOLARSHIP

Walters reported the BC GSS group is seeking to have a meeting in late September. He will keep everyone posted. Some other BC GSS folks at SUDS mentioned they would like to have a meeting with the new Minister of Advanced Education to discuss the graduate scholarship program.

ORIENTATION

Task: Chappel to circulate the 3 key messages sheet for use in department orientation presentations.
ADJOURNMENT

The meeting was adjourned at 12:33 pm

_____________________________  ____________________________
Approved, Chair              Approved, Executive Director

Sc/SC
SEPTEMBER 4, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
SEPTEMBER 4, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Brian Pollick (Director of Finance), Colleen Clement (Director of Communications), Stacy Chappel (Executive Director, GSS), Katrina Flanders (Director of Services).

The meeting was called to order at 10:37 am.

Chappel reported that Flanders would be late due to a new class conflict.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to book the room for the Fall 2013 Executive Meetings (1st and 3rd Wednesdays of the month - Noon-2pm).

TASK: Chappel to add HDAC membership election to the agenda for October Grad Counci.

TASK: Chappel will arrange for a gift card to thank graphic design and print teams.

TASK: Flanders to send Chappel notes from summer action plan committee.

TASK: Chappel to refer to LinkedIn group at Alumni Association Page.

STANDING ITEMS

AGENDA

M/S Lei/Clement

RESOLVED The agenda was approved as presented.

CARRIED

MINUTES

The minutes for the August 28th, 2013 Executive Board meeting were approved as presented.

BUSINESS ARISING FROM THE MINUTES

Farsi and French languages have been requested for our website.

For any capital purchases the price we approve is without taxes.
Bill C35 – no notice sent yet as it is not approved. Information is on the website – guiding students to the website.

Walters and AVP International Andrew Morton have interviews with CFUV.

Walters reviewed International and Exchange Student Services sites and spoke with the Dean. The Dean will be meeting with AVPI Morton – he will follow up and let us know.

**INTERNAL BUSINESS**

**FALL EXECUTIVE BOARD MEETING SCHEDULE**

The new Board Meeting schedule will be the 1st and 3rd Wednesdays from Noon – 1:30pm.

Pollick away: Sept 18, and Oct. 16 and Oct 15 GRC Meeting.

Walters has conflict with GRC meeting due to TA’s – will try to change them.

*TASK: Chappel to book the room for the Fall 2013 Executive Meetings (1st and 3rd Wednesdays of the month - Noon-2pm).*

**POS UPDATE**

[The meeting went in camera for a discussion regarding POS contracts]

M/S Pollick/Walters

*RESOLVED the Executive Board approves Sistili and Chappel to proceed with purchase up to $15,000.*

CARRIED

[Flanders arrived]

**AUDIT**

Draft audits and business letters were circulated.

Chappel noted Sistili’s hard work is showing in the improvement to restaurant administrative systems. Bretschnieder and Sistili were also given kudos for controlling Grad House food cost of sales!

**FOR REVIEW**

ED REPORT: Vicki Bhavalia hired. Pollick thanks Stacy!

M/S Walters/Clement

*RESOLVED decision ratify meeting of Vicki Bhavalia.*

CARRIED

**HEALTH AND DENTAL APPEALS COMMITTEE**
Pollick noted the term for HDAC is up with the new Grad Council election. He hopes the current members will consider another term.

**TASK:** Chappel to add HDAC membership election to the agenda for October Grad Council

### CLOSING ITEMS

#### REPORTS OF THE EXECUTIVE BOARD

**CLEMENT:** Liz and CFUV staff connection. VPIA interview – Thursday story on CFUV. Handbook design costs well within budget and the project will be financially on target. Handbook budget leaves room for the CFUV project for 10 months as discussed in previous meeting.

**M/S Clement/Walters**

*RESOLVED* The GSS handbook will include September in calendar for a 14 month calendar ranging August 1, 2013-September 30, 2014.

*CARIED*

**TASK:** Chappel will arrange for a gift card to thank graphic design and print teams

**FLANDERS:** Attended orientation, went well. Alumni contacted her regarding alumni staff committee.

**M/S Clement / Walters**

*RESOLVED* Flanders is elected to UVic Alumni Association Student and Alumni Programs Committee.

*CARIED*

**TASK:** Flanders to send Chappel notes from summer action plan committee

**POLLICK:** FBC Meeting was held. Sistili will have an outline of issues and how to study for bar makeover and sound by November, 2013. Should have a detailed outline of feasibility study by the end of this year.

**WALTERS:** International student welcome dinner was great. Gave feedback on it and would like to continue being involved. Uvic Global Community Advisory Board for program (buttons). Mentoring program assigned five graduate students to meet once a week. Invited board members to the Global Community tent. Received notice regarding not providing support – will forward by email.

**LEI:** Finish Department Orientation with Nursing and Economics Depts. Found it very challenging – how to make it impressive. Alumni Association regarding LinkedIn/Young Alumni - free for Alumni. No LinkedIn GSS group, suggest using main alumni group.
Walters noted Lei will meet with International Commons Advisory Board, and thanked him for taking this on.

**TASK: Chappel to refer to LinkedIn group at Alumni Association Page.**

**NEXT MEETING**

The next meeting will be held September 12, 2013

**ADJOURNMENT**

The meeting was adjourned at 12:45pm.

_______________________________  ____________________________
Approved, Chair                     Approved, Executive Director
Sc/SC
SEPTEMBER 18, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
SEPTEMBER 18, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Colleen Clement (Director of Communications), Stacy Chappel, (Executive Director), Vicki Bhavalia, (Administrative Assistant).

Regrets: Brian Pollick (Director of Communications)

The meeting was called to order at 12:00pm.

TASKS ASSIGNED AT THE MEETING

 TASK: Chappel to bring event budget information to next meeting.

 TASK: Chappel to prepare follow-up to audit.

 TASK: Chappel to invite lawyer to GSS Pancake Breakfast, organize media and student attendance for legal day.

 TASK: Bhavalia to revise letter to the President re Bill C-35.

 TASK: Chappel to invite Associate Dean and Dean of Graduate Faculty to November’s GRC Meeting.

 TASK: Chappel to circulate proposal for excluded staff benefits to email vote so Pollick is included.

 TASK: Chappel to send draft Strategic Plan to Executive Board members.

 TASK: Chappel to coordinate PowerPoint for GRC Orientation and send out documents ahead of meeting

STANDING ITEMS

AGENDA

The Agenda was approved with the ABCS item moved to the Notice of Motion and tabled for the October presentation from Neil Connolly about the proposed bus loop moved to be the first item.

APPROVAL OF THE MINUTES
RESOLVED Minutes from the September 4, 2013 meeting are approved as amended.

BUSINESS ARISING FROM THE MINUTES

No business rising from minutes.

INTERNAL BUSINESS

WEDNESDAY COFFEE

M/S Clement/Walters

RESOLVED Restaurant to provide extra muffins and fruit on Wednesday GSS coffee mornings.

CARRIED

TASK: Chappel to bring event budget information to next meeting.

BILL C-35 – LAWYER’S QUOTE

Chappel has received confirmation that a lawyer will be available to meet with students in regards to citizenship and immigration issues.

Clement noted this lets a student travelling in December apply further ahead of their conference than a student travelling in September.

M/S Walters/Clement

RESOLVED to fund lawyer costs for GSS training/information for students of $1000.00 (up to eight full hours) plus additional costs for media and attendance at pancake breakfast.

CARRIED

M/S Clement/Walters

RESOLVED to fund lawyer costs for legal opinion on status of staff and board in relation to Bill C-35 up to a maximum of $1,500.00.

CARRIED

TASK: Chappel to invite lawyer to GSS Pancake Breakfast, organize media and student attendance for legal day.

TASK: Bhavalia to revise letter to the President re Bill C-35.

UPDATE ON RESEARCH ASSISTANT’S ISSUE

Chappel met with Dean to discuss student’s case and the Dean has decided he will deal with the issue.

DEAN – GRAD STUDIES INVITATION TO GRC MEETING
Chappel referred to the attendance of Dean and Associate Dean of Graduate Faculty at the October GRC Meeting. After discussion it was agreed that November GRC meeting was more appropriate to give representatives time to adjust to the procedures. The Board also voiced displeasure of people inviting Faculty and Administrative Members to Grad Student functions. The President’s invitation will stand and Chappel will organize an informal setting for his one-time visit to the Wednesday coffee on September 26.

**TASK: Chappel to invite Associate Dean and Dean of Graduate Faculty to November’s GRC Meeting.**

**AUDIT FOLLOW-UP**

Chappel reported the audit went well and the results were there is too much money in the operating budget.

**TASK: Chappel to prepare follow-up to audit.**

**STRATEGIC PLAN WRITE-UP**

Chappel reported progress is being made and will send out a draft copy to the Executive Board members.

**TASK: Chappel to send draft Strategic Plan to Executive Board members.**

**EXCLUDED STAFF STATUS**

[Meeting went in camera, Bhavalia left the room]

**TASK: Chappel to circulate proposal for excluded staff benefits to email vote so Pollick is included.**

**GRAD COUNCIL ORIENTATION CHECK-IN**

Chappel mentioned she has had several students interested in the GRC and hopefully more to come. The orientation will begin at 5:00-6:30 and Chappel will present a power point which will include: the role of GRC, organizational structure, overview of main issues and requisite grad representative details; background papers will be provided to the reps before the meeting. Katrina will organize the move to the restaurant at 6:30 where the reps will do an ice breaker to assist in meeting each other. The goal of the social is to create ease amongst the students. Dinner and table topics conversation starters will be provided. Prizes will be drawn.

**TASK: Chappel to coordinate PowerPoint for GRC Orientation and send out documents ahead of meeting.**

**LAPTOP PURCHASE**

*RESOLVED to purchase a laptop using $1276.16 from the capital fund.*

**CARRIED**
M/S Walters/Clement

COMMITTEE – RATIFY

RESOLVED to elect Fanie Collardeau to the Changing the Culture of Substance Abuse Committee, Anirban Kar to the Sustainability Advisory Committee and to ratify Paul Brewster to the Appointment Committee for the Dean of Social Sciences.

CARRIED

M/S Clement/Flanders

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Services: Flanders reported the orientation appeared to go well. She attended the Alumni Committee meeting, where it appeared most of the focus is on undergrad alumni not on graduate alumni. Flanders offered to approach graduate student alumni to increase participation on behalf of the committee. She will attend the first Vice President Research Search Committee meeting today.

Director of Communications: Clements had nothing to report.

Chair: Lei mentioned that some international students had not received information regarding the orientation details. We could think of other ways to get the information out to students other than the enrollment/admissions office procedures through email. He reported that at the Faculty of Grad Executive Committee meeting they discussed the need for more housing and space due to the increase of student enrollment on campus.

Director of Student Affairs: Walters met with the Dean of Graduate Studies in regards to the research assistant’s concerns (discussed above). The Senate Planning Meeting Committee invited Flanders to their meeting in error; however, Walters cannot attend as he will be at a Distance Education Management Committee meeting. He will also be attending the Ombudsman Committee Meeting next week. The international office started a mentor program and Walters is one of the class of mentors and will provide information as it progresses.

Executive Director: Been busy training with Anna Press and Vicki Bhavalia in their new roles. Press organized the volunteer meeting which Flanders attended. All things going well, working on the orientation and will be speaking at the new grad advisors’ orientation.

NOTICE OF MOTION

Walters asked the board to review the by-laws and provide feedback to him on whether or not GSS is interested in participating with ABCS.

Chappel received a formal invitation to participate in the Engineering Department’s Action of Violence of Women. The organizers would like to commemorate the event differently than previous years.
ADJOURNMENT

The meeting was adjourned at 12:33 pm

Approved, Chair

vb/SC

Approved, Executive Director
OCTOBER 2, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
OCTOBER 2, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Colleen Clement (Director of Communications), Brian Pollick (Director of Finance), Stacy Chappel, (Executive Director), Vicki Bhavalia, (Administrative Assistant).

The meeting was called to order at 12:03pm.

TASKS ASSIGNED AT THE MEETING

TASK: Bhavalia to send agenda items to Chardelle Lalonde, Student Affairs office.

TASK: Chappel to inform candidates results of their nomination to committees.

TASK: Chappel to refer internal catering pricing to the Finance and Food and Beverage Committees for further discussion.

TASK: Chappel to add mixer purchase to the Finance and food and beverage committees for further discussion.

TASK: Chappel to add discussion of budgeting principles to the Agenda of the first Executive Board meeting in November.

TASK: Bhavalia to send email to Grad Council Representatives with Agenda Items and ask for further items.

TASK: Chappel to follow up with Exec Board about the Bill C-35 issue after meeting with UVIC Executive on Oct. 10.

TASK: Chappel to follow through with lawyer in regards to next steps with UVIC Research Assistant hiring policies.

TASK: Chappel to contact VanCity regarding requirements to host an ATM at the Grad Centre.

TASK: Bhavalia to put notice of the call for candidates for the Provost’s Advocacy and Activism Award on bulletin.

TASK: Flanders to forward the public email from the VP Research Appointment committee regarding the hiring process to Executive Board and GRC.
STANDING ITEMS

AGENDA

The Agenda was approved.

CARRIED

APPROVAL OF THE MINUTES

RESOLVED Minutes from the September 18, 2013 meeting with minor amendments.

BUSINESS ARISING FROM THE MINUTES

No Business.

INTERNAL BUSINESS

AGENDA FOR UVIC-GSS EXECUTIVE MEETING

1. Budget Cuts:
   - Cutting third year language courses
   - Plan for quality assurance in time of cuts (what is the decision making and consultation process; how will this affect Grad Students)
   - Class size, supervision cohort
   - Grad Students waitlisted (CSC)

2. Bill C-35 (advising and information for international students in immigration issues)

3. Request for information on Student Success Committee

   Chappel, Clement and Lei to attend.

   TASK: Bhavalia to send agenda items to Chardelle Lalonde, Student Affairs office.

COMMITTEE CANDIDATES

RESOLVED to elect Heike Lettrari to the Excellence in Teaching Awards Committee and invite other candidate to apply for a vacant committee and Pamela Savage to the Academic Accommodation and Accessibility for Students with a Disability Committee.

M/S Pollick/Clement

CARRIED

   TASK: Chappel to inform candidates results of their nomination to committees.

WEDNESDAY COFFEE UPDATES
The annual event budget would rise $400.00 if we increase muffins to 75 servings. This reflects a subsidized cost for the Wednesday Coffee muffins. We will refer to Finance Committee Food and Beverage Committee for further discussion. Clement appreciates the positive support from the Board and GSS in regards to providing more muffins for students.

RESOLVED to have events budget overrun by $500 to ensure adequate funds for 75 pastries at Wednesday coffee.

M/S Walters/Clement

CARRIED

Discussion of internal catering rates and mixer purchase are referred to the Finance Committee and Food and Beverage Committee, seeking recommendations.

TASK: Chappel to refer internal catering pricing to the Finance and Food and Beverage Committees further discussion.

TASK: Chappel to add mixer purchase to the Finance and food and beverage committees for further discussion

TASK: Chappel to add discussion of budgeting principles to the Agenda of the first Executive Board meeting in November.

GRC AGENDA ITEMS – OCT. 15

- AGM Motion
- Strategic Goals and Briefing
- Financial Report
  (Pollick cannot attend, Chappel to give the report)
- Bill C-35 Update
- Wednesday Coffee Update
- Faculty of Humanities Representatives
- Committees Vacancies (Student Affairs, etc.)
- Internal Committees
- Board of Director Reports Approval
- Notices of Motions

TASK: Bhavalia to send email to Grad Council Representatives with Agenda Items and ask for further items.

CAPITAL MOTION FOR COMPRESSOR FIX

RESOLVED the motion by email to spend $1000 from the capital fund to replace the compressor is ratified.

M/S Pollick/Flanders

CARRIED

UPDATE ON INTERNATIONAL STUDENT LEGAL CLINIC/BILL C-35
The lawyer will attend the Oct. 22 pancake breakfast to meet with any affected international students. Chappel has organized payment details. Chappel talked to the president about the issue at the Wednesday Coffee conversations, and has suggested he fund an extra two days of legal clinic service for international students.

Further action (i.e. media release, etc.) will be decided after the discussion with UVIC EXEC on Oct. 10th. We could involve financially affected international students in the events if this is the route we decide to pursue.

**TASK: Chappel to follow up with Exec Board about the Bill C-35 issue after meeting with UVIC Executive on Oct. 10.**

**RESEARCH ASSISTANT**

Chappel presented documents for board approval; request is to Cedar Law for a quote to receive a legal opinion on the issue of employment status of UVIC Research Assistants.

**RESOLVED request for quote on legal project is accepted as submitted.**

**M/S Lei/Clement**

**CARRIED**

**TASK: Chappel to follow through with lawyer in regards to next steps with UVIC Research Assistant hiring policies.**

**ATMS ON CAMPUS**

Walters introduced the possibility of the Grad House housing a credit union ATM as an option for students to use a different bank other than the current RBC and Scotia Bank ATMs on campus. The Grad House could receive a host fee from the credit union. Flanders brought up possible insurance issue around having large amounts of money in the building. Pollick noted we might not have enough volume and it is quite expensive.

**TASK: Chappel to contact VanCity regarding requirements to host an ATM at the Grad Centre.**

**ABCS MOTION**

Walters sent out final by-laws by email for Executive Members to review. This will be tabled until the next meeting. Flanders feels any resolution to join ABCS should be brought to the AGM. Discussion will be at the next board meeting.

**EXTERNAL BUSINESS**
PROVOST’S ADVOCACY AND ACTIVISM AWARD

Discussion on the Provost’s Advocacy and Activism Award resulted in a consensus that the Executive Board to encourage students to nominate others especially those who have previously volunteered with GSS. Pollick invited the Executive Board members to encourage others to nominate students who meet the criteria for the award.

**TASK: Bhavalia to put notice of the call for candidates for the Provost’s Advocacy and Activism Award on bulletin.**

VP RESEARCH AND HIRING

Flanders reported that a call for candidates has been put out and a job description is being created. Students are being engaged in an online survey for their input. Flanders to provide any ideas/concerns to Pollick and Lei to bring to the next hiring meeting.

**TASK: Flanders to forward the public email from the VP Research Appointment committee regarding the hiring process to Executive Board and GRC.**

CLOSING ITEMS

EXECUTIVE REPORTS

**Director of Services:** Attended two VP Research Hiring Committee meetings and reported the committee is encouraging feedback from students and faculty in the process. The committee is asking for nominations for the position; please send candidate names to Flanders for forwarding.

**Director of Finance:** No financial update yet as he is waiting for projections, however there is nothing untoward in our financial situation. Unavailable for cheque signing this week and will be away from Oct. 10-23rd.

**Director of Communications:** Nothing to report.

**Chair:** Vikes invited Lei for a discussion to involve the GSS and engage graduate students in their activities. Ideas such as basketball and international games were discussed. Lei attended the championship breakfast with Vikes. The discussion with the Toronto Dominion Bank Human Resources Manager regarding internships has been postponed.

**Director of Student Affairs:** Attended the DEMC Meeting, they are going through reorganization and subsequent cutbacks in their office may affect students. It would be good to have a possible forum or survey to directly discuss their issues with GSS in a way that is confidential. At the meeting there is feedback from staff and faculty but not from students. Unofficial transcript issue: it appears all grad students have a registration hold, however, it means if you haven't graduated within 7 years it will be a hold. This issue appears 'not in good standing' which could affect potential bursary and scholarship applications. The recommendation now is that UVIC students supply an official transcript (a fee is charged) with their applications and this is a financial burden to the student. Walters would like to bring this internal fee process issue to the Dean.
Executive Director: Don Chow of Athletics and Rec would like to conduct a survey of graduate students about their preferences for recreation activities. Murray Griffiths updated that a fee data run is working, and the day after the last fee drop deadline, Accounting will run the data on fees already collected and cut the GSS a cheque for what has already been collected by UVIC. Griffiths says there would no longer be a need to collect the 1% fee with this system.

NOTICE OF MOTION

None

ADJOURNMENT

The meeting was adjourned at 2:12pm.

M/S Clement/Walters

CARRIED

______________________________
Approved, Chair

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Approved, Executive Director

vb/SC
OCTOBER 16, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
OCTOBER 16, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Colleen Clement (Director of Communications), Stacy Chappel, (Executive Director), Vicki Bhavalia, (Administrative Assistant).

Regrets: Brian Pollick.

The meeting was called to order at 12:05pm.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel and Clement to edit and forward the Action Plan to the Executive Board for distribution to their Committee Representatives.
TASK: Chappel to send Executive Board members the list of Grad Council Representatives.
TASK: Clement will invite CFUV Director to cover the Oct 22 legal clinic day.
TASK: Flanders will contact the Martlet about coverage of the Oct 22 legal clinic day.
TASK: Clement to send Park information on the Open Source Funding debate for Park to forward to graduate students through the bulletin.

STANDING ITEMS

AGENDA

The Agenda was approved with amendment to move the ABCS (Alliance of British Columbia Students) as agenda item no. 3.

APPROVAL OF THE MINUTES

RESOLVED Minutes from the October 2, 2013 meeting were accepted with amendment to ABCS Item “Flanders said she felt any resolution to join ABCS should be brought to the AGM. Discussion will be at the next board meeting.”

CARRIED

BUSINESS ARISING FROM THE MINUTES

ATMS ON CAMPUS

Chappel has contacted VanCity in regards to having an ATM installed in the Grad House. VanCity expressed interest, however their decision will depend on how the Bus Route Loop will be organized and also contingent on construction design re location (outside/inside).
INTERNAL BUSINESS

BUSINESS ARISING FROM THE GRAD COUNCIL MEETING

The Action Plan was discussed at the GRC meeting and the action plan was referred to committee. AGM motions were sent to Executive Committee and will be considered at the Grad Council Committee Meeting (SAGM) on October 29, 2013.

The GRC requested the Action Plan be re-edited for clarification and re-introduced at the November Grad Council Meeting.

TASK: Chappel and Clement to edit and forward the Action Plan to the Executive Board for distribution to their Committee Representatives.

TASK: Chappel to send Executive Board members the list of Grad Council committee Representatives.

INTERNATIONAL STUDENT LEGAL CLINIC – MEDIA STRATEGY

The lawyer briefing was handed out to the board members. Chappel reported that the legal clinic spots are presently 50% full. An articling student will be attending the clinic with the lawyer for extra help if necessary. Clement reported that at the meeting with the President she asked the university to share the cost of the lawyer GSS retained for the legal clinic, however they declined.

TASK: Clement will invite CFUV to cover the story of the legal clinic day.

TASK: Flanders will contact the Martlet about coverage of the Oct 22 legal clinic day.

ABCS

WHEREAS Joining the ABCS would provide further support of this society’s issues the GSS needs to bring issues to BC Government Officials on behalf of students.

M/S WALTERS/CLEMENT

RESOLVED to bring forward the following motion to join the Alliance of British Columbia Students to the October 29, 3013 SAGM:

BIRT the GSS join the Alliance of British Columbia Students when it becomes a society;

BIFRT GSS membership in the Alliance of British Columbia Students society will be reviewed at the 2014 Annual General Meeting.

CARRIED

AGM AGENDA

M/S CLEMENT/WALTERS

RESOLVED to approve the AGM Agenda as follows:

AGM AGENDA

BIRT the AGM agenda is approved as follows:

a. Welcome
b. Election of Meeting Chair

c. Approval of the Agenda

d. Approval of the Minutes from the past meeting.

e. Auditors’ Report

f. Appointment of the Auditors

g. Motions received with notice

h. Questions of the Board

Adjournment

CARRIED

M/S CLEMENT/FLANDERS

RESOLVED the Board added the following item to the agenda of the Annual General Meeting as a motion received with notice:

WHEREAS the term “graduate department” is not universally applied across graduate programmes
WHEREAS the University of Victoria uses “academic unit” to distinguish academic groupings (departments, schools, etc...)
WHERAS the term “academic unit” may not encompass all groups seeking representation at Grad Council
BIRT section 6.3 of the bylaws be amended as follows

6.3 Membership
a. Graduate Council shall consist of:
   i. The members of the Executive Board;
   ii. The Grad Reps for each graduate department; and
   iii. The Grad Reps for each academic unit as defined by the University; and
   iii. A graduate student representative of CUPE 4163.

b. Each graduate department academic unit shall be entitled to one (1) Grad Rep.
c. Council may create Grad Rep positions for any group by a majority resolution. This Grad Rep position will be temporary, ending with the term of the current Graduate Representative Council, on August 31.
e. A member of the Executive Board may not serve as a Grad Rep. If a Grad Rep is elected or appointed to the Executive, he or she shall be deemed to have resigned as a Grad Rep.
d. Each Grad Rep shall have the power to appoint an alternate from their department academic unit to act in their place and stead at Grad Council. The alternate must be a member of the Society, and the alternate shall have full voting privileges. The Executive Board may require the alternate to present a written authorization from the Grad Rep.
e. Grad Reps should be selected and operate in accordance with the Society Policy and Procedure Manual.
f. A Grad Rep who does not attend three (3) consecutive meetings of the Grad Council and who does not provide an alternate on such occasions shall, upon the direction of the Executive Board, cease to be a member of the Grad Council. The Executive Board shall notify the department in question that its place on the Grad Council has become vacant.

Moved: Executive Board Seconded: __________
Supporting document: GSS Constitution & Bylaws
CARRIED

M/S CLEMENT/FLANDERS

RESOLVED that the GSS join the Association of British Columbia Society when it becomes a society and further resolved this membership status be reviewed at the 2014 Annual General Meeting.

CARRIED

M/S CLEMENT/FLANDERS

RESOLVED that Cory Shankman is invited to chair the AGM; and

FURTHER RESOLVED Shankman will be paid an honorarium of $100.00.

CARRIED

COMMITTEE CANDIDATES

M/S CLEMENT/LEI

RESOLVED to ratify the election of Emma Hughes as the Graduate Student Representative on the Convocation Committee.

CARRIED

LEGAL RESEARCH PROJECT: RESEARCH ASSISTANTS’ LEGAL STATUS

M/S WALTERS/CLEMENT

RESOLVED to allocate $1600.00 to contract Cedar Law to conduct research on the legal employment status of Research Assistants.

CARRIED

EXTERNAL BUSINESS

CHANCELLOR’S RECEPTION

Lei reported he and a guest are invited to attend the Chancellor’s Reception with him. It was agreed Flanders will attend with Lei.

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Services: Flanders reported the VP Research Hiring Committee has met twice since last report however it is confidential and she cannot share any information. In Flanders’ action plan she is to prepare a series of questions/requests for information for the Dean’s response. Flanders will send out a call to the GRC for changes or further questions and then submit to the Dean.

Director of Finance: no report.
Director of Communications: Clement reported she attended a Library Senate Meeting this week and found the library was very noisy. When asked she was told the area was designated for conversation while studying. Clement wants to pursue an alternative quiet graduate study space. Clement reported the committee is looking at cutting Open Source Funding (to save $30,000) and is interested to hear from graduate students on the issue.

TASK: Clement to prepare document on lack of quiet study space for graduate students for Chappel to share at the next GSS-Exec meeting.

TASK: Clement to send Park information on the Open Source Funding debate for Park to forward to graduate students through the bulletin.

Chair: No report.

Director of Student Affairs: Walters to attend DEMC Meeting.

Executive Director: Reported on the inception of an ongoing fundraiser beginning with the restaurant selling Hallowe’en cookies for a dollar, all proceeds will go a bursary to help out grad students in need. The restaurant will also donate a percentage of their sales for the last week in October.

NOTICE OF MOTION

None.

NOTICE OF UPCOMING MEETINGS

Chappell shared the Upcoming Meeting spreadsheet and asked Executive members to anticipate agenda items and documents they would like discussed at the meetings to ensure we are well prepared.

ADJOURNMENT

M/S CLEMENT/WALTERS

The meeting was adjourned at 2:01pm.

ADJOURNMENT

____________________________________  __________________________________
Approved, Chair                        Approved, Executive Director

vb/SC
NOVEMBER 6, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
NOVEMBER 6, 2013

Present: Ming Lei (Chair), Jason Walters (Director of Student Affairs), Katrina Flanders (Director of Services), Colleen Clement (Director of Communications), Brian Pollick (Director of Finance), Stacy Chappel, (Executive Director), Vicki Bhavalia, (Administrative Assistant), AVP International, Andrew Marton (guest)

The meeting was called to order at 12:04pm.

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL to issue a notice of the meeting with the draft agenda to Grad council for the November 26 meeting.

TASK: CHAPPEL to circulate to grad students for ongoing chair role with GRC and AGM meetings and to pay $100.00 (standing chair).

TASK: CHAPPEL to send Flanders the contact list for members who joined the committee on multi-year funding.

TASK: CHAPPEL to send a copy of the letter from Development Office to Finance Committee for information.

TASK: The Executive will send a thank you letter to the Dean of Faculty of Grad Studies for their work administering the travel grants.

TASK: CHAPPEL to contact the AVPI office about holding an additional meeting with the Executive Board and AVPI in December or January.

STANDING ITEMS

AGENDA

The Agenda was approved with the following items tabled to the November 20 Executive Board meeting

Budget Philosophy
Operational Relations agenda
UVIC-GSS Executve Meeting agenda
M/S Flanders/Clement
CARRIED
Chappel noted that AVPI Andrew Marton’s office had let the GSS know that Dr Marton would arrive around 1:35 as he is coming directly from another engagement.

**APPROVAL OF THE MINUTES**

Minutes from the October 16, 2013 meeting with the following amendments:

Add to Walters report, “Walters will attend the DEMC meeting”

Strike the TASK “Clement to prepare document ...”

M/S Flanders/Clement

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

Chappel reported VanCity did not think an ATM placement at the GSS would work.

Clement reported she had contacted CFUV and Flanders had contacted the Martlet regarding the international student legal clinic.

The Martlet article on the international student legal clinic was circulated.

Clement reported she had sent the information on the library open source journal issue.

Chappel reported the Grad Council list is posted online and all members can also be reached through emailing the listserv.

**INTERNAL BUSINESS**

**GRAD COUNCIL AGENDA FOR NOV 26**

RESOLVED that the Grad Council agenda for November 26 will include the following items:

- Presentation by the Dean of Graduate Studies (The Dean has accepted the meeting)
- Committee to look at Retention Accounting Options
- Revisited action plan (re-drafted as a motion)
- Policy on ethical purchase/buying Canadian/union made
- Election Committee
- Electoral Officer

M/S CLEMENT/LEI

Resolved to amend the proposed Grad Council agenda as follows:

Strike Policy on ethical purchase/buying Canadian/union made
Add 2014 Budget Process
Moved to amend POLLICK/WALTERS

AMENDMENT CARRIED

**MAIN MOTION CARRIED as amended**

**TASK: CHAPPEL to issue a notice of the meeting with the draft agenda to Grad council for the November 26 meeting.**

**GRAD COUNCIL MEETING SPACE AND CHAIRING**

RESOLVED the Grad Council meeting will be held in the David Strong Building C-112; and
FURTHER RESOLVED the Executive will ask Cory Shankman to chair Nov 26 meeting and investigate for a new chair for the upcoming GRC and AGM meetings; and

FURTHER RESOLVED the GSS will allocate $100 honorarium for the meeting chair’s work to prepare and chair the meeting, and review the minutes after the meeting.

M/S CLEMENT/LEI CARRIED

TASK: CHAPPEL to circulate to grad students for ongoing chair role with GRC and AGM meetings and to pay $100.00 (standing chair).

RESEARCH ASSISTANTS STATUS EMPLOYEE ISSUE

[The meeting went in camera to discuss legal advice received]

RESOLVED that the issue of Research Assistants’ legal is added to the Grad Council meeting agenda for November 26.

M/S Pollick/Walters CARRIED

RESOLVED Chappel will arrange to meet with the Dean of Grad Studies and Executive Board to discuss Research Assistant’s legal status.

M/S Pollick/Walters CARRIED

BILL C-35

Legal advice on Bill C-35 was received for information.

Discussion of next steps on Bill C-35 was tabled until after the meeting with AVP International Andrew Marton.

COMMITTEES

RESOLVED Estelle Kurier is elected to the Farquarson Award committee.

M/S Pollick/Flanders CARRIED

RESOLVED Cara Doty is elected to the Committee for Appointment and Review Committee for the Associate Dean of Humanities.

M/S POLLICK/CLEMENT CARRIED

Chappel asked whether every Executive Board member was set to proceed with the internal committees they are chairing.
Flanders reported she had not received the list of members for the multi-year funding group.

**TASK: CHAPPEL to send Flanders the contact list for members who joined the committee on multi-year funding.**

**DIRECTOR/OPERATIONS MANAGER STRUCTURE**

Walters suggested this item needed more time for a full discussion.

*RESOLVED to table discussion of the roles of the Executive Director and Executive Board to a separate meeting of the Executive Board.*

**M/S Pollick/Walters**

**CARRIED**

**EXTERNAL BUSINESS**

**LETTER FROM DEVELOPMENT OFFICE RE DONATING MONIES**

Correspondence was received for information.

**TASK: CHAPPEL to send a copy of the letter from Development Office to Finance Committee for information.**

**TRAVEL GRANT POLICY**

Chappel reported the Faculty of Graduate studies had implemented the application process for the Travel Grants in keeping with the recommendation from the GSS.

The earliest time a member can apply for a travel grant is four months prior to the travel date.

**TASK: The Executive will send a thank you letter to the Dean of Faculty of Grad Studies for their work administering the travel grants.**

[The chair called for a 5 minute break]

**EXECUTIVE REPORTS**

The Chair called the meeting back to order, and moved to hear the Executive Reports until the arrival of AVPI Marton.

Due to lack of time, Walters requested full reports and any reports not heard could be sent by email.

**Director of Services:** Flanders reported she attended the VP Research Hiring committee and the International Pancake. She has prepared a list of questions for the Dean on multi-year funding, which will be circulated to Grad Council for feedback, and then sent to the Dean in advance of his meeting with Grad Council November 26.
**Director of Finance:** Pollick reported the Food and Beverage Committee met on Oct 31; Sistili will be obtaining a quote for a new mixer, and for the cost of minor renovations to install the mixer. This will be a capital item. The restaurant plans to move to Moneris and wireless keypad point of sale system in December. Sistili has been trying to get a meeting for structural alterations in the bar area – apparently we have to wait for this meeting before going ahead. Finance Committee meeting tomorrow, we have two other graduate students now on the committee. He reported that the GSS has received about $900,000 in membership fees and has moved some of this cash into short term GIC’s to earn a higher rate of interest until it is required later in the year..

**Director of Communications:** Clement reported she sent around Open Source Journal information last week to the executive and will circulate it to the Grad Council this week to encourage interested students to attend debate. She is meeting with Communications Committee today at 4pm. Press went well for International Pancake Day /Bill C-35. AGM went well. Artwork in restaurant looks great!

**Chair:** Lei reported he raised the issue of quiet space for graduate students in the library in his meeting with Jim Dunson, who proposed we bring it forward to Operational-UVIC meeting. He also reported he met with the VP Research whose office has introduced a new research centre, the Institute for Studies and Innovation in Community-University Engagement, which replaces the Office for Community-Based Research.

[Dr. Marton arrived at 1:38 pm]

**AVP INTERNATIONAL RELATIONS ANDREW MARTON**

A lengthy discussion was held with the AVPI International about Bill C-35, and the structure of the International Office. AVP Marton confirmed the university is in the process of hiring a certified immigration consultant to help international students with immigration issues. He noted the work of this office would be limited to questions related to incoming international students (with the application process) and current students.

**TASK:** CHAPPEL to contact the AVPI office about holding an additional meeting with the Executive Board and AVPI in December or January.

**CLOSING ITEMS**

**NOTICE OF MOTION**

There were no notices of motion.

**ADJOURNMENT**

The meeting was adjourned at 2:15 pm.
Approved, Chair

vb/SC

Approved, Executive Director
NOVEMBER 20, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD
MINUTES
NOVEMBER 20, 2013

Present: Ming Lei, Colleen Clement, Brian Pollick, Jason Walters, Stacy Chappel

Regrets: Katrina Flanders

The meeting was called to order at 12:06 pm with Lei in the Chair.

TASK ASSIGNED

TASK: POLLICK to draft letter for FGS to thank them for their assistance with distance travel grants.

TASK: CHAPPELL to invite the AVPI meeting to the January 15 Executive Board meeting. This is the first exec meeting of January 2013.

TASK: CHAPPELL to invite Bretschnieder to attend the December 18 Executive Board meeting.

TASK: Add election of Stipend Review Committee to the GRC Agenda.

TASK: Finance Committee will ensure Stipend Review Committee has a means to participate in Budget process.

TASK: WALTERS will arrange to meet with the Ombudsperson in a separate meeting to which other Executive Board will be invited.

TASK: FLANDERS to investigate whether it would be possible to do a second salmon run next year as this year it was full.

TASK: CHAPPELL to arrange attendance of VP Academic Reeta Tremblay to a December 2013 Exec Board meeting.

STANDING ITEMS

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES
Minutes for November 6, 2013 Executive board were approved as presented with minor typographical changes.

BUSINESS ARISING FROM THE MINUTES

TASK: POLLICK to draft letter for FGS to thank them for their assistance with distance travel grants.

TASK: CHAPPEL to invite the AVPI meeting to the January 15 Executive Board meeting. This is the first exec meeting of January 2013.

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INTERNAL BUSINESS

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CHEF - KITCHEN MANAGER

CHAPPEL reported that Chef Bretschnieder has resigned effective January 1, as he has been offered an excellent position with a chocolatier. She said the management are sad to see him go, as his work is excellent, but of course wish him well. She noted the job has been posted, and the management team aims to have a candidate identified for ratification at the December 18 Executive Board meeting.

POLIICK echoed CHAPPEL’s sentiments, and added that Bretschnieder has been a fabulous addition to the restaurant.

TASK: CHAPPEL to invite Bretschnieder to attend the December 18 Executive Board meeting.

CAPITAL MOTION

RESOLVED the Executive will move the following motion on the Grad Council Agenda for November 26:
BIRT the GSS will spend $3,500 from the Capital Fund for the purchase and installation of a 25 quart stand mixer.

M/S POLLICK/CLEMENT

Moved to refer to committee M/S WALTERS/ CLEMENT

RESOLVED the motion to purchase a mixer is referred back to the Food and Beverage Committee for review after new Chef is hired.

REFERRED

OPERATIONAL RELATIONS AGENDA

RESOLVED the operational relations meeting agenda will include the following items submitted from the GSS:
1. Fee collection update
2. GSS Audit
3. Check in on UPASS-ATRS opt in
4. Poster approval policy

GSS Executive Board Minutes 2013-2014 Meeting docket
M/S CLEMENT/LEI

CARRIED

UVIC GSS EXECUTIVE MEETING

RESOLVED the Agenda for the DEC 5, 1:30 PM, meeting of the UVIC and GSS Executives will include:

1. Update on C-35 implementation
2. Library quiet space
3. UVIC Budget update & budget targets for the coming year
4. Tuition fee increases for graduate students
5. Any items arising from GRC

M/S POLLICK/WALTERS

CARRIED

BUDGET PHILOSOPHY

POLLICK referred to Appendix D, which outlines the 2013-2014 budget planning timeline.

Finance Committee discussion about having a more open process

Question: how much money is enough? If we build a surplus up, what should we be doing in response?

These meetings will provide a way to talk about these questions.

CLEMENT suggested there be a discussion of paying board members a higher amount to allow more hours.

TASK: Add election of Stipend Review Committee to the GRC Agenda.

TASK: Finance Committee will ensure Stipend Review Committee has a means to participate in Budget process.

OMBUDSPERSON REQUEST FOR A MEETING

TASK: WALTERS will arrange to meet with the Ombudsperson in a separate meeting to which other Executive Board will be invited.

---------- CLOSING ITEMS ----------

EXECUTIVE BOARD REPORTS

Finance: POLLICK reports he has completed the budget plan with the finance committee.

Student Affairs: WALTERS reports Senate Committee on planning, Katrina was getting information, scheduling not working for Jason as the meetings are when he teaches a lab. This has been
corrected. He will have an update on administrative transcript issue on what they will put on the transcript for the Dec 4 meeting.

Executive Director: CHAPPEL reported GRC members SDH and MPH had been elected; one will teleconference to the Grad council. She put people from the HSD Distance Education Management Committee in touch with Health Services mental health boot camp project, and this means there will be a distance course of the boot camp offered as a distance student service in the spring. CHAPPEL attended Organizational Development, which had a productive discussion.

Communications: CLEMENT reported Senate library – open access journal fee mentioned, she will forward people on to them if people are interested in the issue; issue of disposal of journals—coordinating to make sure there is a copy in Western Canada, but that all libraries aren’t keeping the mall. CFUV announced they are going to host community and campus radio station convention this year (June 2014). Expecting 120 people, need an awards dinner, suggest they ask GH to submit a bid. They are forming a committee to coordinate the event right now. CLEMENT hosted the Goldstream Park trip. Salmon died.

**TASK:** FLANDERS to investigate whether it would be possible to do a second salmon run next year as this year it was full.

CHAIR: LEI reported that on Tuesday and Wednesday he attended convocation and the installation of the new President. He chaired Organizational Development Committee, which reviews GSS policy.

**TASK:** CHAPPEL to arrange attendance of VP Academic Reeta Tremblay to a December 2013 Exec Board meeting.

NOTICES OF MOTION

None.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting was adjournment 1:40 pm.

Vb/SC
DECEMBER 4, 2013

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD
MINUTES
DECEMBER 4, 2013

Present: Ming Lei, Colleen Clement, Brian Pollick, Katrina Flanders, Stacy Chappel, Vicki Bhavalia

Regrets: Jason Walters

The meeting was called to order at 12:03 pm with Lei in the Chair.

TASKS ASSIGNED

TASK: FLANDERS TO LOOK INTO FEASIBILITY OF HOLDING TWO SALMON RUN EVENTS IN 2014.

TASK: CHAPPEL TO FOLLOW UP WITH THE CHAIR OF THE STIPEND REVIEW COMMITTEE.

TASK: CHAPPEL WILL INVITE GRAD REPS AND THE DEAN TO A MEETING ON THE RA POLICY ISSUE WHICH POLlick WILL CHAIR.

TASK: CHAPPEL TO DRAFT LETTER AND SEND A COPY OF THE LETTER TO CUPE NOTING IT DOES NOT CONSTITUTE LEGAL ADVICE TO CUPE.

TASK: CHAPPEL TO CONTACT THE DEAN ABOUT MEETING THE VP RESEARCH ABOUT THE LEGAL STATUS OF RESEARCH ASSISTANTS.

TASK: CHAPPEL TO OBTAIN A PREMIUM SKYPE ACCOUNT FOR DISTANCE STUDENTS’ ATTENDANCE AT GRC MEETINGS.

TASK: POLlick WILL ATTEND THE EDUCATIONAL PSYCHOLOGY & LEADERSHIP STUDIES JANUARY ORIENTATION SESSION ON JANUARY.

TASK: PARK WILL RESPOND TO EPLS'S EMAIL INFORMING THEM POLlick WILL ATTEND THE JANUARY ORIENTATION.

TASK: CHAPPEL TO ARRANGE A MEETING WITH DEAN TO ADDRESS THE GRADUATION APPLICATION DEADLINE DATE/FEE AND LATE FEE.
TASK: CHAPPEL WILL HAVE SIGNAGE AVAILABLE TO ADVERTISE THE GRAD HOUSE RESTAURANT.

STANDING ITEMS

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

Minutes for November 20, 2013 Executive board were approved as presented with a change to page 5, Communication Report, third line down, should read ‘western Canada’ not ‘western copy’.

BUSINESS ARISING FROM THE MINUTES

TASK: FLANDERS TO LOOK INTO FEASIBILITY OF HOLDING TWO SALMON RUN EVENTS IN 2014.

TASK: CHAPPEL TO FOLLOW UP WITH CHAIR OF THE STIPEND REVIEW COMMITTEE.

INTERNAL BUSINESS

COMMITTEE APPOINTMENTS

Resolved to appoint grad students Tina Quade and Jennifer McConnell to the UVIC Health Promotion Community of Practice Committee.

M/S Pollick/ Clement

CARRIED

STEERING COMMITTEE ON UVIC’S STRATEGIC OBJECTIVES

RESOLVED Flanders to represent the GSS on the Steering Committee on UVIC’s Strategic Objectives. M/S Clement/Pollick

CARRIED

PREPARATION FOR MEETING WITH UVIC SENIOR ADMINISTRATION

Chappel shared she is meeting with the UVIC Senior Administration on December 5; Bill C-35 and Library grad space are on the agenda.
RESEARCH ASSISTANTS’ ISSUE – NEXT STEPS
Discussion took place on whether to involve CUPE and possibly unionization for Research Assistants. POLLICK wants to have the university change their policy on the payment process before involving CUPE. A working group will be created to include CHAPPEL, WATLERS, VP Research, Dean of Graduate Studies and a grad rep who should also be a research assistant.

TASK: CHAPPEL WILL INVITE GRAD REPS AND THE DEAN TO A MEETING ON THE RA POLICY ISSUE WHICH POLLICK WILL CHAIR.

TASK: CHAPPEL TO DRAFT LETTER AND SEND A COPY OF THE LETTER TO CUPE 4163 NOTING IT DOES NOT CONSTITUTE LEGAL ADVICE TO CUPE.

TASK: CHAPPEL TO CONTACT THE DEAN ABOUT MEETING THE VP RESEARCH ABOUT THE LEGAL STATUS OF RESEARCH ASSISTANTS

GRAD COUNCIL FOLLOW UP – DISCUSSION WITH DEAN
Multi-year funding was addressed by the Dean in a long, heated discussion. All motions were tabled due to the discussion. The new space and format of dinner after the meeting worked well.

TASK: CHAPPEL TO OBTAIN A PREMIUM SKYPE ACCOUNT FOR DISTANCE STUDENTS’ ATTENDANCE AT GRC MEETINGS.

JANUARY ORIENTATION SESSION

TASK: POLLICK WILL ATTEND THE EDUCATIONAL PSYCHOLOGY & LEADERSHIP STUDIES JANUARY ORIENTATION SESSION ON JANUARY 6.

TASK: PARK WILL RESPOND TO EPLS’S EMAIL INFORMING THEM POLLICK WILL ATTEND THE JANUARY ORIENTATION.

CLOSING ITEMS

EXECUTIVE BOARD REPORTS

Finance: POLLICK reported the budget was approved, however, he realized the salary increase for GSS management staff was not put forward beginning April 1. He offered his apologies as he had thought it was automatic; it is now rectified. He will ensure the new Director of Finance in 2014 is aware that documentation has to be submitted. He reported that the Food & Beverage Committee is seriously concerned about the current decline in volume during September and October and discussed ways of trying to increase the number of people using the restaurant. POLLICK will sit on hiring committee for new chef; interviews are next week. The point of sale contract has been
signed. He asked the board members to consider long term planning for the restaurant; to consider the restaurant as an activity centre for grad students.

**Student Affairs**: FLANDERS has been reviewing 35 resumes for the new VP Research hiring committee to be finalized in January 2014. She is organizing a movie night for December.

**Executive Director**: CHAPPEL is awaiting a point of sale contract for office. Anna Press' last day is Dec. 5 and Chris Duffy is back in January. The issue of part-time disability students completing their thesis with half time registration as per during course work was raised at the Operational Relations meeting. Students end up paying double the cost for completing the equivalent term. Chappel reviewed the Grad House budget on a weekly system, not monthly, which improved the projections. This does not eliminate the concern about slow sales. The restaurant will be closed for December break and reading week in February.

**Communications**: CLEMENT reported the law librarian is retiring. The interim acting law librarian is Shaloo Bedi. CLEMENT objects to the graduation application deadline date/fee and late fee. This concern will be brought up with the Dean. CLEMENT enjoys the restaurants' holiday decorations.

**TASK**: CHAPPEL TO ARRANGE A MEETING WITH DEAN TO ADDRESS THE GRADUATION APPLICATION DEADLINE DATE/FEE AND LATE FEE.

**CHAIR**: LEI attended a Grad Fee Reduction Appeals Committee. He met with the Executive Director of Co-op and Career Services and reported she wants to meet with us regarding potential resume/interview workshops. LEI attended the Operational Relations meeting and reported the cafeteria will be closed for renovations. The renovations include new and improved food services and could take approximately nine months. The closure could increase the Grad House restaurant sales.

**TASK**: CHAPPEL WILL HAVE SIGNAGE AVAILABLE TO ADVERTISE THE GRAD HOUSE RESTAURANT.

**NOTICES OF MOTION**

Grad Council Agenda will need to be set at the first Exec meeting in January.

**OTHER BUSINESS**

*Resolved to spend $100 to purchase restaurant chef Lee Bretschneider a goodbye gift.*

**M/S Pollick/Clement**

**CARRIED**

CLEMENT mentioned the UVSS has received grad student fee monies. To prevent this we could send out a notice in August to all students the difference between UVSS and GSS.

There will be no board meeting on December 18. The next meeting is Jan. 15th and could go longer than normal. The agenda will include: January GRC agenda, January 17th meeting with VP and Feb. 19th A/VP International meeting.
ADJOURNMENT

The meeting was adjourned 1:36pm.

____________________  __________________
Approved, Chair          Approved, Executive Director

vb/sc
JANUARY 15, 2014

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD MINUTES
JANUARY 15, 2014, 10:30 AM
GRAD CENTRE ROOM 112

Present: Ming LEI (Chair), Katrina FLANDERS (Director of Services), Colleen CLEMENT (Director of Communications), Brian POLLICK (Director of Finance), Stacy CHAPPEL, (Executive Director), Vicki BHAVALIA, (Administrative Assistant).

Absent: Jason WALTERS (Director of Student Affairs)

The meeting was called to order at 10:45 am.

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL to follow up with Chair of the Stipend Review Committee.

TASK: CHAPPEL to speak with the Dean re graduate deadlines.

TASK: CHAPPEL to follow up with WALTERS to revise the plan from an FAQ to handbook and invite the Dean of Grad Studies to participate.

TASK: CLEMENT to provide POLLICK with dollar amount needed for Wednesday morning coffee.

TASK: EXECUTIVE BOARD members to send CLEMENT photos, highlights and ongoing issues of GSS activities for the AGM PowerPoint by Feb 28th.

TASK: CHAPPEL to send out schedule of Budget Review Committee meetings to POLLICK and FLANDERS as potential substitutes for WALTERS.

TASK: CHAPPEL to provide update of Collective Bargaining training at February 5th Executive Board Meeting.

TASK: CHAPPEL to send out Faculty of Graduate Proposed Terms of Reference changes.

TASK: CHAPPEL to put the President’s January message on website and request feedback.

TASK: CHAPPEL to ensure GSS is mentioned on the graduations’ donor list of University 101.

TASK: BHAVALIA to add CFUV Volunteers to the GRC January Agenda.

TASK: BHAVALIA to ensure rental equipment ready to go for Olympics viewing in restaurant.

TASK: CHAPPEL to meet with CONNOLLY without the Executive Board.
TASK: CHAPPEL to send information on the Mental Health Boot camp workshop to the Executive Board.

TASK: CHAPPEL to acquire quote on soundproofing curtains for the boardrooms.

STANDING ITEMS

AGENDA

The agenda was approved as presented.

APPROVAL OF THE MINUTES

The minutes for the December 4, 2013 meeting were approved as presented.

BUSINESS ARISING FROM THE MINUTES

CLEMENT was thanked for presenting to the January orientation.

POLLIICK noted he could not attend the Research Assistants' meeting.

CLEMENT also noted the artwork credits looks good.

TASK: CHAPPEL to follow up with Chair of the Stipend Review Committee.

TASK: CHAPPEL to speak with the Dean re graduate deadlines.

INTERNAL BUSINESS

RESEARCH ASSISTANT CAMPAIGN

CHAPPEL and WALTERS met with Steve GORMAN from UVIC HR, Rachel SCARTH from the AVP Research office and Dean CAPSON to discuss the RA issue. They are averse to changing the language re 'employer' and due to the importance of research project independence. They stated RA's are covered under UVIC policies regarding safety and taxes. GORMAN suggested GSS draft common concerns and forward FAQ to their office. They will coordinate a meeting with the Dean and invite GSS.

POLLIICK suggested a handbook be created to standardize policies, meet the employment act and occupational health and safety policies and lay out clear expectations for both research assistants and faculty.

CLEMENT mentioned university has clear documentation on supervisors' responsibilities to grad students; this handbook could be a complimentary document for the faculty to their RA's.

TASK: CHAPPEL to follow up with WALTERS to revise the plan from an FAQ to handbook and invite the Dean of Grad Studies to participate.

BUDGET
POLLICK and CHAPPEL’s budget consultation meeting was unattended by any grad students. Possible reasons for lack of interest could be due to lack of advertising. POLLICK reported he is working on a line by line micro budget analysis, the Finance Committee meets January 23rd and board members are invited to attend.

**Budget proposal schedule:**
- Feb. 5th: Present budget at Exec Board Meeting
- Feb. 19th: Edit as necessary
- Feb. 20: Open budget session for Grad Reps input
- Feb. 25th: Present to Grad Council
- Mar. 25th: Present final budget to AGM

**TASK:** CLEMENT to provide POLLICK with dollar amount needed for Wednesday morning coffee.

**ANNUAL GENERAL MEETING**

CHAPPEL reminded board members to any bylaw changes need to be approved by the board or at the February GRC meeting. CLEMENT is organizing the highlights and major ongoing concerns of GSS in a PowerPoint to present at the March AGM.

**TASK:** EXECUTIVE BOARD members to send CLEMENT photos, highlights and ongoing issues of GSS activities for the AGM PowerPoint by Feb 28th.

**ELECTIONS**

**RESOLVED** that, pending approval of the Electoral Officer, the 2014 Executive Board election schedule will be as follows:

- Nominations open February 12, 2014
- Nominations close February 25 at midnight
- Campaigns begin February 26
- Polling will open March 5 and close March 7 at 4:30pm

**M/S CLEMENT/POLLICK**

**MOTION CARRIED**

**MEETING WITH VPAC REETA TREMBLAY**

Agenda Items for Meeting:
- What does the Academic and Provost’s office see as major issues affecting Grad Students?
- If faculty becomes unionized how does this affect university and grad students?
- Thank you to AC for seats for WALTERS and an undergrad on Senate Committee on Planning.
SENATE COMMITTEE ON BUDGET REVIEWS

As WALTERS cannot attend the Senate Committee meeting as planned POLLICK and FLANDERS will attend.

**TASK: CHAPPEL to send out schedule of Budget Review Committee meetings to POLLICK and FLANDERS as potential substitutes for WALTERS.**

INTERNATIONAL STUDENT EVENT

Due to many students’ asking for immigration and work permit assistance CHAPPEL suggested we bring back the legal clinic lawyer to assist them. CLEMENT believes this is not the GSS’ concern or mandate. POLLICK suggested we provide the space but do not organize or pay for the lawyer.

Proposal was declined.

REQUEST FOR PRO D TRAINING

*RESOLVED to approve time and registration fees Stacy Chappel and Brandy Sistili to attend Collective Bargaining Training on Jan 21-23.*

M/S POLLICK/ FLANDERS

CARRIED

**TASK: CHAPPEL to provide update of Collective Bargaining training at February 5th Executive Board Meeting.**

**TASK: CHAPPEL to send out Faculty of Graduate Proposed Terms of Reference changes.**

GRAD COUNCIL AGENDA – JAN 25

Agenda:

- Elections process
- Policy committee updates
- RA Issue
- Multi-year funding committee
- CFUV – volunteer with Beyond the Jargon
- Updates from GRC Committees
- General Discussion – real gaps in programs and services of GSS
- Meeting chairing (if needed)

CLOSING ITEMS

EXECUTIVE BOARD REPORTS
**Director of Services:** FLANDERS reported the VP Research Committee completed open forums last week; they were well received with high attendance and three excellent candidates to choose from. The Steering Committee on Rebranding of UVIC and identity has a series of workshops in process.

POLLICK proposed the Board should review giving $500 stipends to committee members sitting on HR meetings due to the amount of time needed for hiring process.

POLLICK requested this issue be put forward to the Stipend Review Committee.

**TASK:** CHAPPEL to put the President’s January message on website and request feedback.

**RESOLVED** the Executive Board recommends to the Stipend Review Committee to pay FLANDERS $500.00 for participation on the VP Hiring Committee, and

**FURTHER RESOLVED** the Executive Board recommends to the Stipend Review Committee to create a policy that will automatically reimburse $500 for anyone sitting on a senior hiring committee.

M/S CLEMENT/POLLICK

Abstention: FLANDERS

**MOTION CARRIED**

**Director of Finance:** POLLICK reported he presented on the budget earlier in the meeting. He will have the November financial statements available at the February 5th board meeting. In December the restaurant sales were up. Head Chef resigned and new Chef Mike RONNING started on Monday. The previous Executive Board had voted to pay a portion of our fees to the food bank on a semester to semester process. However we were not mentioned on the graduation donor’s list by the University due to the date structure of payment. We should also make a point of diarizing to send the money earlier than previously. The point of sales system is up and running in the restaurant. We have signed the contract and waiting for the installation for the office.

**TASK:** CHAPPEL to ensure GSS is mentioned on the graduations’ donor list of University 101.

**Director of Communications:** CLEMENT has submitted her doctoral submission! Senate library meets January 16th. She would like to address the lack of student volunteers at CFUV by bringing it up at the Grad Council Meeting. Kudos on the artist name tags for the artwork in the restaurant and happy to see it reflected on the GSS website. No report on the Senate library as it meets the day after this meeting.

**TASK:** BHAVALIA to add CFUV Volunteers to the GRC January Agenda.

**Chair:** LEI reported he attended the Vikes activities last week. LEI studied the VP Research candidates’ presentations regarding development ideas for UVIC. He had an interview with President and provided his opinions on the Steering Committee. LEI advised to increase the number of graduates students and attract faculty who are professional in the relevant fields. He attended a Graduate Executive Board meeting and supported the proposed structure of the faculty of graduate studies which will include three students; a PhD student, a master student, and the GSS Chair.

**Director of Student Affairs:** Absent.
Executive Director: The Grad House will be showing the Winter Olympics Opening Ceremonies February 7 and will show full coverage of the Olympics for the two weeks. CHAPPEL spoke with Neil CONNOLLY regarding the changes of the bus loop and he offered to meet with the Executive Board to further the discussion. Mental Health Boot Camp facilitator has resigned from the University however she is available to do put on a private workshop through the GSS. Chappel suggested the Executive Board meeting with Gordon BLACK, electoral officer, to discuss the election process for the proposed Faculty of graduate studies seats for graduate students.

**TASK: BHAVALIA to ensure rental equipment ready to go for Olympics viewing in restaurant.**

**TASK: CHAPPEL to meet with CONNOLLY without the Executive Board.**

**TASK: CHAPPEL to send information on the Mental Health Boot camp workshop to the Executive Board.**

**TASK: CHAPPEL to acquire quote on soundproofing curtains for the boardrooms.**

**NOTICE OF MOTION**

None.

**PERSONNEL UPDATE**

BHAVALIA left the meeting.

[The meeting went in camera for a personnel report].

**ADJOURNMENT**

The meeting was adjourned at 12:02 pm


Approved, Chair

Approved, Executive Director

vb/SC/SC
Present: Ming Lei, Brian Pollick, Jason Walters, Colleen Clement, Katrina Flanders, Stacy Chappel

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to investigate sound proofing curtains.

TASK: CHAPPEL to change budget amount for Uni 101 to $2000 and strike “Other: $700” in the Operating Fund.

TASK: CHAPPEL to talk to Ronning about making scones for Feb 20, 2014 9 am meeting.

TASK: EXEC members to email any other issues for GSS to CHAPPEL next week

TASK: EXEC to send Clement content for the AGM report

TASK: WALTERS to circulate the revised bylaws of ABCS to the Executive Board for review and consideration.

TASK: WALTERS to find out if an umbrella health plan is of interest to the ABCS members.

STANDING ITEMS

AGENDA

Agenda is approved as presented.

MINUTES

It was noted there were several errors in the draft minutes.

MINUTES TABLED to be re-submitted next meeting.

BUSINESS ARISING FROM THE MINUTES

Clement reported she talked to Chappel regarding the Wednesday coffee budget.

Chappel has not talked to the Stipend Review Committee

Clarify task Chappel to talk to Dean about graduation application deadlines and fees
Tasks regarding Research Assistants issue; Chappel summarized steps thus far:

- Meeting with VPR and Gorman and Dean
- Meeting with VP Academic Reeta Tremblay
- GRC in strong support of changing this policy clearly

**M/S POLLICK/CLEMENT**

RESOLVED Katrina elected to the Senate Committee on Planning

FURTHER RESOLVED Walters elected to the Senate Committee on Academic Standards

CARRIED

**TASK: Chappel to investigate sound proofing curtains.**

**M/S CLEMENT/POLLICK**

RESOLVED to rescind the motion regarding increased stipends for Flanders and for hiring committee members passed at the Jan 15 meeting.

CLEMENT said she was concerned there was not notice of the motion or a full discussion, and she didn't have time to prepare for the vote or discussion. She said it is not a comment on the merit of Katrina’s work.

WALTERS pointed out a mover is not necessarily in favour of the motion.

POLLICK said he appreciated that he moved the motion without notice. He supports rescinding the motion. We need to remind the Executive Board that when they do extra hours there is both practice and budget to handle this through the Stipend Review Committee.

CHAPPEL noted that any exec member can give feedback to the Stipend Review Committee independently, it doesn’t need a board motion.

CARRIED

Walters and Flanders abstained

**INTERNAL BUSINESS**

**CAPITAL MOTIONS**

**M/S POLLICK/WALTERS**

RESOLVED THE GSS spend up to $3,000 from the Capital Fund on a stand mixer.

Pollick said the suggestion was reviewed with Ronning, the new chef, and he agrees.

**M amend WALTERS/POLLICK**

RESOLVED to amend the motion to read “$3,500”
Amendment carried

Motion carried as amended

M/S POLLICK/CLEMENT

RESOLVED To spend up to $2300 for software package Optimum Control to help with costing

Walters asked for clarification on the proposal.

Pollick said the point of sale system does not give enough detail for cost analysis. Ronning has identified the food cost is not accurate enough. This is a program Ronning is familiar with the software.

Pollick noted the price includes training and maître d' import component

Motion carried

BUDGET 2014-15

Pollick reviewed the budget process:

- Finance Committee prepares a budget and sends it to the GRC, who send it to the SAGM.
- Opportunities for input to the Finance Committee are provided through the process.

Should any changes come out of this committee they will be brought to the Finance Committee.

Pollick highlighted changes

- Revenue from membership assumes no membership growth, and no CPI increase
- Assumed H&D stays same

Restaurant has been difficult to forecast. Trends are completely different from last year. Our costs and revenues are not in balance.

- Showed an increase in revenue based on increased prices

Clement said she wanted to remind that the restaurant is not operating like a regular restaurant. It is a service, not to earn money. Want to make sure we keep it in mind.

Pollick agreed, said the purpose is to control the cost.

GSS Events – catering and sales revenue shows an increase for GSS Events budget for full cost charges

At the bottom line, however, even with the increased cost, the subsidy is still higher there...

Working to a balance budget, need to always consider the food and beverage and the operating fund together.
Colleen asked whether there was still work on the BC student health insurance idea.

**TASK: POLLICK to follow up with the other student groups on the idea of a joint BC student health insurance.**

Pollick reported the GSS cannot afford to maintain the Administrative Assistant position. This means Chappel has less time for admin work and things will take longer.

Salaries under collective agreement 1.5% increase April 1.

We budgeted for a 1.5% increase for one manager.

Executive Board budgeted for traditional stipend amount but that is dependent from stipend committee. Have funds to provide occasional stipend.

Statutory benefits are fixed as are the benefit packages at current rates some of which just changed.

Increase fund for Events, both for catering and outings.

Finance committee has assigned the task of developing a plan for the restaurant to be viable.

That includes running more events in the restaurant and making the GH a social hub. We don’t have a good handle on usage rate by non-grad students at this moment, don’t want to subsidize those users. How can graduate students be advantaged?

Program grants have changed slightly... minor increase to Travel Grant – increased to 38000, increase distance students travel grant to 6250, increased Uni 101 increased. Pollick noted the budget is not updated for the university 101 and events amounts.

**TASK: CHAPPEL to change budget amount for Uni 101 to $2000 and strike “Other: $700” in the Operating Fund.**

POLLICK noted there will be an increase in Hydro rates, no substantial changes to professional services, thought they are slightly re-organized. He also noted the restaurant subsidy is projected at $51,453, less than this year’s projected actual.

POLLICK said he will move at the SAGM that the society’s governance body come back with a report on how the restaurant is doing, and if it is not on track, what is going to be done about being off track.

CLEMENT asked when the restaurant is presented, show as a grad student “fee per term” cost to the restaurant.

POLLICK said we will also need to do some experimentation to find what works and stabilizes the restaurant. We need to consider discounts for grad students in different ways, options like fancy coffee, breakfasts, etc.

At the AGM we will have a projection of the subsidy to date...

Regarding the Health and Dental Plan Stabilization fun, POLLICK noted we have not yet had a full year of the new retention accounting system. Capital purchase budget is pending quotes from Facilities Management, but will allow for the standard investment in the Building fund.
M/S POLLICK/WALTERS

RESOLVED the EXEC supports the forward of the budget as proposed to the GRC

Motion carried

CLEMENT said the new Director of Services should be in charge of the budget for events.

POLLICK said Director of Services has a clear role in planning for the whole year, they prepare the plan in consultation with responsible staff. If we are very serious about the events, the plan should be developed in April, and a GRC should approve it.

M/S POLLICK/CLEMENT

RESOLVED the GRC meeting will include a motion as resolving:

Director of Services will take responsibility for seeing that:

- A complete plan is developed in April with an event plan for the entire 12 months, and
- The plan is presented to a GRC meeting in April to approve the plan.

Motion carried

GSS-UVIC EXEC FEB 20: 9 AM, ASB 110

- Update them on the Research Assistant issue front
- International Student services – request update – consultant and referral process – what about students in process of applying who encounter problems with a visa application
- Budget update – update on the Core Review and the Advanced Planning Process
- Could we bring scones from the restaurant?
- Last meeting

TASK: CHAPPEL to talk to Ronning about making scones for Feb 20, 2014 9 am meeting

GRAD COUNCIL

- Budget
- Motions from this meeting
- RA issue

TASK: EXEC members to email any other issues for GSS to CHAPPEL next week

TASK: EXEC to send CLEMENT content for the AGM report

MENTAL FITNESS BOOT CAMP

Funding request for the GSS to host a Mental Fitness Boot Camp was declined.
DISTANCE STUDENT TRAVEL

M/S Walters/Clement

RESOLVED send to council a motion to add distance student permanent funding to the AGM agenda

Motion carried

EXTERNAL REQUESTS

MEDIEVAL STUDIES FUNDING REQUEST

Pollick said Medieval Studies department has no grad students per se, but graduate students are very involved.

M/S POLLICK/WALTERS

Whereas the Medieval Studies program is an interdepartmental office,

RESOLVED the GSS award them as a department for the purpose of this conference that includes graduate students, and approve $500.

Motion carried

Colleen said interdisciplinary programs don’t have the same departmental grant status.

M/S POLLICK/FLANDERS

RESOLVED to refer the issue of Interdisciplinary department grants GRC

RESOLVED any INTD programs, such as medieval studies, shall be eligible for departmental grants for events providing the events involve graduate students in a substantive way as organizers and presenters.

There was discussion about whether it should include graduate students as attendees only.

Clement suggested it could be dealt with as a one-off.

M/S CLEMENT/WALTERS Amend

RESOLVED to amend the motion to refer the issue of INTD department grants to the OD committee

Amendment carried

Motion carried as amended
EXEC REPORTS

KATRINA: VP Research hiring completed. Very happy with the result.

WALTERS: International student conference attended. Spoke 3 times about GSS to three diff groups. At least half of the students who attended were graduate students. Spoke with international student who has children, not many family events. ABCS incorporated Jan 28. Attending lobby days Feb 10 - 14 formally to lobby the BC government with respect to funding cuts.

UVSS has passed a motion to call on UVIC to divest from fossil fuels.

TASK: WALTERS to circulate the revised bylaws of ABCS to the Executive Board for review and consideration.

TASK: WALTERS to find out if an umbrella health plan is of interest to the ABCS members.

CLEMENT: Nothing new to report.

POLLOCK: Nothing to report beyond items already discussed

LEI: Lei reported he and CHAPPEL attended the January 27 meeting of Operational RELations. He raised concerns that UVIC housing cost is high, and that PhD students with families are on waiting list for family housing for a long time. Jim Dunsdon said UVIC is considering expansion of residences and are looking at developing a long term plan. Privacy issue were raised by CHAPPEL. DUNSDON raised the end of special support for the Golden Key society.

NOTICE OF MOTION

None.

ADJOURNMENT

The meeting adjourned at 1:14 pm.

Approved, Chair

Approved, Executive Director

Sc/SC
Executive Board minutes

February 19, 2014, 11:30 am
Grad Centre room 108

Present: Brian Pollick, Jason Walters, Colleen Clement, Katrina Flanders, Stacy Chappel
Absent: Ming Lei
The meeting was called to order at 11:38 with Clement in the chair.

STANDING ITEMS

Agenda
The agenda was approved with addition of “meeting the UVSS” after RA Campaign

Minutes

TASK: Chappel to send the minutes out for approval via email.

Business Arising

Chappel said the plan to bring scones could be more costly than anticipated, as the meeting is at 9 am, and having them ready would require Ronning to come to work early.

Pollick said it was worth the expense.

Colleen said the goal was to highlight the new kitchen manager.

TASK: Chappel to order two dozen scones and bring them to the meeting with the President and Senior Administration

INTERNAL BUSINESS

Research assistant campaign

CHAPPEL reported received email from VP Academic TREMBLAY saying it has been sent to AVP Faculty Relations.

Meeting with UVSS

WALTERS asked when it was possible for the Exec to meet with the UVSS.
Ideas for discussion

- Clubs and course unions
- ABCS
- International student issues
- Budget cut issues
- TA cuts may have impacts they have information on
- Collaborate on events

WALTERS proposed alternating hosting each other for lunch.

WALTERS proposed a Wednesday meeting as the Executive are already scheduled.

**TASK: WALTERS to invite the UVSS to meet March 5 at noon, with March 19th as an alternate.**

Upcoming meetings

CHAPPEL referred to APPENDIX 2, which lists the coming meetings

POLLICK noted there is also Operational Relations.

**GUEST**

Guest – Dr. Andrew Morton

The Executive board heard a presentation from AVP International Andrew Morton on the plans to provide advice to international students and the structure of the International office.

*Immigration consultant*

MORTON reported a law based in Vancouver had been engaged to handle student questions regarding student visas and mattes related to Citizenship and Immigration Canada procedures, and after a meeting this Friday UVIC will be able to announce services available to students. It should include access to advice and they will come and give presentations – only services previously provided. E.g. Never advised on refugee claims, won’t start doing it now.

There is also one UVIC staff member who has started the qualifications process. Process is extensive, should be complete in November. There is one other member of staff who may be trained.

Morton circulated information about the International Office structure, and future plans in relation to graduate students

**CLOSING ITEMS**

Executive Board reports

WALTERS said he circulated University request for feedback on learning outcomes strategy, they are taking feedback until Friday.
FLANDERS: New VP Research is David Castle. He is a very well-rounded candidate has diverse academic background.

CLEMENT: reported the Senate Library committee as cancelled.

**TASK:** Exec were reminded to send photos and lists of achievements to Colleen for the SAGM report.

**TASK:** Chappel to add housing policy to Operational Relations re the apartment buildings

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Notices of motion

Cultural events and funding,

Senate Committee transition

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**Adjournment**

1pm sharp

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Approved, Chair

Approved, Executive Director
MARCH 5, 2014

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

Executive Board minutes

March 5, 2014

Present: Ming LEI, Katrina FLANDERS, Colleen CLEMENT, Jason WALTERS, Stacy CHAPPEL

Regrets: Brian POLLICK

The meeting was called to order at 1:34 am with LEI in the chair.

STANDING ITEMS

AGENDA

The Agenda was approved as presented

MINUTES

Minutes from February 19, 2014 Executive Board were approved with corrections.

BUSINESS ARISING

WALTERS reported the: UVSS agreed to meet on the 19th of March – they are sending 3 people to meet with us for lunch at noon, after our meeting.

CLEMENT reminded the executive to submit photos and presentation content.

TASK: CHAPPEL to get a new camera

INTERNAL BUSINESS

Capital funding

M/S CLEMENT/LEI

RESOLVED Add a meat grinder to the purchase of the stand mixer (with no increase to the approved cost)

CARRIED

Cultural Events and Funding

There was a discussion about whether to create a funding option for events that do not fit into the departmental grants.
Tabled to next meeting to include the POLLICK.

**Senate Committee transition**

CHAPPEL noted that unless she is told otherwise, current Senate members will continue their term until June.

CLEMENT noted she is graduating and will step down from Senate Libraries April 1.

**Grad Student Mental Health Advisory Health Committee**

LEI reported a recent study showed mental health issues are serious for UVIC graduate students. He is hoping the next Executive Board will keep a strong relationship with the mental health advisory committee.

**SAGM**

CHAPPEL noted the motion re ABCS was tabled from last general meeting, so it will be on the agenda.

*TASK: WALTERS to send ABCS bylaws to CHAPPEL.*

*TASK: CHAPPEL to check for other tabled items from the last meeting.*

**SAGM Agenda**

- Approve Agenda
- Approve Minutes
- Stipend Review Committee
- Budget presentation and vote
- Election report
- Exec report on the year to the members (ongoing on display)
- ABCS motion (presentation)

*TASK: WALTERS to invite a rep to answer questions about ABCS.*

*TASK: CHAPPEL to poste agenda items on the website by the 14th*

*TASK: CHAPPEL to arrange second laptop to show the Executive report power point*

**CLOSING ITEMS**

**Other business**

**Director of Student Affairs:** WALTERS reported he spoke with head of WUSC, and noted the Grad Council voted to include student group fees in the budget presentation.

**Director of Services:** FLANDERS reported the Advisory Group for Advanced Planning met, as did the Positioning steering committee meeting.

**Director of Communications:** CLEMENT reported she has nearly finished prepping AGM Report
Chair: LEI had nothing other than already

Executive Director: CHAPPEL reminded the Executive she is away March 17 -22. She reported she met with the Privacy officer, attended OPER relations with LEI.

Notices of motion

None

Adjournment

The meeting adjourned at 12:16 pm.

______________________________          _______________________________________
Approved, Chair                              Approved, Executive Director
MARCH 19, 2014

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD MINUTES
MARCH 19, 2014

Present: Ming Lei (Chair), Colleen Clement (Director of Communications), Brian Pollick (Director of Finance), Jason Walters (Director of Student Affairs), Matthew Park (minutes).

Regrets: Stacy Chappel (Executive Director), Katrina Flanders (Director of Services).

The meeting was called to order at 10:33 am.

Pollick noted that the wording of the ABCS motion for the SAGM will need to be changed so that the membership instructs the Board to join.

TASKS ASSIGNED AT THE MEETING

None.

STANDING ITEMS

AGENDA

The agenda was approved as presented.

APPROVAL OF THE MINUTES

RESOLVED Minutes from the January 15, 2014 meeting are accepted as presented.
M/S Pollick/Clement CARRIED.

RESOLVED Minutes from the February 5, 2014 meeting are accepted as presented.
M/S Clement/ Pollick CARRIED.

RESOLVED Minutes from the March 5, 2014 meeting are accepted as presented.
M/S Pollick/Clement CARRIED.

BUSINESS ARISING FROM THE MARCH 5 MINUTES

Clement reported the board report power point for the SAGM is ready.

INTERNAL BUSINESS

DONATION TO CFUV
Clement noted that CFUV is able to run with only one fundraiser a year. Each show is allotted a target donation goal (~$100), and show hosts are expected to raise pledges. Clement suggests that we donate $100 beyond our standard annual donation instead of soliciting pledges from grad students.

Pollick noted that we currently provide an annual grant of $2100 ... he calculates that we did 26 B.T.J. shows this year ... he suggests that $100/show would be an appropriate funding level. He suggests that the GSS send another $500 donation this year, and suggest to next year’s board that the standard funding level be increased.

RESOLVED the GSS donate $500 to CFUV; and FURTHER RESOLVED that the donation be noted as supporting the GSS Beyond the Jargon show.
M/S Pollick/Lei CARRIED

CSPT DEPARTMENT FUNDING REQUEST

WHEREAS the Centre for Social and Political Thought is an interdepartmental program of English, Sociology, History and Political Science and therefore has no grad rep or independent ability to apply for a department grant; and

WHEREAS the Department Grant funding is not fully spent for the fiscal year; therefore

RESOLVED a department grant of $500 to CSPT be authorised.
M/S Clement/Pollick CARRIED.

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Services: Absent.

Director of Finance: Pollick gave an update on the capital planning process. The options for projects to renovate the bar and update the doors will be presented at the SAGM. Other possible projects include interior painting.

Director of Communications: Clement said she had nothing additional beyond the SAGM report and CFUV donation.

Chair: Lei reported he attended the Grad Fee Reduction Appeals Committee meeting this morning.

Director of Student Affairs: Walters reported on the Academic Standards Committee -- in addition to letter grades, transcripts are also going to show percentile scores next to the letter grade. The transition may be difficult, especially for TAs who are switching marking systems, but he hopes it may be a good change overall insofar as it permits easier comparison with the grade scales used elsewhere.

Walters reported that he attended the Mental Health Website rollout meeting. There will be separate sections for students, faculty, parents. He reported that there is a mental health first aid
program -- currently a two-day workshop that may be turned into a shorter LTC workshop for TAs and faculty members.

Walters attended a panel discussion sponsored by WUSC on refugee women and their learning experience and the Persian New Year festival downtown, where there were about 40 students in attendance.

Walters reminded everyone that the Exec is meeting with the UVSS for lunch.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 11:35 am.

M/S Clement/Lei.
CARRIED.

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Approved, Chair                  Approved, Executive Director

vb/SC