University of Victoria Graduate Students’ Society

Executive Board Minutes

July 28, 2015

Present: Katrina FLANDERS, Chair; Amanda McLAUGHLIN, Director of Communications; Elissa WHITTINGTON, Director of Student Affairs; Stacy CHAPPEL, Executive Director.

Regrets: Hilary CULLEN, Director of Services; Brandy SISTILI, Operations & Service Manager

The meeting was called to order at 5:06 pm with FLANDERS in the chair.

TASKS ASSIGNED

TASK: Alternate rep for the Committee call will go to the Grad Council

TASK: CHAPPEL to circulate a call to the general membership and Grad Council for the Registrar Hiring Committee.

TASK: Executive Board to send reports to CHAPPEL by THURSDAY NIGHT

TASK: CHAPPEL to send GRC Agenda tonight followed by agenda with appendices FRIDAY

TASK: Flanders will talk to Lori Nolt about contacting Murray Griffith and Continuing Studies.

TASK: FLANDERS to ask UBC about the timeline for the BC Graduate Scholarship document and GSS timeline for participating.

TASK: CHAPPEL to request a per diem cheque to cover the ferry fare and public transit.

STANDING ITEMS

APPROVAL OF THE AGENDA

Agenda was approved by consent with the addition of “Donation to UVSS” to “External Business”

APPROVAL OF THE MINUTES

Minutes for July 14, 2015 Executive Board meeting were approved with minor corrections.

“Notices of Motion” spelling

BUSINESS ARISING FROM THE MINUTES

WHITTINGTON submitted corrections to the minutes

FLANDERS and SISTILI met about the email program, and we are good to go.

    FLANDERS talked to both GSS groups in Vancouver, but waited on the UVSS depending on our decision.

    FLANDERS won’t meet with DUNSDON until the beginning of August
KOVALCHUK sent the materials to WHITTINGTON, and WHITTINGTON followed up with the UVSS and submitted the item to the AGENDA

INTERNAL BUSINESS

ASSOCIATE VP PLANNING APPOINTMENT COMMITTEE

M/S FLANDERS/WHITTINGTON

RESOLVED Alexander KOVALCHUK is elected to sit on the Committee for the Appointment of the Associate Vice-President Planning; and

CARRIED

TASK: Alternate rep for the Committee call will go to the Grad Council

REGISTRAR HIRING COMMITTEE

TASK: CHAPPEL to circulate a call to the general membership and Grad Council for the Registrar Hiring Committee.

CAPITAL EXPENSE

M/S WHITTINGTON/KOVALCHUK

RESOLVED $14,150 is allocated from the Capital Fund for the purchase and installation of a replacement dishwasher for, the Grad House Kitchen; and

FURTHER RESOLVED the Director of Finance is authorized to approve an additional $1,000 for a second year of insurance, if so advised by the Operations and Services Manager.

CARRIED

GRAD COUNCIL AGENDA

M/S FLANDERS/WHITTINGTON

RESOLVED the Grad Council Agenda for August 4 is as follows:

- Department Reports
- Strategic Plan
  - Add Tasks forces: Supervisory Committee policy
- Committee structure changes from Org Dev
- End of term and elections
  - Thanks
  - Elections of new grad reps
- Orientation
- Executive Reports
CARRIED

TASK: Executive Board to send reports to CHAPPEL by THURSDAY NIGHT

TASK: CHAPPEL to send GRC Agenda tonight followed by agenda with appendices FRIDAY

STRATEGIC PLAN
Flanders reported she investigated strategic plan models. She proposed using a more succinct model to the public, but keeping the detailed tasks and action plans for each item for the Executive Board’s use in leaning these items.

CHAPPEL said she liked this as it is accessible, and the detailed plans could be for internal use so they don’t have to be too polished.

KOVALCHUK suggested this could be the Executive Summary.

TASK: Exec to edit section of the strategic plan and send with track changes to FLANDERS by Thursday.

SECTIONS:
McLAUGHLIN: Restaurant, fee referenda, communication
FLANDERS: Write an introduction, GRC Engagement
WHITTINGTON: BC Grad SCHOL, BOG SEAT
CHAPPEL: Draft a supervisory relationship, read the CONTEXT section
KOVALCHUK will edit the Consultation Process Section, RA Legal Status

Chappel suggested re-ordering the Strategic Goals by priority

FLANDERS asked about formatting

KOVALCHUK proposed 1.5 line spacing, and a larger font. A table of contents would make it easier to hyperlink.

McLAUGHLIN suggested we ask GRC to review thinking of this as a public document and consider if there are any concerns.

EVENTS PLAN UPDATE
FLANDERS noted CULLEN resubmitted the events plan due to some date changes.

INDUSTRY MAILOUT
FLANDER reported it will meet our requirements.

CHAPPEL said staff hoped to meet with McLAUGHLIN and the Industry Mailout representative.

PRIVAY UPDATE
CHAPPEL was on holiday since the last meeting. No new update.
LIBYAN STUDENTS
FLANDERS reported she met with the Libyan Student representative, Associate Dean Runtz, and the Director of Student Awards and Financial aid, Lori Nolt.

A memo has been sent to departments clarifying funding situation, and a resolution to problems with registration is being developed. Nolt confirmed that students can access a second loan if there are further delays.

**TASK:** Flanders will talk to Lori Nolt about contacting Murray Griffith and Continuing Studies.

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**EXTERNAL BUSINESS**

**BC GRADUATE SCHOLARSHIP**
FLanders referred to the memo from UBC GSS.

**TASK:** FLANDERS to ask UBC about the timeline for the BC Graduate Scholarship document and GSS timeline for participating.

KOVALCHUK noted that in Ontario the vision is that the OGS is intended to recruit scholars, while the Tri-Council is intended to support excellence in research.

The Board is in favour of the BC Graduate Scholarship program proposal in principle, and will bring it to Grad Council in September.

**STUDENT UNION DEVELOPMENT SUMMIT**
FLANDERS reported she contacted SFU and UBC. SFU does not attend, as they attend the GU15. UBC will be attending and he is willing to coordinate a graduate student session for groups attending.

**M/S McLAUGHLIN/FLANDERS**

**RESOLVED** ALEXANDER KOVALCHUK is elected to attend the Student Union Development Summit on behalf of the GSS.

**CARRIED**

**TASK:** CHAPPEL to request a per diem cheque to cover the ferry fare and public transit.

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**SUPPORT FOR THE UVSS TO LOBY UVIC FOR FALL READING WEEK**
WHITTINGTON reported she had been in contact with the UVSS regarding their proposal for a full week reading break in fall. She shared our motion, and learned the UVSS are at a preliminary phase seeking a discussion.

WHITTINGTON suggests that the GSS can support the UVSS letter in principle, as it does not preclude the GSS raising our concerns.

**M/S KOVALCHUK/McLAUGHLIN**

**RESOLVED** the GSS will support and sign the UVSS letter to the Senate Committee on Agenda and Governance to investigate the feasibility of establishing a five day reading break during fall semester.

**CARRIED**
DONATION TO THE UVSS
KOVALCHUK reported the campus student and union locals tabling event on September 10. It will feature a beer garden and local farm vendors.

FLANDERS read the letter from the UVSS.

WHITTINGTON asked about the GSS role at the event.

KOVALCHUK said our role is outreach and promotion of participation, and he thought it was in keeping with our annual plan. He reported that the last meeting there was discussion of residence fee hikes.

M/S WHITTINGTON/KOVALCHUK

RESOLVED $100 is donated to the Local for Union Locals info fair on September 10 from 11-4.

CARRIED

CLOSING

EXECUTIVE REPORTS

COMMUNICATIONS: MCLAUGHLIN reported that most content has been sent to the handbook designer, and picked the cover photo. Attend the strategic planning meeting.

STUDENT AFFAIRS: WHITTINGTON reported she was in touch with a student. She contacted the UVSS about the reading week campaign, and worked on the strategic plan.

FINANCE: KOVALCHUK reported he completed the Charity Village course and read the bylaws and the policy manual. He completed the signing authority documentation at VanCity. He attended Wednesday coffee

CHAIR: FLANDERS reported she met with the Associate Dean and Akram from the Libyan Students. She attended the Health and Dental Appeals Committee. She wrote the Executive Summary of the Strategic Plan. She met with Chappel post-holiday to review.

EXECUTIVE DIRECTOR: CHAPPEL reported she had been on holiday until Monday. Have met with all the office staff to get updated. Met with a student. And Brandy handled a case in her absence. She developed a case file system for recording student cases.

NOTICES OF MOTION

- Idea Fest
- Climate Change Talks
- Referenda Planning
- David Clode Room artwork concern
- Kovalchuk Conflict of Interest

UPCOMING MEETINGS

Organizational Development July 29.

Grad Council August 4.

Executive Board August 25.

Orientation September 4.
ADJOURNMENT
The meeting adjourned at 7:39 pm.

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Approved, Chair  Approved, Executive Director

Sc/SC