# GSS EXECUTIVE BOARD REPORTS

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UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Colleen Clement, Director of Communications

To: Graduate Representative Council

APRIL 1, 2013 – JULY 31, 2013

INTRODUCTION

Below in each Issue Area, I've described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW – GRADUATE STUDENT INTERVIEWS

Discussion:

"Beyond the Jargon" – Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour bi-weekly interviews of current UVic graduate students; show hosted by grad students Colleen Clement, Mario Baldassari, Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air in the fall. I conducted 3 more interviews this quarter. Each interview requires 3 hours of editing.

Kept interviewees posted about their show air dates and collected photos of interviewees for the GSS website page. Continued promotion of show by sending out emails to and meeting with university admin departments. Recruitment of new interviewers.

Recruited and met with 3 new interviewer trainees.

Time:

Total hours on this task since last report = 12.25 hours
GSS HANDBOOK

Discussion:

GSS Handbook

Actions:

Sent out a photo contest call for cover art. Handbook production delayed until after Congress 2013 held at UVic in June. Chose cover art and worked on other handbook content areas; worked with printer.

Time:

Total hours on this task since last report = 8.5 hours

GSS WEDNESDAY MORNING COFFEE

Discussion:

GSS Wednesday Morning Coffee & Muffin Meet

Actions:

Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, photo contests, etc.).

Time:

Total hours on this task since last report = 15.5 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:

Attendance at Committee meetings

Actions:

Time:

Total hours on this task since last report = 3 hours
GSS BOARD AND COUNCIL MEETINGS

Discussion:

Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:

Total hours on this task since last report = 11.5 hours

ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities); trip to Vancity to serve as Signing Authority for GSS.

Also, popped into GSS several times during Congress to help with welcoming people, including hosting the PhD Comics Movie night on the final Saturday of Congress and participating in the Trivia Night on Thursday.

Attended Ice Cream Social for departing UVic President Turpin in June.

Time:

Total hours on this task since last report = 21.5 hours

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, April 10 (New Board Dinner)
Board Meeting, April 11
Board Meeting, April 17
Board Meeting, May 1
Board Meeting, May 15
Board Meeting, June 19

EXTERNAL MEETINGS

Senate Library Committee, April 24
Senate Library Committee, June 13
**CONCLUSION**

Concluding remarks:

The following is an overview of tasks and hours for the period April-June 2013:

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<th>Activity\Hours by Month</th>
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<th>May</th>
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<tr>
<td>General Meeting</td>
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<tr>
<td>GSS Coffee/Muffin Meets</td>
<td>5</td>
<td>6</td>
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<tr>
<td>GSS Handbook</td>
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EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Colleen Clement, Director of Communications
To: Graduate Representative Council

JULY 1, 2013 – SEPTEMBER 30, 2013

INTRODUCTION

Below in each Issue Area, I’ve described my activities in detail. I conclude with an overview chart of activities and hours for your convenience.

CFUV RADIO SHOW – GRADUATE STUDENT INTERVIEWS

Discussion:

“Beyond the Jargon” – Interview radio show to air on CFUV in the 2013-2014 fall/winter semesters; ½ hour bi-weekly interviews of current UVic graduate students; show hosted by grad students Colleen Clement, Mario Baldassari, Liz McArthur (CFUV Community News & Affairs Director), and several graduate student hosts in training.

Actions:

Show features pre-recorded interviews to air in the fall. I conducted 1 more interview this quarter. Each interview requires 3 hours of editing.

Kept interviewees posted about their show air dates and collected photos of interviewees for the GSS website page. Continued promotion of show by sending out emails to and meeting with university admin departments. Recruitment of new interviewers.

Coordinated the effort to fund Liz McArthur for 5 hours/week to produce the Beyond the Jargon radio show and podcast, so that it will not be lost when grad students move on.

Time:

Total hours on this task since last report = 4 hours
GSS HANDBOOK

Discussion:
GSS Member Handbook and Day Planner

Actions:
Sent out a photo contest call for cover art. Handbook production delayed until after Congress 2013 held at UVic in June. Chose cover art and worked on other handbook content areas; worked with printer.

Time:
Total hours on this task since last report = 10.25 hours

GSS WEDNESDAY MORNING COFFEE

Discussion:
GSS Wednesday Morning Coffee & Muffin Meet

Actions:
Attended weekly morning coffees to mingle with grad students; often discuss upcoming opportunities (committee opportunities, photo contests, etc.).

Time:
Total hours on this task since last report = 12.75 hours

SENATE LIBRARY COMMITTEE MEETINGS

Discussion:
Attendance at Committee meetings

Actions:

Time:
Total hours on this task since last report = 0.0 hours

GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

Time:
Total hours on this task since last report = 11.25 hours
ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities); trip to Vancity to serve as Signing Authority for GSS.

Served on GSS Admin Assistant Hiring Committee (interviews only).

Spoke on behalf of GSS at 10 Faculty Graduate Student orientations and the 2 general Grad Student Orientations; helped host the International Graduate Student Orientation Bag-dinner at the Grad House.

Coordinated the project for new gallery canvases for the Grad House.

Coordinated CFUV Interview of Jason Walters regarding the Bill 35’s impact International Students here at UVic (can no longer receive guidance on immigration issues at UVic), as well as follow up letters to UVic Exec.

Coordinated the effort to fund Liz McArthur, CFUV Newsroom Director, for 5 hours/week to produce the Beyond the Jargon radio show and podcast, so that it will be a continuous effort and not lost when grad students move on.

Attended the Welcome Back BBQ.

Time:

Total hours on this task since last report = 41.25 hours

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, July 3
Board Meeting, August 7
Board Meeting, August 21
Board Meeting, September 4
Board Meeting, September 18

Graduate Representative Council Meeting, September 24 (orientation meeting)

EXTERNAL MEETINGS

n/a
CONCLUSION

Concluding remarks:

The following is an overview of tasks and hours for the period July-September 2013:

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<td>GSS Coffee/Muffin Meets</td>
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<td>Radio Show/podcasts</td>
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<td>Senate Library Committee</td>
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UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Ming Lei Chair
To: Graduate Representative Council
Date: October 12, 2013

APRIL 1, 2013-OCTOBER 15, 2013

INTRODUCTION

As GSS Chair, I act as the official spokesperson for the society. I am the primary liaison between the Society and the University administration, University Senate, the Board of Governors, Faculty and Graduate Studies, Graduate Executive Committee and external political bodies. Internally, I chair the Executive Council and the Graduate representative Council and am responsible for coordinating the activities of both.

Sitting on the Grad Fee Reduction Appeals Committee (GradFRAC) to help graduate students get reasonable approve for their fee appeals

Sitting on the Chaplaincy Advisory Committee to support multi-faith services in order to make UVic campus more diversity and equity

Sitting on Faculty of Graduate Studies to discuss issues arising, such as: new graduate program proposals, new or revised graduate policies and/or procedures among many other issues.

Sitting on Graduate Executive Committee to advises and assists the dean in the policy and decision making processes and makes motions on appropriate matters for consideration at Faculty of Graduate Studies meetings.

Sitting on the GSS and UVic operational relations committees to maintain strong and cooperative working with relationships with Graduate Studies

Sitting on the GSS and UVic Executive boards committees to communicate regarding significant activities with senior UVic administration
Attending every Wednesday coffees to talk with graduate students and learn what is happening and problems to them in order to make better service for students.

Having monthly meetings with International commons academic co-coordinator (Adam) to help them to do students support service.

BC OPEN FORUM ON POST SECONDARY EDUCATION

Discussion:

A forum on post-second education that will feature representatives from BC political parties participating in a moderated question period as well as an open question period with event attendees. The forum is free and open to all students, faculty, media, and interested citizens. The forum is an opportunity for students to engage directly with politicians on issues pertaining to the future of post-secondary education in BC. Topics for discussion will include the creation of a graduate provincial scholarship, support for opportunities agenda, transit, and deferred maintenance, and funding for more post secondary spaces to increase access for qualified students.

Actions:

Jason, Estelle and me took the forum, and we tried to talk with parties about ongoing, sustainable operational funding for post secondary institutions, also understood politician parties' plans to make post secondary education more accessible and affordable by increasing targeted student funding and decreasing student costs. These parties also support international students who come to BC to study by increasing funding and work opportunities.

Also we contacted SFU, UBC GSS, to keep a close relationship for future co-operations.

Time:

12 hours

2013-2014 ACTION PLANNING INTERNATIONAL STUDENT SUPPORT

Discussion:

International graduate students are an increasing population at the university, and the GSS wishes to ensure our services are well designed for their needs. This was initially an event advertised solely to international graduate students, but upon request from many international students was made an open event to encourage international students to meet Canadian students at the beginning of their degree. As we know, International students are in particular need of help when they first arrive, and GSS services need to be designed with international students in mind, UVIC services for international students need to be designed with graduate students in mind.
Actions:

I made a draft proposal on international students support, and chaired the international students support action plan meeting, invitees including Ming Lei (GSS Chair), Daniel (English), Colleen Clement (GSS Director of Communications), Stacy Chappel (GSS Executive Director). From the action plan meeting, we have noticed international student are very interested to attend events to visit tourist locations with a group. Other events can highlight Canadian culture (Pancake breakfast, pumpkin pie at thanksgiving) or help share culture (card games from around the world)

a) Ask event coordinator to add visits to tourist locations (Bateman Centre, Craigdarroch Castle, Olive the senses, etc)
b) Have a pumpkin pie day to celebrate Canadian Thanksgiving (Oct 14, 2013 is a stat, but this could be done at the Wednesday Coffee)
c) Host an interdepartmental mixer to encourage students to meet people from outside their department
d) Host an event where volunteers teach a game that is popular in their country/region

Time:
6 hours

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MEETING WITH INTERNATIONAL COMMONS

Discussion:

The IC invites me to take a monthly meeting to request feedback and suggestions for future programming at the International Commons. According to GSS students service experiences, I share what academic programs students would like to see implemented, bring to their attention any challenges graduate students may have encountered in your classes, give them feedback on the performance of the IC and advise us on the possible ways to foster an inclusive campus

Actions:

I have been taking monthly meetings with international coordinator Adam, to help guide their programming, epically on international students support work. Recently he drafted a proposal to help graduate students, invited me to help him to review, and I gave my suggestions on it. As we are working on the same goals to support international students get used to Canadian life, I advised we can work together to do some big events for graduates students, such this, we will make student service more effective.

Time:
10 hours
ADVOCATE UVIC EMERGENCY PLANNING

Discussion:

Come to a presentation by Dr. John Cassidy - "We're Living on the Edge: Earthquakes in Southwestern BC". Dr. Cassidy is a Research Scientist with the Geological Survey of Canada, Natural Resources Canada (Victoria, BC) and Head of the Earthquake Seismology Section. If shaking due to a major earthquake causes damage (e.g. broken glass, overturned furniture), evacuate and move away from your building. For safety reasons, we may need to evacuate the campus. Make your way to the Campus Assembly Area to receive further instructions and information. Go to a temporary Holding Area first if you need an initial safe meeting place or assistance.

Actions:

UVSS Chair and Brandy, and me took the meetings from emergency planning, we gave our suggestions, one is that divide students situations into different cases, including some students in building, some students outside, and some students taking class; another, we can make a clear PowerPoint to show how to guarantee everyone safety, or how to save their selves. Lastly, we make the campus evacuation map to guide students to do what when the skating stops.

Time:

4 hours

PLANNING AND COORDINATION OF ACTIVITIES DESIGNED TO FACILITATE BETTER GSS MEMBERS

Discussion:

The GSS is a student driven organization that depends on the support and participation of its members for success. We identified that graduate students are creatures of habit and if we are going to incorporate the GSS into fabric of the UVic graduate students’ experience, then we need to establish early relationship with our members, to make everyone realize GSS is home for all graduate students.

Actions:

1. I try my best to attend as many department orientations as possible to deliver a clear and concise message about who we are, what we do, and how people can get involved with GSS.

2. I have talked to Vikes Recreation and have a discussion on how make more graduate students get involve activities and recreation. I propose in future more cooperation between GSS and Vikes should be done. This way, help everyone stay in good physical and mental health.

3. I almost attend free coffee every Wednesday morning between 9:00 to 10:30 am, keeping talking with members from different departments and countries to learn what is new problems haunting them, and what we can do for them. Also, do my best make a close relationship with graduate students.
Time:
Every week 1.5 hours on wednesday coffee, taking 10 departments orientations (10 hours), meeting with Vikes (1 hours)

MEETINGS ATTENDED

GSS MEETINGS
Since April 1, I chair the GSS Executive board meetings and never regretted each meeting. I also regularly meet with Stacy on agenda of incoming GSS Executive board meetings every two weeks. I attended two joint meetings between the UVic Executive and GSS Executive board (May 29), and chaired and attended the operational relationships committee, which is a joint committee of the GSS Board and senior administration officials of the university.

EXTERNAL MEETINGS
I represent the GSS on the Faculty of Graduate Studies, Graduate Executive Committee which is regularly meeting. It is normally chaired by the Dean of Graduate Studies. The meeting times are separately April 08, May 13, and Oct 10.

I am sitting on GradPRAC which is chaired by Bert who is direct of Graduate Admission and Records, and the meetings happened on April 17, Aug 21.

I am sitting on Senate Committee on Learning and Teaching, which just happened May 7.

I represent the GSS to sit on Chaplaincy Advisory Committee to support Multi-faith Services meeting, which happened on May 9.

I have monthly meetings with Jim Duson who is AVP student affairs, talking about what is happening on GSS, or share some suggestions for him to improve student services.

CONCLUSION
As Chair, I meet with the administration and others on campus, and ensure our needs and wants are on the table whenever discussions happen on campus. I also chair society meetings Executive board meetings, GSS operational relations meetings. These past few months have been a highly rewarding experience for me as GSS Chair. I have been pleased at the warm reception that I experienced by fellow GSS members, the Staff of GSS, and by the larger UVic community including University faculty. The progress have made me to learn how to schedule life and study, how to manage time. I must note that this success is not possible without the great management and leadership that we receive from the staff at the GSS. This includes everyone working hard, Stacy chapel who as the executive director ensures the smooth operation of the society, Brandy who manages the restaurant, Mary who is coordinator of the health and dental plan, Matt who is office coordinator, Vicki who is Administrative Assistant.
Also thanks for GSS Executive board members, Colleen, Katrina, Brain, Jason, they did a lot of contributions for GSS from different directions. As I told before, I am proud of such wonderful team, I learnt a lot from everyone. I believe we will work together to make our campus better.

### TIME SUMMARY

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<th>Activity\Hours</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Jul</th>
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<td>GEC/1.5</td>
<td>GSS mental health strategy/1</td>
<td>Academic Accommodatio Procedures for Graduate Students / 1</td>
<td>Meet with avp Student affair / 0.5</td>
<td>Set Agenda for Aug 7 Exec Meeting/2*2</td>
<td>Meeting withAVP / 0.5</td>
<td>GSS Executive board meeting/2 .5</td>
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<td>To Vancity for signing authority change/2</td>
<td>Graduate Executive Committee/1.5</td>
<td>Exec Meeting, agenda planning/1</td>
<td>Research Advisory Council meeting/3</td>
<td>Action plan meetings/3</td>
<td>Internationl welcome/3</td>
<td>GSS/UVIC Executive meeting/1</td>
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<td>GSS Executive meeting/2</td>
<td>Advisory Committee on Academic Accommodation and Access for Students with Disabilities/1</td>
<td>GSS Executive meeting/2.5</td>
<td>Wednesday coffee/6</td>
<td>GSS Executive meeting/2.5</td>
<td>Welcome back BBQ/2.5</td>
<td>GSS operational relations meeting/1</td>
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<td>Activity</td>
<td>BC open forum on post secondary education/12</td>
<td>Ming (GSS) and Jan D (STUA) - Introduutory Meeting/0.5</td>
<td>Discussion on agenda/1*2</td>
<td>Communicat ion TIME/15.5</td>
<td>Vice-president research meeting/1</td>
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<td>Activity</td>
<td>GSS Exec Transition Dinner/2</td>
<td>Planning the Exec Agenda and GSS meeting/3.5</td>
<td>Meeting with new president/1</td>
<td>Communicat ion TIME/15.5</td>
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<td>Stacy and Ming meet re Agenda for Exec meeting next week/1</td>
<td>Total communication s / 15.5</td>
<td>Wednesday coffee / 6</td>
<td>Meeting with Alumni association /2</td>
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From: Katrina Flanders, Director of Services
To: Graduate Representative Council
Date: October 10th 2013

APRIL 1ST 2013 – APRIL 30TH 2013

INTRODUCTION

During the month of April 2013, I made initial contact with the prior Director of Services contacts, particularly those in Alumni Services and Career and Counseling, and discussed our relationships going forward. I also attended the Senate Committee on Awards and GSS Executive meetings.

MEETING WITH CAREER AND COUNSELING SERVICES

Discussion:

Met with Career and Counseling Services graduate coordinator April McNeil, we discussed ways in which to make graduate students aware of the services provided. We also discussed things that graduate students may like to see in this area, and how they can be specifically targeted to them. We also discussed continued opportunities to collaborate with Pathways to Success in the Spring.

Actions:

Will follow up in the Fall for continued discussion of Pathways to Success.

Time:

2hrs

MEETING WITH ALUMNI SERVICES

Discussion:
Met with Alumni Coordinator Linda Nicoll, we discussed possible events geared towards Graduate student. We discussed possibilities to make Alumni services and benefits available to exiting graduate students. She offered me the opportunity to sit on the upcoming Alumni programming committee, to be a voice for the graduate population.

Actions:

Agreed to sit on the committee in the fall, and brainstormed potential ways to engage graduate students. Will return to these ideas in the fall.

Time:

2hrs

GSS BOARD AND COUNCIL MEETINGS

Discussion:

Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings. Attended Good Bye / Welcome Dinner. Attended Events Committee planning session.

Time:

10hrs

ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities), responding to emails.

Time:

5hrs

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, April 11

Board Meeting, April 17
Executive Transition Dinner, April 10
Events Committee Planning, April 30

EXTERNAL MEETINGS
Meeting with April McNeil, April 9
Meeting with Linda Nicoll, April 8
Senate Awards committee, April 10

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<th>Jul</th>
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From: Katrina Flanders, Director of Services

To: Graduate Representative Council

Date: October 10th 2013

MAY 1ST 2013 – MAY 31ST 2013

INTRODUCTION

During the month of May 2013, I attended GSS Executive committee meetings, and the Senate awards committee meeting. I also attended several planning sessions, both internal and external, regarding the upcoming orientation in September 2013.

MEETINGS REGARDING ORIENTATION

Discussion:

Met both in-house and externally to brainstorm and plan an upcoming orientation session for September 2013. Lengthy discussion regarding what worked last orientation and what didn’t and how we can improve upon that experience for next time. We discussed roles that the GSS and Grad Studies would play, and how we could work effectively to deliver the best orientation to new incoming students.

Actions:

Kate from Grad Studies to take plans and ideas discussed to Dean and further narrow down ideas. GSS planning committee to outline their exact involvement and develop a 30 minute power point presentation that covers the basics of what graduate students should know (Health plan, restaurant and Halpern Center, actives for students, planner, etc)

Time:

4hrs
GSS BOARD AND COUNCIL MEETINGS

Discussion:

Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings. Attended Orientation planning session. Attended meeting to discuss upcoming Congress, and events for grad students.

Time:

6hrs

ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities), responding to emails.

Time:

5hrs

MEETINGS ATTENDED

GSS MEETINGS

Board Meeting, May 1
Board Meeting, May 15
Orientation Planning Meeting, May 24

EXTERNAL MEETINGS

Orientation Planning Meeting, May 10
Senate Awards committee, May 22

TIME SUMMARY
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UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Katrina Flanders, Director of Services
To: Graduate Representative Council
Date: October 10th 2013

JUNE 1ST 2013 – JUNE 30TH 2013

INTRODUCTION

During the month of June 2013, I attended GSS Executive meetings, I also attended a Senate committee on Awards meeting. I attended a student affairs luncheon with VP Jim Dunsdon, as well as attending various events put on by the GSS during Congress.

LUNCHEON WITH JIM DUNSDON

Discussion:

This was an opportunity to attend a lunch with Jim Dunsdon, Associate VP of Student Affairs and other important people involved with his office. This meeting was a chance to network with other members of the University community and not only learn about their role, but also their feelings and attitudes towards graduate students. It was also an opportunity to bring awareness of some issues that graduate students face.

Time:

1.5hrs

CONGRESS

Discussion:

During Congress, the GSS put on a number of different events and opportunities for scholars from all disciplines and geographical areas to mingle and get to know one another. I attended several of these
events, including the PhD comic screening, and also just mingled during regular hours at the grad house and in the foggy scholar tent to not only help situate people on campus should they require help, but also to make connections and talk about pressing issues of graduate students from various areas and schools.

Time: 
2hrs

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**GSS BOARD AND COUNCIL MEETINGS**

Discussion:

Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings.

**Time:**
6hrs

---

**ADMINISTRATIVE DUTIES**

Discussion:

General administrative duties

**Actions:**

Making contacts; completing paperwork; reviewing documents, responding to (including those for other board member activities), responding to emails.

**Time:**
6hrs

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**MEETINGS ATTENDED**

**GSS MEETINGS**

Luncheon with Jim Dunsdon, June 18
Board Meeting, June 19
Dinner with Ming, June 22

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**EXTERNAL MEETINGS**
Orientation meeting, June 11

Senate Awards committee, June 13

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From: Katrina Flanders, Director of Services
To: Graduate Representative Council
Date: October 11\textsuperscript{th} 2013

\textsc{July 1\textsuperscript{st} 2013 – July 31\textsuperscript{st} 2013}

\textbf{Introduction}

During the month of July 2013, I took my two weeks of vacation, as I was away in Winnipeg, MB to attend a French language exchange. I also took two weeks of personal leave.

\textbf{Administrative Duties}

Discussion:

Because I was physically away from the GSS, I relied heavily upon email to communicate with members of the board, as well as other individuals I had previously made contact with. After the Executive meetings, I reviewed the minutes and noted anything that I felt was important, or that I needed clarification on. If needed, I sought out clarification and discussed the ideas with other board members.

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents, responding to (including those for other board member activities), responding to emails.

Time:

14hrs

\textbf{Prep for Multi-Year Action Plan}
Discussion:

Soon after my return, I would be responsible for hosting a meeting on the Multi-Year action plan. I reviewed the previous work done in the area, and did a bit more further research and questioning into the area.

Time:

3hrs

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From: Katrina Flanders, Director of Services
To: Graduate Representative Council
Date: October 11th 2013

AUGUST 1ST 2013 – AUGUST 30TH 2013

INTRODUCTION

During the month of August 2013, I planned, attended and chaired the Multi-year funding committee. I also attended Executive meetings, and the International Student welcome.

INTERNATIONAL STUDENT WELCOME DINNER

Discussion:

During this welcome dinner, I was able to mingle with incoming international graduate students. During the course of this meeting I was able to network with quite a few new graduate students, and discover that many of them, although excited about the events offered by the GSS, would have enjoyed seeing something geared towards international students sooner in the term, a get to know Victoria event if possible.

Actions:

Look into the possibility of hosting a event geared towards new international students sooner in September, so that they can meet new people, but also get to know the city that they will be living in for the new few years.

Time:

3hrs

MULTI-YEAR FUNDING ACTION PLAN
Discussion:

On August 6th we had the Multi-Year Funding Action plan meeting. In this meeting we discussed issues that often arise in regards to this issue. Main points discussed were clarity in all offers, timely notice if funding was not renewed, how we can get policy changed to better graduate students, the potential loss of funds if one is to apply for other sources of funding, regardless of the cost, how to insure that graduate students get the most out of their educational experience and how access to funds could potentially hinder this.

Actions:

Type up minutes and distribute them. Take Action plan to GSS meeting in October for approval.

Time:

5 hrs

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GSS BOARD AND COUNCIL MEETINGS

Discussion:

Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings. Attended the International Student Welcome dinner.

Time:

7.5hrs

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ADMINISTRATIVE DUTIES

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities), responding to emails.

Time:

8hrs

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MEETINGS ATTENDED

GSS MEETINGS
Board Meeting, August 7

Board Meeting, August 21

Multi Year Funding Committee, August 6

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From: Katrina Flanders, Director of Services
To: Graduate Representative Council
Date: October 11th 2013

SEPTEMBER 1ST 2013 – SEPTEMBER 31ST 2013

INTRODUCTION

During the month of September 2013, I attended numerous department orientations as the GSS representative, I also attended the general orientations, held on two days in the second week of September. During this month also attended executive meetings, the Uvic Alumni meeting, the Vice President Research hiring Committee, the GSS grad rep orientation, and a planning session for the dinner afterwards.

ORIENTATION

Discussion:

On September 9th and 10th the GSS alongside Graduate Studies helped to put on a general orientation. I attended the coffee meet and great as well as the sessions in the theatre and the info fair. I was able to get to know many of the new incoming graduate students, and discuss not only what the GSS does, but also inform of them of opportunities to get involved with the GSS throughout their time at Uvic.

Time:

7 hrs

DEPARTMENT ORIENTATIONS

Discussion:
During the first weeks of September I attended various department orientations (FREN/MADR/HIST/SOCI/PACI/PAOR). I went to these different departments and gave a brief overview of the GSS, what it does and how graduate students can become involved. I directed them towards the website as well as the Halpern Center to get answers and further information regarding the health plan, and the general practices of the GSS.

Time:

2hrs

VICE PRESIDENT RESEARCH HIRING COMMITTEE

Discussion:

Earlier in the summer I was elected to serve on the Vice President Research Hiring committee. I attended this committee twice, where we discussed what we would like to see in a VPR, as well as what the job profile will look like. As this is a hiring committee, confidentially is important, so most of what is discussed inside the meeting can not be shared. This committee also involves a lot of reading prior to the meetings.

Time:

6 hrs

ALUMNI ASSOCIATION COMMITTEE

Discussion:

When I first started my term in April, I met with Linda Nicoll who asked if I would be the graduate voice on this committee. I agreed, and the committee met on September 16th. During the meeting ways to engage with students after they had graduated were discussed. It became apparent that the focus of this committee was largely that of undergraduate student. With my position I can bring awareness of graduate issues, and ways to keep them in mind when discussing life after schooling.

Actions:

Gather ways in which graduate students would benefit from the Uvic Alumni program after graduation.

Time:

2 hrs

GSS BOARD AND COUNCIL MEETINGS

Discussion:
Attendance at GSS Board meetings, General Meeting, and Graduate Representative Council meetings. I also worked with Stacy to plan the dinner and social after the GSS Grad Rep orientation. I also attended numerous Wednesday coffee sessions in order to network and meet new graduate students.

Time:
14hrs

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**ADMINISTRATIVE DUTIES**

Discussion:

General administrative duties

Actions:

Making contacts; completing paperwork; reviewing documents (including those for other board member activities) responding to emails.

Time:
9hrs

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**MEETINGS ATTENDED**

**GSS MEETINGS**

Board Meeting, September 4
Board Meeting, September 18
GSS Grad Rep Orientation meeting, September 16
GSS Grad Rep Orientation and Social, September 24
Department Orientations, Various
Orientation, September 9 – 10
Wednesday Morning coffees, Various

**EXTERNAL MEETINGS**

VPR Hiring committee, September 18
VPR Hiring committee, September 27
Uvic Alumni meeting, September 16
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UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

MEMBER REPORT TO GRADUATE REPRESENTATIVE COUNCIL

From: Jason Stewart Walters, Director of Student Affairs
To: Graduate Representative Council
Date: 15 October 2013

TIME PERIOD COVERED IN THE REPORT

INTRODUCTION
Summary of most important work done, what Grad Council should be aware of, and contents of report.

BILL C-35

Discussion:

Bill C-35 is a federal law intended to eliminate the problem of 'crooked consultants' in Canada. Unfortunately the way it was written, academic workers are currently considered to be affected by these rules as well. Universities across campus were required to send workers through a long training process, hire outside consultants or lawyers, or stop offering immigration help to students. Through my connections in the UVic international office, I learned that UVic decided to stop offering the service, which will have a huge impact on current and future students as well as likely affecting enrollment and the budget of the University.

Actions:

I immediately took the issue to the Board, which has been in total support of the cause to get the University to make some arrangements to still provide the service. I have discussed the issue with the Dean, and an Associate Dean and tried to setup a meeting with the AVP International, but have been unsuccessful thus far. However, as a result of Colleen Clement’s connections with CFUV, both the AVP International and myself were interviewed for one of the ongoing programs and a blog post was also written. I have kept continuous contact with the International Office to get updates on the issue from their perspective. In addition, I have been in discussions with the GSS at SFU and we are working toward communicating with an MP regarding this issue to try to push for change. I have also spoken with the UVic
UVSS to partner on the issue. Depending on the results of our various activities, it may also be possible to involve the full force of the Association of British Columbia Schools.

Stacy Chappel has been working on the legal side of the issue and identified a lawyer that would be available to provide support for a reduced fee. The Board voted to move forward with a Legal Clinic Day for International Graduate Students following the Annual Pancake Breakfast. We also voted to have Stacy pursue a legal opinion to determine if we also fall under this ruling as GSS Staff and Board Members. If so, we can formally challenge the interpretation.

Time:

10 hours

RESEARCH ASSISTANTS

Discussion:

The status of Research Assistants on the UVic campus is not well understood by either the administration or the students. RAs are typically not considered employees of the University, but rather those of the professor, despite the fact that they are paid through the University. Issues have arisen for students lately such as not having the option for direct deposit even when away for research, liability and responsibility for employees' rights, professors making financial promises and then withdrawing them, students receiving pay late or not at all, etc. In addition, even though even professors on campus are moving toward unionization, this has not been possible for RAs.

Actions:

Both Stacy and myself have been gathering information from students that have been impacted by these various issues. We have both met with the Dean and will continue to press for a formal University policy with respect to RAs. In addition, Stacy has been seeking a legal opinion on the matter and the Board has been in support. I have also been discussing the issue with GSS groups at other Canadian universities and the issue is handled differently in other provinces. I am interested to gain the support of the Association of British Columbia Schools to get MLAs to support a BC-wide resolution on the matter.

Time:

6 hours

DEPARTMENT FUNDING CUTS

Discussion:
Department funding cuts was one of the Action Plan items for this year. This has been a difficult topic to tackle. The University is following the instructions of the Provincial Government, as it always has with respect to enrollment and budget. This is likely to need to be worked through the Minister of Advanced Education and other MLAs.

Actions:

I hosted an action plan meeting, and we basically came to the above conclusions. I also spoke with the Dean to further my understanding of how money is distributed both through the FGS and for TAs. In addition, several of us attended a University Budget Meeting to hear about the plan going forward. As this is a provincial issue that affects the other universities, I am interested to work with the Association of British Columbia Schools to advance the budget priority of post-secondary education among the Provincial Government. From a UVic perspective, we will continue to try to be involved in decisions that will affect the quality of education that graduate students receive and their well-being on campus.

Time:

6 hours

COORDINATION WITH OTHER STUDENT UNIONS

Discussion:

As budget cuts and other issues have begun to impact students across the province, the universities have begun to organize to invoke power in numbers. This has led to the creation of the Association of British Columbia Schools, which is in the process of being registered as an official society. The Board is currently in the process of reviewing the final constitution and bylaws for a vote to recommend joining or not to our AGM.

In addition, UBC hosted the second Student Union Development Summit in recent years, which provided the opportunity to discuss lessons-learned and hear about what other student unions are doing across Canada.

Actions:

I attended the SUDS event and have had several conversations regarding the ABCS with other student unions. I am in favor of further collaboration and would like to promote it as an opportunity to learn from other organizations, as well as join together to resolve larger issues of common interest.

Time:

40 hours
MEETINGS ATTENDED

GSS MEETINGS
Exec Board Meeting (11 April, 17 April, 1 May, 15 May, 19 June, 3 July, 17 July, 1 August, 15 August, 4 September, 18 September, 2 October) - 2 hours each
GSS Exec / Student Affairs (July 29) - 1 hour
GSS Exec / Dean of Graduate Studies (September?) - 2 hours
GSS Exec / President of UVic (July 17) - 1 hour
GSS Exec / University Mental Health Advisement (April?) - 1 hour
GSS Orientations (September) - 2 hours
Action Plan Meeting (6 August) - 2 hours
GSS Social Events - Canoe Trip, Wednesday Coffee, Trivia Night - 1 hour/week

EXTERNAL MEETINGS
UVic Global Community Advisory Council (August - Present) 1 hour per week
Distance Education Members Committee (October) - 1 hour
Senate Committee on Planning (not attended yet)
Ombudsperson Committee (not attended yet)
UVic One Card Meeting - (May?) 1 hour
Student Union Development Summit (6-11 August) - 35 hours
BC University/College Health Services Forum (12-13 June) - 20 hours
International Student Welcome (September) 3 hours
Graduate Student Welcome - (September) 3 hours
BC Open Forum on Post-Secondary Education - (4-5 April) - 12 hours
Meetings With SFU GSS, 4 April and 12 June - 6 hours
Meetings With Students (Variable) - 1 hour per month (not counting other activities)
GSS Staff/Exec events (June 22 and other) - 6 hours
International Commons Meetings (April - June) - 6 hours
University Budget Presentation (12 September) - 1.5 hours
Email Review and Response - 1 hour per week
Initial Orientation - 5 hours

TIME SUMMARY

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From: Brian A. Pollick, Director of Finance

To: Graduate Representative Council

REPORTING PERIOD: APRIL 1, 2013 – OCTOBER 9, 2013

SUMMARY: My major tasks are to oversee financial operations and participate in the governance of the GSS at the Executive level. In addition to sitting on Executive Committee, which involves about 6 hours a month, I Chair three internal committees: Finance; Food & Beverage; and the Health & Dental/Bus Pass Appeal Committee. The first two generally meet monthly but the Appeals Committee only meets as required, generally twice per semester. I sit on two Liaison Committees, Operational Relations and Uvic/GSS Executive. I am also the GSS Representative on the Senate Committee for Academic Standards.

I participate, as do all Executive Members in meetings and activities that are pertinent to the mission and well-being of GSS.

Additional information about my specific activities and issues is noted below.

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**ISSUE AREA: GSS PRIORITIES 2013/14**

Discussion: Last year’s GRC identified four priority areas for the development of action plans in this current year. I am involved with the issue of GSS Structure

Actions: I prepared the meeting format and agenda, chaired a general meeting on August 9 and reviewed the Report and expect to be involved in some of the follow-up activities. Time: 7 hours

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**ISSUE AREA: LABOUR RELATIONS**

Discussion: I get consulted on issues related to the interpretation of the Collective Agreement and specific cases involving labour relations issues, such as the disciplining of staff. The Collective Agreement is still not signed although we are not sure if there are unresolved issues we need to discuss or if it is just the processing lag on the part of the Union.

Actions: We are operating as if the Collective Agreement were fully in operation and our labour relations with staff and the Union are excellent, thanks to everyone’s commitment to providing a respectful and effective workplace. Time: 5 hours
**ISSUE AREA: HEALTH & DENTAL PLAN**

**Discussion:** We have moved to a different type of accounting for the Health and Dental Plan (Retention Accounting) and the establishment of a Health and Dental Stabilization Fund. Our goal is to avoid having to increase the cost of the Plan to members in the long term, and hopefully to look at ways in which members can benefit from any surpluses. I also regularly discuss Plan issues with Mary Shi, our Plan Coordinator.

**Actions:** We will be striking a Committee to make recommendations in this area for approval at the March semi-annual AGM. We will be meeting in November with our Plan Broker to review the overall experience for the Plan Year Sept. 1/12 — August 31/13, which will give us information we need for planning and budgeting purposes next year.

I also Chair the Appeal Committee and we met in May and have our next meeting on October 30/13. This Committee has also taken on any appeals of the Bus Pass Assessment. Last year we developed decision-making guidelines for the Appeals Committee and the Committee is functioning well. Membership of the GRC and Member representatives needs to be finalized. **Time: 12 hours**

**ISSUE AREA: FINANCIAL OPERATIONS**

**Discussion:** This involves regular tasks such as cheque review and signing, financial statement reviews and budget forecasting, participating in the preparation and review of the audit, cash management and any other issues that may arise which are directly related to the management of our finances. The Society is in excellent financial shape.

**Actions:** These are regular and ongoing activities and form a significant part of my duties as Director of Finance. I spend about **8 hours** a month on these tasks.

**ISSUE AREA: OPERATIONAL RELATIONS COMMITTEE**

**Discussion:** This Committee meets regularly to discuss issues of administration and mutual concern with the University. We are deeply imbedded in UVic infrastructure and they collect and remit all fees for the GSS. Our Society has been pushing for a defined protocol that would see us receive these fees at the earliest possible time and in the greatest possible amount, recognizing that there needs to be some holdbacks to ensure the University does not suffer any loss due to changes in registration after the fact.

**Actions:** It looks as if we are close to receiving the information we have been requesting as part of a special data run and early indications suggest that we will be able to negotiate a protocol which will see us paid our money based on what has actually been paid at a much earlier stage. **Time: 6 hours**
ISSUE AREA: UNIVERSITY’S DRAFT POLICY ON ACADEMIC INTEGRITY FOR STUDENTS

Discussion: We had provided feedback to the Senate Committee on Academic Standards that we had concerns that parts of the draft policy were clearly inappropriate for Graduate Students and were not stringent enough. The Sub-Committee for this particular policy were given a summary of our concerns but did not make any changes to the draft policy based on our issues.

Actions: We met again on April 17/13 and the final draft went to senate, and the Convocation lists were approved.

Time: 5 hours

MEETINGS ATTENDED

GSS MEETINGS

My internal committee meetings consist of Executive Committee, and chair of the Finance Committee and Food and Beverage Committee. I also meet regularly with the Executive Director, the Operations and Services Manager, and the Health & Dental Plan Coordinator to discuss issues, problems and resolutions, and to plan. These types of meetings account for much of the overall time I spend on GSS business. I also participate in GSS events and programs such as our Departmental Orientations to graduate students in early September. There was also the GRC Orientation Meeting in September. This accounts for approximately 9 hours a month.

EXTERNAL MEETINGS

In addition to the regular meetings I attend of the Standing Committees I am a member of, there are special meetings called by the University as part of issue development. Over the period of this Report, I met on such issues as the Graduate Student Accommodation Policy, establishment of a GSS-funded travel grant program for Distance Education Students, and consultation re the position and hiring of the Vice President of research. I also participated in our annual review and issue meeting with the Dean of the Faculty of Graduate Studies. Time: 12 hours

CONCLUSION

As always, I want to thank our excellent staff for the fine job they do in enabling the GSS to run smoothly, efficiently and professionally, with a particular thanks to Stacy and Brandy who make my job easy. We are well served indeed. I also want to thank my four colleagues on the Executive Committee whose dedication and hard work makes it a pleasure to be part of this team.

Respectfully submitted

Brian A. Pollick, October 9, 2013