

University of Victoria Graduate Students' Society

## Executive Board

(ONLINE VIA BLACKBOARD) MEETING MINUTES

MARCH 17, 2021

**EXECUTIVE PRESENT** : Drake RUSHFORD, Chair (partial); Nicole KENT, Director of Communications (partial); Jacob HUNT, Director of Finance; Daniel GUDINO, Director of Services; Antoine ROSE, Director of Student Affairs; Kyla TURNER, Executive Director (non-voting).

### STANDING ITEMS

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A. CALL TO ORDER

The meeting was called to order at 2:46pm with KENT in the chair. Land acknowledgement offered by KENT.

B. APPROVAL OF THE AGENDA

*Motion: RESOLVED that the agenda is approved as presented.*

*M/S ROSE/HUNT*

*CARRIED*

C. APPROVAL OF MINUTES

*Motion: RESOLVED that the minutes from the March 3, 2021 Executive Board meeting are approved as presented.*

*M/S HUNT/GUDINO*

*FAILED*

Review of past minutes discussed under agenda item in Meeting Business.

D. BUSINESS ARISING FROM PREVIOUS MEETINGS

*Motion: RESOLVED that the voting list for the March 23, 2021 SAGM shall be the members in good standing as of March 2, 2021 as captured in the SAGM membership list.*

*M/S: ROSE/KENT*

*CARRIED*

TURNER confirmed that fee changes can be submitted to the May BOG meeting.

RUSHFORD discussed Committee work compensation for graduate students with DUNSDON, but has not secured a commitment for payment.

E. COMMITTEE APPOINTMENTS

No appointments made.

F. CORRESPONDENCE RECEIVED

*Motion: RESOLVED the correspondence presented has been received by the Executive Board.*

*M/S: HUNT/GUDINO*

*CARRIED*

For discussion, see agenda items in Meeting Business.

[RUSHFORD arrived 3:10pm and assumed chair role.]

G. AGENDA PLANNING, OR MEETING DEBRIEF (GRC, OPERATIONAL RELATIONS ETC.)

1. SAGM March 23
2. Exec to Exec March 24

Discussion:

RE: SAGM:

Tasks assigned at March 3, 2021 reviewed.

**TASK: All EXECUTIVE to upload PPT slides for the SAGM to Connect by March 19 end of day.**

RE: Exec to Exec

Cancelled due to lack of agenda items.

H. LOBBYING REPORTS

No reports.

I. ANNUAL PLAN CHECK-IN

No reports made.

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MEETING BUSINESS

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1. YEAR END FINANCIAL TRANSFERS

Motion:

*RESOLVED that the following amounts are transferred to the Employee Leave Fund:*

*\$1200 from the Operating Fund*

*\$300 from the Health and Dental Fund*

*M/S: HUNT/KENT*

*CARRIED*

2. LIEU TIME PAY OUT

Motion:

*RESOLVED that the Executive Board approves an additional funding from the Operating Fund to be paid out to GSS staff to pay for up to 50 hours per individual staff member of lieu time accumulated.*

*M/S: HUNT/KENT*

Discussion:

RUSHFORD: To confirm that this is within Board authority to authorize: Is this a reallocation of funds from the 2020-21 budget?

TURNER: No, this would come out of wages.

GUDINO: Strong support for this support for staff, and reminder to respect staff time and not expecting overwork which can accumulate lieu time.

CARRIED

3. MOTION LOG REVIEW

Review of Motion Log with tasks noted as complete, abandoned, or ongoing in Appendix A.

**TASK: All EXECUTIVE to review the 2020-21 Motion Log to record tasks which have been completed, abandoned, or reassigned for March 31, 2021 Executive meeting.**

4. COMMITTEE REVIEW AND TRANSITION

**TASK: GRC COMMITTEE TRANSITION: All EXECUTIVE to:**

- fill out the Committee Transition log on Connect before March 31, 2021,
- assign Vice Chairs for their GRC Committees, and
- complete their transition documents.

**TASK: UVIC COMMITTEE CONTINUATION or TRANSITION: All EXECUTIVE to:**

- review UVIC committee work undertaken this year,
- fill out the Committee Transition log on Connect before March 31, 2021,
- indicate whether you will be continuing with this Committee until its conclusion (Hiring Committees) or end of term (Senate), or if you will be resigning and this committee position should be assigned to the incoming Executive (Committees designated in Director job descriptions),
- if resigning, send notice of resignation to UVic Committee Chairs (and cc POTTS) before March 31, 2021, and complete transition documentation for replacement,
- if continuing, send notice of transfer of contact information to personal (vs. Director) email on (and cc POTTS) before March 31, 2021.

5. OUTSTANDING MINUTES

REF DOC: Feb 17, Mar 3 minutes: review for motions and discussion before documents are made public.

Motion:

BIRT that the February 17, 2021 and March 3, 2021 minutes are approved as amended.

M/S: HUNT/KENT

Move to table the motion:

M/S: RUSHFORD/GUDINO

CARRIED.

Approval of minutes tabled until March 31, 2021.

**TASK: RUSHFORD and CERVANTES to review and sign minutes for October 15-November 2.**

**TASK: RUSHFORD and TURNER to review and sign minutes for November 16, 2020-March 31.**

**TASK: TURNER to revise and upload amended February 17 and March 3 minutes for approval on March 31, 2021.**

6. BOARD TRAINING

Plans made for board training in the Success and Training Subcommittees were finalized.

**TASK: RUSHFORD and TURNER to set times for Board training with the three elected/acclaimed members of the 2021-22 Executive Board.**

**TASK: All EXECUTIVE to review training schedule and attend as appropriate.**

7. RA LEGAL STATUS LETTER REVIEW AND RATIFICATION

Summary: The RA Legal Status Subcommittee prepared a letter to the President on working conditions for RAs. ROSE presented the letter ratified by the Student Affairs Subcommittee.

*Motion: to table the RA Legal Status Letter for the next Executive Board.*

*M/S: RUSHFORD/ROSE*

*CARRIED*

[KENT left meeting at 4:30pm.]

8. COVID-19 PASS/FAIL OPTION

The UVSS is requesting all students have the option to request pass/fail grading for semesters impacted by COVID-19 and have recommended a 73% cut off for passing grades in graduate courses.

Discussion:

Board members expressed concerned about this move. Some graduate classes are already pass/fail, and therefore the graded courses are graded for a reason. This is a fairness issue for the students who already took graded courses. This also disregards the grading work completed by TAs.

RUSHFORD thanked all grad reps for soliciting feedback from their unit colleagues frequently this year, often on tight timelines and for systemic, challenging issues.

**TASK: TURNER to send request to GRC reps to consult with their academic unit colleagues on pass/fail option by March 24.**

**TASK: TURNER to draft reply to Senate Committee on Academic Standards which includes notice that the timeline was not sufficient to conduct a full audit of graduate student opinions.**

9. DONOR AWARDS

Summary: FGS Council is considering how to more equitably distribute Donor Awards and two FGS grad councillors have brought the issue to GSS for member consultation and review.

**RECOMMENDATION: Next Director of Student Affairs should take up the issue of donor awards allocation and equity as a campaign for the start of their term. Next D. SA should consult with FGS on this matter.**

## CLOSING ITEMS

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### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: RUSHFORD The Grad Dean Search Committee is very active. The GSSBC is working on further collaboration on advocacy around the BC Graduate Scholarship.

Director of Communications: KENT the Communications Committee was not quorate. Thanks to TURNER for support in Communications reporting.

Director of Finance: HUNT Finance Committee met and reviewed the draft budget. They support the “no restaurant” option for approval for the SAGM, with the other options as information only. A Vice Chair was appointed for Finance.

Director of Services: GUDINO re: Listening Tour was an interesting experience to do a joint event with University leadership. Next time, I would recommend seeking out racialized students, more women to present questions. Both Appeals and Events Committee met and wrapped up work for my term. Next Event Committee should look to hosting the Speaker series. Vice Chairs selected.

Director of Student Affairs: ROSE still looking for a Vice Chair for Student Affairs. RA Legal Status Subcommittee did good work.

Executive Director: TURNER no report.

### NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

*Motion: BIRT to elect [name] as the graduate student representative to the 2021 Harry Hickman Alumni Award for Excellence in Teaching and Educational Leadership and the Gilian Sherwin Alumni Award for Excellence in Teaching Adjudication Committee Meeting.*

*Motion: BIRT to elect [name] as the graduate student representative to the 2021 Award for Excellence in Teaching for Experiential Learning Adjudication Committee*

*Motion: BIRT that the February 17, 2021 and March 3, 2021 minutes are approved as amended.*

RECOMMENDATION: The next board will consider taking the following motion to GRC in April:

*Motion: WHEREAS distance students are not assessed for CFUV, the University Food Bank, and University 101 fees as set forth in the 2020-21 Academic Year GSS fees schedule, and; WHEREAS the move to distance instruction in the 2020-21 Academic Year due to the pandemic meant the GSS collected and dispersed significantly fewer funds for the CFUV, the University Food Bank, and University 101, and:*

*WHEREAS the GSS supports the work done by these services and seeks to support them in their mandates to improve student life on campus:*

*BIRT that the Executive Board approves one-time donations of the following amounts to these organizations:*

*\$1500 to the University Food Bank*

*\$500 to CFUV*

*\$500 to University 101*

UPCOMING MEETINGS AND IMPORTANT DATES

Next Executive Meetings: March 31, 2021

Office Scheduling: Office closed until March 26 for Fire Alarm Upgrades.

ADJOURNMENT

*Motion: RESOLVED to adjourn the meeting at 5:00pm.*

*M/S: HUNT/ROSE*

*CARRIED*

KT/klp/KT/kt/KLP

A handwritten signature in black ink, appearing to read 'Drake Rushford', is written over a horizontal line.

Drake Rushford  
GSS Chair 2020-21

A handwritten signature in black ink, appearing to read 'Kyla Turner', is written over a horizontal line.

Kyla Turner  
GSS Executive Director

## APPENDIX A: EXECUTIVE 2020-21 MOTION LOG

EXECUTIVE MEETING	MOTION OR TASK  (Motions containing expenditures are in BOLD)	STATUS UPDATE OR CHANGE
2020 April 3	Complete.	
2020 April 10	Complete.	
2020 April 17	<b>Motion: WHEREAS UVIC has mandated a campus wide fire alarm upgrade, therefore RESOLVED that \$2,984 is allocated from the Capital Fund to upgrade the fire alarm system in the Grad Centre.</b>	Check in with BARNEY
2020 May 1	<b>Motion: WHEREAS Executive Board members and GSS staff are working from home due to COVID-19 campus closure; therefore, RESOLVED office supplies purchased for GSS work at home will be reimbursed up to a maximum of \$100 per director or office staff member upon production of a receipt; FURTHER RESOLVED expenses for shared office/personal use will be reimbursed at a rate of 50%.</b>  Motion: RESOLVED to submit the following proposal for a multilingual celebration statement to council as follows: "The Graduate Representative Council of the GSS supports speakers of all languages and the revitalization of languages. Members of the GSS contribute to the diversity of our community through their culture and language, no matter which that may be, and we recognize and celebrate their particular gifts."	Check in with staff
2020 May 15, 25	Complete.	
2020 June 16	TASK: Each Executive Member will take the EQHR anti-racist training. (August 4 <sup>th</sup> update: training to take place in Sept, with GRC.) <u>Dec. 21 REVISED TASK:</u> TURNER and RUSHFORD to schedule EQHR and ICAT training in January.	Revised task assigned.
2020 July 7	Complete.	

2020 July 15	Complete.		
2020 July 21	TABLED: discussion on clarifying the definition of member in the bylaws (See Governance Coordinator report to Executive).		
2020 August 4	TASK: Once the Annual Plan Draft is complete, RUSHFORD to format the full set of goals.	Abandoned	
2020 August 18	Complete.		
2020 Sept 1	TASK: RUSHFORD to add for a future meeting the proposal for the GSS to join the Indigenous Cultural Acumen Training (ICAT).	Revised task assigned.	
2020 Sept 21	TASK: RUSHFORD and GUIDINO to set up meeting with UVSS to solve issue for particular student, sow seeds of larger discussion about GSS input on clubs policy. Dec. 21 REVISED TASK: Assign UVSS clubs policy review to next board.	Revised task assigned	
2020 October 5	<u>Motion: RESOLVED that the UVIC GSS supports the collective efforts of the BC GSS's to advocate for the extension of the BC Graduate Scholarship, increasing the eligibility of the BC Access Grant to Graduate Students, and the creation of a dedicated office/task force at the Ministry of Advanced Education, Skills and Training to monitor changes to/support graduate education.</u>  <i>FURTHER RESOLVED that the GSS Chair (RUSHFORD) is authorized to make decisions on behalf of the UVIC GSS on matters that relate to the work of the BC GSS's specific to the three items listed in the preceding clause.</i>		
2020 October 15	Complete.		
2020 October 19	<u>Motion: RESOLVED the GSS Executive request a training session from the University's Anti-Violence Prevention Project focused on supporting victims of violence for the GSS Executive and staff.</u> TASK: GUIDINO to talk to AVP to tailor a training session for GSS staff and Executive.	Training to be in February 2021	
2020 November 2	Complete.		
2020 November 16	TASK: RUSHFORD to follow up with VPN issue. TASK: HUNT to follow up with library fees. HUNT will go into the building to check records this week.	Ongoing Abandoned	



2020 December 7	<p><u>Amended Motion</u>: <b>RESOLVED</b> that the Executive Board supports tabling of the motion until the new calendar year in order to consider alternative names.</p> <p>TASK: RUSHFORD to set motion to either continue or discontinue membership with GVAT.</p>	REVISED: sent to GRC
2020 December 21	<p>TASK: KENT and BARNEY to meet to discuss early term mass email promoting the bulletin, upcoming elections, health and dental to improve member communications.</p> <p>TASK: ROSE will create subcommittee of SAC and have a first draft to be revised near end of term.</p> <p>TASK: TURNER to draft response to two incidents of racism on BC campuses for next board meeting.</p> <p>TASK: CERVANTES to review during the last week of December.</p> <p>RUSHFORD: Will bring up barriers to grad students participating on UVic Committees at next meeting with Dunsdon.</p> <p>TASK: RUSHFORD: will complete and forward the EOP to TURNER.</p>	Complete Complete Abandoned Complete Complete Complete
2021 January 6	Complete.	
2021 January 20	Complete.	
2021 February 3	<p>TASK: TURNER to request EQHR board training Feb 26<sup>th</sup>.</p> <p>TASK: TURNER to follow up with alternative reporting options for ED monthly report.</p> <p>TASK: EVERYONE provide RUSHFORD with details of the Executive projects completed or worked on by March 4<sup>th</sup></p> <p>TASK: TURNER to edit the annual report templates for board to include calendar and “where to start” sections</p> <p>TASK: ALL EXECUTIVE to include business continuity and recover recommendations to their successor in their reports and training documents as part of their succession.</p> <p>TASK: ALL EXECUTIVE to fill out the Attendance Tracker excel sheet in the Chairing GRC Standing Committees folder on the Executive Connect by the end of today, February 3.</p> <p>Task: ALL CHAIRS must contact any member who has missed 2 or more meetings to discuss barriers to their participation.</p> <p>TASK: RUSHFORD and GUDIÑO to continue to follow up with Hall’s office regarding a townhall in Spring 2021.</p>	Abandoned Ongoing Complete Ongoing Ongoing Ongoing Ongoing Complete
	<p><u>Motion</u>: <b>RESOLVED</b> that the Executive Board approved in principle the GSSBC Memorandum of Understanding as presented and recommends the MOU to Grad Council for approval and ratification.</p>	

2021 February 17	<p><i>Motion: RESOLVED the GSS Executive Board moves the following fee schedule to the GRC for approval.</i></p> <p>TASK: TURNER to look into BOG deadlines to submit fee changes to see if a referendum post-election is possible this academic year.</p> <p>TASK: RUSHFORD to send draft agenda for SAGM to Executive by March 1.</p> <p>TASK: ALL EXECUTIVE to submit SAGM items to RUSHFORD by March 4 and Committee reports by March 11.</p> <p><i>Motion: RESOLVED the Executive Director has passed the probation period and will be made a permanent employee.</i></p> <p>TASK: RUSHFORD to request White Papers from SFU GSS board member.</p> <p>TASK: RUSHFORD to bring compensation for committee work up to Jim DUNSDON in their next meeting.</p>	Complete Complete Complete Ongoing Complete
2021 March 3	<p>TASK: RUSHFORD to make folder in March Exec meeting documents for the videos.</p> <p>TASK: RUSHFORD to complete practice run through March 4, 2021.</p> <p><i>Motion: RESOLVED that the Executive Board approves the agenda for the SAGM, March 23, 2021.</i></p> <p><i>FURTHER RESOLVED that the Executive approves an alternative date for the SAGM in the case of technological failure or other emergency as March 30, 2021.</i></p> <p><i>And FURTHER RESOLVED that the Executive Board approves the membership report to capture data as of March 2, 2021.</i></p> <p>TASK: All board members to submit their reports by deadlines set by RUSHFORD by email.</p> <p>TASK: All board members to review the minutes for the Training and Success subcommittees by next Exec minutes.</p> <p>TASK: All board members to assign a Vice Chair to all their committee members before March 31, 2021 to chair meetings for April and assist the new board members onboarding.</p> <p>TASK: All board members to complete the template included in the agenda and submit to SRC by end of March.</p> <p><i>Motion: RESOLVED that the Executive board approves the formation of an adhoc Faculty/Departmental EDI Subcommittee on these committee's scope and composition.</i></p> <p>TASK: TURNER to put out calls to GRC for membership, then to membership for CML recruitment.</p>	Complete Complete  Complete Ongoing Ongoing Complete
2021 March 17		
2021 March 31		