

University of Victoria Graduate Students' Society

## Executive Board

### (ONLINE VIA ZOOM) MEETING MINUTES

JUNE 23, 2021

**EXECUTIVE PRESENT:** David FOSTER, Chair; Nicole KENT, Director of Communications (partial); Adair NG, Director of Services; Nahid SAFARI, Director of Student Affairs Ryan KHAN, Director of Finance; Kyla TURNER, Executive Director (non-voting)

## STANDING ITEMS

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### A. CALL TO ORDER

The meeting was called to order at 1:33PM with FOSTER in the chair.

### B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by KHAN.

### C. APPROVAL OF THE AGENDA

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

*M/S: FOSTER/SAFARI*

*APPROVED by Consent.*

### D. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes of the May 26 and May 31, 2021 minutes are approved as presented.*

*M/S: FOSTER/SAFARI*

*APPROVED by Consent.*

### E. BUSINESS ARISING FROM PREVIOUS MEETINGS

#### **MOTIONS/TASKS noted as completed, or revoked:**

2020-Jan-22

TASK: CHAPPEL to put link regarding the Student Advocate Fund on the GSS website.

Abandoned.

2021-Feb-17

TASK: RUSHFORD to set Motion to either continue or discontinue membership with GVAT.

REVISED TASK assigned March 17: RUSHFORD Referred to GRC for decision.

Tasks abandoned, new Motion passed, new Task complete.

2021-May-12

*Motion: RESOLVED the Board of Directors schedules a referendum of the GSS membership from June 9 to 11, 2021 on the following questions [Health and Dental Plan].*

Complete.

[KENT arrived 1:37pm]

#### F. COMMITTEE APPOINTMENTS

*Motion: RESOLVED graduate student representatives are elected to the following UVic committees:  
2021-22 Make Transit Work Coalition – 1 member  
Nominations: FOSTER                      Member elected: FOSTER  
M/S: FOSTER/NG  
APPROVED by Consent*

#### G. CORRESPONDENCE RECEIVED

##### REFERENCES:

Brooklynn Trimble EDI Funding Request for university related EDI work;  
Volunteer Victoria Non-Profit Board 101 training scheduling;  
Performance-Based Graduate Funding Study Participation Invite

**TASK: TURNER to reply to Trimble that GSS is unable to provide funding to university related activities.**

**DECISION: Move Volunteer Victoria training to Old Business.**

**TASK: FOSTER to communicate with funding agencies.**

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

[GRC June 8, 2021 Meeting Debrief](#)

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### OLD BUSINESS

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#### 1. SCHEDULING

*Motion: RESOLVED the following dates are set for Executive Board training sessions:*

- *EQHR – Anti-Racism Level 1: July 21 12-2 :30pm*
- *Labour Relations: July 22nd 5-7pm*
- *Volunteer Victoria Non-Profit Board 101 July 26th 5-7pm*
- *Indigenous Cultural Acumen (tabled)*
- *Sexualized Violence (tabled)*

*M/S: FOSTER/KENT*

*APPROVED by Consent*

**TASK: TURNER to communicate with trainers re: EQHR, Labour Relations, and Volunteer Victoria training.**

## NEW BUSINESS

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### 1. REFERENDUM RESULTS AND IMPACT

**Discussion:**

KHAN noted the results and work involved with thanks to the GSS team.

TURNER noted that the voter turn out was 9% (versus 3% for March election) and the results position us well for future negotiations.

FOSTER stated the provider search should be discussed with the brokers sooner rather than later.

SAFARI noted concerns about low turn out that should be addressed throughout the year.

### 2. IN CAMERA SESSION: HUMAN RESOURCES

*MOTION: Move the meeting to in-camera at 2:19pm:*

*M/S: FOSTER/SAFARI*

*APPROVED by Consent*

Executive rose from in-camera at 3:16pm and reported on the following decisions and motions:

### 3. LMC UPDATE

*Reference: [LMC June 2, 2021 meeting minutes](#)*

**Decision:** The board commits to the following:

- a. Solutions (Short term):
  - i. All Staff support requests (including committee meetings) are sent to ED and the ED will CC staff member involved in reply
  - ii. All procedures both written and unwritten will be followed. Where there is doubt – questions will go to ED
  - iii. Board labour relations training and Board 101 training with Volunteer Victoria
  - iv. Bylaw and Policy reduces to one meeting, two hours max per month (interim measure)
  - v. Staff will produce written reports on Governance and Communications issues on an as needed basis.
  - vi. No additional requests from staff until July 15<sup>th</sup>, by which time the Board will produce a Strategic Plan.
  - vii. ED to provide staff availability on a monthly basis.
- b. Solutions (Long term):
  - i. Production of Whistle Blower policy by LMC
  - ii. Production of Board Accountability Policy by LMC
  - iii. Production of Bullying and Harassment Policy by LMC

### 4. CONDUCT COMPLAINTS

*MOTION: The board will work with the LMC to create a bullying and harassment policy.*

*M/S: KENT/SAFARI*

*APPROVED by Consent*

*MOTION: The board will work with LMC to develop a Board and GRC rep accountability policy.*

*M/S: KENT/SAFARI*

*APPROVED by Consent*

**TASK: Bring forward the Senate committees on libraries and campus planning for election at the next Board meeting.**

*Motion: RESOLVED to extend the meeting to 3:40pm and move the item Letter to UVic re: return to campus up the agenda.*

*M/S: FOSTER/KENT*

*APPROVED by Consent*

5. LETTER TO UVIC RE: RETURN TO CAMPUS

REF DOC: [UVic Faculty/Staff and GSS Joint Letter re: Return to Campus](#)

*Motion: RESOLVED the Board of Directors approves the attached letter to the UVic administration regarding plans to return to fully in-person classes in September 2021.*

*M/S: FOSTER/SAFARI*

*APPROVED by Consent*

6. STAFFING NEEDS TO RE-OPEN AND PLAN FOR SERVICE CHANGE

*Motion: RESOLVED to extend the meeting to 4:00pm.*

*M/S: KHAN/KENT*

*APPROVED by Consent*

DISCUSSION:

TURNER addressed the issue of staff capacity for re-opening planning and requested an immediate rehiring of an Operation and Services Manager. No staff member's job description include the planning work required and staff are already overworked due to office staffing being cut over the last several years by previous board decisions. The appropriate staff member to complete this planning work is an Operations and Services Manager.

FOSTER requested updated financial information about wages. TURNER provided this information. FOSTER felt the job description did not include sufficient information on the Restaurant work should the restaurant re-open.

TURNER reminded the board their initial position that no hiring should take place until the services were decided upon and there was concern that the workload without the restaurant would not support a full time position. Therefore, she provided information for why an OPS manager is required to create a re-opening plan and a job description that supported full time work without the restaurant to demonstrate that a full time hire at this time was appropriate, warranted, and necessary.

[SAFARI left meeting at 3:53 pm]

Decisions on this item were tabled to the next meeting.

## 7. RECOGNITION OF HOLIDAYS AND IMPORTANT DATES

Tabled.

## 8. SIGNING AUTHORITY

Tabled.

## 9. GSS ANNUAL PLAN

Tabled.

## CLOSING ITEMS

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### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: FOSTER worked with Faculty Association re: campus re-opening letter which has now been passed. The Make Transit Work Committee supports a revised mask mandate BC Transit.

Director of Communications: KENT The Provost search committee is starting interviews in August and expected to run to December.

Director of Finance: KHAN no report.

Director of Services: NG no report.

Director of Student Affairs: SAFARI no report.

Executive Director: TURNER has spent June catching up on long-term planning items. She now has the following items to the staff for their review:

- Draft 3 of the Summer COVID-19 Safety Plan
- Draft 1 of the Fall COVID-19 Safety Plan
- New Timesheets

She has also connected with Canwest to set up a payroll consultation for the GSS to review how vacation, statutory holiday, and lieu time has been paid out from 2017 to present.

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

GRC Recruitment and Orientation Planning  
GRC Committee Chairing Training  
Executive Board Reports

### UPCOMING MEETINGS AND IMPORTANT DATES

**\*\*Task Reminder: Please be sure your meetings and events are up to date on the GRC Connect Calendar\*\***

Next Executive Meeting: July 7, 2021, 1:30pm

GRC Meetings: July 20, 2021

AGM: October 26, 2021

Office, Staff Scheduling Notes: Halpern Centre staffed only when needed. Office is closed Fridays until September.

Next Operational Relations Meeting: June 25, 2021

ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned at 4:00pm.*

*M/S: FOSTER/KENT*

*APPROVED by Consent.*

KT/klp/KT

X 

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David Foster  
GSS Chair 2021-22

X

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Kyla Turner  
Executive Director