*University of Victoria Graduate Students’ Society*

Executive Board

## (Online via Blackboard) MEETING MINUTES

## December 21st, 2020

**EXECUTIVE PRESENT:** Drake RUSHFORD**,** Chair; Matty CERVANTES, Director of Communications; Jacob HUNT, Director of Finance; Daniel GUDIÑO, Director of Services; Antoine ROSE, Director of Student Affairs, Kyla TURNER, Executive Director (ex-officio);

**GUEST PRESENT:** Nicole KENT, Director of Communications-Elect (non-voting)

# Standing Items

## CALL TO ORDER

The meeting was called to order at 3:03pm with RUSHFORD in the chair. Land acknowledgement offered by RUSHFORD.

## Approval of the Agenda

Motion: RESOLVED that the agenda is approved as presented.

M/S HUNT/CERVANTES

CARRIED

## Approval of minutes

Motion: RESOLVED that the minutes from the [December 7th, 2020 Executive Board meeting](https://connect.uvic.ca/sites/vpac/studentaffairs/GSS/GradCouncil/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/vpac/studentaffairs/GSS/GradCouncil/Document/2016-2017%20Grad%20Council%20Documents/2016-17%20Grad%20Council%20Minutes/2017-07-25%20GRC%20Minutes%20DRAFT.docx&action=default) are approved with minor correction (GUDIÑO question added to GVAT discussion).

M/S ROSE/HUNT

CARRIED

## Business arising from previous meetings (APpendix b, motion log)

See below New Business item 2 for complete motion log check-in, and Minutes Appendix A.

1. committee appointments

Motion: RESOLVED that the Executive Board accepts Matty CERVANTES’ resignation from the EQHR Policy Advisory Committee and FGS Council.

M/S ROSE/HUNT

CARRIED

Omnibus Motion:

RESOLVED to elect Nicole KENT with Jacob HUNT as an alternate as the graduate student representative to the 2020-21 Associate Dean, Faculty of Graduate Studies Search Committee.
RESOLVED to elect Daniel GUDIÑO as the graduate student representative to the 2020-21 Senate Committee on Appeals.
RESOLVED to elect Nicole KENT as the graduate student representative to the 2020-21 EQHR Policy Advisor Committee.
RESOLVED to elect Nicole KENT as the graduate student representative to the 2020-21 FGS Council.

M/S ROSE/CERVANTES

CARRIED.

1. correspondence received

No correspondence received.

1. Agenda planning, or meeting debrief (GRC, operational relations etc.)
2. GRC DEC 15, 2020 – Nicole KENT’s stipend

**TASK: TURNER to provide the bookkeeper with memo regarding additional $100 December stipend.**

**TASK: TURNER to look into Electoral Officer policies and documents on Z: drive, Connect, etc. for next Executive board meeting.**

Discussion:

GUDIÑO: Are we set to go for the Department Grant Funding for dispersal?
RUSHFORD: The vote occurred in the Executive meeting Dec 7, 2020. The GRC agenda item was for consultation. We are good to go.

# meeting Business

## new term meeting schedule

Motion: RESOLVED that the Executive Board meeting schedule for the Winter term 2, January-April 2021 will be 3:00pm on the first and third Wednesdays of the month.

M/S: CERVANTES/GUDIÑO

Discussion:

RUSHFORD struggling with preparing all documents for Monday and prefer to move to Tuesdays.

ROSE prefers Thursdays.

GUDIÑO prefers Wednesdays but there’s a possible conflict with search committees.
ROSE can make Wednesdays work.
KENT has a course Wednesdays at 4:30.

CARRIED

## motion log check-in

REF DOC: Appendix A: 2020-21 Executive Motion Log

See updates on motion log below. Tasks which are outstanding or resulted in discussion are below.

**TASKS remaining with a change in status:**

TASK: Each Executive Member will take the EQHR anti-racist training. (August 4th update: training to take place in Sept, with GRC.)

TASK: RUSHFORD to add for a future meeting the proposal for the GSS to join the Indigenous Cultural Acumen Training (ICAT).

REVISED TASK: TURNER and RUSHFORD to schedule EQHR and ICAT training in January.

TASK: RUSHFORD and GUDIÑO to set up meeting with UVSS to solve issue for particular student, sow seeds of larger discussion about GSS input on clubs policy.

Discussion:
GUDIÑO and RUSHFORD discussed the UVSS policy that clubs must include 10 undergraduate UVic students to be approved.
KENT does not feel she’ll have the time to tackle this.
REVISED TASK: Assign UVSS clubs policy review to next board.

**ABANDONED task:**

TASK: CERVANTES, RUSHFORD and ROSE to draft a GSS position on emergency changes to UVic awards.

Discussion:
ROSE the student is still very angry and “would rather die than accept other funds.”

HUNT the GRC has already heard this issue and decided not to move forward with a campaign.

RUSHFORD has the student been referred to the SWC for distress? But otherwise, the decision to not create a campaign to deal with one student’s concern has already been made.

ROSE as the Dean has already made a decision on this issue, we’ve done everything in our power to deal with this issue.
ROSE the student has sent very strongly worded messages to me about other parties at the University.
TURNER and RUSHFORD offered assistance in addressing the students’ concern.

## annual plan check-in

REF DOC: Appendix E: Annual Plan Next Steps
REF DOC re: Anti-Racism: UBC “Yellow Privilege” [National Post Article](https://nationalpost.com/news/canada/ubc-apologizes-after-document-on-yellow-privilege-sent-to-students?fbclid=IwAR0RtufkMlK4c2yLwdM15-Q_CMPBQ_EhcLSgcaFL3wgNuDdpSAC4la0GGBM)

 SFU Arrest of Black Alumnus [City News Article](https://www.citynews1130.com/2020/12/12/sfu-arrest-racial-profiling-black-former-student/?fbclid=IwAR3kts-oXjUVa_BKJLHq-XnNZ7sf4Buok-XSvHPPQSLrA7BkJsiIylMuLnw)

 [Decolonization, EDI Resource List from Volunteer Victoria](https://docs.google.com/spreadsheets/d/1zFxjQNSjZfSC6LUgyWZS_wTAy6CS_ZCkxzvlneOojso/edit#gid=0)

RA Legal Status

RUSHFORD has the subcommittee on RA legal status met?

**TASK: ROSE confirmed the RA Subcommittee will meet in January.**

RUSHFORD keep the timeline of the next UVic/GSS Exec meeting in mind. Next meeting is February 10. The first meeting of that subcommittee should meet in early January.

BC Graduate Scholarship

RUSHFORD has met regularly with BC GSSes and drafted letter to the Minister.

Graduate Co-op Housing:

HUNT due to COVID, the subject of housing is more delicate and I’ve revised my plans for discussions around housing for low-income students. I’m weary of how to go about tackling this issue for the remainder of my term.

RUSHFORD please set goal to draft a proposal and initial research report to set the next board working on this task up for success.

Events in a new Environment
GUDIÑO we developed a survey and received some responses. There is some interest in professional development events. We developed the new speaker series and training series that will start in January. The first training event will be naloxone training in the third week of January which will be hosted jointly with AVI Health and Community Services. We are looking for support in promotion and getting materials to participants. Nothing to report on the Health Authority Advisory. Please ask members to complete the survey.

GUDIÑO can we provide certificates of completion for training series?

Communication Strategy:

CERVANTES the e-handbook has been published during the summer. Neil and I have been working on the style guide and a work in progress was submitted including the palate of colours and typography. The social media strategy was included in the AGM report. The AGM report includes next steps. There are plans to revitalize the social media accounts and bulletin. The Communication Committee members are very active and supportive, especially in creating campaigns for GSS social media channels.

KENT has read the AGM report. Wants to build on social media branding strategy and increase our followers. Given the three month term, need to keep area of focus tight.

RUSHFORD we’ve struggled with communication since going online. We need to work on mass email strategy to keep it focused on important issues like voting and health and dental information.

CERVANTES the bulletin remains a main way to communicate with members, but that it is opt-in. The other strategies are always conducted through UVic, which comes with its own pros and cons. We have 2-3 opportunities to send mass emails per term and need to strategize about content at the start of term.

RUSHFORD perhaps we need a single mass email to promote the GSS and the bulletin at the start of term.

**TASK: KENT and BARNEY to meet to discuss early term mass email promoting the bulletin, upcoming elections, health and dental to improve member communications.**

Charter of Graduate Student Rights

ROSE would love to contribute to CERVANTES document.

RUSHFORD may need to laydown groundwork for next board due to workload.

**TASK: ROSE will create subcommittee of SAC. Will bring to SAC to get the ball rolling on a first draft to be revised near end of term.**

Anti-Racism Campaign

RUSHFORD annual EQHR training for Executive Board and Grad reps. Still looking into areas of oversight for annual reporting on EQHR complaints. Brought up issues of BIPOC Award for Excellence and multi-disciplinary grant to both Presidents during this term. Will bring this up again at the March UVic Executive meeting

**TASK RUSHFORD and TURNER to set recurring training in early October**

TURNER requesting procedure for drafting responses to racist incidents in a timely manner. Procedure suggested: Any individual noting an incident requiring response from the GSS report the matter to the Chair, D. Communications and Executive Director. The Chair or D. Communications will assign a member of the Executive or staff to draft a response letter for the next Executive meeting for review.

**TASK: TURNER to draft response to two incidents of racism on BC campuses for next board meeting. CERVANTES to review during the last week of December.**

**TASK: TURNER to grant KENT access to the D. Communications role-based email.**

Compensation for Graduate Representatives on UVic Committees

RUSHFORD: spoke with Jim Dunsdon during the summer.

RUSHFORD: Will bring up at next meeting again.

COVID-19 Student Needs

RUSHFORD possibly conduct another town hall or link this discussion to the first town hall for President Hall. Prefer two town halls to allow free flow of ideas at Hall’s town hall.

GUDIÑO Don’t know if there’s enough time for two town halls in three months.

RUSHFORD We can include COVID in the Hall town hall but not advertise it as it may limit discussion

GUDIÑO Neil and I can keep the ball rolling on planning the town hall.

RUSHFORD could we release a survey around the election period that asks about COVID issues and other GSS questions about issues relating to graduate students.

GUDIÑO that is in the works.

RUSHFORD suggested making the survey annual.

**TASK: GUDIÑO to meet with Barney about the Town Hall and survey.**

ED Transition and Emergency Operations Plan

**TASK: RUSHFORD: will complete and forward the EOP to TURNER.**

The ED Transition is complete.

Policy Manual Update

RUSHFORD this a smaller project than initially planned.

Communication Style Guide

See above under “Communication Strategy.”

## new board transition plan

Discussion:

RUSHFORD How was your training? I felt prepared to be a member of the Exec but not Chair specifically so looking for more role-based training.

ROSE There was limited training on Committee management and the specific tasks of chairing committees (such as dealing with Connect, uploading agendas, striking sub-committees.)

RUSHFORD Training should include things like how do you go from a student complaint to a campaign or a recommended bylaw changes to enacting the change.

RUSHFORD Would like all positions to write a guide to the position that can be a living document for all future Exec members. Focus on lessons learned and procedures.

HUNT That’s a reasonable thing to look at in the last month of term in order to capture full term.

GUDIÑO and KENT have not been through regular transition.

RUSHFORD the last board felt very unprepared and set a new training regiment that could not be completed due to COVID. We completed 2 full days in Blackboard and about 30 minutes with the previous Director. I want to build on the specifics to the role.
TASK: RUSHFORD Will bring the issue of Incoming Board Training to Stipend Review Committee. Plans will be finalized at a later board meeting.

# Closing Items

## Executive informal discussion/updates/questions

Chair: RUSHFORD: Thank you to Matty Cervantes and wishing you all the best. Welcome Nicole!

Director of Communications: CERVANTES: Thank you to all. The Office of the Vice-President Research is organizing a consultation for graduate students and post-docs. The promo materials will be ready January 5 and be included in the January 7 bulletin. Please help promote and sign up. KENT Thank you for the welcome!

Director of Finance: HUNT: Kyla and I met to sign cheques, catch up on bills and sort out staffing issues. We will meet again to sign cheques tomorrow.

Director of Services: GUDIÑO: Thank you to Matty and hope everyone gets rest over the break. Please participate in the Anti-Violence training as per staff request. Please promote the survey and events in January.

## Upcoming meetings and important dates

Next Executive Meetings: January 6th at 3:00pm.

GSS Closed: December 19 – January 3.

UPass Opt-Ins/Outs for Winter term: available December 15-18, 2020, and again from Jan. 4-31, 2021.

Health and Dental Insurance Opt-Ins/Outs (only for graduate students beginning their programs in January) will be accepted January 4-31, 2021.

adjournment

Motion: RESOLVED to adjourn the meeting.

M/S ROSE/HUNT

CARRIED.

The meeting adjourned at 5:11.

KT/klp/KT/KLP

