

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA BLACKBOARD) MEETING MINUTES

MARCH 3, 2021

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

STANDING ITEMS

A. CALL TO ORDER

The meeting was called to order at 2:49pm with RUSHFORD in the chair.

B. APPROVAL OF THE AGENDA

Motion: RESOLVED that the agenda is approved as presented.

M/S HUNT/ROSE

CARRIED

C. APPROVAL OF MINUTES

Motion: RESOLVED that the minutes from the February 17, 2021 Executive Board meeting are approved with minor edits to the fee schedule to be presented to the GRC.

M/S KENT/GUDINO

CARRIED

The fee schedule to be presented to the GRC will have an additional column of 'co-op & class' added to the schedule approved at the February 17, 2021 Executive meeting. The fee schedule to be presented is:

	Regular	Co-op	Distance	Co-op&class
Operating*	\$50.81	\$25.41	\$50.81	\$25.41
Capital Fee*	\$10.37	\$5.18	\$10.37	\$5.18
Childcare fee	\$1.02	\$0.51	\$1.02	\$0.51
Anti-Violence Project	\$2.00	\$1.00	\$2.00	\$1.00
Ombudsperson	\$1.50	\$0.75	\$1.50	\$0.75
Constituency Groups	\$1.33	\$0.67	\$1.33	\$0.67
Clubs	\$0.50	\$0.25	\$0.50	\$0.25
WUSC (Student Refugee Program)	\$5.00	\$2.50	\$5.00	\$2.50
Campus food bank*	\$1.85	\$0.00	\$0.00	\$1.85
CFUV*	\$0.56	\$0.00	\$0.00	\$0.56

University 101*	\$0.56	\$0.00	\$0.00	\$0.56
Conference Travel fee*	\$4.71	\$2.35	\$4.71	\$2.35
Distance travel fee*	\$1.10	\$0.56	\$1.10	\$0.56
Student Advocate	\$1.00	\$0.50	\$1.00	\$0.50
TOTAL	\$82.31	\$39.67	\$79.35	\$42.64

D. BUSINESS ARISING FROM PREVIOUS MEETINGS

Completed Tasks:

Task: RUSHFORD to send screenshot of meeting attendance for lobbyist report to TURNER.

E. COMMITTEE APPOINTMENTS

No appointments made.

F. CORRESPONDENCE RECEIVED

No correspondence received.

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

1. President Hall Listening Tour March 8
2. Operational Relations March 15
3. Exec to Exec March 24

Discussion:

RE: Hall Listening Tour

GUDINO is on schedule for the video submissions, with one outstanding. The meeting has been advertised and all responsibilities have been met to date.

RUSHFORD: Could I see the videos ahead of time?

GUDINO: Yes.

TASK: RUSHFORD to make folder in March Exec meeting documents for the videos.

TASK: RUSHFORD to complete practice run through March 4, 2021.

RE: Operational Relations

GUDINO: Tiffany KUO consulted from her program and French students are receiving one year funding for a two year program.

RUSHFORD: Same thing occurs in Econ. We will bring up more supports to second year master's students.

RUSHFORD: Potentially same thing for Psychology but this may have changed.

RUSHFORD: The BC Grad Scholarship will likely be extended. The Minister of Advanced Education, etc. has consulted with GSSBC on funding in and out of STEM fields.

HUNT: We need to seek clarity in funding announcements for all graduate students.

TURNER: COVID return in light of new PHO.

RE: Exec to Exec

RUSHFORD: Hoping for RA Legal Status and Anti-Racism Campaign. But not confident that we can prepare either for next week when it needs to be submitted.

H. LOBBYING REPORTS

Feb 3, 2021 - RUSHFORD, DUNSDON re: COVID reopening plans

Feb 10, 2021 – EXEC to EXEC re: COVID reopening plans

Feb 17, 2021 – OPERATIONAL RELATIONS re: fees

I. ANNUAL PLAN CHECK-IN

No discussion

MEETING BUSINESS

1. BUDGET

REF DOC: Budget

*Motion: WHEREAS the budget must be posted 7 days prior to the Semi-Annual General Meeting,
RESOLVED that the draft 2021-22 budget is approved as presented for circulation to the membership.
M/S: HUNT/KENT*

Discussion:

HUNT: We have three proposed budgets including different scenarios for the restaurant spaces. These include 1) no reopening of these services, but a possible un-staffed use of the space. 2) an alternative use of the space. 3) January reopening of food services with a similar budget as before.

Assumptions for these options:

All: Increased cleaning for COVID. Increasing staff hours through either the second manager position OR unionized staff hours. Increasing staff hours through externally funded positions (Work Study, Canada Summer Jobs). There's no assumed increase or decrease in enrolment due to the expectation that the increase in applications will offset the increase in attrition. The Health and Dental budget is based off the current year to date numbers. In this scenario: we have budgeted for a small amount of training dollars for board and staff, with additional hours budgeted for the staff to attend this training. We are looking at paying off debt more rapidly than previously budgeted for CEBA and internal debts. We have budgeted for improving staff supports to work from home to meet WorkSafe BC requirements. There is a small events budget. There is a small budget for the payroll consultation as committed to at LMC.

- 1) Office staff hours would increase, but the second manager would not return until January. The food services spaces would be used in an unstaffed or Work Study staffed only study space.
- 2) The alternative use of the space assumes that the food services spaces would need staffing, including the second manager in September. There is some food costs and revenue for an

assumed small food service available. There is probably an over-projection of food services revenue.

- 3) The return to restaurant services in January means onboarding the Restaurant Manager in November. Costs associated with the running of the restaurant were kept in line with previous years.

RUSHFORD: Can I confirm we are going to present three contingency budgets?

TURNER: Yes

GUDINO: What do we want to state to the membership at the SAGM?

HUNT: Based on the data we have available, these represent our best estimates for three likely options for services. We are presenting three for board flexibility on restaurant use.

CARRIED

2. SAGM PREP

REF DOC: SAGM Prep list

Need to assign SAGM tasks to board members

Motion: RESOLVED that the Executive Board approves the agenda for the SAGM, March 23, 2021.

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. And FURTHER RESOLVED that the Executive Board approves the membership report to capture data as of March 2, 2021.

M/S: KENT/HUNT

Agenda:

1. Call to order
2. Land acknowledgement
3. SAGM attendance and quorum report
4. Approval of the agenda*
5. Approval of minutes from the Nov. 20th Annual General Meeting*
6. Decision: GSS Bylaw Amendments*
7. Decisions: Stipend Review Committee motions for stipends
8. Decision: Presentation of the proposed GSS 2021-22 Budget
9. Reports to the membership:
 - a. Membership and representation report
 - b. Report of the 2020-21 Executive Board*
 - c. Reports of GRC Standing Committees*
 - d. Extended health and dental insurance plan update*
10. Ratification of any acclaimed Board of Director candidates
11. Election for any vacant Board of Director positions
12. Introduction of the 2021-22 GSS Board of Directors
13. Other business/announcements
14. Adjournment

CARRIED

SAGM Duties Assigned:

- Land acknowledgement: HUNT
- Timekeeper: GUDINO
- Monitoring chat: RUSHFORD
- Prepping polls: HUNT/TURNER
- Close captioning: GRC rep or vacant?
- Parliamentarian: GRC rep?
- Rotate slides during breaks: GUDINO

TASK: All board members to submit their reports by deadlines set by RUSHFORD by email.

3. TRAINING & SUCCESS SUBCOMMITTEE REPORTS

REF DOC: Minutes: Success 1, Success 2, Training 1, Training 2

Motion: RESOLVED the Executive Board approves the intended incoming board training dates for March 25, 26, 30, 31, inclusive of the March 31, 2021 Executive Board meeting.

RESOLVED the Executive Board approves in principle the training schedule for April-July as presented.

M/S: ROSE/HUNT

CARRIED

Motion: RESOLVED the Executive Board approves committing 1 hour during the Executive Board training to Labour Relations training facilitated by a speaker selected by the Labour Management Committee.

M/S: HUNT/KENT

CARRIED

TASK: All board members to review the minutes for the Training and Success subcommittees by next Exec meeting.

4. COMMITTEE VICE CHAIR SELECTION

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.

5. EXECUTIVE DUTIES REVIEW – FROM SRC

REF DOC: Templates

TASK: All board members to complete the template included in the agenda and submit to SRC by end of March.

6. EDI AD HOC COMMITTEE

Motion: RESOLVED that the Executive board approves the formation of an adhoc Faculty/Departmental EDI Subcommittee on these committee's scope and composition.

M/S: RUSHFORD/KENT

Discussion:

GUDINO: Request to reach out to committee members at large.

RUSHFORD: Request to include GRC reps. Suggest ROSE, TURNER, GRC reps, and CMLs. Meet during recruitment process.

CARRIED

TASK: TURNER to put out calls to GRC for membership, then to membership for CML recruitment.

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: RUSHFORD busy with the transition, SAGM, GSSBC, and meetings with UVic leadership.

Director of Communications: KENT

Director of Finance: HUNT we finalized the budget.

Director of Services: GUDIÑO I will be prepping the speaker series for the board transition. I've been working on the President's Listening Tour. We had 29 people at the Speed Friending event with the Global Community last week, that including executive candidates. It would be a good event to consider in future for meet the candidates and events.

Director of Student Affairs: ROSE doing research on the address to the President on RA Legal Status. Will also follow up with the EDI committee. Also working with GVAT on housing projects and getting a letter of support signed. A decision is needed by March 5. Also working on some transition documents.

Executive Director: TURNER I completed the three budgets with HUNT. As well, I've been working on the elections and SAGM and troubleshooting those.

[KENT left meeting at 4:30]

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

More in depth coverage of training and succession planning.

Fund transfers.

UPCOMING MEETINGS AND IMPORTANT DATES

Next Executive Meetings: March 17, 2021 at 2:45pm, and March 31.

ADJOURNMENT

Motion: *RESOLVED to adjourn the meeting.*

M/S: HUNT/ROSE

CARRIED

Meeting adjourned at 4:38 pm.

KT/klp

X 

Kyla Turner
GSS Executive Director

X 

Drake Rushford
GSS Chair 2020-21

