

*University of Victoria Graduate Students' Society*

## Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

MARCH 31, 2022

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

**GUESTS:** Summer OKIBE, Chair Elect (partial); Wyatt MADDOX, Director of Services Elect; Robert BICKLEY, Director of Finance Elect (partial); Karen POTTS, Office/Governance Coordinator

### STANDING ITEMS

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A. CALL TO ORDER

The meeting was called to order at 1:34PM with FOSTER in the chair.

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by FOSTER.

C. ICE BREAKER

Completed.

[OKIBE arrived at 1:37pm]

D. APPROVAL OF AGENDA

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

*M/S: FOSTER/NG*

*APPROVED by Consent*

E. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the March 15, 2022 Executive Board Meeting are approved as presented.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

Guest: Karen POTTS

Discussion:

POTTS provided an overview of the motion log as a tool for ensuring board work is completed in a timely, effective manner.

G. COMMITTEE APPOINTMENTS

Guest: Karen POTTS

*Motion: RESOLVED the following Executive Board members are deemed to have resigned from the corresponding UVic and external committees effective March 31, 2022:*

- David FOSTER from the Faculty of Graduate Studies Executive Committee, the Graduate Recruitment, Retention and Success Implementation Committee, the GSSBC Executive Committee and the Victoria Regional Transit Commission Student Transit Advisory Committee
- Adair NG from the Orientation Advisory Committee, the Mandatory Temporary Medical Insurance Opt-Out Appeal Committee and the UVSS Clubs Council
- Ryan KHAN from the Graduate Fee Reduction Appeals Committee and the Campus Planning Committee

M/S: FOSTER/NG

APPROVED by Consent

**TASK: KHAN and NG to submit resignations from their UVic and external committees.**

*Motion: RESOLVED the following Directors are ratified according to their portfolios to the corresponding UVic committees for 2022-23:*

- Summer OKIBE as ex-officio member of the Faculty of Graduate Studies Executive Committee
- Nahid SAFARI and Wyatt MADDUX as GSS representatives on the Orientation Advisory Committee

M/S: FOSTER/NG

APPROVED by Consent

**TASK: POTTS to send notification to FGS Executive Committee and Orientation Advisory Committee of the new elected committee reps**

*Motion: RESOLVED the following Directors are ratified according to their portfolios to the corresponding external committees for 2022-23:*

- Nahid SAFARI as the GSS representative on the UVSS Ombudsperson Advisory Committee
- Wyatt MADDUX as the GSS representative on the UVSS Clubs Council

M/S: FOSTER/NG

APPROVED by Consent

**TASK: POTTS to send notification to Ombudsperson Advisory Committee and UVSS Clubs Council of the new elected committee reps**

#### H. CORRESPONDENCE RECEIVED

No correspondence received.

#### I. AGENDA PLANNING, OR MEETING DEBRIEF

##### 1. SAGM MARCH 23, 2022

Discussion:

FOSTER noted that all goals of the SAGM were met.

J. LOBBYING REPORTS

Discussion: TURNER provided an introduction to the lobbying report requirements under the Lobbyist Transparency Act.

K. ANNUAL PLAN CHECK-IN

Foregone.

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NEW BUSINESS

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1. COVID-19 MASK MANDATES

Reference: The Faculty Association, UVSS, GSS, and the Society for Students with a Disability recommended to Senate to extend the mask mandate on campus until the end of the current semester. The Senate approved this and recommended this policy change to the Board of Governors. On March 16, the BC Human Rights Commissioner recommended a return to mask mandates for all of BC. However, Board of Governors did not support this recommendation.

Discussion:

FOSTER provided an overview of Senate's recommendation to Board of Governors (BOG) to maintain a mask mandate on campus and the result of the BOG meeting which was to maintain the current UVic position that masks are strongly recommended but not required.

2. UVIC ACADEMIC INTEGRITY POLICY

Reference: Draft letter to UVic on the GSS's feedback on the Academic Integrity Policy under review by UVic.

*Motion: RESOLVED the Board of Directors approves the letter to the Chair of the Senate Committee on Academic Standards recommending revisions to the UVic Academic Integrity Policy.*

*M/S: FOSTER/NG*

Discussion:

FOSTER noted that the contents of the letter drafted to provide feedback on the Academic Integrity Policy were taken from verbal feedback given during a meeting between GSS board members and UVic staff.

*APPROVED by Consent*

**Task: FOSTER to send a letter of feedback on the UVic Academic Integrity Policy to appropriate UVic staff.**

3. ELECTION OF PERSONNEL OFFICER

*Motion: RESOLVED Ryan KHAN is removed as Personnel Officer, and FURTHER RESOLVED Robert BICKLEY is elected as Personnel Officer.*

*M/S: KHAN/NG*

*APPROVED by Consent*

4. ONBOARDING PAPERWORK

Discussion:

TURNER provided an overview of our conflict of interest declaration form and asked all board members to complete all onboarding paperwork before the first board meeting in April 2022.

5. SIGNING AUTHORITIES

*Motion: RESOLVED David FOSTER and Ryan KHAN will be removed as signers from GSS accounts, and*

*FURTHER RESOLVED Summer OKIBE and Robert BICKLEY will assume signing authority over GSS accounts.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*Motion: RESOLVED the signing authorities effective April 1, 2022 are:*

- *Chair, Summer OKIBE*
- *Director of Finance, Robert BICKLEY*
- *Executive Director, Kyla TURNER*

*M/S: FOSTER/NG*

*APPROVED by Consent*

6. PAYMENT OF ELECTORAL OFFICER

*Motion: RESOLVED the Society pays Christopher JONES \$100 for serving as Electoral Officer for the 2022 Executive Board Elections and \$100 for the 2022 Food and Beverage Fee referendum.*

*M/S: FOSTER/NG*

*CARRIED*

**TASK: TURNER to initiate payment of the Electoral Officer for the 2022 election and referendum.**

7. YEAR END FINANCIAL TRANSFERS

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

*\$2000 from the Operating Fund*

*\$1000 from the Health and Dental Fund*

*M/S: FOSTER/NG*

*CARRIED*

*Motion: RESOLVED per the approved 2021-22 budget, the following amounts will be transferred to repay GSS debts and interfund loans:*

*\$17143 from the Operating Fund to the Business CEBA loan*

*\$24000 from Capital Fund to Building Fund for repayment of a 2020 interfund loan*

*M/S: KHAN/NG*

*CARRIED*

**TASK: TURNER to initiate interfund transfers to the Employee Leave Fund and loan repayments on Vancity for board approval.**

8. VOLUNTEER VICTORIA MEMBERSHIP

*Motion: RESOLVED the Society's membership in Volunteer Victoria is renewed for one year at a cost of \$180.*

*M/S: KENT/NG*

*CARRIED*

**TASK: TURNER to renew Volunteer Victoria membership for the 2022-23 year.**

[BICKLEY arrived at 2:43pm]

## 9. GRC COMMITTEE CHAIR TRANSITION

Discussion: POTTS provided an overview of chair transition procedures.

**TASK: Outgoing Execs to schedule one-on-one meetings with Incoming Execs to give overview of GRC Committee TOR, Connect sites, attendance trackers, past minutes, membership, and workplan.**

## 10. PERSONNEL COMMITTEE TERMS OF REFERENCE

REF DOC: Personnel Committee Terms of Reference REVISED DRAFT

*Motion: RESOLVED the Board of Directors dissolves into Committee of the Whole.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*Motion: RESOLVED the Board of Directors rises and reports from Committee of the Whole to table the development of the Personnel Committee Terms of Reference.*

*M/S: SAFARI/NG*

### DISCUSSION:

FOSTER provided an overview of the draft policy on revised terms of reference for the personnel committee that would change the committee from an advisory committee of the board on matters of personnel to a supervisory committee of the Executive Director.

TURNER noted that the format of appropriate supervision of the Executive Director was addressed and agreed to in her performance review. The format of supervision agreed to in that performance review was to re-instate the monthly meetings between ED, Chair and D. Finance as has been GSS practice for many years but was not possible under the current board. Therefore, TURNER feels that this work does not require a committee of its own. Additionally, the removal of an advisory work from the board over personnel would be a significant loss to the organization as we go into a major hiring drive with the re-opening of the Grad House. POTTS noted that this TOR could be referred to next board so that it could be developed further around resolution of conflict, approval authorities, etc. TURNER agreed that this policy needs further consideration and consultation with stakeholders. TURNER noted that stakeholder consultation should occur before a policy is sent to the board for approval.

*APPROVED by Consent*

*Motion: RESOLVED to table approval of the amended Personnel Committee Terms of Reference.*

*M/S: FOSTER/SAFARI*

*CARRIED*

## 11. IN CAMERA SESSION

- a) In-Camera Minutes
- b) Personnel

*Motion: Resolved to go in-camera at 3:23pm.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

## CLOSING ITEMS

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### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: FOSTER BPC met once in March. Several policies were recommended to GRC for approval in April. FOSTER will be attending the April BPC meeting as a Committee Member at Large to finalize his term's work. FOSTER has schedule three meetings with OKIBE to transition between roles. FOSTER represented the GSS on the AVP Research search committee. The committee has selected a candidate and will be announced publicly soon. FOSTER spending significant time clearing out the chair inbox. FOSTER also participated in consultation on the Academic Integrity Policy. At Senate and BOG, FOSTER has represented member concerns around mask mandates on campus.

Director of Communications: KENT Communications Committee continues to work on increasing online visibility. KENT is currently seeking another member of the Communications Committee as they will soon be short of quorum due to a member's graduation.

Director of Finance: KHAN no report.

Director of Services: NG Upcoming event organized by MADDOX: movie night at 6pm on April 1<sup>st</sup>.

Director of Student Affairs: SAFARI Attending meetings of Senate Committee on Awards, Student Wellness Centre. Additionally work includes individual student cases.

Executive Director: TURNER noted that her work focused on SAGM prep and board transition planning throughout the latter half of April.

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

*Motion: BIRT graduate student representatives are elected to the following UVic committees:*

- *Faculty of Graduate Studies Council – 1 Executive Board member*

*Nominations: Member elected:*

- *Graduate Fee Reduction Appeals Committee – 1 Executive Board member*

*Nominations: Member elected:*

- *Graduate Recruitment, Retention and Success Implementation Committee – 1 Executive Board member*

*Nominations: Member elected:*

- *VP Research Advisory Committee – 1 Executive Board member*
- *Campus Planning Committee – 1 Executive Board member*
- *Integrated Steering Committee for the Climate Sustainability Action Plan – 1 Executive Board member*
- *Mandatory Temporary Medical Insurance Opt-Out Appeal Committee – 1 Executive Board member*

*Motion: BIRT one Executive Board member is elected to the Appeals Committee.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected as UVSS Liaison for 2022-23.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected to the GSSBC Executive Committee for 2022-23.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected to the Victoria Regional Transit Commission Student Transit Advisory Committee.*

*Nominations: Member elected:*

*Motion: BIRT that [board member] is elected to the Appeals Committee.*

*Nominations: Member elected:*

*Motion: BIRT that [board member] is elected to the GSSBC Executive Committee.*

*Nominations: Member elected:*

#### 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 Meetings: TBD

Next GRC Meeting: April 19, 2022 5-7pm. Registration opens at 4:30.

AGM: TBD

Office, Staff Scheduling Notes: Halpern Centre will be closed April 15 and 18 for the Easter long weekend.

#### ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned at*

*M/S: FOSTER/SAFARI*

*APPROVED by Consent*

X



Summer Okibe  
GSS Chair 2022-23

X



Kyla Turner  
Executive Director

