

# GSS Council Meeting Minutes

April 18<sup>th</sup>, 2013

GSS Ballroom



## Present:

David Waddell, Victor Padilla, Ken Scott, George Furey, Colùm Connolly, Tobias Friedel, Sneha Balani, Natalie Johnston, Natalie Marshall, Brenda Fitzpatrick, Elie Sarraf, Melody Ren, Cynthia Min, Julianne Jagdeo, Jeff Abeysekera, Lili Meng, Jack Hickmott, Hafizur Rahman, Andrew McEwan, Ambrose Chan, Alec Whitford, Guillaume Beaulieu-Houle, Yuanyuan Dong, Jan Lüdert, Marianne Haseloff, Sarah Parker, Michael Fairchild, Christopher Dickman, Colleen Lau, Christopher Roach, Valeria Castellanos Hurtado, Brendan Naef

## Regrets:

Vivian Lam, Kathryn Rowswell, Andrew Patterson, Rachel Roy, Bethany Schmidt, Conny Lin, Yvonne Dzal

## **A. Call to Order and Adoption of the Agenda**

The meeting was called to order at 5:38.

## **B. Introductions**

## **C. Presentations to Council**

*10 minutes for presentation, 10 minutes for questions*

### 1. GSS cIRcle Awards

*Colùm Connolly, VP Academic and External Affairs*

- Award winners: Donnard MacKenzie, Robert DeAbreu; none present to collect the award.

### 2. Masters of Management International Tuition Differential - Student Consultation

*Teresa Pan, Sauder School of Business Academic Services Director*

*Wendy Ma, Assistant Dean and Director*

- The proposed Masters of Management International Tuition differential proposal is \$12,000 and will be implemented August 2014.
- 25% of the differential is retained by UBC Administration; the rest will be used for a variety of activities including international recruiting, student support programs, and workforce coaching workshops.
- It was asked how many students the program had and answered 59 students with 27% being international.
- It was asked and answered that they do not have an incoming student target/quota, but expect their studentship to increase in 5 to 10%.
- It was asked and answered that there is no available information on how the 25% of funds is retained by the administration is assigned/broken down. They justified requiring a staff manager because all recruiting, management and marketing tasks are currently done by staff that already have several other responsibilities. In addition they stated they haven't done as much international recruitment as they need, and a dedicated manager would be able to take on such tasks.

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- It was asked and answered that international students pay more because several buildings at UBC were partly funded by taxpayers' money. Also, students at this program do not receive direct government funding. Their studies are funded by their families, student loans and in some cases, part-time work.
  - It was asked and answered that there are no funding sponsorships from corporate sources.
3. New Sub – GSS Space and Childcare  
*Derek Moore, AMS VP Administration*  
*Michael Kingsmill, AMS Designer*
- The new SUB will be the most sustainable student building in Canada, and will be finished in 2014; its expected life is 100 years.
  - Michael Kingsmill presented several blueprints of the building's various floors.
  - The GSS space will be furnished, will have a balcony including a small BBQ, two offices, a reception, a meeting room and doors with card-swipe technology.
  - The childcare area will be in the same floor; it features a large open courtyard, garden space, sandbox and a glass guard rail, and an enclosed area for naps and nourishment, with impact resistant surfaces. This would be a child "minding" rather than child care, and has capacity for 28 children.
  - It was asked and answered that students will have priority for these child care spaces, and if any remain open, these will be made available to faculty and staff.
  - It was asked and answered that UBC is responsible for cleaning and maintenance through their custodial services.
  - It was asked and answered that child "minding" will be provided by personnel with the same credentials as any other childcare facility at UBC.
  - It was asked and answered that the centre's capacity is fixed and depends on the building's size, but if demand were to exceed supply, other "pockets" of childcare will be offered by UBC along other parts of campus.
4. Positive Communication in the Coming Year  
*David Waddell, GSS Communications Coordinator*
- Objective: To improve the way the GSS communicates and constituents come forward with ideas. David proposed 1-min YouTube videos to distribute messages; wishes to explore how much potential there is for such tools.
  - It was asked and answered that for every important issue, David wishes to make a video to communicate the core message in a friendly way.
  - It was asked and answered that the maximum estimated cost to the GSS would be \$120 including a good camera and a comfortable chair.
  - It was asked and answered that instead of setting metrics (views) goals, his concern is the number of videos uploaded.
5. Community Knowledge Mapping Project  
*Jan Lüdert, Graduate Council Representative*

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- This is a joint project by CLI, Barber Learning Centre, and SCARP. It aims to perform social network analysis (identifying connections of individuals, connection's strength/quality, and information flowing in it).
- They are currently looking for new partners. They asked councillors to spread the word about the survey, and are looking for a new principal investigator and a programmer.

## 6. Advocacy Office Quarterly Update

*Brenda Fitzpatrick, GSS Advocacy Officer*

- Introduced Natalie Johnson, the new Advocacy Officer.
- Gave the office's quarterly report plus transitional report. Gave general description of mission and tasks.
- Over 150 students received their services since 2009; have only started tracking them recently. Most common issues: supervising and financial. Generated outreach material and contacted staff that might refer students to them. Lobbied issues: academic integrity, revisions to policy 85 (scholarly integrity policy), generated intercultural initiative. Current relevant issues: budget line, advocacy manual and updating their strategic plan.

Motioned for 15 minute recess: MOVED Christopher Roach, SECOND: Colúm Connolly

**PASSED**

## D. Executive Remarks

President – Christopher Roach

- Commented on the GSS Exec retreat; made their strategic planning for the year. Colúm Connolly and him attended the G15 Conference and informed of the updating process of councillors lists.

Vice-President Academic & External Affairs – Colúm Connolly

- Worked for 3 weeks on G15 conference. It will now have increased structure and will be chaired by Chris during the following year.

Vice-President Administration – Victor Padilla

- The complaint hearing with the labour board was resolved.
- Koerner Pub's opening is stalled due to the liquor licence. Rob is almost done with renovation works. Once the liquor licence issue is solved it will go to the Liquor Board; the Pub is expected to open in late August.

Vice-President Finance – Lili Meng

- Worked on transitions from previous administration; approved a special fund for the English department.

Vice-President Services – Yuanyuan Liu

- Invites people to participate in sports leagues for the summer, which are already being organized. Started talking to Jacqui (FoGS) on the matter of GSS Orientation.

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- Also started on workshops and other related activities.

## E. Committee and Taskforce Chair Reports

Academic & External Committee – Colúm Connolly

- Moving ahead with “voice” campaign. Carried a survey that will distribute across UBC. Looking for councillor engagement strategies; the committee will discuss it next week.

Code and Policy Committee – Victor Padilla

- The major bylaw and minor policy revisions were approved at the last meeting. The committee is currently trying to figure out how to send all bylaw revisions to registrar and thus make it official.

Human Resources Committee – Victor Padilla

- The GSS is in great financial shape. The committee is seeing if we can offer more services and positions to students. The HR committee will see how these positions will fall within structure, who will manage them.

Executive Oversight Committee – Maxim Stykow

- Nothing to report.

House Finance Committee – Lili Meng

- Recently approved one special events fund. The committee is analyzing how to make this year’s budget more reasonable while ensuring more organizations/departments are able to participate in the GSS.

Services Committee – Yuanyuan Liu

- Had a preliminary meeting with FoGS about orientation. Looking into starting an “Adventure Club” that has monthly outings.
- Reviewing website policies to clarify whether certain advertisements can be set on the GSS website.

## F. Representative Reports

AMS Council – Christopher Roach

- Reviewed the new Alumni building; funds were raised by Alumni fundraising. On May 6 there will be a media stunt in Victoria about lack of funding.
- AMS hosting a debate for the elections, happening on the 25th. Invites students to come listen to it.
- Board of governors approved 2% increase in tuition.

AMS Health & Dental Committee – Sancho MaCann (not present)

Graduate Council – Kristan Marchak (not present)

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Senate – Julienne Jagdeo

- Had a meeting on the Flexible Learning Initiative; it is geared to look at the way people learn and teach and find more flexible ways to deliver courses.
- Approved dual master's degree on nursing; approved courses on political science, archiving, history.

## G. Approval of Minutes

7. BIRT the minutes of the GSS Council meeting dated March 28<sup>th</sup>, 2013 be approved as presented.

Amendments:

- Gabriela was in attendance and that should be reflected.
- Natalie: to amend a part motion 14 that has a BIFRT motion. Chris explains the game “\$hit Council Didn’t Say”; whoever finds the blatant lie he embeds in the minutes will receive a gift card. Natalie wins!

MOVED Colúm Connolly; SECONDED Christopher Roach.

**PASSED**

## H. Seatings, Unseatings, and Appointments

8. Notice of unseatings (*no vote necessary*)

Elie Sarraf has been unseated from the President Advisory Committee on the Ombuds Office.

Elie Sarraf has been unseated from the UBC Suicide Awareness Committee.

9. Seatings and Appointments

BIRT the follow seatings are approved:

Sneha Balani be seated as the Graduate Student Organization Representative for GrasPods.

Natalie Johnston be seated as the GSS Representative to the President Advisory Committee on the Ombuds Office.

Natalie Johnston be seated as the GSS Representative to the UBC Suicide Awareness Committee.

Christopher Dickman be seated as the representative from the Faculties of Medicine, Dentistry and Pharmaceutical Sciences to Graduate Council.

Jocelyn Ma be seated on the Human Resources committee.

Lili Meng be seated on the Services Committee.

MOVED by Victor Padilla; SECONDED Christopher Roach

**PASSED**

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## I. Council Motions

*3 minutes for motivation, 10 minutes for debate*

### 10. Inclusion of the FoGS Senator to the Executive Committee

BIRT FoGS Senator Julienne Jagdeo be seated as a voting member of the Executive Committee until the 2014 AGM (Special Resolution).

Motivated by Chris; no questions/comments.

MOVED Christopher Roach; SECONDED Victor Padilla.

**PASSED**

### 11. Values of the Society

WHEREAS the values of an organization determines the culture of how our members operate and accomplish mandates of the Society,

WHEREAS the values of the Society were voted by members from a list of values commonly adapted by non-profit organizations and student organizations,

BIRT the Values of the Society and their definitions are:

- Accountability – The acknowledgment and assumption of responsibility for actions, decisions, and policies.
- Honesty – The quality of being honest (free of deceit; truthful and sincere).
- Integrity – Adherence to strict moral or ethical principles.
- Respect – Due regard for the feelings, wishes, or rights of others.
- Sustainability – Capable of being maintained at a steady level without exhausting natural resources (environmental perspective) or capable of being sustained (non-environmental perspective).
- Transparency – The condition of being transparent (easy to perceive or detect). Transparency is operating in such a way that it is easy for others to see what actions are performed.

MOVED Victor Padilla; SECONDED Cara Dong.

**PASSED**

### 12. Internal Review Taskforce Terms of Reference

BIRT Council approves the following Terms of Reference for the Internal Review Taskforce:

The “Internal Review Taskforce” shall:

- perform an internal review of the GSS with the purpose of identifying solutions to key problems facing the Society including, but not limited to:
  - the excessive portfolio of the Vice-President Academic and External Affairs,

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- inefficiencies in Executive portfolios,
- additional staff or coordinator positions needed to help improve the Society's functioning,
- committee responsibilities and structure, and
- any other issue as directed by Council,
- elect a Chair from the members at the first meeting,
- make a monthly report on activity at Council meetings, and
- present the Taskforce's goals at the June Council meeting.

The Taskforce shall be composed of 9 voting members including the President (ex-officio) and 8 members of the society, shall contain an unlimited number of non-voting positions, and shall have a minimum quorum of 3 voting members regardless of size.

MOVED Colúm Connolly; SECONDED Tobias Friedel.

**PASSED**

BIRT Colúm Connolly, Lili Meng, Maxim Stykow, Marianne Haseloff, Colleen Lau, Tobias Friedel be seated on the Internal Review Taskforce as voting members.

MOVED Colúm Connolly; SECONDED Tobias Friedel.

**PASSED**

## 13. Liquor Licence Vote

WHEREAS due to the nature of the Joint Venture Agreement for the future operations of the Koerner's Pub, the Liquor License structure for the Graduate Student Centre is being revised,

WHEREAS UBC Treasury has presented the GSS with two options to move forward:

- Option 1 - to leave things as they are. Under this option, both HK Commerce (the proposed third party to manage the Pub) and the GSS will be liable for any events held in the building and
- Option 2 is to permanently de-license Thea's Lounge and the Ballroom. Under this option, both HK Commerce and the GSS will be liable ONLY for the operations of the Pub. This is the strongly preferred option by HK Commerce, and this option shows better promise to get approved by the Liquor Board,

WHEREAS if the GSS Council decides to pursue Option 2, and permanently de-license Thea's Lounge and the Ballroom, the GSS might not be able to relicense Thea's Lounge and the Ballroom spaces in the future, and

WHEREAS temporary de-Licensing is limited to only 6 times a year, and the Pub will have to stop serving alcohol during the duration of the event that requires de-licensing,

BIRT the GSS Council decided to pursue "Option 2".

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BIFRT the GSS Council directs the VP Administration to ensure that this decision is reflected on all relevant documents to this negotiation.

MOVED Victor Padilla; SECOND Colúm Connolly.

Motion was motivated by Victor Padilla and questions were asked of him.

- It was asked and answered that Victor prefers option 2;
- Christopher Roach also supports this option.
- It was asked and answered that students could still hold events at Thea's Lounge or the Ballroom, but with a special licence.

Council stated it preferred option 2 and should vote on moving forward with it.

Tobias Friedel moved to postpone this to whenever there are more councilors to vote.

MOVED: Tobias Friedel, SECONDED: none

**FAILED**

**Original motion: PASSED**

## 14. GSS Human Resources Handbook

WHEREAS the HR Handbook was approved in January 2013 by the Human Resources Committee and

WHEREAS the HR Handbook sets very clear and transparent processes for hiring, increasing salaries, travel expenses, vacations, leave of absence, time off, performance reviews, problem resolutions, personal conduct policy, Discrimination and Harassment policy, and other benefits for full time staff,

BIRT the GSS Council adopts the HR Handbook as presented.

BIFRT the HR Handbook will be added in the Policy Manual as Appendix XII under the title GSS Human Resources Guidelines.

BIFRT the HR Handbook will be replace section 18, "Employee Guidelines" in the Policy Manual with this section being removed from the Policy Manual.

MOVED Victor Padilla; SECOND: Tobias Friedel

**PASSED**

## 15. Executive Assistant Job Description



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WHEREAS the Human Resources Committee has reviewed the Job Duties outlined by the MMK Taskforce for the Executive Assistant Position and

WHEREAS the document has been written to the standards of the GSS Job Description Format,

BIRT the GSS Council approves the Executive Assistant Job Description as presented.

BIFRT the GSS Council directs VP Administration to post this position to collect candidate's information.

BIFRT an extraordinary Hiring Committee will be created to hire this position and that this Committee's membership shall include the current members of the HR Committee, the Executive Committee, and three (3) additional Councillors.

BIFRT the GSS Council approves the allocation of up to \$1,500 for the posting of this add in the appropriate job posting media.

MOVED: Colúm Connolly, SECONDED: Christopher Roach

Motivated by Victor Padilla and Christopher Roach

- Because this has been a controversial issue, they want to create an external hiring committee.
- It was asked and answered that the \$1,500 were required to place a job opening ad on online job portals like Monster and in newspaper ads.

## **Motion PASSED**

No councillors expressed interest in being seated yet on the Committee; seatings can take place in the following session.

## **J. Other Business and Notice of Motions**

The MMK Taskforce has been dissolved.

## **K. Next Meeting**

May 16<sup>th</sup>, 2013

## **L. Adjournment**

16. BIRT there being no further business the meeting be adjourned at 8:37 pm.

MOVED by Victor Padilla, SECONDED: Tobias Friedel.

**PASSED**