



# July 2019 Council Agenda

July 18, 2019 | Michael Kingsmill Forum at AMS Nest | 5:30 pm

## ATTENDANCE

**Present:** Adriana Osa-Gómez del Campo (proxy for Gloria Mellesmoen), Alexa Tanner, Alvionne Gardner-Harrison, Arash Shadkam, Arezoo Alemzadeh Mehrizi, Christina Wiesmann, Claire Preston (proxy for Farah Deeba), Faramarz Jabbarvaziri, Hilal Kina, Jeanie Malone, Jordan Hamden, Joseph Ogbede, Joyce Lam, Kamaldeep Gill, Kate Sedivy-Haley, Kiana Yau, Lily Takeuchi, Negar Ghahramani, Nevena Rebic, Philip Karangu, Philip Wijaya, Rahaf Al Assil, Razi Bayati, Sara Hosseinirad, Sebastien Rettie, Tarique Benbow, Tayo Olarewaju, Teesha Luehr, Temi Onifade, Theresa Pauly, Victoria Gomez, Xuejun Ryan Ji, Yangfan Zhang, Yee Fay Lim

**Regrets:** Andras Szeitz, Cristina Rubino, Farah Deeba, Gloria Mellesmoen, Karanpreet Matharu, Karen Thulasi, Logan Lorenz, Pouya Rezaeinia, Timothy Luk

**Absent:**

**Quorum:** 24 Councillors

## CALL TO ORDER AND ADOPTION OF THE AGENDA

### CALL TO ORDER

The meeting will be called to order at 5:34 pm.

### AGENDA ADOPTION

**BIRT** the agenda be adopted as presented.

**Mover:** Philip K

**Seconded:** Nicolas

**Result:** Motion carries.

### TERRITORIAL ACKNOWLEDGEMENT

**President:**

## INTRODUCTIONS

Introductions.

## 1 APPROVAL OF MINUTES

### 1.1 GSS COUNCIL MINUTES

**BIRT** the following GSS Council minutes be approved:

- June 20th 2019

**Mover:** Nicolas

**Seconded:** Philip K

**Result:** Motion carries.



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## 1.2 COMMITTEE MINUTES

**BIRT** the following GSS Committee minutes be approved:

<b>Academic &amp; External Committee:</b>		<b>Human Resources Committee:</b>	July 5th, 2019
<b>Code &amp; Policy Committee:</b>	June 25th, 2019	<b>Services Committee:</b>	May 30th, 2019
<b>Elections Committee:</b>	May 23rd, 2019	<b>House Finance Committee:</b>	May 13th, 2019 June 17th, 2019
<b>Executive Oversight Committee:</b>	May 2nd, 2019	<b>Governance &amp; Accountability Committee:</b>	June 5th, 2019
<b>Executive Committee:</b>	June 28th, 2019		

**Mover:** Arash

**Seconder:** Razi

**Result:** Motion carries.

## 2 SEATINGS

### 2.1 NEW COUNCILLORS

**BIRT** the following Seating of new Councillors be approved:

Name	Department
Jordan Hamden	UBC Department of Zoology

**Mover:** Philip K

**Seconder:** Nicolas

**Result:** Motion carries.

### 2.2 EXTERNAL REPRESENTATIVES SEATINGS

**BIRT** the following External Representatives Seatings be approved:



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Committee/Caucus	Nominee	Position	Vacancies
AMS Caucus		Representative	2
Graduate Council	Tarique Benbow	Representative	1
Faculty of Arts Council	Hilal Kina	Representative	1
Health and Dental Plan Caucus	-	Representative	0

**Nomination blurb:**

**Tarique Benbow:** As an active member of the G&A committee, I have witnessed the magnificent work the GSS and its standing committees have invested in improving the graduate student experience at UBC. Unfortunately, from this platform I have also observed that there is still much work to be done! Scholarship opportunities and funding for both local and international students are still sparse and unequal. Curriculums and access to inter-faculty and inter professional courses are still arduous tasks to explore, and graduate degree completion requirements do not provide a level playing field across different faculties. These and other issues have resonated with me during my time here at UBC; and I would like the opportunity to advocate on behalf of the graduate students on these and other issues. I have an unique collection of skill sets which I believe can be useful to this cause and would welcome the opportunity to sit on this committee to support and highlight graduate students' interests.

**Mover:** Arash

**Second:** Philip K

**Result:** Motion carries.

## 2.3 HUMAN RESOURCES COMMITTEE ROSTER

**WHEREAS** Rory Long, the previous Chair of the HR committee, has expressed his regrets about being unable to promptly address GSS communications, and

**WHEREAS** the current composition of the HR committee, as communicated to the GSS President consists of Arezoo Alemzadeh, Christina Wiesmann, Parsa Arabi and Rory Long, and

**WHEREAS** Rory Long remains difficult to contact and unable to attend HR meetings in person due to being out of the Country, and

**WHEREAS** the HR Committee frequently requires in-person and in-camera meetings to discuss sensitive matters related to staff performance and compensation.

**BIRT** the GSS Council, by special resolution, ratifies the following composition for the Human Resources Committee, effective immediately:

**Councillors:** Arezoo Alemzadeh Mehrizi



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**Ordinary Members:** Parsa Arabi, Christina Wiesmann

**Chair:** Arezoo Alemzadeh Mehrizi

**Mover:** Nicolas

**Seconded:** Arash

**Result:** For (17): Seyedraziel Bayati, Tarique Benbow, Farah Deeba, Alvionne Gardner-Harrison, Kamaldeep Gill, Jordan Hamden, Sara Hossenirad, Philip Karangu, Joyce Lam, Arezoo M., Karanpreet M., Gloria Mellesmoen, Tayo Olarewaju, Nicolas Romualdi, Kate Sedivy, Lily Takeuchi, Yangfan Zhang

## 2.4 COMMITTEE SEATINGS

The GSS Policy Manual states that all GSS Departmental Representatives shall endeavor to sit on at least one committee. [Committee descriptions and meeting times can be found here.](#)

**BIRT** the following Committee Seatings be approved:

Committee/Caucus	Nominee	Position	Vacancies
Academic & External		Councillor	1
	Mollie Holmberg	Ordinary Member	4
Code & Policy	Jordan Hamden	Councillor	1
		Ordinary Member	3
Elections		Councillor	3
		Ordinary Member	4
Executive Oversight		Councillor	1
		Ordinary Member	3
Governance & Accountability	Tarique Benbow	Councillor	1
	Alireza Kamyabi	Ordinary Member	4
House Finance		Councillor	2
		Ordinary Member	3
<b>Human Resources</b>	Kate Sedivy-Haley	Councillor	4
		Ordinary Member	3
Services		Councillor	1
	Graham Donen	Ordinary Member	1



**Mover:** Philip

**Seconder:** Negar

**Result:** Motion carries.

## 3 MATTERS FOR DECISION

### 3.1 FINANCIAL AND EXECUTIVE OVERSIGHT OFFICER APPOINTMENT

**Group Responsible:** GSS President / Governance and Accountability Committee

**Briefing note:** The term of the Financial and Executive Oversight Officer runs from August 31st to August 30th of the following year, starting official duties 15 days before to allow for a transition period. Bylaw 8.2.2 mandates that Council shall appoint an FEOO in the July Council meeting. There are two nominees: **Philip Kimani Karangu** (current FEOO) and **Tayo Olarewaju** (current member of EOC).

The Governance and Accountability Committee, who oversee the goal progress of the FEOO has prepared an end of term report for Mr. Karangu. The following are each nominees election blurbs:

**Philip Kimani Karangu:** As an experienced and motivated individual I am extremely interested in submitting an application for the advertised Financial & Executive Oversight Officer position with Graduate Student society at the University of British Columbia.

In May 2018 I was appointed to this position when my predecessor resigned mid way. I had to learn a lot about my role and especially within the society that comprises of both students and non-students. Working in this environment has given me a range of practical capabilities and leadership skills that will meet the needs of this role.

My responsibilities in this role included preparing and presenting to council monthly financial status of the society, mediating conflicts, providing face-to-face meetings with students and assisting the office staff in accomplishing a variety of duties. This position has given me key employability skills while also allowing me to experience working in a professional and diverse work environment.

My peers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills makes me fit in this position. I am very keen to continue supporting the needs of GSS.

I would appreciate the opportunity to meet with you (council) to discuss my application at an interview

**Tayo Olarewaju:** I am a councillor representing Peter A. Allard School of Law on the Graduate Student Society (GSS) Council. I write to express interest in the FEOO position. I believe my academic, policy and professional experience uniquely equip me to adequately fulfil the duties of the FEOO. For example, my accounting degree will assist me in reporting to Council on financial matters, coordinating and working collaboratively with the House-Finance Committee, and supervising staff of the Society on financial issues. In addition, as an active member of the Executive Oversight, and Code and Policy Committees, I have been able to observe the workings of the GSS, and I look forward to supporting and reviewing the performance of GSS executive officers as chair of the Executive Oversight Committee. Furthermore, my professional experience as a legal practitioner would be beneficial in aiding conflict and complaint resolution pertaining to activities of the executives. I look forward to supporting the GSS as we cater to the needs of graduate students and attain greater heights.



The individual has requested that personal information be redacted from the agenda and minutes and as a result of withdrawing of consent the requested personal information has been redacted.

[Redacted text block]

**Presentation:** FEOO’s End-of-Term Progress Report

**Presentation description:** As part of the G&A’s oversight and accountability responsibilities, we will be providing a final report on the FEOO’s performance within the context of his SMART Goals and major achievements during tenure.

**Presentation Time:** 10 minutes

**Proposed objective:** To report and update Council on the FEOO’s performance during tenure

**Supporting Documents:** [FEOO End-of-Term Report Presentation](#)

**WHEREAS** Bylaw 8.2.2 states that “The Financial and Executive Oversight officer will be elected at the July council meeting and take office on August 31st”, and  
**WHEREAS** the call for nominations has been circulated to all members of the society via the GSS newsletter, and  
**WHEREAS** there are currently three nominees: Philip Karangu, Tayo Olerewaju, and Lucia Lam.

**Speaker:** Voting “A” means for Philip, “B” for Lucia and “C” for Tayo.

**BIRT** the GSS Council appoints **Philip Karangu** to the office of the Financial and Executive Oversight Officer effective August 31st, 2019.

**BIFRT** the appointee shall start his service to the GSS August 15th, to commence the transition period.

**Mover:** Nicolas

**Seconder:** Arash

Result: For (21): Solomon Atta, Seyedrazieh Bayati, Tarique Benbow, Farah Deebea, Negar Ghahramani, Kamaldeep Gill, Jordan Hamden, Sara Hossenirad, Faramarz Jabbarvaziri, Philip Karangu, Gloria Mellesmoen, Temitope O., Tayo Olerewaju, Theresa Pauly, Nevena Rebic, Sebastien Rettie, Nicolas Romualdi, Kate Sedivy, Arash Shadkam, Lily Takeuchi, Alexa Tanner  
Against (1): Karanpreet M.

### 3.2 CPIF DISBURSEMENT FOR GREASE TRAP

**Group Responsible:** House Finance Committee



**WHEREAS** the Thea Koerner House second floor kitchen grease trap is in disrepair, is a safety hazard, does not meet current safety standards and building codes, and

**WHEREAS** 'Electrical Mechanical Contractors' is a company specialized in replacing grease traps and quoted a grease trap replacement cost of approximately 50% less than UBC Plant Ops,

**BIRT** GSS council approve the expenditure of up to \$25,000 from CPIF for the replacement of the grease trap by Electrical Mechanical Contractors

**Nicolas:** The kitchen in the Thea Lounge needs work – it is a risk to safety for workers in the kitchen, and exposes us to potential lawsuits.

**Arash:** What was the vetting process like? We don't want to be in a situation where we go with the cheaper option and then after a while find that we have to pay \$50, 000 more to undo the harm by going with the cheaper option.

**Nicolas:** It's a company that specializes in this and it was a company that the Pub was satisfied with as well. I am comfortable moving forward with this company – doesn't mean there won't be risks. There'd be risks with UBC as well.

**Mover:** Arash

**Seconder:** Nicolas

**Result:** For (14): Tarique Benbow, Farah Deeba, Victoria Gomez, Jordan Hamden, Sara Hossenirad, Philip Karangu, Yee Fay Lim, Maria Martinez, Gloria Mellesmoen, Tayo Olarewaju, Nicolas Romualdi, Kate Sedivy, Lily Takeuchi, Alexa Tanner

### 3.3 FULL TIME STAFF YEARLY RETENTION BONUS

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**Group Responsible:** House Finance Committee & Human Resources Committee

**Proposed yearly staff bonuses:**

Full time staff (General Manager, Communications Manager, Events Manager, Administrative Assistant) shall receive a yearly payment, May 31st, in concept of retention bonus, equal to one of their semi-monthly salaries if they have worked for a full year prior to that date.

If the staff member has not worked a full year but at least six full months prior to may 31st, the yearly retention bonus shall be prorated by full months worked.

This bonus shall start being disbursed as of May 31st of 2020.

The General Manager, Communications Manager and Events Manager shall receive an additional payment, effective immediately, in the concept of retroactive yearly retention bonus for the finalized 2018-19 budget cycle, equal to one semi-monthly salary.

The continuation of this bonus is contingent on the financial health of the Society. It is the responsibility of the General Manager and the GSS President to inform the staff, no later than June 1st of each year, if the bonus will be included in the starting budget cycle (which runs Jun-May).



**BIRT** the GSS council ratifies and approves the staff benefits, as submitted by the HR and HF committees and detailed above.

**Tarique:** Is this a performance-based bonus?

**Nicolas:** No, it's entirely retention bonus for completing a full year

**Alexa:** In the last several Council meetings, we've increased several groups' wages – I'm wondering where are we getting this money from?

**Nicolas:** We have a \$45,000 surplus for the year.

**Kate:** Has the staff been consulted?

**Nicolas:** Yes, they have.

**Arezo:** Yes, HR did a full interview with the staff. With the input that we had from them, we consulted with HF. Before this decision, the staff was consulted again with Nicolas.

**Arash:** Why is it a retention-based bonus not a performance-based bonus?

**Nicolas:** I move that we move this to in-camera.

**Speaker:**

**BIRT** we move this to in-camera.

**Mover:** Nicolas

**Secunder:** Arash

**Result:** For (17): Solomon Atta, Tarique Benbow, Farah Deeba, Victoria Gomez, Sara Hossenirad, Areezo M., Karanpreet M., Maria Martinez, Gloria Mellesmoen, Temitope O., Tayo Olarewaju, Nevena Rebic, Nicolas Romualdi, Kate Sedivy, Lily Takeuchi, Alexa Tanner, Yangfan Zhang

**- IN-CAMERA -**

### 3.4 **FORMATTING AND SPELLING CHANGES TO BYLAWS**

**Group responsible:** Code & Policy Committee

**WHEREAS** the Policy Manual and Bylaws contain typographical errors, and

**WHEREAS** correcting these errors, where they do not affect meaning, should not require as stringent an approval process as a change in the meaning of the text.

**BIRT** Council determines that correcting formatting errors in the Policy or Bylaws does not require approval of Council or the membership at AGM.

**BIFRT** Council permits the Code and Policy Committee (CPC) to correct formatting errors without approval of Council or the membership at AGM.





**BIFRT** Council directs CPC to draft an amendment to the Policy and Bylaws allowing expedited correction of spelling or grammatical errors, to be formally adopted during the next AGM.

**Claire:** Will Council members still be notified when typographical errors are corrected, in case that the meaning may be unintentionally changed by someone who is editing?

**Kate:** Yes, Council will be notified. We discussed some possible procedures for this when we first brought the motion and decided we'd need a bit more working out of the details, but a notification procedure was definitely a big part of that discussion. In any case, before any expedited approval policy is implemented, it will have to be approved by Council, so Council will have a say in whether you think that the notification procedures that we derive is appropriate, for the correction of the typos that are in our policies.

**Arash:** Do we have the authority to say that something doesn't require a vote at the AGM?

**Speaker:** Yes. I can speak to that. If it's the content then it stays the same. If you are just changing the colour of a law book for example, that doesn't make to be approved by Council or AGM.

**Mover:** Nicolas

**Seconder:** Arezoo

**Result:** For (16): Solomon Atta, Seyedraziéh Bayati, Tarique Benbow, Farah Deeba, Jordan Hamden, Sara Hossenirad, Philip Karangu, Areezo M., Maria Martinez, Gloria Mellesmoen, Temitope O., Tayo Olarewaju, Nevena Rebic, Nicolas Romualdi, Kate Sedivy, Arash Shadkam

**MEETING ADJOURNED AT 7:18 PM DUE TO LACK OF QUORUM (ONLY 19 COUNCILLORS LEFT)**

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### 3.5 EXECUTIVE OVERSIGHT COMMITTEE TERMS OF REFERENCE

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**Group responsible:** Code & Policy Committee

**Proposed Revised Policy:**

8.6.1 The purpose of the Executive Oversight Committee is to provide a review of the functioning of the elected Executive Officers as both individuals and as a group, and identify ways for the Executive Officers to enhance their performance as individuals and as a team.



8.6.2. The Executive Oversight committee shall:

- (a) Be chaired by the FEOO as per bylaw 8.5.6 (c) notwithstanding the terms of policy 7.7,
- (b) Support executive professional development, and the development of communications channels between Executives and with other relevant parties in the university,**
- (c) Develop evaluation criteria for performance evaluations of executive officers,
- (d) Create templates for Executives to help guide setting effective goals related to the Strategic Plan, and facilitate goal setting training sessions for incoming Executive officer in the month of April,**
- (e) Conduct **one initial goal review session and two formal** performance evaluations:
  - (i) **Initial goal review session** in June,
  - (ii) Mid term evaluation in November, and
  - (iii) Final evaluation in March.
- (f) Present a summary of performance evaluations to Council at the first Council meeting following each evaluation,
- (g) Provide an annual update on executive performance to members at the GSS Annual General Meeting,
- (h) Provide informal performance evaluations and feedback to Executive officers on a monthly basis or when necessary,
- (i) Ensure the completion of transition reports for incoming Executives at least two months prior to the end of executive terms, including creating templates for transition reports and establishing and upholding a review process for transition reports,**
- (j) Support conflict and complaint resolution with respect to activities of the Executive officers by:
  - (i) Receiving complaints and discussing these with the appropriate interested parties,
  - (ii) Taking steps to discuss issues of conflict in confidence **whether or not** a specific complaint has been made, and
  - (iii) Facilitating meetings between the interested parties, the FEOO, and two other members of the EOC to resolve the conflict or complaint.
- (k) Maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended.
- (l) Make recommendations to Council, as appropriate, to improve executive performance or address concerns.**

Rationale Behind Proposed Changes:

CPC has consulted with EOC on updates to their terms of reference. Most changes reflect the Strategic Plan responsibilities:

- New 8.6.2 (b) reflects Strategic Plan 3.1.B which calls for support of executive training, professional development, and communications with other governing bodies such as the AMS.



- 8.6.2(d) includes Strategic Plan 3.2.A’s recommendation for the use of templates to support goal setting using templates, and (e) better represents the June activity as a goal review session rather than a performance evaluation.
- 8.6.2(i) reflects Strategic Plan 3.2.C’s recommendations for executive transition reports.

8.6.2 (j) (iii) has been updated on EOC’s recommendation that two members other than the FEEO present during conflict resolution, rather than only one member.

Finally, CPC recommends explicitly empowering EOC in 8.6.2 (l) to make recommendations to Council regarding executive performance, as this is important in allowing EOC to fill their Oversight role. These recommendations would give Council appropriate guidance to act in cases where executive performance is concerned.

**WHEREAS** EOC’s terms of reference do not ideally reflect the strategic plan or EOC’s preferred practices,

**WHEREAS** CPC and EOC have both approved these changes,

**BIRT** Policy 8.6.1 and 8.6.2 be repealed and replaced with the policy 8.6.1 and 8.6.2 (a) through (k) as contained in the Policy Revision Form – Policy 8.6 EOC Terms of Reference.docx

**Mover:**

**Seconder:**

**Result:**

**WHEREAS** Explicitly empowering EOC to make recommendations to Council regarding executive performance is important in allowing EOC to fill their Oversight role, and these recommendations would give Council appropriate guidance to act in cases where executive performance is concerned,

**WHEREAS** CPC and EOC approve this change,

**BIRT** Policy 8.6.2 (l) be adopted as follows:

8.6.2. The Executive Oversight committee shall:

(l) Make recommendations to Council, as appropriate, to improve executive performance or address concerns.

**Mover:**

**Seconder:**

**Result:**

### 3.6 ACADEMIC AND EXTERNAL COMMITTEE TERMS OF REFERENCE

**Group responsible:** Code & Policy Committee



## **Proposed Revised Policy:**

### 8.2 Academic and External Committee

**8.2.1 The purpose of the Academic and External Committee is to develop resources to provide support for graduate students, including but not limited to those who have additional challenges and unexpected hardships, and to consider and make recommendations regarding university-wide affairs in so far as they affect graduate students. These affairs include but are not limited to changes in tuition fees, financial support, campus construction and zoning, student housing, and academic regulations.**

8.2.2 The Academic and External Committee shall:

- a) Establish effective GSS data gathering processes to guide advocacy, support graduate students, and support graduate student representatives,**
- b) Develop recommendations for graduate student advocacy, and initiate collaboration with other committees as appropriate to implement these recommendations,**
- c) Administer the Graduate Student Financial Aid (as per Policy 15),
- d) Provide oversight of the GSS Peer Support Services,**
- e) Support the Vice-President External in lobbying the municipal, provincial and federal government on behalf of graduate students,**
- f) Support the President and Vice-President Academic in arranging student representatives to other university committees or task forces,**
- g) Ensure that the external representatives named in 8.2.3.d are informed of their right to membership in the Academic and External committee,**
- h) Perform other duties **related to its purpose** as directed by Council.

8.2.3 Ex-officio members of the Academic & External Committee shall be:

- a) The President,
- b) The Vice-President, Academic Affairs,**
- c) The Vice-President, External Affairs,**
- d) The following external representatives,**
  - i) One graduate student member of the Board of Governors,**
  - ii) One graduate student member of the Senate,**
  - iii) The lead representative for the Society to the AMS (as specified in Policy 6.4.4),**
  - iv) The lead representative for the Society to the Faculty of Graduate Studies (as specified in Policy 6.3.3), and**
  - v) The lead representatives of the GSS to the faculty councils in UBC Vancouver.**

**8.2.4 The external representatives named in 8.2.3.d may waive their seat, and will forfeit their individual right to an ex officio seat in the committee if, having been informed of their ex officio membership, they miss two consecutive committee meetings without providing regrets in advance.**



## Rationale Behind Proposed Changes:

The new policy updates the Terms of Reference to more closely reflect strategic plan responsibilities and AcEx’s current activities, and to improve on the policy for AcEx’s numerous ex officio members.

8.2.1 now provides a purpose statement for the committee defining its area of concern. The bolded section reflects Strategic Plan priorities 2.3.A and 2.3B, which call for the GSS to support in particular graduate students during emergencies and graduate students with dependents. In discussion between AcEx and CPC it was determined that the current wording is the best balance between a desire to draw particular attention to graduate students who have more need for support, and a desire not to single out particular groups to the exclusion of the rest of the graduate student population.

The new 8.2.2 (a) and (b) reflect the Strategic plan priorities 1.1.A and 1.1.B, which calls for AcEx to use data into develop recommendations and guide advocacy

The new 8.2.2 (c) to (f) have been modified to reflect AcEx’s current duties.

8.2.2 (h) has been modified to specify that Council should only direct AcEx to perform duties that fit within the scope, as now defined in 8.2.1.

8.2.3 clarifies ex officio membership in AcEx. Further, 8.2.4 specifies that the membership of external representatives in AcEx is conditional on their participation in the committee; in the past, AcEx has found that not all of the external representatives who are ex officio members have actively participated in the committee, which can make it difficult to achieve quorum. 8.2.3(g) has also been added to clarify that AcEx is responsible for informing these representatives of their membership, as not all external representatives may be familiar with this policy.

**WHEREAS** the AcEx Terms of Reference is not ideally aligned with either the strategic plan or with the activities of AcEx,

**WHEREAS** the ex officio membership of AcEx should be updated,

**WHEREAS** the inclusion of external representatives as ex officio members of AcEx, even when these representatives do not participate in AcEx has impacted AcEx’s ability to make quorum,

**WHEREAS** CPC, AcEx, and G&A have all approved of these changes,

**BIRT** Policy 8.2 be repealed and replaced with the policy contained in the Policy Revision Form – Policy 8.2 AcEx Terms of Reference.docx

**Mover:**

**Seconder:**

**Result:**

### 3.7 CPIF DISBURSEMENT FOR LEON’S LOUNGE

**Group responsible:** House Finance Committee



**WHEREAS** the paint and ceiling tiles in Leon's Lounge in the Thea Koerner House are in disrepair and in need of an upgrade, and

**WHEREAS** re-painting Leon's Lounge and replacing the ceiling tiles will make the room more presentable thereby allowing for external room booking,

**BIRT** the GSS Council approves, by special resolution, the expenditure of up to \$5 500 from the capital projects and improvement fund (CPIF) to re-paint Leon's Lounge and replace the existing ceiling tiles.

## 4 MATTERS FOR DISCUSSION

### 4.1 UBC GOVERNANCE BODIES

**Group responsible:** Board of Governors Representatives and Senators

**Presentation time:** 10 minutes

**Presentation description:** An overview of UBC governance bodies, their roles and responsibilities.

**Relevant materials:** [UBC Governance Bodies on Campus.pdf](#)

### 4.2 GSS POSITIVE SPACE WORKSHOP

**Group Responsible:** VP UAA

**Presentation time:** 10 minutes

**Presentation description:** Invitation to Councillors to the Positive Space workshop at GSS

**Relevant Materials:** [Positive Space Workshop - LGBTQ2SIA+ Inclusion.ppt](#)

*RSVP to the workshop on August 13th [here](#).*

### 4.3 THE STRATEGIC PLANNING PROCESS

**Group responsible:** Governance & Accountability Committee - Tarique Benbow

**Presentation time:** 10 minutes

**Presentation description:** We are almost at the end of the current strat. plan period and as such it is time to review and prepare a new strat. Plan for 2021-2025. This presentation will review the strategic planning process and remind Council on the next steps.

**Relevant materials:** Strategic Planning.ppt

### 4.4 GSS SPACES UPDATE

**Group responsible:** GSS President

**Presentation time:** 5 minutes



**Presentation description:** Progress update on the Graduate Life Center Project. The office of the Provost, the VPS, FGPS and GSS have all signed off on using the SPIAC grant fund for the feasibility study, which is currently in progress.

Progress update on the new GSS Boardroom.

Progress update on the GSS Loft improvement project.

**Relevant materials:** [July 2019 GSS Spaces Update.ppt](#)

## 5 MATTERS TO NOTE

### 5.1 UPCOMING EVENTS

- July 20th Summer Hike to Hollyburn
- July 27th Pitch and Putt Outing
- August 10th Hike to St. Mark's Summit
- August 14th Craft Untapped

### 5.2 EXECUTIVES

#### 5.2.1 President:

- **GSS Loft at the AMS Nest**

The GSS has secured the support of FGPS to advocate the office of the UBC President for 45 kCAD in funding for improvements in the GSS Loft at the AMS Nest. This important step was the result of a collaboration between the GSS President, the Events Manager, the Communications Manager and the GSS VP Students. We are awaiting a response from the UBC President.

- **Human Resources Committee and Chair**

As directed by Council, the President managed to communicate with the former Chair of the Human Resources Committee, Rory Long. Rory apologies for the inconvenience caused since a number of external factors contributed to him not being able to discharge his duties more efficiently. As a result, he appointed the GSS President as deputy chair so the committee could resume normal operation. Since then, the committee has met one time (see HR updates and minutes) and normal operation is expected moving forward.

- **Advocacy to Change the Language Around Students with Different Abilities in the UBC Housing System**

The GSS Peer Support Specialist brought to the attention of the GSS President that when students with



different abilities are housed on campus, the online system displays the message: "*The following are your student attributes: Disabled – Permanent/Ongoing*".

The President has been in touch with UBC housing, who have already apologized and are looking into a quick solution. The Centre for Accessibility has also been contacted to prompt a review of other systems who may contain similarly inappropriate language.

- **Career Development**

The Lunch and Learn series continues to be a success and speakers are scheduled until September of 2019.

In addition, a career fair is being organized as a joint event with the Cell Biology and Physiology Graduate Student Society. The event will be held at TKH in November and will use Leon's Lounge, Thea's Lounge and the Penthouse. This will be a pilot event to test and potentially do the same with other departments.

A conference in collaboration with Interdisciplinary Graduate Studies is being planned for March 2020. The motto is "pushing the boundaries of academic conferences".

- **Document Management and Archival System**

The implementation of the Microsoft Teams platform has proven a solid system in the GSS office and more processes are being built into it. The next two will be human resources and financial oversight, collaborating with HR and HF. There are currently some back end issues that need to be addressed before the committee rollover can happen.

- **Alumni Advisory Panel**

The GSS President has been in touch with UBC Alumni engagement to potentially collaborate in the creation of the Alumni Advisory Panel. It is still unclear if we will be able to collaborate and how that would look like.

- **UBC Search Committees**

The GSS President has been appointed to the search committees for the SVPRO Director, the Director of Investigations and the new Ombuds Officer.

## 5.2.2 FEOO

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- FEOO has identified and compiled a list of areas in the GSS center that need improvements. The list is currently under analysis in the HF committee.
- As the officer enshrined to ensure society's policies on executive spending are followed to the point, the FEOO has occasionally been discussing specific budget spending with the executive members as well as the staff. In fact, every month the FEOO sends a list of AOs that have successfully applied and received the event fund to the Services committee.
- The FEOO compiled and circulated a draft of conflict resolution guideline to the concerned individuals and committees for review and feedback. The feedback has been very insightful and the final draft will be ready for presentation in Aug.





## 5.2.3 VP University & Academic Affairs

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## 5.2.4 VP External Relations

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## 5.2.5 VP Students

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## 5.3 COMMITTEES

### 5.3.1 Academic & External Committee

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### 5.3.2 Code & Policy Committee

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- CPC finished our first review of Elections Policy changes proposed by EC and sent comments to EC (June 25). Kate attended the EC meeting June 27th to discuss CPC's comments. CPC has discussed expedited correction processes for typographical errors in the Policy Manual and Bylaws, and reviewed the Declaration of Elections form provided by G&A committee (July 8). We have also finalized changes to Terms of Reference for AcEx and EOC committees (July 8), which are brought to this Council. CPC members are currently drafting suggestions for revisions to G&A and HR committee terms of reference.

### 5.3.3 Elections Committee

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- Elections committee is working with CPC on updating our terms of reference and Policy 12 Elections procedure. We hope to submit the updated terms of reference to be passed by GSS Council in August or September. Policy 12 will take longer to be reviewed since it involves many uncertainty in wordings.

### 5.3.4 Executive Committee

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## 5.3.5 Executive Oversight Committee

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- As the committee mandated to provide a review of the functioning of the elected Executive Officers, both as individuals and as a group, and to identify ways for the Executive Officers to enhance their performance as individuals and as a team, the EOC has since received and reviewed smart goals from each executive, provided feedback as well received views from each one of them on how to improve their positions/offices.
- The EOC has been receiving biweekly reports from each of the executive. While others are excellently presented others are good. However, this is a new task that was introduced with an aim of reconciling the transition reports, which are normally handed over at the end of the tenure.
- EOC is dedicated to supporting the executive team and as a result each EOC member has been paired with an executive for “anytime” assistance (please see EOC’s May minutes for details)

## 5.3.6 Governance & Accountability Committee

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- The G&A committee and its activities remains to be a crucial component in maintaining proper governance and accountability with the society. We continue to monitor the SMART Goal process for the standing committees. A final review of the FEOO’s goal progress was completed and will be reported to council in July 2019.

Furthermore the committee, is pleased to announce that it has accomplished its SMART goals for the period 2018-2019. We however continue to track and provide support on the implementation of the following goal outputs:

1. New GSS Council Agenda Template: The committee continues to provide support to the president and administrative assistance in the use of the new agenda template.
2. New Organization Charts: The team continues to work with the GSS staff to implement the approved organization chart for the GSS website.

Finally, the G&A committee continues to press forward with its mandate, which is to ensure proper governance within the GSS structure.

## 5.3.7 House Finance Committee

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## 5.3.8 Human Resources

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- The human resources committee has held a quorate meeting and started addressing their duties. The GSS President is currently Deputy Chair and there is an expectation to sit the senior member of the



committee, Arezoo Alemzadeh Mehrizi as Chair to finalize normalizing the operation of the committee. The committee has finalized the proposal for staff retention bonuses, which has been found financially sound by HF and endorsed for final approval by Council.

The committee has also moved the supervision of Marjan Abdolahi (GSS Peer Support Specialist) from the office of the VP UAA to the office of the President, as per the instruction of the GSS lawyer.

## 5.3.9 Services Committee

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## 5.3.10 AMS Caucus

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- [Click here for full pdf of AMS Caucus updates.](#)

## 5.3.11 Graduate Council Caucus

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## 5.4 SENATORS AND BOARD OF GOVERNORS

### 5.4.1 Senators:

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### 5.4.2 Board of Governors Representatives:

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- The Board of Governors has not met since the June cycle. In the break between meetings, we are pleased to welcome our new Board Secretariat Karen Hakkarainen who started at the beginning of the month. We are also sad to see some folks leave us, but we wish them the best on their next adventures: Shelley Milne, interim Board Secretariat, and Sarah Pickstone, admin coordinator.

The next meetings will be held in September: working groups and some committees on September 10<sup>th</sup> (HAP, Academic Renewal, UBC Neighbourhoods, Employee Relations, Governance), most open committees on September 12<sup>th</sup> and the rest on September 18<sup>th</sup> (Audit, Endowment Responsible Investment Policy Committee, Executive, Indigenous). Full Board will be held at UBC Okanagan on September 24<sup>th</sup> as usual for the September cycle.



## 5.5 STAFF UPDATES

- Novex Commercial Package including directors and officers liability insurance has been renewed. The policy’s coverages, limits, and deductibles ensure sufficient insurance has been provided to the Thea Koerner House as well as the Loft in the Nest from July 1, 2019 to July 1, 2020.
- We are in the process of asking quotations of upgrading the Leon’s Lounge as well as the GSS parking lot.
- A TV has been set up for the new Boardroom; new blinds for the new Boardroom and the Study Room will be installed
- We are in the process of preparing to organize GSS Staff Retreat for August 4th.
- We organized a successful Grad Secretary Appreciation lunch on June 25<sup>th</sup> with great turnout.

## 6 NOTICES

### 6.1 NOTICE OF NEXT MEETING

**Date:** August 15, 2019 at 5:30 pm

**Location:** Michael Kingsmill Forum, AMS Nest.

### 6.2 NOTICE OF UNSEATINGS

- **Uyen Nguyen was unseated as Councillor from the Governance and Accountability Committee.**
- **Jordan Hamden was unseated as Ordinary Member from the Code and Policy Committee.**
- **Sean Wu was unseated as Ordinary Member from the Code and Policy Committee.**
- **Rory Long was unseated as Chair of the Human Resources Committee.**
- **Rory Long was unseated as Ordinary Member from the Human Resources Committee.**
- **Arezoo Mehrizi was unseated as Councillor from the Code and Policy Committee.**

## 7 ADJOURNMENT

**BIRT** there being no further business the meeting be adjourned at \_\_ pm.

**Mover:**

**Seconder:**

**Result:**