



## Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre



### Presentations

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- A. None



### Adoption of the Agenda and Minutes

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**A. Adoption of the Agenda**

**MOTION 04/12/16:1**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council adopt the Agenda for the March 16, 2016 Council Meeting.

**B. Adoption of the General Meeting Minutes**

**MOTION 04/12/16:2**

**[SEE ATTACHED MINUTES]**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council adopt the Minutes for the February 9, 2016 General Meeting.

**C. Adoption of the Council Minutes**

**MOTION 04/12/16:3**

**[SEE ATTACHED MINUTES]**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council adopt the Minutes for the March 16, 2016 Council Meeting.



## Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre



### Executive & Speaker Reports

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#### A. Executive Reports

- a. President – Chris Cochrane (report attached)
- b. VP Graduate – Mark Kellenberger (report attached)
- c. VP Professional – Mark Asfar (report attached)
- d. VP Finance & Services – Christina Huber (report attached)
- e. VP Campaigns & Community Affairs – Lorne Beswick (report attached)

#### B. Speaker Report

- a. Speaker – Eric Rapos (report attached)

#### C. Approval

**MOTION 04/12/16:4**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council approve the Executive and Speaker Reports.



### Senator, Trustee, Commissioner, Committee & Other Reports

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#### A. Senator Report – Graduate Student Senator – Eric Rapos (report attached)

#### B. Trustee Report – Graduate Student Trustee – James MacLeod (report attached)

#### C. Commissioner Reports

- a. Athletics Commissioner – Dominic Kucharski (report attached)
- b. Equity & Diversity Commissioner – Erica Baker (report attached)
- c. International Students Affairs Commissioner – Sara SidAhmed (no report)
- d. Social Commissioner – Kyle Curlew (report attached)

#### D. Committee Reports

#### E. Other Reports

- a. University Rector – Mike Young (no report)
- b. Chief Returning Officer – Travis Skippon (no report)
- c. Departmental Reports (reports attached)

#### F. Approval

**MOTION 04/12/16:5**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.



## Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre



### Question Period & Departmental Issues

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A. None



### Business Arising from the Minutes

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A. None



### Main Motions

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**A. By-Election**

**MOTION 04/12/16:6**

Moved: Travis Skippon ([elections@sgps.ca](mailto:elections@sgps.ca))

Seconded: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Whereas there are two vacant elected positions (Trustee and Senator);

BIRT SGPS Council call a by-election with the following timeline, conforming to the rules set out in Policy:

- a. Nominations Open: April 13
- b. Nominations Close: April 19 @ 4PM
- c. Campaign Period Begins: April 20 @ 12AM
- d. Campaign Period Ends: April 26 @ 11:59PM
- e. Voting Days: April 27-28

**B. SGPS Clubs**

**MOTION 04/12/16:7**

Moved: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

Seconded: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Whereas the SGPS has partnered with the AMS to create a new joint Queen's Clubs Office that will provide club ratification and resources to all Queen's students regardless of society affiliation; and

Whereas the SGPS has signed a binding MoU with the AMS that outlines the operations of the new Queen's Clubs Office;



### Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre

BIRT the SGPS replace P.7 Clubs with the new Version Seen in Appendix Clubs.

BIFRT “The Queen’s Clubs Officer, who shall not vote.” be added as B.5.1.a.(17).

#### **C. Sexual Health Resource Center**

**MOTION 04/12/16:8**

Moved: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

Seconded: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Whereas the SHRC provides incredibly valuable services to the SGPS, Queen’s, and Kingston Communities in the form of at-cost sex products, educational workshops, student wellness advocacy, and more; and

Whereas the SGPS provides space to the SHRC in order to operate on campus; and

Whereas the SGPS is in a position to provide valuable resources and support to the SHRC in order to ensure its continued operations; and

Whereas the SHRC and the SGPS have partnered together to create a structure for the SHRC to operate autonomously within the SGPS;

BIRT SGPS Council Approve the creation of B.19 Sexual Health Resource Center, as seen in Appendix SHRC.

#### **D. Student Activity Fees**

**MOTION 04/12/16:9**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council approve the removal of Policy Section P.1.2, to be replaced with the new B.21.1 Student Activity policy seen in Appendix SGPS Activity Fees;

BIFRT this be part of a newly created bylaw: B.21 Financial.



**SGPS**  
Society of Graduate &  
Professional Students

### **Agenda**

April 12, 2016 - 5:30pm

McLaughlin Room, John Deutsch University Centre

#### **E. Health and Dental Fee Increase**

**MOTION 04/12/16:10**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

Whereas the SGPS Health and Dental Plan Fees have increased to \$486/student for the 2016-2017 academic year;

Whereas the current SGPS Health and Dental Plan Fee does not cover this increase in cost;

Whereas we still need to maintain a small plan administrative fee per student in order to cover permanent staff wages and promotional material for the plan;

BIRT SGPS Council approve an increase of the Health Plan Fee from \$260 to \$280 and an increase of the Dental Plan Fee from \$200 to \$220 for a total of \$500/student.

#### **F. Health and Dental Policy**

**MOTION 04/12/16:11**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council approve policy changes to P.1.3 as seen in Appendix Health and Dental Plan Policy Changes.

#### **G. Bursaries and Grants Policy**

**MOTION 04/12/16:12**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council approve the replacement of P.1.4 Dental Bursary Policy , P.1.5 Sports Bursary, P.1.6 Emergency Student Aid Bursary, P.1.8 SGPS Sustainability Action Fund Policy, and P.1.9 SGPS Accessibility Fund Policy with B.21.2 Bursaries as seen in Appendix Bursaries and Grants;

BIFRT SGPS Council approve the replacement of P.1.7 Grants Program with B.21.3 Grants and Sponsorship as seen in Appendix Bursaries and Grants.



### **Agenda**

April 12, 2016 - 5:30pm

McLaughlin Room, John Deutsch University Centre

#### **H. SGPS Equity Strategic Plan**

**MOTION 04/12/16:13**

Moved: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Emma Thompson, Kinesiology (Arts)

Whereas the SGPS currently does not have a long-term equity strategic plan; and

Whereas the Queen's University AMS Social Issues Commission presented an Equity Strategic Plan at the March 31st, 2016 Assembly meeting (see Appendix Equity);

BIRT SGPS Council task the Equity Issues Standing Committee with creating an SGPS Equity Strategic Plan; and

BIFRT the Equity Issues Standing Committee present the Equity Strategic Plan to SGPS Council by October 2016.

#### **I. Land Acknowledgement Policy**

**MOTION 04/12/16:14**

Moved: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Shelby Loft, Gender Studies

Whereas Queen's University is situated on the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations; and

Whereas the SGPS Council meets and organizes as visitors on this land, but has no formal policy or established practice to acknowledge territory; and

Whereas the AMS Assembly and the ASUS Assembly have recently adopted an acknowledgment of territory practice in their meetings; and

Whereas the SGPS Equity & Diversity Commissioner, the Aboriginal Student representative to Council, and the Gender Studies member of Council have consulted with the Four Directions Aboriginal Student Centre on creating a land recognition statement for the SGPS and have received their recommendations on this matter;

BIRT SGPS Council adopts the proposed land recognition statement and approves the changes to SGPS Policy Section P.5.1.1.b as seen in Appendix Acknowledgment of Territory



### **Agenda**

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre

**J. SGPS Speaker** **MOTION 04/12/16:15**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council elect [name] as the Speaker for the 2016-17 year.

**K. SGPS Chief Returning Officer** **MOTION 04/12/16:16**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council elect [name] as the Chief Returning Officer for the 2016-17 year.

**L. SGPS Special Awards Committee Chair** **MOTION 04/12/16:17**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT SGPS Council elect [name] as the Chair of the Special Awards Standing Committee.

BIFRT since the SGPS awards timeline for 2016 is out of sync with that which is outlined in P.6.1.2, a revised timeline be approved for this year's awards;

BIFRT the awards nomination period shall be open for at least two weeks, and shall end no later than the end of June; and

BIFRT the awards shall be presented to the recipients at the August Council meeting.

**M. Student Advisor Updates** **MOTION 04/12/16:18**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

Whereas the Student Advisor Program has been operating for more than a decade without proper recognition in SGPS Bylaws and Policies;

BIRT Council approve the addition of B.20 Student Advisor Program as seen in Appendix Student Advisors;

BIFRT Council remove P.3.4 Student Advisors Hiring, Rehiring and Evaluation, and Contract;



### **Agenda**

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre

BIFRT Council approve the change to P.2.1.1.b.(6) to “Management of the Student Advisor Program”;

BIFRT Council approve the change to P.18.7.a.(5) to “031 (Student Advisor Office)” and remove P.18.7.a.(6);

BIFRT Council approve the addition of B.10.1.a.(3), “Student Advisors \$8000”.

#### **N. Indigenous Artwork for SGPS Offices**

**MOTION 04/12/16:19**

Moved: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Natasha Stirrett, Aboriginal Student Representative

Whereas as surplus was discussed at the February 2016 SGPS Council meeting; and

Whereas Janice Hill, the Director of the Four Directions Aboriginal Student Centre, has expressed interest to the Equity & Diversity Commissioner in having the SGPS purchase locally-made art by an Indigenous artist for our offices;

BIFRT the Finance & Service Standing Committee work with the Equity Issues Standing Committee to determine a budget to commission locally-made art by an Indigenous artist for the SGPS offices; and

BIFRT after determining the budget for the project, the Equity Issues Standing Committee present several artwork and artist options to SGPS Council; and

BIFRT the preferred artwork option be voted on and approved by SGPS Council before the artwork is commissioned.

#### **O. Executive and Commissioner Relationship Review**

**MOTION 04/12/16:20**

Moved: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Lorne Beswick ([vp.community@sgps.ca](mailto:vp.community@sgps.ca))

Whereas the SGPS Executive and Commissioners do not have a close working relationship as outlined in B.9.2; and

Whereas communication & collaboration between the two groups should be improved; and

Whereas strengthened relationships between the two groups should be created; and

Whereas these changes should be formalize in SGPS policy;





### **Agenda**

April 12, 2016 - 5:30pm

McLaughlin Room, John Deutsch University Centre

BIRT SGPS Council task the Human Resources Standing Committee and Commissioners with forming a subcommittee to review the current relationship between the Executive and the Commissioners and to assess how it can be approved; and

BIFRT the Human Resources Standing Committee and Commissioners present a report and recommendations for policy changes to SGPS Council by September 2016.

**P. Non-departmental Seats on Council Review**

**MOTION 04/12/16:21**

Moved: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Lorne Beswick ([vp.community@sgps.ca](mailto:vp.community@sgps.ca))

Whereas SGPS Council has seats for non-departmental representatives as per B.5.1.a; and

Whereas these non-departmental representatives are for equity-seeking groups, being part-time, international, Aboriginal, and mature students; and

Whereas the part-time, international, and mature student seats on Council are currently vacant; and

Whereas there is no formal process outlined in policy to fill these vacancies because they do not come from specified departments; and

Whereas a fair and equitable process would need to be developed before filling these vacancies;

BIRT SGPS Council task the Equity Issues Standing Committee with conducting a review of SGPS policy and practices for non-departmental representatives to Council; and

BIFRT the Equity Issues Standing Committee present their report and recommendations for improvements to SGPS policies regarding non-departmental representatives to SGPS Council by October 2016.



### **Agenda**

April 12, 2016 - 5:30pm

McLaughlin Room, John Deutsch University Centre

#### **Q. SGPS Awards Policy (Monetary)**

**MOTION 04/12/16:22**

Motioned: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Lorne Beswick ([vp.community@sgps.ca](mailto:vp.community@sgps.ca))

Whereas current SGPS Awards policy P.6.1.4 states that an SGPS Award may come with a monetary award if applicable; and

Whereas the policy is not specific about how much that monetary award should be;

BIRT SGPS Council tasks the Finance & Service Standing Committee with determining a monetary value an annual budget for the SGPS Awards; and

BIFRT the Finance & Service Standing Committee present to Council a recommendation for a specific monetary value to be outlined in P.6.1.4 by September 2016.

#### **R. SGPS Awards**

**MOTION 04/12/16:23**

Motioned: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))

Seconded: Lorne Beswick ([vp.community@sgps.ca](mailto:vp.community@sgps.ca))

Whereas current SGPS Awards policy P.6.1.2 & P.6.1.4 and Social Commissioner policy P.2.2.3.b mentions outdated initiatives that the Social Commission does not perform anymore; and

Whereas the policy does not assign duties to a specific individual to ensure that SGPS awards are distrusted annually;

BIRT SGPS Council approves the changes to policy P.2.2.3.b, P.6.1.2, P.6.1.4 and as seen in Appendix Awards.



## Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre



### Other Business

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- A. **Findings of the HR Standing Committee – Mark Asfar**
  - a. **Subcommittee on Hiring Procedures (see Appendix Hiring)**
  - b. **Subcommittee on Progressive Discipline (see Appendix Discipline)**
  
- B. **Notice from Vice President Finance and Services – Christina Huber**

Kingston Coalition Against Poverty Fee was cancelled by the VP Finance and Services as the group has not picked up their fee since November. The group was emailed and phoned multiple times and there was no response. The group is not registered with the City of Kingston.

- C. **Discussion on AMS Equity Strategic Plan – Erica Baker**

Council will discuss the AMS Equity Strategic plan to elicit feedback with regard to its applicability to our own planning process. This discussion will only take place if MOTION 04/12/16:13 carries.

- D. **Student Code of Conduct – Chris Cochrane**

A draft of the new Queen's University Student Code of Conduct has been posted to the Secretariat's website:

<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/CodeOfConductDraft.pdf>



### Notices of Motion & Announcements

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- A. **Notices of Motion**
  - a. A notice of motion will appear on the May Council agenda regarding implementation of policy for an improved oversight system for the Executive.
  
- B. **Announcements**
  - a. The next SGPS Council Meeting will be on **Tuesday, May 17, 2016 at 5:30pm** in the McLaughlin Room. Motions and Reports are due to the Speaker **no later than 4pm on Tuesday, May 10, 2016.**



### Agenda

April 12, 2016 - 5:30pm  
McLaughlin Room, John Deutsch University Centre



## Adjournment

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### A. Adjournment

**Motion 04/12/16:24**

Moved: Chris Cochrane ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Mark Asfar ([vp.professional@sgps.ca](mailto:vp.professional@sgps.ca))

BIRT this meeting of SGPS Council be adjourned.