

## 2013-2014 SGPS Budget

	Budgeted
<b>Schedule 1 - Communications</b>	
Welcome Week Guide	\$ 2,250.00
SGPS Handbook	\$ 5,700.00
Advertising/Promo	\$ 8,800.00
<b>Schedule 2 - Council/Committees</b>	
Council	\$ 1,500.00
Charity	\$ 1,000.00
Committees	\$ 1,500.00
<b>Schedule 3 - Internal Affairs</b>	
Campaigns	\$ 4,000.00
Elections	\$ 1,200.00
Conferences	\$ 8,500.00
Social	\$ 23,000.00
International Commission	\$ 800.00
Sustainability	\$ 500.00
Executive Internal	\$ 2,265.00
Transition & Planning	\$ 6,000.00
Conflict Resolution Training	\$ 2,500.00
Equity	\$ 2,000.00
Accounting	\$ 7,500.00
<b>Schedule 4 - Office &amp; Other</b>	
Copier	\$ 5,000.00
Insurance	\$ 4,000.00
Telephone	\$ 6,000.00
General	\$ 16,000.00
Professional Development	\$ 1,500.00
Banking	\$ 300.00
<b>Schedule 5 - Stipends</b>	
Executive	\$ 63,500.00
Staff	\$ 44,000.00

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<b>Schedule 6 - Wages &amp; Benefits</b>	
Regular Employee	\$ 135,705.86
Part-Time Employee	\$ 18,000.00
EI & CPP	\$ 14,110.00
<b>Schedule 7 - Grants &amp; Bursaries</b>	
Club Funding	\$ 2,500.00
Awards	\$ 2,100.00
Emergency Student Fund	\$ 15,000.00
International Student Reimbursement	\$ 15,000.00
Grants Program	\$ 8,000.00
Dental Bursary	\$ 15,000.00
Sports Fund	\$ 6,000.00
<b>Non-Schedule Items</b>	
Contingency	\$ 1,000.00
Unallocated	\$ 1,000.00
<b>Total</b>	<b>\$ 452,730.86</b>
<b>Percent of Total</b>	<b>100.00%</b>
<b>SGPS Revenue</b>	
Society Fee	\$ 339,925.00
SAF Processing Fee	\$ 2,000.00
Sport Fund Fee (optional)	\$ 6,000.00
Brought forward from 2012-13 budget	\$ 30,000.00
H&D Administration Fee	\$ 55,000.00
PSAC Contribution: International Student Reimbursement	\$ 10,000.00
PSAC Contribution: Dental Bursary:	\$ 10,000.00
<b>Total</b>	<b>\$ 452,925.00</b>

### **Internal Review — Reporting in Late Fall**

During the fall semester the SGPS will be undertaking a review of our staff positions and executive positions to ensure that we are making best the use of our relatively modest resources and directing our activities towards the things that are most important to our membership. Of particular importance is a review of the new Assistant Executive Director position, as we have had a chance to see how this position has functioned over the last couple of years. My hope is that this review will make us a more effective and efficient office and executive. Any necessary bylaw or policy changes and all information on contract changes will be brought to Council in the late fall.

### **Council Working Group — Reporting at Fall General Meeting and at Year's End**

The Council Working Group is looking at ways to reform SGPS Council across four core themes: 1) improving Council attendance, 2) making Council debate more accessible, deliberative, and effective, 3) improving the committee system to drive more motions, initiatives, and bylaws, 4) working with local department students societies to improve their institutions and representation. All recommendations for bylaw, policy, and procedure changes from the Working Group will be brought to the Fall General Meeting, which will revolve around the theme of Council reform.

From there, the Speaker and the President will observe the changes, and write a final report at the end of this year's Council sessions observing successes and failures, and recommending next steps to the subsequent Council.

### **Communications Strategy — Reporting in the Fall**

Throughout the fall semester, I will be looking at ways to revamp the SGPS communications strategy. As I noted in my September report, I shall soon be bringing a bylaw change to create one or more Communications Coordinator positions that will be helpful in enhancing our existing communications strategy, however I will be working to look at other ways to improve the way we communicate our activities to members, solicit feedback and participation, and communicate our positions to other entities on and off campus.

### **Ontario Municipal Board Appeal — Reporting Throughout Fall Semester**

I will be devoting significant effort to ensuring the success of our appeal of Kingston's Electoral Bylaw with the Queen's Alma Mater Society and the Sydenham District Association. Success in challenging this bylaw — which currently excludes students from the calculation that determines the size and composition of the municipality's wards — is important not only for the effective political representation of our membership, but could create a precedent and have an impact on representation in university cities across the province. Our pre-hearing will have occurred before this meeting of council, so I can report on this, but further updates will likely through the semester.

### **Electoral Reform — Reporting in the Early Winter**

In collaboration with the Chief Returning Officer and our staff, I will be undertaking a review of the SGPS electoral bylaws and policies. The purpose of these reforms is to increase the competitiveness, visibility, and turnout in our elections. In recent years too few people have run for SGPS Executive posts, too few people have voted, and the overall profile of the elections on campus has been poor. We hope that a review of our bylaws, policies, and other practices can help ameliorate this, particularly in conjunction with the other changes taking place in Council. We will report on these initiatives to Council early in the Winter semester so that any necessary changes are in place in time for next year's Executive Elections.

### **Examining the Expansion of SGPS Membership — Reporting in the Winter**

In an effort to ensure that all Queen's students have the best possible access to appropriate services and representation, I will be conducting an assessment, and then open dialogues to determine whether there are programs or schools on campus who are not currently members of the SGPS who would be better represented and served by our organizations. I will report on these efforts in the Winter.

### **Possible New Services — Reporting by Year's End**

The SGPS should always looking for ways to expand the services we provide graduate and professional students. As a member of the Finance and Services Committee, I will be working to ensure we think ambitiously and try to determine new and innovative ways to serve our membership. As such, I encourage Councilors or other members to take a look at joining this committee, or to bring ideas for services they feel we may be able to provide to my and the VPFS' attention.

### **Representation Goals — Reporting All Year**

As the primary representative for SGPS members on the administrative bodies of the university, I have a variety of goals — in the broadest sense — that I am hoping to advance in my committee work through the year. As always, the goal of ensuring the continued strength of our programs and degrees, alongside ensuring affordability and access to education is my primary goal. On top of this, I will continue to advance the position that Queen's should strive to become a Canadian leader in quality, research, and innovation in teaching. In particular, I hope to ensure that graduate students become a bigger part of this push, with more support and resources to enhance our teaching and Queen's and help us develop more strongly as teachers.

Beyond this, I will continue to support the VPG and our other engaged students to ensure that the university's time to completion policies and strategies do not disadvantage graduate and professional students and do not deprive our membership of every support and opportunity to complete their programs. In addition, I will be working with the Registrar's Office and the School of Graduate Studies to change the date of any potential annual tuition free increase from May 1<sup>st</sup> to September 1<sup>st</sup> to allow graduate and professional students a better opportunity to plan their finances at the start of the year.

I appreciate your time in taking a look at my report, as always I am open to any suggestions and feedback on these goals or anything that may be missing. I am deeply excited to work on these and other projects — or issues, which inevitably arise — as the year progresses.

**Summary:** Becky recognizes that there is only so much that the SGPS can do in any one year, and that much of the Executive's work is reactive. Still, it is important to her to set goals for the year, and to outline some strategies that will be helpful to organizing particular projects.

With regards to the projects that have already been outlined in her portfolio, Becky will both **ensure the continuation and aim to improve the Free Queen's and Student Advisors programs**. To this end, she has outlined the strategies outlined below:

### 1. FREE Queen's

Goal: Plan, promote, and coordinate Free Queen's in the Winter 2014 semester (planning will begin in the Fall).

Tactics:

- Hire a F/W term work-study student to support FREE Queen's
- Communicate with the Free Queen's Committee (meeting schedule and 'to dos')
- Community member for Committee
- Approach the Office of Advancement about potential partnerships with alumni
- Approach Queen's Marketing & Communications about helping to promote the workshops, and disseminate the knowledge that the SGPS puts this on
- Promote event more widely to the local community via media outlets (contact individually)
- Audio and/or video record of the sessions (CFRC/film studies)

### 2. Student Advisors

Goal: Oversee, supervise and support the Student Advisors with all possible resources

Tactics:

- Hire and train new Student Advisors
- Inquire about permanent part-time staff position (former VPG and her reports, Sean, transition document created by Usman Mushtaq)
- Further develop the evaluation policy
- Start communicating with Senate/QUFA about supervisory relationships (possible campaign?)*
- Find supplementary training*

Becky also sees her role as **advocating** for the rights of graduate students. She feels that international grads, in particular, could greatly benefit from continued and focused support. To this end, she wants to take on the following strategies:

### 3. Promote Graduate Students

Timeline: Ongoing

Tactics:

- Bringing up graduate students and their interests to each committee she sits on (Homecoming, OCGS, GSEC, SARC, SRC, etc.) For example, OCGS group - process for IP?
- Tapping into Queen's Marketing & Communications to help bring visibility to grads (communications plan? Follow up with Kristin Wallace.)
- Capitalizing on Student Affairs' desire to pay more attention to grads and in particular, creating positive communication and a productive space on Graduate Advisory Working Group.
- Look into the structure of graduate-level representation to obtain clarification on Graduate Councils, GSEC, etc., and set up a communication strategy/network with graduate representatives on these Councils*
- Implement support/graduate specific campaigns (i.e. T2C, T4/T4A)*

#### 4. Improve the Quality of International Students' Experiences

Timeline: Ongoing

Tactics:

- Speaking to international students' concerns at committee meetings
- Working with Student Affairs and the Community Housing Board to establish a Community Housing Ombudsperson?*
- Promote activities of the International Commission*
- Check in on ITA distribution (irregular payments)

#### 5. Campaign for More Transparency in PSE and Fair Grievance for Graduate Students

Timeline: Ongoing – beginning in September

Tactics:

- Solicit support for the Ontario Ombudsman's campaign to extend oversight of the Ombuds Office to the MUSH sector (i.e. including Universities): Council endorsement/other pledges/petitions?
- Queen's-based Ombudsperson office?

#### 6. Advocate for a Reduction of Financial Barriers to Graduate Education

Timeline: Ongoing – beginning with upcoming BoT/Senate meeting?

Tactics:

- Lobby for the re-institution of post-residency fees (or equivalent institutional system at Queen's). This could entail seeking endorsements from university administrators, using materials from the CFS to raise awareness of the issue (including perhaps at Orientation), writing letters, etc. (CFS-National materials, tabling, knocking-on doors)
- Lobby to change the time at which new fee structures are approved (from May to September, when students are around to be a part of the discussion, and when students more adequately budget for the year ahead). This could entail working with the Registrar's office and putting the idea to the upcoming joint BoT/Senate meeting through one of the student Senators or Trustee.*
- Advocate against clawbacks to departmental/student funding/changes in eligibility for funding (through T2C and targeted student funding discussions) – Dean's Award, QGB, Work-Study (sensitivity of staff to the issues that graduate students can face).

PRFs: short-term goal is to engage students and long-term goal is to talk to administration  
Looks different in social sciences/humanities and sciences

#### 7. Improve SGPS HR Policies and Procedures

- Work with the SGPS ED, EA and VPP to improve the grievance procedure within SGPS*
- Think about how graduate certificates and diplomas will affect the SGPS operationally
- Work with the SGPS EA and VPP to improve the structure and flow of information between the Commissions and the rest of SGPS

## Goals and Priorities

**Membership and engagement:** continue to meet with departmental reps and individual members to identify how to make both the society and my position most accessible. I prefer to organize from "the bottom up" getting to know first hand the issues that concern the membership. It is a central focus of my year to spend as much time as possible getting to know the campus and the issues that concern our members and to organize around these issues. I have already spent a significant portion of the summer in this endeavor and there are a few initiatives underway.

Some of these include:

**Campaign for intellectual freedom:** There are a number of facets in this initiative. I have been developing personalized workshops/roundtables based on conversations I've been having throughout the university and the multiple and drastic changes which are shaping the face of research. I am going to offer these to departments and groups year round to help members understand, react and organize in ways that best suit the needs and interests of their department.

I will continue to organize around this issue through a number of different initiatives. The most recent example of this is a rally encouraging students and members of the community to "Stand Up For Science." The rally is being organized by a number of groups across campus, including the SGPS, in conjunction with the CFS and it will be held Sept 16, at noon, in front of Stauffer.

I have been working with several other groups on campus around this issue including PSAC 901 and OPIRG and I hope to have many more actions planned throughout the year.

**Joint Task Force:** Because there are a number of organizations on campus who represent graduate students in varying ways, it is important that we communicate and organize together to make sure we are representing our joint membership in the most comprehensive way possible. To this end I have established a joint task force on grad studies which brings these groups together bi-monthly to talk about the issues that effect us, and to discuss ways which we can best represent our membership given the resources and positions open to us. At the moment this task force includes members of the SGPS, PSAC 901, and ARAE. This task force is meant to be as inclusive as possible and membership is open to grad student groups campus wide.

Additionally,

**CFRC:** I am the SGPS member for CFRC, our campus radio station, and as such sit on the RQU (Radio Queens University) board. CFRC is the oldest campus radio station in the country and an institution within the community. Over the past couple of years the station has been facing a number of changes and challenges - and yet continues to hold strong. I will be working with the station to continue to raise the station profile and to help it thrive as it continues to transition from AMS to RQU management.

**CFS:** I will continue to represent the interest of SGPS members at the CFS and to promote SGPS/CFS initiatives on campus.

In October, the Social Team has planned two Fall themed events, taking a trip to Fort Fright (and trying not to use participants as human shields because we are all super scaredy-cats) and going for another infamous round of SGPS karaoke. We're also going to do a post-Orientation mixer at the end of September for those individuals who did not get a chance to attend the Orientation week mixer. We've found that a lot of students, especially international students, arrive a bit later in September, and we don't want anyone to miss out on the fun! For November, we'll be planning a sporty event (like ice-skating or curling) and maybe do another games night.

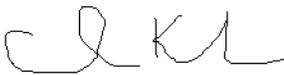
In the upcoming months, we hope to have another board-games night, some excellent athletics events, another button-making extravaganza, a February ski trip, and a few nights to watch some Winter sports. Taking feedback from Orientation week, we might plan another Speed Meeting night in the Winter semester for those who did not attend the Orientation week meeting.

The SGPS Sports! Hours (Fridays at 5:30pm-7:00pm) have been planned for the Fall semester. We're going to be going back and forth between the ARC and the PEC, depending on availability. On those Friday evenings where there are no availabilities in the ARC or PEC, we will try and provide our members with some other sports alternatives (like skating or Frisbee in the park).

Our goal is to sit down at some point in October and plan out the remainder of the Fall Semester to ensure that adequate promotion times are achieved. We will similarly begin to plan for the Winter semester mid-December. We meet regularly throughout the Fall and Winter semesters to plan events and delegate activities. We are also in regular contact over our email. We welcome any suggestions from our SGPS members and we also provide our planning services to SGPS members looking to put on their own events.

If our contracts were to extend to next October, we would also look into planning Orientation events. This might be ideal, given that we've all had experience planning throughout the past year. I think that we would largely keep many of the events that we planned this year, with the exception of bowling after a bit of a kerfuffle with Cloverleaf Lanes and a low turn-out. Other than that, we feel that a year is nearly enough time to recover from the non-stop party-rush of Orientation September 2012.

If you have any questions or suggestions, we are always available at [social@sgps.ca](mailto:social@sgps.ca).



Cassandra Kuyvenhoven  
SGPS Social Commissioner

### SGPS Computer Network

- Create a plan for the replacement of our aging web server. The web server enters its 7th year of service to the SGPS in February.
- Create a plan for the replacement of our mail/wiki server. The plan could involve replacement of hardware and software or just software. If the hardware is to be replaced, the old server will be usable as a backup in case the main server experiences massive failure.
- Create a cycle plan for the replacement of the Executive laptops (so we don't have to replace the entire fleet in a single year).
- Continue to work with Queen's IT to improve network functions needed for our servers.
- Continue to monitor the automated backups and come up with a secondary method of backup to avoid loss of data in the case of a failed drive.
- Update the mailing list server so mailing lists are easier to maintain.

### SGPS Website

- Minor tweaks on some portions of the website (health and dental section specifically) to make sure information is easy to find and clear.
- Massive redesign of the committee section of the website (working in concert with the Executive Assistant).
- Continue to ensure compliance with the latest browsers and devices (especially mobile devices as they gain prominence).

### Communications

- Further strengthen the ties between the SGPS and the Office of the University Registrar to ensure we are giving the best information we can to our members with respect to Registrar business.
- Strengthen our ties with the School of Graduate Studies and figure out what sorts of projects we can work collaboratively on (which we don't currently work together on).
- Redo our poster boards around campus – (complete redo).
- Entrench protocols with the Communications Officer at the AMS so it is easier to work together on a year-to-year basis.
- Research into the feasibility of allowing health and dental opt-ins to be completed online (we would maintain an in-office opt-in as well).
- Look into the feasibility of allowing credit card and Interac payments at the office.

Respectfully submitted,  
Sean Richards – [info@sgps.ca](mailto:info@sgps.ca)

As my contract as Equity Commissioner will be completed as of October 31, 2013, this 'year plan' is just to summarize my goals for my last two months as Equity Commissioner. It is worth noting that my 2012-2013 year plan was successfully completed! I am quite pleased about that and am thankful for all of the help that I received in completing it.

For the next two months I want to focus on three main tasks. For starters, over the summer the Equity Commission paid to have the 'Good to Know' document completed by the start of the new semester. Before I leave the position of Commissioner, I will ensure that the ball is rolling to have this document, and its updating and fine-tuning, to be put into the SGPS bylaws and policies as one of the tasks set forth in the mandate for the commission. I suspect that it will be best considered a part of the equity coordinator's position, but this is something that will be determined in time for the October council meeting.

As well, the first SEEC meeting of the term will be held in September. At that meeting, I would like to enter into the SEEC yearly agenda a proposal for an investigation of who is withdrawing from their graduate programs and why. My hypothesis is that the bulk of withdrawals are for financial reasons, and I am interested in knowing if any of the five designated groups are being adversely affected over other members of the Queen's population. I would like to ensure that SEEC is on board with looking at this as an educational equity issue before I finish my term as commissioner. The new coordinator, Colleen Webber, will be attending the SEEC meetings for the remainder of the school term and will continue to push this agenda.

Lastly, I am completing a detailed transition manual for the next Equity Commissioner. I want to ensure that the next commissioner is given as many tools as possible moving forward. Also, I want to ensure that the next commissioner is familiar with programs I have initiated, contacts I have made, and projects I am working on. It will, of course, be the next commissioner's choice as to what information they use moving forward, but I would like to provide as much information as possible to assist them.

For the next two months, that will be my main focus. I assume that the commissioner hired for November 1<sup>st</sup> will provide their own year plan with more depth and detail!

Sincerely,

Robin Westland

## Overview of the Year Plan

Kris and I have decided that our international team should carry on the long-term projects and the short-term projects in parallel. The long-term projects refer to the projects where the school policy or regulation has involved, such as changing UHIP to OHIP, adding more internal scholarships for international students. Due to the involvement of school policy, we expect that the long-term projects would take longer time to complete (i.e. 1-2 years), but it would be worth to put consistent effort and attention to make it. The short-term projects indicate the projects that can happen in a short time with the partnership of on-campus or off-campus organizations. The short-term projects will cover the specific areas of focus of career services for international students, international students' networking with local companies/business, language help for international students as well as their family members, education on Canadian health care, education on handling emergency and community housing support. We hope that those short-term projects can form a cycle that they will re-happen each year to benefit international students (preferably, each month with a specific area).

<b>Long-term Project</b>	<b>Short-term Project</b>
1. UHIP to OHIP	Career services for international students
2. Adding internal scholarships for international students	Networking opportunity with local business and companies
3. Policy regarding the immigration status change	Education on Canadian health-care system, handling emergency
4. Accent Discrimination	Language support for international students' family members
	Community housing
	Homecoming involvement (maybe)
	Awareness of financial assistance

Some of the project ideas are under implementation, and those projects are discussed below.

### a. Education on Canadian health-care system, handling emergency

Most international students are not familiar with the Canadian health-care system, along with the insurance package and UHIP. They need more guidance on the Healthcare system and the emergency case (Most international students don't know how to call 911 as 3 departments are combined). I have met with people from SGS and QUIC, and raised the issue of the education on the healthcare and emergency. Collette and Penina, from SGS, have confirmed that they will put those info into the orientation booklet. They hope that the orientation booklet will become a reference for all the international students if they have any health problems in the future. We were also thinking to have some workshops to train international students on healthcare and emergency. Those contents will also show up in the international students handbook.

### b. Career Services

As most internal scholarships are not open for international grad students, the only way to reduce their financial burden would be finding a part-time job. And most international students want to stay in Canada after graduation so that they need a full-time job afterwards. Either way, they need help from career services. Currently, most incoming international students don't write up their cover-letters and resumes in Canadian format, which keeps them away from the interview stage. We need to train international students how to write a proper cover letter/resume and how to prepare for a standard interview. I have meet with people from SGS and Career Service, and they have confirmed that they would like to provide some basic level career service training for just international students. Once those international students have trained up, they can go ahead and join the advanced-level workshops organized by the Career service for general students.

c. Networking with local companies/business

Networking helps people to find a job. However, most international students don't have any networking in Canada. Our international team really would like to help international students to build up some networks before they graduate. Our first goal is to help international students to build up some networks with local companies/business so that it would be easier for them to find a job in Kingston after graduation. I have met with people from KIP (Kingston Immigration Partnership), and we have planned to have some networking events in November this year. We will most likely to partner with Chamber of Commerce to provide international students with more opportunities. In all the events, we will invite enough businessmen from local companies and make sure each international student has a chance to talk to at least one businessman (even if they are not very good at speaking English, they will get a chance to have a one-on-one conversation). We also planned to do a major-match: we will invite the businessmen from a certain area, and then we will find the international students from this specific area/major. The potential events would be bus tour, speed speech, Chamber of Commerce mixer. We will keep everyone updated once there is more info coming.

d. Language support for international students' family members

A lot international students came to Queen's university with their family members (such as wife, kids, parents). Most of their family members cannot speak English so that they cannot live independently in Canada (such as finding a job, buying grocery, consulting with a doctor in the clinic..). International students have to take care of their family members, which add more pressure on the international students as they are really busy for school. There are two places in Kingston, KEYS and LINC, where they offer the free programs/courses to train "newcomers" in English-communication (the best-fit programs for newcomers, as they focus on communication and Canadian life culture). However, their definition of the "newcomers" is people who have been successfully immigrated in Canada and come to Kingston as newcomers. International students are not immigrants yet, neither do their family members (if they become permanent residence, they will not be called international students). Therefore, international students as well as their family members are not eligible for the programs/courses offered by the non-profit government organizations (KEYS and LINC). With that said, the only option they can do is the private language school (school for profit). I have talked to people at KEYS and LINC; unfortunately they cannot offer their programs to our international students (and their family members), due to the government funding requirement. Then I have talked to a couple private language schools in Kingston, most of their courses are designed for the academic purpose (for example, teenagers want to pursue further education in Canadian universities). But international students' family members are seeking the courses for daily life communication. So the only possible schools are Kingston Language Institution and Limestone School board. I have contacted both of them and asked for group discount. I am thinking maybe we (SGPS) can build a long-term relationship with one of them, similarly as what we did with GoodLife fitness. Then the language school can provide discounted rates to clients from Queen's University and hopefully they can provide flexible schedule (flexible schedule may be needed as parents are seniors who need more time to digest; wife needs to take care of kids so that time is restricted). At the same time, I will keep asking KEYS or LINC whether they can offer the program to our international students who have applied for immigration or are half way through the application process.

e. International Standing Committee

We may start the International Standing Committee in October. Or we will join all the events organized by QUIC and talk to the international students there to collect feedback and opinions.

Please do get in touch if you have any questions or concerns about the above, or if you have any ideas that you would like to share pertaining to international students at Queen's.

Best Regards,

Tian Lu

International Student Affairs Commissioner  
international@sgps.ca

Kris Singh  
International Student Affairs Coordinator  
isc@sgps.ca

## **OBJECTIVES**

### **Outreach**

A responsibility of the Equity Coordinator is to provide outreach to various campus groups. This year, I will be connecting with these groups to let them know what the Equity Committee does and to explore potential opportunities to work together to address equity-related issues on campus. I will be doing this through face-to-face and email contact, and I imagine this will be an ongoing objective that I will pursue throughout the year.

### **Good to Know document**

This document was created to provide a single source of all equity-related resources and organizations at Queen's and in the larger community. While it was originally created several years ago, the Equity Committee recently hired an RA to update it. With that complete, one of my responsibilities will be to maintain the currency of the document. In the coming year I will develop a plan to keep the Good to Know document up to date (e.g. periodically checking website and email addresses to ensure they are correct, making sure all relevant organizations are included in the document). I will implement a systematic approach that can be passed on to future Equity Coordinators so that the process of updating the document is as simple and streamlined as possible.

### **Graduate student funding as an equity issue**

As you may have seen in my previous reports, the Equity Committee is interested in examining issues of limited graduate student funding and restricted work limits as an educational equity issue. Anecdotally, we hear that limited funding and only being able to work 10 hours a week is preventing some individuals from pursuing graduate studies, or may be a cause for students withdrawing from studies. This may be potentially problematic for specific groups, such as international students, parents and older graduate students. We think that there needs to be an open discussion on student funding at the graduate level and the barriers that funding can impose on students. We will be presenting this issue to the Senate Educational Equity Committee in September and hope that they are receptive to further exploring this issue. We are interested in collecting data on how graduate funding may be insufficient to meet students' basic living requirements, what students are doing to get by financially (e.g. extra work, support from family, bank lines of credit), and how money issues are impacting students' educational experiences. We hope to raise awareness within the university's administration of the financial struggles faced by students and work together to explore ways to better support graduate students.

### **Supporting the Equity Commissioner and Equity Committee activities**

Aside from these activities, I will also be working with the Equity Commissioner and the rest of the committee to plan equity-related events throughout the year. We hope to have events for Disability Awareness Month and International Women's Day, as well as represent Queen's at the Kingston Pride Parade. Of course, we will also be exploring opportunities for other events through our outreach with the various campus groups and organizations.

### **Other projects**

I was quite happy to learn that as the Equity Coordinator, I am able to pursue some of my own equity-related projects. I am particularly interested in issues of women in the sciences (as a science student myself), as well as the broader issues of women in graduate school and academia. I am really in the beginning phases of trying to figure out what this initiative would actually look like, but I am thinking of some sort of meeting or small conference where we can get students together to discuss and explore the experiences of being a female graduate student, as well as to present and acknowledge all of the research that is being done by women in departments across the university. I have heard of similar things done at other universities and I believe that such an event would be well received at Queen's. I hope to develop a more definite plan in the next few months and have something organized for 2014.

Hello everyone,

As the newly appointed Sustainability Coordinator, I wanted to share some of my ideas and intentions regarding what I would like to accomplish in my role over the next academic year (2013-2014). My plans can be broken down as follows:

1) Improve Energy Management in SGPS Operated Facilities:

One of the major objectives that I had set out for myself in this role was to begin a process of creating a system by which we can manage and reduce energy consumption in SGPS operated buildings/offices (i.e. the JDUC, Queen's Centre and others). I am an individual who is of the philosophy that "*what gets measured gets managed*", so when I had found out that there is currently no system for keeping track of energy metrics in Queen's buildings in general, I instantly knew that this was an issue that needed to be rectified. Therefore, I had made it a goal of mine to begin the process of creating an energy management system (EnMS) that the Facilities Manager(s) as well as representatives from the SGPS and the AMS can follow in order to effectively monitor these metrics over time. For those who may not know, an EnMS is a guideline of best practice activities that are undertaken in order to measure, manage and reduce energy consumption in organizations and facilities. It includes creating an Energy Policy/Declaration for SGPS operated facilities indicating our commitment and objectives regarding energy management, which is then followed by the planning of energy reduction strategies as well as the creation of appropriate methods for monitoring progress over time. The standard that we will be following throughout this initiative will be the internationally accepted ISO 50001 standard which was developed in 2011 by the International Organization for Standardization and has been implemented by different organizations, facilities and universities in several parts of the world since then. If Queen's can develop an EnMS that meets the standards outlined in ISO 50001, I believe that it will be a great show of leadership on the part of the University with regards to energy management considering that no university in Ontario has become ISO 50001 certified. This is a project that I will be working on closely with the AMS as well as the Facilities Managers in order to accomplish.

2) Develop and Implement Sustainable Procurement Policy for the SGPS:

Another objective that I have set for myself is to begin the process of implementing and improving sustainable procurement within the SGPS. The SGPS currently has guidelines regarding Ethical Purchasing within its Bylaws and Policies, and within that is a section regarding "Sustainability". However, upon inquiry, I had been informed that the Policy was quite new and consequently there has not been much done with regards to practically implementing it. Therefore, I have made the intention to evaluate the current Ethical Purchasing policy for the SGPS to provide suggestions regarding how to effectively implement it and make it more relevant. One suggestion that I already have in mind is to create an objective process by which we can evaluate and choose "Preferred Suppliers" based on a checklist/matrix of criteria that we feel should be met in accordance with the Ethical Purchasing Policy that the SGPS has adopted. I am hoping to model this evaluation system based off of the current processes that are used by the Strategic Procurement Service (SPS) at Queen's but with a greater emphasis on Sustainability. This is a project that I hope to work on through attaining input from and engaging discussion with the SGPS Sustainability Standing Committee as well as other Executives.

3) Increase the Activity of the SGPS Sustainability Standing Committee

In line with the objectives of SGPS President Ian Reeves, I have made it another goal of mine this year to strengthen the relationship between the SGPS Sustainability Coordinator and the SGPS Sustainability Standing Committee. Through discussion with previous Committee members and review of last year's transition manual, I had found that the relationship between the Sustainability Coordinator and the Committee in the past had been limited to voting on Sustainability Action Fund applications once in a while in addition to discussing project ideas that may not belong to the Committee as a whole. As a result, there has been a noticeable disconnect which has left Committee members feeling unengaged or uninvolved in

the activities that they would hope for from being involved with the SGPS. To remedy this, I am planning to emphasize the creation and leadership of project ideas from Committee members themselves in order for there to be a greater sense of ownership for the initiatives that the Committee is undertaking. I am also planning to work closely with the Committee on projects that I am working on myself including the development of Sustainable Procurement Policy and Methods for the SGPS. Through this, I hope that the SGPS Sustainability Standing Committee can become more of an influence on the activities of the SGPS as well as the University as a whole.

4) Strengthening Collaboration with Sustainability Groups on Campus:

Another objective of mine is to increase collaborative work with different sustainability groups on the Queen's campus. I am already working closely with the Sustainability Office, the AMS Environment and Sustainability Commissioner as well as the Sustainability Coordinator for ResSOC in planning for the 2<sup>nd</sup> Annual Sustainability Week at Queen's University. I am looking forward to further developing these relationships as we begin to implement different sustainability projects over the upcoming school year. I am also very interested in partaking in collaborative efforts for education and outreach towards the Queen's community, so I feel that these relationships will be further strengthened through our work together.

Those are my major objectives for the coming year, however, there will be other initiatives and ideas that I will come up with or be involved in as the year progresses. I am looking forward to a productive and fruitful year ahead! If anyone has ideas that they would like to suggest as well, you can always contact me at my email (located below in my Signature).

Thank you and all the best in the year ahead.

Sincerely,

Gulaid A. Egeh

Sustainability Coordinator  
sustainability@sgps.ca



Society of Graduate and Professional Students  
Year Plan of the Athletics Coordinator  
September 2013

The objective of the Athletics Coordinator is to promote physical activity within the graduate student community and to provide a venue for social interaction. This year, we plan to achieve this primarily through the continuation of the weekly SGPS Sports Night.

Every Friday from 5:30pm-6:30pm different sports events will be run on a drop in basis. These events will take place in the ARC, PEC and elsewhere as required. To appeal to a wider range of graduate students, different sporting events will run each week. For example, one night might be floor hockey, the next badminton and the following inner tube water polo.

The schedule for the fall term is as follows:

September 27 <sup>th</sup>	-	Floor Hockey
October 4 <sup>th</sup>	-	Basketball
October 18 <sup>th</sup>	-	Indoor Soccer
October 25 <sup>th</sup>	-	Handball
November 8 <sup>th</sup>	-	TBA
November 15 <sup>th</sup>	-	Badminton
November 22 <sup>nd</sup>	-	Floor Hockey
November 29 <sup>th</sup>	-	Indoor Soccer
December 6 <sup>th</sup>	-	TBA
December 13 <sup>th</sup>	-	TBA

Given a lack of gym space available in the ARC and PEC, we are currently seeking alternative activities for November 8<sup>th</sup> and December 6<sup>th</sup> & 13<sup>th</sup> which do not require a gym; for example skating or inner tube water polo. Events for the Winter Term will be scheduled based on the popularity of each sport during the fall and are expected to run at the same time each week.

Since not all members of the SGPS are able or interested in participating in a sports night, SGPS members will also continue to be encouraged to take advantage for the Sports Fund and Goodlife Membership. The Goodlife Membership is expected to continue at the current rate of \$400/year. Memberships can be started or renewed at the end of each month, for a start on the 15<sup>th</sup> of the following month.

I am very excited to join the rest of the SGPS Social Team in running the social events and festivities coming up in Orientation Week! However, while Orientation Week is undoubtedly the busiest and most intense week for the Social Team, I am looking forward to filling the coming 2013-2014 school year with many more engaging, entertaining, and equitable events for all of our graduate students to enjoy. It is important to build on this momentum and there are already a few events in the works including a post-Orientation week information session and mixer at the end of September and have a number of exciting events in the works for October too. In this coming year, I look forward to being a valuable member of the Social Team and providing my full support to our Social Commissioner. I aim to be a contributing member of the Social Committee by engaging in the planning, booking, and attendance of all events. As a team, we will continue the Friday Night Sports nights as these have excellent attendance and are in demand from the student body. We will also ensure that there are a number of other events to appeal to students and break up their academics with amazing events! These include, but are not limited to, some of the following favourites: Fort Fright, Grad Club Trivia, Board Games Night, Karaoke, Market Square Skating, Ski Trips, Rating Trips, BBQs...

This past year, I feel my most valuable action has been to create a distribution list for Graduate Assistants across the university. Prior to each of our events, I email the events details and appropriate links to the Graduate Assistants who then forward it to their graduate students. This has proven to be a great way to spread the word, and we have increased the number of students coming out to our events. For this coming year, I have consolidated the list against one provided to me by the Executive Director, and I will continue to contact Graduate Assistants in an attempt to make all students aware of what the Social Team is planning!

**GOALS:**

Communication

Increase awareness about our events

- Receive more feedback from students about our events
- Find out how most students learn about events to determine where we lack in our outreach and communication

Accessibility, Equity and Quality

- Ensure continued accessibility of events by using accessible venues as much as possible
- Choose activities that range across the spectrum to appeal to all of our members:
  - Vary event times from day/night, weekday/ weekend
  - Vary type of event: alcoholic/ non-alcoholic, athletic/ non-athletic, family-oriented, etc.
- Address and anticipate various health and safety issues relating to social events

Thank you to my fellow team members, the executive and the SGPS members who continue to come out and support our events!

Ciara Bracken-Roche

Logistics Coordinator  
SGPS Social Team



Society of Graduate and Professional Students  
Year Plan of the Planning Coordinator  
September 2013

The SGPS Social Team is looking forward to a great fall, filled with fun events for our graduate students.

September kicks off with a week of great orientation events. This year events include a semi-formal dinner and dance at Portsmouth Harbour, a visit to the Corn Maze on Wolfe Island, a 1000 Island's boat cruise, sporting events, billiards, and a couple evening events at the Grad Club. We're looking forward to getting to know all the new grad students, and hopefully seeing our executive out at the events as well!

We have some great events planned post-orientation week as well. Including a karaoke night, a visit to Fort Fright, and starting up our regular Friday evening pick-up sports games.

As Planning Coordinator, I will be working closely with our Social Commissioner and the entire social team to ensure the events are successful. Specifically, I deal with all PayPal transactions when we have events we charge any fee for, coordinate entry at these events, help the team come up with ideas for new events, attending and supporting the team at all social events, and attending the Friday night athletic games.

In general, the events we organized in the 2012-2013 year were very successful. The new Friday night sports events became very popular, and we consistently had a large crowd out to play. All 'mixer' types events, whether held at the Grad Club or off campus, were also very popular. Other events, such as movie nights, button making, Frontenacs Games, and Fort Fright also proved to be very popular. Unfortunately we were forced to cancel a couple events over the summer due to lack of interest (such as whitewater rafting), but we hope next year with more publicity we can ensure this event happens. Because of the success of the events held last year, we plan to offer a similar variety of events in the coming year.

Currently, my contract (as well as of those of the Social team) runs until to October, 2013. As such, we have set up a tentative plan for events post-October but these will not be made firm until contract extensions or new hiring takes place.

**Summary:**

The Student Advisors recognize that they and the Program can only accomplish so many activities in addition to advising in any one-year; however, it is important to set Program goals for the year. This plan outlines some strategies that will be helpful to organizing around particular issues of concern, and will support the work of the Advisors.

1. Continue to support graduate and professional students at Queen's:

*Supervisory relations*

- meet and build relations with QUFA
- request bridge funding for students who switch supervisors
- investigate taking an item about supervisory relations to Senate
- continue to provide workshops on supervisory relationships and communication strategies

*Academic integrity and intellectual property*

- develop materials for students who experience departures from academic integrity and misuse of intellectual property

*General*

- document/record in/formal Program processes (in FAQ sheets) to support the Advisor client intake procedure
- continue to request departmental handbook updates
- focus on outreach and communication strategies such as co-hosting 'PhD Comic: The Movie' to improve program visibility and peer-to-peer referrals