



Agenda
August 16, 2016 - 5:30pm
McLaughlin Room, John Deutsch University Centre

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today.



Presentations

- A. None**



Adoption of the Agenda and Minutes

- A. Adoption of the Agenda**

MOTION 08/16/16:1

Moved: Saba Farbodkia (president@sgps.ca)

Seconded: Sebastian Gorlewski

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

Vote: In favour unanimously.

- B. Adoption of the Council Minutes**

MOTION 08/16/16:2

[SEE ATTACHED MINUTES]

Moved: Saba Forbodkia (president@sgps.ca)

Seconded: Sebastian Gorlewski

BIRT SGPS Council adopt the Minutes for the May 17, 2016 Council Meeting.

Vote: In favour unanimously



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Executive & Speaker Reports

A. Executive Reports

- a. President – Saba Farbodkia (report attached) [nothing to add]
- b. VP Graduate – Sebastian Gorlewski (report attached)

Mostly focused on networking for current grad students. Doing a review of grad student mental health. Please contact me if you have any questions. We have some news about the Student Advisor program which is doing well this summer.

- c. VP Professional – Kishan Lakhani (report attached) [not present]
- d. VP Finance & Services – Stuart Clark (report attached) [not present]
- e. VP Campaigns & Community Affairs – Anastasiya Boika (report attached) [not present]

B. Speaker Report

- a. Speaker – Travis Skippon (report attached) [nothing to add]

C. Approval

MOTION 08/16/16:3

Moved: Saba Forbodkia (president@sgps.ca)

Seconded: Sebastian Gorlewski

BIRT SGPS Council approve the Executive and Speaker Reports.

Emma Thompson: Sebastian – you mention that grad students have difficulty getting access to mental health counselling. Saba mentioned the PEC is being revitalized as student health center; will we see, in that revitalization, more resources for grad student mental health?

Sebastian: I think Saba is more familiar with the renovation. I know they are intending to move counselling services into the revitalized PEC. However, at this point they haven't secured all the necessary funding and are still looking for donors. The project will likely be done in the 5 year timeline. This wouldn't be an immediate transition. As to increasing resources, I haven't heard anything.

Saba: From what I've learned, the purpose of the revitalization is to bring existing resources together. As far as I've heard, there is no direct talk to increase resources.

Adam Ali: Question for Saba – thanks for the report. Your first point here on health and wellness, drafting guidelines for Queen's Joint Health and Safety, is the draft available somewhere for people to look at?

Saba: I don't believe it's ready for public release.

Adam Ali: Any idea when that will become available?



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Saba: I don't know. The last meeting I attended was the final meeting, so it should be available soon.

Vote: All in favour.



Senator, Trustee, Commissioner, Committee & Other Reports

A. **Senator Report** – Graduate Student Senator – Ciara Bracken-Roche (no report)

Hi I'm Ciara. I start my position later. First meeting is in September. I hope to have more updates for you all throughout the year.

B. **Trustee Report** – Graduate Student Trustee – Adam Ali (report attached)

Check out the Queen's Governance Portal for more information about what's going on, particularly about the revitalization program. It's important for us to ask questions.

C. **Commissioner Reports**

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

We had quite a busy summer, with a number of successful events and one absolute failure. The commissions have been really burdened by the new sanctioning process – I think the process is an important facet of having social events because we need to insure our members. There needs to be a lot of work and I hope Council does some of this work. We've been receiving a lot of top-down pressure from the University that I believe is unwarranted (for off-campus events). I would like to urge Council to create a discussion about the position of the University to be able to impose sanctioning requirements on the SGPS. I would directly refer to Student Affairs, who has been pressuring us to do more paperwork and proposals. We've been doing more paperwork than hosting events.

D. **Committee Reports**

- a. Report of the Equity Issues Standing Committee on the SGPS Equity Strategic Plan (no report)
- b. Report of the Equity Issues Standing Committee on the review of non-departmental seats on council (no report)
- c. Report of the Special Awards Committee (report attached)



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Kyle: Not much else to say. We've sent out a notification of the nomination process through the grad coordinators. I hope our reach to the membership will be much wider now. I've already received nominations, and I think this process will be successful.

E. Other Reports

- a. University Rector – Cam Yung (no report)
- b. Chief Returning Officer – Vacant (no report)
- c. Departmental Reports (reports attached from SKHS and Philosophy) [nothing to add]

F. Approval

MOTION 08/16/16:4

Moved: Saba Forbodkia (president@sgps.ca)

Seconded: Sebastian Gorlewski

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

Ciara: I think this might lead from Kyle's comments nicely. As formal Social Commissioner, I've noticed a decrease in the number of athletic and social events. Can you comment on what's been happening?

Kyle: My ambitions at the beginning of taking this event was to hold up to 7 events a month. A combination of small easy-to-run events and large events with more background work. There was word in the first month that we'd get a new sanctioning program and it eventually came into place. The process was initially quite overbearing and we had to reduce our events to accommodate. There have been improvements based on recommendations over the summer, but I feel it needs to go further. My team has a limited amount of time per week to get things done. The groundwork required to meet the sanctioning requirements has been too large and it is quite a lengthy process. I know there's a lot of interest in the office to get things moving... I know the staff can speak to it at the next meeting, but this is definitely a conversation we need to have.

Emma: Is it just the amount of paper work you have to do? I've seen online the form you need, and there's a timeline... Is it just that or is there more paperwork beyond that?

Kyle: Paperwork for the process is only lengthy when you have a series of events. In addition to my role of ongoing events, I need to do orientation week as well. In this case, orientation should probably take priority. After the process is done, we have to do the groundwork to conduct the risk mitigation that was suggested. After that is done, we need to do proposals for budgets. The process is quite long – we're trying to do it a month in advance, but we haven't been able to catch up.

Korey Pasch: Just so I understand, you spoke of Student Affairs wanting more proposals. Is this what you're speaking about, or is this partially a SGPS thing?



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Kyle: This is something for Events that had to do with orientation week. I met with Roxy in DSA for some O-week events. They had a recent meeting with us – they want us to do more proposals to them for doing events, which I feel may be overstepping the bounds of that office. I can't say much to them since I'm not elected, but I'm keeping the discussion going.

Jared Houston: I want to express my disappointment that the committees struck on Equity did not report to council. It's unfortunate that we lost the commissioner and that no one else was on the committees, but they were tasked by council to create reports for us. That task should still fall to their supervisor, the Executive and Director of Logistics. I understand why there are no reports. If someone left, there should have been a new call for committee membership. I expressed interest. The committee could have attempted work, and should have asked for an extension if it could not have been completed. What were the circumstances that prevented any work from being done?

Sebastian: Thanks Kyle for bringing this up. The event sanctioning process is supposed to be a process that protects us as graduate student when we host events – it's supposed to be more pragmatic and bring convenience. I appreciate you bringing up the concerns. To clarify on why it's been a bit difficult with the whole process and oversight from the university – it's a bit of a difficult relationship to maintain because, ultimately, if they're unsatisfied with the process that we're using in terms of approving events, they can say no to the events or ask that all event sanctioning comes under them. Definitely the last thing we want is to make it more annoying for campus groups to run events. As to the Equity commissioner and group being unable to submit report for council – I share the disappointment with you. Unfortunately just how it unfolded throughout the summer, it was very hard to know what was going on with the position. This is something we can look forward to doing in the fall in terms of getting that committee together and actually coming by some of the recommendations.

Kyle: We do need to protect the membership and events. The concerns I had with the university is that we're kind of taking on the same process as the AMS, but our membership is qualitatively different from the AMS. Graduate students are highly qualified and, for the most part, adults. Some of the processes we're going through are treating our graduate students as if they were undergrads. There needs to be some sort of pushback to the university about the sanctioning projects that we do have. I know that, prior to the university cracking down on the sanctioning process, we weren't exposed to the same things as the ASM because we are graduate students and professional students. As important as this is, a conversation needs to be had with the university about context-specific sanctioning. We don't have any kind of clout with the University, so it is up to the Executive and Council to make a statement, or not.

Ciara: Given what Kyle said, is there any way that we can decide, as Council, to approach the University about this. In previous conversations, I have been told that the SGPS is an independent self-governing organization. Why are we getting these top-down instructions that are destroying the basis of our social community on campus?



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Sebastian: Absolutely we are this autonomous organization. In the same way, we rely on the university to provide facilities for our events. For the most recent requests, our Director simply said no because the burden was too great. I share your frustrations, Kyle is doing a great job, as well as the department orientation leaders. We apologize that it has been... some roadblocks with this coming out this year. Thanks for raising your concerns.

Saba: I just want to say a point about us having the same process as the AMS. This is partially a result of a motion that was passed in a Council meeting in 2013 - where the Council moved for the SGPS to use the AMS forms.

Kyle: I mirror your opinion on that - it was definitely a motion to Council. I am just trying to give information from the ground. I am definitely not criticizing the existence of the process, I just think it needs to be improved.

Saba: I will bring this up with Student Affairs.

Debra Mackinnon: In terms of transparency, we've already heard something from Student Affairs about top-down approaches, and Andria saying no to some recommendations. Could Council be made more aware of these issues?

Sebastian: Absolutely, if that's something that's important... especially this issue. When it came up, we didn't anticipate this would be so annoying to implement. We can be more sensitive to the transparency of how we approach these issues with Council.

Adam: Okay, we're talking about talking to the University. Who are we actually talking to? Student Affairs, the name Roxy is tossed in there. Who are we actually going to go speak to? How is that process going to go? Who is a person? Could you tell us who this Roxy person is, or other places on campus we could go to actually have this conversation?

Kyle: I only know of Roxy in Student Affairs because I don't know much about the bureaucracy of the university. I had to speak with her about running events on campus. There was later a discussion with student affairs about what Andria had been concerned about. A more recent meeting with DSA, when things got changed up again - Andria can speak to this. I was on vacation so I cannot discuss in detail.

Jared: Point of Order - if we approve the reports, specifically the ones from the Equity Committees, or lack thereof; the approval of those reports is consistent with those committees needing to fulfil their mandate at a later time?

Travis: I believe we would need to amend the motion to postpone the approval of those reports to a later date. We don't need to set a date, can postpone indefinitely. If we approve them, we are saying they are completed.

Motion: Amend the motion to Postpone Approval of Points D(a) and D(b) of item IV indefinitely.



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Moved: Jared Houston

Seconded: Sebastian Gorlewski

[No discussion.]

Vote: all in favour

Vote on main motion:

All in favour.



Question Period & Departmental Issues

A. Question for the Executive:

Does the SGPS have a risk assessment and management policy? If so, will the Executive please explain the content of this policy and the process by which it is applied? For example, if risk is understood as the product of probability and potential disvalue, how are probabilities assessed? What dimensions of disvalue are included beyond financial liability? How are competing risks weighed against each other?

Saba: With regards to things like event sanctioning, for example external things. An organization can be put at risk or financial liability for risk of being sued, we do have this event sanctioning process and insurance to take care of it. This is basically our protection. In order to use that protection, we need to comply with a set of standards that would minimize the risk. For example, event sanctioning: for our risk assessment for any event, we have to go through to determine if the probability of an incident is high or low. this provides a risk matrix. Both the severity and risk is produced according to a table, it is a qualitative process. There is a list of items that are in that table to ensure consistency. When an events proposal comes to the office, our staff will go through that risk matrix table and will compare the proposal to the table, and will assess whether the probability of severity is high or low, probability of incidence is high or low, so on. We generally don't approve events with a high risk right away. We don't usually outright reject any either. We propose adjustments. We get into a conversation with the person who has proposed the event to see if there are alternatives to the event that we can produce from the table. This is the policy.

Ciara: I am curious if this process came to Council. I feel like this should have been come from Council and we should have discussed it.

Saba: The table was from Section C of the forms attached to the April 2013 Council. There was a motion to adopt the forms from the AMS. In those forms, the risk matrix was include.



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Jared: Thanks for that. An organizational risk management and assessment policy would cover events, and all other things that the organization evolves into. There have been previous changes to services based on the language of risk. I don't know the context of the April council motion. If it was just to approve the forms from the AMS, it is not an approval of a comprehensive risk management policy. I have expressed to the Executive that we should have such a policy that covers our organization. I think we should continue the conversation to extend the language that is used in the event sanctioning to other areas of the organization.

Korey: Just a follow-up for clarification. You said the analysis is performed based on a qualitative analysis of the risk of things occurring at the event. You said that Andria goes through and performs the analysis. Who else is involved in the process? What is the oversight? How do you go about tweaking it?

Saba: Generally when Andria does the analysis, she keeps in touch with the person who proposed the event. If there is any point of contention, she usually brings that back to the Executive. There is a four week period before the event is actually going to be run when they usually propose the event to submit the proposal for sanctioning. This is here to allow time for the conversation. For those departmental societies, the executive gets a chance to have a say on how the analysis is done.

Sebastian: Just to address Korey's second point about how we will be going about improving the risk assessment system in the future. We would be very interested in garnering your feedback on the process and clearing up some misconceptions. We don't have a firm way of assessing our process right now because it's just been implemented, but it's something we can begin with going into the year.

Debra: Factual question. This was brought in in 2013, and we're now adopting it currently? And this has to do with larger issues to do with insurance... As we continue to do this, can we amend these documents to better reflect the SGPS ?

Travis: This is a bylaw questions so I will address: We cannot amend the AMS' documents, but we can amend our policies to say that we use them with an adjustment.

Ciara: This was passed in 2013, but we didn't actually pass these documents into our bylaw and policy. If it wasn't included in bylaw and policy, but it's being implemented without going through Council... I feel like this is a breach of process. I feel like this should have to go to council before it is implemented.

Travis: From a rules point of view, it did go to Council and was passed. If it didn't go into B&P, that's the fault of the Speaker at the time. There's nothing stopping us from having this conversation that you're having now.

Sebastian: One of the reasons why it hasn't been discussed at Council thoroughly yet, is the timeline of how things have worked out. This was a process that we've been increasingly pressured to do in June



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and July. With the pressure of orientation week and how things go on, we haven't had a big discussion on it yet.

Korey: Just as a follow-up - beyond the adoption of the AMS forms in terms of the production of the risk matrix in terms of event sanctioning, it's clear the SGPS does not have an overall risk management policy, is there anything in B&P that stipulates how these forms are populated or instructing the producer of this matrix or user how to proceed with its use?

Travis: As far as I'm aware, the answer is no.



Business Arising from the Minutes

A. SGPS Chief Returning Officer

MOTION 08/16/16:5

Moved: Saba Farbodkia (president@sgps.ca)

Seconded: Stuart Clark (vp.finance@sgps.ca)

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

Travis: Are there any nominations for Chief Returning Officer?

[awkward pause as people shuffle their feet]

Travis: No. This leaves us with the option to post-poner this again. Hopefully when the term is started there is more interest.

Motion: Postpone until the second proposed September Meeting of Council.

Moved: Jared Houston

Seconded: Emma Thompson

Vote: All in favour.

B. Approval of the Commission Review Committee Report

MOTION 08/16/16:6

Moved: Saba Farbodkia (president@sgps.ca)

Seconded: Stuart Clark (vp.finance@sgps.ca)



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Whereas council voted to postpone acceptance of this report from the May council meeting to the August Council meeting

BIRT Council approve the Commission Review Committee Report (see appendix from May council meeting)

Travis: Reminder – at the last meeting a report was brought forward and no one from the committee was present to report on it. Some councilors had questions on the report and wanted to ask. Is there anyone here from the committee? [no]

Kyle: just to speak form a commission standpoint, I think there is a lot of potential benefit from this committee continuing its work again.

Motion: Postpone to October meeting of Council.

Moved: Jared Houston

Seconded: Emma Thompson

Vote: All in favour.



Main Motions

A. Scheduling Council and General Meetings for 2016/2017

MOTION 08/16/16:7

Moved: Saba

Seconded: Sebastian

BIRT Council approve the schedule for SGPS Council Meetings and SGPS General Meetings outlined in Appendix – Schedule

Travis: The schedule is pretty basic. Only new thing is two meetings scheduled for September. The rest is our standard one meeting per month with a general meeting in November and Winter General Meeting in March.

Adam: Why are we having two in September?

Saba: We were supposed to do a review of the budget in August. Unfortunately, Stuart would not have been able to be present at this meeting to offer the budget. We need to accept the budget near the start of the year.



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Vote: All in favour.

B. Changes to SGPS Awards Policy

MOTION 08/16/16:8

Motioned: Kyle Curlew, (social@sgps.ca)

Seconded: Ciara

Whereas the SGPS Award policy was identified to require expansion and improvement

Whereas there were still some areas that required improvement in terms of monetary value, eligibility, and display of awards,

Whereas the SGPS Awards needed to be updated and expanded to include the wide spectrum of work being done on campus and the community-at-large.

BIRT the council approves the changes to policy P.6 Awards as seen in Appendix - Awards.

Kyle: I'd just like to give some credit to Chris Cochrane. I've worked with his suggestions from when he was President into this new Policy revision. The reason why I wanted to add new awards to the repertoire of awards comes from an experience I had with my undergrad student union. We provided forums for people to express themselves, in terms of minority groups or other groups through a caucus structure. This encourages a whole bunch of people not involved in student politics to get involved. I hope this will encourage more people to get involved and lead to a more thriving community. We should be awarding the great work that's already being done on campus. In terms of the monetary compensation, there was a discussion between myself and Stuart about keeping this open so the values can be decided by the finance committee. Some of these awards do not need a monetary value, they are just good CV material. Also we cleaned some things up and hope to bring them up to date to where we stand today.

Jared: Thanks for this. On the note of financial policy - point (g) on teaching assistants does include a determined amount of money to be awarded, \$200. Communications that I've got through my department have a different number in there, that states \$300. I just wanted to point out the problem of communication there.

Kyle: Yeah, I think this might have been a typo from an older draft. We had intended to remove all the monetary values. The reason for the discrepancy between the communications and the numbers here is that we are still going off the old amounts. I had to put in a budget approval for the old values at the traditional value of \$300 which was accepted. Sorry for the clarity issue.

Motion: Move to strike the last sentence of point (g)



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Moved: Jared Houston

Second: Emma Thompson

[Travis reads out point (g) from the proposed policy.]

Korey: striking the last sentence removes the certificate as well. Just for clarification, does that mean that ... was the intent to actually award a certificate to only that award, or every award?

Kyle: P.6.5 Award Description at the bottom of the policy contemplates giving a certificate and displaying it on the website. This was literally just a typo.

Vote: All in favour.

Vote on Main Motion: All in favour.



Other Business

Debra: I feel there were two conversations that we had in Council today that came to no resolution. I would like to task the executive with doing something. Can I do that now? I think they both result from the discussion today.

Travis: To formally task them, we would need to put something on the agenda ahead of time.



Notices of Motion & Announcements



Adjournment

A. Adjournment

Motion 08/16/16:9

Moved: Saba Forbodkia (president@sgps.ca)

Seconded: Stuart Clark (vp.finance@sgps.ca)

BIRT this meeting of SGPS Council be adjourned.

Vote: Unanimous consent.