

"Colony" Correspondence

3

① **Pre and post notes** from a May 21, 2015 meeting – with regard to A&R space request as part of the 67 Union Street Project (PEC Redevelopment).

② SENATE LETTERS 2010-2014



Athletics & Recreation

Physical Education Centre (PEC) Revitalization Project

Space:

A&R High Performance Sport Centre

Objective:

To develop the lower floor of the PEC to support an integrated Training Centre for Queen’s High Performance student-athletes and sports teams, which would also allow A&R to free up space/equipment for increased member use in a currently constrained shared space.

Activity Spaces

Performance	Meeting & Study	General
<ul style="list-style-type: none">- Strength- Cardio- Flexibility/Agility/Recovery- Court/Field/Track Surfaces- Spin- Multi-Purpose	<ul style="list-style-type: none">- Small Classroom (education/video)- Mtg Rooms (Mentor/Tutor)- Lounge Space (Pre-post workout)	<ul style="list-style-type: none">- Change Rooms<ul style="list-style-type: none">o (Locker/Shower)- Athletic Therapy<ul style="list-style-type: none">o First Aid Station (ice)o Special Event (gyms)- Administrative Spaces- Office Space to support HP Unit<ul style="list-style-type: none">o S&C Coacheso Athlete Service Support

Other Factors

1. Dedicated Access Control (swipe system)
2. Natural Light into lower floor (ventilation, air con)
3. Change Rooms for Gyms?
4. Storage for Gyms (floor covers)
5. Connectivity to ARC (remove duplicated infrastructure i.e. change rooms)
6. Building control, supervision, risk management

Space Verification Meeting

67 Union Street Redevelopment

Meeting with Athletics

May 21st 2015

Attendees: Leslie Dal Cin/Yvonne Holland/Ellie Sadinsky/Ken Roth

- Athletics would like to relocate the shared space allocated within the Queen's Centre which is limited but highly used by a number of competing groups (students, high performing student-athletes, teams and community members) to the basement of 67 Union to free up additional programming space for students and members within the QC
- Utilizing the basement of 67 Union would allow for the development of an integrated Training centre for both high performance student-athletes and sports teams
- Building reception and access control will need to be considered
- Areas that would be required are
 - o Performance
 - Strength training
 - Cardio training – treadmills
 - Flexibility/Agility/Recovery spaces
 - Spin spaces
 - Multi-Purpose flat floor activity spaces
 - Sport specific flat surface training spaces (i.e. track surface or artificial field surface)
 - o Meeting and Study Spaces
 - Relocation of Small classroom from 2nd floor
 - 8-10 meeting rooms (mentor/Tutor) to seat up to 4 people
 - Pre and Post workout lounge space
 - o "Blue Sky" Additional spaces for consideration pending allowable space
 - Rowing tank
 - Hydro-therapy tanks (hold and cold tubs)
 - Studio & Video editing space (for media and game analysis)
- General Spaces
 - Change Rooms including lockers and showers
 - Small athletic therapy area including a first aid station with (ice) and ability to support special
 - Office space to support the High Performance unit - approximately 8 offices required -6 coach offices and 4 athletic service support

- Special Considerations
 - Dedicated Access control
 - If possible some natural light
 - Improved ventilation and Air conditioning
 - Keep change rooms for the existing Gyms on the 2nd floor
 - Will require storage space for the floor covers for the 3 gyms that are on the 2nd floor and temporary seating (chairs and/or bleachers) used in the gyms
 - Connectivity to the ARC, to avoid duplicating facility need/space (i.e. change rooms and showers)

- The issue of multiple units providing the same service (Athletics/HCD/Kinesiology/Rehab therapy) was discussed and it was agreed that further integration should be looked at going forward.
- Ken will arrange with Athletics to go through the Performance Space in the ARC to create a baseline space allocation which we can use going forward – this space is not currently isolated within the CPD database
- Leslie mentioned concerns about after-hour/weekend access control and managing risks related to the physical activity spaces and we all agreed that someone will need to operate the building on behalf of the University – this discussion is for later
- For a number of purposes (member control points, non-duplication of space (i.e. change rooms/shower, reduction in long term operation and staffing costs, etc.) access to the ARC is of critical importance and consideration should be given to using the existing tunnel which runs from the ARC via connection points that were designated for the future phase of the QC. Other alternatives could be another tunnel or an above ground link – all of these considerations are beyond the discussion for today and will be expedited once the larger planning team is plugged into the process at the next round of meetings
- Given Athletics used this space previously, brief discussion about making use of the space as currently configured or with infrastructure renovations – this discussion is for later.
- Discussion about shared services and resources – i.e. common meeting spaces, Integrated and expanded Physio/Athletic Therapy, sharing software and data, etc. – requires more discussion

2

Athletics & Recreation
15-Oct-15

SGPS Member Profile/Statistics within A&R Programs (for the calendar year period, Jan 1 to Dec 31)				
	2012	2013	2014	2015*
The total number of unique individuals who visit the ARC (95% students, 5 % other)	28593	28860	29971	30070 to date
- breakdown student to "other"	90%/10%	95%/5%	95%/5%	TBD
Number of unique SPGS members who visited the ARC	4785	5354	5,023	4724 to date
The number of total visits to the ARC by SGPS Members	94,175	113286**	112769**	91736 to date
SGPS Members registrations in intramural programs	2100	3574	3170	TBD
SGPS unique member registrations in intramural programs	924	1541	1465	TBD
SGPS unique members in summer intramural programs	409	546	538	496
SGPS Members representing Queen's on Varsity Teams and Clubs***	111	102	88	71 to date
SGPS Members participating on Recreational Clubs****		data not captured		276 to date
Fitness Enrolment Capacity (% of maximum registration)	56%	63%	62%	50%
* Not all data available in 2015/16 as program registration process not complete				
** Does not include programming in PEC, MacBrown, KCVI as no entry control swipe (not captured in database)				
*** Team/Club reduction in roster sizes				
****New online registration process in 2015-16 that allows for data capture				



YEAR PLAN

My goal coming into this year is to bring together the graduate student population at Queen's. A big part of that is strengthening links between the SGPS and the graduate student community. I plan to do this through small changes to the SGPS Student Advisor Program to make it more accessible to students, helping to build a framework for the formation of departmental graduate student societies, evaluating the current SGPS information technology structure, and helping to conduct a review of SGPS space on campus to ensure our limited space is used in the most effective way possible.

My goals for the year are by far not restricted to the objectives outlined here. I will work with my SGPS executive team to tackle more complex issues within the SGPS and graduate student life in general. The strong executive team has a wide range of expertise and will allow us to leverage all the strength of the SGPS and partners on campus to work for graduate and professional students.

YOUR PORTFOLIO

The role of the Vice President Graduate is to act as a cohesive voice for a range of students in their graduate studies. This comes in the form of advocating for graduate student needs on a number of committees and within the university in general. A large part of this comes in the form of the SGPS Student Advisor Program, which is managed by the VPG. In addition, the VPG should bring together graduate students who are otherwise in isolated groups across campus.

OBJECTIVES

Objective 1	Student Advisor Program Restructuring
Description	Over the summer the Student Advisor Program Review Committee identified several recommendations for changes to the Program that would allow it to more effectively serve graduate students. Many of the current program structures are not in SGPS B&P, making it almost impossible for them to change with the input of Council. This is unacceptable for a program that receives a mandatory fee from the SGPS membership.
Benefits	Program policies will be more clearly outlined and accessible to the membership.
Difficulties	There are many differing opinions on how a program of this nature should be structured to ensure it is effective for partners, the SGPS, and members using the service. Ensuring the privacy of the members utilizing the service is of utmost concern.
Long-term	Challenges with Advisor training make it difficult to implement changes mid-year, so Program changes will have to be implemented over several years.
How	Working with partners from on campus helping units, the executive, student advisors
Partners	Student Advisor Program Review Committee, program partners, on-campus helping units, Student Advisor Program Administrator

Objective 2	SGPS Information Technology Evaluation
Description	In an effort to more effectively manage the time of SGPS employees and staff, the current SGPS information technology structure needs to be reviewed. An evaluation of the current email, calendar, Wiki, and website will be undertaken to ensure the allocation of SGPS resources are as effective as possible.
Benefits	More frequent website updates, a stronger social media presence, more reliable email and calendar services, more effective use of limited permanent staff time
Difficulties	Any changes to the current system might result in down time and archived information will have to be preserved.
Long-term	Any system management will have to fall to a permanent staff of the SGPS
How	Work with the executive, permanent staff and other SGPS employees
Partners	Queen's ITS, AMS IT

Objective 3	Departmental Graduate Student Society Framework
Description	Building a framework for the easy formation of departmental graduate student societies, including potential executive positions, election procedures and guidelines. The framework would include a basic constitution that could be adjusted and adopted by departmental student groups.
Benefits	The formation of departmental graduate student societies benefits both the department and the SGPS. This will help limit social isolation by aiding the forming social groups. As part of the Queen's Quality Assurance Program, departmental consultation with their graduate students for program changes is required. A point of contact within the departmental student group is essential to make sure all voices are heard. More information is also able to come up to SGPS Council from the departmental level.
Difficulties	Developing a framework that works for departments of all sizes
Long-term	The framework will have to be constantly adjusted based on feedback received for groups formed using it in previous years
How	Working directly with departments to meet with students interest in forming departmental societies and the VPCCA
Partners	Current departmental graduate student societies, departments across campus

Objective 4	SGPS Space Review
Description	Much of the current SGPS held space in the Student Life Centre is unused or underused. Dedicated graduate student space is a problem on many campuses across Canada and the effective use of the space we have is required to best serve the SGPS membership. An evaluation of the space is required to make informed decisions about the spaces.
Benefits	The space can be used to benefit as many SGPS members as possible
Difficulties	Making members aware that spaces are available, ensuring that open spaces remains dedicated to graduate and professional students
Long-term	Use patterns change, and as a result the space breakdown should be evaluated on a regular basis
How	Creation of a list of SGPS spaces and what they are used for
Partners	The SLC, AMS, SGPS clubs

MONTHLY SUMMARY

This is a quick summary of some of the work I have done, please see my Council Reports for more details.

April	<ul style="list-style-type: none">• Transition with previous VPG
May	<ul style="list-style-type: none">• SGPS Training• Student Advisor hiring• Met with Career Services to discuss opportunities for graduate students• Attended Board of Trustees meeting with other members of Executive
June	<ul style="list-style-type: none">• Student Advisor office relocation
July	<ul style="list-style-type: none">• Chaired Student Advisor Program Review Committee
August	<ul style="list-style-type: none">• Student Advisor Program Review Committee final report
September	<ul style="list-style-type: none">• Attended orientation events• Orientation departmental talks• Tuition and fees discussion with SGS
October	<ul style="list-style-type: none">• Attended OCGS meeting in Toronto• Attended CAGS meeting in Calgary• Acted a facilitator for Graduate Leadership Summit
November	
December	
January	
February	
March	

FINAL COMMENTS

As the year has progressed, it has become more and more clear that a lack of adequate policies and procedures within the SGPS structure are preventing optimal use of limited resources. In order to use these resources most effectively, internal SGPS structures need to be changed. Things that have been good enough in the past should not continue to function in that manner if a problem arises. You don't want to try to build a skyscraper on a shaky foundation.



The Year Plan process is outlined in P.4.4 Year Plans.

YEAR PLAN

During my term as the Vice President Professional I plan to build on the work of my predecessor by continuing to review the SGPS’ human resources policies and documentation. My goal in this review is to ensure that SGPS employees are properly treated, and empowered to create exciting new initiatives that help our members. I also plan to provide new professional development opportunities to all SGPS members in order to help them pursue their career goals, and find success after academia. Finally, I intend to support my fellow executives in their own initiatives, assist our permanent staff and commissioners in their individual projects, and attend the committee and meetings that come with the responsibilities of the VPP.

THE PORTFOLIO

The role of the Vice President Professional in the SGPS is multifaceted. First and foremost, it is my responsibility to advocate on behalf of professional students’ interests. In addition it is my task to connect the professional student community to the greater SGPS constituency through regular communication, outreach, and proactive problem solving.

The VPP is also responsible for managing the Human Resources aspects of the SGPS, including broader policy development, and one-on-one interactions with SGPS employees. As such I will be involved in the hiring, reviewing, discipline, and dismissal of employees. I am also responsible for ensuring that our HR practices are to standard, and ensuring that our HR documents are organized and appropriately protected.

OBJECTIVES

Objective 1	Implement an internal SGPS Harassment Policy and Procedure
Description	<p>Upon taking office I discovered notes from previous executive discussing the need for an SGPS Harassment Policy and procedures for handling any reports of harassment or workplace issues.</p> <p>Currently the SGPS holds a general stance against harassment per Policy 3.5 and recognizes the Queen’s University Harassment and Discrimination Complaint Policy and Procedure per P.12.1. However, based on records and informal conversations with staff it appears that we have not actively used the university policy in the past. Individuals have mentioned that the university procedure is intimidating and formal, and typically reports have been handled informally and on a case by case basis internally to the SGPS.</p> <p>As such it seems that there is a strong need for a formalized policy that includes procedures that will guide the investigation of a report of a harassment or discrimination. Such a policy would ensure consistency and appropriate responses to reports.</p>
Benefits	A formal SGPS policy will provide a more accessible internal process for reporting harassment or discrimination. Such a policy will also include clearly outlined

	procedures that will make the process more transparent, effective, and consistent.
Difficulties	Drafting a policy that is effective but also accessible and not overly-complex will take research and consultation. This will have to be implemented at Council to cement into the organization for the future.
Long-term	Future executives will need to be trained about the existence of this policy, their responsibility to handle harassment reports, and how to follow the procedures within.
How	I will meet with the Queen's University Human Rights Office and individuals with Human Resources experience in order to consult on Harassment Policies and Procedures, and apply best practices from other organizations.
Partners	

Objective 2	Organize SGPS Professional Development Events
Description	<p>Currently there is a range of career and professional support offered by the Queen's University Careers Office, as well as by individual faculties such as the Law School. However, many professional and grad students are not aware of the services that are available to them. In addition, some of these services can be intimidating, or focused into areas that are not relevant to SGPS members.</p> <p>The SGPS should create accessible and useful professional development opportunities for its members. For example, professional dress wear, social media design, and interview tips are valuable to an individual looking to network or apply for jobs, but can be difficult to access without prior knowledge. We can provide these entry-level resources, and possibly even more advanced info sessions on networking, etiquette, and branding. All of these resources can help current students make connections and pursue their goals, and will helpfully further assist recent graduates with securing employment in their chosen fields.</p>
Benefits	SGPS students will develop the skills and resources they need to find success in a challenging job market and competitive academic community.
Difficulties	These sorts of events take a great deal of research, coordination, and promotion to be successful. We need to identify things that students want, bring in those resources, and promote them effectively so that students know they are available and make use of them.
Long-term	The next VPP should be trained on the success and failures of this project in order to continue successful aspects in future years.
How	I will be working with the Executive Assistant to coordinate these events, and will be speaking with students to identify areas of interest.
Partners	Partners so far: Chris James Kingston (Women's Apparel), EPH Apparel (Men's Apparel), Studio Q (Headshots)

Objective 3	Re-Structure SGPS Commissions / Annual Staff Structure
Description	Currently the SGPS Commission structure is entrenched in policy, and appears to be restrictive to how the commissions operate. Every year the SGPS is mandated to hire the commissioners and coordinators outlined in policy, regardless of changing circumstances, the effectiveness of the previous year, or the goals of the incoming commissions themselves. This structure does not make sense, as it means that the SGPS will always dedicate resources and funding without any consideration for changing circumstances. Furthermore, it means that commissioners who are newly hired will not have the ability to select their coordinators (the people they work closest with) or the direction of their commission.

	<p>Instead, it would make sense that only the commissioner positions should be mandated for each year. Upon being hired the commissioners should be able to submit a year plan outlining their goals, events, needed resources. This should include any students they would like to hire as coordinators, or any incentives they would like to provide to volunteers. The coordinators could then allocate the resources and financials in a way that best fits with their goals, and can hire students to meet their specific needs.</p>
Benefits	<p>Commissioners will get to experience the process of hiring, interviewing, and managing their paid teams. They will be able to hire commissioners, researchers, or assistants to fill specific responsibilities, rather than outdated job descriptions that have been leftover in policy. Broadly, the commissions will have more autonomy and more empowerment to accomplish specific tasks. This should make them more effective, and hopefully attract more individuals to the roles.</p>
Difficulties	<p>The policies will have to be removed in a council meeting. This year's commissioners will be the first to go through this process and will need to be consulted as the changes are implemented to identify problems and areas for improvement. Further policies may need to be implemented to outline the commissioners' changing responsibilities and abilities. There may need to be a formal policy outlining the importance of commissioners, their autonomy in year planning, and a need for deference from SGPS Executives.</p>
Long-term	<p>Formal year-plan and hiring processes will need to be in place and carried forward to ensure consistency.</p>
How	
Partners	

Objective 4	Implement Formal Discipline and Record-Keeping Process
Description	<p>Currently the SGPS maintains only the most basic human resources records, such as signed contracts and confidentiality agreements. This system is insufficient when it comes to tracking employees' performance, and particularly problematic if an employee ever needs to be disciplined for performance issues or specific incidents. A more robust record system is needed to track employee performance and evaluations, and make sure that they are providing valuable content to the SGPS in exchange for their salaries. Further if there ever is a conflict with an employee more detailed records can be invaluable to justifying discipline and insulating the organization from legal claims.</p> <p>As such the SGPS should implement a formalized record keeping system. This should include formalized procedures for evaluating or disciplining students, and possibly a tiered demerit system as seen in the AMS. This should also be set into policy, and included in employee contracts.</p>
Benefits	<p>Clear expectations for SGPS employees, greater transparency for SGPS disciplinary actions or human resources changes, and greater ability to provide constructive feedback to employees.</p>
Difficulties	<p>A detailed and balanced discipline system will have to be designed, and should be brought to council.</p>
Long-term	<p>Future executives should be trained on the disciplinary process.</p>
How	<p>Will consult with the AMS, human resources experts, and legal counsel to determine the best structure for this system.</p>
Partners	

Objective 5	Create SGPS Transition System
Description	<p>The SGPS transition problem is currently a mostly informal one that involves meetings between outgoing and ingoing individuals to discuss the basics of a position. This process often leaves out crucial information, and severely impairs the organization's ability to retain long term records. This also makes it harder for new individuals in the SGPS to plan larger projects or engage in complicated tasks, as each new person wastes time relearning basics that their predecessor failed to pass on.</p> <p>In order to prevent future loss of institutional knowledge and make the transition process easier and more effective, a formalized procedure for transition should be created. This transition process could involve structured training, meetings, and a standardized transition document that will be added to each year in order to collect the whole of the organization's experience. The AMS has a system like this currently, and ties salary bonuses to its completion in order to ensure quality, and may be worth exploring as well.</p>
Benefits	Improved record keeping and retention of institutional knowledge.
Difficulties	Requires policy amendments, consultation, and implementation.
Long-term	Will likely require tweaking and adjustments by future executives in order to determine the most effective transition strategies.
How	Will consult with the AMS and HR professionals to determine the most effective practices and which would be best applied to the SGPS.
Partners	

MONTHLY SUMMARY

April	<ul style="list-style-type: none"> Transition with the previous VPP, received mandatory SGPS training, and was introduced to the VPP's committee and board commitments.
May	<ul style="list-style-type: none"> Looked through old records and files to become familiar with SGPS policies and procedures, and to identify areas in need of further development. Attended the Faculty of Education Welcome Day. Had dinner with the SGPS Executive and the Principal at Summer Hill. Attended a Board of Trustees meeting with the SGPS Executive. Began planning the SGPS Executive offices renovations in order to make the office into a professional and more useful space. Arranged meetings with the Human Rights Office and the AMS Human Resources Officer to discuss anti-harassment policies and procedures, and ask for guidance and resources. Received Positive Space Training, and attended a two day introduction course on mediation.
June	<ul style="list-style-type: none"> Attended a national CFS conference in Ottawa as the designated SGPS representative. (5 days). Assisted with moving the Student Advisor Office. Began reaching out to business and professional development groups to identify resources to bring to campus for SGPS members.
July	<ul style="list-style-type: none"> Lead the SGPS Human Resources Standing Committee meetings, while also pulling emails and resources for the committee's investigation.
August	<ul style="list-style-type: none"> Met with the University Audit and Risk Committee to comment on the Non-Academic Discipline System. Attended a provincial CFS Conference in Toronto. (4 days). Presented the SGPS Human Resources Standing Committee Report on the

	human resources changes made in the 2015 winter semester to the SGPS Council, in camera. Also submitted a public list of human resources recommendations made by the committee to improve the SGPS in the future.
September	<ul style="list-style-type: none"> • Attended SGPS Orientation Week events, and provided class talks to different faculty groups in order to inform them about the SGPS. • Submitted article about the SGPS to the Queen's Law publication, Juris Diction. • Attended the OPIRG Feminist Cookout. • Passed SGPS Harassment Policy and Reporting Procedure at SGPS Council. • Met with CFS visitors to Queen's University, in order to discuss the Not in the Syllabus research project. • Reworked the SGPS Club Ratification form to mitigate liability risk, as well as identify areas needing more transparency from clubs. • Interviewed applicants for the SGPS Researcher positions.
October	<ul style="list-style-type: none"> • Attended the Queen's School of Business announcement ceremony. (Now the Smith School of Business). • Ran the SGPS Professional Makeover Week, including a FREE professional headshot event, women's professional wear event, and men's custom suiting event. • Attended SONAD. • Attended the Watts Memorial on behalf of the SGPS. • Passed SGPS Commission policy changes at a special council meeting.
November	<p>PENDING:</p> <ul style="list-style-type: none"> • SGPS General Meeting. • Attend SONAD and submitted SGPS Annual NAD Report for 2014-2015.
December	
January	
February	
March	

FINAL COMMENTS

Since taking office as the VPP for SGPS I have learned a tremendous amount about the work of the organization and the value it contributes to the graduate and professional communities. However, as it stands the SGPS suffers in efficiency and function because of poorly implemented policies and ineffective practices. These gaps in the human resources and functions of the organization prevent the society from serving students to the best of its abilities, and even exposes it to legal risks that are unacceptable. By the end of my term I hope that I will have been able to improve many of these policies and systems to make a more effective and empowered SGPS for future students.



YEAR PLAN

During my term as Vice President Finance and Services, I plan on restructuring how finances are dealt with within the SGPS and making access to SGPS services easier for members. In order to complete these tasks, I will be focusing on specific areas to make improvements.

To make finances more of a priority in the SGPS, these are a few of the items I have and will be focusing on over my term: hiring a permanent, full time staff member who will be performing all day to day finance related tasks of the SGPS; hiring a new auditor who will take on more of an active role in the SGPS and who will provide accounting assistance and guidance where needed; ensuring the Finance and Services Committee takes on more of an active role within the SGPS including reporting to council each month; revamping the budget to make it easy for members to read and easy to use; and being more accountable to council by providing budget actuals each month.

As for services, I am currently working on implementing an online bursary system and revamping the bursary program to make it easier for members to apply.

Overall, I plan on completing my day to day tasks in a timely manner, implementing these new items of business and supporting the rest of the executive team in their own initiatives as well as our group initiatives to ensure that we all meet our goals for this year.

YOUR PORTFOLIO

The role of the Vice President Finance and Services in the SGPS is to ensure that the SGPS is financially accountable to its members. It is my responsibility to ensure that we are spending money appropriately and that the membership is aware of how we are spending this money. On the services side, it is my responsibility to ensure that all members are receiving the services we offer and in a timely manner.

Another major part of my role, is assisting the rest of the executive team in larger team projects that we believe will benefit the SGPS as a whole.

OBJECTIVES

Objective 1	Re-structuring of Staff from a Finance Perspective
Description	<p>Currently, the SGPS has three different permanent staff, the VPFS and the Finance and Services Committee dealing with SGPS Finances. With a new VPFS coming in every year and making changes to how Finances are done, things are not getting done as efficiently as they could be.</p> <p>The SGPS should hire a full time, permanent staff member who oversees all the finances of the SGPS. This will eliminate the issue of miscommunication over finances and will make the financial dealings of the SGPS more permanent.</p> <p>The new staff member will be in charge of dealing with all day to day financials of the organization including bursaries and grants, the health and dental plan, budget, day to day accounting and cheque writing and more.</p>

Benefits	The SGPS will have a permanent person handling all finances. This will create a strong support for the VPFS who transitions in every year. This will also be beneficial to members as they will consistently have the same person to contact from year to year. This will also decrease miscommunication within the organization in terms of who is doing what. It will also increase the timeliness in which members receive cheques for bursaries and decisions for opt-outs.
Difficulties	It will be difficult to transition the staff who are currently working on finances as part of their roles into new roles. It will also be challenging adding a new staff member to the mix. However, with support from the executive and clear roles given to each staff member, I don't foresee this being a huge issue.
Long-term	The next VPFS will have a permanent staff member who they can work closely with to ensure that they are able to meet all of the demands of their role. In time, there may no longer be the need for a VPFS.
How	Both Chirs and I will be working with a headhunter to recruit a new staff member.
Partners	Partners: Queen's University and to be determined.

Objective 2	Implement an Online Bursary System
Description	<p>Currently the SGPS has a very old fashioned bursary/grants application process. Members fill out a paper copy and come to the office and submit it. It is then scanned and uploaded to our online wiki. The VPFS then sends a copy to the Finance and Services Committee by email. They review the application and each member sends an email to the VPFS who then informs Pam whether or not to write a cheque and for how much. It is a very long and time consuming process for something that needs to be turned around quickly.</p> <p>As a result, the SGPS should create an online system that makes it easier for both staff to administer the program and for members to apply. Members will apply online and the system will automatically upload the application to a page where the Finance and Services Committee can review and make comments. The system will then tally the votes and the new Finance Hire will receive a pop up message that they need to write a cheque for x amount for x student.</p>
Benefits	This will eliminate the time it takes for everyone currently involved in the bursary process. It will make it fast and efficient and members will know throughout the process where their application is at since the program will keep the student updated.
Difficulties	It will be challenging to implement as everyone is so used to doing bursaries the old way. There will be kinks with the new system that will need to be sorted out but I do not foresee any long term negatives with this plan.
Long-term	In the long term, there is nothing that needs to be done to upkeep this system except for minor upgrades which will be performed by the Executive Director.
How	Our Executive Director is currently in the process of creating the system.
Partners	None.

Objective 3	Hire a New Auditor
Description	<p>Currently the SGPS does not have an auditor. We had some issues with our auditor getting audits done in a timely fashion. As a result, we are currently behind on audits: 2013-2014 and 2014-2015 need to be completed.</p> <p>The SGPS needs to hire a new auditor in a timely fashion and ensure that all audits that need to be completed are completed by February.</p>
Benefits	The benefits of hiring a new auditor are we will have a fresh perspective on the SGPS finances. We will receive feedback on how we are doing and receive recommendations for areas of improvement. It is also mandatory that we have an auditor so we will be at a minimum meeting the requirements in our bylaws.
Difficulties	With any new partner to our organization, the transition will be a challenge. It will be challenging for the auditor in understanding how our organization is run and it will be challenging for staff to work with someone new who does things differently. However, I do not see any long term issues with a new auditor.
Long-term	The SGPS will have a permanent auditor and accounting resources that they can use well into the future. It will be the responsibility of the permanent finance staff member and the VPFS to ensure this relationship continues.
How	I have visited various accounting firms and received quotes. These quotes were given to the Finance and Services Committee to make a recommendation. They have chosen a firm and are recommending them through a motion to council this November.
Partners	None.

MONTHLY SUMMARY

Use this chart throughout the year to record highlights (events, campaigns, important University decision).

April	-transition with the previous VPFS, received mandatory SGPS training, and was introduced to various committees and boards
May	<ul style="list-style-type: none"> -met with each staff member to discuss their role in the SGPS and how I could assist them throughout my year -figured out the bursary system and started making recommendations and forwarding to the committee
June	-provided recommendations and final decisions for Bursaries and Grants
July	<ul style="list-style-type: none"> -discussed the budget with various parties including the executive, permanent staff, coordinators and commissioners -created a draft version of the budget -started the process of consolidating Bursaries and Grants -continued providing recommendations for Bursaries and Grants to the Finance and Services Committee
August	<ul style="list-style-type: none"> -finalized the budget and submitted to council for first reading -hired more members to the Finance and Services Committee for a total of 10 members
September	<ul style="list-style-type: none"> -provided recommendations and final decisions for bursaries and grants to the Finance and Services Committee -attended various events including orientation week and the board of the trustees meeting

	<ul style="list-style-type: none"> -provided class talks to different faculty groups to inform them about the SGPS -assisted with dealing with late opt-outs of the health and dental plan -met with the Finance and Services Committee to set out expectations for the year -met with the executive to discuss our strategy for the year
October	<ul style="list-style-type: none"> -hired KPMG as our new auditor -discussion with various groups about taking on the grad club with the SGPS -executive meeting to discuss year plan and timelines -creation of the online bursary system -attended the Queen's School of Business Announcement Ceremony -continued with opt-out decisions and set up a health and dental committee for opt-out decision appeals
November	<ul style="list-style-type: none"> -meeting with KPMG to set out timelines to catch up on the last two audits -bringing to council the recommendation to vote on KPMG as our new auditor going forward -implementation of the online bursary system -Finance and Services Committee brings its first report to council -creation of a job posting for a new Finance Staff member -organized a donation by a former SGPS member to our dental bursary
December	<ul style="list-style-type: none"> -audits will performed through the end of January -hiring of a new Finance staff member for start at the beginning of January -discussion with members from the board of trustees, the grad club and various groups about acquiring the grad club -supporting the executive team through the transitioning of staff member roles -Finance and services committee brings a report to council continued recommendations on all bursaries and grants to the Finance and Services Committee
January	<ul style="list-style-type: none"> -restructuring bylaws and policy → including restructuring bursaries and grants and including them in bylaws -training of new Finance Staff member -completion of 2014 and 2015 audits -implementation of direct deposit for staff -Finance and services committee brings a report to council - continued recommendations on all bursaries and grants to the Finance and Services Committee -implementation of grad club decision
February	<ul style="list-style-type: none"> -completion of audits -audits brought to council and GM for review -new by -Finance and services committee brings a report to council - continued recommendations on all bursaries and grants to the Finance and Services Committee
March	<ul style="list-style-type: none"> -transitioning of new VP Finance and Services -finance and services committee meets the new VPFS and brings a report to council -ensuring all loose ends are tied up for the new VPFS -continued recommendations on all bursaries and grants to the Finance and Services Committee

FINAL COMMENTS

I feel that if the aforementioned goals are met during my tenure I would consider this year a great success for the portfolio of VP Finance and Services and the SGPS Executive more generally. While I ultimately have a background in Finance, I welcome the input, comments, and ideas not only from the other Executive and Council, but the membership that we ultimately serve as well.



YEAR PLAN

In this second year of my mandate, I remain committed to a better, healthier, and more accessible campus. Taking a leading role, I have encouraged others to be more active within issues effecting our members, and additionally have myself worked in a capacity of a volunteer at the AMS/SGPS Food Bank, fostered wider discussions in the interest of consent culture with Student Affairs, and ran events like the SGPS Drop & Shop alongside Student Community Relations. I further have become aware of the many challenges that student-parents within our community struggle, and have worked upon not only developing an emergency childcare bursary, but a dedicated parenting room for our membership as well.

Likewise through outreach I have attempted to reconnect and renew the relationships between graduates and professionals with the wider community, while at the same time advocating for activities that both benefit and interest the membership at large.

YOUR PORTFOLIO

My portfolio is an attempt to address, and where possible solve social and community-related problems while encouraging others partner with me. This is a position of leadership, one that requires a willingness to explore and advocate in a way that will not only ease the burdens of graduate and professional life, but leave our communities in a better condition than we originally found them.

OBJECTIVES

Objective 1	A More Equitable & Accessible Campus Community
Description	<p>a) This new term finds me still labouring upon the Queen's Daycare Board to reopen the second day care on campus.</p> <p>b) Based upon this first effort, I have also recognized that at times student-parents and guardians may often find themselves in financial need for childcare, and have begun work on an SGPS Emergency Childcare Bursary to be made available for the benefit of our members.</p> <p>c) During a Positive Space training session I became aware that we are not be meeting the full needs of all of our members within the trans* community. Recognizing that some within this community often find themselves travelling for therapeutic, social, medical, or spiritual needs, I decided to investigate the possibility of offsetting these costs.</p>
Benefits	<p>a) Access to childcare, and likewise, its absence can alone determine the success of any education, full stop.</p> <p>b) See above.</p> <p>c) The benefit of our members being able to experience a more equitable, inclusive, and accessible life is obvious.</p>
Difficulties	<p>a) The university may decline to see the need for childcare.</p>

	<p>b) Our community or executive may for various reasons be unable to afford such an undertaking.</p> <p>c) A delicate topic, this will require much work alongside the HRO, in addition to acknowledging and recognizing the efforts that have already taken place within the wider community.</p>
Long-term	<p>a) Our continued work within the Queen's Daycare Board is integral, and securing a second daycare will have lasting, obvious benefits.</p> <p>b) Knowing that there is at least something of a safety net for childcare, graduates and professionals will be able to focus on completing their studies.</p> <p>c) As stated, a more equitable organization and campus community will go a long way toward demonstrating that the SGPS are responsible allies, in addition to the many benefits directly experienced by those who identify as trans*.</p>
How	<p>a) Hard work. Having the benefit of one full year behind me, there are a great many issues that I have been made aware of. Firstly, and most happily, the Queen's Daycare Board was able to renegotiate with the university the opening of a second site at An Clachan, and all it took was a straight seventeen months of negotiations!</p> <p>b) I have also implemented a SGPS Emergency Childcare Bursary in the sum of \$20,000. It will be determined much in the same manner as our regular member ESAs.</p> <p>c) Working alongside the AMS' Social Issues Commissioner (SIC) Alex Chung, we are attempting to meet with several important stakeholders, including the Human Rights Office, and consulting with the Transgender Policy Group (TGP).</p>
Partners	<p>a) The Queen's Daycare Board, our staff.</p> <p>b) VP Finance and Services, our staff.</p> <p>c) AMS SIC, HRO, TGP, our staff</p>

Objective 2	An SGPS Parenting/Breastfeeding Room
Description	With some buildings and infrastructure pre-dating Confederation, the campus was simply not set up with the question of parents and children in mind, especially those caring for newborns and infants.
Benefits	Establishing a room where new parents and guardians may mind their children will enable students to better balance their professional lives alongside their roles as parents.
Difficulties	There may be a lack of accessible space. Also, campus Planning may feel that this room is under the rule of the Day Nurseries Act, which it is totally not.
Long-term	Our membership and others will benefit from the ability to more readily include their children in their lives.
How	We will convert one of the unused storage rooms into a parenting room, purchase the required materials and items that a room as this needs. Additionally, by speaking with our lawyer about liability, we can ensure that the room will not be shuttered due to any later legal or administrative misunderstandings. Finally, the keys will be administered by the Student Life Centre staff (SLC), as this will ensure that access is a) safely and centrally administered; and b) open until midnight - well beyond the ability of our own offices to remain open during a weekday.
Partners	Consultations with Ban Righ, Student Life Centre staff, Student Affairs, Campus Planning, and our legal council. And of course, our staff.

Objective 3	Graduate Student Societies
Description	Many departments have no student faculty society.
Benefits	Recognizing that these very groups may promote inclusivity, camaraderie, and serve as a check against the isolation that grad school often brings, the SGPS is interested in aiding its membership in setting up their own graduate student faculty societies. Further, those groups who have established themselves may not be aware of the resources available to them via the SGPS.
Difficulties	There are around forty-four separate graduate programs on this campus, and contacting them all in a genuine, in-person manner may be time-consuming. Too, and for various reasons, some departments may be uninterested.
Long-term	To note the benefits of such a program, one need not look further than the Graduate English Society (GES); they have a scholarly, interested, and engaged society that welcomes new members and helps one another out in a variety of ways. Too, staff and faculty are aware of them, and give them a seat at the table and often defer to their experience as students when making decisions that will effect the entire department.
How	The SGPS will be circulating documents, arranging meetings, educating its members, and then helping these new societies hold their first elections. Too, we will be coordinating with many of the new societies' in order to offer them our institutional experience and logistical assistance where needed.
Partners	The GES, and other thriving student societies, members of the executive, our Chief Returning Officer Travis, and our staff.

Objective 4	Graduate Research Positions
Description	There is an entire raft of issues of interest to students that, for various reasons, have been left off of the table in past years, so the SGPS has hired from our own community a team of researchers to tackle these for us. These issues include accessible childcare around the campus, alternate fees for near-completion grads, better supports for international students, and an institutional history of the SGPS to name a few.
Benefits	The benefit of turning to our membership is that as they are a talented and ready resource, not only will this ensure that we will be able to accomplish much more than a lone researcher could ever hope to, but further gives interested researchers valuable experience, professional exposure, and a source of income for the duration of their project.
Difficulties	There may be some difficulties filling certain positions, or some grads or professionals may be uninterested in taking a position that may distract them from their overarching studies.
Long-term	Relying upon a host of researchers has the benefit of a much higher return for investment, strengthens our credibility across campus, aids our membership, and will enable the SGPS as an organization to more effectively comment on a wide array of issues affecting students.
How	Working with our Executive Assistant, I drafted the research positions as we decided upon timelines, goals, and hoped-for outcomes. After consulting with the other executive, the positions were advertised and funded via Student Awards and Career Services. Myself, the executive assistant, and the VP Professional, held interviews to appraise applicants, the successful of whom were later contacted and offered their positions.
Partners	The executive, Student Awards, Career Services, our staff - nothing gets done without the staff.

Objective 5	Drop & Shop
Description	During Queen's Move Out weekend, undergrads that are leaving the campus tend to simply throw their unwanted goods in the garbage. I felt it a shame that perfectly good clothing, electronics, books, and other materials were needlessly going to a landfill, when they could be given a second lease on life.
Benefits	In addition to making good on the SGPS' commitments to sustainability, this event will also raise the profile of the organization in addition to a small sum of money for the benefit of our community partners and other clubs.
Difficulties	A lack of volunteers may hamper things, and the inability to secure a large enough space would mean that the event would have to be artificially restricted.
Long-term	Based upon the warm reception to it last year when I held it, this would be an exceptionally good tradition for the SGPS to consider supporting.
How	<p>I partnered with Joan Joans of Student-Community Relations (formerly Town Gown), and we managed to convince the AMS to allow us to use Mac-Brown Hall during the same week as their Move Out.</p> <p>Prior to the event, I reached out to our community partners and others so interested in order to secure volunteers; those who approached us to help out were allowed to take items and other resources for their own organization in addition to a share of the money. Moreover, I engaged in postering, word-of-mouth, and social media coverage.</p> <p>During the event itself, people would drop off unwanted items, which volunteers sorted into distinct categories, and any who happened by Mac-Brown could purchase items for a bargain price. Any items left over at the end of the event would be picked up by an organization like the Salvation Army, who would take all remaining items a) at no cost; b) using their own labour; and c) at a pre-determined time.</p> <p>Note that this event was revenue neutral, as all monies raised by Drop & Shop were divided amongst the community partners and member clubs.</p>
Partners	Student Community Relations, AMS, Student Affairs, PPS, and various clubs and groups across campus willing to volunteers.

MONTHLY SUMMARY

Use this chart throughout the year to record highlights (events, campaigns, important University decision).

April	<p>As my new term began mid-way through Drop & Shop, I completed this event as planned.</p> <p>Due to uncertainty around the changes within the Student Advisor Program, council struck two committees to investigate further over the summer. Acting on either of these committees took up the majority of my summer - this accounts for the appearance of a minimal amount of work happening between April and September.</p>
May	Successful Drop & Shop debrief with Student Community Relations; begin planning out ideas related to child-care and equity.
June	Beginning investigations for Graduate Faculty Societies; began work on the new Childcare Emergency Student Aid alongside VP Finance & Service.
July	Investigations for the Parenting Room with Campus Planning, the SGS, and Student Affairs; Second Daycare opens at An Clachan location; also began drafting the first of

	the Trans* Accessibility Bursary.
August	Began investigations into Graduate Research Positions with Executive Assistant; continue all previous projects.
September	Orientation Week; early discussions with lawyer, and the first purchasing for the Parenting Room.
October	
November	
December	
January	
February	
March	

FINAL COMMENTS

If the aforementioned goals are met during my tenure I would consider this year a great success for the portfolio of VP Campaigns & Community Affairs, and the SGPS Executive more generally. In addition to my own leadership and advocacy, my plan reflects a conscious desire to establish stronger community bonds and to encourage a more active membership.

I naturally welcome the input, comments, and ideas not only from the other Executive and Council, but the membership that we ultimately serve as well