



## Minutes

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



### Presentations

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- A. None



### Adoption of the Agenda and Minutes

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- A. **Adoption of the Agenda**

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

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

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

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

Emma: Concerned with motion B. Wondering if we can separate issues from the motion.

Eric: Cannot do that, can only change the order of items or add new ones.

Emma: Motion B is not in accordance with Policy 1.2.7, cancellation of fees.

Eric: This was a mistake in terminology, should read suspension of remittance of fee, not cancel.

MOTION CARRIES

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

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

[SEE ATTACHED MINUTES]

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

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

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

**Motion Carries**

- C. **Adoption of the Council Minutes**

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

[SEE ATTACHED MINUTES]

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

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

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

Motion Carries



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## Executive & Speaker Reports

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### A. Executive Reports

- a. President – Chris Cochrane (report attached)

Chris: One thing, relevant to what Emma remarked on earlier. I was involved in some changes in the way fees are handled university-wide, set down by board of trustees. The changes of our fees tonight are done to reflect that.

- b. VP Graduate – Mark Kellenberger (report attached)

- c. VP Professional – Mark Asfar (report attached)

Mark: Want to welcome our new Social Commissioner Kyle, who organized a very successful event at the grad club recently.

- d. VP Finance & Services – Christina Huber (report attached)

- e. VP Campaigns & Community Affairs – Lorne Beswick (report attached)

Lorne: SGPS parenting room is done. Emergency childcare assistance bursary is done. The out of city healthcare bursary is waiting for approval by Senate.

Framework for graduate student societies has been outlined. I spoke with the director of Queen's daycare and she mentioned how important the SGPS's financial contributions are. I have had a great two years, and I hope Anna has as great a time as I did in the position.

### B. Speaker Report

- a. Speaker – Eric Rapos (report attached)

Eric: General meeting coming up in April. Deadline is April 16<sup>th</sup> at 4pm to get motions or other items on the agenda.

### C. Approval

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

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

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

BIRT SGPS Council approve the Executive and Speaker Reports.

Debra: I would like to ask a question of Mark Asfar about a poster featuring Mark Asfar. I believe that this poster mocks the concerns about transparency and accountability brought forward by SGPS members. I would like these posters removed and I would like the VPP to explain himself.



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Mark A: I am sorry that you feel that way, it was intended as an April fool's joke. The joke was not meant to trivialize the concerns of members but to reference my struggles during the past terms. The posters will of course be removed.

Jared: Can the president comment on why the board of trustees are changing their policy on student fees?

Chris: Has to do with new rules Province-wide about what kinds of fees universities can charge to students. Since the board of trustees collects our fees for us we have to follow their rules, and they have to implement these rules in order to be allowed to run a university.

Jared: Can we see the documentation behind this policy change?

Chris: I don't know if the documents are distributable now, but it will be by May. We can have it available for the May council meeting.

Andria: This is our last meeting and I want to thank the Exec for helping keep the SGPS going. There was a time in September when we weren't sure we would be able to keep having an SGPS, but they put in a lot of hard work and I am very grateful.

Chris: I wanted to add something. Mark K said he would send in a letter to this meeting mentioning this, but he has not. On Monday, Mark and I met with the school of graduate studies to negotiate a new MOA for the student advisor program. We have submitted a first draft to SGS for them to look at, and my intention is that we will bring it to Council in May.

Motion Carried



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

- A. **Senator Report** – Graduate Student Senator – Eric Rapos (report attached)
- B. **Trustee Report** – Graduate Student Trustee – James MacLeod (report attached)
- C. **Commissioner Reports**

- a. Athletics Commissioner – Dominic Kucharski (report attached)

Dominic: We are looking at putting together a beach volleyball tournament, please email me if you're interested.

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



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Kyle: I'm looking forward to working with all of you and organizing events that everyone can participate in. I'd like to welcome all council members to participate in the SGPS social committee. If you're interested, please email me or speak with me after Council. I'm in the process of forming the social committee and will soon be hiring two social facilitators. I organized in tandem with the exec an event at the grad club, unfortunately I was too sick to attend.

### D. Committee Reports

### E. Other Reports

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

### F. Approval

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

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

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

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

Korey: Erica, in your report you said you were having difficulty in hiring coordinators, and that some of the issues stemmed from the changes to commissioner and coordinator policies. Can you speak more and elaborate on why you think council needs to pass new policies?

Erica: Yes I planned on hiring coordinators, and I think we need more policy to make it easier to hire coordinators in a timely manner. I don't think council needs to do this, the commissioner review committee will be coming out with recommendations for Council to act on. I think there were some issues with communication and delays that can be improved.

Mark A: I saw erica's report and agree. I also think one thing that the policy changes should touch on are timelines. Some of the delays mentioned by Erica were partially due to the fact that the exec was in the midst of the audits being performed at the time so we couldn't respond as quickly as we liked

Motion Carried



## Question Period & Departmental Issues

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### A. None



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### Business Arising from the Minutes

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- A. None



### Main Motions

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- A. **By-Election**

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

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

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

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

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

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

Travis: This is to fill the vacant positions of trustee and student senator, the timeline is shorter because it's a by-election and not a full election.

Motion Carried

- B. **SGPS Clubs**

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

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

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

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

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



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

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

Mark A: Thank you for working with me as we made this clubs merger. We have signed a binding MOU so we are kind of on the hook for this now. There is now no distinction between graduate and undergraduate clubs, there are just “Queen’s Clubs”. This will just bring these changes into our bylaws. It is worth mentioning that positions like clubs managers are now open to grad students. I look forward to checking out all kinds of clubs now that I won’t be so busy with the SGPS executive.

James: I think this is a great new initiative. It opens up the door for graduate students to get more involved, and provides greater accessibility.

Nima: Will this have any effect on faculties who run their own clubs.

Mark A: We are coming up with specific solutions for this, but broadly, yes, all students can now form clubs now. So if a law student wants to form a club and get space in the JDUC they can do that now.

Marina: Where is this clubs office, and what is the process for clubs that already exist?

Mark A: We already contacted all our previous clubs so they could be re-ratified. If they went through that process then they are good to go. The clubs office is currently located around the corner from the SGPS office in the JDUC.

Andria: Chris and I met with some admin at Queen’s. We are close to running our own SGPS event sanctioning. We have secured the insurance as of yesterday. We are still creating the infrastructure to run these events, but we should have something to report in May, in the form of concrete policies on how this will work.

Nima: Will this affect the autonomy of the LSS in running its own clubs?

Chris: The structure for this hasn’t been decided yet and it will go through council. If council sees it and doesn’t like it, we can work with groups like the LSS to see that their autonomy is respected. So short answer, no.



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James: AMS/SGPS Clubs are open for all students. For example, the engineering society has clubs that are only open to engineers, but there are also engineering-focused clubs under the AMS/SGPS system that are open to all students. So, LSS can still be able to have their own clubs if they want to.

Andria: Currently the registration process for us is just so we can have a name and contact info for who's in control. We may need to meet to talk about any issues that arise around your internal clubs, but I'm sure we can figure it out.

Korey: So what defines a club exactly?

Chris: There are two things, faculty societies and clubs. They are dealt with differently. The "Yo-yo club" who used to be under the SGPS is now under the new merged club system. Faculty societies are more of a grey area, but we do need some contact info for these groups. We're not trying to tread on your autonomy.

Nima: I'm not a fan of registration, but that seems out of my hands. Even if our autonomy is intact, how will this affect funding for our clubs? Will we have to compete with other clubs?

Mark A: You probably won't be able to dip into the AMS/SGPS funding, but your society fees won't be touched. Alternatively, if a law club wants to be open to all students on campus, then they can join the new merged club system and access that pool of funding.

Eric: Just to clarify, the LSS fee is the LSS's, you are free to do with it as you wish.

Chris: Part of the agreement with the merged club office is that we make a contribution to the merged club funding. If the LSS isn't under the merged clubs office then they won't have access to that funding contribution we make, but we still have internal funding for clubs/grants etc. The LSS clubs could still get funding through that.

Motion Carried

#### C. Sexual Health Resource Center

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

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

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

Whereas the SHRC provides incredibly valuable services to the SGPS, Queen's, and Kingston



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Communities in the form of at-cost sex products, educational workshops, student wellness advocacy, and more; and

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

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

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

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

Mark A: I'm going to set the stage and hand things over to the outgoing/incoming SHRC directors who are here today. Earlier this year the SHRC came to us with some issues about tax filing, insurance and a few other things. They were also concerned about their future as a part of the SGPS. We decided that they didn't really fit the description of a club anymore, they are more akin to a business. So we sat down with them and tried to figure out a way to fold them into SGPS to preserve the integrity and identity of the SHRC but also integrate them into the bylaws and policies of the SGPS. We have created something similar to the Queen's Journal so that they are an independent entity within the SGPS.

Jaqueline: Thank you Mark for the introduction. The SHRC has been around since 1971 and provides many services on campus to both Queen's and Kingston as a whole. This year we've tried to find ways to get SGPS members more involved. I also want to mention some of the services we offer. We completed over 100 educational workshops last year. We do booths throughout the community, and sell safer sex products at cost. Hopefully this will allow us to have a permanent place on campus. And because we did this together with the SGPS- we actually wrote the first draft of this- I think this relationship will work out really well.

Erica: I think this is awesome and I'm really happy we're doing it. Welcome to the SGPS!

Korey: I was wondering if what you do as the SHRC is considered "issue advocacy"

Jaqueline: I don't think so, we're not a political organization.



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Korey: You say you're a feminist organization, would you consider that to be issue advocacy?

Jaqueline: I would need to know what your definition of issue advocacy is.

Dylan: Has the AMS been involved in this process?

Mark A: No, they have not. Also, I am required to state that I have a conflict of interest here and will be abstaining.

Motion Carried

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

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

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

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

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

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

Chris: Two parts here. We need to make changes to how we classify fees. Currently we have 7 classes of fees, and this will simply that down to just 4. Also, essential services such as the SGPS society fee are given extra protection. The way we assess fees should really be a bylaw and not a policy, so that's why it's going in there instead of into policy.

Eric: This was provided notice of motion last month. I believe she didn't receive any feedback.

Chris: Point of information: She did receive feedback.

Jared: Will this require a second reading?

Eric: Yes.



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Erica: I have questions about the eligibility. The rules about not being able to pay wages or honoraria would eliminate some of the groups that receive fees. Could we get some more information on that?

Chris: So, I have the board policy here. "Student activity fees may be established only for non-academic programs to enhance student life on campus, or to fund large capital projects on campus." So our wording is more restrictive than what is being mandated by the board of trustees. If you do not like this motion you are free to amend it.

Erica: MOVE TO AMEND: to strike point 2 under Club Fees and External Fees.

Seconded: Korey

Laith: Point of information. What section is that?

Eric: B.21.3 Eligibility

Erica: I would like to mention some that would be eliminated Levana women's centre, Kingston youth shelter, Reelout, Loving Spoonful. As equity commissioner I am concerned about losing these fees.

Eric: Fees cannot go to groups off campus. That's from the board, not us.

Chris: I can elaborate. <reads quote from board of trustees document>. One of the concerns with putting forward a slate of fees when a large number of them are refused, is that it is harder for the other fees to get approved, because the board still needs to approve our fees after we approve them.

Emma: Chris can you speak to why the province is putting these restrictions on the fees?

Chris: I don't personally know why this happened. I'm imagining that there is some risk or some liability associated with the university taking money from people on campus and giving it to an external group.

James: Is the board acting in response to the government rule changes, or are they being proactive.

Chris: My sense is that this was something that was mandated previously and it has recently been discovered that Queen's is not in compliance with it.



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Erica: Thank you for that extra information, but I still think this amendment should pass so that our policies are less restrictive rather than more.

Dylan: Can you speak to how fees get rejected, Chris?

Chris: There are 3 groups that can assign fees. AMS, SGPS, and the university. So the SGPS sends a list of fees that our membership has approved to the board of trustees. The board then looks through the list and chooses what they approve/reject. The board can choose to reject whatever they like at their discretion.

Laith: I would like to amend the amendment to re-insert the line about charities.

Seconded: <none>, amendment fails

Original amendment carries.

Jared: While I support the amendment that was just made, I can't support this motion. There are a number of problems. This policy will end a number of relationships that we have with several groups. It seems to me we should be resisting the board of trustees' pressure to change these fee policies. The board of trustees representative has not reported on this in the past few months, so why has this not been communicated to us before now? There may still be ways to support external groups in other ways, but we need to figure that out. I don't think Council has enough information to make a decision on this issue.

Emma: I have some concerns with the cancellation and reinstatement of fees. It seems that the power to cancel fees doesn't spread across many people, and as it stands Council gets to vote to cancel a fee, but in the new system Council is not needed to cancel the fee. Council will be needed to vote with a 2/3 majority to re-instate a fee though.

Dylan: Is there a deadline for this?

Chris: Yes, there could be some major concerns if our fee policies are out of alignment with that of the board of trustees.

James: I think we should wait until the student Trustee is here to be present so we can have information. I think this debate is important, but we don't have a lot of information without the student trustee here.



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Eric: This will require a second reading anyway, because it's a bylaw amendment.

Erica: If I could vote, I wouldn't vote for this. I think we can do better than this if we're going to restructure our fee structure.

Korey: I think there are some issues with how these fees policies interact with the clubs policies. Will this limit which clubs can get funding?

Mark A: No, this is completely separate.

Motion is defeated

Eric: So because this motion was defeated, this issue cannot be revisited for a calendar year.

Travis: Is that any new fee policy that can't be revisited, or just this specific one.

Eric: Any new policy, but the general meeting can overturn Council's decision.

Chris: Our fees for this year have already been submitted.

Andria: The fees that we submitted will be the fees that are charged next year, unless they're rejected by the board. If that happens I'm not sure what happens next. It's a long process to get these fees approved.

Chris: This wouldn't have affected the fees assessed in September.

Erica: Can we read this at the GM and amend it, then pass it?

Eric: Yes, I think procedurally, the best idea would be to have the GM overturn Council's decision at the GM, then kick it back to Council in May.

Benjamin: If more information is being released by the board of trustees in May then maybe it's better to have a first reading later on anyway.

Laith: So how would it work with the general meeting overturning this vote?

Eric: If the GM overturns council's voting down this meeting, we could have another first reading at Council and then a second meeting at a general meeting.

Laith: So the bylaw requires two readings, but neither has to be at council?



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Eric: The rules only say that the second reading must be at a GM.

Erica: Why was the motion all omnibussed together?

Eric: this wasn't an omnibussed motion, it was a single one.

Jared: Point of information: This motion has failed, and it says that a policy will be removed. So that means that the policy still stays. So if we wanted to change the policy, and leave it in policy, that could be done at a general meeting.

Eric: Yes, that could be done if we wanted to keep it in policy. Roberts rules prevents Council from considering a motion on the same topic though, so we still can't do it here.

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

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

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

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

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

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

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

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

Chris: We got a new update from our insurer on how much this health and dental plan would cost. Typically it will go up every year, at least to keep up with insurance. Also, use of the plan has gone up, so the insurer has decided to increase the cost. The exec has an amount that we're allowed to change the fee without asking, but we have decided it would be better to increase it by more than that, so we won't have to do it for another couple years. In the near future, a dentist's office is opening up on campus, this will likely increase the costs of the plan since usage is expected to increase.

Laith: How much was it increased by?



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Andria: I will get that information.

Emma: I don't understand what you mean by having a buffer for our fee.

Chris: There's the amount that our insurer charges to the SGPS, and there's an amount that the SGPS charges to users. If those numbers are exact, then you depend on the predictions of the insurer to be perfect. In the past, we've taken less from students than we should, so we've had to dip in to other funds to make up the difference.

Andria: So just to add. We have a buffer built into our insurance budgeting in case there's an outbreak on campus. For example if a lot of people get the mumps and all start to access the health plan, we'll be able to afford it. If we don't use that money up, it carries over to the next year.

Andria: To answer Laith's question, the cost per student last year was \$460.

Andria: Our insurer wants us to act proactively in anticipation of the dentist's office opening on campus. It is the norm for health and dental fees on campus to increase when a dentist's office opens on campus.

M : when is this dentist's office opening?

Andria: It's open now.

Laith: I'm not sure how this insurance works. Can you explain.

Eric: Insurance banks on people not using insurance.

Laith: I always thought that it was the responsibility of the insurance company.

Andria: The insurance company takes on the risk, but they can ask us for our contribution in advance if they think usage will go up.

Motion Carried

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

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

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



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

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

Chris: I would like to move to postpone this motion.

Seconded: Desmond

Motion to postpone carries.

### G. Bursaries and Grants Policy

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

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

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

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

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

Chris: Here again we have a financial policy that we'd like to see move into bylaws. There are some changes that we'd also like made. Christina referred to this earlier in the year about having a general bursary. The primary focus for this is to simply the beaucroatic side on the user end. I believe we'd move from 5 or 6 forms to a single form to apply for bursaries. It also broadens the scope of the grants program, so we'll be able to sponsor events that could benefit large groups of people.

Andria: From an admin perspective I'd like to speak. If someone applies for a dental bursary, they may have to wait 2 weeks and then find out they can't get it, and that they should apply for an emergency assistance bursary. They'd then have to wait another two weeks to find out about that. This is really just a way to streamline the process for users.

Jared: I'm wondering if PSAC901 was consulted regarding the criteria for applying to the bursary considering that it contributes to the bursary.



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Chris: What do you mean by criteria?

Jared: The demonstrable need for financial assistance.

Chris: The way that PSAC901's role in bursaries is that they have a seat on the adjudication committee that decides who will get a bursary.

Jared: My question is that given that PSAC contributes funds to the SGPS for bursaries, were they consulted regarding the criterion for these bursaries.

Mark A: From my understanding, the criteria for the bursaries haven't changed.

Jared: Thank you.

Motion carried

#### H. SGPS Equity Strategic Plan

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

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

Seconded: Emma Thompson, Kinesiology (Arts)

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

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

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

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

Erica: A lot of campus stakeholders are creating these strategic plans all at the same time. The AMS and ASUS are both in the process of creating theirs. If you want to see an example of the AMS plan, then you can find it in the appendix. This policy would be completely non-binding and represent goals that we want to achieve.



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Mark: What would you expect engagement on that committee to be?

Erica: Any members are welcome to join. If you don't have time to meet regularly, work can be done remotely. There will also be things like surveys to get member input. Currently we are looking at having 8 people, but I'm very open to expanding that further if there is interest.

Chris: Motion to amend to change "October" to "August"

Second: Prashant

Chris: I think that based on my experience in the role of SGPS executive, in terms of getting things like this moving, having something come to council in August as opposed to October makes a huge difference. Especially with concerns to hiring. I'm concerned that if we don't have something ready for the new school year, then we could end up effectively missing a year.

Erica: I'm happy with this, but one thing to bear in mind is the AMS won't pass theirs until September, so we won't be able to benefit from looking at theirs.

Laith: So if we have this by August then the executive could act on it much sooner?

Mark A: Yes, I agree with Chris. If this is done by August we can get a lot more out of this.

Amendment carried

Motion carried

#### I. Land Acknowledgement Policy

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

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

Seconded: Shelby Loft, Gender Studies

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

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



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

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

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

Erica: This is about doing as much as we can to acknowledge the territory that we're on.

Chris: I want to echo what Erica just said. The board and trustees and senate both do land recognition at all of their meetings. I think the AMS has started as well.

Mark A: It is a part of great shame to me that the LSS considered a motion like this and failed to pass it. It means a great deal to me that the SGPS is considering it. I do want to say that this alone is not sufficient and that we continue to think about this issue.

Lorne: I'd like to call the question.

Seconded: Marina

Motion Carried

#### J. SGPS Speaker

**MOTION 04/12/16:15**

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

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

BIRT SGPS Council elect Travis Skippon as the Speaker for the 2016-17 year.

Chris: We need a new speaker.

Eric: To elaborate further, my term ends at the end of April. Council needs to select a new speaker. We can take nominations from the floor and then vote on it.

Chris: I nominate Travis Skippon



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Seconded: Laith

Travis: I accept

Motion Carried

Andria: I would like to acknowledge Eric's hard work as a speaker and his several years of service with the SGPS.

<Applause>

#### **K. SGPS Chief Returning Officer**

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

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

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

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

Eric: Are there any nominations? Seeing none.

Jared: I move to postpone the motion to May.

Seconded: Chris

Carried -Motion is postponed

#### **L. SGPS Special Awards Committee Chair**

**MOTION 04/12/16:17**

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

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

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

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

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

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



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Chris: I believe we were supposed to do this back in January. There was some miscommunication, and I believe it was Erica who realized that it needed to be done, so we can give out some awards.

Erica: I'd like to nominate Kyle, the social commissioner.

Seconded: Chris.

Kyle: I accept.

Andria: Point of information, our awards are very well known among the administration of Queen's. We started getting nominations in January.

Motion Carries.

#### **M. Student Advisor Updates**

**MOTION 04/12/16:18**

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

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

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

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

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

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

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

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

Eric: This contains updates to the VPG duties, moving stipends and honoraria to bylaws instead of policies.



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Chris: For the history of this program, it's been defined only through the memorandum of agreement between the SGS and SGPS. One issues we've seen is that council has no oversight, and the general membership has no way to steer the program in any way. This would allow the membership to steer the program without having to negotiate a contract. This way we have bylaws that govern the management of the program, and a separate contract with the SGS for the purpose of obtaining funding for that program. We want it in bylaws to slow changes to the program by requiring two readings, one of which has to be at a general meeting. This way council can't just come in and redefine the program.

Andria: In B20.6a. there is a typo. It reads "asses" instead of "assess"

Jared: Is there still room to make small changes to the program without going to all the trouble of a bylaw change.

Andria: We have an operating manual that contains information about day to day operations that will still remain.

Jared: Move to amend B.20.4.G to read as follows "Should a member of the student advisor hiring committee not be able to attend all candidate interviews" I'd like to add "after a reasonable effort is made to accommodate their schedules...."

Second: Chris

Chris: I think that we should further change this to say. "Their position will be delegated appropriately."

Eric: that would be a different amendment.

Amendment passes

Chris: Move to amend add "and their position will be delegated as appropriate."

Second: Jared.

Amendment carries

Motion Carried

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

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

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



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Seconded: Natasha Stirrett, Aboriginal Student Representative

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

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

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

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

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

Erica: I've been speaking to Four Directions and they've been encouraging that people display indigenous art to help with decolonizing campus. This is non-binding with respect to a timeline, so when we know if we have the money, then we can look at spending it.

Andria: From an administrative perspective, the SGPS does not have a surplus. We had some extra money, but it is now locked in a fixed-term investment. We're not sure right now how much money we have to spend on this.

Korey: I thought we had \$250k in surplus. Could you comment on why you're saying we don't have a surplus.

Andria: We've hired a new financial manager. We're not able to confidently say that we have a surplus right now. We have some money invested in case we end up needing it, but it is hard to tell what our exact financial state is.

Erica: The purpose of this motion isn't to be binding, just to say that this is something that the SGPS would like to spend money on, and that we should start exploring options.

Mark A: I think this is a great idea. I like that it doesn't tie us down to one plan.



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Chris: This type of motion would probably fit in with broader campus-wide initiatives. For example, we can't do anything with decorating the JDUC ourselves, but we may be able to work together with other groups on Campus to that effect.

Korey: We also loaned \$300k to the AMS. Have we gotten any of that back.

Chris: There's a repayment schedule to that loan. The way it's working out is that it's reducing the fees that we pay with the SLC management in recognition of the development of that loan. We can't just grasp it all back at once.

Motion Carried

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

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

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

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

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

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

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

Whereas these changes should be formalize in SGPS policy;

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

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

Erica: I've been having fun finding policy gaps and trying to help out. The executive and commissioners don't work well together and I'd like to change that. One thing is that we need a better way to deal with the different transition times for these two groups. All the commissioners are in support of this.

Mark: We currently have a subcommittee currently looking over the general structure of the commissions, will there be overlap? Also, have you spoken with the incoming VPP?



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Erica: I don't think there will be any overlap. The subcommittee is more focused on specific changes made in the past. I haven't spoken to the incoming VPP yet, but I spoke to Saba and Sebastian and they seemed very supportive and said they think that the rest of the incoming exec will support it.

Kyle: I think that this is a great idea. Even coming in as a new hire I can see some room for improvement.

Erica: There aren't a lot of student unions who have commissions like this. One that does have something like this is the AMS. They have a model that we could possibly look at.

Debra: Can I pass my speaking rights to a non-councilor.

Eric: Non-councilors cannot have speaking rights unless it is arranged in advance for them to speak to a specific motion.

Motion Carried

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

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

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

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

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

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

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

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

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

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



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

Erica: We have these seats, but no way for filling them. I would like to try to find a way to fix this hole in our policy, so these seats can be useful.

Chris: I would like to amend the motion to change October to August.

Seconded: Marina

Chris: We usually get lots of new councilors in October, so if this is something we want to do, I'd like to try to get it done before then so we can have everything ready for that time.

Amendment carried

Motion Carried

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

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

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

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

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

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

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

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



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Erica: This motion and the next one is just about cleaning up policy with respect to awards. I think we should have a specific policy about the value of these awards to help with budgeting.

Chris: I would like to amend to change September to May  
Seconded: Alexis

Chris: This type of work could likely be done in one meeting, that way we can come up with an amount and give that to Kyle, so he can concentrate on allocating the awards without having to worry about amounts and budgeting.

Amendment carried

Motion carried

Chris: Motion to extend by 30 minutes  
Seconded: Benjamin  
Motion carried

#### R. SGPS Awards

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

Motioned: Erica Baker ([equity@sgps.ca](mailto:equity@sgps.ca))  
Seconded: Lorne Beswick ([vp.community@sgps.ca](mailto:vp.community@sgps.ca))

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

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

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

Erica: Similar to the last motion, just changes to policy to make it more robust. I just removed things that are no longer relevant.



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Dylan: In the third paragraph there is a typo. It should read “distributed” instead of “distrusted”.

Motion carried



## Other Business

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- A. Findings of the HR Standing Committee – Mark Asfar**
  - a. Subcommittee on Hiring Procedures (see Appendix Hiring)**
  - b. Subcommittee on Progressive Discipline (see Appendix Discipline)**

Mark: are there any of my committee members here? (Erica raises hand)

Mark: Two subcommittees were tasked with looking into hiring procedures and progressive discipline. When I came to this position I found that our HR policies were quite lacking. I got a great turnout for these subcommittees, largely from Masters of Industrial Relations students. I’m very happy with the results so far, a lot of recommendations have come forth. There are a lot of bylaw and policy changes that will be coming later, but I wanted to bring you all these reports so that Council is aware of the findings. My successor will be working on implementing these findings. If you have any interest in HR, then please contact him. All these reports come in addition to other HR reviews/changes that have been going on throughout the year.

Eric: There wasn’t enough time to properly review all these policy changes, but the bylaw and policy review committee will be going through them in May to fit them into our existing bylaws and policies.

Jared: The policies were very comprehensive, thank you. I think we need guidelines for the conditions under which we revoke an offer of employment, and how that is done.

- B. Notice from Vice President Finance and Services – Christina Huber**



### **Minutes**

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

Eric: To clarify, the fee hasn't been cancelled. The VPFS has suspended the remittance of the funds, and is not actually a cancellation.

Andria: With respect to the last line. We don't know that they aren't registered with the city of Kingston. What we do know is that they are not registered as a charity with the Canada Revenue Agency.

Debra: I've spoken to this group about them having been contacted and I've seen that there has been correspondence back and forth.

Mark A: The original text is poorly written. We've had some contact with them, but nobody there is willing to act as a representative of the group to accept the funds. It's also worth noting that the suspension of remittance is the first step in an investigation into the fee.

Chris: I have a timeline of communication between our staff and this group if you'd like to see it.

Jared: Why is the suspension of remittance necessary to begin a conversation?

Mark A: There was grounds to suspect that fraud may be an issue. We had people showing up who we couldn't confirm represented the group. We also haven't been able to get any financial information from them, and haven't been able to confirm that the group still exists.

Andria: During a phone call I was told by the group "Don't ever call here again" followed by some curse words that I won't repeat here.

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

Council will discuss the AMS Equity Strategic plan to elicit feedback with regard to its applicability to our own planning process. This discussion will only take place if MOTION



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04/12/16:13 carries.

Erica: In the interest of time, I'll just say to contact me if you have any thoughts on the AMS strategic plan. Please let me know if there's anything you like or don't like about it.

#### D. Student Code of Conduct – Chris Cochrane

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

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

Chris: This is posted for feedback from the general population at this point. If you have a chance to look it over and have thoughts, please email [acnam@queensu.ca](mailto:acnam@queensu.ca). This is the final draft, but any feedback can be included at the meeting where it is approved.

James: What is the deadline?

Chris: The meeting is on May 6<sup>th</sup> so if you can get it in by the end of April that would be best.

Erica: How can we better integrate these changes into our bylaws and policies?

Eric: This will trigger massive changes to our judicial policies, because it is binding on us.

Chris: We're going to have to significantly change the structure of our judicial board. The policy around it is very old anyway and needs to be cleaned up.



## IX. Notices of Motion & Announcements

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### A. Notices of Motion

- a. A notice of motion will appear on the May Council agenda regarding implementation of policy for an improved oversight system for the Executive.

### B. Announcements

- a. The next SGPS Council Meeting will be on **Tuesday, May 17, 2016 at 5:30pm** in the McLaughlin Room. Motions and Reports are due to the Speaker **no later than 4pm on Tuesday, May 10, 2016**.



**Minutes**

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## Adjournment

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**A. Adjournment**

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

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

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

BIRT this meeting of SGPS Council be adjourned.