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

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I. Adoption of the Agenda and Minutes

A. Adoption of the Agenda

MOTION 03/14/17:1

BIRT SGPS Council adopt the Agenda for the March 14, 2017 Council Meeting.

Motioner: Adam Ali (Graduate Student Trustee)
Seconder: Emma Thompson (Kinesiology Representative – Arts)

Motion carries.

B. Adoption of the Council Minutes (February Council)

MOTION 03/14/17:2

[SEE ATTACHED MINUTES]

BIRT SGPS Council adopt the Minutes for the February 23rd, 2017 Council Meeting.

Motioner: Stuart Clark (VP Finance & Services)
Seconder: Anastasiya Boika (VPCCA)

Motion carries.

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III. Executive & Speaker Reports

A. Executive Reports

a. President – Saba Farbokdia (report attached)

b. VP Graduate – Sebastian Gorlewski (no report submitted)

Sebastian Gorlewski (VP Graduate): Thank you for bringing up the email issues at last Council. Brenda was a bit surprised and they are working on a response and will
have a response by their next meeting to bring to April Council. IN terms of other
issues, mental health survey was launched today. Thanks for your patience – I’ll be
emailing each of you to promote this across your departments. The reason why this
is so important, we haven’t had objective data in the past. So provided we can
create a survey that has enough respondents, it serves as a great bargaining chip to
go to administration. So, our goal is 300 respondents, and I’ll be following up
shortly. It’s a 5-minute survey, with gift cards to be won – good trade off! This is
something that will improve the mental health resources for our constituency. I
have been in meetings with PSC to open up resources to Graduate students. Influx
of ~50 graduate students using resources. We wanted to evaluate whether or not
SGPS members do want access to PSC;

c. VP Professional – Kishan Lakhani (no report submitted)

Sebastian Gorlewsiki (VP Graduate): Filling in for Kishan who has Tuesday classes. He
reports that headshots and resume sessions were successful during Career Week
next week. Going through transition process currently, and completing HR tasks.

d. VP Finance & Services – Stuart Clark (report attached)

Stuart Clark (VP Finance & Services): Nothing to add, just some minor adjustments
to bursaries; included all information in agenda package.

e. VP Campaigns & Community Affairs – Anastasiya Boika (report attached)

Anastasiya Boika (VP Campaigns & Community Affairs): She mentions two things:
two workshops now scheduled for the next two weeks; we were waiting on Student
Wellness Services. On the second one, we have a healthy cooking workshop –
teaches you how to cook healthy food for free; happening in the yellow house.
Registration will be up on website tomorrow. Another workshop about stress
management is occurring on the 28th. Copy Editing service – finally have
confirmation from SGS about funding for this project. Spoken to writing center and
looking to have a work student to create training manuals. Providing modules as
professional and informational skill building.

B. Speaker Report

a. Speaker – Jennifer Williams (oral report)
C. Approval

BIRT SGPS Council approve the Executive and Speaker Reports.

Motioner: Joanna Rees (Urban and Regional Planning)
Seconder: Stuart Clark (VP Finance & Services)

Questions:
Emma Thompson (Kinesiology Representative – Arts): Asked a question for Stuart.
Valerie Freemantle (Geography Representative): Asked a question for Sebastian.
Stuart Clark (VP Finance & Services): commented on the report.
Lauren Brick (Graduate Education MEd Representative)– where can I find the survey?
Sebastian Gorlewski (VP Graduate): Newsletter, website, department assistants to submit
Motion carries.

IV. Senator, Trustee, Commissioner, Committee & Other Reports

A. Senator Report – Graduate Student Senator – Ciara Bracken-Roche (report attached)
B. Trustee Report – Graduate Student Trustee – Adam Ali (report attached)

Adam Ali (Graduate Student Trustee): town halls for racism, diversity and inclusion having in the next week; please spread the word – great for SGPS to send out an email to members. If you’re a graduate student and you apply for OSAP – you have to apply in the Spring. The University will be given the money and subtract that from tuition. A new process that Adam can get more information about that from the Secretariat’s office in case other graduate students are seeking financial assistance.

C. Commissioner Reports
a. Athletics Commissioner – Lindsay Ruiter (report attached)

Lindsay (Athletics Commissioner): wheelchair basketball event – fourteen people in attendance, playing for an hour. We have rock climbing on March 23rd – capped at 10 people, so if you know anyone, $10 for all equipment and a lesson. Learn to Run – two sessions (March 29th) for anyone who is looking to start to run. Last thing:
Committee on Athletics and Recreation – looking to have feedback on student engagement on anything recreation related; posting on social media and making a plan on that – if anyone has feedback, that would be great.

b. Equity & Diversity Commissioner – Tahseen Chowdhury (report attached)
c. International Students Affairs Commissioner – Chiedza Pasipanodya (report attached)

Chiedza Pasipanodya (International Students Affairs Commissioner): Trivia, Games & Pizza workshop session tomorrow.

d. Social Commissioner – Yann Grand-Clement (report attached)

D. Committee Reports

E. Other Reports

a. University Rector – Cam Yung (no report submitted)
b. Chief Returning Officer – Annie MacGregor (oral report)

F. Approval

MOTION 03/14/17:4
BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.

Stuart Clark (VP Finance & Services): Timeline on diversity committee for implementation; going to present a report by March 31st to Principal. Principal is going to present to Board at early May Trustee meeting. Main objectives: about barriers to implementing earlier recommendations and then moving forward with new recommendations.

Motioner: Anastasiya Boika (VPCCA)
Seconder: Stuart Clark (VP Finance & Services)
Motion carries.

V. Question Period & Departmental Issues

- SGPS Member: Workshop on the 28th or 29th on student wellness.
- SGPS Member: The second thing: for the copy editing service, confirmation has been gotten for funding. Potentially hiring for training modules.
- Informational services.

Jennifer Williams (Speaker): Information about the election was successful for two executives:
Adam, incoming president. First year law students, transition with Saba. Tyler, incoming VP campaign community affairs. Lauren, VP in finance and services. SGPS approve the executives.

- SGPS Member: Switching dental bursary for a second cleaning.
  SGPS Memeber: If you have gone over for cleaning, what will happen in the future is that it will be covered up to 85%.

- SGPS Member: Question about AMS services.
  SGPS Member: tTe funding instruction goes through the commission. Working through, there will be no cost associated with the program.

- SGPS Member: How will the mental health survey be advertised?
  SGPS Member: It will be emailed to all members individually, and through the newsletter.

- Valerie (Geography): Last GSC meeting – lots of members have to travel over the boarders with confidential information. Looking for how far students should go to protect information. If anyone has any suggestions.
  Adam Ali (Graduate Student Trustee): US-Border Security policy on mobile devices. Cannot look at devices without presenting a few other pieces. He can provide link for that.

**VI. Business Arising from the Minutes**

Motion carries.

- Center of trustee commission reports. She is absent, the replacer has nothing to share.
- The is happening March 28th at the school of Kinesiology and school of Medicine. Not included in the initial report, graduate tuition will not be changed until 2 years. Money goes straight from OSAP to university account. OSAP for graduate students there is a new process. The processing is different now.

**Upcoming event:**

- Rock climbing 23 of March. You need to sign up soon for only 10 dollars.
- Learn to run: for those interested in starting to run, for free.
- For the committee on Athletics and Recreation: feedback on student recreation. Participating in fitness classes. Survey on how students receive these services. Giving feedback for this committee.

- Tomorrow: trivia games and pizza nights, in the building, 334. At 6:30 pm. Free pizza
Main Motions

A. Executive Oversight Committee  
MOTION 03/14/17:  
Motion from SGPS Winter General Meeting, sent to Bylaw and Policy Committee on March 6, 2017.

Executive Assessment Oversight Committee  
Whereas SGPS Council is responsible for oversight of the SGPS Executive, and  
Whereas many issues facing the proper functioning of the SGPS Executive can be sensitive and of a  
private nature, and  
Whereas over the years, there have been calls for enhanced transparency and accountability of the  
Executive that have gone unanswered,  
BIRT the SGPS accept the following Policy, establishing an Executive Oversight Assessment Committee.  

Executive Assessment Committee  

x.x.1. Purpose:  
1. As a sub-committee of SGPS Council, which reports directly to Council, the Executive  
Assessment Oversight Committee shall be principally responsible for holding elected members of the  
SGPS Executive responsible for fulfilling their duties towards the SGPS membership.  
2. This sub-committee is meant to enhance, not replace, the oversight role of Council, through the  
following mechanisms:  
   a) acquiring and consolidating information relating to human resource issues and interpersonal  
concerns amongst the elected Executive members of the SGPS; and  
b) communicating that information to SGPS Council, where appropriate, who will take  
appropriate action to ensure Executive oversight, and facilitating resolution of concerns about  
the functioning of the elected SGPS Executive.

x.x.2. Membership:  
a) The Executive Assessment Oversight Committee shall be composed of two four (24) SGPS  
members-at-large and two (2) SGPS Councillors, as well as the Speaker, who shall be Chair.  
b) No two members of the committee may be from the same Representative Group, as defined in  
Bylaw.  
c) SGPS Council will nominate and elect SGPS members to the committee members at the  
October March Council meeting of each year. Membership on the committee will commence on  
November May 1, and terminate on October 31 April 30 of the following year.  
d) All members must shall receive human resources and Conflict Resolution training, at a  
minimum matching the level required of the SGPS Executive.
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e) All members must sign an SGPS confidentiality agreement, which shall be identical to that signed by members of the Executive.

f) No individual holding a position that reports to the Executive (e.g. commissioners, coordinators, or staff members) shall be a member. The Executive shall ensure that staff (either full- or part-time) are available to the committee if relevant to the Committee’s purpose.

g) No Member of Council, excluding the Speaker, is eligible to be a member. If a member of the Committee is elected to represent their department or fulfill another obligation, as outlined in B.5.1, they shall cease to be a member of the Committee upon assuming the new responsibility.

h) Members of the committee who are also members of Council, in respect of the nature of the committee, will restrict any comments made at Council on the findings of the committee to the information provided in the reports of the committee to Council.

i) If the membership of the committee falls below that outlined in x.x.2(a), a new member, or members, will be appointed/elected at the next Council meeting, serving the remainder of the term.

j) Members of the committee, apart from the Speaker, shall receive a monthly/annual honorarium/salary amounting to $1200 per month.

x.x.3. Evaluation:
Without limiting the generality of the foregoing, the Committee shall:

a) conduct an evaluation of the Executive which will include at a minimum a self, peer, and team evaluation, on a trimester basis (i.e., in each of the Summer, Fall, and Winter terms). This will be achieved through the use of a survey that will be filled out, at a minimum, by the elected Executive Officers and the Director. Surveys are to be analyzed and constructive feedback will be provided regarding the performance of the elected executive as individuals and their performance as a team, based on the results of the survey;

b) conduct the Winter term/trimesterly evaluation with the aim of ensuring a smooth transition to the next executive. The Winter term evaluation will establish if the following has been completed to the satisfaction of the committee and to that of Council:
   i. completion of term,
   ii. completion of year plan objectives,
   iii. completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines, and
   iv. completion of transition report (Winter semester only), and
   completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines.
d) c) present a summary of these findings (with appropriate level of detail) in the following order: privately to each elected executive as relates to their position; to the executive as a team; and to Council (without Executive present) in camera, if necessary, as a summary of team performance. No less than two members of the Executive Assessment Oversight Committee shall be present at any feedback session. The delicate and confidential nature of the information shall be respected; and

e)d) conduct the Winter term evaluation with the aim of ensuring a smooth transition to the next executive. The Winter term evaluation will establish if the following has been completed to the satisfaction of the committee and to that of Council:

iv. vi. completion of term,
v. vii. completion of year plan objectives,
vii. viii. completion of transition report, and

vi. viii. completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines.

e) The committee shall not report to General Meetings. Any questions regarding the nature or proceedings of the Committee raised at General Meetings shall be addressed by the Speaker.

f) x.x.4. The Executive Assessment Oversight Committee (as represented by at least two non-chair members at any time) may shall observe at least one observe Executive Meetings by request, per trimester.

x.x.4. Safe Disclosure: HR matters involving Executive members, dealt with by the VPP (or President where applicable) must be communicated to the Executive Assessment Committee.

x.x.55. Investigation: The Executive Oversight-Assessment Committee shall be responsible for investigating performance concerns regarding the Executive, following one of two procedures:

a) two parties approach the Executive Assessment Oversight Committee and request involvement, because they agree that they are unable to find a resolution or restore a working relationship after investing their own efforts to communicate and seek resolution; or

b) the committee receives a formal letter of complaint. The complainant must submit a signed letter to the Chair of the Executive Oversight-Assessment Committee outlining the nature of the complaint as well as providing preliminary evidence to document the nature of the situation (i.e. establishing a pattern of behaviour versus an isolated incidence) and prove that the complainant has attempted to communicate the problem to the defendant and to resolve the situation on their own without success. Maintaining impartiality to the best of their ability, the Committee will undertake the following steps after receiving a formal letter of complaint:

(i) meet with the complainant(s) to ensure that signed letter accurately reflects their concerns,
meet with the defendant(s) to deliver the letter of complaint and review the defendant’s options,

(ii) allow the defendant(s) an appropriate amount of time in which to gather their own evidence documenting the falsity of the complaint, if they wish to contest the formal complaint,

(iii) alert Council that a formal complaint has been submitted, omitting all personal details until the Committee deems it in the best interest of all parties, and

(iv) inform and make recommendations to Council on either the closure of the complaint or any further course of action taken, such as, but not limited to, conflict resolution/mediation sessions, leave of absence, or impeachment.

x.x.6. Documentation

All committee documents regarding evaluations and investigations shall remain confidential and be archived for the duration of 1 year after the completion of an executive term or resolution of the complaint, whichever is later. The documents shall be kept in a locked box to be stored in the SGPS office by the SGPS, to which only the Speaker shall have access.

X.x.7 Protection from Reprisal

All reasonable steps consistent with the law and the rights of the complainant shall be taken by the committee and its members charged with investigation of a good-faith report of an alleged act to protect the position, reputation, privacy and confidentiality of an individual who has made a report. Any breaches of confidentiality shall be reported to the Chair who will in turn inform the complainant (if not anonymous) if confidentiality can no longer be maintained.

No person shall take any reprisal against an individual who files a complaint through this committee. Acts of reprisal will be subject to reporting and, where applicable, disciplinary action.

The filing of a complaint shall not constitute harassment within the terms of the SGPS Harassment/Discrimination Policy. Any complainant who believes that he or she has experienced a reprisal as a result of making a disclosure of an alleged act pursuant to this policy and these procedures should document the details and immediately inform the Chair of the committee. The Chair shall ensure that the allegation is investigated and, if justified, that the appropriate corrective steps are taken.

Motioner: Emma Thompson (Kinesiology Representative – Arts)

Seconder: Kristopher Jones (Sociology Representative):

The motion to change policies, discussed in the winter meeting, was sent to be reviewed and came back with suggestions.

- Stuart Clark (VP Finance & Services): explains the motion on what happens if somebody steps down. Committee make up is the bulk.
Adam Ali (Graduate Student Trustee): Still not sure if the spirit of the motion has gotten him there in terms of giving power and oversight to Council. Still do think it needs work, but happy that the committee now has SGPS Council members, but part of me thinks the whole membership needs to be all Councilors. Doesn’t think honorarium; may not be necessary. There’s something to be discussed there. Still overlap in terms of HR perspective already spelled out in HR policy that hasn’t been fully spelt out. While there were positive changes, but still more is necessary and depending on the conversation.

Kristopher Jones (Sociology Representative): Question for those involved with the amendments; how this newly formed committee if the motion passed how this would differ from HR standing committee and judicial committee. HR standing committee – obligation to review legal obligations under statutes and advisory role brought to the attention of VP Professional and Executive director. Adding a layer if we were able to leverage the policies already. Also adding a cost for a policy that already exists. HR standing committee already has Councilors and SGPS members at large. Guidelines for who can be on that committee.

Stuart Clark (VP Finance & Services): Can speak to HR component. The tricky thing about regulating Executives is that Executives are Directors. Typical processes for employees cannot be used for Executives. Next Executive will bring this forward. HR problems by Executive are not dealt with by standing committee. Harassment or atmosphere issues would go to HR standing committee; it doesn’t really engage with the Executive to make sure work product is moved forward. Provide coaching opportunities and a safe place; it’s currently awkward to confront colleagues, but willing to hear more concerns or refer back for tweaking.

Emma Thompson (Kinesiology Representative – Arts): During the meeting for Bylaw and Policy was there discussion about how it could be a structural issue. Why don’t we have an HR person or ombudsperson.

Stuart Clark (VP Finance & Services): On the ombudsperson, we floated the issue to them; because it’s outside the University, they don’t really want to get involved. We haven’t costed out the option for HR is interesting, but it’s interesting to consider that this committee would do governance, HR, work product, ... falls more to work product rather than conduct.

Joanna Rees (Urban and Regional Planning): Timing of contract of committee – would start in November; do they have to be here for the summer. We’re off doing internships. Because it starts in November until October; it’s a two-year program, so nobody would be able to
Stuart: Pay is prorated, regardless of where you start you get paid month to month. The policies need to be polished.

- Stuart Clark (VP Finance & Services): The November time is to have first years jump in and that in September it would be done in different groups which is the intent of this time line.

- Kristopher Jones (Sociology Representative): The issue is that the executive is not a typical employee? Would it be possible to amend it to be reviewed than getting an interlay new committee to review?

- Stuart Clark (VP Finance & Services): The last time it was reviewed was for the policies of work place harassment. We can incorporate some of the existing committee, which can be reviewed and done.

- Korey Pasch (Political Studies Representative): If there are issues between the executives and the HR members, we take AMS as an example. AMS has professional trainings. Why not seek that as an alternative? Why is it necessary to pay for this purpose? We have done a tremendous work over the year: 12 bursary reports, 20 bursary reports, 65 applications. It creates a discrepancy in terms of volunteering and those select few who receive money.

- Saba Farbodkia (SGPS President): Noted the conflict of interest regarding this issue.

- Emma Thompson (Kinesiology Representative – Arts): Based on membership and timeline, wondering if having 4 roles plus the chair is enough to represent the entire SGPS body. It is my understanding that the executives take feedback and decide accordingly. And prepare drafts of what will be done. There needs to be change so that there is more information transferred. Agree with the money, which creates a double standard. And the fact that its not fair.

- Stuart Clark (VP Finance & Services): Agrees with the money issue. We need to recognize what problem we are looking to solve. We need to raise these problems in a safe and respective manner. If there is continuous pattern of office behaviour, we cannot discipline. We can only have a conversation or private disputes with the council. On a functional level if we can get around this situation, not disciplining a peer on issues and get around it. After Jan you can’t depend on 1 or 2 colleagues. People get slow on responding during Jan. We need to keep people in task. We need to have that authority to have that discussion.
• Korey Pasch (Political Studies Representative): There is inter executive HR issues that relationships need to be governed in some way. These two objectives related to one another, if a member of each is not functioning, its going to eventually effect the other. Expresses concerns on whether the council needs to go external. It would be an opportunity to form a relationship with the office and collaboratively raise the issue to the university body. Strike the $100 a month so that only one council represents.

• Saba Farbodkia (SGPS President): Is there a reason why you think the larger group should not be a part of this?

• Adam Ali (Graduate Student Trustee): Membership allows to hold the representatives accountable and responsible. The body is not replacing but enhancing on what we already have. So only SPGS councillors would represent.

• Stuart Clark (VP Finance & Services): If we identify the problems with this policy can we fix it or is it more useful to start up a new structure from the ground up. To better clearly the problem. We have not dealt with the cost issues and the larger issues that arise.

• Korey Pasch (Political Studies Representative): In terms of amending, I agree. This is an issue that is recurrent. I would like to see a range of options presented.

• Stuart Clark (VP Finance & Services): We should take a full summer to look at the options and exhaust all the solutions. To add something more long term. We need to take the time to do it.

• Adam Ali (Graduate Student Trustee): We are in over our heads as an organization. Dealing with issue that involve HR and the government, and we are not experts. Maybe we need to pay an external resource to take a look and analyze. Experts who can summarize options and we can decide what the best course of actions is. we keep coming back to the same issues over and over again.

• Korey Pasch (Political Studies Representative): It would be similar to using the document as a template or starting from scratch.

• Saba Farbodkia (SGPS President): I had a conversation with VP finance who put me in touch with an employee to give advice as to how we can organize the structure. Adjusting bylaws is a part of this revision or not.
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- Stuart Clark (VP Finance & Services): If the directive is to include a variety of options, and trim it down to what is actually functional and figuring out the nature of relationships with council.

- Adam Ali (Graduate Student Trustee): I have done research to get the university to pay for the representatives. It's in the university's interest to make sure that he students function. This is an opportunity to get the university pay for this and get funding. We should go to the university in some capacity. This conversation should happen, representatives negotiating with the university and report back.

- Stuart Clark (VP Finance & Services): Proceeds to read a draft of the motion.

- Motion carries to be sent in October.

B. Yearly Bylaw Clean-Up

**MOTION 03/14/17:6**

Whereas each year, the SGPS updates its Bylaws and Policies for regular maintenance and housekeeping to remove redundant sections and fix conflicts.

Whereas there are a series of minor changes and housekeeping that have been identified over the past year.

BIRT the Bylaw and Policy Standing Committee review the bylaws and recommend changes to Council as needed.

BIFRT that the April Council meeting on April 11th, 2017 be canceled and replaced with a General Meeting of the members.

Moved by: Stuart Clark (VP Finance & Services)
Seconded by: Saba Farbodika (SGPS President)

Motion carries.

C. Adjustment of SGPS Bursary Amounts

**MOTION 03/14/17:7**

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Whereas the Finance and Services Committee has recommended small adjustments in bursary rates of $50.00 per bursary

Changes and additions written in green

BIRT B.24.1.2.b.a be amended to read:

*Dental Bursary, which subsidizes dental procedures not fully covered by the SGPS Health and Dental Plan to a maximum of $800.00*

BIFRT B.24.1.2.b.b be amended to read:

*Activity Bursary, which subsidizes participation in Queen’s University clubs, intermural teams, events and conferences to a maximum of $150.00.*

BIFRT B.24.1.2.b.c be amended to read:

*Emergency Assistance Bursary, which provides emergency financial assistance to an applicant to a maximum of $450.00.*

BIFRT the policy B.24.1.2.b amended to read:

b. There are four types of bursary:

... d. *International Student Bursary, which subsidizes an international student member’s University Health Insurance Plan (UHIP) fee to a maximum of $800.00.*

- Stuart Clark (VP Finance & Services): Changing the scope of the couple of bursaries, don't want to dial back bursaries which raises equity issues. We need to add more or we can wider the scope. It will be reviewed in the coming month. Secondly, add bursary amounts to the bylaws
- Adam Ali (Graduate Student Trustee): How much does the international bursary cover their international...
- Stuart Clark (VP Finance & Services): 130%

Motion carries

VIII. Other Business
A. Deputy Speaker

Motion 03/14/17:8

BIRT that Nadia Arghash be appointed as Deputy Speaker for the remainder of the 2016-2017 term.

Nadia: Currently 2nd year Masters Student in Faculty of Education; started in September 2015, so year and a half into the program. Really excited to be a part of the SGPS. If there’s anything else to share.

Motioner: Sebastian Gorlewski (VP Graduate)
Seconder: Emma Thompson (Kinesiology Representative – Arts)

Motion carries.

IX. Notices of Motion & Announcements

A. The next Council meeting will be Tuesday, April 11th at 5:30 PM (location Robert Sutherland Hall). Motions for the April Council meeting are due by 4:00 PM on Tuesday, April 4th.

X. Adjournment

A. Adjournment

Motion 03/14/17:9

BIRT this meeting of SGPS Council be adjourned.