



Agenda

September 12th, 2017 - 5:30pm
McLaughlin Hall, JDUC

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.



Adoption of the Agenda

A. Adoption of the Agenda

MOTION 09/12/17:1

BIRT SGPS Council adopt the Agenda for the September 12th, 2017 Council Meeting.

Adam: Adding discussion item on Orientation week and adding short motion that reads "BIRT that all referrences to coordinator in Bylaw and Policy re Coordinator be changed to Deputy

Motion carries.



Executive & Speaker Reports

A. Executive Reports

- a. President – Adam Grotsky (report attached)

Adam: If you're new to Council, welcome – looking forward to a great year ahead. Sometimes, these meetings can be contentious, but I hope we can challenge the ideas, not the people.

Only addition: I refer at the end of my report to a meeting at Queen's Park – last night at Queen's Park at a meeting with MPPs about Queen's and graduate student experience. The perception of Queen's and our University is very strong among MPPs. So I had a chance to talk about some issues affecting our student body: mental health, sexual violence, tuition cost. Those comments were well received – there is a strong view among MPPS that Queen's is leading the way in student experience and research, as well as mental health initiatives – lots of great things being done.

- b. VP Graduate – Stéfy McKnight (report attached)

Stefy: Welcome, nothing specific to add.

- c. VP Professional – Russell Durward (report attached)



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- d. VP Finance & Services – Lauren Peacock (report attached)

Lauren: Nothing to add.

- e. VP Community – Tyler Morrison (report attached)

Tyler: A little bit about CFS and Orientation Week – both we will talk about later in this meeting. I look forward to a good year.

B. Speaker Report

- a. Speaker – Jennifer Williams (oral report)

C. Approval

MOTION 09/12/17:2

BIRT SGPS Council approve the Executive and Speaker Reports.

Motion carries.



III.

Senator, Trustee, Commissioner, Committee & Other Reports

- A. Senator Report** – Graduate Student Senator – Alexandru Sonoc (no report submitted)

- B. Trustee Report** – Graduate Student Trustee – Adam Ali (no report submitted)

Adam: Hasn't been a Trustee meeting since March. Next meeting is October 14th, 15th – I will give a report at the October or November Council. Feel free to go to the governance portal for agenda and minutes.

C. Commissioner Reports

- a. Athletics Commissioner – Lindsay Ruitter (report attached)

Lindsay: Lots of events coming up this Month – please send out our events to your members!

- b. Equity & Diversity Commissioner – Kelly Watson (no report submitted)

Kelly:

- c. International Students Affairs Commissioner – Atul Jaiswal (report attached)

Atul: Key message is running events successfully. September 10th – Kingston Multicultural Festival – SGPS members participated, for the International students.

- d. Social Commissioner – Martyna Kamela (report attached)



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Martyna: Orientation week was a success – I'm sure we'll talk about that more later. We have Canada's wonderland coming up in two Saturdays from now – fully booked, sold out! Hoping to get a second bus!

D. Committee Reports

E. Other Reports

- a. University Rector – Cam Yung (report attached)

Cam: Unfortunately, Orientation week took a little bit by storm – hoping to improve in future. A few things I wanted to talk about... recently extenuating circumstances policy – predicted or unpredicted – can reach out to SWS for academic support from several resources at Queen's. Really good policy, going to be going into its second year of going in place. Very similar, the Principal's Commission on the Future of Public Policy – assessment of the School of Public Policy has been undergoing. Certainly an area of key interest. Looking for ways to enhance the school moving forward. Quite a few meetings with MPPs yesterday – meeting with all Parties, as many as possible, in order to promote Queen's. It did seem like there was good reception to what Queen's brings to the table. MPPs recognize the great strength and leadership of Queen's. Some areas that we brought forward were: mental health, sexual violence, workplace and skills, and research – promoting as a strength of Queen's.

Sexual violence and alcohol harms have been areas I've been working on – bystander intervention training with Adam – reached up to 1500 Orientation and student leaders. As well as alcohol harms, focusing there on making sure we can reduce the harms of abuse and use in undergraduate years.

Shameless plug: year of Rector election – what does the Rector do? Represents Undergraduate and Graduate students, held in January this year. Great opportunity for support for students, and a position that helps to promote Queen's spirit – representing Queen's on several occasions. If you are looking to run or participate, my office is always available. rector@queensu.ca

- b. Chief Returning Officer – Vacant

F. Approval

MOTION 09/12/17:3

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

Russell: With both you, Cam, and Adam speaking about the positives with MPPs, were there any negatives.



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Cam: All parties had questions about skills that are being provided by institutions. We definitely brought forward the fact that we have quite a few opportunities for students to gain skills inside and outside of the classroom. We also see many of the classrooms are providing opportunities for students to do side projects and research – that’s a real strength of this institution. We have a number of research chairs at this institution. A lot have been positive. However, they continue to ask what Queen’s can offer, but, for the most part, they are looking at the outcomes rather than incomes.

Adam Ali: Question for Commissioners – applies to Equity, Diversity, and International students. At one meeting back in April, Tahseen – the international created a transition manual. Is there plans to put that into policy. I’m

Kelly: I did receive her transition report; I’ll

Tyler: They have received that stuff – first was year plans, Orientation week – that’s taken up time. But now I think as Orientation week and year plans are being worked on, this will be at the top of the agenda with

Adam: All I will add – it would be a good plan to put towards the policy committee too. It provided great information about the roles could or should be – my hesitation to put into policy is that it already exists in the bylaw and policies that already exist.

Atul: My current year plan has built off of my previous commissioner – so I have seen the planning process over the past several years.

Adam: That’s fine – I just think we said it would be an action item to go through Bylaw and Policy; I was just concerned that it didn’t move forward. Mostly around transparency – it would be nice to

Norman: Can you give a quick understanding of what we have been talking about?

Adam: At the end of the previous term – there were a few discussion items brought forward regarding Equity and International – they were framed as constitutional documents. It ended without a final determination – we thought it would be best to go to the policy committee, because my first thought was that’s probably not the best name for it – because the Executive sets out mandates and they have imbedded documents.

Norman: Thanks.



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Motion carries.



Question Period & Departmental Issues

Dylan (Biology): We had a conversation at the last meeting about bargaining for increased stipend – whether we should discuss that at the department or SGPS level. Biology department bargained for an increase last year – though cost of living had gone up, our stipend had not gone up. So I put together a document to send to Jennifer to send to everyone – because I just got it today. Basically, our strategy included going to the Biology Faculty graduate committee to argue our point that we had not had raised an increased stipend, and we had fallen below the Biology graduate in Ontario. This was important for attracting students to the department. We got that stipend increase and I'm providing this report to aid in departments in looking since when was the last time the stipend increased, so you can get a good sense of that to the Faculty for an increase.



Business Arising from the Minutes

A. SGPS Logo Report

Adam: As a quick background, from our last meeting, there was some confusion about the Society – we were seeking to trademark our logo, which is standard practice. That issue got conflated with the issue with the known logo similarity with Sustainability Kingston. This led to a motion with the logo report – highlighting the history of how we got to this logo (based on a student contest), debated, tweaked and added a new font. That all happened in 2015, so about 2 years ago. There were some comments made regarding if we should change our logo to differentiate from Sustainability Kingston, with a neutral report and a recommendation. I believe it is quite clear that both logos could be trademarks – many differences – so it's not about beating them to the punch.

Jared: I think I agree with the conclusion of the report and just wanted to voice that motivated my comments at the last meeting was that we would come into a scenario where we were litigating against a local community group, given a logo we were using. We don't want to end up in that scenario, as that would be damaging to our relationships. Thanks for the report – I feel comfortable with this conclusion.



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Russell: The easy way to think of trademarking is more of a shield than a sword, not to attack other logos or brands. It's more about not attacking us.

Norman: Has anyone reached out to Sustainability Kingston.

Adam: Should've mentioned this – that was part of your request. Got no response over email or phone. Bottom line, is we attempted to make contact.

Cory: I don't think we should assume by not making calls – we have to give them benefit of the doubt.

Adam: Let the record be clear, I was being facisious.

B. SGPS - External Alignments

Tyler: Motion to go in camera – essentially a way to discuss things, without the minutes becoming public and read the opinions of ourselves outside of that camera.

Dylan: Why? Is it because it's a sensitive topic – because you don't want people looking into it?

Tyler: It's something I want people to speak candidly about. Myself and the Executive agree this is something I would feel more comfortable speaking about.

Adam: Can you provide a little bit of context. Broadly, we have talked about association with external association and my experience with this association.

Moved into camera.

Council moved out of camera.

C. Orientation Week Discussion

Tyler: Martyna was definitely the lead role in all of this. Commissioners were great! Martyna was at every single event. I talked briefly about the need to bring Faculty and departments closer together – create communication for Orientation week. Something I think is necessary after an Orientation week is creating an Orientation week manual with big things in institutional memory – one issue we had was that the Boat Cruise – some international students did not know the ID for Ontario; an oversight – something that could make the event more smoother.



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I'll take some minutes from this; feel free to also email me. Little things like that that build toward our

Martyna: One thing to we noticed was that after posting everything online, registration maxed out for students. A lot of students were emailing Tyler, Martyna, and Adam about eligibility and whether or not there was space. For future, it would be good to create a waitlist or work out the system, so they don't hit that barrier.

Tyler: I think this is a good problem to have – we are selling out our events. We need to start thinking about how to expand our events. There's not a larger boat – 250 people. We need to think bigger! By all accounts, if numbers is a thought for Orientation – we need to start growing; making events bigger.

Adam Ali: Is there a survey for those who participated – improvements for next year.

Tyler: No formal avenue – but that's one of the things I'd like to do for next year. Over my term, I'd almost like to informally do that – direct me to individuals who are responsible for Orientation week. For some departments, this is an Orientation week who is interested. These are the people I want to hear feedback. This is now something I'm taking on as a year long project. An exit survey for next year is a great idea. I haven't started planning next year, but this is something I'm interested in.

Norman (MIR): One tiny thing; we are in a one-year program. I'm not sure what was organized. We knew what was happening with the SGPS. But if a program wasn't well enough organized – there is no carry-over from year to year.

Tyler: That's great that your department did that. It would be great if you have only one schedule – rather than one from the SGPS and SGS.



VI. Main Motions

A. Health and Wellness Committee – Update on Membership

MOTION 09/12/17:4

Health and Wellness Committee membership – request for an update to membership (highlighted in yellow).

- SGPS Athletics and Wellness Commissioner, Chair
- SGPS President



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- SGPS Vice-President (Community)
- Two members of SGPS Council
- SHRC Director or designate
- Any SGPS members at large interested in joining the committee

BIRT SGPS Council approve the aforementioned change to the membership of the Health and Wellness Committee.

Motion carries

B. Grants and Sponsorship Policy Changes

MOTION 09/12/17:5

B.24.2 Grants and Sponsorship

B.24.2.1 Definitions

- a. **“Grant”**: A disbursement of funds to an *applicant* for the purposes of *enhancing student life*.
- b. **“Applicant”**: An SGPS Member, SGPS club, or external group who services the Queen’s Community.
- c. **“Enhancing Student Life”**: Any project, event or activity that adds to the student experience at Queen’s or in Kingston that involving SGPS members in research, advocacy, or other opportunities on campus.
- d. **“Committee”**: The Finance and Services Committee.
- e. **“Department Student Council”**: A student council, association, or society that represents students in a department or faculty that is within the membership of the SGPS.

B.24.2.1 General

- a. ~~A Grants Program Fund shall be established annually to~~ **SGPS Grants** provide assistance for events or projects that enhance student life by reimbursing applicants for expenses needed to organize the project, event, or activity. **The four (4) grants are:**
 - (i) **Department Student Council Grant**
 - (ii) **Accessibility Grant**
 - (iii) **Sustainability Grant**
 - (iv) **Diversity and Inclusion Grant**
- b. Any member of the SGPS, an SGPS club or external organization that involves or supports SGPS students shall be eligible for support from the Grants Program.
- c. ~~The dollar amount of a grant shall not exceed \$800 per application.~~



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- d. An applicant may receive a maximum of two grants for two separate projects or events in a given academic year, ranging September 1st to August 31st.
- e. The amount of money allocated to SGPS Grants shall be determined in the Society's annual operating budget, as approved by SGPS Council.

B.24.2.3 Procedure

- a. To apply for a grant, an applicant shall submit a form to the SGPS with the following information:
 - (i) The name and contact information of the applicant;
 - (ii) A written explanation of the project, event, or activity not to exceed three hundred (300) words;
 - (iii) The date and time of the event or activity, or the completion date for the project;
 - (iv) Written reasons explaining how the project, event, or activity will *enhance student life* for SGPS members (as defined in P.1.7.1.c) not to exceed three hundred (300) words;
 - (v) A detailed budget for the project, event or activity, that includes all receipts for purchased materials;
 - (vi) The date that the applicant expects to use the funds disbursed through the grant.
- b. All applicants must comply with the request from the VP Finance and Services and/or the Committee for further documentation if requested.
- c. The VP Finance and Services shall review the application and shall make a recommendation to the Committee to approve or deny the grant within one (1) business day of receiving the application.
- d. The Committee shall vote on the approval of a grant within three (3) business days of receiving the recommendation from the VP Finance and Services.
 - (i) Approval of a grant shall require a majority vote of the committee.
 - (ii) In exceptional circumstances, the Committee may approve an amount larger than the maximum amounts defined in P.1.7.2.b, approved with a 2/3 majority vote of the committee.
 - (iii) If a bursary is denied, the VP Finance and Services shall communicate to the applicant the reasons for the denial and offer the opportunity to amend or change their application.
- e. Upon approval of the application by the committee, the SGPS shall disburse the approved grant amount within seven (7) business days.
- f. Further Restrictions on the Scope of Grants – The following conditions further restrict the scope of the Grants Program:



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- ~~(i) Initiatives funded by the Grants Program must be open and accessible to the entire graduate and professional community.~~
 - (ii) Events and projects must have significant SGPS membership involvement as organizers and participants.
 - (iii) Organizers must abide by P.12.1.
 - (iv) Funding shall not be awarded for travel, accommodations, or registration.
 - (v) Funding shall not be awarded to groups that represent a political party.
- g. SGPS Sponsorship of Organizations, Projects and Events – Upon the request of the Committee, a successful applicant shall abide by any of the following conditions in the completion of their project, event, or activity:
- (i) Promotional materials such as, but not limited to, posters, website, flyers, postcards, etc., shall list the SGPS as a sponsor and include the SGPS logo.
 - (ii) A member of the SGPS Executive shall be given the chance to address attendees gathered for a project, event or activity.
 - (iii) If the project creates a research product, the final product shall include a foreword submitted by the SGPS.

BIRT SGPS Council approve the aforementioned changes to the Grants and Sponsorship Policy.

Adam: We want to help you fund your events – a cap of \$25,000 for grants. Based on the number of applications this year, we may sort around money for next year. What I was expecting from this policy was more breakdown of what grants are and what a DSC grant would entail. Most of that is handled by the Finance committee – they set the criteria and they go through and approve it. That can change year-by-year based on feedback. But rather, we are creating the idea of these grants. Last thing – if you scroll to the bottom. I struck out “f” under Further restrictions; because we are looking for department-specific events, it does not need to be open to all SGPS students. We also struck the \$800 rule.

Dylan: I think this is a great program and way to spread out funds for grant. I know I applied for a grant and got it for a conference. I could rationalize it for a conference, but a lot of the grants were tough to include everyone in. It’s a great way to use the money. Just wondering, asking, how the money might be allotted. Departments are all different sizes – larger departments should get more money, but we still want smaller departments to get some money. Balance needs to be struck between large and small departments.

Lauren: I chair the Finance committee – and we are currently working on rationale, guidelines. Please email me. I will discuss with the committee and make guidelines and specifications for the grants. Point of information – the grant amount is what we have already set in budget this year. Total grant allocation has not changed.



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Korey: Possible to change department student council? Perhaps affiliated with?

Adam: Want to talk about Dylan's point – I tried to think about this for a while. I worked at the Undergraduate level; because there are more students, they need more money. The outcome is that it will be based on application. Perhaps you have an awareness campaign vs. an event. I'm hesitant to give out money based on size, but that could be a factor to keep in mind with the committee in creating descriptions – hoping to be done by the October Council meeting.

Stefy: Several departments put on conference

Adam: We also have a separate allocation for sponsorship for events, such as Dylan's event – though we are trying to differentiate these two.

Dylan: So assuming this motion passes, when will these different grant funding sources be available for departments and organizations to apply.

Lauren: I am hoping to assemble the committee at the end of next week and have this rolled out end of September and early October

Adam: I'll further clarify – if you have issue with this, please let me know. The committee has the authority to do this, but because it is not in bylaw or policy. Once the committee create the criteria, we can open the grant process.

Motion carried.

- D. Coordinator be changed to Deputy Commissioner – with the position holding the same duties....(EMAIL FROM ADAM)

Motion carries.



Other Business

Korey: Hoping to seek clarification as to why this decision was taken – has to do with two Facebook pages that are affiliated with the SGPS. Society of Graduate and Professional Students page – another group was changed to Graduate and Professional students at Queen's University. Reasoning posting: in order to eliminate confusion, the SGPS has removed name for this. The SGPS will no longer be officially affiliated with this group. I'm a little confused as to why this change was made, as all the administration was SGPS affiliated members – so it is still an



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affiliated group. I'd like to know why the change and if the SGPS be facilitating this forum. Why make this distinction.

Adam: Great question. Thanks for asking. This arose, because an issue we have had constantly, is because which of the two is where we put out official communication. The reason we have two – pages wasn't a thing on Facebook originally. The group – our original idea was to scrap the group. What we realized is that almost every Faculty and year has a group. Although it is still affiliated, the purpose was to have two channels – the SGPS events vs. graduate and professional events.

Korey: Does that mean that the SGPS will continue to post events to this group. I just want to know if you are creating a hard barrier and then the SGPS page. And I'd also like to know how this reduces confusion.

Adam: Is the SGPS graphic still on the group? It's just a generic Queen's. We can look into a Graduate/Professional student being an admin. Every graduate body has a group. We (SGPS) can't share all events. The SGPS is now only for our events and select University updates. If people want to skip that, they can post that in the group. That was the rationale behind it. We're taking out the "Society Of", so perhaps we can look at changing that. We didn't want to take away opportunity for discussion.

Kelly: I was confused by the same thing today; my preference would be to be

Stefy: I agree that it could be confusing, but most of my confusion could be from my previous experience. {dddd}

Korey: I get that, but I mean is not the purpose of the SGPS to foster a forum like this. I just wonder as a student, we have these two items – I just don't get why we can't have this affiliated with the SGPS. While it's a generic photo, the SGPS logo is throughout the feed. I just don't understand.

Adam: I like the idea of a possible new name, a forum. When I had our Staff make that name, I based it off of what other Faculty do. Other students will not have the confusion – we want to make sure that change occurred prior to Orientation.

Norman: It seems to be that the issue is instant recognition – change it from Open group vs. Official group.

Tyler: Adam said everything I previously said – the reason this has been previously said, there was significant confusion about where to follow to get up to date information and which one was official. I do think there needs to be separation.



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Adam Ali: We need to find a member at large to take over – if you want a clear break, you need to remove SGPS members, especially around the election time. One way or the other, we need to create that separation.

Lauren: I think once other groups start posting, there will be a lot less confusion. IF you have department events, feel free to post on this page.

Adam: We'll find ways to remove ourselves – this was a short-term measure; a single access point. Not a measure of Council, though we appreciate the feedback.



Notices of Motion & Announcements

The next Council meeting will be Tuesday, October 17th at 5:30 PM (McLaughlin Hall, JDUC). Motions for the October Council meeting are due by 4:00 PM on Tuesday, September 10th.

Elections for the SGPS Council Speaker, Deputy Speaker, and Chief Returning Officer will occur at the October Council meeting.



Adjournment

A. Adjournment

Motion 09/12/17:6

BIRT this meeting of SGPS Council be adjourned.
Motion carries.