



**Council Meeting - Minutes**  
December 14th, 2021- 5:30pm  
Zoom

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. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.



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## I. Announcements

### A. Winter General Meeting

March General Council will be a General Meeting in order to approve some bylaws



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## II. Adoption of the Agenda

### A. Adoption of the Agenda

**MOTION 12/14/21:01**

BIRT SGPS Council adopt the Agenda for the December 14th 2021 Meeting

Monica Garvie moves the motion to adopt the agenda, Sandra Smeltzer seconds. No points of discussion. No dissenting votes, the motion passes unanimously.



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## III. Minutes

### A. Approval of the Meeting Minutes

**MOTION 12/14/21:01**

BIRT SGPS Council adopt the minutes from the November 23<sup>rd</sup>, 2021 General Meeting

Natalie Arpin moves the motion to adopt the agenda, Andrea Hill seconds. No points of discussion. No dissenting votes, the motion passes unanimously.



# SGPS

Society of Graduate &  
Professional Students

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## Executive & Speaker Reports

### A. Executive Reports

#### a. President – Rohit Shukla (no report)

- Cancellation of in-person exams.
- Any students who are asymptomatic and would like to receive a PCR test, go to Mitchell Hall. If you would like an antigen test, go to Grant Hall. Please pass on the information that these kits are available for free from the University.
- AMS will conduct a survey asking students about their experience re bus pass. Please spread survey to colleagues and others.
- There will be an SGPS Election in January. Encourage members to urge colleagues and friends who are suitable to the roles to apply.
- SGPS will close from December 20<sup>th</sup> to January 10<sup>th</sup>, so please reach out to us before the Winter term if you have any queries.

#### b. VP Graduate – Brittany McBeath (no report)

- Attended a minimum funding committee meeting – wanting to increase minimum stipend provided to PhD students from 18k to 20k.
- What are thoughts on offsetting tuition as a way to increase the amount of funding that is received as graduate students?
- Work with the School of Graduate Studies in the new year.
- Re Indigenous Liaison Role: Duncan Stewart will take over the new role of Indigenous Graduate Liaison.

#### c. VP Professional – Jennifer Li (oral report)

- Update on the project to ensure that there is some standardization of training undergone by staff members of the SGPS. If anyone has any ideas regarding what the

#### d. VP Finance and Services – Courtney Bannerman (oral report)

- Bursaries have closed on December 7<sup>th</sup>, but they will open again on January 10<sup>th</sup>.
- A lot of work on student fees, especially in collecting fee money.
- Much work has been behind the scenes and focused on paperwork.
- *Further report from Courtney below*



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**e. VP Community – Anthony Lomax (no report)**

**B. Speaker Report**

- a. Speaker – Devin Fowlie (oral report)

**C. Approval**

**MOTION 12/24/21:04**

BIRT SGPS Council approve the Executive and Speaker Reports.

Alyssa Burrows moves, and Marina Saporito seconds the motion. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



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

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**A. Senator Report** – Graduate Student Senator – Emils Matiss (no report)

**B. Trustee Report** – Graduate Student Trustee – (no report)

**C. Commissioner Reports**

- a. Athletics & Wellness Commissioner – Cassandra Coyle (report attached)
- b. Equity & Diversity Commissioner – Monica Garvie (report attached)  
There is a currently ongoing initiative in recognizing “Wellbeing Champions”, i.e. professors or TAs who have been very great in championing mental health. Students are encouraged to nominate people for this. Secondly, students will receive one of three Reports (see report attached for further information). Finally, there is a meeting scheduled in January with all the EDI representatives across all departments in the University.
- c. Indigenous Graduate Liason – *Duncan Stewart* (no report)
- d. Social Commissioner – Emilia Ganslandt (report attached)
- e. International Students’ Affairs Commissioner – Sabrina Masud (report attached)

**D. Committee Reports**

**E. Department Reports**

**F. Other Reports**

- a. University Rector – (no report)

**G. Approval**

**MOTION 12/24/21:05**

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

Sandra Smeltzer moves, Ross Denny-Jiles seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



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**Question Period and Departmental Issues**

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**Business Arising from the Minutes**

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**Main Motions & Discussion**

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**A. Student Life Centre Fund**

**MOTION 12/24/21:06**

**BIRT there shall be a Student Life Centre Fund, which will be used to pay for costs incurred by the SGPS in occupation of office space.**

All revenues from the Student Life Centre fee, as well as any Student Life Centre funding from external parties shall flow into this Fund, and all expenses related to the Student Life Centre shall flow out of this fund.

Annual surpluses and deficits of the SGPS' portion of the Student Life Centre costs shall remain in this Fund. In the event that this Fund accumulates a surplus larger than is reasonably required to mitigate the risk of future deficits, the Executive may make a transfer of assets from this Fund to the General Fund, subject to approval by Council.

This fund would be in effect starting with the 2021-2022 academic year and will continue forward for all subsequent years.

Sandra Smeltzer moves, Alyssa Burrows seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

**B. Approval**

**MOTION 12/14/21:07**

**BIRT SGPS Council approved the Proposed Updated Privacy Policy**

B.22 Privacy, Use, and Disclosure Of Personal Information By The SGPS

a. The University collects personal information from its students for the purposes related to the students' post-secondary education pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). The SGPS is a student government association administered by elected student representatives and governed by a student ratified constitution. It is necessary for the SGPS to have access to student personal information to provide management and administration of the student health and dental plan; administer non-academic discipline of



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students, to provide access to and information about affiliated or sponsored programs to students, to verify and validate voter eligibility for society referenda and elections, to verify student eligibility for use of selected services, and to communicate with student members about student society matters.

b. The University discloses to the SGPS the following student personal information:

- i Name
- ii Student number
- iii Birthdate
- iv Degree program
- v Career
- vi Academic concentration
- vii Email address
- viii Student Address
- ix Residency Information
- x Gender
- xi Association fees paid
- xii SGPS related fee payments

c. This personal information disclosed shall be used solely:

- i To provide management and administration of the student health and dental plan;
- ii To administer the non-academic discipline of students;
- iii To provide access to and information about affiliated or sponsored programs to students;
- iv To verify and validate voter eligibility for society referenda and elections
- v To verify student eligibility for use of selected services; and,
- vi To communicate with student members about student society matters.

d. The SGPS shall implement physical, organizational, technological, and other security measures to restrict access to student personal information to employees, agents, and representatives, and advisors who require the information in the proper and appropriate discharge of their function to the SGPS; prevent the loss, disposal or destruction of student personal information; and prevent theft, sale, improper access, improper modification, improper copying, improper use, or improper disclosure of student personal information by, or to, any person or organization.

e. The SGPS may disclose student personal information to third parties (namely the SGPS Health and Dental provider, StudentCare) for the provision of student services provided the third-party is legally bound by a confidentiality agreement to handle student personal information in accordance with this agreement and the Act. The SGPS shall provide copies of the confidentiality agreements required to the Office of the University Registrar annually and after any amendment to said confidentiality agreements.



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f. The SGPS shall comply with any and all requirements of privacy legislation to which the University might be subject including, but not limited to, the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, and the Canadian Anti-Spam legislation requirements.

g. The SGPS shall retain student personal information for no longer than is reasonably necessary to fulfill the purposes enumerated in this agreement, up to a maximum of one year. After this period of time has passed, the SGPS must dispose of student personal information only by destroying it in a manner that makes it highly resistant to reconstruction. In destroying student personal information, the SGPS shall take reasonable security precautions to protect the

Ross Deny-Jiles moves, Courtney Bannerman seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

**C. Approval** **MOTION 12/14/21:08**  
**BIRT SGPS Council approve the proposed Fee Referendum Package, as distributed to Council on December 14<sup>th</sup> 2021.**

Courtney Bannerman moves, Beth Langdon seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

**D. Approval** **MOTION 12/14/21:08**  
**BIRT SGPS Council approve the proposed timeline, as distributed to Council on December 14<sup>th</sup> 2021.**

Jennifer Li moves, Courtney Bannerman seconds the motion. No points of discussion on this motion. No dissenting votes, the motion passes unanimously.

**E. Point of Information**

Effective January 10<sup>th</sup> 2022 the SGPS Executive will be setting aside \$5000 from the general surplus fund for the creation of the SGPS Mental Health bursary. Below is information about the creation of this fund and allocation of monies.

<b>Bursary</b>	<b>Description</b>	<b>Max Award</b>	<b>Restrictions</b>
Mental Health Bursary	Subsidizes sessions for applicants who have maxed out	\$250	Limited to covering sessions to Mental Health Practitioners



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	their SGPS health plan coverage of \$500 per policy year for Mental Health Practitioners		and Clinical Counsellors. Mental Health Practitioners must be licensed.
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**Proof of expense:** Copy of the claim statement from Sun Life Assurance Company of Canada. A copy of the session receipt will only be accepted for students visiting a clinical counsellor

**Proof of need:**

Bursaries are awarded based on financial need. This is proof of why a bursary should be awarded. The necessary documents depend on whether the applicant is a domestic or international student. Proof of need must be from that academic year, providing proof of need from previous academic years will result in a rejection of your bursary application. See the relevant headings below:

**Domestic Students:**

1. A copy of their OSAP Funding Summary (or other provincial/territorial/international equivalent);
2. Confirmation of their *award* of a Queen’s General Bursary, Queen’s Summer Bursary in the *same academic year* (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
3. Confirmation of their *award* of Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot).
4. **For Dental, Mental Health, and Emergency Bursaries ONLY:** Student lines of credit/loans will be considered, however, acceptance as proof of need is at the discretion of the Committee.

**International Students:**

1. Confirmation of their *award* of the Queen’s International Student Bursary, Queen’s Summer Bursary or Work-Study Approval in the *same academic year* (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
2. Confirmation of a Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
3. Confirmation of their *award* of a Queen’s General Bursary in the *same fiscal year* (copy of SOLUS statement/ screenshot required, please ensure that your name is visible within the screenshot);<sup>1</sup> or
4. **For Dental, Mental Health, and Emergency Bursaries ONLY:** Loan agreement (in SGPS members (student’s) name) from home country will be considered, however, acceptance as proof of need is at the discretion of the Committee.



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Question from Beth Langdon regarding work-study bursary. Previously, there was a requirement to provide proof which can be obtained via SOLUS account. Beth just asked for clarification regarding eligibility of the award. Courtney mentioned that students do not have to be in work-study to be able to apply for the bursary. However, following a question from Lucy Warren and clarification provided by Courtney, this bursary is only open to students who have opted into the SGPS Health and Dental Plan.



**Other Business**

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**Notices of Motion & Announcements**

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**Adjournment**

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**Adjournment**

**MOTION 12/24/21:09**

BIRT this meeting of SGPS Council be adjourned.

Tatiana Jahromi moves, Natalie Arpin seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.