



April Council Meeting – Meeting Minutes  
April 12<sup>th</sup>, 2022– 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 benefiting by living on this land that is a traditional territory of indigenous people.



## I. Announcements

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## II. Adoption of the Agenda

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### A. Adoption of the Agenda

**MOTION 04/12/22:01**

BIRT SGPS Council adopt the Agenda for the April 12<sup>th</sup>, 2022 Meeting

Monica Garvie moves and Emils Matiss seconds. No points of discussion on this motion. No dissenting votes, the motion passes unanimously.



## III. Minutes

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### A. Approval of the Meeting Minutes

**MOTION 04/12/22:02** BIRT

SGPS Council adopt the minutes from the March 15<sup>th</sup>, 2022 Council Meeting

Lucy Warren moves and Sandra Smeltzer seconds. No points of discussion on this motion. No dissenting votes, the motion passes unanimously.



## IV. Executive & Speaker Reports

### A. Executive Reports

- a. President – Rohit Shukla (report attached)



Summer bus subsidy application will go online from May 1<sup>st</sup> so anyone looking for that please keep a look out on [www.sgps.ca](http://www.sgps.ca) or social media. Big thank you to all members and those who are associated with the SGPS in any capacity. Wishing all the very best for the incoming executive team, and for those who are writing exams.

**Thank you, Rohit!**

b. VP Graduate – Brittany McBeath (oral report)

- (1) SGS minimum funding working group is going to be continuing to meet as they iron out the details as to how they are going to raise the minimum funding threshold for Doctoral students. The only update is that, to create a larger pool of money, especially for departments who are struggling to pay the increased funding requirements, some money will be taken from the Tri-Agency Research Award (TARA). TARA is a program of additional funding for students who have secured a Tri Council funding, to be given out in their first year. The amount has been reduced from CAD5,000 to CAD3,000 for Masters, and CAD10,000 to CAD6,000 for PhDs.
- (2) The IP policy, brought up by Anthony in last council, is available to view online.
- (3) An update is that a letter advocating for more extensions being granted by the Tri-Agency funding to all students affected by Covid – created by 2 SKHS students, in partnership with SGS Deans and SGPS. Hopefully this will initiate response.

**Thank you, Brittany!**

c. VP Professional – Jennifer Li (oral report)

Not much to update from previous GM's report. One thing that will be passed on to Chloe in next SGPS Council meeting is in regard to training. If you are interested in any of the committee work that Jennifer is currently involved in, please email her.

**Thank you, Jennifer!**

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

- (1) Update for the bursary programme, which closed April 11<sup>th</sup>, 2022. The Emergency and Activity bursary funds were exhausted. All the money will be distributed, but the applications will just have to be approved.
- (2) \$2800 have been handed out to the mental health bursary which is great considering it has only been running from January.
- (3) If you would like to access other bursaries, it will be opening up again in May.
- (4) Removal of proof of need from the Emergency bursary (as recommended by the Finance team) – Courtney will provide recommendations along with supporting information but it would be up to the new Executive to consider whether this will be kept in place or removed.



**Thank you, Courtney!**

- e. VP Community – Anthony Lomax (oral report)
  - (1) Anthony reported to Grad Council earlier today and brought up the issue of funding – especially because the cost of living has significantly increased over the past decade, but funding given to doctoral students has not been raised since 2006. They are looking to increase the amount to \$22,000 but this is not finalized and there is also some pressure to increase the funding further than that because that is still not enough for graduate students.
  - (2) COVID hesitancy – seeing a lot less attendance in regards to Awards as well as other sanctioned events. People seem to be a bit hesitant to attend in-person.

**Thank you, Anthony!**

**B. Speaker Report**

- a. Speaker – Devin Fowlie (oral report)

Solidified the Bylaw changes, as well as some Policy changes which will be coming up later on tonight. The new draft for Bylaw and Policy will be published sometime in May after it has been finalized.

**Thank you, Devin!**

**C. Approval**

**MOTION 04/12/22:03**

BIRT SGPS Council approve the Executive and Speaker Reports.

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



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

- A. Senator Report** – Graduate Student Senator – Emils Matiss (oral report)

Nothing to report but happy to answer questions relating to Senate next week via email.
- B. Trustee Report** – Graduate Student Trustee – (no report)

*Position remains vacant; another election will be held in Fall 2022.*
- C. Commissioner Reports**
  - a. Athletics & Wellness Commissioner – Kassandra Coyle (report attached)



Shared some resources for those who need help in regards to food insecurity. For this, please have a look at Cassandra's report. They will still be operating throughout the summer, but with reduced hours.

**Thank you, Cassandra!**

- b. Equity & Diversity Commissioner – Monica Garvie (report attached)  
Everything outlined in the report, and hoping that Monica's year has made an impact in the SGPS EDI. Looking forward to help transition the next Equity and Diversity Commissioner. Any questions please email Monica at [equity@sgps.ca](mailto:equity@sgps.ca) before April 28<sup>th</sup>.

**Thank you, Monica!**

- c. Indigenous Graduate Liaison – Duncan Stewart (oral report)  
Indigenous circles book club was a success. Duncan will be graduating in Spring, and will be helping transition to the next Indigenous Graduate Liaison.

**Thank you, Duncan!**

- d. Social Commissioner – Emilia Ganslandt (report attached)  
Highlighting the SGPS Awards, and the application period will be extended to May 2022. Please share the information about the SGPS Awards to those in their departments. Any questions, please reach out via email ([social@sgps.ca](mailto:social@sgps.ca)).

**Thank you, Emilia!**

- e. International Students' Affairs Commissioner – Sabrina Masud (report attached)  
*Unable to attend meeting – but everything is in Sabrina's report. Any questions, please email her at [international@sgps.ca](mailto:international@sgps.ca)*

**Thank you, Sabrina!**

**D. Committee Reports**

**E. Department Reports**

**F. Other Reports**


- a. University Rector – Owen Crawford-Lem (no report)  
*Owen is a 3<sup>rd</sup> year undergraduate student studying Political Studies. Owen's pronouns are he/him/his. Just transitioning into the role so would like to hear from the 2022-23 Executives. Please email: [rector@sgps.ca](mailto:rector@sgps.ca)*

**G. Approval**

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

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

Courtney Bannerman moves and Emils Matiss seconds. No points of discussion on this motion. No dissenting votes, the motion passes unanimously.

 **VI. Question Period and Departmental Issues**

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 **VII. Business Arising from the Minutes**

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 **VII. Main Motions & Discussion**

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**A. Speaker Vote**

**MOTION 04/12/22:05**

Candidates (in no particular order): Aileen Editha, Vina Li.

Candidates each had 2 minutes to tell the SGPS Council about themselves. Upon anonymous polling, Aileen Editha has been elected as the SGPS Council Speaker for 2022-23.

 **VIV. Other Business**

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Additional motions proposing changes to SGPS Policy were added last-minute. Council was sent the documents containing the additional motions. VP Community Anthony Lomax spoke to these changes. Clarification made by Council Speaker Devin Fowlie re these changes: Policy does not need to go through a second reading like Bylaws hence, after this Council meeting, changes will be made and they will come into force.

**P.6 SGPS AWARDS AND P.8.2.5 SGPS AWARDS**

**BIRT SGPS Council approve the following rewriting of P.6 SGPS Awards and P.8.2.5 SGPS Awards Standing Committee**

Emils Matis moves, Beth Langdon seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.

*Anthony Lomax spoke to the changes.* (1) There is an inconsistency between the two provisions, so it was mostly making sure that they do not contradict each other. (2) There are also logistical reasons as to



why different things are going to be shifted around. (3) Eligibility requirements made to be more equitable and inclusive, e.g. making sure that the same number of references; different judgments and standards (e.g. 1<sup>st</sup> year Masters student vs 4<sup>th</sup> year PhD student should not be judged on the same level). People should also be able to let us know what other commitments, responsibilities, and roles they have so as to provide a more holistic view of their application (e.g. if a student is also a parent, or working full-time, etc).

Question from Emils: 6.2D regarding SGPS Awards nomination – removing the requirement that someone would need their resume for nomination but what if someone would like to nominate someone else but do not feel comfortable enough to ask for a CV?

Answer from Anthony: did you want to make changes now or would be willing to wait for future discussions and considerations? Emilia, as the next VP Community, will be bringing this to the SGPS Awards Committee.

Clarification: Emils just had this question for future consideration but is okay with things as it is now. Possible solution would be to delete the “resume” language from 6.2D to make sure that it is not there and in consideration for the current SGPS Awards. Emils declined; saying that it is okay to leave it as it is now. No change needed apart from the proposed motion.

#### P.6 SGPS Awards

- a. The SGPS awards are to be given annually and are to recognize individuals for their work and dedication to the SGPS membership, the Queen’s Community, and/or their local region.
- b. The six SGPS awards shall be:
  - (1) SGPS Student Contribution Award
  - (2) SGPS Teaching Assistant/Teaching Fellow Excellence Award
  - (3) SGPS International Student Contribution Award
  - (4) SGPS International Student Academic Excellence Award
  - (5) SGPS John G. Freeman Faculty Excellence Award
  - (6) SGPS Staff Contribution Award
- c. Information about the composition and responsibilities of the SGPS Awards Standing Committee can be found in P.8.2.5.

#### P.6.1 Eligibility Criteria

- a. Awards Standing Committee members may not be considered for any award and may not put forth nominations.
- b. Eligibility for SGPS Student Contribution Award:
  - (1) Must be an SGPS member
  - (2) Must have made a significant contribution to the SGPS membership, the Queen’s community, and/or their local region.



- (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
  - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, these circumstances into consideration by the committee when determining a winner.
- c. Eligibility for SGPS Staff Excellence Award:
- (1) Must be a Queen's University staff member, and
  - (2) Must have made a significant contribution to the SGPS membership outside of the classroom.
- d. Eligibility for SGPS John G. Freeman Faculty Excellence Award:
- (1) Must be a Queen's University faculty member (professor, adjunct, or post-doctoral fellows) who have taught courses during the academic year for which nominations are being accepted.
  - (2) Must have made a significant contribution to the SGPS membership in the realm of teaching, supervision, and/or mentorship.
  - (3) The nominee's level of experience will be taken into consideration to fairly adjudicate this award. For example, a first-year adjunct faculty and a tenured professor will not be expected to have similar levels of accomplishment by the adjudication committee.
  - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: Providing emotional labour to students or other members of teaching teams; using innovative teaching methods that strive to improve the course for those who might experience marginalization based on race, class, gender, orientation, or ability; or creating or facilitating groups, workshops, or initiatives to better address the needs of students or the Queen's community.
- e. Eligibility for SGPS Teaching Assistant/Teaching Fellow Excellence Award:
- (1) Must be a Teaching Assistant or Teaching Fellow AND an SGPS member during the academic year for which nominations are being accepted.
  - (2) Must have made a significant contribution to the classes in which they work.
  - (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, first year MA/MSc students who just finished their first Teaching Assistantship or fourth year PhD candidates who are more seasoned teaching employees will not be expected to have similar levels of experience or accomplishment by the adjudication committee.
  - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: providing emotional labour to students or other members of teaching teams; offering creative or helpful suggestions on how to improve a course to your supervisor; or using innovative teaching methods that strive





to improve the course for those who might experience marginalization based on race, class, gender, orientation, or ability.

- f. Eligibility for SGPS International Student Contribution Award:
  - (1) Must be an international graduate or professional student AND an SGPS Member
  - (2) Must have made a significant contribution to the SGPS membership, the Queen's community, and/or their local region.
  - (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
  - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, we will take these circumstances into consideration when making our decision.
- g. Eligibility for SGPS International Student Academic Excellence Award:
  - (1) Must be an international graduate or professional student AND an SGPS Member
  - (2) Must demonstrate academic excellence. Academic excellence includes achievement in courses and research contributions, as well as instances in which the nominee has, in ethically responsible ways, applied what they have learned through their studies or research to initiatives that have a positive impact within or external to Queen's.
  - (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, MA/MSc students who just presented at their first conference or fourth year PhD candidates who have published multiple papers and held multiple Research Assistantships will not be expected to have similar levels of experience or accomplishment by the adjudication committee.

#### P.6.2 Nomination Criteria

- a. Nominations for the awards will be accepted only from current SGPS members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, for which nominations may be accepted from any member of the Queen's Community.
- b. SGPS Members may nominate themselves for the four awards they are eligible to win.
- c. The nomination forms shall be made available on the SGPS website and must contain the following information:
  - (1) The nominator's full name and student number (if applicable)
  - (2) The name of the nominee
  - (3) The name of the Award
  - (4) Contact Information for the nominator and nominee





- d. For the four student awards, the following will also be required, and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award outlined in P.6.1:
  - (1) A statement (250-500 words) from the nominator (or the nominee, in the case of self-nomination – see P.6.2.b).
  - (2) A resume (three pages or less). The resume format can be modified in whatever way highlights the nominee’s achievements best.
  - (3) Two reference letters (250-500 words). No preference will be shown for reference letters from those who are “above” the nominee in any sort of hierarchical organizational structure, though two referees who can attest to the nominee’s achievements from different perspectives (for example, as a course instructor, a community member, a gallery owner, or a supervisor for a Research Assistantship) will help the adjudication committee make a more informed decision. Referees should briefly describe their relationship to the nominee as well as the length of that relationship. Only two reference letters will be reviewed for each application.
- e. For the SGPS Staff Excellence Award, the following shall also be required:
  - (1) A statement (250-500 words) that outlines the contributions that the nominee has made to the SGPS membership and/or the Queen’s community.
  - (2) Two letters of support (250-500 words) from people who can attest to the nominee’s work, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are “above” the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee’s contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as well as the length of that relationship. Only two letters will be reviewed for each application.
- f. For the SGPS John G. Freeman Faculty Excellence Award, the following shall also be required and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award as outlined in P.6.1:
  - (1) A statement (250-500 words) outlining examples of the nominee’s contributions as a teacher, supervisor, or mentor.
  - (2) Two letters of support (250-500 words) from people who can attest to the nominee’s contributions, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are “above” the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee’s contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as



well as the length of that relationship. Only two letters will be reviewed for each application.

#### P.8.2.5 SGPS Awards Standing Committee

- a. The membership of the committee shall be:
  - (1) The Social Commissioner who shall chair the committee
  - (2) A minimum of four other SGPS members
- b. As committee chair, the Social Commissioner (in consultation with the Vice President Community and the Executive Director) shall be responsible for:
  - (1) Establishing with the Vice President Finance whether there will be financial components attached to student awards and in what amount
  - (2) Establishing a deadline for award nominations
  - (3) Recruiting committee members and ensuring they are ratified at Council
  - (4) Advertising details and nomination periods for each award
  - (5) Communicating results with successful and unsuccessful applicants
  - (6) Preparing guidelines for the committee in terms of decision-making
  - (7) Planning and facilitating committee meetings
  - (8) Coordinating with the Executive Director to purchase plaques and send them, along with any financial award, to each winner.
  - (9) Making determinations about any conflicts of interest (or the appearance of conflicts of interest) that Standing Committee members report (see P.8.2.5.d).
- c. The Special Awards Standing Committee shall be responsible for:
  - (1) Reviewing each nominee's application
  - (2) Selecting the recipients of the six SGPS Special Awards
  - (3) Making recommendations to Council about changes to award eligibility or criteria
- d. While nomination packages shall be redacted, if a committee member believes from context cues that they have a personal relationship with a nominee, they must declare this potential COI (or the appearance of a COI) to the Committee Chair.
- e. More information about the awards, including eligibility criteria and the nomination process, can be found in P.6.



## **POLICY 11**

*Anthony Lomax spoke to motion. Clarification from Emils Matiss: this was also brought to Monica Garvie who helped the Executive make changes, as well as Brittany McBeath. Thank you to Monica and Brittany for all your help on this.*

### **BIRT SGPS Council approve the following changes to P.11.1 SGPS Equity, Diversity, and Inclusion Policy**

Emils Matiss moves, Monica Garvie seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.

The main change is the very first point 11.1.A. Equity and diversity and inclusion statement which is something that was not in the equity section previously but what is now Point B and Point C (human rights and University anti-discrimination policy). Anthony made a draft of the actual EDI policy to help guide the organization and something that can be cross-referenced throughout SGPS Bylaws and Policy.

#### **P.11.1 SGPS Equity, Diversity, and Inclusion Policy**

- a. The SGPS seeks to continually create, maintain, and advocate for an equitable, diverse, and inclusive experience for all our members and employees – whether they are on campus, in the Katarokwi/Kingston region, or accessing Queen’s remotely – through direct and indirect actions (i.e. protests, demonstrations, statements, petitions, workshops, and representing member needs to committees and working groups).

Doing this work effectively requires constant learning about how inequity is being experienced by our fellow members and employees in complex and intersecting ways including, but not limited to, race, gender, sex, sexual orientation, disability, class, religion, nationality, and citizenship status. This learning may take many forms, such as responsible data collection, training programs, and collaboration with groups and individuals on campus and in the Katarokwi/Kingston region.

Within the organization, equity, diversity, and inclusion must be considered, recognizing how power and oppression are in constantly shifting interplay. For example, learning outcomes should be measured carefully against the type and amount of labour that they demand (i.e. retraumatizing students through certain invasive survey questions, creating the potential for burnout or exposure to violence in asking Black individuals or groups do training on anti-Black racism during times of heightened anti-Blackness).

The SGPS is committed to continually reflecting, learning, and acting on these and other equity issues and strives to increase indigenization, equity, diversity, inclusion, accessibility, and anti-racism for our members and employees.

- b. The SGPS upholds the Queen’s University Harassment/Discrimination Complaint Policy and Procedure (<https://www.queensu.ca/secretariat/harassment-and-discrimination-prevention-and-response-policy>).



- c. SGPS policies, bylaws, events, services, and employment practices shall be determined with consideration for the definitions and terms used in the Queen’s University Harassment/Discrimination Complaint Policy, the Ontario Human Rights Code (<https://www.ohrc.on.ca/en/ontario-human-rights-code>), the Canada Human Rights Act (<http://laws-lois.justice.gc.ca/eng/acts/h-6/FullText.html>), and the Employment Equity Act (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/FullText.html>).

**BIRT SGPS Council approve the following changes to P.11.1.2 Employment Equity**

Jennifer Li moves, Darren Zanussi seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.

**P.11.1.2 Employment Equity**

- a. The SGPS recognizes that systemic discrimination has historically disadvantaged particular groups, as defined in P.11.1, in the area of employment.
- b. The SGPS mandates anti–oppression training for all employees.
- c. The SGPS shall attach the following statement to all correspondence, publications, and promotional material, in print or electronic, that advertises SGPS elections, hiring, and opportunity for Appointment: “The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Indigenous people, members of minoritized groups, women, parents and 2SLGBTQIA people.

**BIRT SGPS Council approve the removal of P.11.1.3 Accessibility which is redundant with the much more thorough P.11.4 Accessibility Policy**

Courtney Bannerman moves, Lucy Warren seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.

P.11.3 short accessibility statement and mandated an equality climate survey. This, however, has never been done—at least in the past 8 years. Students that we have spoken to are inundated with surveys (SWS survey moving ahead for a second time). SGPS has access to those reports, so the Equality Climate Survey feels redundant.

**BIRT SGPS Council Approve the removal of P.11.3 SGPS Equity Climate Survey**

Courtney Bannerman moves, Emils Matiss seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.



Notices of Motion & Announcements

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Adjournment

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**Adjournment**

**MOTION 04/12/22:06**

BIRT this meeting of SGPS Council be adjourned.

Annika Fuernsinn moves, Sandra Smeltzer seconds. No points of discussions on this motion. No dissenting votes, the motion passes unanimously.