

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.

I. Main Motions (Part I)

A. Approval of Salary Increases

MOTION 12/13/22:01

BIRT SGPS Council approves the increase of Executive and Commissioner salaries per the attached table, reflecting an increase of 27% and 27% respectively and consistent with the Bank of Canada’s inflation calculator which calculates CPI increase from 2011-2022 at 27%.

BIFRT that SGPS Council approve the salary increases effective February 1, 2023.

- a. Andria Burke (SGPS Director) speaks on the two motions for the salary increase:
 - i. Andria reads the motions and addresses that this is the first reading of this bylaw amendment.
 - (a) In this document it says that the second reading will take place at January council which is not accurate. Second reading will take place in February council as next month we will bring forth information about honorariums for people that participate in committees. We weren’t able to get that together in time for this meeting, but we will be bringing that forward soon.
 - (b) The reason this is coming forward today is that we are hoping to share this with potential candidates in the upcoming SGPS election that the salaries are going to be increased.
 - (c) The salaries have been the same since 2011 potentially even longer- can confirm only to 2011 as that’s how far back the bylaws go
 - ii. Andria breaks down the pricing for each position (displayed in the attached table) and discusses alteration to position salaries:
 - (a) Advisors had a pay increase in 2018 so it’s a 22% increase instead of the 27% that the other positions have
 - Differences are outlined on the table, the revised salaries are also there
 - (b) CRO, council speaker, etc. are not included because their salaries were increased in 2020, but they will be captured in the second motion (Bylaw B.10 and B.7)
 - Under stipends and honoraria -which would affect all transient staff at SGPS (meaning student staff), stipends shall be adjusted every 2 years to reflect the average consumer price index (CPI) change over that period. Under permanent and professional support staff there would also be a CPI increase. Right now, no contracts have CPI increase included and we’re trying to remedy that; trying to include CPI increases within all contracts of all

staff to ensure that wages are remaining livable based on the economy position

iii. Shamus Tobin has a question:

(a) Regarding the student advisor salary adjustment, is that to say that the salaries were most recently updated in 2018? And if so, is this change meant to reflect (the 22%) the CPI increase from 2018-2022? Is that including the projected CPI for this year?

(b) Andria responds:

- Yes, that is all correct. The calculator on the Bank of Canada website performs the calculation from the date that you process it.

(c) Shamus responds:

- I'm also currently on that site, and I'll just provide it in the chat to confirm I'm in the same place; (<https://www.bankofcanada.ca/rates/related/inflation-calculator>). But I inputted from 2018 with an annual inflation rate of 3.49% to now, which would make the salary adjustment come out to be \$6900 instead of the proposed \$7500.

(d) Andria responds:

- Let me check the link that I was using to confirm.
- What we did was used the basket of good and services calculation (Shamus acknowledges that he used the same)
- Then we looked at the percent change, from 2011-2022 it was 27% and from 2018-2022 it is 15%. Thank you for catching that, Shamus! So we would alter it to be a 15% increase instead of a 22%.

iv. Andria comments again on salary adjustments:

(a) As you can all tell, since these salaries haven't been changed since 2011, none of this has been brought up at council before- no executive in my time with the SGPS has brought forth an increase of salary to council. But the economic situation that we're all facing has forced our hand, not to mention that we are no longer competitive with any other job on campus. Other jobs such as TAs, have increased their rates of pay with CPI and we haven't, so this would mean that we are increasing our salaries to a livable wage and every 2 years it would be adjusted accordingly.

(b) This may (because we really don't know right now) have to increase the student fee by \$3.50 as a result. This would be a one-time increase to adjust for this but moving forward would be okay.

- Reason to do this increase is that enrollment hasn't panned out the way we expected it too (drop in enrolment in terms of our SGPS member numbers)- want to be able to be sustainable moving forward. In the past year SGPS has undergone numerous cost-saving efforts while keeping ourselves functional, but that it what we're currently looking at.

v. Emils Matiss question:

(a) Thank you Andria, I really appreciate that you've gone through the time to explain the CPI increases. My question is related to the nominal amounts themselves, have they been looked at as to whether they are fair salary offers? As I do know a lot of these positions require a fair bit of time from students and so if they do spend more time fulfilling their requirements then they're being paid for they end up watering down the salary they make. I apologize if this isn't the right time to ask that, but I just wanted to know if there was a time that this would be considered within the salaries or if there is a cyclical method in place for that.

(b) Andria responds:

- I'm so glad that you asked that question, thank you Emils. As some of you may or may not be aware, the SGPS underwent HR overhaul last year (brought in an HR consultant and lawyer) and evaluated the situation. Needed to set an hourly wage for each position which meant that hours become more restrictive for varying positions- currently the hourly wage for president is \$27 would become \$34. Is \$23 for VP would become \$29 and based on our conversation today we will have to revisit the student advisor number. Commissioners are \$23 and would go to \$29. Per week, commissioners and advisors work on average 5hrs, executives about 10hrs, president even more. But as you pointed out Emils, it is very easy for people to go over their hours. For example, we currently have an executive member sitting on a big hiring committee which eats out time blocks. The point of this is that even if people work beyond the hours expected that they'll still feel well compensated for that as they won't fall below a living wage.

vi. Aileen Editha question:

(a) Where does the money come from to fund these changes?

(b) Andria responds:

- The commissioners' portfolios have changed over time, altering how their money is spent. Pre-COVID we did lots of events, post-COVID attention shifted to advocacy work, sitting on committees etc. The amount we were spending on events dropped which freed up some money for their salaries to be raised.
- The student advisor team, at one point was 5 but now is 3, so we have a saving there with the student advisor fee. The overall society fee- where we're looking at the \$3.50 fee increase, we're going to calculate that based on the need but that would be strictly for the president, VP, and CPI increase for the director position as well.

(c) Aileen comments:

- The dollar amount for the student fee increase might change as Shamus helpfully pointed out that the number for the student advisors was incorrect. We could see this reflected in our next annual meetings agenda, so just want to bring this up so no one is alarmed at the change.

(d) Andria comments:

- It is also worth noting, for those that were not with the SGPS last year, that we recently changed our accounting system. Used to have inhouse person and now we've outsourced to a really good company. Have just surpassed a year with this new external service with all the new internal changes and cost saving measures that we've done. This fiscal year (May 1 – April 30th) is our first year with the new accounting team and cost savings in place, so we have a good understanding of where we are financially and once the books are completed for December, in early January, we should have a good understanding of where we're sitting financially and what a fee increase will really look like.

Emils Matiss moves, Andria Burke seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

Position	Current Salary	CPI Increase Since Last Change	Difference	Revised Salaries
President	\$15,500.00	27%	\$4,185	\$19,500.00
Vice Presidents	\$12,000.00	27%	\$3,240	\$15,500.00
Commissioners	\$6,000.00	27%	\$1,620	\$7,500.00

B. Approval of Proposed Modifications to Bylaws B.10 and B.7

MOTION 12/13/22:02

BIRT SGPS Council approves the following modifications to Bylaws B.10 and B.7. B.10, the addition of sub-section c: Stipends as specified in B.10.1 shall be adjusted every two (2) years to reflect the average Consumer Price Index change over that period. B.10.1 to reflect the increased salaries, except for the student advisors. B.7, the insertion of subsection d: SGPS salaried permanent staff shall have their salaries adjusted every two (2) years to reflect the average Consumer Price Index change over that period.

Shamus Tobin moves, Darren Zanussi seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

a. Andria comments:

- (1) We will provide updated numbers in January about the student advisor's salary adjustments and in February we will have a second reading.

B.10 Stipends and Honoraria

- a. SGPS Executive, Officers of Council and Commissioners, Liaisons, and Deputy Commissioners will receive stipends as stipulated in the Bylaws.
- b. This policy shall only be changed by a vote requiring Simple Majority at a General Meeting.
- c. Stipends as specified in B.10.1 shall be adjusted every two (2) years to reflect the average Consumer Price Index change over that period.
- d. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

B.10.1 Stipends

- a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:
 - (1) President \$19, 500.00
 - (2) Vice Presidents \$15,500.00
 - (3) Commissioners \$7,500.00
 - (4) Student Advisors: \$7,500.00
 - (5) Liaisons \$6,000.00
 - (6) Deputy Commissioners \$1,500.00
 - (7) Speaker \$4,000.00
 - (8) Deputy Speaker \$2,000.00
 - (9) Chief Returning Officer \$1,000.00

B.7 Permanent and Professional Support Staff

- a. The following positions constitute the Permanent Staff [Permanent Staff]:
 - (1) the SGPS may employ an Executive Director who shall be a full–time permanent employee. The SGPS shall have a contract with the Executive Director, which shall be negotiated by the Executive and reviewed by a lawyer specializing in Human Resources.
- b. The following positions constitute Professional Support Staff [Professional Support Staff]:
 - (1) the SGPS must employ financial professionals including a bookkeeper, a Chartered Professional Accountant, and an auditor in order to ensure the financial operations of the organization. These professionals will work with the Executive Director and the Vice-President Finance and Services.
 - (2) the SGPS must employ human resources professionals including a Human Resources Consultant and a lawyer specializing in Human Resources in order to ensure that the SGPS is operating in a legal and appropriate manner towards its employees. These professionals will work with the Executive Director and the Vice-President Professional.
 - (3) the SGPS must seek advice from either general legal counsel or a lawyer specializing in a particular area when expertise must be sought dealing with issues under their purview.
- c. The SGPS shall employ an adequate number of permanent full-time employees and professional support staff to ensure and safeguard the continuous operation of the SGPS.

- d. SGPS salaried permanent staff shall have their salaries adjusted every two (2) years to reflect the average Consumer Price Index change over that period.

II. Announcements

- Explanation as to the ad hoc changes to tonight’s agenda
- **Reminder:** SGPS winter closure from 19 December 2022 to 9 January 2023.

III. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 12/13/22:03

BIRT SGPS Council adopts the agenda for the 13 December 2022 Council meeting.

Devine Fowlie moves, Kareen Hewitt seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

IV. Minutes

A. Approval of the Meeting Minutes

MOTION 12/13/22:04

BIRT SGPS adopts the minutes from the 15 November 2022 Council meeting.

Emils Matiss moves, Devin Fowlie seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

V. Executive & Speaker Reports

A. Executive Reports

- a. President – Beth Langdon (report attached)
- b. VP Graduate – Devin Fowlie (report attached)
 - i. Sent Aileen a link that will be distributed access to a viewable PDF for funding report that was submitted to SGSPA. Still working out strategies to increase graduate funding and Devin will report back once more information is provided. Incoming grads can make more informed decision about funding they’re receiving. Provide funding numbers without tuition and greater breakdown of where funding is coming from to demonstrate where the funding is coming from
 1. The password is: SGPSFundingReportCouncil2223
 2. Link: https://sgpsqueens-my.sharepoint.com/:b:/g/personal/vp_graduate_sgps_ca/EQvPq8jV PoBBg5y3ln8AK_UBsuqJr5G7KOL8aWQV5ajYCw?e=R91GsZ

- ii. Daycare = OMNIBUS day care letter and then individual letters from some folks. Once letters are drafted and approved it will be sent out for signatures.
- iii. Working with Aileen to create document for incoming counsellors for the structure of the organization providing further information about roles as department representatives – trying to increase engagement and make people more comfortable.
- iv. Darren Zanussi question: Regarding funding transparency, has there been discussions about what internal funding levels may be if a student gains an external scholarship?
 - 1. Devin response: When an external scholarship is given funding changes minimally if at all as the funding is redistributed to others when it's not always clear as it seems external funding should increase on top of base funding. Good question and will ask SGSPA to address that.
- v. Aileen Editha further comments: Where is the funding going if it's redistributed from someone receiving an external scholarship?
 - 1. Devin: Typically, there is an average number of grants received within departments- they bank on students receiving a certain number of grants and then fund departments accordingly.
- vi. Devin can be reached at: vp.graduate@sgps.ca
- c. VP Professional – Chloe Stone (no report)
 - i. Submitting verbal report
 - ii. Continued to plan Med/Law games and have met the committees' numerous times with a date set for February 11th.
 - iii. Participating in provost hiring- part of selection committee and going through to determine who is the next provost.
 - iv. Regular HR activities
 - v. Chloe can be contacted at: vp.professional@sgps.ca
- d. VP Finance and Services – Sandra Wright (no report)
 - i. Verbal report:
 - 1. Thanking finance committee for their time in evaluating. Have already reached 71% of total reports compared to last year.
 - a. Going to leave system open during the winter break to allow students to submit applications however they won't be reviewed until January return
 - 2. Making budget more accessible and transparent for the New Year to better help keep track of where we are and prospective spending.
- e. VP Community – Emilia Ganslandt (no report)
 - i. Not much to disclose at this moment but some updates:

1. Working to get Gabby up to speed and still working to get Winter Orientation going (occurring in January)- all commissioners doing a great job
 2. Sabrina – current international commissioner- will be leaving us at the end of the week. Have hired a new international commissioner who is going through training. Excited to have this new individual and will disclose them within January once they are more comfortable within their position.
 3. Working with Beth Langdon on hiring a student do some research and consultation for a black student liason position. Would help us reach the Scarborough Charter. Working on the position and developing the requirements/role. If anyone is interested, the posting should be up by early January, so keep an eye out to share.
- ii. Can be reached at: vp.commuinty@sgps.ca

B. Speaker Report

- a. Speaker – Aileen Editha (report attached)
 - i. Highlighting recent workings:

1. Increasing accessibility, inclusion, and engagement in council. Document to increase counsellors’ engagement and awareness.

C. Approval

MOTION 12/13/22:05

BIRT SGPS Councils approve the Executive and Speaker Reports.

Shamus Tobin moves, Emils Matiss seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

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

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

- a. Missed the previous senate session so waiting to get caught up
- b. Resuming work on board senate advisory commission
 - i. This year’s theme is on research but can’t divulge more.
- c. Emils can be reached at: senator@sgps.ca

B. Trustee Report – Graduate Student Trustee – Tony Hu (no report)

C. Commissioner Reports

- a. Athletics & Wellness Commissioner – Clare Gaherty (report attached)
 - i. Booking classes at ARC (Athletic and Recreation Centre) for the New Year- have secured one each month. Yoga in Jan, Zumba in Feb, and HIIT class in March available to SGPS members only. All the information will come out soon.
 - ii. Looking to also do one wellness focus event each month in addition to the physical activity part. If there are any suggestions or requests, please contact Clare at: athletics@sgps.ca.

- b. Equity & Diversity Commissioner – Jane Mao (report attached)
- c. Indigenous Graduate Liason – Noah Favel (no report)
 - i. Can be contacted at: indigenous@sgps.ca
- d. International Students’ Affairs Commissioner – Sabrina Masud (report attached)
- e. Social Commissioner – Gabby Torretto (report attached)
 - i. Trivia night at grad club, movie screening at screening room, and hot chocolate at Queen’s campus. These events are geared to incoming students but also for other SGPS members that are looking to connect.
 - ii. Finalizing budget for the orientation events and still working to integrate other commissioners’ ideas and agendas into the orientation week events.

D. Committee Reports

E. Department Reports

F. Other Reports

- a. University Rector – Owen Crawford-Lem (no report)

G. Approval

MOTION 12/13/22:06

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

Kareen Hewitt moves, Sarah Waldron seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

VII. Question Period and Departmental Issues

VIII. Business Arising from the Minutes

IX. Main Motions (Part II) & Discussion

C. First Reading of Proposed Changes to SGPS Bylaws and Policy

MOTION 12/13/22:07

BIRT SGPS Council approves the first reading of the proposed changes to SGPS bylaws B.24.4 (a) and B.24.5 (a), and policies P.2.3 (b), P.3.4.3, P.5.1.3 (b), P.5.2 (e), P.5.2.1 (c), P.5.2.4 (a) and (e), P.11.3.1 (b), P.16.1.3 (d), and P.16.2.9 (b).

- a. Aileen Editha speaks on behalf of this motion:
 - i. The motion is being put forward as it’s been brought to my attention by written request of voting members. Trying to ensure that we are using gender neutral language throughout SGPS bylaw and policies. Most of this has been done throughout last year’s major by-law revisions, however there were still some missing parts that need to be addressed.
 - ii. The document below is having all gendered language replaced with gender neutral terms.

Miruthula Queen Anbu moves, Emils Matiss seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

B.24.4 Hiring Process

a. The Student Advisor Hiring Committee members shall consist of:

.....

(4) the University Ombudsperson (or ~~his or her~~ their delegate);

(5) a representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or ~~his or her~~ their delegate);

B.24.5 Student Advisor Program Review

a. Program review will assist the VP Graduate in exercising ~~his or her~~ their responsibility over the Student Advisor Program. The review shall be conducted by the SGPS in consultation with the VP Graduate. The review shall consist of:

P.2.3 Permanent Staff

b. Each staff member and the SGPS shall sign a contract that outlines the terms of ~~his or her~~ their employment including:

P.3.4.3 Rehiring Policy

The purpose of the rehiring policy is to save time and resources in the hiring process while protecting the best interests of the Program. Rehiring encourages well-performing and experienced Student Advisors to return for another year. The policy allows a current Student Advisor to be rehired for the following year without undergoing the normal hiring process, provided ~~he/she receives~~ they receive a positive review during the annual Advisor evaluation and continues to meet the eligibility requirements for employment in the Program, as per P.3.4.1. Student Advisors receiving a poor or qualified evaluation will not be eligible for rehiring through this policy. This policy recognizes that it is beneficial for the Program to retain experienced and skilled Student Advisors, preserve institutional memory, advance institutional competence, and maintain healthy, ongoing relationships with other parties in the University.

P.5.1.3 Chief Returning Officer

b. In the event that the Chief Returning Officer is in a position of conflict of interest with respect to a particular election or referendum, that person must resign ~~his or her~~ their position, and be replaced by the Deputy Speaker until such time as a replacement can be elected according to B.13.1. The CRO shall be physically present in Kingston during an election and/or referenda, as prescribed in the table in P..9.1.e.

P.5.2 Duties of Councillors

e. In instances where departments may be small, and interest in serving on SGPS Council is low, the Speaker, at ~~his or her~~ **their** sole discretion, may elect to waive the attendance requirement in order to ensure some degree of representation is achieved for the department in question

P.5.2.1 Conduct at Council Meetings

c. Like members of the public, Council members are to conduct themselves in an orderly fashion at meetings and to respect the processes of those meetings. If a member of Council fails to conduct ~~him or herself~~ **themselves** in an orderly and respectful fashion at any meeting, he or she may be removed from that meeting by way of motion by the Speaker or any other member of Council, if a two-thirds (2/3) majority of the Council members present agree.

P.5.2.4 SGPS Council Meeting Proceedings

a. Unless otherwise amended by a two-thirds majority vote of Council, the order of business for regular Council meetings shall be as follows. The Speaker shall use ~~his/her~~ **their** judgment in setting timelines for agenda items.

e. If any individual has a larger issue to present to Council that cannot be adequately discussed within the time allotted for reports, ~~he/she~~ **they** should notify the Speaker and Executive Director one week prior to the meeting so that time can be designated for the issue during the Other Business section of the meeting agenda, or so that a main motion can be constructed to guide Council.

P.11.3 Accessibility Policy

P.11.3.1 Definitions

b. “Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of ~~his or her~~ **their** disability, including (but not limited to) a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”) (From the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, 1990, last amended 2012)

P.16.1.3 Prohibited Behavior

d. Sexual and gender-based harassment:

(1) Sexual harassment is a form of harassment that can include:

- i. Comments about a person’s physical characteristics or mannerisms related to their gender identity,
- ii. Paternalistic speech based on gender which a person feels undermines ~~his or her~~ **their** self-respect or position of responsibility,

P.16.2.9 Communication of Decision

b. Where a complainant or respondent is dissatisfied with the outcome of the complaint, **he or she** **they** will be reminded of alternative university bodies that can handle their issue, and about **his or her** **their** rights under the Ontario Human Rights Code.

D. Publication of Council Representatives List - Discussion

- a. Aileen Editha (Council Speaker) is putting this discussion point forward as a suggested means to increase inclusion and engagement of graduate students with the SGPS Council. Want to continue this discussion potentially even beyond this meeting.
 - i. There have been comments made by students that they don't know who their council representative is. Some departments are not as engaged as others in disseminating information about council representatives, thus Aileen was wondering how council members thought about putting an updated council list on the SGPS website for students to access. This could be a way to ensure that students have access to that information.
 - ii. In the past, Andria Burke (Director) mentioned that listing out email addresses was present but then it was taken down as people didn't like having their emails available.
- b. Sarah Waldron (Bio-grad rep) comments:
 - i. Hesitancy in providing direct contact information when I'm still unsure about what my job is on council. Maybe even before we get our names made public, we get further information as to how we're supposed to represent our departments grad council and then representing students on this graduate council. A breakdown of what are our roles and what we can do before providing that information forward for others would be beneficial, so we know how to address students concerns if they do reach out.
- c. Kareen Hewitt comments:
 - i. Sometimes women are a little opposed to having their names and emails present due to potential harassment issues. Kareen suggests using a standing email for each position as opposed to individuals.
 - (a) Aileen responds that some departments have grad rep specific emails, but others do not which can make this a challenge.
- d. Emilia Ganslandt comments:
 - i. Want to provide some points of consideration for this conversation:
 - (a) Privacy concerns around names being published.
 - (b) Putting a net ID can still be hard as emails can get overwhelmed
 - ii. Could be better if we do it privately- by keeping a council list so that we can connect them with individuals instead of putting all of that information out there for everyone
 - (a) Aileen comments: This list already exists within the SGPS and is monitored by Katie Zutautas (Deputy Speaker), myself, and Andria Burke.

- e. Emils Matiss comments:
 - i. Would be beneficial to provide training documents within departments, as highlighted by Sarah’s comments surrounding the lack of role definition.
 - (a) Could follow each department and create a more regimented format for how students can get in contact with their representative members.
- f. Sarah Waldron comments:
 - i. Both grad committee and SGPS haven’t explicitly laid out what my job is because this wasn’t explicitly stated as a role of my job, however if it went through the BioGrad council I could then bring those problems forward to these meetings or the exec as a whole.
- g. Aileen Editha comments:
 - i. Thank you everyone for participating. What we’re learning is that this really speaks to everyone needing to fully understand their roles within the SGPS more fully.
 - ii. As a quick addition, a back-up idea would be banner on the SGPS website under SGPS council that states- “Don’t know who your council rep is? Contact speaker@sgps.ca”.
 - (a) Would be a way to still provide students a forum to reach out without directly putting them in contact with representatives- thus the Council Speaker could screen emails and provide the best person for contact (which is included as a job designation for this position).

X. Other Business

XI. Notices of Motion & Announcements

XII. Adjournment

Adjournment

MOTION 12/13/22:09

BIRT this meeting of SGPS Council be adjourned.

Emils Matiss moves, Samiha Zaman seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.