



society of graduate & professional students
CANADIAN FEDERATION OF STUDENTS LOCAL 27

AGENDA

Society of Graduate and Professional Students' Council
Local 27 of the Canadian Federation of Students
Tuesday, February 9th, 5:30pm
Room 241, JDUC

1. Presentations

2. Adoption of Agenda and Minutes

MOTION

02/09/10:1

Moved _____ / _____ BIRT the agenda for February 9, 2010 be adopted.

MOTION

02/09/10:2

Moved _____ / _____ BIRT the minutes for January, 2010 be accepted.

3. Executive and Speaker Reports

- a) President – Vicky Bae (report attached)
- b) VP Graduate – David Thompson (report attached)
- c) VP Professional – Kate Kahn (report attached)
- d) VP Campaigns and Community Affairs – Steve Osterberg (report attached)
- e) VP Finance and Services – Amir Nosrat (report attached)
- f) Speaker – Mark Rosner (no report)

MOTION

02/09/10:3

Moved _____ / _____ BIRT Executive and Speaker reports be accepted.

4. Committee, Commissioner, Senator, B of T and Other Reports

- a) Graduate Student Senator – Andrew Stevens (report attached)
- b) Board of Trustees – Alfonso Nocilla (no report)
- c) Committee Reports
- d) Commissioner Reports
 - i) Social Commissioner – Diala Habib (report attached)
 - ii) Communications Commissioner – Sean Richards (report attached)
 - iii) Equity Commissioner: Sophia Virani (report attached)
- e) Other Reports
 - i) Committee Coordinator – Laura Gale (no report)
 - ii) Equity Coordinator – Laura Szabo Greisman (no report)
 - iii) International Students Coordinator – Aasma Khan (no report)
 - iv) Sustainability Coordinator – Ivana Zelenika (report attached)
 - v) Education Students’ Coordinator – Alessandro La Gomba (no report)
 - vi) Rector – Leora Jackson (no report)
 - vii) Chief Returning Officer – Vacant
 - viii) Departmental Reports
 - ix) Finance and Services Committee

MOTION

02/09/10:4

Moved _____ / _____ BIRT Senator/Board of Trustees/Commissioner/ Coordinator / Committee, and Other reports be accepted.

5. Question Period/Departmental Issues

6. Business Arising from the Minutes

7. Main Motions

MOTION

02/09/10:5

Moved _____ Bae _____ / _____ BIRT the SGPS AGM be moved from March 9th to March 23rd.

MOTION

02/09/10:6

Moved _____ Nosrat _____ / _____ BIRT that the Executive sign onto the AMS/SGPS Service Agreement, or a similar document that preserves its substance as presented in Appendix 6.

MOTION

02/09/10:7

Whereas the SGPS budget is to be revisited.

Moved _____ Nosrat _____ / _____ BIRT that the Emergency Student Aid line be increased by 1666.66;

BIFRT that the Grants Program line be increased by 1666.66;

BIFRT that the \$1666.66 be contributed to the Dental Bursary program.

Fees Subject to Renewal By SGPS Council

MOTION

02/09/10:8

Moved _____ Nosrat _____ / _____ BIRT the OPIRG Kingston Class B Optional Fee (indexed to inflation) of \$4.28 be renewed.

MOTION

02/09/10:9

Moved _____ Nosrat _____ / _____ BIRT the Human Rights Office Positive Space Program Class B Optional Fee (indexed to inflation) of \$0.27 be renewed.

MOTION

02/09/10:10

Moved _____ Nosrat _____ / _____ BIRT the Dawn House Women’s Shelter Class B Optional Fee (indexed to inflation) of \$0.52 be renewed.

MOTION

02/09/10:11

Moved _____ Nosrat _____ / _____ BIRT the Queen’s Journal Class A Mandatory fee of \$3.50 be renewed.

MOTION

02/09/10:12

Moved _____ Nosrat _____ / _____ BIRT the Kingston Coalition Against Poverty Class A Optional fee of \$2.50 be renewed.

MOTION

02/09/10:13

Moved _____ Nosrat _____ / _____ BIRT the AMS/SGPS Food Bank Class A Optional fee of \$1.00 be renewed.

MOTION

02/09/10:14

Moved _____ Nosrat _____ / _____ BIRT the Kingston Youth Shelter Class B Optional Fee (indexed to inflation) of \$0.91 be renewed.

Fees Subject to Renewal, Increase or Establishment by Referendum

MOTION

02/09/10:15

Moved _____ Nosrat _____ / _____ BIRT the Student Refugee Support Class B Optional fee \$3.04 be put to referendum in the following form: "Should the SGPS renew a Class B (indexed for inflation) Optional fee of \$3.04 for the Student Refugee Support?"

MOTION

02/09/10:16

Moved _____ Nosrat _____ / _____ BIRT the Sexual Health Resource Center Class B Optional fee of \$4.28 be put to referendum in the following form: "Should the SGPS establish a Class B (indexed for inflation fee) Optional fee of \$4.28 for the Sexual Health Resource Center?"

MOTION

02/09/10:17

Moved _____ Nosrat _____ / _____ BIRT the SPGS Sustainability Class C Optional Fee (indexed to inflation) of \$1.50 be put to referendum in the following form: Council put the following question to referendum: "Should the SGPS establish a \$1.50 Class C optional Sustainability fee (indexed to inflation) to be managed by the SGPS Sustainability Committee which is to go toward sustainability focused graduate initiatives at Queen's University?"

MOTION

02/09/10:18

Moved _____ Nosrat _____ / _____ BIRT the QISS Bursary Program Class B Optional Fee (indexed to inflation) of \$0.64 be put to referendum in the following form: "Should the SGPS renew the QISS Bursary Class B Optional fee (indexed for inflation) fee of \$0.64?"

MOTION

02/09/10:19

Moved _____ Nosrat _____ / _____ BIRT the Queen's Legal Aid Class A Mandatory fee increase from \$4.50 to \$5.00 be put to referendum in the following form: "Do you agree to an increase from \$4.50 to \$5.00 n the mandatory Class A fee for Queen's Legal Aid? The fee is not indexed to inflation and has not been increased in 15 years. This fee provides Queen's students with legal services."

MOTION

02/09/10:20

Moved _____ / _____ BIRT the increase of the Queen's WalkHome Class B Mandatory fee (indexed to inflation) of \$3.98 be put to referendum in the following form: "Do you agree to an increase to the Queen's Walkhome Class B Mandatory fee (indexed to inflation) from \$13.83 to \$17.81, an increase of \$3.98?"

MOTION

02/09/10:21

Moved _____ / _____ BIRT the establishment of the Queen’s Centre Class A Mandatory fee of \$112.50 be put to referendum in the following form: “Do you agree to the establishment of a Class A Mandatory fee (not indexed for inflation) of \$112.50 to be contributed towards the Queen’s Centre capital project?”

MOTION

02/09/10:22

Whereas Queen's senior administration has asked the SGPS Executive to levy a \$4.5 million Queen’s Centre capital project fee; and

Whereas the SGPS is considering a referendum to pass a \$112.50 per person non-optional fee for 10 years to our membership until the \$4.5 million has been collected; and

Whereas the senior administration has threatened the SGPS Executive that it would be left out of the entire governance structure of the new Queen’s Centre and told its representatives that it would neglect SGPS needs and concerns, including a new graduate and professional college, if it did not commit to pay the \$4.5 million; and

Whereas this \$4.5 million payment comes with no guaranteed benefits for the SGPS or its members;

Moved _____Thompson_____ / _____ BIRT SGPS Council assert that it is against supporting a mandatory fee to contribute to paying the debt of the Queen’s Centre;

BIFRT SGPS Council condemn the use of threats of intimidation by officers of Queen’s University for the purposes of changing Society policies or levying student fees; and

BIFRT SGPS Council support equal access and representation for SGPS on all governing bodies at Queen’s University regardless of financial contribution to any capital commitment, as entitled to a member organization of the Queen's Community who financially contributes to Queen’s University through tuition fees, student activity fees and other user fees of university facilities.

8. Other Business

Proposed SGPS Sustainability Action Fund Policy

MOTION

02/09/10:23

Moved _____ / _____ BIRT SGPS Council adopt the following as SGPS Policy 1.6:

1.6.1 - General

The SGPS Sustainability Action Fund (SAF) is an optional class B graduate student fee dedicated to sustainability-focused graduate and professional student initiatives at Queen's University as a part of the SGPS Sustainability's operational budget and shall be available in the form of grants for any graduate or professional student group. The fee of \$1.50, will generate approximately \$2,500 annually which will be made available in grants to any graduate or professional student group that focuses on campus energy efficiency, waste reduction or education on sustainability-related issues. Any project that reduces Queen's University's negative environmental impact and/or makes campus more sustainable is eligible for funding, including those projects initiated by the SGPS Sustainability Committee itself. Examples of the fund's use by the SGPS Sustainability committee are organizing workshops, bringing in speakers, running drives, supporting and collaborating with groups and initiatives at Queen's.

1.6.2 - Operational Budget and Governing of Funds

The Grant Coordinator may submit an annual budget request to the Sustainability Committee for approval of the funds to be used for operational expenses incurred by the Sustainability Coordinator in the performance of his/her duties.

1.6.2.1 Rules Governing SAF Funds

- a. Any funds not allocated to projects in a given year shall remain in the SGPS SAF fund account for future use.
- b. Funds allocated to a project that are not spent within the project's timeframe, as submitted in the project proposal, shall be returned to the Fund for reallocation.
- c. Standing funds of the SGPS SAF must be invested in a socially responsible manner.
- d. SGPS SAF funds are not to be used or reallocated for purposes other than those described in this document.
- e. The SGPS SAF shall continue to operate even after student fees are no longer being collected into the Fund, as long as sufficient funds remain in the SAF account.

1.6.3– Sustainability Action Fund Grants

Section 1.6.3.1 Duties of the Grant Coordinator

The SGPS Sustainability Coordinator will also serve as the Sustainability Grant Coordinator. The Grant Coordinator works at the direction of the whole Committee to meet the needs of the Committee and to carry out the administrative duties related to the Sustainability Action Fund.

It shall be the duties of the Grant Coordinator to:

- a. Assist the Granting Committee in publicizing and administering the grant program
- b. Coordinate the presentation of funding proposals to the Sustainability Committee
- c. Maintain the archives of the Sustainability Committee's grants
- d. Act as a liaison between the SGPS SAF and the University
- e. Work with the Sustainability Committee to monitor the progress of projects which have received SAF funding, via annual reports submitted by grant recipients
- f. Assist in the transition and orientation of new Committee members as necessary
- g. Administer the expenditure of funds approved by the Sustainability Committee

Section 1.6.3.2 - Powers and Voting

The fund management and granting process shall be the responsibility of the SGPS Sustainability Committee and the SGPS Sustainability Coordinator. All issues related to the allocation of the funds will be a part of the regular monthly meeting of the committee. The Sustainability Committee will operate as a consensus-based decision-making body, but when a consensus cannot be reached on a matter, a super majority (2/3) of Committee Members is required to allocate funds subject to a 2/3 voting majority. The SGPS Sustainability Coordinator will chair the SGPS Sustainability Committee and shall be accountable for the allocation of funds.

1.6.4. – Allocation of the Grants

As stated in Section 1.3.2, the Sustainability Committee shall determine the allocation of funds to applicant projects or initiatives by consensus or a 2/3

supermajority vote of the voting members of the Committee. The Committee may also elect to fund only a portion of a project where it sees fit. Any project that reduces Queen's University's negative environmental impact and makes campus more sustainable is eligible for funding. However, all projects to be considered for funding must meet the following criteria:

Section 1.6.4.1 - Grants and Funding Eligibility Criteria

- a. Projects must directly address environmental sustainability on the Queen's University campus, or in the capacity that on-campus activities influence sustainability off-campus.
- b. All proposed projects must have a clearly defined, measurable, and quantifiable outcome.
- c. Projects shall have direct graduate student involvement.
- d. Project proposals may be submitted by Queen's University students, staff, administrators, or faculty, provided that at least one graduate student is involved in the project in a managerial capacity.
- e. Individuals and groups not affiliated with Queen's University may not submit proposals.
- f. Projects must have received all the necessary written approval by applicable or appropriate campus officials prior to consideration by the SGPS Sustainability Committee.
- g. The funding shall not be allocated to projects already mandated by law or by Queen's University policy directive, as Queen's University is already obligated to allocate funds towards such projects.
- h. The SGPS Sustainability Action Fund will only fund projects that go above and beyond established minimum requirements and that are unable to gain full funding from other sources.
- i. All project selected for funding shall have a mechanism for measurement, evaluation, and follow-up after funding has been allocated. At minimum, a project plan must include the creation of a report made to the SGPS Sustainability Committee after successful (or unsuccessful) implementation.
- j. If a project is expected to have ongoing benefits, such as ongoing annual cost savings, the project plan submitted must include a mechanism for tracking, recording, and reporting these benefits back to the SGPS Sustainability Committee on an (at least) annual basis.
- k. Project shall have publicity, education, and outreach components. Preference will be given for projects with long term benefits.

- I. Projects requesting less than \$100 in funding shall not be considered.

1.6.5. – Student Involvement in Applicant Projects

All SAF funds dispersed by the Sustainability Committee for projects each year shall be allocated to projects with direct graduate student involvement. Such projects include, but are not limited to: internships, initiatives which include students in their oversight bodies, student research, and project proposed and to be managed by graduate students.

1.6.6 – Accountability, Records, and Reports to the Student Body

The SGPS Sustainability Action Fund, as overseen by the Sustainability Committee and the Sustainability Coordinator, shall remain accountable to the student body and therefore shall:

- a. Make all records of the SGPS SAF available to the public through publicly accessible financial records and Granting Committee meeting minutes.
- b. Issue an annual report of its activities to the SGPS VP Finance and Services.
- c. Submit an annual report to the SGPS Annual General Meeting

9. Notice of Motions/Announcements

Reports and Motions for the next regular Council meeting are due Tuesday, March 2nd, 2010.

The next regular SGPS Council meeting will be on Tuesday, March 9, 2010.

10. Adjournment

MOTION

02/09/10:24

Moved _____ / _____ BIRT the SGPS Council meeting be adjourned.

02/09/10

MR

CFS-27

Attached:

January Minutes

Attendance January Meeting

Reports

Appendix 1 – Executive Assistant Job Description

Appendix 2 – Letter to VP Dean of Grad Studies from Elisabeth Oliver

Appendix 3 – Andrew Stevens Question to Senate Regarding vacant staff positions

Appendix 4 – Response to SGPS Senator Stevens inquiry into number of TA's hired Fall/Winter

Appendix 5 – Principal's Vision Statement

Appendix 6 – Service Agreement between AMS and SGPS

Appendix 7 – Housing Authority Bylaws