



ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED  
2015-2016 AMS Board of Directors Open Session Minutes

March 23<sup>rd</sup> 2016, at 5:30PM  
AMS Board Room, John Deutsch University Centre, Kingston, Ontario

**ITEM 1: CALL TO ORDER**

The March 23<sup>rd</sup> 2016 meeting of the AMS Board of Directors was called to order at 5:38pm.

**ITEM 2: ROLL CALL OF MEMBERS**

Present:

- A. Aguilar, Student Director
- M. Blair, Chair
- K. Chinniah, President (will join on phone)
- A. Dungca, Student Director
- E. Fuller, Media Services Director
- G. Giannopoulos, Student Director
- Q. Giordano, Vice-Chair
- S. Harper, Hospitality & Safety Director
- N. Kalergis, Corporate Secretary
- D. McConomy, Community Director
- L. Parry, General Manager
- K. Beaudry, Vice-President (Operations)
- S. Letersky, Vice-President (University Affairs) (will join on phone)
- D. Coderre, Community Director

Guests:

- D. Walker, Incoming Vice-President (Operations)
- C. Thompson, Incoming Vice-President (University Affairs)
- T. Lively, Incoming President
- D. Pereira, Director of Student Care (IHaveAPlan)
- E. Truss, Incoming Student Director

Regrets:

- M. Lindsay, Community Director
- E. McElroy, Student Director

### **ITEM 3: APPROVAL OF AGENDA**

*BE IT RESOLVED THAT the agenda of the March 23<sup>rd</sup> 2016 meeting of AMS Inc. is adopted, as presented.*

**Moved:** K. Beaudry

**Seconded:** Q. Giordano

- Presentation by Del (M. Blair)
- Discussion on Evaluation Policy and the salary grid in closed session. (K. Beaudry)

All for.

**Motion unanimously adopted at 5:40pm.**

### **ITEM 4: APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

*BE IT RESOLVED THAT the minutes of the February 24<sup>th</sup> 2016 open session meeting of AMS Inc. are adopted, as presented.*

**Moved:** Q. Giordano

**Seconded:** A. Aguilar

All for.

**Motion unanimously adopted at 5:40pm.**

### **ITEM 5: REPORTS**

Presentation on Student Care presented by D. Pereira

- What kind of feedback mechanisms do you have from students and how does that take in for health concerns or health needs for students? (A. Aguilar)
  - o Four people on team are dedicated survey professionals. Also look at regions because each student has different needs. Also a conference we hold every year and provide three days of sessions. (D. Pereira)

**Presentation ended 6:00pm. D. Pereira leaves at 6:01pm.**

- Last time Del came was 5-6 years ago. Our contract is renewing at the end of August 2017, so we're in discussion right now so we understand how it will look going forward. Typically contract runs 4-5 years. Looking for feedback on whether it's a reasonable time frame. Fees are charged in the premium – it is fixed each year. Any increases are based on development they have done. (L. Parry)
- Are the students happy with the service being provided and level of coverage? Reality is nobody is ever going to be happy with the level, but generally speaking? (D. McConomy)

- Coverage piece is completely on us. Going to come back next week when they look at what we do in comparison to other schools. All within our control. They've been great at getting data for us. (K. Beaudry)
- What is the main area of need and if we're talking about any alternative is there another one that would provide that area of need? (G. Giannopoulos)
  - Most was prescription drug coverage as well as chiropractor and psychologist. If we want to address that need, we need them to give us reports and data for usage of the plan. (K. Beaudry)
- Looking at overall student satisfaction – how many students opt out? (G. Giannopoulos)
  - Enrolment is around 10-11,000 students in the plan each year. Quite low of people who opt-out. This plan can co-exist with parents health plan. (K. Beaudry)

#### ITEM 5.1: CHAIR OF THE BOARD

- New directors have been elected and have started transitioned. April 2<sup>nd</sup> will be the next round of transition when we will be electing the next Chair and Vice Chair. Creating admin guidelines for Sharepoint now that we have given it a shot. (M. Blair)

**Report ended 6:09pm.**

#### ITEM 5.2: PRESIDENT

- Sarah and I are in Ottawa. Fall Reading Week – put together a committee with the university and that will go to a vote in the April senate. If the Board would like, it would be helpful to write to the senate that would be helpful. I spoke to two faculty generally where they are coming from. Other element coming from faculty is that they want that break. Working on special committee of external alliance. Those recommendations should come out next week at assembly.

**Report ended 6:12pm.**

#### ITEM 5.3: VICE-PRESIDENT (OPERATIONS)

- Del touched on Health and Dental plan briefly. Areas was increasing the annual drug maximum and others is covering a % amount per visit rather than a \$ amount for physiotherapy, psychology and a chiropractor. We did raise the dental plan fee quite a bit with anticipation of the dentist office in the fall. We will have a build up of internal reserves. We will probably be able to leave the fee the same and draw from our reserves. Half of the bathrooms are done.
- Permanent staff evaluations – have the new exec been informed on that? (D. Coderre)
  - Not yet. They will, the transition has included different aspects. (K. Beaudry)
  - Also meet with permanent staff and exec can talk about platform points. (L. Parry)

**Report ended 6:14pm.**

ITEM 5.4: VICE-PRESIDENT (UNIVERSITY AFFAIRS)

- In Ottawa this week. Looking at ways to expand learning. There will be a briefing afterwards to determine the success of the week. (S. Letersky)

**Report ended 6:16pm.**

ITEM 5.5: HOSPITALITY & SAFETY SERVICES

**Report ended 6:16pm.**

ITEM 5.6: MEDIA SERVICES

- Report about people following people on walks. Is that on Walkhome walks? (D. Coderre)
  - o On walks without Walkhome. (E. Fuller)
- In terms of the Journal performance with respect to website advertising. How will you assess performance? (A. Aguilar)
  - o Advertising has come up from last year but not from what we wanted. Room to go. Push the business manager in terms of revenue. On expense side, they're fine – not overspending. More on the revenue side we need to see an increase. (E. Fuller)

**Report ended 6:18pm.**

ITEM 5.7: RETAIL SERVICES DIRECTOR

- Projecting a larger surplus than what we anticipated; about \$5,000. Tricolour will be down from the projections, surplus will be around \$3,000 instead of projected \$20,000 because of the lost first week of school. (K. Beaudry)

**Report ended 6:19pm.**

ITEM 5.8: GENERAL MANAGER

- Two main projects on construction. \$1.2 million budget. About \$340,000 that was cash allowance because tendering of the contract came in way under what we estimated. Managed quite well. Outstanding work at this time is the Wallace Hall refurbishment. Some concern at recent meeting whether all the costs associated is in there or not. That will play itself out. Included is no provision to redo the roof. It has leaked forever. Has been going on for 10-15 years. There will need to be a discussion on that. JDUC washrooms, while there were some delays, they are now on track to go forward. Work is beautiful. Also have some extra on pre-money the SLC will have to make some decisions about. (L. Parry)
- Is there a movement on getting a quote on the roof? (D. McConomy)
  - o The project manager has been asked to do that and figuring how its going to get paid for. (L. Parry)

- Do we have an idea of time when the quoting process will happen for the roof? (Q. Giordano)
  - o Soon. More will be who pays for it. (L. Parry)

**Report ended 6:24pm.**

**ITEM 6: NEW BUSINESS**

**ITEM 6.1: BIKES & BOARDS SALARY CHANGES**

*WHEREAS a resolution of the Board is required to modify job descriptions of AMS positions.*

*THEREFORE BE IT RESOLVED THAT the Board of Directors amend the salary and job description of the Bikes and Boards Head Director, as presented.*

**Moved:** S. Letersky

**Seconded:** Q. Giordano

- Similar to the Food Bank salary changes. Modifying the job to include a salary portion for the fall and winter semester. (S. Letersky)
- What does this person do from November to March? (D. Coderre)
  - o This is the only full time staff member on floor. Recognized that there are not a lot of people biking. Lots of fixes that need to be done in the spring. (S. Letersky)
  - o Seems like there would still be quite a lull. (D. Coderre)
  - o Yes, but there is still work to do as the first point of contact. It's still open. (S. Letersky)
  - o Why was it envisioned as a volunteer position in the first place? (D. Coderre)
  - o New service. Over two year period, Director said they're doing about 10-15 hours a week. (S. Letersky)
  - o Is there revenue from this program? (D. Coderre)
  - o Not typically revenue generating. That's why we're going to have it as a government program. They still prepare a budget. (S. Letersky)
- Why is this person being paid so much in the summer? (A. Dungca)
  - o Should be sitting around \$6,100, not \$9,100. (S. Letersky)
- Question about responsibilities; wonder how time is typically allocated. One hand conducting basic repairs and on the other hand doing admin. Which is it more leaning towards? (Q. Giordano)
  - o In the summer, less volunteers and more business. That's where they are doing a lot of prepare for the fall. In November-March, there's more administrative oversight like the bike share program in the spring and summer. (S. Letersky)
  - o Wouldn't that be two positions? Couldn't we bring an additional repair person are in the summer? (Q. Giordano)
    - Also have student volunteers who are sticking around for other summer works. (S. Letersky)

- Why is it called Head Director? (M. Blair)
  - Can just call it Head Manager. Usually go on Director for government side like Food Bank Director, would prefer to keep it under Director. I'll make sure it fits with other government positions. (S. Letersky)

Motion changed to \$6,100 not \$9,100.

**Motion adopted unanimously at 6:32pm.**

ITEM 6.4 QUEEN'S JOURNAL NEWS EDITOR POSITION

*WHEREAS a resolution of the Board is required to modify job descriptions of AMS positions.*

*THEREFORE BE IT RESOLVED THAT the Board of Directors approve making the News Editor an 8 month salaried position, as presented.*

*AND THEREFORE BE IT RESOLVED THAT the Board of Directors approve the proposed changes to the Production Manager job description to include oversight of the photo editors, video editor, and graphics editor, as presented.*

*AND THEREFORE BE IT RESOLVED THAT the Board of Directors approve the creation of a Head Sales Rep position.*

**Moved:** K. Beaudry

**Seconded:** Q. Giordano

- These changes came out of long process on ways to improve the flat structure that does exist. Chose to leave a monetary amount left out of this report because there's a broader look at Journal honorarium. (E. Fuller)
- Do we think that by adding Head Sales Rep, will that help the revenue problem? (Q. Giordano)
  - That's the hope. Hope to see an increase in both ad and print. (E. Fuller)
  - Business Manager has struggled to keep up with financial requirements and hasn't helped being a distant type service. (K. Beaudry)
- Out of three sales reps, would you promote one hto have the head sales rep, or is it one and then three? (G. Giannopoulos)
  - One and then three – entirely new position. (E. Fuller)
- Will this be costing us more or less? (D. Coderre)
  - Hopefully less. Will depend on Honorarium. (E. Fuller)
  - We will need to approve the final honorarium grid to reflect the last amounts. (K. Beaudry)
- I'm not personally comfortable passing this position without the cost. (M. Blair)
- All the amounts on the honorarium are very high. (E. Fuller)

- Should we not just table this and do it together when we have all of that information? (K. Beaudry)
- I don't think no. We need to hire these people and the premise behind the honorarium is a gift, not an expectation of the money. When they sign their contract they will then know. We can't go into April and not hiring people. (K. Beaudry)
- We will understand what we need to do. There are some big decisions to be made. (L. Parry)
- Another concern – motion reads to approve the creation of the position and I assume this is a pseudo job description. (M. Blair)
- These are the jobs descriptions that they are using. (E. Fuller)
- Third time starting to advertise positions that have not been approved yet. (M. Blair)
- Going to trust that these positions are needed. Comfortable that I know we are just talking about a few thousands of dollars. Anywhere from \$500-\$4,000, it's not going to make or break us. (D. Coderre)
- News Editor would be receiving the salary. (M. Blair)
- These are all changes that were in part with the structural change report, which has a savings of \$1,500-\$2,000. No chance the savings will be less than \$1,500. In any case, that's the smallest amount of savings. And this is because of the positions have cut already. (K. Beaudry)
- Do they even have a salary for the News Editor? (D. Coderre)
  - o In their report was \$10,000 which would include their 6-week payment at the Whig. Something we would plug into salary grid and figure out what the number spits out. (E. Fuller)
- Journal Plan can be sent to show which jobs are cut. (K. Beaudry)
- Subject to further approval of honoraria and salary and further subject to the following positions are eliminated. (D. Coderre)
- We will table this and deal with it via email tomorrow by noon. (M. Blair)

All in favour of tabling the motion.

Moved: M. Blair

Seconded: Q. Giordano

**Motion to table is unanimously adopted at 6:53pm.**

ITEM 6.2: QUEEN'S STUDENT CONSTABLE WAGE INCREASE PROPOSAL

*That the AMS Board of Directors approve of a \$1.00 wage increase for the Queen's Student Constables.*

*That the AMS Board of Directors tie future student constables wages to the inflation rate used annually by Queen's University for student activity fees.*

**Moved:** K. Beaudry

**Seconded:** K. Chinniah

- Last time the StuCon wages was five years ago and that's when there was a \$1.25 buffer between that and the minimum wage. Now the buffer is \$0.75. (S. Harper)
- Reason I wanted that to happen was not to wait another five years so the buffer stays steady with the inflation rate. (K. Beaudry)
- More concerned that wages go up without the fee go up. But forever, they will go up. But the student fee related will not go up, which is my only issue. (D. Coderre)
- The option is to increase the student fee next year. (K. Beaudry)
- Why not tie it to the inflation rate that the minimum wage is connected to? (T. Lively)
- Looking to charge more for the services.
- How many StuCon hours are there for the year? (D. Coderre)
  - o I'd have to look. (S. Harper)
- Wondering what will mean in the absolute cost. (D. Coderre)
- There are other fees tied to the inflation rate? (G. Giannopoulos)
- It has to be passed that way. (K. Beaudry)
- If you look at increases, about \$20,000 increase in overall wages for next year.
- Motion would now read *that the AMS Board of Directors approve of a \$1.00 wage increase for the Queen's Student Constables.*
- Friendly amendment. (K. Beaudry)

**Motion adopted unanimously at 7:00pm.**

ITEM 6.3: COMMON GROUND ESPRESSO MACHINE PROPOSAL

*That the Board of Directors approve the capital expenditure of \$47,250 for the purchase of three fully automated espresso machines for both Common Ground and the Brew from BUNN, to be depreciated over five (5) years.*

**Moved:** K. Beaudry

**Seconded:** G. Giannopoulos

- Main reason: deal with rising cost of repairs and buying from a supplier out of Kingston has been difficult, so looking for someone in Kingston. Increasing efficiency of the service. Large expenditure due to a fully automated machine for the staff. Will have a positive contribution to the service. (Q. Giordano)
- You're going to save for sure \$300, but we don't know how much more we are actually going to save. Subject to whatever's in the maintenance contract. (Q. Giordano)
- Coffee Doctor does not charge for the repairs typically. Within maintenance contract, the first three years will be free. (S. Harper)
- Do you know the costs of the machines right now when we originally bought them? (D. McConomy)
- The original one was around \$18,000. (L. Parry)
- Getting a discount on them as well. (S. Harper)
- Spending a comparable amount as we did on the previous ones. Is it because the machines are unreliable? (D. McConomy)

- Yes and the aspect of a one year turnover. Lose institutional memory from previous managers who know how to fix. (S. Harper)
- Maybe have Coffee Doctor come in and provide a tutorial. (L. Parry)
- Is part of the issue because we need one to scroll through the exam whereas training an actual barista? (D. Coderre)
  - o Do not have proper barista training (S. Harper)
- What are the sales of espresso (D. Coderre)?
  - o Good. (S. Harper)
- Because this is a new machine we haven't used, should we walk before we run with these and start with two instead of three? (D. Coderre)
  - o That could work. (S. Harper)
- Value of current espresso machine for resale? (S. Harper)
  - o May be fully depreciated. (L. Parry)
- Been able to exist with one. Getting it fixed with 2-3 days. Getting it fixed the same day its down, won't be the same interruption. Visit it 6 months from now. Having two machines at CoGro makes sense as long as it's the right machine. (D. McConomy)
- Content with two machines. (K. Beaudry)

*That the Board of Directors approve the capital expenditure of \$32,000 for the purchase of two fully automated espresso machines for both Common Ground and the Brew from BUNN, to be depreciated over five (5) years.*

**Motion unanimously adopted at 7:10pm.**

**ITEM 7: DISCUSSION**

**ITEM 7.1: EVALUATION POLICY**

- So the people at the top get evaluated by people underneath them? (D. Coderre)
- Ideally, you would deal with issues as they come up. (T. Lively)
- Will be coming back to the Board in either April or next year.

**ITEM 8: ADJOURNMENT**

Motion to adjourn.

**Moved:** K. Beaudry

**Seconded:** A. Dungca

**Motion carried.**

**Meeting adjourned at 7:19pm.**