



# President's Caucus



Wednesday, May 30<sup>th</sup>, 2018

7:00pm – AMS Boardroom



## Agenda

### *Assembly*

1. **Motion #1** – Approval of the Agenda of the meeting of May 30<sup>th</sup>, 2018
2. Speaker's Business
3. President's Report: President Miguel Martinez
4. Vice President's Report:
  - a. University Affairs: Munro Watters
5. Business Arising from the Minutes
6. New Business
7. Discussion Period
  - a. JDUC
  - b. UORWG and Orientation Week - President Sharma
8. Adjournment



## Motion Sheet

1. Moved by: Bronwyn Woolhouse                      Seconded by: Miguel Martinez  
    **“That AMS President’s Caucus approves the Agenda of the meeting of May 30<sup>th</sup>,  
    2018.”**



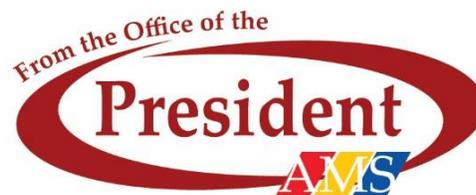
## The President of the Alma Mater Society

Report to President's Caucus

Miguel Martinez

May 30<sup>th</sup>, 2018

[president@ams.queensu.ca](mailto:president@ams.queensu.ca)



Dear President's Caucus,

It is with much enthusiasm that I am submitting my very first report to the Summer Assembly as AMS President. Liam, Munro, & I have been working over the last few weeks, to hit the ground running and get as much done in our terms as we can.

### Board of Trustees

On May 11<sup>th</sup>, the University's Board of Trustees approved the AMS student activity fee slate for the 2018/19 academic school year. During my address to the Trustees, I spoke on the AMS's continued commitment to the John Deutsch University Centre redevelopment project. I also spoke on a project that the AMS will be working on in developing a peer on peer alcohol harm reduction program (I will speak on this program later in this report). During the Board meeting, a revised student code of conduct came forward for approval. Following a brief discussion, the motion was tabled, and the code will be re-visited later this summer to address several concerns that were brought forward.

### John Deutsch University Centre

I would like to take this moment to reassure Assembly that we as an Executive remain committed to the success of this redevelopment project. I would like to commend Jennifer Li on all the tremendous work and strides that she accomplished over the last year in getting the project to where it is. We would like to take advantage of the momentum that she has laid out and hope that we can keep this momentum going through the coming year.

Two things that we hope to accomplish this summer is receive more university contribution for the project as well as advance our efforts in the design phase of the project. I believe that a better understanding of what the building will look like as well as what functional programming will be going into the building will lead to a successful campaign. We hope that these two areas of focus as well as several different moving parts will persuade students to vote in the affirmative. I would be happy to talk in more detail or answer any questions that I can on this subject during the meeting. I would also appreciate any and all support and suggestions in the handling of this project.



## **Alcohol Harm Reduction Program**

This year, the AMS is partnering up with Queen's For The Boys, an AMS ratified club dedicated to redefining the way we view alcohol use and mental health to introduce a peer-developed and peer-delivered alcohol harm reduction program. The central theme will focus on peer intervention, with three pillars of: safety, systematic behaviours, and education about healthy and unhealthy drinking habits. The aim of this program is to get students thinking proactively about their own drinking habits as well as how they can be a better support in drinking environments. We have now begun working on the development of the program and will have in time updates during regular meetings that we may have as well as a progress update at our next meeting.

## **Office Updates**

### **Advancement**

This year, David Bath will be undertaking the position of Director of Advancement. The office has been working on securing funding for ORT as well as the Reunion Street Festival. This year the office will also be looking to grow. The Office of Advancement will be looking to sign an MOU over the summer that outlines how our office of Advancement will be sharing data about student groups and alumni with the University Office of Advancement. Lastly, the office is also looking to develop our own alumni database to be able to manage our own relationships with AMS and Queen's Alumni. Our office of Advancement will be able to help you with any Professional Development workshops that you may be looking to implement within your respective Faculty Society.

### **Marketing and Communications**

This year, Rachael Heleniak will be undertaking the position of Director of Communications. Moving forward, we have established a marketing caucus with all marketing managers as well as new guidelines for marketing graphics. Most notably, AMS services must now represent the AMS logo on their social media graphics. This has been done in an effort to bridge the gap between the offices, government, and corporate side of the AMS.

### **Information Technology**

This year, Jessica Dahanayake will be undertaking the position of Director of Information Technology. The IT office has been working hard setting up computers, re-setting emails, solving day-day issues within the services (POS systems), connecting telephone lines, etc. The



office will be working closely with the Information Officer to plan for the year ahead and set the strategic direction for the year.

### **Human Resources**

This year, Carla Namkung will be undertaking the position of Director of Human Resources. I would like to thank Carla for all of her hard work over the transition period in preparing training week. As most of you are aware, the AMS has just hired a permanent Human Resources Officer for the HR portfolio. Cheri Adams will be undertaking this role assisting and advising Carla throughout her term. This past month, much focus has gone into training the HR managers for the services through HR caucus, reviewing our harassment and discrimination policy, reviewing the overall hiring process and evaluating how we can put in mechanisms to improve our overall HR processes.

### **Secretariat**

This year, Bronwyn Woolhouse will be undertaking the position of AMS Secretary. Following a two-year recommendation, the Secretary now acts as both the government and corporate secretary. This creates a bridge between the Board of Directors and Assembly. Bronwyn will build off the previous years in working to streamline policies and procedures, improve the elections process and culture, and set the governance calendar for the year. The Secretary is only required to work 4 hours weekly in the summer. This time is meant to be spent reviewing policy, setting the governance calendar, as well as preparing Board/Assembly Agenda's and Minutes.

This is all from me for now, however I look very much forward to working with all of you in the coming year. I would happily take any questions or comments that you may have.

Miguel Martinez



**Vice-President (University Affairs) of the Alma Mater Society**  
**Report to Presidents Caucus**  
**Munro Watters**  
**May 25<sup>th</sup>, 2018**  
[vpua@ams.queensu.ca](mailto:vpua@ams.queensu.ca)

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Dear Presidents,

I hope that everyone has been enjoying the warm weather that the month of May has brought! My first month in office I have primarily focused on ensuring my direct reports are settling in well, that loose ends from my predecessor have been tied up, and that I am prepared for the summer and year ahead. I have been checking in regularly with my commissioners and director, as well as beginning discussions with them about goal plans and budgets. For my own role, I have been attending, as well as setting up meetings with, relevant members of University Administration and other stakeholders. I have also been working my way through various reading materials that are relevant to my position as well getting a grasp on my administrative office responsibilities. Below are some highlights from my first month in office:

### **OUSA**

On May 16<sup>th</sup> and 17<sup>th</sup>, Miguel, our Academic Affairs Commissioner (Julia Gollner), and I attended the annual OUSA Welcome Conference. Over the two days, we were briefed on the current political landscape, were given government relations and media training, as well as had our first Steering Committee of the year. Prior to this conference, I made the decision to give my seat as a voting member to Julia, as I felt that due to the scope of my position, I would be unable to be an effective advocate for Queen's students at OUSA. That being said, I am still on the Steering Committee as a secondary resource member, and Julia will consult me prior to any votes. Now being the voting member, Julia had the opportunity to run for an OUSA executive position. Julia ran for Vice President of Human Resources & Administration and won, making it the first time Queen's has been on OUSA executive. This is an exciting time for us, and we hope Julia having more time to dedicate to OUSA, as well as now being a member of the executive, will allow for greater representation of our students' issues at the table. The upcoming election year will require a substantial amount of work with regard to lobbying, which we have already begun discussions on as a Steering Committee. Our final priorities will be decided on at our Strategy Conference in June.

### **Goal Plans and Budgets**

Budgets for my staff are due on June 5<sup>th</sup>. I have made myself available to my direct reports for meetings in order to sit down and discuss their goal plans if this is something they deem to be necessary. Once they have submitted their goal plans I will suggest edits and go over any questions I have for them, before allowing them to submit a final version. At that point we will start conversations about budgets, since they are an extension of their goal plans.



## **Orientation Week 2018**

Preparation for Orientation Week 2018 is underway and our Orientation Roundtable Coordinator (Alexi) is working hard to ensure everything is in order for a successful week. ORT and our Director of Advancement, David, have now begun working closely to secure sponsorships for the week. Our Campus Activities Commissioner (Alex Birt) has begun working closely with University Administration to put in action some of the recommendations from the Undergraduate Orientation Review Working Group, as well as establish a timeline for the implementation of other recommendations.

Feel free to reach out with any questions or concerns!

*Munro Watters*

Vice President (University Affairs)



**Vice-President (Operations) & CEO**  
**Report to Assembly**  
**Liam Tharp**  
**30 May 2018**  
[vpops@ams.queensu.ca](mailto:vpops@ams.queensu.ca)

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Members of the Assembly/President's Caucus,

I wanted to fully express how excited I am for all that we will accomplish over the next year. Miguel, Munro, and myself have all been transitioning in over the past months and have learned an unbelievable amount. Our focus on transparency and accountability as well as financial and environmental sustainability have remained steadfast. Learning about the challenges of the AMS from a different perspective has been eye-opening, and we plan to address them together with assembly.

**Training Week** | One of the goals of the AMS executive as well as the entirety of the organization is to bridge the gap between the corporate and the government side of the AMS. The beginnings of this were accomplished during training week which was a large success. Carla, the director of Human Resources is collecting information in a survey about the week, as to improve it for the coming years.

**Goal Planning** | Over the past month, I have been working with the Service Managers and Director to complete their goal plans. Together we have been going over the template for the goal plans critically, and ensuring that they are of the most use for everyone. Since there are no more Service Director positions I am able to provide more direct oversight and have more direct feedback from the service managers. As such, some sections of the goal plan will be consolidated.

**Transparency** | Our goal as an executive is to also give an update on the Summer Working Plan after goal plans are complete and have it on the website as to communicate with the public. At the end of the summer, an update will be given on what goals have been accomplished, and which will be continuing.

There will likely be updates alongside the report that will be given orally at board. I look forward to a successful year for the AMS Inc.; this will be accomplished with a lot of hard-work and difficult conversations, but with the support of the board I have the utmost faith in our ability to make this year amazing.

Respectfully submitted,

Liam Tharp



## Commission of Academic Affairs

Report to Assembly

Julia Göllner

May 30<sup>th</sup>, 2018

[aac@ams.queensu.ca](mailto:aac@ams.queensu.ca)



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Hello Presidents!

In the past month, the Academic Affairs Commission has been planning the upcoming year. I have devoted a huge portion of time to versing myself in policy and reading all strategic documents released by the University over the past few years. I have also met with all major administrative partners in the Provost, Registrar, and Library offices.

The Policy Deputy, AGC Manager, and Engagement Deputy have been working on their goals, collaborating with their committee members and chairs. The conversations shared between members of the AAC and I have informed my own goal plan – as I hope to incorporate the opinions of all participants in its creation. The Provincial Advocacy Committee, (PAC) has required some strategic planning. Due to the fact that the PAC is new this year, I have been taking the time to structure an informative document for the volunteers and chairs to outline the vision and purpose of the PAC.

At the beginning of May, The Ontario Undergraduate Student Alliance (OUSA) begun a new year. In the past month, I have attended two conferences designed to introduce the incoming Steering Committee to their responsibilities. The AMS Vice President of University Affairs and I have taken on our responsibilities as members of the board of OUSA, representing Queen's to the lobby group. We will continue to further our advocacy efforts, ensuring that the voice of Queen's contributes to the strategies and policy priorities of OUSA.

A few weeks ago - there was a slight structure change made. The AMS has two members of OUSA's steering committee, due to the large structure of our student government (The AAC and the VPUA). Two years ago, a recommendation was made by the AAC and VPUA of 2016-2017 to transfer the "vote" from the Vice President University Affairs to the Academic Affairs Commissioner, as only one member per institution can vote on the Steering Committee. The current AMS executive revisited this recommendation and acted on it, transferring the vote to the AAC. This decision afforded me the opportunity to run for an executive position within OUSA, and I immediately concentrated my efforts on the internal campaign. On May 17<sup>th</sup> I was elected as the Vice President Administration and Human Resources of OUSA, meaning Queen's secured its first executive member of the alliance since its creation in 1992.

Since the OUSA election I have begun to prepare myself for the role, and for our Strategic Conference. This is when the Steering Committee will determine the policy priorities of OUSA



for the upcoming this year. I look forward to updating you on all further endeavors in the AAC office, and collaborating on future projects!

All the best,

**Julia Göllner** – AMS Commissioner of Academic Affairs



## Commission of Campus Activities

Report to Assembly

Alex Birt

May 30<sup>th</sup>, 2018

[cac@ams.queensu.ca](mailto:cac@ams.queensu.ca)



Hello President's Caucus,

I hope that everyone is having a good summer thus far. The past couple of weeks have been quite busy with this being the first month of the job. I have been attempting to be brought up to speed as quickly as possible. The two largest touch points within the Campus Activities office are both Orientation week and the ReUnion Street Festival. Both coordinators for these events have been working tirelessly with their teams to ensure that the events will flourish. At the moment, we are currently attempting to straighten out all the forms and permits required with the City of Kingston to ensure that these events can run without any complications.

Within the first couple of weeks, a large focus for the Campus Activities office has been placed upon the premise of Event Sanctioning. More specifically, both the Clubs Office and the Campus Activities office have been working alongside one another in an attempt to revamp Event Sanctioning as a whole. We have currently met with all the available stakeholders within the AMS to gain their perceptions on the Event Sanctioning process. With all the knowledge accumulated, we are attempted to locate possible solutions to the current flawed system. Our overall goal is to convert the event sanctioning system to a process which is simplistic and has the capability to encompass all the aspects under one overarching umbrella. Currently, the system is slightly fragmented causing logistical problems that can be avoided with a revamp. This will definitely become a major project for the Campus Activities office within the next couple months.

Apart from the event sanctioning project, the other aspects of the Campus Activities office have been advancing. Queens Model Parliament is progressing quite well. Both the Co-Chairs and I are in the midst of finalizing a hotel for the venue, and securing the House of Commons for the conference. Aside from QMP, the recreation committee is currently in the planning stages for the up incoming year. The Co-chairs have already attempted to work alongside their executives to brainstorm and plan for the up incoming year.

I hope that everyone has an incredible summer, and best of luck with all your endeavours.



## Commission of Municipal Affairs

Report to Assembly

Soren Christianson

May 30<sup>th</sup>, 2018

[mac@ams.queensu.ca](mailto:mac@ams.queensu.ca)



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Hello President's Caucus,

My name is Soren Christianson, and I am the Commissioner of Municipal Affairs for the 2018-19 term.

My first month has been eventful, with many introductory meetings taking place, and initial steps are being taken towards my larger goals for the upcoming year.

Prior to the end of my Transition I oversaw the hiring of the Housing Resource Centre (HRC) Manager, as well as my three deputies (Information & Advocacy, Programs, and Outreach). Committee Co-chair and committee member hiring was subsequently completed.

Externally, I have had the opportunity to take part in the Workforce Development & In-Migration (WD&I) Career Pathways Working Group, administered by the City of Kingston, as well as the Central Kingston Growth Strategy Community Working Group. These initiatives are in line with the Commissions goals of student retention, and economic development. I have been voted onto the Sydenham District Association, and Williamsville Community Association, as an ex-officio board member. I have also attended the United Way Youth Homelessness steering committee, which is working towards integrating cross institutional approaches to promote mental health awareness, and enhance available resources for the Kingston community.

I have also been working with the City of Kingston to promote the upcoming Municipal Election, with a perspective polling station in the Queens Centre, and a possible all candidates meeting taking place in the John Deutsch Centre.

If you have any questions please feel free to email me: [mac@ams.queensu.ca](mailto:mac@ams.queensu.ca)

Regards,

Soren Christianson,

Commissioner of Municipal Affairs



## Commission of Social Issues

Report to Assembly

Myriam-Morenike Djossou

May 30<sup>th</sup>, 2018

[sic@ams.queensu.ca](mailto:sic@ams.queensu.ca)



Dear Members of the President Caucus,

Congratulations to all of you on officially starting your new position! I can't wait to see what each of you, along with the rest of the student body, achieve over the upcoming year!

My name is Myriam, and I am the new Social Issues Commissioner for the AMS. Over the past month, I have as well been settling into my new position and office. A lot of my time has been dedicated to familiarizing myself with different documents, policies and reports, such as the Queen's students Sexual Violence Policy, which is currently under review.

My predecessor, Ramna also worked in collaboration with the Human Rights office to establish an updated list of Gender Neutral Bathrooms on campus towards the end of her term. I completed the last step by changing the previous posters located in the Queen's Center and the JDUC with the most recent ones.

I have also been meeting with different members of the administration that work in the area of Equity, Diversity and Inclusion to discuss the current climate on campus, and places we could be working on over the upcoming year. I have also been reaching out to different student groups and organizations to introduce myself and hopefully discuss potential collaborations and mutual support. I had a meeting with my ASUS counterpart, Tharziha Ganesh, and hope to have other ones, both with Tharziha, and other faculties' commissioners in the next few months. As I am working towards my goals for the year and identifying areas that we should continue to work on, I felt it was necessary for me to meet with different stakeholders who have different insights than mine, share ideas, and see how we can work together to best serve students' needs. I will be continuing to meet with as many people as possible over the summer months.

In the next weeks, I will be working to concretize my official goal plan that will guide a lot of the projects for the year. Some of the areas it will include are accessibility, Sexual Violence awareness and support, and the implementation of the PICRDI and TRC reports recommendations.

Along with the amazing summer volunteers, I will also be overseeing the AMS Food Bank throughout the summer months. We reopened at the beginning of May, and our current schedule is Monday 5-6:30, as well as Friday, 10-11:30 AM.



I have also been working closely with Mia, our wonderful Peer Support Manager, getting ready for the PSC to re-open at the beginning of June, and looking at some of the goals and projects for the upcoming year.

Here are some of my highlights for now. If any of you have any questions, concerns or ideas they would like to talk to me about, I would be more than happy to, so please feel free to reach out to me at any time!

Wishing you all the best,

Myriam-Morenike Djossou

AMS Social Issues Commissioner



**Clubs Director**  
**Report to Assembly**  
**Regina Codera**  
**May 30<sup>th</sup>, 2017**  
[clubs@ams.queensu.ca](mailto:clubs@ams.queensu.ca)



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Hello Presidents' Caucus,

Firstly, I would just like to say that I hope you are all enjoying your summer so far! Work is only as good when you take time for yourself to enjoy your down time, so I hope you have all been appreciating the lovely weather and your break from school! I'm excited to update you on the goings-on of the Queen's Clubs Office thus far.

Most of the work I've been doing over the last few weeks has consisted of learning about our 300+ clubs, orienting myself with policy and procedure for grant and space allocation, awards, and day-to-day administration. I can honestly say that a lot of what my position consists of is administrative work, so learning on the job has been incredibly effective.

Part of what I would like to accomplish in my term is to expand the scope of the Clubs office, and by starting early, I have been able to build connections with Alumni Relations to get clubs more involved in the Homecoming experience. This project will hopefully see clubs as a central component to Meet and Greets, the program booklet, reunions and performances.

Another project well underway is the policy revamp of event sanctioning. In years past this process has been both confusing and frustrating for the parties involved, so it is a goal of mine, as well as the Campus Activities Commissioner, General Manager and Vice-President of Operations, to streamline this process and make it easy from the management and clubs/committee perspective. In revamping the event sanctioning process committees, clubs, new events and non-AMS ratified groups will hopefully be able to have the events they want while under the protection of the AMS and its services (i.e. Student Constables.)

Soon I will also start the planning of the Tricolour Colour Open House in conjunction with Athletics and Recreation. This is a highly anticipated event that has seen much success over the years. Like my predecessor, I hope to continue the tradition of a Winter Tricolour Open House to give new clubs more exposure to gaining membership as well as keeping clubs on the radar of students in various years and areas of study.

This is all from me for now. I look forward to the rest of this summer as I learn more about the scope of my position and am excited to see what the next academic year has in store.

All the best,

Regina Codera



# Appendices