



Presidents Caucus



Thursday May 30th, 2019

7:00 PM – AMS Board Room



Agenda

Assembly

1. **Motion #1** – Approval of the Agenda of the meeting of May 30th, 2019
2. **Motion #2** – Approval of the Minutes of the meeting of April 9th, 2019
3. Guest Speaker
4. President's Report: President Auston Pierce
5. Vice-President's Report: VPUA William Greene
6. Vice-President's Report: VPOPS Jessica Dahanayake
7. Rector's Report
8. Question Period
9. Business Arising from the Minutes
10. New Business
 - a. **Motion #3** – That Presidents Caucus approve the changes to club's policy. Seen in Appendix ["Most outside of Harvard"](#)
11. Discussion Period
 - a. Student choice initiative update
12. Adjournment

Motion Sheet



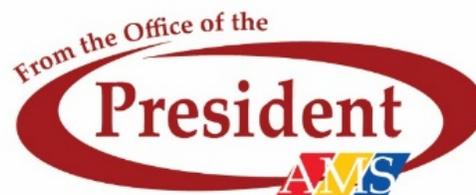
The President of the Alma Mater Society

Report to Assembly

Auston Pierce

May 30th, 2019

president@ams.queensu.ca



Dear President's Caucus,

It is an absolute pleasure to be able to submit to you my first report to Summer Assembly as the 150th AMS President. May has been busy for all of us as we become acquainted with our roles and start progressing forward towards our goals. From meetings with direct reports, to administrators, and to faculty society executives, we have been pushing our agenda forward. We hope to create as well as to strengthen the collaborative relationships between the AMS and Faculty Societies. This is more pertinent than ever given the financial burden placed on today's students as well as the potentially devastating impact the Student Choice Initiative poses to the student experience.

Training Week: Training Week was a success as all of our 12-month salaried staff attended 4 days of presentations and team building events that was designed to acquaint everyone with the organization, give them the tools to succeed, and to learn valuable lessons.

Alcohol Policy: We have picked up where the last executive had left off in regard to the Alcohol Working Group. After many hours of consultation with experts, representatives from the Engineering Society, and our own staff, we have written and submitted an 8-page report with suggested revised language and in-depth reasoning for the Alcohol Policy. We have since had a call with Lindsay Winger and have attended the most recent Alcohol Working Group on May 16th. We are pleased to say that the timeline has been extended and the public consultations will now begin in the fall instead of the summer. The next Alcohol Working Group is not until August however I am trying to organize a meeting before the end of June. We will be inviting all members of this group to the Queen's Pub to present them with how our campus pubs operate, and how our event sanctioning processes help keep students safe. Our number one concern is the safety of our peers and we will do all that we can to have that sentiment reflected in this policy. We have continued to meet with stakeholders and those who value harm reduction on campus.

Board of Trustees: On May 10th I delivered our first speech to the Board of Trustees. It revolved around our commitment to the student experience, the impacts of the student choice initiative, and how we will be able to move the AMS forward. It was at this meeting that the 2019-2020 Ancillary Fee Slate was approved. We answered numerous questions about the Student Choice Initiative and our fees during this session.



Principal's Advisory Selection Committee Provost and Vice-Principal (Academic): I have been asked to sit on the Principal's Advisory Selection Committee and have begun attending the first of these meetings.

Student Choice Initiative: We have begun our discussions about how to approach the Student Choice Initiative (SCI) and what marketing techniques we will be employing. We are taking the form of an education campaign to celebrate what makes the Queen's experience so unique and what is at stake if students decide to opt-out of the AMS Specific Fee. We believe in education, and positivity as the best way forward. I have also been taking calls with other Student Union Presidents to answer questions about our fee slate, to aid them in their negotiations, and to ask about their marketing strategies. I also took an interview that appeared on Global News Kingston regarding the impact of SCI. The process of updating and defining some fee descriptions has also begun.

StudentCare: On May 23rd, StudentCare brought Jessica Dahanayake Vice President (Operations) and myself, to a conference along with student leaders from across the country to discuss and learn about health on campus. Lots of best practices were shared and dialogue about the Student Choice Initiative have proved helpful.

JDUC: The John Deutsch University Centre Redevelopment Project is an ongoing project that is making good progress. We have reached out to continue consultations with various groups and experts on campus in order to deliver a student centre that works for all students. We have been meeting with the Office of Advancement to do our part in helping this project advance.

AMS Website: We have been identifying issues and developing the scope of the website's redevelopment. Once completed it will be a hub for student life as well as a central location for information, engagement, and resource awareness.

Respectfully,
Auston Pierce



Vice President (University Affairs)

Report to Assembly

William Greene

May 30th, 2019

vpua@ams.queensu.ca



Dear Faculty Society Presidents,

I am excited to offer up my first ever report to this year's President's Caucus. I look forward to getting to know each of you and begin working towards accomplishing our shared goals.

Over the past month, I have been primarily focused on getting settled into the role. This includes, but is not limited to, checking in daily with my direct reports regarding their goal planning and objectives, meeting with University Administrators regarding our agenda and issues pertaining to students (sustainability, alcohol, mental health, Orientation Week), and working closely with my Co-Exec and General Manager to establish weekly objectives. Included below are some of the topics that I have already begun working towards.

OUSA

At the end of April, our Commissioner of External Advocacy (David Bath) and I attended the Ontario Undergraduate Student Alliance Transition Steering Committee Meeting. In this meeting, we discussed the responsibilities associated with our upcoming roles. Additionally, regarding the Provincial Government's Student Choice Initiative, we expressed our concerns pertaining to the current fee structure for OUSA membership and how the bylaws will need to be changed. Fortunately, as a Steering Committee we voted to change the bylaws. What these bylaws will look like will be determined in the upcoming Welcome Conference that will take place May 28th and 29th. As President's Caucus will follow these dates, I will have updates during the meeting.

Orientation Week 2018

Preparation for Orientation Week 2019 is underway and our Campus Activities Commissioner (Alexia Henriques) is working hard to ensure everything is in order for a successful week. Despite some changes to individual events, we have received approval for all 17 requests for city space and our road closure and noise exemption requests will be voted on in the upcoming City Council meeting in early June. Additionally, there are two specific initiatives that I have begun working on. These are the implementation of a Representation for Proposal approach to the Orientation Week Mystery Concert and the exploration of a sustainability and accessibility evaluation for Orientation Leaders. For the latter, we have opted to change our yearly approach and instead of directly working with Live Nation, we will be soliciting multiple production bids from various companies. This is to ensure we can put on the best concert possible at the lowest cost to incoming students. The latter initiative is in response to calls for



greater improvements in making Orientation Week events more sustainable and accessible. In working with each of you, I hope to implement an evaluation form for Orientation Leaders, so that they can critically evaluate their events to see how we can better meet the needs of our students and the environment. Overall, we are ahead of schedule in working with the University and City to meet our goals, so that we can have everything in place for late August. Please reach out to me if you have any questions regarding the AMS or ORT.

Sustainability

As a major objective in our platform, Jess, Auston and I have begun working on multiple initiatives contributing to a greener campus. Our first action was to eliminate single use plastics (cups, cutlery, plates) and introduce compost into the AMS offices. Over the next few months, I will begin working with Jess and the Head Managers to implement more sustainable options and practices. I hope that in the coming weeks, we can meet to discuss our faculty specific and shared sustainability goals.

I can't emphasize enough how honoured I am to be this position. I hope that as an elected body we can work to better represent the diverse interests of students and improve their experience overall. Thank you for your continued commitment to this school.

As always, please reach out if you have any questions or concerns!

William Greene

Vice President (University Affairs)



Vice President (Operations)

Report to Assembly

Jessica Dahanayake

May 30th, 2019

vpops@ams.queensu.ca



Dear Members of President's Caucus/Assembly,

Last month has been fun and productive; getting projects in motion and supporting the Head Managers with taking their services to new heights are certainly the highlights of May. Here are the main updates on what I've been up to in the first month of office:

Goal Planning and Budgeting with the AMS Services | As with every summer in the AMS, I have been circulating templates, materials, and deadlines for the head managers to complete their goal and marketing plans for the year. The past goal plans and goal plan reviews will be used to reflect on when creating the goal plans for this year. There is going to be an emphasis on financial and operational efficiency, relevancy and consistency, and sustainability. The head managers are going to be presenting their own goal plans to the Board of Directors and will go through consistent goal plan reviews as an accountability measure to their plan. The marketing plan template was modified to get each service to outline specific marketing campaigns for each "peak" period for the service, to ensure that there is a plan for those dates (ex. Homecoming, St Patrick's Day, etc).

Event Sanctioning Form | A big project this year is fixing the Event Sanctioning Form. The current form was no longer asking relevant questions to effectively mitigate and prepare for potential risks for events that were being submitted. This resulted in several, long email threads as the VPOPS had to ask several questions to the group who submitted a form to get the required information/clarification. As such, the process ended up being frustrating and inefficient on the user's experience. This project has gone through the first phase with the Campus Activities Commissioner, the Head and the Logistics Manager of Queen's Student Constables to get risk and event planning perspectives for changes to the new form. In the next phase, the General Manager will review and provide feedback on the changes, and that form will be circulated to external stakeholders to get feedback from a user experience perspective.

New Purchasing Procedures | While this is internal, it is notable as it has been taking up a large portion of my time. I created a new set of internal Purchasing Procedures regarding reimbursements, credit card use in the organization, and Amazon ordering for purchases that come out of an AMS Budget. These procedures will increase accountability and efficiency for the admin work behind recording the purchases.

Other notable items, we have prohibited the use of single use/disposable cutlery and plates in the AMS offices, and instead brought in metal cutlery, soap, and sponges to encourage a more environmentally friendly office. There are now compost bins in the offices to reduce waste going to the landfills.

Until next time,

Jessica Dahanayake



Commission of External Advocacy

Report to Assembly

David Bath

April 9, 2019

external.advocacy@ams.queensu.ca



Hello Presidents!

Over the course of this past month, the External Affairs Commission has been planning for the upcoming year, and solidifying what its role and responsibilities will be within the AMS. Following the amalgamation between the Academic and Municipal Affairs Commissions, we have been working to establish basic practices and set guidelines for what is to be expected from this role.

Up until this point, I have spent my time reading all strategic documents released from the University. These documents highlight the goals of the University in all facets of campus life from academics to international students. By knowing these documents, it allows the commission to identify advocacy goals for the year, and work alongside the University administration to achieve the goals that student's value. In addition to this, I have been meeting with all stakeholders who worked closely with the MAC and AAC in previous years. This includes individuals working for the City of Kingston, Provost's Office, University Registrar, and the Library. These meetings allow us, the students, and external stakeholders to bring forth priorities for the year, and look at room for collaboration on potential projects.

My Outreach and Academic deputies, the HRC Manager, and the AGC Manager, have also begun developing their goals for the year, and began creating strategies for how to better engage students with the commission, and how to increase attendance at these services.

As for OUSA, the leadership elections will be taking place on May 29th, and will be followed by strategic planning for 2019-2020, including what specific advocacy goals will be addressed in the upcoming year. I plan to send a survey out to students, so they can suggest goals for Will and I. This will allow us to more accurately identify the priorities of students, and ensure we are advocating for goals which accurately reflect the will of the students.

I look forward to further updating you after the goal plans are set, and updating you on the progress the CEA has made. Furthermore, if you identify any room for future collaboration on any projects you are undertaking, feel free to reach out to me at external.advocacy@ams.queensu.ca.

Sincerely,

David Bath - Commissioner of External Affairs



Commission of Campus Activities

Report to Assembly

Alexia Henriques

May 30th, 2019

cac@ams.queensu.ca



Hello!

Hope you're all having a great start to your summer.

Orientation Week planning is underway, and I have been working alongside the Orientation Roundtable Directors on their portfolios. Myself and the VPUA met with representatives from the City of Kingston to confirm our City Park usage for the week. We also sent a package to the City with our Noise Exemption and Road Closure requests in conjunction with the Student Experience Office. In the coming weeks, I will be working with the Concert Director to select a production company to put on the annual ORT Mystery Concert.

A date for Queen's Model Parliament 2020 has been picked (save the date – January 15th-18th!). I am now working with the Co-Chairs and their committee to start securing sponsorship, book some of the logistical elements of the conference, and create timelines and plans for the upcoming year.

Warm Regards,

Alexia Henriques (she/her/hers)

Campus Activities Commissioner



Commission of Social Issues

Report to Assembly

Bunisha Samuals

May 30th, 2019

sic@ams.queensu.ca



Hello Presidents!

Congratulations to all of you on your new positions! To begin, I would like to say that I hope that everyone is having a good summer thus far and enjoying as much of their downtime as possible! Like many of us, I am quite excited to see what each of you, along with the rest of your team, achieve throughout 2019-20!

My name is Bunisha, and I am the new Social Issues Commissioner for the AMS. This last month has been an enlightening journey familiarizing myself with different documents, policies, reports, working groups and various stake holders on campus to understand some of the perspective on our current campus climate, particularly in regards to EDI (Equity, Diversity, and Inclusion).

Navigating through Equity, Diversity and Inclusivity on campus, as many of you may know, is an engrossing process that is shaped by a variety of components. As a result, one of my key goals over this summer is to examine the educational means in which the student body is engaged and targeted through EDI initiatives, with a particular focus on the workshops, resource services, and visuals offered through different bodies on campus. This will be accompanied by an analysis of the tentative gaps that also currently exist. Consequently, addressing some of the educational and support gaps that present themselves will form a primary interest for us throughout this year.

One area of support that was examined by my predecessors Ramna, and Myriam, is within the peer to peer support systems that we have in place for marginalized individuals on campus, particularly within the Peer Support Center. As a result, I, along with our great Peer Support Centre (PSC) Manager, Andie, have collaborated to conduct the first run through of a partnership between the PSC and the Committee Against Racial and Ethnic Discrimination (CARED) to provide peer to peer support specifically catered towards racialized students.



In addition, I aim to continue to utilize the Principal's Implementation Committee on Racism, Diversity and Inclusion's (PICRDI) and the Truth and Reconciliation Committee's (TRC) recommendations. For example, focusing on TRC recommendation 6, we will be hosting an Indigenous Art competition that will be open to all self-identifying Indigenous students. The Winner will have their piece featured within the Queen's Center.

Environmental sustainability will also be a priority throughout this year, as we hope to begin to create a more environmentally conscious campus. In order to achieve this, I hope to collaborate with and mutually support many of the groups and clubs on campus that have already began to engage with and educate the student and administrative body about sustainability on campus.

I will also be managing and overseeing the AMS Food Bank throughout the summer months, along with an amazing team of summer volunteers. We reopened at the beginning of May and will continue to release our bi-weekly schedule via the AMS Food Bank Facebook page. I would like to highlight that the Food Bank is an accessible resource that is open to both undergraduate and graduate students. It is a resource that aims to decrease food insecurity on campus, that is not only caused by financial inaccessibility, but also a lack of access to nutritious food options. And, we welcome ALL students to visit us, even if its only for a juicy little apple during your work day.

In conclusion, I hope to continue to work and meet with more individuals and groups, over the summer months, to forge new opportunities, ideas and perspectives on how we can work to continue to make Queen's both equitable and sustainable. If any of you have any questions, concerns or ideas that you would like to talk to me about, I would be more than happy to do so. Feel free to reach out to me at any time!

Wishing you all the best,

Bunisha Samuels

AMS Social Issues Commissioner



Office of the AMS Secretariat

Report to Assembly

Lucas Borchenko

May 30th, 2019

secretariat@ams.queensu.ca



Hello Presidents Caucus,

This summer is already off and running with major changes being done relating to policy, procedures, and the constitution. I'm looking forward to working with many of you over the coming year on Presidents caucus and in Assembly. Feel free to reach out to me anytime if you have questions.

Judicial Policy

I'm working on an overhaul of judicial policy to create increased clarity and focus within it. Right now the policy is in early working stages. I'm working along side the Rector to figure out the best course of action and create a document that is somewhat future proof and would only need minor changes in the future.

Constitution

The constitution is severely outdated now due to the changes caused by the Student Choice Initiative. I'm overhauling it along with the President and the General Manager to ensure that it is in line with our current structure. This work is almost done, and it will be submitted to assembly in September to ensure that faculty societies and their representatives can see it and make suggestions and changes if they are needed. It helps to have more eyes on a document as important as the constitution.

Judicial Affairs

I have met with the numerous administrators that manage the student conduct office. We are working on preparing training for the Judicial Deputies and Judicial Committee when they start in September. With changes to the backend system the Judicial Affairs Manager and myself will go through training on how to use the new system.

Governance Calendar

I have completed the governance calendar including elections and assembly dates. I will be sending out this document in the coming week to ensure that faculty societies can bring up any conflicts that they might have, whether it be with elections or assembly. In past years the elections dates in the fall have not been the most intuitive, the goal is to have almost all of the elections at the same time this year.

All the best,

Lucas Borchenko

Secretary of Internal Affairs



Clubs Director
Report to Assembly
Scott Schrempf
May 30th, 2019
clubs@ams.queensu.ca



Hello Presidents' Caucus,

First, I would like to say that I hope you are all enjoying your summer so far! We've had some nice weather recently and I hope you all have been able to take a break and enjoy it. I am excited to update you on what is going on in the Club's Office.

Most of the work that I have been doing over the last week has consisted of learning about our 260+ clubs, orienting myself with policy and procedure for grant and space allocation, awards and day-to-day administration. A lot of the work for my position involves administrative work, so learning on the job has been incredibly effective.

One project that Regina started last year, and I am continuing with this year is the Clubs Map. This tool was implemented to aid students with navigating the more complicated Clubs Directory and provide an easier way to find clubs based on their interests. Most of the heavy work for this project has already been completed by Regina and now we are just testing it.

Another project that I will continue to build this year is expanding the scope of the Clubs Office. I have begun to build connections with Alumni Relations in order to get more club involvement in the Homecoming experience. We hope this year to have clubs as a central component in Meet and Greets, the program booklet, reunions and performances.

Another project I am looking into this year is the problems associated with club logos and Queen's University trademarking. I have already begun this project by meeting with the Queen's Trademarking and Licensing Program Coordinator and we have begun discussing strategies in order to fix this problem gradually over the coming years.

Soon I will be reopening reratification for clubs that failed to reratify in March of this year. As March is a busy time academically for students and also a time where club executives are changing over, Munro and Regina discussed having a summer reratification period this June. I will also begin planning the Tricolour Open House in conjunction with Athletics and Recreation. This is a highly anticipated event which provides students with the opportunity to find clubs they're interested in and give clubs exposure.

That is all from me now. I look forward to the rest of this summer as I learn more about my position and am excited for the year to come.

All the best,

Scott Schrempf



Appendices

Appendix: Most Outside of Harvard Policy Addition or Amendment

Submission Form

Policy Document(s):	Clubs Policy
Section(s):	Terminology and Definitions, Roles and Responsibilities, Section 1.3.d, Section 5.1.d, 6.1.b., Section 11.2.e., Monitoring

Mover		Secunder	
Name:	Lucas Borchenko	Name:	Scott Schrempf
Position:	Secretary of Internal Affairs	Position:	Director of Clubs
Email:	secretariat@ams.queensu.ca	Email:	clubs@ams.queensu.ca

Executive Summary (1-page maximum – font size 11pt)
<p>The policy required updating due to recent changes to the Clubs office as a result of the AMS restructuring. The policy updates reflect the change of the assistant director role to a deputy director position and the removal of the two clubs deputies.</p> <p>Section 1.3.d. was updated from non-academic discipline to non-academic misconduct as this is the proper nomenclature.</p> <p>Section 11.2.e was the exact same as section 11.2.d and so I removed it.</p>

Link to Clubs Policy Change: <https://www.dropbox.com/s/u54m545lvfut71f/Clubs-PolicyUpdate%20%281%29.docx?dl=0>