



# President's Caucus



Wednesday May 20<sup>th</sup>, 2020

6:00 PM – Zoom



## Agenda

### *Assembly*

1. **Motion #1** – Approval of the Agenda of the meeting of May 20th , 2020
2. **Motion #2** – Approval of the Minutes of the meeting of March 12th, 2020
3. President's Report: Jared den Otter
4. Rector's Report
5. Student Senate Caucus Chair Report
6. Student Trustee Report
7. Board of Directors Chair Report
8. Question Period
9. Business Arising from the Minutes
10. New Business
11. Discussion Period
  - a. AMS Clubs COVID -19 Relief Donation
12. Adjournment





## The President of the Alma Mater Society

### Report to Assembly

Jared den Otter

May 20<sup>th</sup>, 2020

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



Hello Everyone,

Two weeks into the new roles and our team is already getting busy with the many projects we would like to accomplish!

I'll be providing a verbal report on what I've been up to within Presidents Caucus, but I will outline briefly some of the initiatives that have been keeping me busy:

#### **CAMPUS OPERATIONS GROUP (COG)**

I now sit on the Campus Operations Group, or COG, which is one of the three groups formed by the University to gather input and formulate guidelines for Senior Leadership Team on how to move forward with COVID-19 preparations. Within the COG, I also sit on the Residence Planning Working Group (RPWG) which is focusing on the logistics surrounding Residence and Food Services and how to set guidelines to allow the use of these buildings. I'm excited to keep you all informed on what we are discussing at these working groups.

#### **COVID-19 PAGE**

We are currently working on the COVID-19 Landing Page for students to access in order to find more details surrounding COVID-19 updates. I can elaborate in my verbal report.

#### **AMS STAFF TRAINING**

We have been going through training over the month of May virtually over Zoom. It has been a great deal of fun and also very valuable knowledge – we have training that covers the AMS and how it functions, American Sign Language from QASL club, Anti-Oppression training, Risk Management, and many others. If you would like to know more for your own teams, please reach out to myself or our Director of Human Resources ([hr@ams.queensu.ca](mailto:hr@ams.queensu.ca)).

#### **ADMINISTRATION MEETINGS**



I, along with the other members of the AMS, have been busy meeting new faces across the Queen's campus. We are setting up meetings with different administration and faculty members that have interested in our projects for the upcoming year!

I will build on these topics in my verbal report. I must have said it one hundred times now, but I am so excited to be able to work with you all and create positive change on this campus during such a pivotal year for the University and our peers. When we work together, the possibilities are endless! Here's to a great term.

Cha Gheill,

Jared den Otter

President 2020-2021



## Vice-President (Operations) & CEO

Report to Assembly

Alexandra Samoyloff

May 20<sup>th</sup>, 2020

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



Dear Members of Assembly/President's Caucus,

I wanted to express how excited I am for this upcoming year and for the opportunity to work with you all this upcoming year. Although we have and will continue to face new challenges over the next few months, I am confident that we will all be able to provide excellent opportunities and services to our peers. I look forward to getting to know you all and seeing the wonderful goals and ideas you all have come to life. Here are some relevant updates:

### Transition

Since our start date, I have been focused on transitioning into the role and working with the corporate side of the AMS to get everyone comfortable in their positions. I am already incredibly proud of our service Head Managers and are confident in the work they have done and will continue to do this year. Part of transition has been AMS wide training that has evolved from a week of intensive sessions to something more palatable and done over the course of the month of May. Being able to take training in at a more manageable pace has been wonderful and I'm grateful for the opportunity to sit in these sessions and continue to learn.

Another central aspect of the transition process has included conversations with University stakeholders and administration. Through these conversations we've been able to express our goals for the year and begin the advocacy process regarding issues students care deeply about. Although we've shifted the way in which our priorities may look to match our current situation in a pandemic, we keep our values and platform pillars in mind with our drive always being the betterment of student experience. On a more internal focus, as we move throughout the next few months, I'll be taking a look at policies and procedures that could use an update. The focus will be on improving these documents so that they transfer well online and are accessible and relevant. As we continue to work from home this is critical to the success of our teams.

### Goal Plans



Currently our teams are working on the creation of their goal plans and eventually their budgets for the year. Together we have been going through the template for the goal plans and thinking critically about the ways in which we can provide services to students online and in Kingston. We are currently reassessing the ways in which COVID-19 has impacted previous plans and having conversations about best practices in planning for a completely unprecedented time. I will most likely have updates on goal planning and high-level decisions to share at President's Caucus.

### **Updates to services**

Over the past few weeks, I've been working directly with each service head to plan for the upcoming year. It has been challenging to work with a situation that is constantly evolving but we are excited for the initiatives we have planned. We can't wait to slowly reveal the projects we've been working on this month and to begin the process of being able to offer services to our community. Keep an eye on our social media!

Although once we reopen, our day to day operations and customer experience will be altered to fit the situation we're in, we are committed to offering the same, well-loved, customer experience and opportunities. I welcome any suggestions or thoughts you may have on how you would like to see our services operate once the fall term begins to better serve students at large.

### **Queen's Period**

Finally, I am excited for the opportunity to continue the work Jess has done in regard to Queen's Period and getting accessible menstruation products in our campus. I hope to see this project continue to grow and am excited to work with all stakeholders involved. I'm very excited to get to work on this and look forward to updating everyone on the progress of this campaign as the year moves forward.

Thank you for reading through my report, I appreciate your time and dedication to President's Caucus and to Assembly. If you have any questions or would like to discuss anything further, please feel free to send me an email or set up a Zoom call. I hope everyone has a wonderful rest of the month and I look forward to our next Assembly.

Respectfully submitted,

Alexandra Samoyloff (She/Her/Hers)

Vice President (Operations)



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

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## Vice-President (University Affairs)

### Report to Assembly

Alexia Henriques

May 20<sup>th</sup>, 2020

[vpua@ams.queensu.ca](mailto: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, sexual violence prevention and response, food insecurity, Orientation Week), and working closely with my Co-Exec and General Manager to establish weekly objectives. Included below are just a few of the topics that I have already begun working towards.

#### Food Insecurity

I have been working over the past 2 weeks with the Social Issues Commissioner (SIC), Angela Sahi, to prepare for the re-opening of the AMS Foodbank. We recognize that now more than ever, having confidential and non-judgmental access to fresh food and non-perishable goods is an essential service that many students rely on. We are aiming to have the AMS Foodbank open and accessible to our community as early as possible. The AMS Facilities Officer, Troy Buchanan, has been helping us develop a plan to ensure the safety of all patrons. We hope to work with the Kingston Foodbank to learn about best practices as the current situation evolves. We will ensure that we share details on hours of operation with all of you so that you can share that information with your peers and constituents. I will be working with the Division of Student Affairs throughout the summer on a Working Group that works with a variety of campus partners to develop a plan to work towards eradicating barriers that create food insecurity on our campus.

#### Sustainability

We are excited to begin our work on various sustainability initiatives and projects for the upcoming year. To highlight a few, we have begun consulting with stakeholders



from the Queen's Sustainability Office and Queen's Hospitality to continue our working relationship. Specifically, discussions have been had about expanding the Huskee Cup program to various Hospitality retail locations as well as the development of a Sustainable Event Certification for students that are planning events both on and off campus. We will be continuing the Sustainable Action Fund and as such, I will be recruiting individuals from this group to join the allocation committee. This will be done through the Nominating committee later this summer. The Campus Affairs Commissioner (CAC), Charlotte Galvani, will be partnering with me throughout the year to not only assist with getting several sustainability-related projects off the ground, but also to consult with stakeholders and prepare a proposal to the Board of Directors for a Commissioner of Sustainability/Environmental Affairs. We hope to develop this position over the summer and Fall term so that it can have a clear and strong mandate, thus making it a sustainable position for years to come.

### Sexual Violence Prevention and Response (SVPR)

I have begun working with both the SIC and CAC on researching and consulting with students and other institutions to learn more about SVPR and how to best support the Queen's community. Firstly, we have successfully advocated to add another AMS member to the SVPR Working Group. Miriam John, the PSC x CARED Project Coordinator will be sitting on that group as a non-voting member along with myself, the SIC, and the PSC Head Manager. We hope that this will be a great first step towards a more diverse approach to our advocacy on that group. I am thrilled to let you all know that we have had extremely promising conversations with the Sexual Assault Centre Kingston (SACK) and their Executive Director. SVPR is a topic that is close to my heart, and I look forward to continuing our research and planning over the summer. We will be working with the SACK to partner on multiple initiatives, including the implementation of a student-led support group for survivors and allies. We hope to work with the SGPS and Rector's Office to partner on these consultations and initiatives. I am very excited for the future of our campus and hope to work with any of you that are interested in learning more and joining us on both advocacy and implementation. I hope to present a full report on our findings and recommendations that can help with both SVPR advocacy and action.

### Orientation 2020

Preparation for Orientation and Welcome activities for Fall 2020 is underway. I have been working diligently with the ORT Coordinator and CAC to create a plan for the Fall. We understand that the situation is constantly evolving but are now aware that we should all be planning for a remote Orientation. I am sitting on various committees and working groups to discuss Orientation activities. To note a few, the DSA/ORT



partnership is continuing throughout the summer, as well as a new working group titled the First Year Non-Academic Transition Experience working group. I recognize the work that your societies and Orientation Executives have already dedicated to Orientation. As of now, we are working on getting documents approved by faculty Deans/Designates and Admin to pass along to you and the Orientation executives. These will outline recommendations and best practices to help guide Executives. I am here to meet with you individually if you have any specific questions or concerns and am hoping to bring any and all issues/questions to the Administration. Orientation is something I care about deeply, and I acknowledge the importance of the traditions and programming we provide students as well as the leadership opportunities offered. My goal will always be maintaining as much autonomy and creative freedom as possible, and I will advocate for any concerns you may have.

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!

**Best,**

**Alexia Henriques**

**Vice-President (University Affairs) 2020-21**



## Commission of External Affairs

### Report to Assembly

Matthew Mellon

May 20<sup>th</sup>, 2020

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



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Dear Members of President's Caucus,

I am thrilled to share with you all what I have been doing in the first couple weeks as Commissioner of External Affairs. These couple weeks have been a great period of learning, introductions, and continuing to solidify the mandate and position of the Commission in the AMS, since it was formed just one year ago. Although the merging of the Academic and Municipal Affairs Commissions was not without its losses and difficulties, I am committed to ensuring that the key facets of each former Commission are preserved so that we may continue to serve and advocate for students as effectively as possible.

I have begun by reading through several documents from the past two years to learn about the various aspects of all three of the AAC, MAC, and CEA. Working with my direct reports – the Housing Resource Centre and Academic Grievance Centre Head Managers as well as my Outreach and Academics Deputy Commissioners – we have been narrowing down specific areas of focus in an effort to retain as many past projects as possible. The Commission will continue to research and engage with various academic- and municipal-related advocacy projects and foster strong relationships with other institutions through our OUSA and UCRU memberships. We are also committed to enhancing the services offered by the AGC and HRC and our relevant housing and community relations events.

So far, I have been setting up meetings with former Commissioners, Deputies, and University stakeholders to learn more about the various opportunities within the Commission and areas for potential collaboration. I also intend to read relevant documents for advocacy efforts, such as University master plans and OUSA policy papers. Finally, I have been an avid member of the COVID-19 First Year Academic Transition Working Group with representatives from each faculty. We have made great progress on ensuring adequate academic supports and communications are in place to assure incoming students that the Queen's experience will not be compromised. Looking ahead, the OUSA welcome conference is approaching, where the Steering Committee executive will be elected. Following this, our strategic direction for the year will be determined at the annual Strategic Conference, in line with the planning and drafting of my own goal plan.



I am looking forward to further updating you all on the start of my goal planning process and other news and activities within the Commission. If you have any questions, concerns, or just want to chat about some advocacy-related ideas, my email, [external.advocacy@ams.queensu.ca](mailto:external.advocacy@ams.queensu.ca), is always open!

Regards,

Matthew Mellon  
Commissioner of External Affairs, 2020-21



## Campus Affairs Commission

Report to Assembly

Charlotte Galvani

May 20<sup>th</sup>, 2020

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



Hi all,

I first want to congratulate you all on your new roles! I can imagine that starting these challenging roles in the current climate was not what you had expected, but I hope that the past month has still been rewarding. I hope you are having a good beginning to the summer regardless of the situation – I am excited to see what you and your teams will accomplish in the next year.

Most of the work that I have accomplished over the past month has surrounded getting acquainted with the position, which now holds a new mandate. The change from the Campus Activities Commission to the Campus Affairs Commission has shown to be incredibly interesting and beneficial to ensure that students are advocated for in the most efficient ways possible. I have been involved in a COVID-19 working group based on non-academic transition, as well as working on some aspects of the reconfiguration of Orientation Week with the Orientation Roundtable Coordinator, Mitchell Sanders.

Some larger projects that I have begun to look at with the executive surround Sexual Violence Prevention and Response, as well as sustainability on our campus. These two projects are not only passions of mine, but also are important pieces of the electoral platform of the executive. Alongside these two projects, I have been doing lots of reading and meeting with stakeholders to familiarize myself with current policies at the university.

Creating a more robust mandate for this position has also been of some discussion and will be linked into my goal plan once it is finalized. I am looking forward to having a more concrete timeline of the many projects that we want to accomplish over the next year.

I hope that you are all safe and well!

All the best,

Charlotte Galvani

Commissioner of Campus Affairs



## Clubs Commission

Report to Assembly

Olivia Stanton

May 20<sup>th</sup>, 2020

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



Hello Presidents' Caucus,

Congratulations to everyone on their new positions! I hope everyone is doing well and staying safe during these unprecedented times. I am very excited for the upcoming year and am looking forward to seeing what everyone and their team accomplishes.

In the first couple weeks of May, I have been working on learning procedures, policy and the general administrative tasks of the Queen's Clubs Office. We are starting the 2020-2021 year with over 275 clubs and I have been working to learn about each one.

One continuing project is the Clubs Directory on the AMS website. I have been updating the clubs list with current descriptions, logos and details and hope to have all of these uploaded to the website in the next few weeks.

Another continuing project and resource for students is the Clubs Map. I hope to expand the content of this project by increasing and updating the clubs and categories included in the map. I also hope to increase awareness of this resource through a social media campaign later in the year.

This year, a big undertaking will be ensuring the clubs experience is able to continue and thrive despite social distancing measures and other changes to the university experience. This may include converting major events like the Tricolour Open House and Clubs Caucus to an online platform and providing additional resources to help clubs navigate running in accordance with the new health measures. I have started looking into possible projects and collaborations to facilitate these projects and continue supporting clubs moving forward.

Summer re-ratification is coming up next month for all clubs that missed the March re-ratification period. As this is often a busy time for students and it also coincided with COVID-19 this year, this summer period is important for giving clubs another chance to re-ratify for the upcoming year. The summer clubs grant deadline will also follow re-ratification in July.



Wishing you all a wonderful day!

All the best,

Olivia Stanton (She/Her/Hers)

Commissioner of Clubs





## Commission of Social Issues

Report to Assembly

Angela Sahi

May 20<sup>th</sup>, 2020

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



Hello Presidents!

Congratulations to all of you on your new positions! I hope you are all keeping well and staying safe during this time. Admittedly, this has been a challenging time for many, and I understand that this unprecedented health crisis impacts all of us differently, and often disproportionately. However, I am looking forward to embarking on this new term together and seeing what each of you and your teams will accomplish!

My name is Angela Sahi, and I am the AMS Social Issues Commissioner for the 2020-2021 term. This last month has been an exciting and overwhelming experience, as I have been 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 regard to EDI (Equity, Diversity, and Inclusion). I have also listed some of the major projects I have been working on below.

### **PSC x CARED**

One of my priorities this year is student support, particularly for BIPOC students. For the past few years, my predecessors Ramna, Myriam, and Bunisha have worked alongside the Peer Support Centre to identify and address gaps in mental health resources for BIPOC students. This resulted in the Peer Support Centre (PSC) x Committee Against Racial and Ethnic Discrimination (CARED) partnership which aims to provide specialized peer-based support. This year, the AMS has hired a PSC x CARED Coordinator to oversee this initiative and expand its outreach on campus. I have been working with Peter, PSC Head Manager, to solidify this new role and establish their responsibilities. I have also been working with Miriam, PSC x CARED Coordinator, to coordinate meetings with relevant campus & community stakeholders in order to improve our collective understanding of the barriers currently facing BIPOC students.

### **Food Bank**

The AMS Food Bank is a vital service which serves both the undergraduate and



graduate student body and aims to support students experiencing food insecurity. Due to the ongoing COVID-19 health crisis, the food bank was forced to close in order to protect the safety of our patrons and volunteers. We understand that many students are experiencing unanticipated and extenuating circumstances due to COVID-19, which has led to an increased demand for affordable and accessible food options. Consequently, our priority is to re-open the food bank as soon as possible to support students who are experiencing food insecurity. We have been communicating with various stakeholders to best understand the current landscape and ensure we can operate within social distancing protocols and meet the necessary safety requirements. In the next few weeks, I will be working closely with the Vice President of University Affairs and Food Bank Manager to adapt the Food Bank's operations and continue serving students.

### **Indigenous Art Commission**

I have also been working hard to successfully close ongoing projects, one of which includes the Indigenous Art Commission. This initiative has been in the works for many years and my predecessors, Myriam and Buni have both dedicated their efforts to re-Indigenizing spaces at Queen's university by highlighting Indigenous students' artwork in various spaces on campus. This year, we will be featuring three unique installations which reflect the diversity of the artists and their personal messages within their art pieces. Each student will be provided with a budget to cover their materials and will receive an honorarium to compensate them for their time and efforts. All three installations should be finished this summer and will be installed this coming fall term. I look forward to seeing the final art pieces and sharing them with the Queen's community!

I look forward to continuing the projects mentioned above and finding new opportunities to support and advocate alongside my peers. If you have any questions, comments, concerns or ideas that you would like to talk to me about, I would be more than happy to do so. Please feel free to reach out at any time!

Best,  
Angela Sahi (she/her)  
AMS Social Issues Commissioner



**Office of the AMS Secretariat**  
**Report to Assembly**  
**Caroline Hart**  
**May 20<sup>th</sup>, 2020**  
[cac@ams.queensu.ca](mailto:cac@ams.queensu.ca)

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Hi everyone,

I hope you are all settling into your new roles with some ease given our current situation. I am very excited for this upcoming year to work alongside all of you and learn from you all.

My name is Caroline Hart and if I haven't contacted you in one form or another, I am the secretary of Internal Affairs for the AMS this year. This past month has been quite the adventure getting to learn my new role in a new environment, and familiarizing myself with policy, working groups and reports. I have listed some of the major project I have started to focus on.

### **Clubs COVID-19 Relief initiative**

It has been brought to our attention that many clubs were unable to use there collected funds for conferences and or events on campus that had to be cancelled due to COVID-19. We also realized that in order for a club to maintain their fee they must have a bank account balance of zero by the end of year. We are working on an initiative to help clubs release their money to be donated to a COVID-19 relief benefit while still maintaining their fee status.

### **Policy Review**

A large part of my role falls under the policy section. I have started to review and rework policies that need to be reviews and altered. This will be an ongoing task that will involve many different members assistance.

I look forward to working towards the projects mentioned above as well as finding new ways within my role to make a change for our student body. I hope you are all safe and well during this unpredictable time.

All the best,  
Caroline Hart (she/her)

