



President's Caucus



Wednesday June 17th, 2020
6 PM



Agenda

Assembly

1. **Motion #1** – Approval of the Agenda of the meeting of June 17th, 2020
2. **Motion #2** – Approval of the Minutes of the meeting of May 20th, 2020
3. President's Report: Jared den Otter
4. Board of Directors Chair Report
5. Student Senate Caucus Chair Report
6. Student Trustee Report
7. Rector's Report
8. Statements By Members
9. Question Period
10. Business Arising from the Minutes
11. New Business
12. Discussion Period
13. Adjournment



The President of the Alma Mater Society

Report to Assembly

Jared den Otter

May 20th, 2020

president@ams.queensu.ca



Hello Everyone,

It's hard to imagine we've been into our new roles for over a month! Our team is currently working on many different projects and I will highlight some below. I will also be providing a verbal report within President's Caucus.

CAMPUS OPERATIONS GROUP – COG

Sitting on the Campus Operations Group has me working on opening services as well as coordinating best practices for reopening the JDUC for when our team is permitted to be back in the office. We have members from the Corporate and Government side of the AMS coming in to provide reports and presentations for the members of several sub-groups to assist in the opening process. Everyone has been working very hard and I am so excited for the next month to see the progress we make!

EMPOWER ME

We are speaking with appropriate stakeholders, including Student Care, regarding EmpowerMe and working on ways in which we can update the platform. We have been discussing international coverage, especially during COVID-19 as well as specified councillors and health care workers for specific situations an individual may be facing. Further, we are exploring the implementation of allowing users to have the same councillor when they use the service again, mitigating the need to re-explain complex situations.

STUDENT FEES & COVID-19

We are currently working with the University Registrar to ensure we are able to offer students as many services, support and events as possible in a remote or hybrid delivery option by securing our funding for the year.

Thank you to the Faculty Society Presidents for working hard on these fees to make sure we are prepared for the year ahead.

DIRECTOR GOAL PLANS



Each AMS Director has been busy preparing their goal plans for the year regarding what they wish to accomplish. I am exciting to begin working on a lot of the projects and having a positive impact on our peers with the help from people sitting around this (virtual) table and beyond.

I will expand on each of these highlights in my verbal report. Once again, I would like to extend my gratitude towards each and every one of you. This year, we have an amazing opportunity for creating positive change, and I am so excited that we all get to take part.

Cha Gheill,
Jared den Otter
President



Vice-President (Operations) & CEO

Report to Assembly

Alexandra Samoyloff

May 20th, 2020

vpops@ams.queensu.ca



Dear Members of President's Caucus,

I hope you've all been keeping well over these past few weeks and remembering to take breaks and check up on your teams. Here are some relevant updates:

Goal Plans and Budgeting for AMS Services | As of the last few days, Corporate Goal Plans and Marketing Plans have been submitted to the Board of Directors, awaiting approval on the 21st. The service heads have been hard at work these past few weeks planning according to the two scenarios we had provided and preparing to provide the best service possible to students in Kingston and those learning remotely. They have a lot of exciting ideas in the works and I look forward to being able to share them once finalized. Although things will look rather different, I'm confident in the work they've done thus far. As June comes to a close the AMS is gearing up into our budgeting process. Similar to our Goal Plans, we'll be looking at our two scenarios in our financial planning. Even though we have returned to a mandatory fee structure, we are taking precautions in our planning learnt from last year and being mindful that we do not run into a substantial surplus. If you have any questions or would like any help in setting up and tracking your finances for this year, we are more than happy to share best practices.

Opening Plans | A large majority of my time this past month has been dedicated to the creation and presentation of service opening plans. As you're all familiar, any plans to reopen or work within a Queen's building must be presented and approved by all members of COG. I've been collecting resources, checklists, health and safety protocols, and best practices and distributing them amongst Head Managers as they begin the process of writing their opening plans. At this time, the priority is placed on getting our retail and food services open as they are able to operate under the Ontario guidelines and have seen community members express need for said services. This process has proven to be quite a challenging and relatively slow, but we are determined and actively advocating for the reopening of our services. In addition to creating opening plans, we have been working on closing plans. This is purely a precautionary measure so that if we find ourselves in a similar situation that to which we were in during March, we



will be prepared to close safely and without major financial risk. Hopefully, by the end of June you'll see some of our well-loved services up and running!

Bus-It 2020-21 Fee | Earlier this month the City of Kingston and the AMS mutually ended the Bus-It Program for the 2020-2021 school year. Unfortunately, this decision was leaked, and a rather poor and misinformed article was released which has resulted in some concern and confusion. To provide some clarity and increase our institutional memory I will be outlining this decision. Firstly, this was not an easy call and the decision ultimately took place over the course of several weeks. In our statement we outlined the rationale behind removing the mandatory Bus-It Fee from the student fee slate, our primary concern was the limited service that Kingston Transit could offer. At this time, bus capacity sits at ~12 people (previous capacity at ~70) and hours/routes have been limited (as an example bus routes negotiated in our Bus-It contract that specifically cater to Queen's students have been removed and are not a priority in comparison to popular routes across the City). Our circumstances have severely impacted Kingston Transit's ability to provide the service outlined in our contract with no guarantee that things will look much different in the fall. This decision was made in consideration of ensuring there is value to all students who are paying the mandatory fee of \$93.82. We are currently in consultations with our City contact to determine how to reintegrate this service in the future to serve our students best. We are working to find a solution to provide Queen's University students who will be in Kingston in September with access to affordable public transit. Please note, transit is currently free across Kingston and will be until further notice. Should bus fare be reinstated students are still able to ride at no cost until September due to the Bus-It fee paid in the 2019-2020 year. I ask that you share this information to your teams if you have not done so already.

MoUs

Over the next month or so, I will be reaching out to each of you regarding our year to year Memorandum of Understanding between the AMS and each individual Faculty Society. MoUs are used to help us define our relationship as well as outline the opportunities the AMS provides. I'll be sending a copy of last term's MoU for your own reference before we begin to set up meetings and discuss the contents. If you have any questions, don't hesitate to send off an email my way or forward them to Jared.

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 President's Caucus.



Respectfully submitted,
Alexandra Samoyloff (She/Her/Hers)
Vice President (Operations)
vpops@ams.queensu.ca

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Vice-President (University Affairs)

Report to Assembly

Alexia Henriques

May 20th, 2020

vpua@ams.queensu.ca



Dear Faculty Society Presidents,

It has been quite the whirlwind of a month. I hope that you are all staying safe and taking care of yourselves. It is truly hard to believe that we are almost at the end of June. I look forward to continuing my learning as we enter the coming months.

Anti-Black Racism

This has been a difficult time for our community as a whole, and I would like to thank every leader who has taken time over the past few weeks to learn more, support their peers, and engage in conversations about how we all can work towards a more equitable and accepting community. Queen's has an extremely troubling history of racism and inequality, and continued allyship and the prioritization of EDI initiatives are truly just the start. Thank you to all who have been able to donate and support Black community organizations, and who released statements opposing anti-Black racism and police brutality. It was truly inspiring to see our students come together to raise over \$33,000, and I look forward to continuing this momentum and these conversations. As an organization, the AMS will be working in the coming weeks to consult with BIPOC student groups and use our platform to amplify their voices and needs to Senior-level Administration. This work should be engraved in everything we do collectively, and I look forward to working with each of you in the coming year on making our community safe and inclusive for all students. If you have any questions or concerns, do not hesitate to reach out to myself or our Social Issues Commissioner.

OUSA & UCRU

Jared, the Commissioner of External Affairs (Matt Mellon), and I were able to attend the annual Welcome Conference hosted by the Ontario Undergraduate Student Alliance (OUSA). This was a great way to begin working on our connections with other institutions and start laying the groundwork for external advocacy. As the primary contact and voter on OUSA and UCRU, Matt cast our votes in those executive elections. We will be attending OUSA Strategy Conference, occurring from June 24th-26th where we will be discussing and deliberating on OUSA's advocacy stances and priorities for the coming year. To highlight, some of our focuses will be on tuition and financial aid, support for QTBIPOC students, health and wellness, and sexual violence prevention and response. If there are any advocacy topics or themes you think are particularly prevalent for Queen's students, please reach out prior to June 24th!



Food Insecurity

The Social Issues Commissioner (Angela) and I were able to rehire last year's Foodbank Manager for the Summer period on a part time basis. Max Moloney has been hired and has been working tirelessly over the past few weeks on a Foodbank reopening plan. It was presented to the Student Services & Operations Subgroup, where it was approved and passed on to Dan Langham and Kim Murphy from EH&S and Risk, respectively. We received comments and will be sending the revised plan for approval from COG on Thursday, June 11th! Hopefully as you read this, the Foodbank will be opened (or just about to open!). Please look for our posts announcing its launch and spread them widely within your student communities.

Sustainability

We have finished all consultations for the reinstatement of a Commission that's mandate focused on Environmental Sustainability. I will be working on finalizing a proposal to present to the AMS Board of Directors in July. I am excited to continue moving our other initiatives along in the meantime, including the Sustainability Action Fund (which will be looking for committee members later in the summer!), and the Sustainable Event Certification. Finally, I have been communicating with the ORT Director of Systems and Support who is working on creating a formal procedural guide for a Sustainable Orientation Auditing Protocol, as well as a guide for future planners.

Sexual Violence Prevention and Response (SVPR)

Charlotte (CAC), Angela and I have been continuing consultations with various stakeholders and student groups from both the Kingston Community and across Canada to learn about the gaps that are prevalent on our campus. We hope that these conversations will help fuel our proposals for a student-survivor support group and will be creating a proposal for the integration of QSACK under the Social Issues Commission. I am excited to see the developments made through the partnership between the Rector's Office and the Social Issues and Clubs Commissions with regards to Club leader training and support. Throughout the coming months, I will continue working on various projects and initiatives. The goal will be to approach these conversations with an intersectional lens and prioritize student consultation.

Orientation and Transition

Your Orientation executives should have received several documents to help guide them with their planning for the unique Orientation period. The ORT Coordinator, Mitch Sanders, has been working diligently to create timelines and a structure to help keep planning and programming flowing cohesively and in an organized fashion. Several more documents and updated forms have been submitted to the Deans & Designates group for approval – including a Timeline with all submission deadlines, an updated Event Form and approval process, and a new Fee Approval form. Please



encourage your executives to remain patient throughout this process and be vocal with their questions and concerns. Charlotte (CAC) organized the first of many Ontario-wide Orientation Roundtables for high-level student leaders at other institutions. The purpose of this meeting was to learn and share best practices and ideas with folks from other schools. These meetings will occur on a bi-weekly basis and include leaders from several schools including Waterloo, Wilfred Laurier, Western, and McMaster to name a few. We look forward to learning from the group and will share any interesting ideas or concepts with executives and ORT.

That is all from me for now...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 20th, 2020
cea@ams.queensu.ca



Dear Members of President's Caucus,

I am happy to share with you all what I have been up to since President's Caucus last convened. I have continued to dedicate time to learning and researching more about the External Affairs portfolio alongside the work I have been doing on building my goal plan. I have also had the chance to engage in a variety of other tasks, allowing me to better settle into the role.

Since my last report was written, some other Commissioners and AMS and faculty society representatives came together to select our 2019-20 AMS Teaching Award recipients. Through careful consideration of written nominations and interviews with students who submitted nominations, we are excited to announce the selection of Stephanie Martel (Frank Knox), Richard Patenaude (Christopher Knapper), and Bhavin Shastri and Carolyn Smart (Undergraduate Mentorship). I have also spent time considering ways in which we may encourage the administration to implement more robust quality control practices for online learning. I thank you all for providing valuable comments and feedback and look forward to discussing these plans further. As well, I continue to sit on the First Year Academic Transition COVID-19 working group, where we have continued to solidify plans for academic orientation and easing students into an online learning environment.

I also had the opportunity to attend OUSA's virtual Welcome Conference, which was an informative two days of meeting with external provincial stakeholders and holding a steering committee meeting, where our next executive was elected. I am looking forward to attending Strategic Conference at the end of the month, where we will be deciding on our advocacy priorities for the upcoming year. I'll be sure to update you all at our next meeting on what we decide. We are aiming to enforce a strong focus on issues relevant to post-secondary education in the COVID-19 era that can also extend and have beneficial effects on students in normal circumstances. We are hoping areas like tech-enabled learning, student employment, financial aid, and health and wellness will remain priorities. Finally, I have been spending a large amount of time over the past couple weeks drafting my Phase 1 Transition Manual and the Commission's Goal Plan. I have some very exciting goals planned around enhancing internal aspects of the



Commission, boosting consultation, and furthering our stakes in academic and municipal affairs and I am looking forward to sharing them with you all in more depth at future Assemblies.

I am looking forward to continuing to update you all as I start to get into some of my goals for the year and on 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, cea@ams.queensu.ca, is always open!

Regards,

Matthew Mellon
Commissioner of External Affairs, 2020-21



Campus Affairs Commission

Report to Assembly

Charlotte Galvani

May 20th, 2020

cac@ams.queensu.ca



Hello Presidents!

I hope you are all doing well! I am very excited to share with you what I have been up to since my last report. Since getting hired, and more specifically since May 1st, I have learned so much not only about the position, but about the AMS and the students that we represent. I feel very privileged to have the position that I hold.

I have continued to work hard on research and consultations regarding Sexual Violence Prevention and Response. I have been speaking with other student unions about SVPR on their campuses and how their unions support their students. I have learned a lot through these discussions and have found them helpful when thinking about how we could implement similar programs on our campus. There is a large gap in supporting students affected by sexual violence at Queen's, and I hope to create a framework to detail how we could fill this gap.

In addition to this, I have worked on consultations and research regarding sustainability on our campus. I have been working closely with Alexia in these consultations relating to creating a new Commissioner position. We hope to have this done by the end of the Summer. I have begun drafting a proposal in relation to this position, while continuing to learn and consult with experts on our campus.

Another project that I have been working on relates to Orientation Week and Transition. Early in the term, I thought of the possibility of creating an Orientation Roundtable with student unions from universities across the province. It felt a little out of reach, but with the help of Alexia and Mitchell it became a reality (big thank you to the two of them for being so incredible). We had our first meeting last week with representatives from seven Ontario universities which helped us in learning best practices and how we can ensure the best transition possible for incoming students. Finally, I have recently finished my Goal Plan which helped in creating a clearer vision of what this next year will hold and how I can accomplish them. I am looking forward to you all having the opportunity to see it! In addition to having a clearer timeline, a more concrete mandate for the CAC has been solidified which has been very exciting.

I hope your terms have been rewarding so far! If you have any questions about anything in my report or would just like to chat about the CAC in general, my email is always open, and I would be more than happy to have those conversations!

All the best,

Charlotte Galvani (she/her/hers)



Commissioner of Campus Affairs



Clubs Commission
Report to Assembly
Olivia Stanton
May 20th, 2020
clubs@ams.queensu.ca





Hello Presidents' Caucus,

Hope you are all well and enjoying the *mostly lovely weather we've been having lately! The past few weeks have been busy in the Clubs Commission as things start to ramp up for the year and I'm excited to update all of you on the projects I've been working on.

Summer Re-ratification and the Summer Clubs Experience Grant are both currently open and accepting applications. This year, I opened a second round of re-ratification because there was a significant number of clubs that did not re-ratify in March. The deadline for re-ratification is a week from today and the summer grant is set to close on Monday, June 29th.

One of the larger projects I have been working on is the Clubs Support Project in collaboration with the Student Experience Office. This project's goal is to develop the resources, events and communications to help support club operations in the Fall and throughout this year. One area of the project is to create a webpage that can act as an ongoing informational resource for clubs this year. The webpage just went live on the SEO's website and will continue to be updated with all the above resources throughout the summer. Another area of this project is to figure out how to conduct Tricolour Open House and other club events online this year, so all students continue to have a chance to connect with clubs and on-campus experiences.

Another project I have been working on is updating the Clubs Directory and Clubs Map to reflect all ratified clubs for the 2020-2021 year. I think it is especially important to have a complete online clubs' database while the university is conducting remote delivery in order to increase the accessibility of club opportunities at Queen's.

Over the next month, I am hoping to consult with more AMS services and individuals on the government side to start redesigning the Clubs Manual. There hasn't been an update to the Clubs Manual since the 2017-2018 year and currently there isn't one on the AMS Website. One of my summer projects will be to create a new manual as an online resource guide for clubs.

That's it from me this time, I look forward to continuing work on these projects over the summer.

Best,

Olivia Stanton (she/her/hers)
Commissioner of Clubs 2020-2021



Commission of Social Issues

Report to Assembly

Angela Sahi

May 20th, 2020

Sic@ams.queensu.ca



Hello Presidents!

I hope you are all keeping well! These past two weeks have moved quickly, and I have been working hard to make progress on my projects. More importantly, my time has largely been spent on preparing resources and supporting students, specifically self-identified Black 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. Max Moloney, Food Bank Manager, and I have been working on solidifying re-opening guidelines and are currently awaiting university approval. We hope to have this service operating by the end of June.

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 20th, 2020
cac@ams.queensu.ca



Hi everyone,

I hope you are all doing well, this past month has flown by. I hope you have all had time to enjoy the wonderful weather we've had lately. My office is in full swing weather that be helping you all with projects or undertaking projects of my own.

Policy manual 2 / 3

One project I have been working on is the reworking of these two very large policy manuals. We have developed a working group to oversee the development of these new manuals. We are focusing on reviewing all of the AMS stances an adding in any



that we view as important to have and that are relevant to today's climate. This will be an ongoing project that we hope to have completed by March.

I look forward to continuing the work in my office as well as starting new projects alongside my peers. If you every need anything or have any questions regarding any of my projects, please feel free to send me an email.

Best,

Caroline Hart (she/her)
Secretary of internal affairs 2020-2021