**Engineering Society Council Minutes**

Engineering Society of Queen’s University

Thursday, November 12th, 2015

Dunning Hall, Room 27

Speaker: Tyler Snook

   Secretary: Lianne Zelsman

*Council begins: 6:02 pm*

## I. Attendance

Tyler Snook: Please use your clicker to indicate that you are here. Click 1 if you are here and 2 if you are a proxy.

*Attendance taken: 6:03 pm*

## II. Adoption of the Agenda:

### Motion 1

Whereas: We are back to normal after Halloween council;

& Whereas: Hopefully this meeting will be a lot less spooky;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, November 12th 2015, as seen on the Engineering Society website.

Moved by: Julianna Jeans

Seconded by: Tyler Snook

Opening (Julianna Jeans): There are two changes to the agenda. Motions 5 and 6 are now both gone. Those were the motions about appendices NO-DOUBLE-DIPPING and the change to the Chem Eng Chem Policy.

**Motion Passes: 6:05 pm (30, 0, 0)**

## III. Adoption of the Minutes:

### Motion 2

Whereas: Things happened last time;

& Whereas: We recorded those things;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, October 29st 2015 as seen on the Engineering Society website.

Moved by: Lianne Zelsman

Seconded by: Julianna Jeans

Opening (Lianne Zelsman): I made a mistake last council and accidently deleted a few of the comments from the beginning of the Chem Eng Chem debate. I think I managed to fill in most of the missing ones, but if anything you said is missing from the minutes, and you would like it added in, please let me know. I am very sorry about that.

**Motion Passes: 6:06 pm (30, 0, 0)**

## IV. Speaker’s Business

Tyler Snook: I think last council went pretty well, so I am back! I am going tell you guys a story. A ham sandwich walks into Clark and asks for food. Stephen Martin says “Sorry hommie, we do not serve food here.” Please state your name and position before speaking. Thank you.

*Council breaks: 6:07 pm*

*Council resumes: 6:10 pm*

## V. Presentations

### i. AMS Executive

Sarah Letersky (AMS VP University Affairs): Thank you so much for having us. My name is Sarah, I am the Vice President of University Affairs. I deal with advocacy and issues that face the student body as a whole. A lot of the duties I have are with the six commissioners that the AMS oversees: Academic Affairs Commissioner, Campus Activities Commissioner, Commissioner of the Environment & Sustainability, Municipal Affairs Commissioner, Commissioner of Internal Affairs and the Social Issues Commissioner. Some things that we are working on right now include looking into the Peer Support Centre and a potential merge with the Academic Grievance Centre. With the Municipal Affairs Commissioner, we worked over homecoming weekend to make sure the streets remained clean. The Social Issues Commissioner is working on the Sexual Assault Response Task Force.

Kyle Beaudry (AMS VP Operations): Hi everyone, I am the Vice President of Operations. I oversee all of the AMS run corporate services, such as the Common Ground (CoGro), Walkhome and the Print and Copy Centre (P&CC). Other things I focus on are all of the student activity fees. The budget comes through my office, which determines how the society runs and funds itself. I went through and presented the budget this week. We are having an event to redo all of the seating at CoGro to increase its capacity. We will be implementing a new set of tables and big study spaces. The Student Life Centre is working on different student life spaces and we are starting construction on gender neutral washrooms across campus.

Kanivanan Chinniah (AMS President): I am the AMS president, so I get to handle all of the fun stuff. Some major projects we are working on include: looking at revitalizing the John Deutsch University Centre (JDUC) in the long term to make it a functional student space for all faculties by engaging more closely with faculty societies. We are working on the revamp of the non-academic discipline framework. We recently released a log on what our current stance is. We want to hear from you, as none of us are engineering students. We want to listen to your opinions and are happy to answer any questions you may have.

*A 15 minute discussion period begins.*

Jaqueline Craig: Thank you for being here. You guys have been through many transitions, such as with the recent transition of the new Internal Affairs Commissioner. We are looking to better our transitioning process, so what do you guys suggest for improvement?

Sarah Letersky: Definitely focus on what you want to get out of the transition. Focus on what the main projects of last year were and what the main projects for this year will be. What are the key pieces that students will have had to stand up for? For my transition, it would have been easier if the candidate himself could expand on the struggles that they may have. Our newly transitioned commissioners are doing well. Our Academic Affairs Commissioner has hit the ground running by working on the Ontario Undergraduate Student Alliance. The new Commissioner of Internal Affairs is working on making sure we have all the necessary resources in place.

Eleanor McAuley: Thank you for coming. I know the change of the new non-academic discipline structure has been brought up here a few times. What do you think the biggest struggles are in terms of our students? How can we make sure the university hears our perspective as well?

Kanivanan Chinniah: An advisory committee has been struck by the Principal who will make recommendations to the Board of Trustees in May. There is an email that considers all comments by members. That email will receive all of the feedback from students and will be considered in the decision making process. There are a few decisions that the Board has already made that are non-negotiable. One thing from the old system that we wanted to argue for was the idea of restorative justice. What exactly is a university level offence students cannot deal with? We think that there is a large majority of alcohol cases that should be governed by students. Secondly, to what extent is student authority effective? The committee does not argue on principle, we argue for what is best for the university in terms of risk and liability. I think the next system will be a system that students can live with as long as we win the necessary arguments.

Stewart Jensen: I am curious about the fall reading week. This discussion already came up a few years ago and the students were not interested. Why is it coming up again? Does the AMS have a current position on the topc?

Sarah Letersky: Back in 2006-2007 the discussion did come up, and the students voted no. It was probably because it might have shortened the summer break or cut into frosh week. The reason the discussion is coming back is that many schools across Ontario now have a fall reading week and the school is now looking into ways to improve student mental health. Though the AMS does not currently have a stance on the subject, we have started having open forum meetings. We already had one, but we are having another one and it would be great if more people showed up to contribute their opinion. There has been a proposal by the academic committee to look at the implementation of the fall reading week. They will be increasing the number of academic days. Engineers are affected by this as the amount of academic days you have is very important. We have an email that you can send your opinions to. If this is picked up by the Faculty Board, it will not take into effect for another year, as the dates for the next year are already in place. However, it could potentially affect the following year.

Andrew Crawford: Kyle and I have been working closely on the faculty agreement. Would you be willing to explain it to those present?

Kyle Beaudry: Just as a bit of background, I was the Commerce Society President last year. This was something we started back in May in order to codify the relationships between faculty societies. We wanted to determine how both parties benefit from each other and rely on each other over the year. Another reason was that we found that there was a lot of missing information and miscommunication between presidents in the past based on event sanctioning. It could have been clearer. I mentioned event sanctioning insurance, which has to go through our system; even things that may seem small. Some faculty societies have email accounts and mail boxes in our offices. With respect to insurance coverage, it is important to properly determine what exactly we are going to sanction in your society. For anything that you have claimed, the AMS will be able to show proof that they have agreed to it. This way if anything happens it will make it much easier to deal with the insurance company. It will also help to provide access to permanent staff if you find that you need to speak to someone who has valuable knowledge from being here for a long time. It is good for Exec to know that this resource is available.

Julie Tseng: Something unique that I enjoy about council is that we have many first years here. We actually have a huge amount of participation from them, which is really important. Can you describe to them your paths to the positions you are in now and explain why you chose to get involved?

Sarah Letersky: I attended my first year at the Bader castle and got involved with the student government there. Second year I looked to get involved with my own faculty society. I also worked for Career Services, working on how to improve people’s transitions from being abroad. I got a more broad understanding of all of the clubs and services available on campus, which fostered my passion to get involved. I originally transitioned into the Human Resources role, then there was the switch.

Kyle Beaudry: I started in the Commerce Society in first year and stayed involved through conferences and clubs in my remaining two years. I got very involved with the Queen’s Conference on Business Environment Today. I became the Commerce Society president in my fourth year. I did not realize that, although all faculty societies are different, we are kind of all the same. Everyone has to come to the AMS assembly to advocate for their own constituents. I think that it is very important for everyone to make sure that they are speaking up at assembly appropriately. We need to be able to have those honest conversations with each other.

Kanivanan Chinniah: In my first year, I had no idea what the AMS was. I was convinced it was useless until second year. In my third year I got involved with the Arts and Science Undergraduate Society (ASUS) and they started sending me to assemblies as the ASUS rep. I got more involved at the AMS level. I applied for a position within the AMS, got it, and now I am the president. Though the AMS is not perfect, there is no limit to when you can get involved or how high you can get. One thing I will say, I applied for a part-time job with Walkhome, and I did not get it. And look at me now. A lot of things happen in your first year that you will not expect. Four years ago I thought that AMS was an alumni association. Everything is possible at Queen’s.

Matthew Lawson: Where is the Good Ship AMS?

Kanivanan Chinniah: It is with Julie Tseng. She is trying to distract herself from losing the pole.

Julie Tseng: If I were to hypothetically have it, hearing these insulting words would only prolong the amount of time it would take to return it.

###  ii. Senate Presentation

Emily Townshend: Hello. I am here to talk about the Senate and you. The following are some new things that are happening. In terms of divestment, the Investment Committee of Board of Trustees has decided not to divest the university’s pooled endowment and investment funds from fossil fuels. The theology programs have been closed, as it is difficult to get people into these programs. These were the original majors offered at Queen’s, so it is a small loss of history. The non-academic misconduct (NAM) system annual reports are on the AMS website. One thing that is concerning is the NAM, which used to be the non-academic discipline (NAD) system. There is only one non-executive student member on the committee. There is a concern about the lack of trust between the administration and the students. After the death of two students in 2010, Price Waterhouse Coopers (PWC) conducted an internal controls audit that cited NAD as an internal control that posed a potential organization risk. In the view of some alumni, they feel that the situation is being used for political ends that would never have helped the students. The university is claiming that we did not respond to the coroner’s report. The Principal has responded and the response can be found on his blog. The PWC report is now public. Principal Woolf has released his opinion. In terms of the current climate of the board, some members of the Board see eliminating students from the misconduct procedures as the best way of eliminating risk. Some think it should remain as is, in the student’s hands. Some people want a combined approach. Here are some thoughts. Students have been misled about safety being a contributing factor. It has always been about liability. The board has promised that they will make sure the process is legitimate and that consultation happens. One thing to be afraid of is that the consultation process was not approved by the Senate before being implemented. You can email acnam@queensu.ca with your thoughts on what you think needs to stay. Remember: constant vigilance.

Andrew Crawford: There are a lot of risks for students with switching to this NAM system. Are there any benefits?

Emily Townshend: I think that having one central body that distributes the cases is a really good thing, as it will help to stop all of the confusion. However, I do not like how it is housed within the university.

Galvin Niu: Regarding the non-academic discipline system, you said that there is a committee. Has it already been selected?

Emily Townshend: It has already been semi-selected by the Principal.

Jacqueline Craig: You often say that as a senator you go to Senate to represent yourself as an engineer, not to represent others. When they selected someone from senate, how can they justify them being representative of the students, if they are only representative of themselves?

Emily Townshend: That is a great point. On senate, you are not a representative of your faculty, you are supposed to be a representative of a member of the university community. You always vote with the goals of the entire university in mind. We are not technically there as “students”. My preference would have been for there to have been an open, randomized selection process. Although we see the AMS President as a representative of all students, I would not say that they always speak for all students. I would have liked to see more common members of the community on this committee, but unfortunately the committee has already been selected.

###  iii. Director of Academics

Jacqueline Craig: Here is a brief overview of what the fall reading week (FRW) will look like for engineers. In 2014 the faculty formed a committee to look into adding additional sessional days. The Senate Committee on Academic Procedures (SCAP) also looked into FRW and adding sessional days because of recommendations from Senate. SCAP based their recommendations based on practices of other Canadian universities. So why now? A referendum was put in by the AMS about a FRW a few years ago, but did not pass. But now there has been a push towards mental health at Queen’s. Other universities are adding a FRW, such as Waterloo. We are also close to the accreditation limit and have the shortest term in the country. These changes would come into effect the earliest in 2017-2018. Currently, there are 59 instructional days, 4 pre-exam study days and 13 exam days. It is proposed that we will go to 61 instructional days, having classes commence after Labour Day, with no change to frosh week. There will be a 9 day fall term break that overlaps with Thanksgiving, only 2 pre-exam study days and 13 days allocated for final fall term exams. This is the basic proposal for the university. For engineers, we will have 63 instructional days and a 5 day fall term break (from Saturday to Wednesday) overlapping Thanksgiving. We are currently looking into how this will affect mental health, orientation week, orientation week leaders, residence, summer term length, and summer jobs. Any questions?

*A 15 minute discussion period begins.*

Brandon Tseung: Can you go back to the slide highlighting the difference between the engineering proposal and the proposal for everyone else? Why is there a difference?

Jacqueline Craig: The faculty is looking into expanding the amount of teaching days, which is how we get our accreditation. Someone is possibly deciding to change November 11th to a statutory holiday, which would cause us to lose a day. This would put us a little too close to the accreditation limit for comfort. So that is why our reading week would only be from Saturday to Wednesday.

Andrew Crawford: What is the limit for accreditation?

Jacqueline Craig: You need a specific amount of teaching hours a day as it lines up with your credits. The amount of credits corresponds with how many hours you are in class. For example APSC 100 is 11 credits, because there is a lot of class hours.

Emily Townshend: Whatever the number of days we had last year, subtract one and we are under the limit.

Siobhan Powell: What is the purpose of the extra instructional days? Would there be new curriculum taught? How would it be regulated to make sure that professors do not add new material if they are not supposed to?

Jacqueline Craig: The professors have assured me that they would not add more material. However knowing my professors, they would probably want to pack in more material anyways. That is a good question and something we need to watch out for.

Alexander Rey: Why do we need to add additional days if the current system is working? Are they concerned that the orientation week leaders would have such an early start?

Jacqueline Craig: The faculty is considerate as orientation week is something that we are very passionate about. I think that it will have a big impact on stuff like jobs, because you would need to take off the last three weeks of work if you are a member of FREC Committee.

Eleanor McAuley: My exam schedule for this fall is the 9th, 10th, 11th, 12th and 14th. If I only have two days to study instead of four, that is very stressful. As a geology student, we have many fall fieldtrips. If you put these trips during the reading week, then we are technically adding a week of school. We need to look into how this affects people’s exam schedules, as it could be very stressful.

Rigers Rukaj: Does anyone know if the professors are technically allowed to add more material?

Jacqueline Craig: According to the Canadian Accreditation Board, the important things for us to have are things like education on ethics, etc. As long as we have the correct amount of teaching days, we are all good.

Andrew Crawford: Has administration acknowledged that professors have assigned things that are due the “last day of week 12”, when they are really due two weeks later during exams? Has the faculty acknowledged this? Professors are not technically allowed to assign things during this period.

Jacqueline Craig: They should be aware that they are not allowed to do that, especially for things such as design projects. I realize that this two day period would add more stress.

Matthew Lawson: How would this impact J-Section/Section 900?

Jacqueline Craig: Section 900 only happens during second semester. As this would only affect first semester, Section 900 would not be affected.

Brandon Tseung: Have you considered how this would affect shared classes with other faculties? For example, classes shared with arts and science students.

Jacqueline Craig: That is a major concern. With accreditation, the faculty should be very on top of it. If they are not aware of the issue, we will definitely bring it up.

Stephen Martin: Something that makes Queen’s unique is that we look upon issues creatively when finding solutions. Has there been any consideration for doing a shorter or more modified break? For example, Western does a “reading weekend” which gives them a four day weekend. I think this would be really useful as a breather and could potentially simplify logistics.

Jacqueline Craig: That has been considered. If we take any days off, we still have to add more days somewhere. They decided to add them to the beginning of the term and during the pre-exam study period. Another option was adding another one week of a full course in winter semester, much like Civil Week. The idea we have currently proposed is the best one.

Stephanie Carswell: The other faculties would all have the entire fall reading week, with only us having the beginning of the week off. If the classes held on the Thursday and Friday were held with other faculties, they would have to come back early. Otherwise the classes would be canceled and we would be losing those learning days anyways. They are not going to run a single lecture just for a small group of people, only to have to repeat the material later for the missing ArtSci students. This causes many problems with shared courses, as the ArtSci students in those courses would not get the full week off like they are supposed to.

Jacqueline Craig: I agree, good point.

Emily Townshend: My biggest concern is residence. Either you have to force all of the dons to stay over reading week to watch over the engineers who need to stay, or you could have a situation where there is an entire floor of engineers with an engineering don. How would this play out in residence? I was in J-Section, so when my don left, I was alone. This was very off putting. It is super isolating to not have people around. We need to talk with ResSoc about this.

Matthew Lawson: It is ResLife. Dons are obligated to stay during reading week anyways. People stay during reading week in the winter too, so that is already an issue.

Meara Hampton: You said that the mental health representative voted against fall reading week. Why?

Jacqueline Craig: Many universities have gone towards the FRW approach, but studies have shown that it does not contribute much in a positive way to mental health.

Alex Wood: Here are some points that were made at the Town Hall meeting. First, student services, such as the Tea Room and Clark, are half operated by ArtSci, so they would need to shut down during reading week. This places stress on services across campus. Second, people living out of province cannot normally go home for Thanksgiving. But with an extended break, it would allow people who live farther away to visit home. This is very good for people who are home sick. Third, I know in the winter the week before reading week is hell. It is crazy as professors cram in everything that they possibly can. I am afraid that the same thing will happen with fall reading week. This would be especially terrible for the first years who are experiencing midterms for the first time. This would place an additional stress on students, and needs to be considered.

Alexander Rey: Has the faculty planned on expanding the number of instructional days in the winter to match the number in the fall?

Jacqueline Craig: The winter is already one day longer due to not having another stat holiday. My guess is that they probably will.

Kevin Corey: I do not understand the math around the number of days. You are taking two days from middle, but adding two at the end and two in the beginning. Does this mean that by 2016-2017 we will be adding four days no matter what? We are currently getting the worst of both worlds. Do we really need the extra four days? Is it necessary for accreditation?

Jacqueline Craig: The faculty requested extra teaching days, hence the net gain of four days. They want it to happen. Neither EngSoc nor the AMS have taken a stance. We are currently gathering more information. You can go to the fall Town Hall meeting to share your opinion. Even though I am having this conversation with you now, we will be having the same conversation with the Engineering Academic Caucus on Saturday. I know many of you are passionate about orientation week and having those two extra study days taken away, but I have gotten emails both for and against it. It is important to engage all of the engineers in order to make an informed decision.

Matt Whittle: On the note of this discussion being purely for the engineering students, what happens if other faculties decide that they want a fall reading week and we do not? What is the point of having these discussions separately?

Jacqueline Craig: if we decide that we do not want a FRW, and the other faculties do, they would most likely put it to referendum. If one faculty decides they want to extend the dates for something like this, it is most likely that other faculties will follow suit.

Evan Dressel: I wanted to clarify something. In the proposed schedule it says that we will only have class on the Thursday and Friday during reading week. How does that play out if we have all of the class hours for a course on just one day, like on a Wednesday? Then we will technically be missing the entire weeks’ worth of that course, even if we still have class on the Thursday and Friday. Will they balance the classes out specifically during that time period?

Jacqueline Craig: They are not sure yet. They will be missing a Monday in September, so that will be making up the Monday. But there is a potential for extra Tuesday classes.

Eleanor McAuley: I understand the importance of adding days, but why do we need to have 63 days versus just 61. Having two extra days would already give us that assurance in terms of accreditation,

Jacqueline Craig: Right now we have 59 days, and if we do not make November 11th a statutory holiday, we would have 61. If we take that day off, we go down to 60. 59 to 60 is still very close, so they would like to have a greater safety gap in terms of accreditation.

Stephanie Carswell: I know certain disciplines loose accreditation if we lose just one day to something like a snow day. Even if we add the extra days, the same problem could happen during the winter term. By only adding the extra days in the fall term, how does that help with accreditation? If it was just a shortened week, could we still have those extra exam days? This would be more beneficial. I do not think that adding days in just the fall would add that much assurance overall if the same change is not reflected in the winter semester as well.

Jacqueline Craig: I suspect that they will do something similar in the winter. I think that this is currently the best way to do it.

###  iv. Vice President of Student Affairs

Alex Wood: I am going to go very quickly. This is essentially an idea that the Exec and I have been talking about in terms of the EngSoc Exec structure. This is the first consultation period. This week we will discuss Policy. Next council I will bring the By-Law changes, with the second reading happening after break. We have proposed a portfolio shuffle in order to put Directors under the Exec where they make the most sense. We are moving the Director of Conferences to under the VPSA (Vice-President of Student Affairs). The external aspect of the Director position, which is why it was under the President in the first place, is not being taken advantage of. It is a very similar portfolio to events and design, and by moving it to the VPSA, it would put things more together. The biggest issue to address is that this would mean that there is no longer any dedicated external relations position. We are also moving the Director of Information Technology (IT) to under VPOps (Vice-President of Operations). The VPOps technically oversees all of the facilities and IT is related to each of those facilities and their infrastructure. It makes sense and helps to even out the load on the Exec. We wish to move the Director of Human Resources (HR) to under the President. We want to have an HR relaunch. HR is only about two years old, and under Operations, it is completely focused on the services. We are looking into it doing HR for the whole society. We want to add two new officers under the Director. The first is an Equity Officer that will focus on equity training, positive space, anti-oppression, accessibility, mental health, gender, sexuality, and more. The second is a Review Officer who would do all of the Staff Chats for services. HR would then be able to focus more on officer training and being a hiring expert. In terms of affiliated club support, we want to put clubs under the Directors where they make the most sense. We also want to add a Director of Community Outreach. Many other schools have a position like this, but we do not.

*A 15 minute discussion period begins.*

Andrew Crawford: As to why IT belongs under Operations, one of the themes I have noticed with the Operations portfolio is that in terms of finances, it focuses on supporting other aspects of the society. As the finance system is becoming more modernized, it is becoming more heavily reliant on IT. For example, the finance computer went down for three weeks. That sucked. All of the services run their own independent IT operations. There would be a lot of great benefits for operations to have a more direct link to IT.

Stewart Jensen: Do you want to elaborate more on the new Director positions?

Alex Wood: All that EngSoc currently has in terms of community outreach are Go Nuts, Fix N’ Clean and the External Relations Committee (ERC). Almost every other society has community outreach aspects, which is what I think EngSoc is really missing. The only things that we do that really gives back to the community are Fix N’ Clean and Go Nuts. We need to have a good relationship with the community. It is important to have a good reputation. If something goes wrong, the students normally take the blame. As the engineers are the most visible group, when something goes wrong, we get called out. This leads to not having the greatest reputation with the community. We need the city for frosh week, especially because we require City Park for such a large part of it. It is a huge city initiative. We also need good relations with the city for Homecoming. Having a strong presence in the community would also add value to our degrees. It shows employers that Queen’s engineers are more than just their jackets and drinking culture. Though we have a great reputation with many employers, we currently have a bad reputation with some as well. Working to make ourselves look more philanthropic would be great. The primary responsibilities for the Director of Community Outreach would be ERC, Fix N’ Clean, half of the current clubs oversight, public relations with Kingston and beyond, and making contacts with the Kingston community on behalf of the Society.

Matthew Lawson: With this Outreach Director, will they be in charge of things such as the Professional Engineers Ontario (PEO) and the Ontario Society of Professional Engineers (OSPE)?

Alex Wood: In terms of PEO and OSPE, they will probably stay under Professional Development. In terms of doing things for the city, I think having a presence in the community will give us more weight to throw around when we need it. As the position develops, it will hopefully become more of a city advocacy role.

Eleanor McAuley: Now that we are adding another member to an already large Executive Director (ED) team, would we lose some of our oversight as it is already very large? Would some of these positions be better off as officer positions? Some ED are already losing parts of their portfolio. I am wondering if any thought has been given to turning some of the Directors into officer roles?

Alex Wood: We have been talking about this a lot. Are we at the tipping point yet? We do not think that we are, although we are very close. I like the idea of having “deputies”. Deputies would work closely with the members of the ED team and would be given a fairly large portion of their portfolio. We could move to have more officers, but I think this size is still doable, especially since Conferences would be under VPSA. It is true that the President’s portfolio will be getting another Director, which makes it harder, but as long as we have more of a “pod” based approach (breaking up into individual teams under the Execs), it will work well.

Tristan Brunet: You mentioned a Review officer. Can you go into more detail about this?

Alex Wood: The Review Officer would essentially do what HR currently does. It is a lot of grunt work; Staff Chats and Survey Gizmo. These things take a very long time to do. We want to extend things like Staff Chats to more of the society side. We want to offer to do these surveys for more people in the society, but we need someone to do this. Though it currently does not sound too appealing, as it is mostly compiling surveys, it is a necessary position to free up HR.

Emma Howard: You talked so much about the Presidential role. What Presidential role does community outreach fall under?

Alex Wood: It falls under the President because it is about our external face to the community. Despite the fact that there are many clubs under it, I think it would technically be under President, with heavy involvement from the VPSA.

Avery Cole: Has there been any thought on if the Review Officer position would overlap with the Engineering Review Board (ERB)?

Alex Wood: There has not. I would be interested to see what they think of it.

Andrew Crawford: Alexander Rey and I have had a number of conversations about the relation between the Director of HR and ERB. The Director of HR should be a body that guides people through any issues that occur. ERB is the body that comes in after the fact to see if things were done properly.

Alexander Rey: If we integrate ERB more tightly with the society, we lose the ability to have them be a more external body that can evaluate decisions from an unbiased point of view. ERB needs to stay external. There needs to be some sort of wall to keep them separate.

Alex Wood: We currently use these Staff Chats more for the service managers. ERB is an interesting body and we need to look more into this.

Jacqueline Craig: For the Director of Community Outreach, can you discuss how they will affect us on a broader scale outside of Kingston?

Julie Tseng: Outreach within just a smaller community can be very beneficial. If it ripples out, and news gets out about it in a positive way, it will have a very good effect even if it was not initially implemented on a larger scale. One example would be the soup kitchen in the Waterloo community, which helped to associate their school with the philanthropic act. Many corporations are looking into how they can give back to the community, as they want their employees to give back too. This past Monday I was in Toronto for a conference that was centered on how you can make a corporation diverse and inclusive. Gender diversity was discussed in detail. BMO and RBC were both big contributors to the discussion regarding getting more women into senior leadership positions. The companies enjoyed hearing about some of the things that we have done, such as Fix N’ Clean and the blood drive. Being able to talk to companies about what you did in a philanthropic way is very beneficial for the school’s students, especially when going off into the working world. That is why small community outreach programs are so important, even if they are not on a broader scale.

Stewart Jensen: You talked about the Review Officer position not being very appealing. Have you thought about incorporating other officer positions, such as a Services Officer or Society Officer in order to make the position more interesting?

Alex Wood: That would be interesting, especially in looking at positions like a Services Office or Society Officer. However we want to make sure that HR still has work to do.

Rigers Rukaj: What about a Human Resources Deputy?

Alex Wood: We went with an “officer” because the position currently exists in the society. There are not really any deputies in the society yet, so we want to keep things consistent. In terms of classification, it makes more sense to call them officers.

Matthew Lawson: I love the restructuring, but there is a cost associated with adding a Director, both in terms of money and its burden on the Exec. Do you believe that the new Director is worth those extra costs and stress?

Alex Wood: Yes, I see the value in having the extra Director.

Julie Tseng: Here’s an example. The grease pole situation happened on the first day of school. When that happened, no one knew who to ask about it. So I was the one that people turned to. We did not have a Public Relations (PR) person to go to specifically when the media outlets reached out to us. Having a Director be the main point of regular contact with them would help alleviate some of the stress on the President when things like this happen. Alex Wood was correct in saying that I have become a face for the society. However it is a ton of work and is a very lonely role when I am the only one thinking about what we are going to say about incidents such as the grease pole. I think a community outreach Director would be very beneficial.

Alex Wood: I think the Director would be worth every single penny. In terms of giving back to the community that hosts us for four years, it is a priceless opportunity.

Eleanor McAuley: What work has been put into these decisions beforehand? What processes have been taken and how much thought has been put into it? I would just like to know some of the steps that have been taken before today.

Alex Wood: These were all thoughts that came up over the summer. I have wanted to implement equity and outreach somewhere for a while. I have been talking to the Exec and Jay about this a lot. I have not discussed this with many external bodies just yet. I would like to get more of a discussion going. As Eric is not here today, I am looking forward to discussing things with him in the future. I will be reaching out to more people to get more feedback before anything is finalized and turned into Policy. I have been looking at this for the past several months, drafted a report and based this presentation on that report.

Chloë Harkness: When would these positions be introduced?

Alex Wood: I would like them introduced for next year. The biggest reason is that this is about the time when the restructuring happened back in 2013-2014. The idea is that these positions would be implemented next year, so that people can start thinking about the positions now.

Chloë Harkness: So would you hire in the spring? Or in the fall?

Alex Wood: The Director would be hired early in second semester. The officer would be part of the March hiring period. We would probably have them hired by someone other than HR in order to keep them partial. One possibility would be to have the portfolio shuffle happen now.

Jacqueline Craig: You talked about having one point of contact for external bodies to contact us. How would that person in charge of external contact work with the Director of Communications? What would their relationship be like? How would work be divided between them?

Alex Wood: I do not think that the Director of Communications would be that much affected, as there is already so much going on for them. We would probably invite the Director of Community Outreach to the VPSA pod meetings to hear about what the Director of Communications is doing, though I do not think they overlap very much.

Stephen Martin: I think the restructuring all makes sense. For HR, would it be more effective to just have one position that is more of a junior HR position? It would work well to maximize the one person’s time, as I do not think that if we had both positions, they would be used fully. In terms of having too many people, we should look into where we can trim down. We keep taking on more things and needing more people since we are taking on more stuff. I think it is equally as important to figure out areas that we do not need to focus on as much so that we can slim them down. For example, looking into scenarios where we only need two people, instead of four. It is important to look at both sides.

Alex Wood: That is a good point. One thing to note is that the AMS recently said a similar thing in their midyear report. They said that they think that they are trying to do too much and would like to allow faculty societies to take over more things. I think the EngSoc and AMS roll in cycles, and we are approaching a point where we might need to do some trimming. I just saw a gap in our structure and thought that there was a need for the officers and Director. In terms of combining officers, I respectfully disagree. I sit on the Equity Caucus for AMS, and when looking into all of the initiatives going on, there are many. When looking at all of the initiatives and training sessions that the equity person would have to run, they will be pretty swamped with that job alone.

*Troy Su leaves and proxies his vote to Felix LeClaire.*

Eleanor McAuely: When we hire directors, they are hired to be both the face of their position and for their technical skills. These are not always found well in the same person. I think that for these positions, it might be difficult to find people who would be good at fulfilling all of the role’s requirements. What are the technical abilities that are required for that Director’s portfolio? For community outreach the person hired needs to have good communication skills. I think having so many responsibilities lumped together under the Director position could be harmful to the job that they are actually supposed to do. It will be difficult to find someone with the appropriate communication skills and the ability to complete the technical requirements of the role. In terms of splitting up the people for the role, if we want someone to do Staff Chats, we should look into making it a paid position, especially since it is not the most glamorous position.

Alex Wood: Having a paid officer position has come up in discussion a lot. I was not ready to make that change myself, but I think that could definitely be discussed. The reason I wanted this position on the timeline was so that it would be ready for this year’s batch of applicants. I could potentially look into having a paid officer position.

Brandon Tseng: What are Staff Chats?

Alex Wood: They run through the Director of HR and run each semester. They are essentially a 360 review of the managers of services. All staff will receive the Staff Chat and will rate their experience with their respective manager. They then all rate each other, and the Director of Services gives some input. They are a series of surveys that are compiled and presented to the mangers.

Andrew Crawford: In terms of a paid position, that is something that would need to be reviewed by the Advisory Board to make sure that it fits with the current budget and works with how things are run.

Alex Wood: If you think any of these positions are really cool, think about applying. Tell your friends about them, as many people would be interested in these things as they are cool.

## VI. Discussion Period

Discussion periods happened after each respective presentation.

*Matthew Marcoccia leaves and proxies his vote to Jane Ferguson.*

## VII. New Business: Motions 3-8

### Motion 3

Whereas: Elections are a good time;

& Whereas: Let the good times roll;

BE IT RESOLVED THAT:

Council approve the second reading of the changes to By-Law 3: Engineering Society Elections as seen in APPENDIX “FEBRUARY AIR”.

Moved by: Julianna Jeans

Seconded by: Jamil Pirani

Opening (Julianna Jeans): This is the same thing we discussed last council. It will be changing the line in By-Law so that the year elections must only happen before the Annual General Meeting (AGM) and not in the last week of February. This way we will not lose an entire week.

**Motion Passes: 8:01 pm (30, 0, 0)**

### Motion 4:

Whereas: Changes to By-Law need two readings;

& Whereas: Here is the second reading!

BE IT RESOLVED THAT:

Council approve the second reading of the changes to By-Law Sections 1 and 2, as seen in APPENDIX “CHEM-ENG-CHEM-COMBO”.

Moved by: Alex Wood

Seconded by: Julianna Jeans

Opening (Alex Wood): We talked about this last week. I hope you all still feel the same way.

Meara Hampton: There is a typo under Part B of the By-Law. It says “the following thirty-five (35)” and the number was changed to 34, but the word was not changed to “thirty-four”.

Stephen Martin: I brought this up last time, but it says “chemical” and “engineering chemistry”. This means that I would be in chemical chemistry, which I am not. We should change it to “chemical engineering”.

Julianna Jeans: We have that amendment, it is there. Do not worry.

Callen Hageman: If that change makes it “chemical engineering” and “engineering chemistry”, what about “mathematics and engineering”, “geological engineering”, etc?

Chloë Harkness: It is actually talking about disciplines. It says “geological, chemical...etc disciplines”, so you do not need to add that line.

Julianna Jeans: Does one of the constitutional gurus care to speak on whether they think this is a problem or not?

Avery Cole: No.

**Motion Passes: 8:04 pm (30, 0, 0)**

### Motion 5:

Whereas: The Executive-Director transition process leaves much room for improvement;

& Whereas: Better aligning term of the positions is one of these improvements;

BE IT RESOLVED THAT:

Council approve the first reading of the changes to By-Law sections 1, 2, 4, and 9, as seen in APPENDIX “BACK TO THE FUTURE”.

Moved by: Andrew Crawford

Seconded by: Julie Tseng

Opening (Andrew Crawford): Changes have been made to By-Law Sections 1, 2, 4 and 9. Essentially the changes are just to cross out “AGM” and replace it with actual dates. These changes are to better the transition process. This is just one part of the many solutions we have proposed, the others being improving the hiring timelines and making sure that there is a more thorough structure when looking into the transitions and financial aspects. A final decision has not yet been made regarding the current ED team. We will bring a motion to not have this grandfathered in, as it would not affect the current team.

Eleanor McAuley: Do we know the timeline of when these decision will be made? This could affect people coming into the role.

Andrew Crawford: It will be brought forward as a motion at next council.

**Motion Passes: 8:08 pm (30, 0, 0)**

### Motion 6:

Whereas: The Advisory Board is doing great things this year;

& Whereas: Before we write new policy we should start for a place that reflects what we do;

BE IT RESOLVED THAT:

Council approve the policy changes as outlined in APPENDIX “BOARD”.

Moved by: Eleanor McAuley

Seconded by: Bailey Piggot

Opening (Eleanor McAuley): We are changing the numbers to reflect the actual number of people sitting on the board. We are also changing the limits. For example, where it says that four people are needed, we are changing it to say at least three. In terms of the current Exec that sit on the board, we are changing the definitions so that they match who actually sits on the board. We are changing the definition of the Advisory Board so that it says that they are in consultation with the Exec, rather than the Director of HR. It is the Exec who would deal with any issues regarding the permanent staff, as this responsibility should never be placed on a hired position. On line C.4.2 it says the VP Operations, but we would like to make an amendment to change that so that it says Director of Services.

**Motion Passes: 8:11 pm (30, 0, 0)**

## VIII. Break

*Council breaks: 8:11 pm*

*Council resumes: 8:18 pm*

## VIII. Executive Reports

### i) President

Julie Tseng: Here are some highlights from my report. I talked a bit about the non-academic misconduct system. If you have questions feel free to email me. In terms of issues like this, it is interesting to hear about them first hand, so please reach out to myself or Emily if you want to know more about it. The Head of Water Team and Head of Otis applications are up. The new Orientation Chair (OC), old OC and new Chief FREC attended a meeting with the Senate Orientation Review Board (SOARB). I am happy to say that most of the feedback was quite positive. There is nothing too urgent that needs to change. Sci-Formal was last weekend, it was a lot of fun. Fall preview happened and there is a second one happening soon. If you want to get involved, keep an eye out for more information on it.

*The Sci’16s lead the council in singing the engineering hymn.*

### ii) VP (Student Affairs)

Alex Wood: Last week was entirely taken up by Sci-Formal for me as I was the Construction Manager. This week was mostly just the presentation that I just did. A big thank you to everyone for the feedback. Everything else is in my report.

###  iii) VP (Operations)

Andrew Crawford: So since there was Sci-Formal, and I was the one member of Exec not attending, I got to act as the President for the day. I hope you enjoyed all of the lovely changes that came with my long and prosperous reign. I have started to look into the investments that many people have asked about. It is student money that could be invested to earn us a lot of money in return. The issue is having students who would not be benefited by it. I am reaching out to professors in the School of Business to see if there is some sort of mentorship we could get so that there can be proper oversight of our investments. The Clark Hall offices are progressing well, the financial records will be out of there momentarily. I spoke to Physical Plant Services (PPS) and there will not be any major space changes. If you are running any activities or events please come talk to me. There are many rules you must follow in terms of event sanctioning.

## IX. Director Reports

### i) Academics

Jacqueline Craig: There is a lot in my report. I am happy to announce that the TVs have been bought and are ready to be installed at the end of November. We are starting to look at what happens with our Better Education Donation (BED) Fund money to see who touches what. We talked about our fall reading week, notably at Town Hall. There were only three engineers present and it would be great to have more engineers show up to the next one. The Engineering Academic Caucus is coming up. The EngLinks 111 workshop is coming up. Through a survey we found out that almost 300 first years said they wanted a study group, so we are making a study group initiative with the Douglas Tutorials. The BED Fund team did a great job doing their “fun new idea” campaign. We got 303 ideas. Though not all of them necessarily fall under the BED fund, we will try our best to disperse them to the correct places.

### ii) Communications

Laura Penstone: The Queen’s engineering Twitter now has more followers than McMaster’s engineering Twitter page. We have been filing lots of photography requests. Sci-Formal pictures are up on the Facebook page and on the TV in the ILC.

### iii) Conferences

Loralyn Blondin: This weekend is the Queen’s Engineering Competition (QEC). Please tell all of your constituents about it, it is only $5 and there is a chance to win and go to the Ontario Engineering Competition. This year there is a high school competition through the outreach, I hope this goes well. QEC, get hyped.

### iv) Design

Julianna Jeans: Good evening, Stephan apologizes that he could not be here. He asks you all to open the link in his report.

### v) Events

Jerry Haron: Hi, it is me, Jerry. The Dean’s wine and cheese was really good. A lot of wine, a lot of cheese. If you want to hear a funny story, come ask me later. EngVents had a successful boat cruise, it was completely sold out. Unfortunately paintball cannot run as not enough people have signed up for it. There are some more events coming up. Movember has Mochas at the Tea Room. Broga (bro-yoga) is happening. The Busty and Bass event was very successful.

### vi) Finance

Jane Ferguson: Just read my report.

### vii) First Year

Evan Dressel: Last week we were selling First Year Conference (FYC) tickets. We have sold approximately 170 so far, which is well over what we needed to run the conference. It is 100% happening. This Saturday we will have one more final sale. We can probably hit about 220 people, so there is still room if people want to come. We might do another sale closer to the conference. I am very excited, the committee is starting to plan it. Some cool sponsors have started to line up. First Year Project Coordinator (FYPCO) meetings are starting up and going well. We had them all do mental health training.

### viii) Human Resources

Alexander Rey: Staff Chats are out. We are looking into making sure we comply with the regulations set by the Ministry of Labour. Some people have requested more logins but have not yet logged in. If you have a login, please start using it.

### ix) Information Technology

Richard Hum: I have started moving websites to the new server. You should not notice any changes, but if you do, please come talk to me.

###  x) Internal Affairs

Julianna Jeans: It is all in my report. We are having an Exec meet and greet for people wanting to run in the election. I am looking forward to meeting the new Commissioner of Internal Affairs.

### xi) Professional Development

James Gibbard-McCall was not present.

*Alex Doig arrives.*

### xii) Services

Stewart Jensen: A big shout out to Sci-Formal Committee. I had a fun time. Also a shout out to Jerry, the Dean’s wine and cheese was dank.

Jerry Haron: “Danke” means thank you in German.

Stewart Jensen: Get excited for the Tea Room’s new menu, it is going to be awesome.

## XI. Question Period

Mike Blair: A question to the VP Ops, can you elaborate on how you plan on working on the society’s investments?

Andrew Crawford: I am looking into having a part of our investments managed by our student committee. The rest is already managed by an investment advisor. The reason I am questioning the feasibility of a student committee is that there is a risk involved. Student committees tend to wane and wax over the year, and that is a huge issue especially when in respect to investments. Normally in terms of university investments they are managed by an investment manager. We run into a situation where this needs to be heavily considered. If you are currently interested in gaining some investment knowledge, please contact the Commerce Investment Committee. They currently manage about $600,000 and have a Board of Advisors.

Emily Townshend: Could you give an example of an event with the “potential” for alcohol? What is that supposed to mean?

Andrew Crawford: This is wording that is given to us by the AMS. Mike do you know any more?

Mike Blair: That language is reflective of the current legal climate and the event sanctioning process.

Andrew Crawford: An example would be an event where there is a potential for alcohol to be consumed beforehand, but is not explicitly served at the actual event.

Eric McElory: Alexander Rey, regarding compliance to the Ministry of Labour, what sparked this? What do you hope to find? Why now?

Alexander Rey: I have some experience operating staff teams, so I have an idea of what the labour departments require. Starting in 2016, there are some new regulations that come into effect in Ontario, as we qualify as a small business.

Matthew Lawson: Did we end up getting the Mac adaptors for the TVs?

Jacqueline Craig: I believe we did, but that is at a 95% confidence level.

## XII. Faculty Board Report

Tristan Brunet: The meeting started off with a presentation from the Centre for Teaching and Learning. They talked about how they want to work with different graduate students on improving tutorials and looking into changing the classroom styles to improve education at the school. They looked into the degree name change. When talking to alumni, apparently they always thought that it was a Bachelor of Applied Science. They are planning on doing a revamp on the exchange program to include more engineers into the program, as there have been problems in the past in finding course equivalencies at different schools. They are taking suggestions.

## XIII. Alma Mater Society Report

Alex Wood: A lot has happened in the past two weeks. There is a newly hired Academic Affairs Commissioner, Tyler Lively. They will not be replacing him in his Service Director position. Jon Wiseman is now the Commissioner of Internal Affairs of the AMS. The AMS gave everyone the review of the changes in their corporate structure and budget. It was a good presentation. There was a special closed assembly, which you should hear about within a day or so.

## XIV. Senate Report

Brandon Tseung: The student Senate Caucus met recently. From the Principal’s report, Queen’s did well in the 2016 rankings. We maintained our fourth position in the medical category, first for doctoral and have one of the highest entering averages and retention rates. The non-academic discipline system (NAD) is now the non-academic misconduct system (NAM). The theology program is closed due to declining enrollment. There were some mistakes in the report that was released. At the end of the 2014-2015 year we did not actually have 61.9 million dollars of invested money. The Senate did not approve the donation of $2.50. It was actually an approval of a donation of 2.5 million dollars.

## XV. Engineering Review Board Report

Alex Doig: I have nothing to report.

Alexander Rey: Actually, people have applied for ERB. I think that is exciting news.

Alex Doig: Yeah, we have enough applications to hire, so that is exciting.

## XVI. Advisory Board Report

Bailey Piggot: We have not met since last council, we will meet Monday of Week 11. Thanks for approving our Policy changes. We should be bringing more changes next semester. We are hiring a secretary, the application closes tonight at midnight. It is a cool position.

## XVII. Club Reports (Happy Group)

### i) Eng Phys

Eng Phys Proxy: Three updates. One, we elected a new BED Fund rep as the original person went on an internship. Two, we held our graduate speaker series, it went well. Three, we are having a merchandise contest. On top of the Nobel Prize won by Dr. McDonald, him and the other contributors received the Breakthrough Prize for Particle Experiments. It is a three million dollar award shared amongst several other groups.

### ii) ECE

Sarah Taylor: We had our Clark night on Tuesday, it went well. We have merchandise on the way.

### iii) Mechanical

Jane Ferguson: I have not really heard what the mechanical people are doing. We had our wine and cheese. It was good.

### iv) Mining

Sam Grant: We had our first competition of the year, the world mining competition in Saskatchewan. We came third out of 15 schools. Our merchandise is coming in soon.

## XVIII. Year Reports

### v) Sci’16

Eric McElroy: Sci-Formal happened, it was a smashing success. Everyone had an excellent time. Everyone is trying to get final projects done. We are working on our thank you gift stuff. We have some events in the works.

### vi) Sci’17

Eleanor McAuley: We had a great meeting last night. A big thing for next semester is super-semi. We are excited to get working on it with other years. We have ordered stickers, they look awesome. We have starting doing council updates at our Year Exec meetings, which are very useful. We write reports in our meetings to make sure all of our constituents know what is going on. In Week 11 we are having an Underground take over.

### vii) Sci’18

Chloë Harkness: We are also going to have an Underground take over next semester. We are planning a coffee house for this semester. We are having a merchandise contest.

###  viii) Sci’19

Benji Christie: We have a few events going on right now. We are thinking of having a pre-exam coffee house to de-stress. The Eng-Commerce dodgeball is coming soon. We have the Bewic Sports Tournament coming up. We got our Matlab midterms back today. If you see some sad first years tomorrow, just give them a high five or something.

## XIX. Statements and Questions by Members

Jacqueline Craig: The school is currently looking into the university outcomes for education for all of the school. Let me know if you think there are any things that are unfair. It is a stressful time and there are many resources available on campus. The Engineering Wellness Centre will be available to help you, they are a great place to go for many of your problems.

Alex Wood: Andrew Crawford mentioned something about the commerce investing club. We have an engineering investment club! It is amazing. They are doing an online investment thing and are changing their focus to teaching people to do investing. They are really big and really awesome! Support them. Also I just realized that the Sci’16 anniversary will be the 200th anniversary of Queen’s!

Motion to Extend Council:

Moved by: Jacqueline Craig

Seconded by: Brandon Tseung

**Motion Passes: 8:58 pm**

*Council is extended by one half hour.*

Loralyn Blondin: I forgot to say how you can get a ticket to QEC. We are selling tickets tomorrow at the ILC from 4:30-5:30. The 15th is Sadie Hawkins day, so have a safe Sadie Hawkins day.

Andrew Crawford: Just a note on the stickers, please be careful who’s property you are putting the stickers on. That is vandalism. Please be respectful.

Evan Dressel: If you want to get involved with the open house, message me, and I will connect you with the appropriate person.

Emily Townshend: November 25th is the Queen’s campus craft fair, from 11-7. I will have a table. It will be a great place to shop for Christmas presents.

Jerry Haron: In the Senate report, you said no more theology program. Will there still be other religious courses available?

Emily Townshend: The people currently involved in theology will still have enough courses running to graduate.

Richard Hum: The Campus Computer Store will be closing at the end of this academic year. I do not have any more information at this moment.

### Motion to Close:

Moved by: Julie Tseng

Seconded by: Kevin Corey

**Motion Passes: 9:02 pm**