

**Minutes**

Meeting of the Concurrent Education Students’ Association Council

February 21st, 2016

6:02 PM, Dunning 12

**Members Present:** Jena Bowden, Levi Burns, Sarah Chin, Celine Corazza, Charlotte Corelli, Aubrey Cottreau, Alexandra da Silva, Chloë Demizio, Shannon Gamoff, Jacob Gardhouse, Jenna Inglese, Scott Kell, Hannah Komlodi, Susana Martinez, Kate McNally, Kyle Minniti, Crystal O’Dea, Hannah Ramsay, Vivi Shi, Emma Soars, Carma Steenkamp, Christopher Thomas, Ellise Truong, Morgan Vallati, David Wiercigroch, Tiffany Wong, Ishta Xavier

**Also Present:** Katey Day, Matt Rowland, Danyi Wu

**Regrets:** Joyce Chiang, Suzanna Floras-Matic, Will Lowry

1. **Motion #1-** Approval of the Agenda of the meeting of March 6th, 2016

Moved by: Levi Burns

Seconded by: David Wiercigroch

**Chin:** I would like to add a Statement by Members for Ishta, regarding Assassins

1. **Motion #2-** Approval of the Minutes of the meeting of February 21st, 2016

Moved by: Levi Burns

Seconded by: David Wiercigroch

1. **Speaker’s Business**

*Hannah Komlodi, Speaker and Chief Electoral Officer*

* I apologize for not being here the past couple of meetings due to my involvement with drama
* I am pretty excited to start this meeting
* Our next and last meeting is the AGM
* Let me know if you have any questions
* My quote of the day is by Marcel Proust: The real voyage of discovery consists not in seeking new landscapes, but in having new eyes.
1. **President’s Report**

*David Wiercigroch, President*

* Welcome to the last month of class, and to week nine
* I am excited for the last four weeks
* There are some really good AMS updates in my report
* I also wanted to highlight an initiative I am starting. I am reaching out to talk to graduates from the Faculty of Education to help out with some research
1. **Vice President’s Report**
2. **Vice President (Internal)**

*Sarah Chin, Vice President (Internal)*

* ASUS winter recruitment is having a fair in the ARC
* Their AGM is on March 14, and if you come, you will have a vote
* You must submit your B.Ed Spread articles by March 24
* Also, a reminder that the Council social brunch is on March 19
* Please let us know if you will be there or not
1. **Vice President (External)**

*Hannah Ramsay, Vice President (External)*

* I attended Faculty Board and was assassinated in the past couple of weeks
* Carley and Marysia ran ESS with amazing success
* Please submit any feedback you may have
* Katey and Marisa have been working hard to fundraise with CommComm
* Formal tickets will be going on sale, and the event will be at the Delta
* They are planning to release the theme right before tickets are sold
* They are also working on organizing a spelling bee
* Additionally, the Athletic Sticks are hosting an Athletics Banquet
* Vivi and Kyle are preparing for an event on visibility for the LGBTQ+ community
1. **Executive Administrator’s Business**

*Levi Burns, Executive Administrator*

* Transition manuals are due on March 13!
* You are writing this not only for your successor, but anybody who may need to fill this role next year
* Please reach out to me if you have any concerns about this
* The AGM is our next meeting, so please hype it up
1. **Events Director’s Report**

*Joyce Chiang, Events Director*

* Not present
1. **Marketing and Design Director’s Report**

*Will Lowry, Marketing and Design Director*

* Not present
1. **Treasurer’s Report**

*Jena Bowden, Treasurer*

* Nothing to add
1. **Academic Commissioner’s Report**

*Kate McNally, Academic Affairs Commissioner*

* Thank you to Celine for coming out to Major’s Night
* David and I have finished the first draft of our survey, and then we will send it to the Faculty of Education
1. **Equity Outreach Director’s Report**

*Vivi Shi, Equity Outreach Director*

* Not present
1. **Senator’s Report**

*Scott Kell, Senator*

* Yesterday was the Board of Trustees Senate Retreat
* We talked about NAM for four hours
* The new system is going well so far, and we have given them feedback on ways to improve
* I will have a more comprehensive summary in my next report
1. **AMS Representatives’ Report**

*Crystal O’Dea and Tiffany Wong, Representatives to the AMS*

* Assembly authorized lobbying of the Federal Government
* At our last meeting, we voted in favour of amalgamating AMS and SGPS clubs, which will increase funding and opportunities
* The AMS wasn’t pleased with the way the Senate approached Fall Reading Week proposals, so it was decided that Exec would write a letter to the Senate
* The AGM will be tomorrow in the New Medical Building at 7:00 PM
* Everyone gets a vote, and I recommend that everybody come out
1. **Year Representatives’ Report**
2. **First Year Representatives**

 *Alexandra da Silva and Chloë Demizio,, 1st year Reps*

* We have our last year event coming up
* We are currently working out the details of what our Escape Room will look like
* Our final year event will be a Just Dance Movie Night with a lot of food, because we have a lot of room left in our budget
1. **Second Year Representatives**

*Ellise Truong and Celine Corazza,, 2nd year Reps*

* Nothing to add
1. **Third Year Representatives**

*Jacob Gardhouse and Carma Steenkamp, 3rd year Reps*

* Nothing to add
1. **Fourth Year Representative**

*Jenna Inglese and Shannon Gamoff, 4th year Rep*

* Nothing to add
1. **CESA Clubs Director’s Report**

*Susana Martinez, Clubs Director*

* Nothing to add
1. **QCE Chair’s Report**

*Suzanna Floras-Matic, Clubs Director*

* Not present
1. **Head Teach’s Report**

*Emma Soars, Head Teach*

* We met with incoming CESA Exec to go over the Leaning Tower of CESzzA, and we have been continuing to train our leaders
1. **Equity Affairs Commissioner’s Report**

*Kyle Minniti, Equity Affairs Commissioner*

* Nothing further to add
1. **Statements by Members**
2. Ramsay- Bursary application for Formal

**Ramsay:** If you applied before February 29, Kyle did not receive your bursary. They will be open until next Thursday, before tickets will be sold on Monday.

1. **Question Period**

**Corazza:** There are a couple of people that got Formal tickets from raffles, so who should we direct those people to?

**Ramsay:** They can contact Social Affairs, but Social Affairs will also be reaching out to those people as well.

**Minniti:** Kate, you mentioned that you and David drafted a survey, but does anybody know why we need 120 credits in Con-Ed?

**Steenkamp:** There is a pay credit offered to teachers between 114 and 120 credits, and the Faculty of Education wants to give us a head start.

1. **Old Business**
	1. **Motion #3 – Fair Elections Act**

Moved by: David Wiercigroch

Seconded by: Hannah Ramsay

*That CESA Council amend article 4.08 of the CESA Constitution as outlined in Appendix: Fair Elections Act.*

**Wiercigroch:** This is the second reading of this motion, to allow for voting percentages to be publicly available for both the CESA Executive, as well as the Executive Administrator, whether contested or not.

*Motion to vote:* ***Motion carries***

* 1. **Motion #4 – Back to Back**

Moved by: Matt Rowland

Seconded by: Jocye Chiang

*That CESA Council amend article 5.02 of the CESA Constitution as outlined in Appendix: Back to Back.*

**Rowland:** This motion is eliminating the position of First Year Athletic Stick, in order to replace it with the new athletics committee, as well as to bring it more inline with other positions. Also, the Athletics Committee would allow for more growth.

**Minniti**: In my time on Council, I’ve seen quite a number of positions for first years taken away. Would taking this position away act as a barrier for first years wishing to get involved? I think it might be beneficial to still have a spot open for first years.

**Rowland**: One of the initial things we highlighted in this motion, was that through events such as the CESA pizza lunch, we could promote this opportunity to first years, to break down any barriers that could be associated with this.

**Steenkamp:** One suggestion that could be an amendment would be having one position hired now, and then having the other position hired in the fall.

**Corazza:** We are taking a way a first year position, but I don’t see it as taking away something from the first years, because the committee can offer more opportunities. Having this committee could open these opportunities up.

**Chin:** The B.Ed. spread is an example of people getting involved within a committee in first year, after learning about the committee during the CESA pizza lunch. This job is a big workload in the summer, and it can’t really be compared with clerks who are hired separately. We could just have the committee chosen in the fall.

**Ramsay:** The committee could still have “intern” positions for first years, but it would be important to have both coordinators hired before, for example, because of planning for intramurals and how this happens before fall hiring.

**Wiercigroch:** What could the committee do?

**Rowland:** For example, this year we were looking at planning stuff such as a basketball tournament, but the Athletics Committee could provide extra support, or start more events in the future, or carry on the Athletics Banquet we are planning for now.

I would like to note that this amendment was made off of documents on the website, which are from October and November.

**Chin:** Just a point of information, but Will and I have had a meeting with Cody, and the documents on the website have been changed.

*Motion to vote:* ***Motion carries***

* 1. **Motion #5 – Take Care**

Moved by: Matt Rowland

Seconded by: Jocye Chiang

*That CESA Council amend article 4.09 of the Job Description Policy Manual as outlined in Appendix: Take Care.*

**Rowland:** This is just putting this change into the Job Description Policy Manual.

**Steenkamp:** I would like to know the perspective of the Athletic Sticks, as to what they do think about having one of the positions hired in the fall?

**Rowland:** When Alexa and I were planning to structure our jobs over the summer, we considered how we wanted to sort out intramurals and BEWICS and stuff, and it was handy to have an extra person working with us, especially if one had a summer job. Also, having two people, helped with ideas and to get things off the ground.

*Motion to vote:* ***Motion carries***

 **d. Motion #6 – Energy**

Moved by: Matt Rowland

Seconded by: Jocye Chiang

*That CESA Council amend article 2.06 of the Hiring Policy Manual as outlined in Appendix: Energy.*

**Rowland:** This is the change in the Hiring Policy Manual.

*Motion to vote:* ***Motion carries***

 **e. Motion #7 – 0 to 100/ The Catch Up**

Moved by: Matt Rowland

Seconded by: Jocye Chiang

*That CESA Council amend article 4.09 of the Job Description Policy Manual as outlined in Appendix: 0 to 100/The Catch Up.*

**Rowland:** This is reflecting everything we’ve talked about thus far, plus eliminating the bond that was put into place last year. While we found that a bond was put in place to keep people committed, it didn’t really work, and even if some people were still coming, the team might still be eliminated. The energy that went into it could also be put into organizing intramurals and increasing interest.

**Steenkamp:** Would there potentially be any ideas outlining an alternative, because this fee was to help prevent any financial problems for the association, in the event of a default.

**Rowland:** We set the bonds at what we thought was a reasonable amount, but if you only have around ten people per team, it wouldn’t entirely offset the $60 fee. And again, people could still be eligible to get their money back personally, even if the team was not able to move onto the next round. Alexa, Jenna, and I found that by creating larger teams, you are more likely to have people available to come out and play.

**Ramsay:** At the end of the day, $5 isn’t going to stop somebody from dropping out, and we still hope that the games will be accessible. Also, hopefully by having captains committed to their role, and having the Athletics Committee, there would be a closer athletics community in Con-Ed.

**Trong:** Additionally, the committee could also perhaps fundraise, to offset these fees.

*Motion to vote:* ***Motion carries***

1. **New Business**
	1. **Motion #8 – That’s Some Good Clerkin’**

Moved by: Aubrey Cottreau

Seconded by: Charlotte Corelli

*That CESA Council amend articles 1 and 2 of the Hiring Policy Manual as outlined in Appendix: That’s Some Good Clerkin’.*

**Cottreau:** Over my reading week, I decided to go over the Hiring Policy manual, and I just noticed an inconsistency and the Hiring Policy manual got left behind in the update.

**Chin:** Aubrey, you do have friends

**Cottreau:** Thank you Sarah

*Motion to vote:* ***Motion carries***

* 1. **Motion #9 - Meatballs**

Moved by: Hannah Ramsay

Seconded by: Joyce Chiang

*That CESA Council amend article 4 of the Job Description Policy Manual as outlined in Appendix: Meatballs.*

**Ramsay:** These next two motions fall together. A lot of the events that the Community Affairs committee plans are very locked in place, and there isn’t much room for creativity within the position. The next two motions move Relay to Life to the Events Directors descriptions, making a target of planning one initiative per month for the community affairs coordinators.

**Truong:** I know Joyce isn’t here, but I was wondering if coordinating Relay for Life would be too much of a job already?

**Ramsay:** Joyce said that it would be feasible, and that it would align more with other jobs, giving them a role in the fall and winter as an umbrella head.

**Day:** Marisa and I are really happy with this motion, because it will be nice for future Community Affairs Coordinators to do things they want to do.

*Motion to vote:* ***Motion carries***

* 1. **Motion #10– Really into real-ay**

Moved by: Hannay Ramsay

Seconded by: Joyce Chiang

*That CESA Council amend article 4 of the Job Description Policy Manual as outlined in Appendix: Meatballs?*

**Ramsay:** This is part two of the motion, putting Relay for Life into the Events Director’s job description.

**Minniti:** I am just wondering if it is necessary to put this specific event in, and does this show favoritism to this particular initiative? I don’t really see this as something we should have to put into our job description.

**Ramsay:** It is an interesting point, because Relay for Life was not actually in the Community Affairs job description. However, we can table this motion if it is what Council would like.

**Wiercigroch:** I’m not actually sure either, but the difference would be that if we pass it like this, the Events Director can technically decide if they want to do it or not, but the Community Affairs job descriptiondoes include pancake breakfast, so there are a bunch of inconsistencies.

**Truong:** Looking at the Job Description of year reps, things like the House Crawl aren’t in there, but we do it every year. So it doesn’t have to be in there.

**Shi:** I was just wondering if there is a reason why it is always Relay for Life.

**Ramsay:** It is just something we have always done.

**Burns:** If you want Relay for Life to be in the Job Description Policy Manual, you could say “organizing and fundraising for an event (e.g. Relay for Life).”

**Day:** I am also kind of on the fence about this. Even not in an umbrella, a Community Affairs Coordinator could still decide they really want to run this event.

**Minniti:** As a tradition, I think it would still happen whether or not it is in the job description. I would like to put forward an amendment that would be “n) be responsible for facilitating one charitable event in the winter semester (e.g.) Queen’s Relay for Life, etc.)” and get rid of the rest.

***Amendment deemed unfriendly***

**Ramsay:** I like the spirit of the motion, but don’t think it should be specifically a charitable event, but just an event that is up to their discretion.

**Minniti:** I would like to propose an amendment to my amendment, to omit the word charitable.

***Amendment deemed friendly***

**Corazza:** Would this be taking away some of the responsibility now of the Social Affairs Coordinators?

**Ramsay:** Arguably, everything that happens under the umbrella is an event. So it would be up to them to try and organize something unique, and outside of what the other people do in general.

**Minniti:** I would just like to say that I think it is important that we leave it flexible and not favour one charity. For example, people could also say “why aren’t we doing something for Project Red.” Having it more open could help. We definitlely want something in there that is a cornerstone to Con-Ed, but not set in stone.

**Ramsay:** Thank you for all of your participation. It is nice when we can bring things forward to Council in a way that works for everyone.

*Motion to vote:* ***Motion carries***

1. **Discussion Period**
2. Levi – Event and Marketing request system

**Burns:** This is the first year we used the current system for marketing and event requests. I would like to have an end of year reflection on this system. The way it has been working, is that all requests go to me, and it isn’t actually in a job description, but I have been putting them in an email to whoever it should go out to. The umbrella head and I approve the event. I would just like to know if this has been working for you guys. Specifically, in your experience with the current system, have there been any issues that you’ve had, is the two weeks notice unreasonable? All of these little questions.

**Steenkamp:** Having been a Year Rep, I’ve done a lot of event forms. The previous system was just a Google Doc that you submitted to the Exec Admin, which was good because you could refer back to the document for dates and such, which can make communication easier. It has been nice though to hear back when the event is approved now. It can also help to make sure that things are done timely.

**Truong:** I personally found the event form fairly straight forward, and agree with what Carma said, that it would be nice to have event forms sent back to you, once submitted. Also, it could be helpful to note somewhere, that year reps don’t need to fill out the marketing request portion.

**Burns:** The old marketing request form was more specific. Would it be better to have more specific questions, or just the broad box to fill in information?

**Inglese:** I wanted to second what Ellise and Carma said about it being more convenient and getting stuff back when you submit it. I do like the open questions. But three weeks is a little bit far in advance.

**Shi:** I don’t have anything to compare it to, but I thought that it was really user-friendly, and I like the multi-faith calendar on it. I also showed some of the Education Outreach committee how to use it, and they appreciated it.

**Bowden:** The two weeks notice has been helpful for me, because the noticed helped prepare when to get stuff like floats ready.

**Corazza:** I like the freedom because it allowed us to write, “no, we don’t need help from marketing”.

**Chin:** Will isn’t here, but one thing we’ve talked about is that he has had some cases when incomplete event forms have been submitted, and he doesn’t know what is actually needed, leading to some miscommunications. It could be good if some sections were made mandatory, so that people couldn’t skip boxes.

**Truong:** Expanding on Jenna’s points about deadlines, I don’t know if it is fair to give different deadlines, but it is hard to post polls about availability so far in advance, and especially because some events, like movie nights, don’t need that much planning.

**Day:** It would be good if you could scroll through the whole application before filling it out, because I’ve answered things before that were questions later.

**Shi:** Would it be possible to have separate marketing and events request forms?

**Burns:** One thing that may not have been made clear this year, but you can actually skip one section if you don’t need it.

**Inglese:** I did find them both being together really helpful, especially when filling out so many forms.

**Burns:** Thank you for your input. We want to make sure that these forms are accessible.

1. Hannah Ramsay- Internal Records

**Ramsay:** Something we are looking at is the idea of internal records. Basically, with your CESA interviews, you can’t consider anything about a candidate outside of their application. A couple of years ago, something called External References was put in place, so that anybody could be contacted as a reference. This new system would allow for a previously poorly done job to be grounds for not hiring somebody, without contacting an external reference. We were also wondering if it could be good to keep records of who has filled which positions in the past, just for our sake.

**Gardhouse:** For hiring, I think this is a much more effective system, that is more relevant to CESA. I don’t think that the system in place right now is the most effective. I like this CESA historian thing as well.

**Truong:** I agree with Jacob’s points, as it is good to have these things on record. That being said, I don’t think that it should limit somebody from applying. I also think that it could just be neat

**Steenkamp:** I don’t want to touch on too many things that have already been said, but I think it would be important to focus more on written warnings, as after verbal warnings, people can change.

**Minniti:** It is also very important to keep in mind that people do in fact change, but I also want to say that it is important to keep in mind security when creating this position, because it is essentially creating a giant Burn Book.

**Burns:** The Exec Admin already kind of looks at some of these things, so the history aspect could actually be an Exec Admin thing fairly easily. Some of the motivation for this could be figuring out where to draw a line. Currently the system is first verbal, second verbal, first written, second written, but the system isn’t perfect. So we need to keep in mind where we draw the line here.

**Wong:** I was just wondering if you could elaborate n your point about external references?

**Ramsay:** This system allowed for a new exec to contact previous presidents for example, to see why that person wasn’t hired.

**Soars:** This is in relation to CESA hiring, so would it include QCE and Teach Exec hiring?

**Ramsay:** This would include QCE and Teach Exec, but not Teaches.

**McNally:** This is an interesting notion, but to echo a point brought up before, it would be good if maybe only the Exec or person hiring should be able to have access to this information, and have them have to sign off, saying they would keep the info confidential.

**Wiercigroch:** I agree with Kate, and think that only the Exec Admin should be the one to see this information. I think it could also be considered that this would only be something to be considered at the very end. I just wanted to touch on what would be kept in these internal records. I agree that where we are kind of considering the line, would be after a written warning. That being said, perhaps if following written warnings there is an improvement, it doesn’t need to be included.

**Corelli:** I don’t know too much about how the warning system works, but would the warning consider external factors that would contribute to somebody being unable to complete their job?

**Ramsay:** Usually in situations like that, people take a leave of absence, but I think that it is good to consider.

**Chin:** Just going off what was said, it would be up to the discretion of the Exec to decide if they should be given a warning. Echoing what David said about the written warnings however, I’d like to know what everybody thinks about where we should draw the line. We are collecting information to potentially do this at the AGM.

*Hannah Komlodi had to leave early. Her Speaker’s Last Word was “Factodem.”*

**Shi:** I was just wondering if this type of record is permanent, or if it gets destroyed every couple of years, like a police check.

**Ramsay:** Sarah and I were actually just talking about this, and we were thinking that at the end of four years, the disciplinary info could be destroyed, but in terms of who has held what position, that could be kept.

**Bowden:** After individual interviews, it would be interesting to see if there would be a way to make check in and see how there have been changes?

**Wiercigroch:** Also, if an internal record is being considered, it could be good to give an applicant a time to speak to it. In terms of records, how long do we think that it should be kept? This would also depend on how heavily these things are weighted.

**Minniti:** I think four years is a great amount of time, because after that, the person is gone. My question is, if this would then become more a position of human resources, rather than a historian, because it seems to have a bit of policy in it as well.

**Wiercigroch:** Just to clarify, I don’t think we are thinking of making this a position, but making it a concept. And this stuff could even be drawn out during our Alumni Homecoming events.

**Wu:** I was just wondering if there would be something sanctioned in the hiring policy manual, as to how this information could be used.

**Wiercigroch:** These are all good questions that will have to be spelled out in the next couple of weeks. I imagine that anybody invited to an interview would have the opportunity to respond.

**Ramsay:** Thank you, this is something that we will bring up at the AGM.

1. **Speaker’s Last Word**
* Levi Burns: Transition manual
1. **Adjournment** Meeting adjourned at 7:35 PM