



## **Agenda**

MEETING OF THE CONCURRENT EDUCATION  
STUDENTS' ASSOCIATION COUNCIL

JANUARY 25, 2015

6 PM, DUNNING 27

1. Adoption of the Agenda
2. Approval of the Minutes
3. Speaker's Business
4. Executive Administrator's Business
5. President's Report
6. Vice Presidents' Report
  - a. Vice President (Internal)
  - b. Vice President (External)
7. Treasurer's Report
8. Senator's Report
9. AMS Representatives' Report
10. Events Director's Report
11. Marketing and Design Director's Report
12. Academic Affairs Commissioner's Report
13. Equity Affairs Commissioners' Report
14. Year Representatives' Report
  - a. First Year Representatives
  - b. Second Year Representatives
  - c. Third Year Representatives
  - d. Fourth Year Representatives
15. QCE Chair's Report
16. Head Teach's Report
17. Statements by Members
18. Question Period
19. Old Business

**a. Proxy**

Moved by: Ashleigh Calvert

Seconded by: Gladys Kong

That CESA Council amend Article 5.06.06 and 5.06.07 of the Constitution as outlined in Appendix: Proxy

**b. IT Administration (Constitutional)**

Moved by: Levi Burns

Seconded by: Gladys Kong

That CESA Council amend Article 5.02.05 of the Constitution as outlined in Appendix: *IT Admin Uno*.

20. New Business

**a. Resignation Policy**

Moved by: Abbey Cressman

Seconded by: Eisabeth Beard

*That CESA Council amend Section 5.05 in the Constitution, as outlined in Appendix: Resignation Policy*

21. Discussion Period

22. Adjournment

23. Guest Speakers

a. ASUS Executive Teams (Brandon & Andrew, Jon & Brendan)

b. Student Trustee Candidates (Jenn Li, Mike Blair)

c. AMS Team CBW



## President's Report

Dear Council and Extended Council,

It is an exciting time of year in the midst of campaign periods for CESA, ASUS and AMS elections! I would like to extend a huge thank you to Jessalynn for organizing the CESA Winter elections; so far, all has been running without a hitch thanks to her hard work and enthusiasm!

We have several guest speakers joining us on Sunday: both ASUS Executive candidate teams, both Undergraduate Student Trustee candidates, as well as incoming AMS Executive Team CBW. Please come to Sunday's meeting ready to engage and ask some questions – it will be a great chance to do so!

Now for some updates:

### | Elections |

Cannot emphasize this enough... please take the time to review each candidates' platform before you vote on Tuesday and Wednesday! This election season is quite a contested one (yay democracy!!!) and your candidates have put much time and effort into thoughtful platforms. Elections easily and often turn into a popularity contest, where students vote for the name they recognize or someone they know is already involved. We will have the strongest Council next year if everyone evaluates candidates based on the merit of their ideas. All platforms were emailed out on Wednesday – encourage your friends to take a gander through their email inboxes as well!

### | Education Student Society Governance Restructuring |

With the grandfathering in of the four-semester program, ESS elections and student representation on this body need to shift. This week, Gladys, Elisabeth and I met with some members of the current ESS Executive to propose a new model for the next four years. After a bit more discussion, our next steps will be meeting with Trent representatives to pitch this idea, as well as keeping administration in the loop. It is important that during this transitional period, with students entering the program at different periods, everyone feels welcome and adequately represented during their time as a B.Ed student.

| **Education Speaker Series** |

The Education Speaker Series has been confirmed to take place in the Con-Ed Classroom (A241) on Sat. Feb. 28<sup>th</sup>! Myself, Katey, Mel and Joyce have also finalized our list of speakers, and we are so excited to begin advertising this week! Katey is in charge of registration and will elaborate on the procedure during my oral report. Our theme for this inaugural event is *Engaging 21<sup>st</sup> Century Learners*.

| **AMS Executive Acclamation** |

As many of you know, as there was only one AMS Executive team that fulfilled the nomination criteria, Team CBW won the AMS Executive nomination through acclamation last Wednesday evening. There has been much discussion on campus and in various Assemblies about both the merits and drawbacks of this process, and I would invite anyone who is confused or curious for further information to ask during question period, chat with me after the meeting, send me an email, etc.

Much Con-Ed love,

Abbey



## **Vice-President Internal's Report**

I'm back MUTHA FFFFFFFFellow Council members, and happy to be here! I hope your holidays were restful and your first few weeks back have been eventful! There are so many more exciting things to come as we start (gulp) to wind down the year. Remember to support your fellow council/extended-council members' events and initiatives whenever you can! Finally a shout to everyone running for an elected position right now or applying for a position as teach! It takes a lot of courage to put yourself out there, Con-Ed is lucky to have so many leaders!

### **ASUS**

ASUS elections are underway! Follow every detail here: <https://www.facebook.com/pages/ASUS-Elections/376205489204570?fref=ts> or e-mail me if you have any questions! There are two executive teams running, so be sure to get informed!

### **Umbrella**

I completed mid-year reviews this week and I am excited by all of the exciting ideas and initiatives my umbrella has planned for this semester! We will not be continuing the year specific office hours this semester, but I will be including it in my transition manual.

### **Leave of Absences**

While 2<sup>nd</sup> and 3<sup>rd</sup> year reps are on leave of absence, please direct any questions to me!

### **Windbreaker Sales**

Windbreaker sales are underway in the office until Friday, February 6<sup>th</sup>. Remember to run all orders through the iPad regardless of form of payment. Remember to be welcoming when people come into the office and to take care of the samples.

Please direct any questions to me.

I will be meeting with ASUS jackets team later this month to discuss them absorbing windbreaker sales. This will allow students to apply for ASUS Jacket bursaries and offer them more times in the year where they can order jackets.

That's all from me! Don't hesitate to get in touch if you have any questions!

Cheers,

Elisabeth

[vpinternal@cesa.queensu.ca](mailto:vpinternal@cesa.queensu.ca)



## **Vice President External's Report**

Hello Council,

Hope that all is well as we begin are about to begin Week 4. I strongly encourage you all to invest time to look at the different platforms of individuals running for positions CESA, ASUS, AMS and the University. Voting will be taking place this week so make sure you keep an eye out for those emails!

Thank you to the Athletic Sticks for organizing BEWIC and we had a huge success winning 2<sup>nd</sup> overall in the tournament.

### **TELC**

I attended TELC this past week and there have been developments in the Faculty of Education since we had last met. Plans have solidified for the new four-semester program. If you plan to take the Summer 2 portion in fifth year (no obligation for 2015s-2018s), classes will end by July and final submissions for assignments will be early August. This will allow for students to potentially start their new positions or apply for positions for the September following their Summer 2 term.

Other developments include Technological Education to be offered in the upcoming year in 2015/2016 and additional ministry funding has been received for the Aboriginal Program.

### **Education Students' Society**

This past week we had the pleasure to meet with the executive of the Education Students' Society. We would like to potentially collaborate for an event before the end of the year.

### **Are you reading the reports?**

We had reinstated written reports as it was seen as a more efficient process in comparison to giving oral reports. Although meetings are shorter than in previous years, we wanted to ensure that council members were actually reading the agendas. *If you have read this message, send me an e-mail by 3 pm on January 25<sup>th</sup> (Sunday) to receive a small prize!*

Cheers,

A handwritten signature in black ink, appearing to read 'Gladys'.

Gladys



## **Treasurer's Report**

Member on Leave of Absence





## CESA Senator's Report

### January Senate

#### Student Senate Caucus Meeting

The SSC meeting discussing the upcoming agenda meeting will have happened right before our CESA meeting. I will provide more detail about what was discussed in my report

#### SCAP Working Group on Practicum Assessment

The first meeting for the SCAP (Senate Committee on Academic Procedures) working group happened this past Wednesday. The purpose of the group was to set up a general assessment framework for all programs at Queen's that have practicums. Some of the issues discussed included:

- failure to fail (a precipitator's reluctance to fail students)
- developing a guide to make students aware of the resources available
- ensuring host teachers were providing feedback of behaviour consistently and not right before at the end of the evaluation

Since this was the first meeting, we only briefly discussed how these issues related to each faculty. I am interested in hearing about anyone in Con-Ed's experiences during PRACs that involved assessment issues or anything else important that you think I can bring up during the next meeting. Please email me or come speak to me directly about it!

Best,

Danyi Wu



## **AMS Representatives Report**

Hi council,

First off we'd like to thank Elisabeth for filling in for Ellise this past election. Elisabeth has been filling in for numerous roles as of late, and we're glad she lent us her time.

As for assembly, there is not much new to report. We approved the creation of the Assistant Clubs Manager position and an increase in the hours worked by the Clubs Manager, in order to better service the management and communication of clubs.

In case anyone hasn't heard of it (and to further bolster our Hogwart-esque appearance), the Room of Requirements is a functioning room within the JDUC. The function of the Room of Requirements is to allow students to trade items within the room for possible materials that may be needed. From binders and paper to labcoats, the R.o.R. is a great idea, and to better serve students we just approved policy changes for a committee that serves to improve the room.

Finally, we made a number of approvals for additions to Winter Referendum ballot for opt-out fees. If you desire to read what the specific additions were, please ask. We're here to share.

Cheers,

Dante, Adrian, Ellise

CESA Representatives to the AMS



## Events Director's Report

### Workshop Coordinators

There is a workshop this Tuesday, January 27 from 5:30-7:00 in the Red Room!! The theme is Child Development! The workshop is free and there will be snacks!!!

### Social Affairs Coordinators

The first formal committee meeting was last Wednesday. We had a pretty good turn out with lots of first years. We brainstormed several formal theme ideas and Emily and Kate will be sending out an email to formal committee members soon so that they can vote on a theme.

### Athletic Sticks

BEWIC was a great success! Thanks to everybody who came out!

### Community Affairs Coordinators

The formal committee met on Friday to start planning for fundraisers for Relay for Life. Relay for life is March 13-14.

Liz



## **Marketing and Design Director's Report:**

### **B.Ed Spread:**

Hope you have been reading the B.Ed Spread! Each issue continues to be amazing and a great read. As always, if you have any ideas or would like to write an article, contact Breanne and Amelia at [bedspread@cesa.queensu.ca](mailto:bedspread@cesa.queensu.ca).

### **Yearbook:**

If you haven't already, please follow @conedyearbook as Yearbook will continue to post tons of exciting sneak peaks! We are working together on a marketing plan that will combine merchandise, and previous unsold yearbooks. Please continue to promote and encourage yearbook purchases – it's going to be a great product!

### **Web Admin:**

Levi is currently on a leave of absence. However if you do have any technical concerns, please contact me (Kerri) and we will figure it out!

### **Stay tuned:**

- Jacket Bar sales round 2 will be starting on MONDAY!
  - Same policy as last time – there will be a duotang to write down bar orders.
  - Don't forget to check the office procedures board for very specific instructions! I will also elaborate further during CESA council.
  - ALL sales (and orders – because they are pre-orders, meaning they must pay before ordering) must be made through the iPad!
- I will be working with Elisabeth and Marisa on a huge sales blitz to come in the next few months – very exciting!

Stay warm!

Kerri Lee



## **Academic Affairs Commissioner's Report**

Hi everyone! Hope everyone is staying warm and surviving the cold.

I had a great meeting with Abbey on Wednesday and I cannot wait for what this semester is going to bring!

**PAAC:** I am just waiting for the minutes of the meeting on Monday, January 19<sup>th</sup> to be sent to me for more information about how Summer 1 and Summer 2 will be set up in Final Year. I know there are still tons of questions (from us and even the Faculty of Education) that need to be answered. I am hoping to get some of those answers and make it available for students in a user-friendly manner.

**Academic Caucus:** I am still waiting on the AMS Academics Commissioner to set a new meeting date for this semester so I have not had any meetings yet.

**ASUS Academics:** I am trying to get ahold of the ASUS Academics Commissioner to get some more information about DSC changes, etc., to let all of Con-Ed know about changes in the Arts & Science Departments.

**The Forum:** I have been invited to attend The Forum, which is an inaugural student-faculty relations conference on February 7<sup>th</sup>. The conference will discuss how technology influences the classroom culture between students and professors. I am very excited in attending and I believe that it will be an enriching experience.

**Con-Ed Study Days:** These will be happening again soon! There was a pretty good turn out last semester. I am thinking that I will have them start around noon (which was around when most people got up and I am not a morning person) and end whenever.

**Peer Tutoring:** I am still accepting tutors so if you interested please email me!

If anyone has anymore questions please feel free to email me or grab me after our meeting 😊

Erin



## Equity Affairs Commissioners' Report

Howdy all,

### #LetsTalkTuesday

#LetsTalkTuesday is underway! This past Tuesday, we started a Facebook project to encourage our fellow Con-Eddies to think about equity in the classroom. We have some awesome discussion on the photo we've posted! This initiative is aimed at recognizing diverse perspectives in our faculty.

### Con-Ed Office Resource Display

Jonathon and I have worked on a display across from the Con-Ed office. We went with the ever-present theme of growth and chose to display it with an apple tree (apples because we're teachers, ha). On each apple we've listed a useful Queen's resource. We also want to add volunteer opportunities for students looking to get more involved!

The abundance of on-campus resources made it challenging to decide which resources to include in the display. We want to note that our choices don't reflect prioritization, but rather our role as Equity Affairs Commissioners.

### The Mask You Live In

We're hoping to hold a screening for the new documentary "The Mask You Live In," which discusses how society is failing boys – super cool! Jonathon is currently in contact with people in Toronto about having someone come lead discussion after the film. The grant we received before the winter break will be invested in this event.

TELL YOUR FRIENDS!

### Website Resource Addition

We'd like to establish a more permanent list of resources easily accessible to Con-Ed students. In the near future, we hope to establish a section on the CESA website that lists resources available at Queen's.

So much love,

Oshaen and Jonathon



## **First Year Representatives' Report**

Hi Assembly,

We planned this month's event for our year and we agreed to go skating downtown. We decided to postpone our collaborative event with the nursing to next month.

Thanks ☺

- B&T



## **Second Year Representatives' Report**

Members on Leaves of Absence





## **Third Year Representatives' Report**

Members on Leaves of Absence



## **Fourth Year Representatives' Report**

### **FOURTH YEAR REPRESENTATIVES' REPORT**

**Hello everyone!**

#### **| Future Events |**

There is a year event in the works which will involve members from our year going to Feb Fest! We have yet to submit the proposal, but we hope to see some new faces at this event!

#### **| Elections |**

Taylor is currently running in the election, therefore Evelyn will be your main contact if you have any concerns or questions you'd like to address.

#### **| B.Edder 4 U |**

Elisabeth and Evelyn plan to meet with Peter Chin in the next two weeks to discuss potential gifts for this year's graduating class. Once elections are over, Elisabeth, Taylor and Evelyn plan to meet with Year Representatives to discuss the B.Edder4U Initiative and how to best advertise and promote the B.Edder4U Initiative within their year.

**Much Con-Ed Love,**

Evelyn Bukiejko



## **QCE Chair's Report**

Hi All,

It was so great to see many of you at Conference, and we cannot thank everybody enough for all of your help and support. It's still so surreal that QCE 2015 has already taken place.

I have several updates for you on behalf of the QCE Executive team.

First of all, certificates that were not picked up at Conference are located in the QCE Chair mailbox in the Con-Ed office and are available for pickup.

If a delegate comes in looking for a refund cheque this can be found in the QCE Executive mailbox.

Pictures from Conference Weekend will be released soon! We would like to extend our formal thanks to Laura Buehler as our official conference photographer! We would also like to thank Yearbook for coming out to Conference Weekend and taking so many beautiful pictures.

Hiring will be upon us before you know it! Stay tuned for information regarding applications and information sessions.

If anybody approaches you with a question, comment, or concern regarding QCE that you do not feel comfortable answering please feel free to give them my email, or if you shoot me a text or facebook message I will get back to you as soon as possible.

Sincerely,

Morgan



## **Head Teach's Report**

Good evening, everyone!

Teach hiring is upon us! We broke records with 142 amazing Teach applicants, and we could not be more excited. Currently, we are right in the middle of interviews (literally). On February 1<sup>st</sup>, we will be calling every applicant with their results, and hosting our first Teach Night Out.

On that note, we encourage you to spread around a lot of Con-Ed love on the week of February 1<sup>st</sup>! This is an emotional time for many of our peers; remember that a little encouragement and support can go a long way.

Thanks, team!

Morgan McCrimmon

## **Appendix: Resignation Policy**

### **5.05 Job Performance and Behavior Discipline**

5.05.01 When Council and Extended Council discipline is being considered as a course of action, the ultimate authority shall rest with the Executive.

5.05.02 The measures listed below shall be followed in order regarding incidents including, but not limited to weak job performance and/or behavior misconduct.

(i) Verbal Warning #1: If a behavioral infraction occurs or a Council/Extended Council member's performance is not meeting expectations, then this individual must be made aware of said misconduct and/or areas of concern. The Umbrella Head shall review expectations with the Council/Extended Council member and offer suggestions for improvement.

(ii) Verbal Warning #2: If another infraction occurs or performance does not improve following the first verbal warning, a second verbal warning will be issued. The Umbrella Head shall review expectations with the Council/Extended Council member and offer further suggestions for improvement.

(iii) Written Warning: If a third infraction occurs or performance does not improve following a second verbal warning, a warning in the form of a letter shall be given, informing the Council/Extended Council Member where their performance does not meet expectations. The Umbrella Head shall schedule a meeting with the Council/Extended Council member to address areas of concern and state expectations for improvement. A written warning constitutes a final warning.

(iv) Any further breach of expectations and/or behavioural infraction shall be considered grounds for dismissal and the procedures outlined in Subsection 5.05.05 will be followed.

5.05.03 All verbal and written warnings will be documented and remain in the hands of the Executive Administrator until the end of the Council/Extended Council member's term at which point the files will be destroyed.

5.05.04 The measures outlined in 5.05.02 will be followed unless the circumstances warrant an advance in the measures outlined in 5.05.02 due to the severity of the situation; subject to the discretion of the Executive. This includes, but is not limited to:

- (a) Ineligibility to be a member,
- (b) Theft, fraud, or embezzlement of funds,
- (c) Just Cause.

i) Which includes, but is not limited to action that breaches the Mission Statement of the Association, as outlined at the beginning of this document.

5.05.05 In cases where grounds for dismissal are warranted, the Executive and the Executive Administrator shall be responsible for meeting within forty-eight (48) hours from the time the infraction was brought to their attention to decide

whether the grounds for dismissal are justified.

5.05.06 Dismissal of a member of Council/Extended Council can only be acted upon if the Executive decides this unanimously.

5.05.07 Should there not be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the Umbrella Head shall schedule a meeting with the member and the Executive to issue a written warning, as described in 5.05.02 (iii).

5.05.08 Should there be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the following steps must be taken:

(i) The Vice President (Internal) is charged with formally notifying the Council/Extended Council member in question that they must attend a meeting with the Executive and Executive Administrator immediately. At the discretion of the Executive, the meeting may be scheduled within a maximum of twenty four (24) hours following the notification, barring extenuating circumstances.

(ii) Upon meeting, the Vice President (Internal) is responsible for outlining the Executive's decision to dismiss the individual from their position on Council/Extended Council. At which point, the Council/Extended Council member's termination will be effective immediately.

5.05.09 Should the meeting not take place immediately, or within twenty four (24) hours, the Council/Extended Council member will be notified via telephone and/or e-mail the Executive's decision to dismiss the individual from their position.

5.05.10 Upon termination, the Council/Extended Council member must cease any work involving their former job responsibilities.

5.05.11 The Executive Umbrella Head is responsible for notifying the Umbrella Head, if applicable, of the decision. The Executive Umbrella Head, and the Umbrella Head, if applicable, are responsible for notifying the terminated Council/Extended Council member's partner, if applicable. A meeting between the Executive Umbrella Head, Umbrella Head, and partner, if applicable, must be arranged, within forty eight (48) hours to discuss the termination.

5.05.12 The Executive Administrator is responsible for notifying the Council of the member's dismissal.

(i) This is to be done only after the member's Umbrella Head and partner, if applicable, have been notified.

5.05.13 The Vice President (Internal) is responsible for presenting the dismissal and its justification, barring confidentiality constraints, at the next Council meeting.

5.05.14 Upon termination, the member's job responsibilities become the responsibility of the Umbrella Head.

5.05.15 At the discretion of the Executive, the vacant position will become open for hiring and follow the procedures outlined in the Hiring Policy Manual.

5.05.16 Any member who wishes to terminate their membership on the Council or Extended Council shall inform the Executive Administrator in writing. The position shall be filled in accordance with the Hiring Policy Manual.

(i) Should the Executive Administrator, Speaker/CEO, or any member of the Executive terminate their membership on the Council, they shall not be permitted to participate as a candidate in a CESA election from the time they are elected through the following Fall and Winter terms.

5.05.17 Any member of the Council or Extended Council may take a two-week leave of absence from their position for an extended illness or extenuating circumstance.

(a) The member shall notify the Executive Administrator in writing.

(i) The member shall notify the Executive Administrator at the end of their leave of absence. The member will detail their intentions moving forward (e.g. further two-week extension, return to their position).

(ii) If a second subsequent extension is required, a meeting will be scheduled within the next 24 hours with the Executive and the Executive Administrator to discuss next steps (e.g. extended leave of absence, resignation, etc.).

(b) The member shall provide the Executive Administrator with a list of job responsibilities and tasks to be completed by the appropriate Council/Extended Council member(s) during the leave of absence.

5.05.18 With the exception of Subsection 5.05.17, Section 5.05 does not apply to the members of the Executive, whose removal is governed by Section 2.05.