

**Minutes of TGSA Board Meeting, 22/02/2016**

Start: 6:10pm, End: 8:00pm

Location: Wallis Hall 102, Trill College, Peterborough, ON

**Chair:** Laura Thursby

**Scribe:** David Hollands

**Attendance:** Laura Thursby, Avinaash Persaud, John Bessai, Natalie Baron, L. Renee Hendricks, Jane Affleck, Brent Whitford, Alison Fraser, Cory Baldwin, Laura Thursby, Amany Raslan, Jessica Correa, David Hollands, Michael Jorgensen -**Quorum Met**

**1. Motion to Call Meeting to Order:** Renee Hendricks

**Second:** David Hollands

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

**2. Motion to Approve the Agenda:** Renee Hendricks

**Second:** Alison Fraser

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

**3. Motion to Approve the Minutes from the January 18, 2016 Board Meeting, and Addenda to those Minutes:** Avinaash Persaud

**Second:** Brent Whitford

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

**4. Executive Reports (See Attached):**

- a. President
- b. VP Internal Affairs
- c. VP Finance
- d. VP Operations
- e. VP Student Affairs
- f. Senator

**Motion to accept reports:** David Hollands

**Second:** Renee Hendricks

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

## 5. Presentations:

- a. **President and Senator:** Traill College survey results. (see trentgsa.ca website for results)

### Minutes

a. Alison: this survey is NOT to be confused with the undergrad survey advertised through Facebook

\*\*Avinaash presents survey results\*\*

-Laura: we may have worded the affiliation question incorrectly, since undergrads affiliated with Traill automatically are affiliated with Traill in grad studies.

-Laura: the responses are actually still very supportive of Traill, since we had more Science students respond, so it balances out.

-Alison: the final results tell me we should potentially hold a referendum

-Laura: right, so I want to have a brief discussion of what we will do with these results. I think it would be a good idea to show the entire survey to Dr. Tindale, so we can maybe put a report together to send as an appendix to the larger report. Suggestions? Oh, my other thing was that we could still get more responses if we send out a reminder and leave the survey open until we meet with Dr. Tindale in March.

-Renee: we may want to close it a week before Tindale arrives, giving time to type up the report.

-Laura: that's a good idea. So why don't open it another week?

-Renee: close on the 29<sup>th</sup>?

-Laura: Yeah. So can then put something together on the 1<sup>st</sup> before I leave

-Alison: I can edit it.

-Cory: we may want to publish the results in the Arthur. They seem to be eager and supportive of our cause.

-Laura: so why don't we do those two things. Reopen the survey, Avinaash.

-Avinaash: I never closed it

-Alison: I also want to see what the undergrad survey results came up with.

## 6. Commissioner Reports, Board of Director Reports, Committee Reports, Other Reports, and Other Updates

- a. **Equity Commissioner's Report** (see Addendum I)
- b. **President:** In collaboration with CUPE, we have hired Sean Carleton to research graduate student tuition. Sean will be working on obtaining concrete data regarding tuition rates and historical trends in graduate tuition rates in Ontario, will ascertain which Ontario universities have reduced tuition for graduate students after coursework (and to look into why this practice may have been halted and what rationale may have been given for this). He will also be researching the Basic Income Unit (BUI) funding formula for graduate students, and will specifically look into tuition rates at Trent University. Phil Abbott and I will be having weekly or bi-weekly check-ins to discuss the progress of this project.
- c. **President:** David Bak and I have been in discussion with Trent's VP External Relations & Advancement, Julie Davis to discuss fundraising opportunities, and to possibly establish a more comprehensive graduate student travel fund for

conferences. Laura Thursby spoke to their writer, Dave McLeod, (who will be putting together a proposal for potential donors) and I offered a list of reasons as to the importance of conference bursaries to emphasize the value of these funds. (I emphasized points like: the development of public-speaking skills and confidence as an academic by presenting to scholars in a similar field; the invaluable importance of the expansion of one's academic network in areas related to their own research; the possibility of publishing one's work in a conference proceeding, e-book, or print book; the financial challenges faced by graduate students to be able to attend conferences; and the prestige that conference attendance by graduate students brings upon the university as a research institution). I offered a lot of my own examples, based upon my experiences (and the experiences of students that I have had the opportunity to speak to), but Mr. McLeod was wondering if I could bring this topic to the board to ask a wider sample of graduate students about their experiences. Most importantly (since I could only offer a generalized statement in this regard), he was wondering if we knew of many students who may have had to forsake attending a conference (be it local, national, or international) because of financial restrictions. If we could gather a few more statements about the way that some students at Trent have been excluded from attending conferences because of financial limitations, it would be an important point to emphasize to potential donors.

- d. VP Student Affairs (see Addendum II):** The Wellness Committee has proposed that Student Health Services and their offices be renovated. This will cost approximately \$120,000. The venting and electrical features must be renovated, as per Ontario health codes, and the Wellness Committee is asking the University to cover the cost of that. However, if the University declines to support, students will be forced to shoulder the cost of these upgrades. While it sounds excessive, we have been assured that fees for students will not be raised. Instead, the \$120,000 will be taken out of a reserve that exists to help with the functioning of student health services. The money is in reserve, and students have already paid for it out of their fees. This will benefit students in the long run, as it will add more space to the existing structures and allow for more students to get the health services they require. A motion is not needed for this item. The Wellness Committee just wants to gauge reactions of students and committees, which I will report back to them via email. Is this something we would like to press forward on? If this idea is quashed, the Student Health Centre will remain as is for the foreseeable future until Trent chooses to move Health Services elsewhere. I have also included documents regarding peer support and mental health services for our reference.

### Minutes

- c.\*\*action item, Laura: email out a reminder to the board concerning sharing of experiences of conference funding, and benefits of attending conferences  
 d.Jane: what was the cost of renovations? The \$60,000?

-Renee: they're enlarging the space, which could mean more offices for doctors, one more full time doctor/staff member. Total is \$210,000 in the health centre reserve fund. \$60,000 in upgrades before the other renovations.

-John: this is Blackburn?

-Renee: Yeah. \$40,000 is left for other renovations beyond electrical and venting. They're trying to keep it at \$100,000, but add a \$20,000 contingency just in case. If the University supports, the money will come out of the reserve fund.

-John: I just wanted to throw out that in Ontario a lot of communities are served by Community health centres, and for some reason there isn't one in Peterborough. The money sitting there could be used for a community health centre based here at Traill! This model is very 70s, there could be some imagination used to explore what else could be done. I think that this is the kind of thinking that needs to go into something that's more comprehensive about the health of the whole university. Student health shouldn't just be about whether you can find a family doctor or not, or get on an appointment list. There should be people who can help with all kinds of issues, it should be free, and there's no reason this can't be developed with the community. The problem is there's someone sitting on a pile of money who isn't thinking beyond numbers of rooms and doctors.

-Renee: they've said specifically that there aren't grants open from the government

-John: theoretically, there's an opportunity to look at a different kind of model

-Renee: I have brought up the idea of having more health services at Traill, but they're not putting this money toward Traill, it's just for Blackburn.

-Alison: it's student funds being spent. If people don't like it here, we can advocate them not spending our money.

-Michael: well, it's already been paid for. The services at Blackburn are good, but the doctors are just busy. It all adds up.

-Cory: it sounds like this is what this money exists for in the first place. These upgrades seem needed, so I don't have any issue.

-Renee: with the university growing in high undergrad enrolment, the health care services will become more swamped.

-Brent: they'll also get more money with higher enrolment, right?

-Renee: yeah. If they hire another full-time counsellor, they're talking about having this person coming to Traill more often

-Jane: do you know anything about what that money would go to or where its coming from?

-Renee: No.

-Jessica: wait, why are they asking our permission?

-Renee: it's a symbolic thing

-Jessica: it sounds like they've already decided. It seems like a lot of money and a reserve fund that we know nothing about.

-Renee: as far as I know, this is just for health care services. It's not part of the giant university fund that everything operates from. This is just reserve from what goes to operating Health care. They put the reserve in the account that's tied to the wellness Centre.

-Brent: I think what they're doing is that they hope we raise awareness to hope that we pressure the university.

-Laura: I'd rather see a reserve fund going to more doctor.

-Brent: it's to pressure the university.

-Renee: they're saying it's possible for students to make a motion because health services cannot make the decision to use these funds on their own. If the budget is not approved, students would be responsible for showing the entire cost.

-Brent: why is the motion needed?

-Renee: just to bring the concerns back. I can propose a motion, potentially.

-Brent: do students own the wellness centre?

-Renee: no.

-Brent: so the university should pay for it!

-Renee: the University doesn't want to pay for expansion, but has encouraged the wellness centre to submit the budget with the upgrades in the chance that it may be approved.

-John: in terms of speeding things up for students, nurse practitioners can handle most of what students require. They're not cheaper, but they, ahem, are. What about the possibility of alternative practitioners instead of more physicians? So I would say that we use the money now to get services.

-Renee: if we want this done, we need to get on it now.

-Natalie: separate it from infrastructure vs services. If they want that, then that would need to go to an AGM proposal. Services, though, are VERY badly needed.

-John: and then also, I'm just worried is the tail wagging the dog? Sitting there with line-ups of students with nothing being done?

-Cory: It sounds like having this fund with special funds is common in a lot of organizations. Have they investigated nurse practitioners?

-Renee: this here is just for the renovations. They've been taking about hiring more mental health practitioners.

-Cory: I tend to agree that it's concerning that the university wants us to pay for infrastructure. Is the next board meeting too late?

-Renee: they wanted us to report back with cabinets by their next meeting...

-Cory: I don't think we feel comfortable voting on this now.

-Michael: to sum up, university sticks to paying for their own buildings.

-Renee: the concern was that they need more space before they hire more staff

-John: this is absurd. They can hire nurses to work from 7 to 10. Earlier and later appointments with the existing facilities! It just seems so mind boggling.

-Laura: so please say that there are concerns, Renee.

## **7. Main Motions**

### **7.1 Set Date for Spring AGM (President)**

Whereas bylaws dictate that we need to hold an AGM in the Spring.

BIRT that we set the date of the Spring AGM for April 18<sup>th</sup>, 2016 from 6:00-8:30.

#### Justification

We were hoping to set the date for the Spring AGM sooner rather than later so that we can move forward with planning for the event. We need to ensure that all of the executives and

commissioners can attend on this date (as they have to make presentations), and we would like to select a date when most of the TGSA board will also be able to attend.

**Motion:** Laura Thursby

**Second:** Cory Baldwin

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

### Minutes

-Cory: my concern is given the notice required, is that date feasible? Are we going to be ready to do everything we need to five weeks in advance?

-Laura: given everything, this is the latest we can hold it

-Alison: in terms of the by-laws, that's fine. The other referenda aren't ours even!

-Brent: good enough! Does that mean the by-laws won't be presented to the board in time?

-Cory: it needs to be announced five weeks out that there will be amendments to the by-laws, not necessarily the specifics.

-Alison: the board will have them before the next meeting

-Laura: I'll pull up the by-laws. They have to be given to Alison five weeks beforehand. Nothing about five weeks before being given to the membership.

-Cory: also, five weeks? Why not four? This is why we're re-writing the bylaws!

-Laura: We can't wait longer than that to vote in the new group, and give them a transition period

-Alison: it's 30 days for everyone, Alison needs them five weeks before

-Laura: shall we vote?

-Alison: we can re-vote if necessary.

-Laura: this is the tentative date

### **7.2 Nominate Graduate Student to Sit on the TCSA Student Award of Excellence Committee (VP Internal Affairs)**

Whereas we need a graduate student to sit on the TCSA Student Award of Excellence Committee,

BIRT Natalie Baron be nominated.

### Justification

This committee awards the Associations Student Award of Excellence to one to three students each year that demonstrates dedication, participation, and leadership in the Trent and/or Peterborough communities.

The committee is comprised of five members of the Board as well as a representative by and from the GSA. As such, I'm hoping you can let me know if someone is interested and able to sit on the committee. There will likely only be two meetings of the committee and the meetings will be scheduled by a doodle poll by the Chair of the committee.

**Motion:** Alison Fraser  
**Second:** Brent Whitford  
**Approve:** 13  
**Oppose:** 0  
**Abstain:** 1

Minutes

-Alison: it's their money, we don't have money.  
 -Renee: do you know what dates they need?  
 -Alison: not set. They're still recruiting members.  
 -Natalie: sure, I'll do it.  
 \*\*Natalie is nominated\*\*

**7.3 Funding Request for Conference & Group Support Application (VP Finance)**

Whereas the TGSA has a line item in its budget in the amount of \$1000.00 for Conference & Group Support,

BIRT the TGSA contribute \$164.00 (or however much the Board sees fit) to cover the cost of this event (10 tickets).

Justification

Granting this contribution in its entirety would result in a total expenditure of \$564.00 for this line item, with \$436.00 available for the remainder of the year (April 30<sup>th</sup>). The description/overview is as follows:

*For the past few years, the FCSA has attended a Peterborough Petes hockey game as one of its social events and the TGSA has helped off-set some of these costs. The event/outing helps bring together students from both the MA + PhD programs at the Frost Centre (now School for the Study of Canada). As well, the event allows students to engage in the larger Peterborough Community. The FCSA is designed to provide Frost Centre students with a voice within our program and also organizes social events to promote a healthy school/work-life balance.*

**Motion:** Alison Fraser  
**Second:** Renee Hendricks

Minutes

-John: I'm fascinated that this has occurred. I do think that it's a great idea. I'm not sure of the exclusivity of Frost, but it could get the ball rolling in getting people into the hockey culture in Peterborough. For me, it's the one time that I'll be doing it. If there's some idea that we're connected to the community, my argument in support would be that this is something that can be opened up to all of us here, one game for us to go to per year or something.  
 -Brent: FCSA?  
 -John: we're the school of Canada. Affiliated is Indigenous, Canadian, Environment studies.  
 -Brent: so it's a club?

- John: no, an institution.
- Laura: it's one of the departmental societies.
- Brent: yeah, so a club. How do we define this? Why can't the FCSA hold a bake sale or something? Why do we have to pay for it?
- Natalie: how much left in that funding?
- Laura: we'd still have \$436.00 available
- Cory: any others vying for this money?
- Renee: there was an application slipped under the office door tonight.
- Brent: what bothers me is that I don't see the FCSA making an effort to raise these funds on their own.
- Natalie: it's not just 10 people going. We're supporting by giving ten tickets that students can use, and then a fee for the rest or something to that effect.
- John: to clarify, what I'm doing here is representing that "club." So when I do my report later on, it'll be when I've consulted with students at the Frost Centre. As far as this proposal, they said who's going to the game and who wants to pay. I'm not sure what it truly means, except as a healthy precedent to set for how the funds could be used. Other groups for other activities.
- Laura: my concern would be that there are limited funds available.
- Michael: what else have we spent on?
- Laura: Fekete lecture, Bruce La Bruce... did we have another funding request from the Frost Centre?
- Alison: they haven't asked us for money before. This is the first time, I think.
- Natalie: if we agree to this, can we have the money go to all the students, not just the 10 specifically? All students signed up for the event?
- Michael: we've given money for arts stuff, so why not this? I support it.
- Laura: the problem, too, is that are fund isn't specific.
- Michael: if I came to ask for hockey tickets for the psych department, it's kind of the same thing.
- Alison: we haven't given a lot of money out of this fund.
- Brent: I agree with Natalie, not just make this exclusive to Frost Centre people. What I'd like to see with this kind of event is initiative by the FCSA. With a bake sale, you can make five times the requested amount! In my opinion, that's what the FCSA exists for. So they should be in charge of raising funds for their own activities.
- Michael: isn't them paying for hockey tickets technically for fundraising?
- Jessica: wait, is the FCSA part of Trent?
- Laura: yes, grad students.
- Jessica: okay. And they wanted 10 tickets for their student association. Okay, so I think we should subsidize hockey tickets for all students.
- Laura: we can't afford that, lol.
- Natalie: when they order their tickets, the amount we give is deducted, and the students pay the rest. It'll benefit quite a few students.
- Renee: Frost Centre is interdepartmental.
- Alison: MAs, Ph.D., Canadian, and Indigenous
- Brent: how many students in the FCSA?
- John: 100 to 150.
- Brent: oh, well that makes a lot more sense!

-John: my feedback to them will be that they should promote the Frost Centre more and what it is. There's the Frost Centre where I go to university.

-Brent: can I amend? What bothers me is the wording "to cover cost" of event?

**Motion to amend to change wording to "subsidize the cost" instead of "cover the cost":**

Brent Whitford

**Second:** L. Renee Hendricks

**Approve:** 11

**Oppose:** 1

**Abstain:** 2

**Amended Motion:**

**Second:**

**Approve:** 12

**Oppose:** 1

**Abstain:** 1

**7.4 TABLED FROM PREVIOUS BOARD MEETING: Renewal of Health and Dental Insurance Plan with Student VIP (President and VP Student Affairs)**

Whereas the TGSA currently uses Student VIP as their health and dental insurance provider,

Whereas the TGSA has established a relationship with the organization, and have worked together to implement strategies for going forward,

Whereas our insurance contract with Student VIP expires at the end of August 2016,

BIRT that the board approves the renewal of our contract with Student VIP for the next year.

Justification

Our insurance with Student VIP expires at the end of the year (August 2016), and so we have two options for how to proceed. First, we could do nothing at this point and allow the next executive to decide if they are wanting to renew this insurance, or second, we could make a decision to renew the insurance now, during our term. The benefits for the first option are as follows: the next executive and board will make the decision that will come into effect during their own term and so they will have control over what insurance provider we use. The benefits for the second option are as follows: we have an established relationship and have created an action plan set in place for providing more efficient health care services next year (especially in terms of opting in and out, and are discussing the possibility of other services, like the Massage Day, Exam Week De-Stress Events, etcetera). Making this decision now would also assist the incoming executive, since this decision would need to be made early on in their tenure and they may not have the knowledge developed to make an informed decision. This would allow us to have something in place already for the next executive team. We have used other insurance providers in the past and did not have open communication or a good relationship, and have found Student VIP to be very open and accessible to communicate our issues with. It might also

be difficult for the next board/ executive to pass a decision on this issue, especially since it is very difficult to make quorum over the summer month meetings. Moreover, since the contracts tend to last for at least two years, it is certainly not unprecedented for the previous GSA to make this decision going forward. Attached is the contract for the renewal.

**Motion:** L. Renee Hendricks

**Second:** David Hollands

### Minutes

\*\*tabled to next board meeting\*\*

### **7.5 Budget for March Event (VP Student Affairs)**

Whereas we must hold a March event, and the results of a Facebook poll indicate that students would be more interested in karaoke, I propose a Karaoke event at Tonic.

BIRT the TGSA will host a Karaoke night at Tonic Karaoke in downtown Peterborough.

BIFRT a budget of \$300.00 is will be set to cover the cost of reservations and any other little things we might need. I do not plan on supplying drink tickets, as I think it would be prohibitively expensive. I will check with Tonic and see if we can have snacks, and drinks will be purchased by students.

### Justification

A March event must be thrown, and through two small Facebook polls and some private suggestions, I am proposing a Karaoke event at Tonic. I am still working on setting a date and working out specifics, as I've been preoccupied with the potluck and school concerns. I just want to get a budget approved at this board meeting, and I can provide an update to the board a bit further down the line.

**Motion:** L. Renee Hendricks

**Second:** Cory Baldwin

### Minutes

-Cory: with Tonic, I think as long as you drink enough to cover the cost of the room, the drinks are free. They also provide food. Or at least they did last year.

-Natalie: do we need food if we're going to be drinking? Tonic is a small part of a small room. So to have a food room, that could be a waste of space. Maybe blocking off rooms for grad students?

-Brent: I think we need to reword the BIFRT part. It's all over the place.

-John: are we discussing just the idea that it would make sense to having some drinks? What's the money for?

-Cory: I wasn't saying that we should buy drink tickets, just that if people are drinking

-Laura: the budget would be if we need to reserve the rooms.

-Brent: my issue with the wording is "little things" part.

- Cory: yeah, and \$300 would be a max budget, up to amount!
- Laura: space wise, is that space accommodating enough for grad students?
- Natalie: each room holds ten.
- Renee: on the website, a room that holds 15 to 20 people is \$50.00 per hour. That's \$100.00 right there.
- Laura: how about we amend the motion to say we cover cost of room reservation
- Brent: you can just say BIRT a budget of \$300 be used to cover the event

**Motion to Amend BIFRT wording to "BIFRT a budget of \$300.00 be used to cover the cost of the event:"** Brent Whitford

**Second:** Alison Fraser

**Approve:** 12

**Oppose:** 0

**Abstain:** 2

**Amended Motion:** L. Renee Hendricks

**Second:** Cory Baldwin

**Approve:** 12

**Oppose:** 0

**Abstain:** 2

## 8. Departmental Issues/Question Period

- a. **John Bessai:** Discussion around tactics to address the key issue around the Traill College review. So what if we suggested a design charrette funded by the departments and organized by GSA (with the help of a professional architect) to create a new vision for the redevelopment of Traill that includes a graduate college (of course) and whatever the president wants as a profit centre (a condo tower, a museum, an arts centre, etc.)

### Minutes

- a.-John: do we approach our departments concerning ideas about the future of Traill beyond what Dr. Tindale is proposing? By then, we may have a bigger meeting in the fall as opposed to one that's top down.
- Laura: my concern is that I anticipate a lack of sustained interest. I know that a lot of us in this room are very passionate, but trying to organize a working group in the past hasn't been successful, so whoever would be fronting this next year would be overburdened. Maybe a subcommittee would be best.
- Natalie: what is the date of the recommendation?
- Alison: we have a month. The review ends in April.
- Laura: I've heard there's no exact date, that he's returning in March. But I think it'll be when no one else is around. That's their strategy.
- Renee: when I went to the second meeting of the working group, there were only four people. Anyone who spoke to Tindale out of interest have just dropped off. Traill doesn't affect most departments, anyway.

-Natalie: also, our survey only has about 69 respondents, which gives an indication of how much grad students ultimately care.

-Laura: so I don't want to dismiss the idea, it's just a matter of figuring out if it's feasible.

-John: my first question was the way people are connected to their departments, would it be possible to find out if there's a parallel process by way we can own the future of this college. I know this is an overworked committee. But this is to give idea to the chance that we can organize something that is in our interest. I would just call this politics. The report could look good, and we could organize around, we could create new allies in the community. Even if it got published, this idea, I don't know if I could find out what a reasonable amount is to ask from departments. What is the cost of doing nothing?

-Cory: my other concern is conflict of interest. Are departments going to be willing to stick their necks out, put tenures on the line, to spearhead a process counter to the desire of the president. I don't think we can organize this in a month.

-Jane: I've been involved in things like this. To engage the community requires a lot of effort and time, and in a month, this may not be feasible. You need to devote a lot of time to this to make it worth the while.

-Brent: even if this was something for longer term, I see no issue in the idea itself, but it's too tied to the Traill review.

-Natalie: is it possible to put this idea into a transition document so the next execs can be aware of this?

-Laura: I was thinking that because the review could end during the transition, it might be a good idea for us to form a committee of students involved with the Traill review so the incoming group could be sitting on that committee.

-Cory: I don't think we'll get a report done in time to present to Tindale, but we can make a pretty strong that this is how we want it to look long term and get THAT into his recommendations.

-Laura: even after the review is complete, there's a conversation that needs to take place in senate.

-John: these suggestions are great. I'm wondering if there was a general kind of endorsement in the process that would be of interest not only to this organization. It could even be next spring to have the time to become something. I love this Arthur thing that people seem to read. What makes me nervous is the promotion. If we know that we have this outlet so that everyone will know about it, by the fall or next Spring, we could have something that's really cool. This could become a collective suggestion to Tindale. This notwithstanding concerns in the room that this is a harebrained idea. Just to put a stamp on these issues.

-Laura: yeah, I like that. Putting this into a recommendation that this is something that should happen.

-John: I'm happy that I have an office here. I'll stick something on the door. If anyone has an idea about this, maybe I could talk to someone in the department. I'm happy to be the person to carry this ball, subject to the agreement of the group, of course.

-Laura: that's great. Why don't we look into forming a subcommittee? Alison? Email out to interested students?

-Alison: yeah.

-Renee: I can sit on it until I leave. Lolz.

-Alison: what do we call this committee?

-Cory: TGSA Traill College Visioning Committee  
 -Laura: that's a working title.

**Motion to Strike the TGSA Traill College Visioning Subcommittee (Tentative Name, Can Change in Future):** Cory Baldwin

**Second:** David Hollands

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

## 9. Other Business

a. **Dean's Search (President)**

b. **Special Meeting with Dr. Tindale (President)**

c. **Language Requirement (Senator)**

### Minutes

a. Laura: Brent had a conflict of interest on the Dean's search committee. So we need a rep on that committee. I didn't receive emails. So please speak up if interested.

\*\*Natalie raises hand to accept\*\*

-Brent: it'll be a pretty swift process

-Avinaash: there are just interviews

**Motion to Place Natalie Baron on the Dean's Search Committee:** Alison Fraser

**Second:** Renee Hendricks

-Brent: wait, who's on your grad committee?

-\*\*Natalie whispers that she is\*\*

-Brent: okay, then that's fine.

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

b. -Laura: we don't have enough to make quorum for this special meeting with Dr. Tindale.

-John: damn, that's my one course that day.

-Laura: no judgment if you can't make it. Since it won't be a motion meeting, it's an info session, should we just go along with this meeting if small interest?

-John: can we push back on the time??

-Laura: no.

-Renee: I can make it after all.

-Cory: I'll be there.

-Laura: we're just about at quorum, then.

\*\*Alison counts respondents\*\*: 12!

-Laura: is that a representative enough group?

-John: I think it would be an opportunity to take that position forward that maybe there could be a further community process. Maybe that's the info that he needs.

-Brent: we should definitely go ahead with this meeting, 'cause it will be on the meeting. We should also make it clear that the attendance was low because the time was inconvenient and inflexible.

-Cory: in the minutes, we need to have communications of regrets for those who can't be there. It would be worse to not have the meeting.

-Natalie: any department heads that can't come should have a delegate of some sort??

-\*\*action item, Laura: email Ashley Hornback to say that we are interested in meeting at that time, and email Board to ask those who are unable to attend to arrange for a delegate to attend in their place

-John: where would it be?

-Laura: Wallis Hall 128.

c.-Avinaash: I found out today that Frost Centre students could appeal to the Dean to look at this matter. We're moving forward with that.

-Laura: can Cultural studies be part of this appeal? Je ne peu pas parler francais.

-Alison: I don't want to do this. I have wine in my backpack. The language requirement isn't necessary.

## 10. Notice of Motions and Announcements

- a. **VP Operations:** Traill College documentary premieres at the potluck this Friday! Also... POTLUCK! Make sure to bring a food item. (I won't have time to myself, 'cause, you know, I'll be bringing a FRICKEN DOCUMENTARY, which will be just as delicious!)

### Minutes

a.Laura: set our meeting? When? Do a Doodle poll?

\*\*action item, Laura\*\* create Doodle poll for next Board meeting time and date

## 11. Adjournment

**Motion to Adjourn:** Alison Fraser

**Second:** L. Renee Hendricks

**Approve:** 13

**Oppose:** 0

**Abstain:** 1

**Addendum I:**  
**Equity Commissioner's Report**

My regrets are extended for missing this meeting of the TGSA on February 22, 2016.

On Jan 12, 2016 I represented the GSA at the PACHREA Accessibility Subcommittee meeting (minutes provided). Focus was on the possible investment into Equidox software which converts PDFs to accessible documents - would be an excellent way to standardize conversion. Also, consideration being given to revamping AODA training. A new exterior book drop has been purchased and will be located in the most accessible location (to be determined).

On Tuesday, January 19 I represented the TGSA at the Equity Subcommittee meeting (minutes from the last meeting on November 24, 2015 are provided with this report). A final draft of the Equity and Diversity Survey was provided for review and now goes to the President for final approval before release. The powerpoint presentation given was somewhat onerous however there will be heavy use of infographics in the presentation to be released to the general public.



PACHREA Accessibility Subcommittee  
January 12, 2016  
1pm – 2pm  
Blackburn Hall 126

**Minutes**

Present: Bill Gibson, Caroline Durand, Julia Jenkins, Loretta Durst, Caleb Hunt, Anne Parsons, Linda Smith, Danielle Hoogkamer, Carolyn Reid

Staff: Andrea Walsh, Rebecca Martin

Regrets: Ian Guest, Tanna Edwards

**1. Agenda and Co-Chair's Opening Remarks:**

- a. Round of introductions
- b. Correction to Agenda: last meeting was Nov. 11 rather than Oct. 14
- c. Request for additions to Agenda: Discussion of audit (Item 8)
- d. Correction to previous Minutes: Spelling of Caroline Durand's last name and first name.
- e. Agenda approved
- f. Previous Minutes (Nov. 11) approved

**2. Update on SharePoint site (Andrea):**

- a. Look for invitation from Andy
- b. Suggestion from Danielle to save the link when sent out so can access more easily.
- c. Check the site and let Andrea know if not working

**3. Update from Council of Ontario Universities (COU) AODA Meeting (Andrea):**

- a. Highlights from Andrea:
    - 3.a.i. What's going on at other institutions – collaborations to try to find accessible ways of teaching courses. Discussion from committee members followed on importance of involving faculty and providing them with information.  
Communicate/collaborate with Center for Teaching and Learning at Trent?  
Can partner around 'lunch n learn' with faculty. Caleb discussed SAS's role for supporting students, faculty, etc. and giving helpful tips re: structures for students, accessible supports. He is giving a presentation in collaboration with the Centre for Teaching and Learning.
    - 3.a.ii. Discussed compliance report that was due at the end of December (filed by Trent on November 26, 2015)
  - b. Discussed changes to customer services standards. Changes to customer service standard include changes to bring it more into line with the Integrated Accessibility Standards Regulation (IASR) (timelines, definitions) and also changes to definition of service animal as well as delivery of customer service standard training
4. **Equidox Project and IT Project Submission**
- a. Software that converts PDFs to HTML for accessible purposes: Trent might invest in, ideally addressing the many PDFs on Trent website that might not be accessible.
  - b. February or March: Program submission date
  - c. Library and archives of content: How might that play into a decision and Trent's vision of how we want to be storing online Trent content?
  - d. Can create accessible PDF document IF create all on ADOBE but this is not always possible as generally staff and faculty do not have access to this software.
  - e. General search difficult in PDF, easier to find content with other digital formats
  - f. MNR presentation on how to create accessible documents: Training was helpful. Might also be useful workshop to offer for faculty or staff or anyone interested – Andrea working with marketing right now to plan accessible documents workshop
  - g. What documents are worth retroactively changing? Some might be too out of date. Maybe money better spent investing in ADOBE. Trent could link ADOBE software with conditions – e.g., must take accessible documents workshop in order to access ADOBE
  - h. Plan going forward: Andrea spoke to Tanna briefly; speak to marketing to see if meets their goals - What is the goal of the website according to marketing?
5. **Relevant Issues from the Built Environment**
- a. Design of public spaces standard came into effect at Trent on Jan 1, 2016
  - b. Need to comply to standards on a proactive basis – not retroactive
  - c. Question: Arenas and fields - Would there be a consult on accessibility? Answer: No
  - d. CHREA was consulted about flooring for new Student Centre. The Student's Centre will meet (and maybe even exceed) accessibility standards.
6. **Training**

- a. Student through School of Ed looking to revamp AODA training
  - b. Andrea hopes to discuss more at the next meeting (busy doing time-sensitive audit)
- 7. Audit**
- a. Trent selected for an audit/file review of AODA policies and practices by Accessibility Directorate of Ontario (ADO).
  - b. 15 days to provide a response to the directorate.
  - c. Went through document of File Review Requirements as a group at meeting
  - d. ADO response time is unclear. Will likely provide recommendations for improvements
  - e. Andrea has finished a draft of the audit; Julia Anderson helping edit/coordinate audit
  - f. Waiting for a couple logistical things such as a non-staff account so directorate can access MyTrent portal
  - g. Question for Andrea: Any role for committee? Andrea: if willing to give feedback on draft of audit that would be helpful
- 8. Any Other Business**
- a. New exterior book drop at Bata: Library in midst of renovating room on main floor, decided to purchase exterior book drop. When it arrives, need to make a decision about where to locate it.
  - b. Already did a mini ‘walkabout’ for ideas of where might be most accessible location, might do this again.
  - c. Also need to ensure that the location works well for librarians and is not in the way for convocation.

**Next Meeting:** February 17<sup>th</sup> at 9am, location TBD



CENTRE for HUMAN RIGHTS,  
EQUITY & ACCESSIBILITY

1600 West Bank Drive  
Peterborough, ON Canada K9J 7B8

Otonabee College, Room 123  
Telephone (705) 748-1011 x 7725

Presidential Advisory Committee on Human Rights, Equity & Accessibility

Equity Subcommittee

Tuesday, November 24, 2015, 2:00 pm, OCA 128

## MEETING MINUTES

Present were: Momin Rahman (TUFA), Diane, Steve Jones (Strategic Enrollment Management), Andrea Walsh (Accessibility Committee), Michele McIntosh (Nursing), Carolyn Reid (GSA Equity Commissioner), Justin Fisher (Student Affairs, Oshawa), Danielle Hoogkamer (Human Resources), Cath D'Amico (CHREA), Hilary Stafford, Andy Cragg (CHREA), Rebecca Martin (CHREA)

### 1. Accuracy

- Need to consider sample size, response rate, confidence intervals, data collection method (random vs. non-random sample; response bias)
- Check number of respondents and response rate for CUPE2, TUFA, Durham Students (findings for gender from these samples differ the most from the binary population figures) - if larger discrepancies are related to lower n or lower response rate, then not as concerning re: overall 'representativeness' of sample
- What to do with small populations (e.g., senior management)?
  - Can't make claims when group size too small and response rate not high enough (Here is a site that tells us the [confidence interval](http://www.select-statistics.co.uk/confidence-interval-calculator-population-proportion) based on population and sample sizes: <http://www.select-statistics.co.uk/confidence-interval-calculator-population-proportion>)

Do we need smaller employee groups? Is it meaningful? Maybe not, maybe we can combine ‘diluted’ responses in report, but also want to present Trent with detailed account and not ‘data pick’

- Might be good to group in report, and have smaller breakdowns in an appendix
  - Remember that this is the beginning, it’s ok if we don’t have most detailed account
  - Hopefully will lead to greater participation in next survey; the general findings from this survey can inform future surveys
- 2. Persons with a Disability:
  - Trent is doing well overall re: employees
  - Explanation of what ‘Exempt’ group is – is it an employment group in itself? Make this clear in report
- 3. Aboriginal Identity:
  - 3.5% employees (excl. students) right on Canadian stats for labour market
- 4. Gender and Sexual Orientation
  - Concerns re: individuals selecting multiple options – can’t count more than once
    - Survey conducted at McGill reports % over 100 and makes a note that more than one option could be selected so percentages may not add up to 100%
  - If we want to make sure not counted twice, break down into subgroups of individual responses
  - Recommendations to university to include gender diverse groups when gaining population data (rather than just males and females)
    - Depends on other universities’ systems, but worth a try to see if Trent can include gender diverse options
- 5. Ethnicity
  - Visible minority or person of colour – which is best?
    - Person of colour might be problematic term because more implicit about dominant group being persons of ‘non’ colour
    - Visible minority used in academic literature, but not person of colour
  - PPCII – PIP Look at Peterborough demographics and compare to our findings re: ethnicity
  - Look at ethnicity % as a function of age, to the best of our ability (Unions could give age range, Enrolment has age, Payroll has age? - can use as a vague estimate of age for each group, and then we can compare our ethnicity % findings for each group to their respective federal ethnicity % (i.e., the federal % with the appropriate age range)
    - Include a question on age in the next survey
  - Was ‘Other’ an option for person of colour? - Yes
  - Cross tab of people who selected yes and also selected Eastern European, for example; we can use this to gain a better understanding of how respondents perceived the term "person of colour" when completing the survey
  - Can define ethnicity in different ways (more closely resemble federal definition), and look at cross tabs (how are respondents ‘self-identifying’?)

- White African could be included as possible response in next survey
  - Call 'various' instead of 'other' for the grouping of various categories in the pie chart on the left. Need to think of what term to use for 'other' in the pie chart on the right, or is 'other' ok here?
6. Confidentiality and small groups
- Reporting on 'person of colour' – need to combine or not? Think on this
  - How did we choose 100+? Debate on whether sample size or population size. Better to present as % rather than N? (Be careful that if we condense small cells to preserve anonymity, that we do not then report %)
  - On flip side, participants know what is best, know their own reality; might really want their data in there, took it seriously enough to participate; but we made promise of anonymity, maybe if we had stated as a risk of participation – could do this in next survey
  - Cells above 10 for children (6 for questionnaires) – can use as our 'rule', and then report not exact numbers but instead 'less than 10'; biggest concern is when comes to cross tabs; need to look more into standards of reporting small cell sizes
7. Next Steps
- When done, go through as a committee to see if can identify individuals; Look at REB ethics – first obligation – e.g., risks to the person
  - How to combine groups? Combine professional groups? Set minimum sample or population size to 50 instead of 100?
  - Literature suggests that if belong to norm might be less likely to participate - need to find articles on this
  - Present demographics, some cross tabs (note that Stats Can warns against cross tabs), recommendations for future survey, maybe not recommendations for university re: need for more equity between groups (think of goal as describing, not recommending, with the exception of recommendations for future surveys) except that we want to try to convince Trent to collect more data when students register (or at the very least, include options for gender other than only male and female)
  - If reduce from 100+ to 50+ or 70+, might want to increase 'less than 5' to 'less than 10'

In sum, have a discussion at next meeting re: whether to err on the side of caution (i.e., not report small figures) or the side of inclusion (i.e., report small figures)