

## **TGSA Spring General Meeting Agenda (Unofficial Verbatim Minutes)**

**Date:** April 18<sup>th</sup>, 2018, 6pm to 8pm

**Location:** Bagnani Hall, Trill College

**Chair:** Alison Fraser (President)

**Scribe:** Ibraheem Alimi (VP Communications)

**Attendance:** Brittany Cook, Graeme Bishop, Katie Rosa, Kevin Scotland, Lee Campbell, Dorothea Hines, Tristan Baecklund, Maggie Newport, Jane Affleck, Anhiti Patnaik, Malinda Gray, Marisol Campos Navarrete, Michael McKenzie, Ibraheem Alimi, Alex Kuhne, Erika Crowley, Navin Nezamololama, Alison Fraser, Kai Chung, Devon Harding, Hannah McFarlane, Marcela Berganza Tejada, Lisa Tejpar, Catherine Davis, Ainsely Lewis, Aminah Hardy, Calli Minor *(27 – Quorum met)*

**Regrets:** Sarah Jessup

We respectfully acknowledge that we are on the traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to our First Nations for their care for, and teachings about, our earth and our relations. May we honour those teachings.

### **1. Call to Order**

Alison reads out the TGSA equality statement

### **2. Presentations**

#### **2.1. How the Meeting Will Proceed – President [3 minutes]**

A brief presentation on how the meeting will proceed. We also follow Robert's Rule of Order and a brief presentation on how to participate will be provided

#### **2.2. AMENDMENT: Auditor report under 8.2. (separated from the Budget - 8.1.) will be presented as 2.2. to accommodate schedule of the auditor**

*The Auditor (Amanda) reads the 2016/2017 audit report to everyone: No significant issue to report. Company name has changed from McColl Turner to Grant Thornton due to merging. NCT has done previous TGSA audits. Overall decrease in the statement of financial position by about \$40,000. Increase in revenue over expenditure by about 12,500. Previously the TGSA looked after their health account but now it's ran via TCSA which is why there is an increase in the excess. . Student sponsorship dropped due to not many sponsorships for the TGSA. Less money was also spent in 2017 on student seminars such as 3MT and Symons Seminar Series.*

*Recommendations:*

- (1) To adjust the opening balances to agree to the MCT's prior year closing balances*
- (2) To reallocate prior year earnings so that opening fund balances agree to prior year closing*
- (3) To record all unrecorded back transaction – Grant Thornton has already recorded this transaction; this note is form future records*
- (4) To adjust the prepaid balance for health plan fess with the TGSA no longer manages health plan fees (7,004)*
- (5) To adjust the deferred portion of health plan revenues to actual*
- (6) To adjust prior year payable*
- (7) To adjust GST recorded separately as payable to related expense accounts*
- (8) To increase receivable for account charges from Trent University to actual*
- (9) To record an accrual of executive honoraria paid out after year-end based on subsequent payment testing*
- (10) To record receivables for levy and college fees based on revenue summary provided by Trent University*

*Alison: Trent owes us money and we have not yet collected winter 2017 fees from Trent Finance. Issue with the Trent-GSA agreement.*

*Auditor: We have not collected around \$14000 and this include fees from winter 2017.*

**2.3. Update on the TGSA – President [5 minutes]**

*Alison: It's been a challenging year for the TGSA:*

- Problems with participation*
- Problems with picking up our dues cheques*
- Problems of paying out bursaries in a timely manner*
- Problems attending CASSC (Colleges and Student Services committee)*

*Going forward:*

- Streamlined the TGSA in the new bylaws and policies (going to referendum)*
- Negotiating effective contracts for the next executive*
- Wrote many documents available in the TGSA google drive to help create institutional memory*

- *Asking to combine the TGSA Levy with Student Support fee to make collection of our dues easier and ensure accuracy (going to referendum)*
- *Organized TGSA office into a useable space where things can be located*

*All of these changes will make it a lot easier for the new incoming executives*

### **3. Adopt the Agenda**

Mover: Alison Fraser

Second: Everyone

Discussion: None

*Motion carries (26/26)*

### **4. Adopt the Minutes from the [Previous Fall General Meeting on November 17<sup>th</sup>, 2017](#)**

Mover: Alison Fraser

Second: Brittany Cook

Discussion: None

*Motion carries (26/26)*

### **5. Executive Reports (reports will be attached as [Addendum I](#) at the end of the agenda) [18 minutes (3 minutes each), a 6-minute Q+A period, followed by motion to accept reports]**

#### **a. President**

*This has been a very hard year for the TGSA. We got off to a bit of a rough start with many of our executive positions being vacant and a transfer of positions that could have been smoother. As such, there have been a number of errors within the operations of the TGSA. Regardless, I have been able to accomplish several tasks over the course of my tenure as TGSA President many of which I think will make the operations of the TGSA smoother for the incoming TGSA 2018/2019 Executives and Board of Directors (as mentioned in my earlier presentation).*

*I tried to represent graduate students on CASSC, but missed many meetings. I tried to make sure the operation of the TGSA were equitable, but I could only accomplish adding the traditional land acknowledgement to all TGSA agendas. With the traditional land claim acknowledgement, I wrote a small essay in the TGSA google drive about why it's important to have this text front and central but also why it is really a small step and we must continue to educate ourselves to avoid a settler*

*apologism.*

*I tried to do outreach and join the TGSA with other groups. I really only managed to build a relationship with the TCSA (Trent Central Student Association) and to an extent the Traill College Cabinet.*

*Started a campaign to provide international students navigate the Trent Benefits Plan and UHIP. This is in progress. I have asked Student VIP to make branded information graphics and CUPE 3908 to make branded UHIP information.*

*I might have done more, but it's all becoming a mix a exhaustion and nothingness.*

#### b. VP Internal Affairs

*No report was submitted and not present at meeting*

#### c. VP Communications

*I am the person that sends out emails to grad students and now you know me finally from all the emails. Join our social media so that you can see announcements as I try to limit the amount of emails I send to vital information regarding the TGSA or graduate students in order to avoid spam. The rest go on social media. Send out emails through the Blackboard email listserv which I take care of with Trent IT. Gets updated at the end of each semester as previous students are removed from the list and new students added to the list; don't want people who have left Trent getting emails from the TGSA. Sat on the food services advisory committee. Helped to organize the spring fling with the other executive and organized the spring GM. I want to redesign the website and I want us to move to a different platform, this will save us money because on the new platform we won't need additional website security fees*

#### d. VP Finance

*This is Brittany and she has administered the conference and TGSA bursaries all of which have been processed. Signed cheques, took care of the bank accounts and chaired the finance committee. Worked with McColl Turner and Grant Thornton on accounts to perform the audit for the 2016/2017 Academic year. I also created a budget for the academic year and a proposed budget for the following year. Answered financial inquiries by students such as questions regarding bursaries*

#### e. VP Student Affairs

*Presented by Alison: Miteb created the LinkedIn page for the TGSA and sat on several committees and he had several ideas and visions for us which is why he created the LinkedIn page. He also designed all the posters for the TGSA including the ones for the Spring Fling and GM which are very colorful*

#### f. VP Senate Representative

*Who is graduating next year? You can volunteer to be Senator for next year. You get to meet with senate every month and discuss about several issues such as the Reclaim the Campus campaign that is going on right now. You also get to discuss with the Board of Governors. The next senator will have to work with the next board which handles academic policy and will be sitting on the graduate studies committee, special appeals committee and several other committees. You get to speak with the provost and president and have a chance to see how the university functions and vote on things. Let me know if you if you want to be a senator, we need one.*

## **5.1 Motion to Approve the Executive Reports**

Mover: Alison Fraser

Second: Brittany Cook

Discussion:

*Katie: The changes to do with territorial acknowledgement, don't we need to be saying it at the beginning of the meeting?*

*Alison: I will remember to do that in the future*

*Katie: Anything to say with Alex, VP Internal affairs having no report?*

*Alison: No need to say anything and would rather say nothing*

*Motion carries (26/26)*

## **6. Commissioner Reports (reports will be attached as [Addendum II](#) at the end of the agenda) [15 minutes (3 minutes each), a 5-minute Q+A period, followed by motion to accept reports]**

### **a. Equity Commissioner**

*Presented by Alison: she was unable to attend meetings. The equity committee did not meet and she was a bit hard on her say. A lot of the other equity-like committees didn't meet either and nothing worked right for her this year along with personal circumstances she had to deal with*

### **b. Environmental Commissioner**

*Organized a few green initiatives and made some signs for the TGSA and help sort out waste. Setup a hallowed green event and promoted Development of Trent Wetlands campaign and the Reclaim our land claim campaign. Organized market Hall events for this and attended TGSA board and executive meetings. She recently moved out of Peterborough and sits on several committees. If interested in the position, let her know.*

### **c. Health Benefits Commissioner**

*If you like this position it is good but hectic. if you want it you can take it. A few things to note. The opt-in and opt out plan for January was better than for September. Want better information cards to families for international graduate students and make information more accessible. We need to look into getting our own plan because the TCSA is under a different demography and we as graduate student require different needs since we are older. Need more information? Let me know and I will fix it.*

d. International Student Representative Commissioner

*Alison presents the report that was submitted*

e. Ontario Graduate Students' Alliance Commissioner

*The original position was to represent TGSA on the board of Ontario Graduate Students' Alliance. However, OGSA is being dissolved and acting as current president. OGSA levy to be eliminated, position re-named as External Affairs Commissioner. External Affairs Commissioner will be responsible for representing Trent grads' external interests such as collaboration with TCSA, City of Peterborough and Province of Ontario*

## **6.1 Motion to Approve the Commissioner Reports**

Mover: Alison Fraser

Second: Graeme Bishop

Discussion: None

*Motion carries (26/26)*

## **7. Motions**

- None

## **8. Referenda**

### **8.1. TGSA 2018/2019 Budget and Auditor Report** [10 minutes, followed by a 5-minute Q+A pe2.2.

A presentation on the proposed [TGSA Budget for 2018/2019](#) followed by an [auditor report](#). There will be a referendum vote on the budget after the GM.

*AMENDMENT: Auditor report separated from the Budget and moved to 8.2. Budget presentation is 8.1.*

*Alison: We do not vote on this as a referendum, it's for feedback and suggestions only and will be voted by the next TGSA board of directors*

*Brittany presents each category under the income and expense sections of the student support fee and levy fee. For each category, comparisons were made between the 2018/2019 projected*

collection/expenditure and actual amounts deposited/spent for 2017/2018. Justification was provided when they deviate from each other significantly.

*Brittany: Correction, it should be 2017/2018 amounts deposited/spent not 2016/2017. Projected Capital purchase up to \$500 from \$90.40. This is mostly due to cost for computer maintenance that was not previously included in budget. Audit cost varies from year to year but we are projecting \$4500 for next year. Some money for the levy fee was transferred to the student's support fee which is why it is lower than projected. No sponsorship and no CUPE donations received. CUPE to reimburse \$200 for orientation week Pub Night. \$200 to spend for each GM. We have \$50 projected for election campaign and \$20 for printing cost. Projected operating cost increased to \$1000 to take into account website maintenance fee, office supplies, banking fees etc. Executive honoraria and changed from 1100 to 1200 to make it easier to pay executives that join/leave middle of term. We have a capital reserve of about 32000 and health plan overflow of 7700. We need to figure out what to do with the health overflow.*

*Katie: mistake with 10,800? Should be 7200 at 1200 for each executive.*

*Alison: it's a mistake should be around \$7000*

*Brittany: Could be due to putting in the addition of both executive and commissioner honorarium*

*Micheal Eamon : should it be sponsorship? Or do you give out donations?*

*Alison: We do both and will separate and clarify*

*Brittany: I will change/clarify in budget*

*- Aminah joins the meeting*

## **8.2. AMENDMENT: Auditor report separated from the Budget and moved to 8.2.**

*- Presented in 2.2.*

## **8.3. TGSA Bylaws and Policies [10 minutes, followed by a 5-minute Q+A period]**

A presentation on changes to the [TGSA Bylaws and Policies](#) for 2018/2019. There will be a referendum vote on the Bylaws and Policies after the GM.

*Alison presents the new Bylaws and Policies to everyone while going through the document and table of content from section 1 to section 14 of the bylaws and sections 1 to 10 of the policies.*

*Alison: The new Bylaws and Policies now agrees with the articles of incorporation. We need to keep corporate record. We need to have only one rep for each department and not two reps and this will be cut our board size and we get less issues with meeting quorum. Director must meet qualification must be of the right age. The Director by virtue of office is the CUPE representative and serves on our board of directors (we don't elect them). Directors will now have the right to vote out someone and also bring in someone on the fly a lot faster. They also have power to establish committees on the fly. Directors are volunteer positions with honoraria. Honoraria are not guaranteed and need to be decided*

by the board. Participation by telephone and digitally is permitted. We are not allowed to borrowed money since we don't run deficits. The three most important positions are president, treasurer and secretary and we need these three positions occupied for the TGSA to run. Treasurer and secretary can be same person. We must have insurance to protect directors. We can't have a conflict of interest. We can terminate people's membership if needed. There will only be one GM in April and we can have a special general meeting. By having only one meeting, it will be more important and we focus our resources on that. Quorum for GM is 25 people not majority (50% +1). Dissolution is a very long section and I hope we don't have to use it. Although the board can make changes on the fly it needs to be brought to the general membership at the GM. Office hours has been added and instructions have been added on handling keys. The first duty for each board of directors is to attend meetings. Group support bursary has been removed and replaced with sponsorships. Conference bursary is now the academic development bursary and can be used for any academic development. The VP internal affairs goes to CassC and VP student affairs now does local outreach and many duties from previous health commissioner. Electronic voting is now in the bylaw. The checklist for the transition documents is now here and needs to be completed before you get your honorarium. All of this will be sent out via email to vote as a referendum.

Katie: One rep for the ENLS might not be a good idea since it's a big program, might need two unlike other programs

Graeme; Next year board can change this if they decide to

Kai: I am concerned about the operations and conduct of TGSA. You look tired and frustrated and you mentioned we are locked out of \$30,000 for our account. How is this possible?

Alison: We had difficulty accessing the money in the Tangerine account but it's being transferred to our TD account.

Brittany: Alison was able to help get access to the Tangerine account

Kai: Why is the TGSA incorporated in the first place. I am worried about effective operation of the TGSA and it might be better to dissolve the organization and simply form a simple and more informal get together group.

Alison: we might not be recognized by Trent if we are not incorporate and dissolving is a very long process and not within my capacity as president since our term is almost ending

Marisol: I served with the TGSA several years ago and I know how frustrating it can be and how much work is required. it requires a lot of energy and perhaps, Kai you should join and take on one of the executive positions. Also, Ali have you looked into hiring permanent executives instead of having new candidates every year, that will make things a lot easier for everyone.

Alison: I have looked into it and it's one of the options I considered

Micheal Eamon: if you have any question about the history of the TGSA and why it is incorporated, feel free to let me know.

#### **8.4. Increase in Traill College Fee [5 minutes, followed by a 5-minute Q+A period]**

A short presentation on increasing the Traill College Fee. More information can be found [here](#). There will be a referendum vote on increasing the Traill College Fee for graduate students.

*Malinda: why is there an increase and what is included in the fee?*

*Micheal: For 15 years, graduate students at Trent University paid the same college ancillary fee of \$15. There were no increases due to inflation, so the real buying power of this fee diminished over the years. In 2016, this fee was doubled to \$30. This was a move that I welcomed, but it is really only the first step. Unfortunately, this increased rate still falls far behind the \$244 fee that undergraduates pay to the College. However, even if we take the undergraduate comparison out of it, it can be put into perspective this way. Currently, with every graduate student paying the current \$30 per year, we can barely cover the hydro, heating and water costs for the College spaces that grad students use. However, the College is more than just a space for grad students. In the past four years we have increased grad programming greatly. The College pays for the beginning of the year BBQ and grad orientation events, it sponsors Grad Trivia Nights and other grad activities, it runs the Symons Seminar Series and is planning on operating the popular 3MT. All told, the College pays almost \$15K per year in graduate programming. By doubling the fee to \$60, the College will not only be able to pay for the basic utilities, but also afford the actual programming that takes place. Don't forget that every grad student is entitled to a free Traill scarf that actually costs \$30 each. So under the current system, a 2-year masters student can have all of this graduate programming, access to these spaces (including the new, exclusive grad reading room in Scott House) and a scarf for a total cost of \$60. What a deal! But, it is totally unsustainable. I understand the pressures grad students are under with tuition and other costs. However, I believe paying \$60/year is still very reasonable for the services they receive and will come closer to paying the actual costs that exist. In conclusion, I would like to return to the disparity between the graduate and undergraduate ancillary fees. As we know, the Traill Review recommended the return of undergraduates to the College. With undergraduates paying much larger ancillary fees, there will be pressure to cater to their interests, provide more programming, and offer more spaces from the College. I am dedicated to Traill being a mixed undergraduate/graduate college with a particular focus on mature and transfer undergraduates (i.e. students with more in common with grad students). But let's look at the math. The College Office's operating budget is approximately \$212K. This includes salaries for me, the College Assistant and student staff. It also covers heating, water and other space charges for The Trend, the Guest Suite, Scott House and other College spaces. In a nutshell, the 500 graduate students currently contribute at total of \$15,000/year to the College. The 350 undergraduates contribute \$85,400/year to the College. Even with the combined contributions populations we are still running an \$85K deficit. If Traill College is going to remain the graduate college, graduate students will need to give an indication of their support. There is no louder indication than approving an increase in ancillary fees. Grad Students need to show that they want these spaces and services that Traill offers. Then, we (the TGSA and I) need to encourage them to use them and use them often. I am looking for the support of the TGSA to help me demonstrate to the President and senior administration that Trent needs a graduate college.*

*Alison: Even if we combine the TGSA fees and College fees, we still pay less than undergrads*

*Micheal Eamon: I don't want graduate students to pay much but 60 dollars sounds suitable and fair to me*

### **8.5. AMENDMENT – new referenda: Combination of the Student Support Fee and Levy Fee**

*Alison: We currently pay: TGSA Levy fee - \$40 for full time students and \$20 for part time students  
Student Support fee - \$64.60 for full time students and \$32.30 for part time students. We should combine these into one TGSA Levy to make it clear that all this money is collected by and for the TGSA and to avoid any confusion in what fees are collected and when. The TGSA Levy would appear as: \$104.60 for full time students and \$52.30 for part time students. All this money goes to the TGSA and it needs to be clear that is the case.*

### **9. Elections [25 minutes, 1 minute per candidate]**

Here is a list of available positions:

#### **TGSA Executives Positions:**

1. President
2. Vice President (Internal Affairs)
3. Vice President (Communications)
4. Vice President (Finance)
5. Vice President (Student Affairs)
6. Vice President (Senator)

#### **TGSA Board Positions:**

1. Equity Commissioner
2. Environmental Commissioner
3. International Student Commissioner
4. Health Benefits Commissioner
5. External Affairs Commissioner
6. Representatives for the following graduate programs:

- a. Anthropology
- b. Applied Modeling and Quantitative Methods
- c. Canadian and Indigenous Studies
- d. Canadian Studies
- e. Cultural Studies
- f. Educational Studies
- g. English (Public Texts)
- h. Environmental & Life Sciences
- i. History
- j. Indigenous Studies
- k. Material Sciences
- l. Psychology
- m. Sustainability Studies
- n. Theory, Culture and Politics

A list of current nominees can be found [here](#). We are currently accepting more nominations anytime prior to the GM, at the GM and after the GM. Please email [gsa@trentu.ca](mailto:gsa@trentu.ca) to submit your nomination.

*Dorothea: what happens if we don't have all the positions filled?*

*Alison: we need at least 3 for the TGSA to operate: VP Finance, VP Communications and President*

*Malinda: do we have a co-chair? Someone to take over from the President in case of an emergency*

*Alison; No we don't and even if we do it will be VP Internal Affairs and that's something the future board to think about*

*Malinda: We could have 2 co-chairs for each executive position and it means less stressed out people*

*Katie: any plans to recruit and advertise these positions? You should advertise this a lot more on social media*

*Malinda: And don't forget to include that you get honoraria*

*Ibraheem: Will post advertisement on Facebook, Twitter and on website.*

*Devon: How much commitment is required for program reps?*

*Alison; about 4 hours per month. 2 hours for board meeting and 2 hours for reading emails, agenda and other documents.*

*Alex; what if you want to join for only a few months?*

*Alison: We don't have the infrastructure to do that right now and we had rather have one rep serving the entire term.*

## **10. Other Business [10 minutes]**

## **11. Question Period and Departmental Issues [10 minutes]**

## **12. Notices of Motions and Announcements**

- The TGSA is looking for a new logo. Our current logo is a little out dated, and, more importantly, all the versions of this image that we have are far too low in resolution to look good on any document. A possible new logo for TGSA has been designed and will be presented at the GM for feedbacks.

- The TGSA Spring GM is followed by the TGSA Spring Fling at Riley's from 8pm to 10:30pm

- Important announcements about events that involve graduate students are usually posted via the [Blackboard email listserve](#), Facebook [group](#) and [pages, website](#) and also [Twitter](#) page. For more information about each of this, please click the corresponding links and keep an eye on each of this for important announcements.

## **13. Adjournment**

Mover: Alison Fraser

Second: Everyone

Discussion: None

*Motion carries (27/27)*

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## **Addendum I: Executive Reports**

### **a. President**

This has been a very hard year for the TGSA. We got off to a bit of a rough start with many of

our executive positions being vacant and a transfer of positions that could have been smoother. As such, there have been a number of errors within the operations of the TGSA. Regardless, I have been able to accomplish several tasks over the course of my tenure as TGSA President many of which I think will make the operations of the TGSA smoother for the incoming TGSA 2018/2019 Executives and Board of Directors.

- *More information will be provided in the minutes*

**b. VP Internal Affairs**

- *More information to be provided in the minutes*

**c. VP Communications**

Main Duties include:

- 1- Schedule meetings and preparation of TGSA meeting agendas and act as scribe
- 2- Oversee the maintenance of the TGSA office
- 3- Oversee the maintenance of TGSA social media, email, website and Blackboard mailing list

Committees

- Health Benefits Committee
- Food Service Advisory Committee
- Technology for Teaching and Learning Subcommittee
- Trail College Council

Up-to date report since Fall GM:

- 1- Attended Food Service Advisory Committee meetings and other committee meetings
- 2- Attended all TGSA Board and Executive meetings
- 3- Update to the Blackboard mailing list
- 4- Update to the TGSA website and currently working on redesigning the website
- 5- Participated and helped organize Spring Fling
- 6- Participated and helped organize Spring General Meeting

**d. VP Finance**

- Processed and administered bursaries (conference, student support and emergency)

- Chaired the Finance Committee
- Overlooked the bank accounts and cheque books
- Organized and collected financial documents
- Worked with McColl Turner and Grant Thornton on accounts to perform the audit for the TGSA Finances in the 2016/2017 Academic year.
- Created a budget for the academic year and a proposed budget for the following year
- Went to Executive and Board Meetings when possible
- Helped out and participated in events hosted by the TGSA.
- Answered financial inquiries by students

**e. VP Student Affairs**

- *More information to be provided in the minutes*

Main Duties include but not limited to:

- 1- Act as a contact for student queries, issues related to non-academic issues.
- 2- Represent TGSA in various committees within the university.
- 3- Develop social events for Graduate students.

Committees

- Finance Committee
- Housing Committee
- Graduate Housing Committee
- Student Wellness Committee
- Convocation Committee
- Orientation Committee
- Entrepreneurship Centre User Group
- Long Term Planning Committee

Up-to date report since Summer:

- 1- Attended TGSA Board and Executive meetings
- 3- Organized the TGSA Summer BBQ
- 4- Participated in the organization of the Orientation week at Trail College.
- 5- Participated in the MEd Orientation presentation.
- 6- Participated in the organization of the Fall GM
- 7- TGSA LinkedIn Page
- 8- Design posters and help organize the TGSA Spring GM and Spring Fling

#### **f. VP Senate Representative**

As VP Senator for the TGSA during 2017-18, I attend all meetings of Trent University's Senate Executive Committee, and Senate itself, in addition to several Senate subcommittees. The Curriculum and Regulations Committee handles major and minor course modifications in the School of Graduate Studies, proposals for new graduate courses, diplomas, and programs. The Graduate Studies Committee also reviews these items, in addition to other matters, before items move to Senate for approval. I was asked to serve several times on the Special Appeals Committee, when the special appeal was brought forth by a graduate student. As an observer, I attended multiple graduate department committee meetings, in addition to the regular meetings of the TGSA Board, and the TGSA Executive. I attended as many public lectures and events as possible, and met with students to discuss issues related to graduate studies at Trent. I contributed my best effort to find student representatives to fill vacant committee positions. As the Graduate Student Senator, I was appointed by Senate to be a member of the Advisory Committee (to the Board of Governors) for the Review of the Presidency, which entailed community and stakeholder outreach and survey, to propose a draft mandate for Trent University 2019-2024. This process happens only once every four years, and it was very interesting to witness and be able to contribute a graduate student voice. The VP Senator position in the TGSA often required weekly effort, but it has been a good year, and it has been a great experience, seeing how the academic system at Trent operates

### **Addendum II: Commissioner Reports**

#### **a. Equity Commissioner**

I have been unable to attend regular executive and board meetings due to the meeting times: unfortunately, evenings were not conducive to my living arrangements (roughly 40 minutes from Peterborough) and most importantly to my infant daughter's needs.

As per my responsibilities as Equity Commissioner, I was to prepare a presentation for the AODA, Human Rights Code, and university's Discrimination and Harassment Policy, the Accessibility

Policy, and the Sexual Violence Policy, and host an equity-focused event. While I planned to complete these things – for example, I made a PowerPoint presentation with the intention of presenting these policies, and I attempted to organize a Kairos Blanket Exercise with the program representatives for the Indigenous Studies PhD and Canadian Studies/Indigenous Studies MA, as well as the First Peoples House of Learning – I was also unable to achieve any of this, primarily because it has not been possible for me to attend TGSA board meetings.

I did receive training for the Special Appeals Senate Committee from Andrea Walsh on 26 October 2017, but did not ever hear back about training for the Presidential Advisory Council on Human Rights, Equity, and Accessibility (PACHREA) or the Religious/Spiritual Affairs CASSC Task Subcommittee.

I sincerely apologize for my lack of productivity and of course decline the stipend that I understood was to be attached to this position, as I am certain I did not earn it. I will no longer be involved with the TGSA in any capacity. I wish the best for the incoming Equity Commissioner, as well as the TGSA in general.

## **b. Environmental Commissioner**

Since I began the role of Environmental Commissioner in July, I have been organizing green initiatives, contacting environmental organizations both on and off campus and sitting on various environmentally-related committees.

In October, I collaborated with Random Acts of Green in organizing a sustainable Halloween event (the HallowGreen Costume and Clothing Swap) to give Trent students and the Ptbo community a chance to donate old clothing and engage in a more sustainable (and cheaper!) way to shop. A few students and families came to the event and brought with them several bags of clothing for donation. We then filled our car to the brim with used clothing and dropped it off at Talize.

To help ensure the TGSA remains environmentally conscious, I've also created signs for us to use at events to help people sort their waste appropriately into the various waste bins provided (i.e., landfill, compost, recycling). I've also purchased a bin for the TGSA to collect compost during events.

Since being contacted by a few concerned students back in October, I have initiated and been involved in several discussions regarding the developments on Trent's wetlands. Working with these individuals, I helped organize and MC the Market Hall event we held to raise awareness of the issues associated with these developments and have an open community discussion on what can be done moving forward.

As part of my duties as EC, I presented the University's Environment and Sustainability Policy for the TGSA board in January, and have attended several environmentally-related committee meetings. The committees I was involved in this year were the Nature Areas Stewardship Advisory Committee (NASAC) and the Environmental Advisory Board (EAB); however, there are several

other environmentally-related committees which I did hear from this year or get a chance to engage with, such as the Fair Trade Campus Steering Committee, the Trent Sustainable Agriculture Experimental Farm Committee, and the TGSA Sustainability Committee. From my experience as EC this year, it seems there is a lack of communication between environmentally-related groups on campus, and I think increasing communication and strengthening connections between these groups should be a focus moving forward.

If you are interested in running for Environmental Commissioner, please feel free to email me anytime at [lisatejpar@trentu.ca](mailto:lisatejpar@trentu.ca). I'd be happy to chat with you about my experience!

### **c. Health Benefits Commissioner**

Accomplishments:

1. Opt-in Opt out period from January start went off better than September's did.
2. We were better able to communicate what was covered and what was not covered.

Further initiatives:

1. Get a simpler layout for information cards geared to families of international graduate students
2. Make sure students understand the plan and get the information they need in a timely fashion
3. Look into a way of obtaining our own feasible plan.

### **d. International Student Representative Commissioner**

Main Duties include but not limited to:

- 1- Act as a contact for international student queries, issues related to non-academic issues.
- 2- Represent TGSA in various committees within the university.

Committees

- Library Committee

Up-to date report:

- 1- Attended TGSA Board meetings
- 2- Attended all scheduled library committee meetings to represent the interests of grad students

- 3- Participated in the TGSA Summer BBQ
- 4- Attended the International Graduate Orientation to answer questions for international students re: UHIP

### **e. Ontario Graduate Students' Alliance Commissioner**

External Affairs Commissioner (formerly OGSA Commissioner)

- My original position was to represent Trent University on the board of the Ontario Graduate Students' Alliance. I was a Member At-Large, meaning that I did not hold the position of President, Vice-President, Secretary or Treasurer, but participated in the one-hour monthly board meetings.
- The board chose to fire its Executive Director (its one staff member) due to an inability to complete the duties in his contract. This was also a reflection of problems with his past job performance.
- The board also lost two members (out of its seven member schools), and as the OGSA was no longer able to fulfill its mandate to advocate on behalf of Ontario graduate students, it passed a motion to dissolve.
- I took over as President to oversee the dissolution process, which includes a re-distribution of OGSA funds (which originated from levy fees paid by member schools). The dissolution process is underway, and should be completed before the end of my term on April 30, 2018.
- To reflect this change, the TGSA board has eliminated the OGSA levy fee for incoming graduate students and has re-named my position as External Affairs Commissioner. The new commissioner will now be more broadly responsible for matters external to the Trent graduate student body (e.g., relations with the TCSA, with the City of Peterborough, and/or the province of Ontario).