

**MINUTES of Trent Graduate Students' Association Spring Annual General Meeting**  
**Meeting Date:** April 09, 2014

**Call to order:** An annual general meeting of Trent Graduate Students' Association was held in Bagnani Hall, Trill College on April 09, 2014. The meeting convened at 7:00 pm President Karen Everett presiding.

**I. Financial Report**

- 2 main sources of funding: college fee and grad student levy fee. Bylaws dictate to a certain extent how funds are spent. Budget we worked from this year that was approved in the fall was developed with this in mind.
- Our annual audit will be conducted following our fiscal year end (April 30<sup>th</sup>)
- ⊗ INCOME:
  - Budgeted an income of 22k and received just over this
  - Rolled over about 9.5k from last year
  - Other - Received an extra 2k in income from the Pan Colleges Fund; 39.51 transferred in from a separate account the TGSA previously maintained that was not being used
- ⊗ EXPENSES:
  - Almost 12k on conference bursaries
  - Almost full 3k allocated to conference and group support will be spent once ENLS dragon boat team funding goes through
  - 5k to Symons and 500 to 3MT (to send winner to provincials)
  - No capital purchases made this year
  - \$100 spent from 'other' were prizes for the equity survey Adam conducted
  - \$1500 will be transferred to our ING savings account (as per by-laws)
  - New this year are insurance and audit expenses
  - Pan college budget:

• Meet & Greet	\$200.00
• Symons Seminar	\$500.00
• Group Support	\$400.00
• Spring Fling	\$300.00
• Spring AGM	\$600.00
<b>Total</b>	<b>\$2,000.00</b>
- In total we over budgeted by about \$500, but we budgeted for less money than we actually received by at least \$600.
- Of the 34k budgeted in expenses, we've only spent about 19k; but many large amounts are still to come out for this fiscal (e.g. audit, pan college funds, ENLS dragonboat team registration)
- While we over budgeted by just less than \$600, we received just over \$600 more in income than we had originally budgeted. Of the 34k we budgeted to spend, so far about 20k of this has actually been spent, but there are many large expenses still to come out before the end of the year.
- We anticipated about 12k in income and actually received about 15k from the levy fee alone
- ⊗ LEVY FEES:
  - Of the \$1200 in CUPE support for various events, we have received \$800; just awaiting payment for Festivus and will be provided refund for Spring Fling after the event takes place.

- We rolled over about 7.5k from last year
- Total budgeted income of about 20k and actually received about 23k
- We budgeted \$100 for communications which remains unspent
- We were just over about \$1200 budget for BBQs; was about bang on with our 2k budget for intro week, and was slightly over for our \$700 budget for Festivus
- Spring Fling has yet to take place, but an additional \$300 was also allocated from the Pan Colleges fund and will come up there in the accounting.
- About \$900 of \$1500 budgeted for other social events (e.g. planting party, hockey night, laser tag, etc.) was spent. Part of the under-spending resulted from ENLS contributing \$300 towards the green planting party event that allowed us to retain fund we originally budgeted for this.
- Microfilming budget will also remain unspent as the university has moved towards digitizing theses; we will be proposing to the next TGSA that they instead put these funds towards providing graduating students with a set amount to help with costs of printing/binding theses.
- We spent 1/3 of our \$900 operating cost budget.
- Honoraria for executives in the amount of \$1000 per year and directors in the amount of \$50 per year will be distributed before the end of the fiscal year. The \$500 shown as already being spent was from an honoraria cheque from last year being processed into our fiscal year.
- The \$67.80 that appears under other was also an expense from last year that ended up rolling over into our fiscal year, and was for the beep test associated with the fitness challenge the TGSA put on last year.
- So here we under-budgeted by almost 4k; so far we've spent about 6k of the 17k we budgeted in expenses, again keeping in mind a number of larger transactions (e.g. honoraria and Spring Fling) are yet to be processed.
- In summary, we budgeted for a total income of about 54k and had planned on spending about 51k of this budget; we actually received about 57.5k, and have spent 26k so far, with many larger transactions still to occur before the end of the fiscal year on April 30<sup>th</sup>.

## **II. Communications Report**

- Sent out bi-weekly e-mail newsletters every first and third week of the month starting in September, updating the membership on activities, decisions, deadlines.
- Maintained TGSA Website and Facebook group and Twitter account.
- Oversaw TGSA e-mail, answering emails quickly

## **III. Social Events Report**

- This year's events: Summer BBQs, Orientation week, Movie night, Hockey night, Festivus, Laser tag, Planting party, Meet and Greet, Spring fling
- Social events evaluation survey: To evaluate the overall satisfaction with our social events over the past year; enter in a draw to win one of the \$50 FreshCo gift cards.

## **IV. Senate Report**

Some of the things that happened this year:

- ⊗ SMA (Strategic Mandate Agreement)
  - March: motion passed to approve the university's SMA document with amendments (available on the portal) to negotiate with Paul Genest, special representative for MTCU.
  - Negotiations took place on March 20<sup>th</sup> with Genest, President Franklin and his team

- Interim Dean of Graduate Studies was also included in the negotiation discussion
- The SMA (the ‘version’ the MTCU uses) will be released soon.
- The SMA will guide future program approvals, and targets for undergraduate and graduate enrolment; ie. all programs to be approved for the next 3 years must be included in the SMA.
- ⊗ GRADUATE ALLOCATIONS
  - Grad allocations for 2014-15 declining: government may prohibit Trent from growing programs and getting more grad allocations.
- ⊗ NEW GRADUATE STUDIES REGULATION:
  - Students seeking an extension beyond the approved time limit in a graduate program, as well as students who switch from full-time to part-time status, must establish an agreement with their supervisor that outlines a timeline to completion, including milestones and deadlines prior to submitting the request for extension. At the beginning of each subsequent term, the student must submit a progress report to the Program Director, copied to their supervisor, outlining the milestones achieved, as well as a revised agreement covering the next term. Failure to meet milestones in the agreement may be deemed as unsatisfactory work and may lead to removal from the graduate program.
- ⊗ CHANGE TO GRADUATE FACULTY APPOINTMENTS:
 

Three types of appointment:

  - Regular (tenure track): can supervise
  - Associate (can be co-supervisors, Professors Emeritus or Emerita; senior faculty member at another school, LTA): cannot be the primary supervisor
  - Special (appointed for special tasks): can’t supervise or co-supervise
- ⊗ OTHER MENTIONABLES
 

SRP (Strategic Research Plan):  
Program approval (M.Ed.)

## V. Environmental Report

### GREEN EVENT

- 20+ students in attendance
- 37 seedlings total, in addition to several tomato and basil plants
  - Planted in coconut husk pots or yogurt containers (tomatoes and basil)
- One mature tree, supports 2 people with oxygen for each year, and absorb 48 lbs of CO2.
- Recommending to partner with TCSA next year, and carry out larger “tree drive” – undergrads were very enthusiastic to receive leftover seedlings at end of event.

## VI. Long Term Planning Committee Report

- It is the only official sub-committee of the GSA that works on long term issues that affect graduate students. As discussed at the Fall AGM, the Long Term Planning Committee took on a number of projects this year and we will give you an update on what happened since the fall.
- The committee is working on producing an internal end of year report that will be passed along to the next administration to provide them with the background on what we have done this year, as well as our recommendations on how to proceed in the upcoming year.
- ⊗ PROFESSIONAL DEVELOPMENT

- The survey went out in November and we had 72 respondents; 2/3 were master's students and 1/3 were Phd students
- The top desired academic workshops were:
  - How to write for academic publications
  - How to write for grant applications
  - How to write for other audiences
- The top desired professional workshops were:
  - How to prepare for an academic interview
  - What transferrable skills do I have?
  - How to apply for academic jobs
- The career centre put on a workshop about identifying transferrable skills in late March. They also said that in the fall they could design a workshop on the academic job process.
- However, grant writing workshops will need to come from the School of Graduate Studies. I am making a recommendation for the next TGSA to work with the new dean on this over the summer so they can be offered in the fall in time for Tri Council and OGS applications.
- ⊗ OGS/TRI-COUNCIL PROCESS
  - Concern: There was student concern about transparency and fairness in award allocation after OGS and Master's Tri-Council funding was devolved to the university.
  - What was done and by whom: We conducted research and met with members of the Graduate Studies Office.
    - Scoring Committees
    - Scoring
    - Partiality
    - Proportions for awarding
    - Future of Doctoral Tri-Council process
    - Posting award recipients
    - University award allocations
    - Distribution of funding/Merit of awards
  - What we'd like to see: Ask that award recipients and project names for OGS and Tri-Council be posted on the Graduate Studies website.
- ⊗ MEETING WITH THE DEAN AND PROVOST
  - Meetings with Doug Evans (DoGS) on 1/21/14 and Gary Boire (Provost) on 2/13/14
  - Outlined areas of concern for grad students (major and minor):
    - 1) Cuts to the grad studies budget
    - 2) Transcript fees for current students
    - 3) Tuition increases for students past funding
    - 4) (for DoGS only) Communications to graduate students
  - Response from the administration
 

We found out that no cuts were implemented in 2013-14 because they received money from province. This coming year there will be cuts. .

As for the rest of our requests, the Dean cannot implement them at the moment.

    - **Motion from the floor:** Be it resolved that the TGSA membership collectively express its disappointment in the Dean of Graduate Studies, Doug Evans, and the Provost Gary Boire, in failing to adequately work with the TGSA Long Term Planning Committee to address student issues, specifically related to university cuts.

Be it further resolved that the TGSA membership empower the Long Term Planning Committee to continue with University administration to address student issues. (Presented by TGSA member Sean Carleton.)

Amendments: “disappointment with” rather than “in”; “especially” rather than “specifically”; “university” budget cuts; and “continue to work with”

○ **Amended Motion anonymously carried**

⊗ EQUITY REPORT AND SURVEY RESULTS

1. Survey: 80 people responded
  - a. Lack of Summer Medical Services in campus
  - b. Gender Equity (especially, women students for harassment)
  - c. Campus Accessibility, PACHREA said their van is available for everyone.
2. President’s Advisory Committee of Human Rights Accessibility and Equity (PACHREA) Hasn’t really met in the last year
  - a. Gender and Equity Sub-Committee: they want to do a census of students,
  - b. New Human Rights:
  - c. Ad Hoc Committee on Ombuds/Conflict Resolution: set up recently, responsible for resolving the conflict; resolve the conflict; conflicts between grad students and supervisors;
  - d. Accessibility Sub-Committee:
  - e. Education Sub-Committee: more undergrads

**VII. Referendum Questions**

4 questions this year. Will be done through email.

▪ **Health Benefits**

- First of all, our benefits will be going up.
- RFT process:
  - ✓ RFP was posted in January
  - ✓ The closing date was February 14<sup>th</sup>
  - ✓ We received 5 proposals
  - ✓ A committee was formed to review the proposals
  - ✓ Evaluation criteria:
    - Experience with student organizations (confirmed by references) – 15 Points
    - Benefits included in the plan and the Cost – 50 Points
    - Commitment to customer service (confirmed by references) – 30 Points
    - Value added services – 5 Points
- Two options: stay with MS or go with Student VIP
- Coverage comparison (refer to chart)
- Rate comparison (refer to chart)
- Services:
  - ✓ Student VIP
    - Direct2U prescriptions
    - Vision Care Discount
    - Graduate Student Conversion Plan
    - Website
    - Student Support
  - ✓ Morneau Shepell

- Student Dental Discount Network
- Vision Care Discount
- Website
- Student Support
- **Referendum Question:** *Our current health insurance broker, Morneau Shepell, has proposed to maintain our coverage through the following academic year at a price of \$500 per student per year. Student VIP has proposed a rate of \$450 per student per year for improved coverage. If you vote no, the TGSA will remain with Morneau Shepell as our broker. If you vote yes, we will change to Student VIP. Do you support a change to Student VIP for September 2014?*
  - Yes (Student VIP - \$450 per student)
  - No (MS - \$500 per student)
  - Abstain (No opinion – vote discounted)
- **KWIC Levy Fee**
  - KWIC is a charitable Global Education Center that promotes dialogue and understanding on world issues and their local connections, to enable people to engage in positive social and environmental change in the Peterborough and Kawartha areas
  - Opened in 1985 as a “Learner Centre”; 1989 incorporated as a charity; Trent students vote to support the centre with a refundable levy
  - KWIC is currently located in the Environmental Sciences Centre at Trent University and home to Sustainable Trent, Trent Oxfam and the Indigenous Environmental Studies Resources
  - It is increasingly difficult for charities to secure ‘undesigned’ or operational funding to help cover the costs for staffing , insurance, etc. The levy funding would assist KWIC to keep the centre running at the needed capacity to enable youth-led programming and training, grant writing, student mentoring, research and broader volunteer engagement.
- Referendum Question:** *Do you support the creation of an additional graduate student levy fee at the value of \$5.35 (matching the undergraduate contribution) to support the Kawartha World Issues Centre?*
  - Yes
  - No
  - Abstain
- **Bylaw Updates**
  - Now require at least 3 summer events spaced one month apart
  - Removed the ability of any two directors to sign contracts or sell shares, bonds etc.
  - Removed restrictions of “associate members”
  - Conference bursary policy now incorporates applicant’s previous 12 month history
  - Program representatives should recruit their replacements
  - Program representatives must now be elected unless no alternative is available – Then they may be appointed
  - First year representative now open to any student currently in their first year
  - Health benefits coordinator is no longer mandatory
  - Honorarium policies written into the bylaw to match current practices
  - Numerous term corrections
  - Consistency corrections

**Referendum Question:** *Do you endorse the Trent Graduate Student Association bylaw amendments as listed in the March 19 Bylaw document on the TGSA website?*

- Yes
  - No
  - Abstain
- **Student Center Levy Fee**
- Referendum Question:** *Do you endorse the creation of an additional graduate student levy fee in the amount of \$95.01 (matching the undergraduate contribution) in support of the development of a student run centre in which graduate students would be guaranteed, at minimum, floor space proportional to investment, and for which a written agreement with the university administration and the TCOSA would ensure this space would be solely controlled by the TGSA on behalf of our members?*
- Yes
  - No
  - Abstain

### **VIII. Elections**

Executive Candidates:

President: Rathika Balthasar & Michael Floros

VP Internal Affairs: Tayo Aloh

VP Finance: Bex Williams

VP Operations: Elizabeth Ramsay & Latchmi Raghuhanan

VP Student Affairs: Lauren Banks

Directors:

Senator: Gary Larsen

Environmental Commissioner: Open

Equity Commissioner: Ashley Neale

History (M.A.): Alexander McPherson

Psychology (M.A./M.Sc.): Greg Tracey

Sustainability Studies (M.A.): Kristen Potter

Theory, Culture, Politics (M.A.): Paul Ciuk

**Meeting Adjourned: 8:35**