



TGSA Board Meeting Agenda

Date: August 4th, 2020 (Tuesday)
Start time: **End time:**
Location: Zoom video conference

Chair: Sandra Klemet-N'Guessan
Scribe: Shyong Quan (Elicia) Yap
Attendance:
Regrets: Shannon Fiedler

1. Presentation(s) and Discussion (s) without voting

Introduction and updates from board members

2. Call to Order

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

3. Adopt the Agenda:

Mover:
Second:

Discussion

Approve:
Oppose:
Abstain:

4. Past Meeting Minutes

4.1 Adopt the Minutes from the Verbatim Minutes from 7th July 2020 Board Meeting

Mover:
Second:

Discussion

Approve:
Oppose:

Abstain:

4.2 Adopt the Minutes from the Summarized Minutes from 7th July 2020 Board Meeting

Mover:

Second:

Discussion

Approve:

Oppose:

Abstain:

5. Presentation(s) and Discussion (s) with/without motions

- a) Sandra (President)
 - (i) Updates on initiatives brainstorming re addressing systemic racism at Trent
 - (ii) Good supervisor campaign week + TGSA's mandate re mental health and inclusion
 - (iii) TGSA board event in September?
- b) Sebastian (VP internal affairs)
 - (i) Proposed amendments

Link to document:

https://docs.google.com/document/d/1luH_4qJf3ISaNTGFA2_LOwT0Y3CWED38Yir7e0wzgw/edit

6. Updates from CUPE

Alison (CUPE Unit 2 representative)

- a) Presentation on health and safety requirements for students should they have to return to campus (PDF attached in email)

7. Executive Reports (see Addendum I)

- a) President
- b) VP Internal Affairs
- c) VP Communications
- d) VP Finance
- e) VP Student Affairs
- f) VP Senate Representative

Minutes: Additions to Executive reports

Motion to Approve the Executive Reports

Mover:

Second:

Discussion

Approve:

Oppose:

Abstain:

8. Commissioner Reports (see Addendum II)

- a. Equity Commissioner
- b. Environmental Commissioner
- c. Health Benefits Commissioner
- d. International Student Representative Commissioner

Minutes: Additions to Commissioner reports

Motion to Approve the Commissioner Reports

Mover:

Second:

Discussion

Approve:

Oppose:

Abstain:

9. Question Period and Departmental Issues

10. Business Arising from the Minutes

11. Motions

- a) Anique (VP finance): Motion to move funds into the emergency bursary account

Link to document:

https://drive.google.com/file/d/1NvJG5M_dEvjPS2JaOHHgJa5nYy0xYN2C/view?usp=sharing

12. Other Business

13. Notices of Motions and Announcements

- a. The next board meeting will be held 1st September 2020
- b. The reports and motions for that meeting are due 27th August 2020

14. Adjournment

Motion to Adjourn the Meeting

Mover:

Second:

Discussion

Approve:

Oppose:

Abstain:

Addendum I

Executive Reports

Sandra (President):

General

In July, I had a high-level outlook on various initiatives executives were working on: bylaws amendments by VP Internal Affairs, the website by VP Communications, finalized budgets including events by VP Finance and VP Student Affairs, a plan for the series of orientation events we will organize in late July and during the whole month of August for incoming students.

Systemic racism at Trent

I also did two consultations (a racialized professor at a different institution and a postdoc at Trent) and read regarding the initiatives we could put in place to address systemic racism at Trent. I then met with Craig Brunetti and suggested three initiatives: establishing a fund specific to marginalized students, writing a student-supervisor agreement and encouraging good behavior through the supervisor award and a “good supervisor” week, and a symposium with panelists within and outside of Trent (alumni network?). I have also been updating the Student Leaders’ group with this brainstorming and hope to get them to participate to that symposium.

Other

During my meeting with Craig, I have pushed again to have in-person classes for grad students and to get access to the grad email list. Lastly, the TCSA, TDSA, TISA, TUNA, and student governors and senators have formed a student caucus to consolidate efforts and lobby the university regarding issues that concern all Trent students.

Sebastian (VP Internal Affairs):

At the June Board meeting, the 2017 version of the By-Laws and Policies was adopted as the official governing documents of the TGSA. Over the course of July, I was occupied with the drafting of amendments to this version of the TGSA By-Laws and Policies alongside TGSA VP Finance, Anique Chatzis.

Our main focus in these amendments are as follows:

1. The remodeling of Arts and Science representative positions to include students from any year of their graduate program.
2. The implementation of previously ratified amendments from 2019 regarding elections and transition periods,
3. Making changes to the role of the VP Finance and the requirements regarding budgetary sections including levy fees and allocation of capital reserve funds.
4. Changes to the wording of the Emergency Bursary application.

A copy of the amendments has been sent out to the Board in advance of this meeting and a copy is appended to this report. I continue to look at ways to bring our governing document up to date and clarify the ways in which the TGSA functions and welcome any suggestions from Board members.

As the 2020-2021 school year approaches, I've also reached out to the Director and Administrative Assistant of the Frost Centre to get an idea of their plans for orientation in September. I'm also working to encourage my peers in the Frost Centre to run for MA and PhD Program Representatives to the TGSA.

Appendix:

Proposed amendments to the Policies and By-Laws of the TGSA

July 2020

Compiled and Drafted by:
Sebastian Johnston-Lindsay, VP Internal Affairs
Anique Chatzis, VP Finance

As per By-Law 26.03, the topics of the following amendments were reported to the VP Internal Affairs 30 days in advance of the August 2020 Board meeting and a draft version of these amendments and the topics to be covered in them were introduced to the TGSA Board on July 7th, 2020. Board Members to vote on the proposed amendments during the August 4th, 2020 Board Meeting.

All Amendments will require ratification by the General Membership at the next General Meeting, to be held during the Fall term of 2020, as per By-Law 26.01 and 11.01, respectively.

Amendment 1.) To change the titles of both the First Year Arts Representative and the First Year Science Representative to Arts Representative and Science Representative, respectively, anywhere they appear in the Policies and By-Laws of the TGSA following the passage of this amendment, either as a whole or in part, and allow for these positions to be held by one (1) student in each position from any year of their respective graduate program, provided they are a

full member of the TGSA at the time of their candidacy. Nothing in any section of this amendment shall restrict a first-year student from running for either position.

i.) Amend By-Law 18.01.01 - "Only the First Year Arts Student Representative and the First Year Science Student Representative shall be elected at the Fall General Meeting"

To

"Only the Arts Student Representative and the Science Student Representative shall be elected at the Fall General Meeting"

ii.) Amend Policy 1.01.01 a. - "The First Year Arts Student Representative and the First Year Science Student Representative will not yet be elected and are excused from providing reports."

To

"The Arts Student Representative and the Science Student Representative will not yet be elected and are excused from providing reports."

iii.) Amend Policy 1.01.07 - "The VP Internal Affairs will introduce the nominated candidates running for the First Year Science Representative and First Year Arts Representative. If time allows, each candidate may give a short two (2) minute speech. The VP Internal Affairs will time the speeches. Voting will occur after in accordance with Bylaw 18."

To

"The VP Internal Affairs will introduce the nominated candidates running for the Science Representative and Arts Representative. If time allows, each candidate may give a short two (2) minute speech. The VP Internal Affairs will time the speeches. Voting will occur following these speeches in accordance with Bylaw 18."

iv.) Amend Policy 2.02.02 j. - "To oversee the elections of the First Year Arts Representative and First Year Science Representative at the Fall General Meeting;"

To

"To oversee the elections of the Arts Representative and Science Representative at the Fall General Meeting;"

v.) Remove Policy 4.02.2 - "Candidates for the First Year Arts Representative and First Year Science Representative positions must be in their first year of graduate studies either full-time or part-time at the time of their appointment"

vi.) Amend Policy 4.05.01 a. from - "Only first year students may vote for both the First Year Arts Representative and First Year Science Representative;"

To

"Only Arts students may vote for the Arts Representative; only Science students may vote for the Science Representative;"

vii.) Add Policy 2.03.06 h. "The Arts Representative shall be a Full Member enrolled in one of the following graduate programs at Trent University:

-M.A. Applied Modelling and Quantitative Methods; M.A. Anthropology; M.A. Canadian Studies and Indigenous Studies; M.A./Ph.D. Cultural Studies; M.A. English (Public Texts); M.A. History; M.A. Sustainability Studies; M.Ed. Educational Studies; M.MGT. Management; Ph.D. Canadian Studies; Ph.D. Indigenous Studies;"

viii.) Add Policy 2.03.07 h. "The Science Representative shall be a Full Member enrolled in one of the following graduate programs at Trent University:

-M.Sc. Applied Modelling and Quantitative Methods; M.Sc. Bioenvironmental Monitoring and Assessment; M.Sc./Ph.D. Environmental and Life Sciences; M.Sc./Ph.D. Materials Science; M.Sc. Psychology; M.Sc.N Nursing; M.ICA. Instrumental Chemical Analysis; M.Sc. Big Data Analytics; M.Sc. Financial Analytics; M.Sc.F.S Forensic Science;"

Amendment 2.) To amend sections of By-Law 18 Elections to reflect 2019 amendments to a previous version of the By-Laws concerning the timing of elections as well as the transition periods of Board members.

i.) Amend By-Law 18.01 - "Elections of Executive Officers and Commissioner Board Members shall be held annually at the Spring General Meeting."

To

"Elections of Executive Officers and Commissioner Board Members shall be held annually at the Winter General Meeting. The term of office of the directors shall follow the Academic Year starting from February 28th after the date of the meeting. The previous administration will continue their duties until April 30th. During this two month period, there will be training for a successful transition over to the new administration. The directors will serve on the Board until April 30th the following year. If a meeting of the Members fails to elect the number or the minimum number of directors required by the *Act*, and outlined in By-Law 18.04, the directors elected at that meeting may exercise all the powers of the directors and the Officers if the number of directors so elected constitutes a quorum.

ii.) Amend By-Law 18.04 from “At the time of the Spring General Meeting elections the Executive positions of the President, Vice President Communications, and Vice President Finance must be filled. Any positions left vacant or positions that become vacant can be filled in accordance with Bylaw 15.02 and Bylaw 17.02.”

To

“At the time of the Winter Meeting elections a minimum of three (3) executive positions must be filled.”

Amendment 3.) To amend By-Law 19 Transfer of Executive and Commissioner Positions to reflect 2019 amendments to a previous version of the By-Laws concerning the timing of elections as well as the transition periods of Board members.

i.) Amend By-Law 19.01 “The transition of authority or Executives and Commissioners shall occur no more than thirty (30) business days after the conclusion of the Spring General Meeting.”

To

“The transition of authority or Executives and Commissioners shall occur no more than thirty (30) business days after the conclusion of the General Meeting.”

ii.) Amend 19.02 “Incoming and outgoing Executive Officers and Commissioners shall attend a transition meeting where the incoming and outgoing Executive Officers and Commissioners shall be briefed on their responsibilities and any other pertinent issues by the corresponding member of the outgoing Executive Officers and Commissioners. Each outgoing Executive Officer and Commissioners shall prepare a document (template included in Appendix 2) outlining the responsibilities of their role.”

To

“The Officers shall be elected by and from the Members at the winter general meeting of the Members. The term of office of the Offices shall follow the Academic Year starting from February 28th, during the transition period, and officially taking over the position May 1st, after the date of the meeting at which they are elected or appointed until April 30th after the next general meeting or until their successors are elected or appointed as per these By-laws. During the two-month period, March and April, between the election of the new administration, and the assumption of powers, it will be the responsibility of the outgoing administration to train and transition the new administration. This training will be appropriate for each of the positions on the board of directors and the executive committee. This will not affect the amount of money that each executive receives. Each outgoing Executive Officer and Commissioners shall prepare a transition document outlining the responsibilities of their role.”

iii.) Amend By-Law 19.04 “All incoming Executive Officers and Commissioners shall be given a bound copy of the Bylaws and Policies and Executive Officers will be given access to the Executive Contact Database.”

To

“All incoming Executive Officers and Commissioners shall be given an electronic copy of the Bylaws and Policies and Executive Officers will be given access to the Executive Contact Database.”

Amendment 4.) Amend By-Law 11 General Meetings and Special General Meetings to reflect 2019 amendments to a previous version of the By-Laws concerning the timing of elections as well as the transition periods of Board members.

i.) Amend 11.01 “The Executive shall organize and hold at least two (2) General Meetings of its General Membership in each Academic Year: one in the fall and one in the spring. General Meetings can be held at any location within the city of Peterborough”

To

“The Executive shall organize and hold at least two (2) General Meetings of its General Membership in each Academic Year: one in the fall term and one in the winter term. General Meetings can be held at any location within the city of Peterborough”

Amendment 5.) Amend Policy 2.02.04 b. Concerning the duties of the Vice President Finance.

“b. To keep all accounting books in accordance with the budget ratified by the Voting Body at the Fall General Meeting and maintaining a separate TGSA Levy Fee Budget and TGSA Student Support Fee Budget;”

To

“b. To keep all accounting books in accordance with the budget ratified by the Voting Body at the Fall General Meeting;”

Amendment 6.) Amend or remove sections of Policy 6: Finance.

i.) 6.03 “The annual Graduate Students’ Association dues of full time graduate students is \$40.00 as a TGSA Levy Fee and \$52.60 as a TGSA Student Support Fee for a total of \$92.60. The annual Graduate Students’ Association dues of part-time graduate students are \$20.00 as a TGSA Levy Fee and \$26.30 as a TGSA Student Support Fee for a total of \$46.30”

To

“The Graduate Students’ Association dues for one-term of full-time graduate studies at Trent Peterborough and Trent Durham is \$34.87. The Graduate Students’ Association dues for one-term of part-time graduate studies at Trent Peterborough is \$17.43. The

Graduate Students' Association dues for one-term of full-time graduate studies online is \$104.60 and part-time graduate studies online is \$52.30. The Graduate Students' Association dues for one-term of full-time course-based graduate studies is \$104.60 and part-time course-based graduate studies is \$52.30."

ii.) Remove 6.05.01 "The Levy Fee Budget and the TGSA Student Support Fee Budget shall be separate entities;"

iii.) Amend 6.05.02 "The TGSA Levy Fee Budget shall include the following items: Social Events (including Festivus, Spring Fling, Orientation Week, one summer event, and other small socials), Operating Costs (including newsletter printing, office supplies, and regular incidentals), Thesis Binding, Executive honoraria, Commissioner honoraria, and other nominated honoraria;"

To

"The TGSA levy shall include the following items: social events (including Festivus, Spring Fling, Orientation Week, one summer event, and other small socials), operating costs (including communications, office supplies, and regular incidentals), executive honoraria, commissioner honoraria, and other nominated honoraria; Conference Bursaries, Emergency Bursaries, and conference and group support, Capital Reserve, insurance, audit, staffing;"

iv.) Remove 6.05.03 "The TGSA Student Support Fee Budget shall include the following items: Conference Bursaries, Emergency Bursary, and Conference and Group Support,, Capital Purchases, Capital Reserve (non-jargon term: savings account), Insurance, Audit;"

v.) Remove 6.05.04 "The TGSA Student Support Fee Budget may include the following items if funds allow: Symons Seminar Series and Three Minute Thesis;"

vi.) Amend 6.05.10 "If the capital reserve contains \$40,000 and the Emergency Bursary contains \$5,000 all surplus funds at the end of the Academic Year shall be invested into the capital reserve."

To

"If the capital reserve contains \$40,000 and the Emergency Bursary contains \$5,000 all surplus funds exceeding \$20,000 at the end of the Academic Year shall be invested into the capital reserve."

Amendment 7.) Amend Policy 15: Emergency Bursary

15.01 The purpose of the Emergency Bursary is to provide additional and immediate financial support for Full Members who are experiencing an unexpected and harmful financial burden that is not covered by the Health and Dental Benefits Plan, pre-existing governmental support, or support from the University.

To

“The purpose of the Emergency Bursary is to provide additional financial support for Full Members who are experiencing an unexpected and harmful financial burden that is not covered by the Health and Dental Benefits Plan, pre-existing governmental support, or support from the University.”

Elicia (VP Communication):

In the month of July, I worked on:

- TGSA website including transferring of domain, still need to tweak the website some more like hyperlink the agenda and minutes as well as figuring out how to create a link to a specific column of the page
- Looking into getting a table plugin for our website
- Downloaded all the documents from the old website and uploaded it onto google drive, including the text in the old website
- Discussed communication budget with Anique
- Designing poster for orientation
- Looking into closing down our account with HostPapa
- Designing TGSA banner
- Designing the TGSA newsletter we will be launching in the Fall

Anique (VP Finance):

Completed/current duties:

- Modifications for the 2020/2021 TGSA budgetary projection for Fall
- Firm communications and events budget
- Requesting donations for COVID-19 bursary from CUPE
- Emergency bursaries and academic bursaries e-transfers
- E-transfer COVID-19 bursaries
- Amending policies regarding the GSA levy fees in the updated by-laws
- Policy amendments for emergency bursaries, academic bursaries
- Policy amendments for the VP finance section of the bylaws
- Re-making the emergency bursary and academic bursary applications to flow with CUPE 3908 forms, as well as dates for organization
- Find out about graduate enrollment for this upcoming year to adequately determine the income of the TGSA
- Look into the wages of GSA's from other schools
- Motion to move additional finances into the emergency bursary fund
- Filing additional emergency bursary requests
- Tighten up the budget where possible for basic function in hopes to expand for additional expenses if a surplus is seen

Incoming responsibilities:

- Student representative on the Special Appeals Committee

- Financial statements for 2018 to 2019 for future levy cheques
- Insurance
- Auditing

Jordon (VP Student Affairs):

Jordon will be sending his report shortly as he is moving and will only be getting internet on Sunday.

Janina (VP Senate):

Since our last Executive meeting, I have been in contact with Tara Harrington and Faith Mwesigye about the upcoming senate meeting. Tara has introduced me to the general operations and responsibilities of the senate. As suggested by Sandra, I reached out to the two student representatives, Fareeda and Rayna, on the board of governors to arrange regular updates and/or a communication channel. I also reached out to Maryam Monsef to ask for support in providing equal internet access to all students during the forthcoming online semester. In the remaining time, I finished cleaning up and re-organizing the overflowing vp senate email inbox and researched ways to support and/or organize BLM events.

Addendum II
Commissioner Reports

Verena (Environmental Commissioner):

I have been brainstorming more about the future green tips to be included in the TGSA newsletter starting in the fall. So far my thoughts are:

- Include 1 or 2 quotes of students' environmental ideas (their voices) drawn from the raffle box
- Introduce an environmentally relevant Twitter or Facebook or Instagram account to follow
- Portrait a campus group or local business (a few sentences or interview + picture)
- Give info on nature areas around Ptbo for fall / winter activities
- Portrait an animal or plant species present on Trent campus areas (especially the threatened ones)

I am open to other ideas! Besides that, I have been actively contributing on the Slack channel and I look forward to being a part of the orientation events in the coming month.

Maryam (International Student Representative Commissioner): -

Tanya (Equity Commissioner):

Hi everyone. Hope you are all doing well and enjoying your summer. Last month I tried to come up with some ideas about what we could do to address systemic racism at Trent. I also

talked with a couple of my friends of colour about it. Indigenous people have a beautiful saying: "Nothing about us, without us." So I thought it would be best to talk with them and know their feelings about the whole situation, as I would not be able to see things purely from their point of view. Therefore, some measures that could be taken by our university are that we could have multiple "workshops", hosted by black experts as well as those who have had first-hand experience with this issue, throughout the year to address and raise awareness about racism in Canada. Racism here can be a kind of hidden one here in comparison with what we see in the States because of the multicultural nature of the Canadian society, so it would be a good idea to create an opportunity to cast a light on this issue. Another idea would be having more diverse faculty that represents the altering demographic of Peterborough. I know that it might not be very feasible, as my feeling is that professors of colour might be more inclined to apply for universities in more culturally diverse cities like Toronto, but it is something that we could keep in mind. Trent could also offer more specifically black studies courses. I know there are a number of courses being offered like "BLM" and "Race and Ethnicities" courses, but I think there is more room for further development here especially for some black studies courses to be taught by professors of colour. Another idea can be having more activities and events on campus runned by students who have experienced academic racism and are willing to contribute to awareness-raising. Also, I heard from one of my black Caribbean friends that the students who are not born in Canada and their first language is not English are rigidly defined and punished academically if they do not write in a certain way, so some pedagogical shift to acknowledge cultural differences would be nice. Another friend also told me that minority students (especially the international ones) are usually in a precarious condition more than others because of the limiting rules about the hours they can work which should be part-time if it is an off-campus one; therefore, when it comes to the situations like this pandemic that we are currently going through it would become difficult for them to pay the full tuition as well as make the ends meet. So if the working law regarding international students could be more supportive, and if there was something that the university could do about the tuition, especially now that the things are mainly online, it would benefit not only international students but also the domestic ones. These are some ideas that we could consider for making our university a better place to offer a more warm and inclusive experience for all the students. I would appreciate your feedback and ideas and if there is anything else I can do, just let me know!

By the way, the PACHREA subcommittee meeting is going to be sometime in August and after that I may be able to offer more updates on the Federal Grant that Trent has applied to for improving accessibility around campus. With regards.