

**Trent Central Student Association  
Eighth Meeting of the 2023-2024 Board of Directors  
Sunday, March 3rd, 2024, at 1:00 pm- Online**

**1. Call to Order**

**START TIME: 1:12 PM**

This meeting took place virtually.

**2. Roll Call**

**Chair:** Rob Monico (he/him)

**Present**

TCSA President Aimee Anctil (she/her)  
VP Health/Wellness Bri Policchico (she/her)  
VP Campaigns/Equity Alexx Bodden (she/her)  
VP University & College Affairs Rovel Rehman (she/her)  
Indigenous Students Commissioner Katie Lariviere (she/they)  
Enviro/ Sustainability Commissioner Alyssa Scanga (she/they)  
GC President Emily Johnston (they/she)  
OC President Ashley West (they/them)  
OC Commissioner Jonathan Naylor (he/him)  
LEC Prime Minister Noah Edwards (he/him)  
LEC Commissioner Sarah Ovens (they/she)  
Traill Commissioner Taylor Labelle (she/her)

**Regrets**

Mature Students Commissioner Chase Kilbourne (he/him)

**Absent**

Racialized Students Commissioner Furo Ibisiki (she/her)  
International Students Commissioner Apoorva Kulkarni (she/her)  
Queer Students Commissioner Elias Malcolm (he/him)  
Part-time Students Commissioner Khidhr Alam (he/him)  
On-Campus Commissioner Moeez Khawar (he/him)  
Off-Campus Commissioner Dustin Hannah (he/him)  
GC Commissioner Meet Rajgor (he/him)  
Traill President Aidan Cooke (he/him)

**Association Staff**

Resource Manager Wendy Walker (she/her)

**Members of the Public**

Louane Morin (she/her) - The Arthur.

### 3. Land and Labour Acknowledgement

Chair Monico reads, *“The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugueeg Anishnaabeg people of Treaty 20 and the Williams Treaty, who have been taking care of this land since creation. As visitors to these lands, we would like to acknowledge the displacement and sacrifices of all Indigenous peoples who lived, learned and gathered here, much like we are today. Peterborough, or Nogojiwanong, as it was originally called, has become home to many, and we would like to recognize the contributions made by other First Nations, Metis and Inuit peoples to this community. We give further thanks to the people of Curve Lake First Nation and Hiawatha First Nations for welcoming us onto this beautiful land. While settler-colonialism is still very evident within the structure of our society and institutions, the TCSA is committed to furthering the work of a de-colonial student union and campus, in partnership with Indigenous university staff, students, and community groups.*

*The Trent Central Student Association acknowledges that much of what we know of our society today, including its culture, economic growth, and development, has been made possible by the unpaid labour of Black, Indigenous, and Racialized peoples. While racism is prominent within the structure of our society and institutions, the TCSA is committed to furthering the work of an anti-racist student union and campus in partnership with Black, Indigenous, and Racialized university staff, students, and community groups.”*

### 4. Chairs Remarks

Chair Monico begins by welcoming everyone and invites them to turn on their cameras if they feel comfortable doing so. He emphasized that the meeting will be following Robert’s rules of Order and will comprise a speakers list to facilitate the flow of the meeting. He also states that any comments put in the chat will be read aloud to allow those who are not free to speak to share their opinions as well. He also invited members of the public or the press to update their names to reflect who they are representing. Lastly, Chair Monico offers some advice to the board, reminding them that now is not the time to give up, as the end is nigh. He reminds all of those who are graduating that there is a lot of joy associated with the day. He then encourages directors to get involved with the TCSA next year in any capacity that they can.

### 5. Approval of the Agenda

**MOTION:** Be it resolved that the agenda for the March 3rd, 2024, Board of Directors Meeting be approved.

MOVED: Prime Minister Edwards moves, Vice President Policicchio seconds  
Motion carries

### 6. Approval of Minutes

**MOTION:** Be it resolved that the minutes from the February 11th, 2024, Board of Directors Meeting and February 16th, 2024, Emergency Meeting, be approved with the necessary corrections.

MOVED: Vice President Bodden moves, President Johnston seconds  
Motion carries

## 7. Executive Reports

Vice President Policicchio began by outlining the committees they attended to the board. They explained that they attended their weekly committee meetings and the Student VIP midyear meeting to assess the benefits plan. They also ran the Black History Month Food Insecurity workshop with the Seasoned Spoon, where Lisa Dixon attended and created her favourite traditionally black dishes. They also hosted the Black History Month Cookout, where a Caribbean Chef attended and served food to 120 students for free. They didn't attend any training sessions this month.

President Anctil presents their report beginning with their events and advocacy. They stated that they were presently surprised by how well the Anti-Racism Conference went. They explained that many amazing speakers attended and between 15-50 students were in attendance during all of the events. They are hoping that the conference can happen more during the weekdays rather than during the weekend. They also thanked Commissioner Naylor for their attendance. For the SWORD Personal Safety training, in collaboration with Trent International, they stated that it was successful. It was full of black and international students who were able to speak about their experiences at Trent regarding safety. For the Let's Get Politic and Write On events, they are working with Aditi, the Community Coordinator on incorporating the events into the exam care week and having an activist focus on what is currently happening politically in Peterborough. For the TCSA Alumni event, it was held on the 26th of February and was in collaboration with the elections committee, where former TCSA representatives created a panel to encourage prospective candidates. This event also went well, despite lower attendance. They are hoping to be able to post a highlight reel of this soon. They have been meeting with Lawrence L. from student affairs about public funding, the housing crisis and the One Stop Chop Shop. They signed the statement with TDSA and TGSA about the international student enrolment cap, and Marilyn Burns has been keeping the student associations up to date with it. President Anctil also stated that they have met with Global News regarding this issue to discuss the future implications of this cap.

President Anctil went on to discuss the committees that they attended during the month. The CASSC Retention Committee met with student leaders to discuss retention initiatives. They intend on bringing forward concerns of immunocompromised students and offering hybridization as an option. During the Executive Committee meeting they discussed ARC (Anti-Racism Conference), the membership survey and the upcoming Dionysus event. During the Elections Committee meeting, new candidates, platforms, the alumni event and potential infractions. For the Sexual Violence Prevention and Response Committee, initiatives and programming about disposability culture and how to be survivor centered as student leaders, and acknowledging the nuance that comes with that. They also attended the Policy and Governance Committee meeting.

Louane Morin asks for elaboration regarding the feedback that President Anctil received during the SWORD personal safety event. President Anctil responds stating that there were two students who wanted to know about the new statistics collected during the membership satisfaction survey about the campus safety call to action survey run when President Anctil was the Racialized Student Commissioner. One of the students would also like to know if it were possible to have specific community based questions with regards to staff and professors at Trent being insensitive and using problematic language, and how the questions can be

integrated into a classroom context. Students expressed the difficulty to reach out to the Chairs of departments when a classroom conversation has a racist or discriminatory tone and how to go about holding the professor accountable. Currently, the TCSA can write letters of support or attend meetings, but it is often hard for the students to see the outcomes that they were desiring when expressing their concerns.

Commissioner Naylor also highlighted the great feedback and stated that many of the racialized students don't feel safe at night in Peterborough where 93% of the city is white.

Vice President Bodden began by discussing the committees that they attended. They stated that they had a lengthy meeting with the Committee for Undergraduate Petitions. They also discussed their weekly committee meetings. They stated that their focus is currently on student cases, where they are providing support and direction. They are still in discussion with CITRON Canada, because they believe that there has been a misunderstanding and CITRON is trying to have Vice President Bodden sign a 12 month contract. They are still trying to resolve these issues. They are hosting a tenant issues workshop on the 12th of March. They also sat on the Athletics Advisory Committee where they will be increasing their fees by 2% this year. With regards to events and advocacy, Vice President Bodden attended the Semi-Annual General meeting, presented at the Anti-Racism Conference and hosted a Waist-Beads workshop on the 6th of February. They attended the TCSA Alumni event and assisted during the Black History Month Cookout.

Vice President Rehman also began by discussing their committees. They attended the Senate Teaching Awards Subcommittee, where they are shortlisting candidates for teaching awards. Similarly for the CUPE 3908-1 Teaching and Learning Subcommittee, they are grading nominees for awards, and will be finalizing their decisions later in March. During the CASSC committee, budgets were discussed where the Wellness Center budgets are set to increase by 3%, the Orientation budget is set to increase by 5%, to a total of \$107.38 per student, and the Student Housing budget is also set to increase to better compensate Dons. With regards to the Student Engagement Committee, Vice President Rehman states that there has been no decision made on what direction to take, as they are unsure where they would like students to be engaged in. A document was created to outline what the problem is and how to tackle it. They contributed that the TCSA would be doing similar outreach through the membership survey and will be providing any insights to the Committee then. They have also been discussing the Black History Month Cookout in their weekly committee meetings.

President West stated that student engagement has been a large topic of discussion in the OC cabinet, and with the OC college principal. They would like to meet with Vice President Rehman to discuss this further because they feel like this is being addressed by so many people, but there is no common, collaborative strategy in place. They would like to table this discussion to AOBs.

Louane Morin would like to know if the effect of mental health and COVID has been examined further in the Student Engagement discussions. Vice President Rehman stated that once they broached the topic with the committee, they stated that students who were struggling should go to Health Services. The committee then moved on to aiming to try a direction to solve this issue. In bringing up COVID, there was also not a lot of headway made in that discussion. Vice

President Rehman reiterates that this is something that the committee may be able to revisit in the future, once a discussion has been established. Louane Morin followed up asking if any progress in identifying the biggest cause of student absenteeism was. Vice President Rehman responded stating that this has not been discussed yet, but it is currently being brainstormed.

President Anctil added stating that the retention committee has been focussed on first year retention, with more emphasis placed on course models thus far.

Louane Morin would like to know if the TCSA is taking a role in supporting the autonomy of Dons in the conversation of compensation. President Anctil responded stating that they have had discussions with Dons and the main areas of concerns identified were: pay, mental health and areas of the job that might be overextending their reach. They also discussed these concerns with Jen Coulter, Danel Briswa and Student Affairs. As a result of this, a third party was involved, where they met with students to discuss what issues they were noticing, and what their desires were. President Anctil's feedback was also taken into consideration due to their extensive conversations with these Dons. The result of this discussion is the current investigation into a pay increase and how best to support student staff. Student Housing is also looking into having a dedicated therapist in residence per college dedicated to student staff. Any further questions can be taken directly to President Anctil.

**MOTION:** Be it resolved that the Board of Directors accept the Executive Reports.

MOVED: Vice President Rehman moves, Vice President Bodden seconds  
Motion carries

## 8. Elections Update

Resource Manager Walker began by stating that this season is their busiest time of year which has resulted in delayed email response times. Candidate registration closed on Friday March 1st. Due to a slight typo, where the deadline was stated as 4pm rather than 12pm, the elections committee chose to accept two more candidates that had emailed before 4pm but after 12pm. All candidates have been posted to the TCSA website with their accompanying platforms. Resource Manager Walker stated that they have met with most of the candidates and will be meeting with a few more of them tomorrow, Monday March 4th. After this meeting, all of the candidates will be allowed to campaign. The Meet the Candidates event is on March 13th in the Event Space. The Pop-off for Elections event will be held during the voting period, as it was very successful last year. Currently, most of their work consists of approving campaigning material.

## 9. Operating Resolution Changes - Notice

Resource Manager Walker presented the Association's operating resolutions. They explained that the resolutions define the day-to-day practices of the TCSA. The vote to approve changes to these resolutions will be occurring in the next meeting, which will take place on the 26th of March, following the one meeting's notice period. Firstly, Resource Manager Walker explained that postering was added to the advertising policy, as requested by facilities. They are not allowing posters to be put up with tape on walls anymore as that damages the paint in the building. All posters are not put on bulletin boards and they are stamped in the TCSA office before they are allowed to go up in the building. This helps ensure that everything being advertised is Trent focused. There has also been a change to how leaflets can be distributed.

There is a new stand in the cubby hole near the entrance of the student center. This is to prevent leaflets and newspapers from being left on tables, as per requests from facilities. This is because they are often mistaken as garbage and often end up in the garbage as a result. Additionally, there is a no sticker policy, as they are put up on walls, which will damage the walls. Resource Manager Walker also stated that exceptions are made for elections campaigns as there are a separate set of rules that candidates must follow in the Elections Procedure portion of the operating resolutions.

Resource Manager Walker then went on to discuss the updated expectations of directors. This includes biweekly office hours in both the fall and winter semester and maintaining consistent communication with the Executive team. This is to ensure that the directors are reminded to maintain open contact and to bridge the gap between directors, staff and executives. They also discussed the removal of the Senate Liaison to reflect the bylaw updates. They also stated that they have not been the speaker for a long time and are updating the operating resolutions to reflect that change. They then discussed the Ethical and Sustainable Purchasing resolution, as the Association purchases a lot of things and they are seeking to ensure the reduction of waste and consider the life cycles of their purchases carefully. The Events Resources Assistant, the new position in the staffing plan, will be dedicated to ensuring that this resolution is followed. Resource Manager Walker stated that any unsustainable purchases will be offset by donating to local non-profit groups dedicated to sustainability. They also discussed that the Association will be refraining from working, or creating partnerships with corporations listed for relevant boycotts.

The BIPOC student organizer has been added to the Human Resources Committee, as per the recommendations from the anti-racism review. The definitions of discrimination and harassment have been updated to ensure that students understand their rights within an employment context. There have been staffing and title updates, and the executives have been removed from the human resources policy due to office dynamics, and so that they can prioritize other issues. Any conflict of interest will require recusal and the addition of another member of the board to sit on the committee. The Executive Committee is also being removed from the Human Resources Committee as it is not productive to have the executives dedicate the majority of their time to HR matters.

The Student and Community Support Grants have been updated from three sources of funding to eleven sources of funding. The phone number has been removed as the majority of communication is carried out over email. Not much has changed with regards to the APPLE fund, barring some language changes. The Grocery Assistance Fund has been updated to be a subsection under the SERF fund. The amounts have been updated, and grocery store gift card policy has been updated, as most money is distributed through e-Transfers. There have been no updates to the Partnership and Sponsorship events fund. The Keep it Bright Light Therapy fund, which is run to provide therapy lamps from Reading Week in fall to Reading Week in Spring. It has been available for a few years now. The Gender Affirming Care grant has been available for a few years, to assist with the costs of gender changes and covers hair removal and document changes to name a few, that are not covered under insurance. The G1 Test and Drivers Education bursaries are very popular, and are done in partnership with AAA driving school who provides reduced rates for students. The Student Emergency Relief Fund began during COVID and has morphed into a general emergency fund. It is the one that students most

frequently apply to. It is not allowed to be put towards tuition or textbooks, as the TCSA cannot directly pay for students' educations. The Health and Dental Financial Relief fund is for students who are seeking additional assistance for expenses that are not covered or where they have maxed out that portion of the policy. Students can receive up to \$3000 per academic year. The Gardasil Reimbursement is still being carried out. Trent Wellness used to cover the other 50% of the cost but no longer do so. To access this reimbursement, students can get their vaccine done on campus and forward the receipt to the TCSA. The Accessible technology fund is for students who need specific software to help in their education. To get access to this fund, supporting documentation from SAS or a primary care physician is required. The Student Placement and Curricular Experience Bursary is to mitigate the costs of doing co-ops through Trent as they have become increasingly popular.

The Director Review Committee is updated to include all directors, not just the executives. The majority of the changes are to reflect this change. The recommendation for removal has been updated to reflect the current bylaws. The executive feedback committee is being updated to remove two of the required meeting times from five times to three times a year due to the difficulty in scheduling this meeting. The Policy and Governance committee is changing from two public engagement opportunities to one publicly announced one. Any other questions are forwarded directly to Resource Manager Walker, where if they have any further concerns, they are invited to a POG meeting, as anyone can attend them, providing notice to the Resource Manager. The membership of the committee is changing to remove the one member external to the board of directors as it is hard to find a student who would like to sit on this committee. The Summer Committee is going to begin in May rather than April to account for the executive turnover and exams. The option to meet via teleconference is being removed, as the bylaws already state that this is possible, it is not realistic to assume that all members of the committee will be able to come to Peterborough to attend this meeting in person.

Louane Morin would like to know if there have been any considerations to refurbishing services or smaller corporations to prevent from having to offset the purchase. Resource Manager Walker responded stating that there has been a lot of difficulty in finding other companies that sell computers. Morin responded stating that they have been using refurbishing services rather than buying them new. Resource Manager Walker stated that when bought, they are used for at least 10 years. They state that there does come a time where older computers are no longer usable but the proposed option is worth further consideration.

Morin went on to ask about the requirements about speaker availability. They expressed that the SAGM happened during a time when not a lot of students were available and the response to the concerns was that the speaker had limited availability. They would like to know what the availability requirements would be to speakers or staff. Resource Manager Walker states that whilst these concerns are taken into consideration, and that there were scheduling limitations to when the SAGM could occur this year, the Chair does receive a contract that includes approximate meeting times and when they should be available.

Commissioner Scanga would like to propose an amendment to the draft of the operating resolutions, and would like to know if this is the time and place to do so. Chair Monico responded stating that should there be enough committee members here, the amendment can be made, however the Board's rule is to accept or reject and any suggestions be provided so

that the committee can discuss it and make the changes accordingly for the next meeting. Commissioner Scanga went on to suggest a change to the committee, as they agree with advertisement not being partisan, but do not agree with advertising not being political and they are hoping that this language could be amended. They would also like to include the rejection of posters that do not meet the AODA guidelines. Chair Monico's recommendation would be to email the proposed changes directly to the committee.

## **10. Any Other Business**

Prime Minister Edwards moves to go into closed session. Commissioner Scanga seconds.

### **The board went into closed session at 2:20 PM**

Prime Minister Edwards moves to exit closed session, Vice President Policicchio seconds.

### **The board exited closed session at 2:34 PM**

President West would like to discuss student engagement. They would like to know if the engagement is academic or social. They would also like to know if the retention committee and the student engagement committee are working towards the same goals. Vice President Rehman stated that the student engagement committee is focused on academics and on campus engagement, mainly those living on campus. Vice President Rehman also included engagement through clubs and groups in the discussion. They stated that whilst the retention committee and the student engagement committee are different committees they are working towards similar goals. President Johnston included that the retention committee was tackling how to keep students at Trent longer after the first year, and not leave their program. They posit that the engagement committee is overseeing the activities that would increase retention and how to motivate students to get involved with those activities. President Johnston knows that student engagement has been a large point of discussion in the college offices through polls and surveys and they wonder if there is an opportunity for a collaboration. Chair Monico states that retention by definition is being registered in the university and staying registered until the completion of a program, and engagement is students actively participating in class or other student activities. From a retention perspective, you are retained as long as your registration fees are paid in full. President West stated that it feels redundant due to the overlap. They would like to know if student engagement is looking at addressing mental health and sickness policies in a post COVID world, and if that is going to be the focus or is retention going to be the focus. They would also like to address the constant pressure from university administration, particularly as student groups, for increased student engagement in activities and events. They expressed that the committee appears to have been formed without a focus, and they believe that students are going to decide what is best for them, irrespective of what the committee is proposing as engagement strategies. They believe that this is an intercollegiate conversation that would be best addressed where multiple student leaders are present and can provide direction for the student engagement committee.

Commissioner Naylor, amongst other directors, echoed these sentiments and stated that they have had similar conversations. President Ancil suggested that the chair of the Student Engagement committee be invited to the next Board of Directors meeting.



Louane Morin stated that they are confused and would like to know on what basis the committee is basing their academic solutions if they are unsure about what is causing low engagement. Vice President Rehman stated that the focus is what is going on and how to engage students more; they stated that they contributed mainly to the academic aspect of the discussion. They also stated that the committee is not currently looking for solutions but are merely in the discussion phase. The committee is focussing on what areas need more engagement. Prime Minister Edwards would like to know if this issue can be brought to the Student Senate and Campus Community Issues. President West stated that this has been brought to the Senate already. President Anctil stated that the most relevant caucus is the Student Senate Caucus and President West stated that they will discuss this with their Senator.

President West states that a lot of surveys are sent to students, but there is not a comprehensive database. They stated that because Trent is made up of so many small communities, the best way to reach the highest number of students for feedback is to take advantage of the colleges and other smaller groups on campus. They state that the dataset is not going to give enough data, as the students who don't care about surveys will likely not participate.

Louane Morin would like to know if there has been further discussion on how to gain insight from outside the committee. Vice President Rehman agrees with the sentiments brought by President West, as the Student Engagement committee was discussing creating another survey which would be similar to the membership survey already published by the TCSA, which they mentioned to the committee. They stated that there is an overlap between the retention committee and the student engagement committee, but the retention committee is focused on first years. Vice President Rehman that the data collected from the TCSA membership survey would be used as a primary data point. Commissioner Naylor added that the Forensic Society and FPHL are currently leading in student engagement and re-emphasized the importance of passion in motivating students to attend. President West stated that students engage when free food is involved. Commissioner Naylor stated that the groups that are performing well also have excellent social media presences.

Prime Minister Edwards stated that, during closed director attendance was discussed. The attendance sheet was reviewed, and no further action will be taken at this time.

## **11. Adjournment**

**MOTION:** Be it resolved that the March 3rd, 2024, Board of Directors Meeting be adjourned.

**MOVED:** Prime Minister Edwards moves, Vice President Bodden seconds

Motion carries

**END TIME: 2:58 PM**

Respectfully submitted,

Lisa Ramsamy (she/her)  
Board Secretary

Sunday March 3, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President Student Health and Wellness (VPSHW) Report for the period of February 11, 2024 to March 3, 2024.

## **Committees**

### *Finance Committee*

- We read through applications of funding lines and approved those that met the criteria

### *Office Updates*

-We mainly discussed where we needed support that week such as the committees that I sat on, brainstormed some ideas, and supported others where needed.

### *Events Committee*

- We discussed different events that we were running to assess if we needed any assistance or if there were additional pieces that needed to be supported, I mainly discussed the BHM cooking workshop and BHM Cookout.

### *Executive Committee*

- met weekly with executives to discuss what was going on that week and where support was needed.

### *Student VIP Mid-Year Meeting*

- met with student VIP to see the statistics on the benefits plan and assess what attention needs to be given to specific areas.

## **Events/ Advocacy**

### *BHM Food Insecurity Workshop*

- Ran an event with the seasoned spoon which will be a cooking workshop where students learn about cooking on a budget and helpful tips that come alongside that. The dish will be prepared by a local black chef with one of her favourite traditionally black dishes.

### *BHM Cookout*

-Ran an event where a local Caribbean chef came in and served food that was halal and vegetarian for a Black History Month event. Catered 120 meals with room for further student purchase.

## **Training**

*no training to report.*

Respectfully submitted,  
Bri Policicchio (she/her)



Vice-President Student Health & Wellness  
Trent Central Student Association



Tuesday February 27th 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the President's Executive Report for the period of February 11th, 2024 to March 3rd, 2024.

**Events/Advocacy**

*Anti-Racism Conference*

- Creating promotional materials, finalizing access guide, booking catering, purchasing materials, coordinating with team. Presenting two workshops on Advocacy and Campus Climate. Held on March 1st to 2nd. Thank you to the Bata Library and Allison Ridgway for support with the media display in the library. Thank you as well to the Equity and Human Rights Office for the donation supporting the ARC.

*SWORD Personal Safety Training Black History Month Edition*

- On Feb. 27th, held personal safety training with focus on resources for the Black student community and Black history in Peterborough/Nogojwanong with support from Trent International (catering). Designed updated SWORD pamphlet resource.

*Let's Get Political & Right On!*

- Updating presentations and reaching out to community groups for involvement and contact information for student advocacy opportunities (date tbd March).

*TCSA Alumni Event*

- Held on Feb. 26th, coordinated with Elections Committee and former TCSA representatives to create a panel to engage with prospective candidates. Attendees were very invested in the dialogue and networking.

*Student Affairs*

- On Feb. 28th met Lawrence L. discussing new public funding, the housing crisis, One Stop Chop, and the Anti-Racism Conference collaboration.

*International Enrolment Cap*

- Over the reading break, Marilyn Burns has been keeping TCSA, TDSA, and TGSA up to date with the Senior Administration's drafted communications for the student body. An updated statement, reflecting the recent public funding update from the government will be put out soon. I met with Global News on Feb. 26th to discuss the undergraduate student perspective on over-enrolment and underfunding's implications.

**Committees**

*CASSC and Retention Committee*

- On Feb. 28th, the Retention Committee will be discussing with student leaders concerns about retention and initiatives. With particular emphasis on student well-being and departmental support. Immunocompromised student concerns, and accessibility via hybridization will be subjects I bring forward.

*Executive Committee*

- On Feb. 14th and Feb. 28th discussed upcoming events and initiatives, roll out/analysis of the membership survey, and Dionysus event.

*Elections Committee*

- Met on Feb 14th and Feb 28th discussing prospective candidates, TCSA Alumni event, and potential infractions.


*Sexual Violence Prevention and Response Committee*

- On Mar. 1st discussed SV/GBV initiatives and committee's trajectory relative to student perspective and campus climate.

*Policy and Governance Meeting*

- On Feb. 16th reviewed finalized referendum questions.

Respectfully submitted,  
Aimee Anctil (she/her)



President  
Trent Central Student Association

Sunday, March 3rd, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below is the Vice-President Campaigns & Equity (VPCE) Report from February 11th, 2024, to March 3rd, 2024.

## **Committees**

### *Committee for Undergraduate Petitions (CUP)*

- We discussed multiple confidential petition cases.

### *Finance Committee*

- We went through applications for funding lines.

### *Office Updates*

- I am working on student cases.
- I updated folks about CITRON Canada and the contract they presented.

### *Events Committee*

- I spoke about the Time in My Shoes workshop on March 12th, 2024.

### *Athletics Advisory Committee*

- We met to discuss the Athletic Centres budget.

### *Food Insecurity Meeting (TCSA x Trent International)*

- Met to discuss food insecurity faced by international students and ways to help.

## **Events/Advocacy**

- In the semi-annual general meeting, we reviewed policy changes for the upcoming year.
- Anti-Racism Conference presentation on Privilege and Intersectionality.
- The black History Month Waistbead workshop is on the 6th of February, and 15 people are registered.
- I attended the TCSA Alumni Hybrid event to speak with past executives.
- BHM Cookout event assistance in set up and tear down.

Respectfully submitted,  
Alexx Bodden (she/her)

A handwritten signature in black ink, appearing to read 'Alex B.', is positioned above the title.

Vice-President Campaigns & Equity  
Trent Central Student Association



March 3rd, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President of University and College Affairs (VPUC) Report from January 23rd, 2023 to February 6th, 2024.

- **Senate Teaching Awards Subcommittee (STAS)**
  - Committee members had to grade and score nominees for the Educational Leadership and Innovation (ELI), Symons Award for Excellence in Teaching, and Award for Excellence in Teaching Assistance. Members will meet later in March to finalize decisions.
- **CUPE 3908-1 - Teaching & Learning**
  - Committee members had to grade and score nominees for the Award for Excellence in Teaching. Members will meet later in March to finalize decisions.
- **Colleges and Student Services Committee (CASSC)**
  - Wellness Centre Budgets:
    - Increasing the budget by 3%
    - Hired more physicians
    - Eliminated student charge fee for appointment 'no-shows'
  - The Orientation Budget:
    - Increased by 5% (total cost now \$107.38, increase of \$5.11).
    - 2/3rds of their budget goes to staff salaries due to an increase in minimum wage
    - Online training for student leaders to reduce costs
    - Discussed other ways to reduce costs for O-Week.
  - Student Housing Budget:
    - Using reserve funds for renovations and projects
    - Reviewing compensation for Resident Life Don, as the job isn't easy
- **Student Engagement Committee**
  - Committee currently figuring out which direction we need to go (tackle student engagement in academic settings, extracurriculars, residencies, etc).
- **Events Committee**
  - Spoke on current events including BHM (Cookout)

Respectfully Submitted,

Rovel Rehman (She/Her)  
Vice President University & College Affairs



## **Advertising and Postering**

The TCSA may advertise on its premises events and activities of a cultural, educational, or community-oriented nature. The Advertising Policy governs all advertising opportunities within the TCSA's purview.

### **Terms**

All advertising and promotion within the TCSA will comply with the mandate, mission, and values of the TCSA.

The TCSA reserves the right to reject advertising that, in the TCSA's sole opinion, may adversely affect public confidence in the TCSA or the value of the TCSA. The TCSA does not have an obligation to accept any advertising submitted. The TCSA may remove at its discretion advertising that contravenes this policy from its property. The acceptance of advertising by the TCSA is not an endorsement of a product or service.

Advertisements must be in compliance with any TCSA policies and applicable provincial and federal laws and regulations, including the Ontario Human Rights Code; and the Canadian Code of Advertising Standards. It is the responsibility of advertisers to ensure that proposed advertising does not contravene any applicable legislation prior to submission to the TCSA for consideration.

The TCSA assumes no liability for advertisements that contravene legislation, and all advertisers will be required to indemnify the TCSA for any costs or damages the TCSA may incur as a result of their advertising.

In instances where members of the public wish to file complaints or inquiries about advertising displayed by the TCSA, they may bring their concerns forward to the TCSA Community Coordinator.

### **Scope**

The TCSA will not accept the following types of advertising content:

- Advertising that detracts from the TCSA's public image or could place the TCSA at the centre of a controversy or sensitive issue;
- Advertising that is considered of questionable taste or which in the TCSA's discretion is considered irritating in its style, content, or method of presentation;

- Advertising that is partisan or political in nature;
- The promotion of religious beliefs or convictions;
- Personal ads and notices, and notices of personal items for sale or rent;
  
- The promotion of illegal substances, tobacco, and alcohol companies and products.
- Services that may exclude TCSA members, such as geographical location, age, etc.
- Fundraising, unless otherwise agreed upon through mutual consultation between the TCSA and the Foundation;
- Any items that contravene this Policy

## **Postering**

Definitions:

A "poster" refers to any paper advertisement i.e. flyer that is meant to be hung which conveys information or advertisement that announces activities or events, about clubs or other organizations, or serves a similar purpose.

A "leaflet" refers to any paper advertisement i.e. pamphlet, newspaper, magazine, that is meant to be placed on tables or stands, and reflects the same purpose above as a poster.

### **Authorization for poster promotion**

- All Poster must be approved by the TCSA Office prior to distribution
- Any posters that do not bear an approval stamp will be removed.

Posters will only be stamped for departments, faculties, recognized campus clubs and organizations within the Trent University community. No external organizations will have their posters stamped unless directly endorsed or are in a partnership with a department, faculty or recognized campus club or organization or otherwise decided upon by the Association.

It is expected that when displaying posters you will exercise common sense and good taste. The following regulations will be enforced by the TCSA.

### **Parameters**

- Posters may appear only on bulletin boards; posters not hung on a bulletin board will be removed
- Only thumbtacks and staples may be used to attach posters to bulletin boards.
- Posters attached to drywall, pillars, cement and glass will be taken down.

- The particular campus group with which the organisation is affiliated must be clearly indicated on the poster.
- Event posters may be up two weeks (14 days) prior to an event
- Groups granted authorization for posters are responsible for their removal within twenty-four hours following the event.
- Failure to comply with the rules may result in loss of privileges.
- Any damages caused to wall surfaces are charged to those who registered the poster.

### **Restrictions**

- Maximum of 5 posters are allowed placed in the Student Centre.
- Maximum size of poster to be 24"x36"
- No posters can purposely be scattered on or taped to the floor or tables.
- All bulletin boards which are designed for a specific use or user are reserved exclusively for that purpose (posters not relating to the designated use will be removed).
- Absolutely no stickers or decals to be stuck to any surfaces.

### **Authorization for leaflet promotion:**

- All leaflets may only appear in designated newsstands: 1st floor outside of TCSA Reception desk.
- No leaflets are to be purposely scattered on or taped to the floor or tables.

**Exception:** For TCSA election campaigns, specific rules apply solely for the candidates and referendum groups. For more details, see the "Elections Procedure" Operating Resolution.

## Duties of Directors

### All Directors

All Directors are expected to:

- i. Act in accordance with Association's By-Laws and Policies unless such by-laws or policies conflict with the by-laws or policy of the College Cabinet they represent.
- ii. Sit on at least one Standing Committee of the Association and at least one other Committee that may be of the University or the Association. Directors are expected to attend meetings of these Committees regularly and create written reports that can be presented to the Board of Directors, if required.
- iii. Attend the Board of Directors Orientation Retreat or Fall Training organized by the Association Resource Manager.
- iv. Attend and assist with one (1) Association event or campaign per semester.
- v. Attend meetings of the Association Board of Directors and provide a brief, verbal report detailing work completed on behalf of the Association as necessary.
- vi. Attend biweekly office hours throughout the Fall and Winter semesters
- vii. Maintain open and consistent communication with the Executive Team and Association Resource Manager
- viii. Be responsible for promoting an equitable, and inclusive campus climate. Furthermore, directors will be proactive in opposing all forms of oppression including but not limited to homophobia, sexism, racism, anti-Black racism, anti-Indigenous racism, Islamophobia, xenophobia, antisemitism, transphobia, ableism, classism, or any other kinds of discrimination.

### Equity Commissioners

All Equity Commissioners, in addition to that stated in the section entitled "All Directors" will:

- i. Run at least one (1) awareness campaign or one (1) event pertaining to their portfolio per year.
- ii. Represent the interests and concerns of their constituency in Association business and assist in the development of Association policies that apply to students who are relevant to their portfolio.
- iii. Be a member of the Association's Orientation Week programming, if available.
- iv. Wherever applicable, work with related Canadian Federation of Students caucuses and components on activities related to their portfolios.

~~The Senate Liaison is a student representative elected to Trent University's Senate Executive.~~

~~They shall:—~~

~~Act as a liaison between the Board of Directors, Student Senate Caucus, and the Senate as a whole.~~

~~Advise the Board of Directors on issues of academic policy and Senate governance.~~

~~Work to inform students about the ongoing activities of Senate where permitted to do so.~~

~~Bring forward topics of concern to Senate as raised by students, regarding matters within Senate's purview.~~

### **Speaker**

The Speaker, who shall be appointed by the board under the recommendation of the executive team ~~the Association Resource Manager~~ (or the President, in the case the Association Resource Manager cannot attend the meeting) and will in no circumstances hold the power of a vote, shall:

i. Call and chair meetings of the Board of Directors in accordance with the provisions of the by-laws.

ii. Chair Meetings of the Membership and Association General Meetings

## **Ethical and Sustainable Purchasing**

As an organization committed to social and environmental sustainability that regularly makes purchases and contracts services to benefit undergraduate students on Trent's Peterborough campus, the TCSA commits to use the following guidelines when purchasing goods and contracting for services:

- Shopping locally wherever possible, with particular emphasis on supporting businesses run by members of diverse and underrepresented groups
- Being mindful of packaging waste and pursuing alternatives to products that produce significant packaging waste, particularly single-use products
- Considering the entire life cycle of purchases, including the environmental and social costs of production, transportation, consumption, and disposal
- Recognizing the need to integrate economic responsibility with social and environmental sustainability at all times throughout all Association activities

The TCSA is committed to

- Unsustainable purchasing will be offset by donations to local non-profit or charity groups dedicated to environmental and social sustainability.
- Purchasing from the Ethical Purchasing Network wherever possible.
- Refraining from supporting corporations known to exploit either people or the planet, including but not limited to Amazon and companies whose goods are produced in unfair or "sweatshop" conditions through purchasing or partnerships.
- Refraining from purchasing from corporations who are listed for relevant boycott initiatives.
- Refraining from working with or creating new partnerships with corporations who are listed for relevant boycotts.

## Human Resources Committee & Staff Relations

**Mandate:** In September of each year, the Board of Directors shall approve the membership of an ad hoc committee for the purpose of determining issues of Human Resources on behalf of the Association. The purpose of the committee will be to decide upon HR issues or, where appropriate, make recommendations to the Board of Directors for further action.

### Membership:

The membership of the Committee shall include:

1. The General Manager.
2. The Association Resource Manager.
3. One (1) member of the Executive.
4. One (1) Equity Commissioner.
5. BIPOC Student Organizer

### Meetings:

The committee shall only meet when required by policy. All matters discussed in the context of the meeting shall be held as confidential and privileged.

### Staff Relations Procedure:

The Association shall strive, at all times, to maintain a workplace free from personal or sexual harassment, bullying and discrimination as defined in the Ontario Human Rights Code, the Trent University Policy on Harassment and the Association's own policy, as provided below.

### 1) Definitions

For the purposes of this policy, the terms outlined here will be defined broadly:

- i. **Discrimination:** ~~Unfair or unreasonable treatment on the basis of prejudice.~~

Prejudice or altered treatment of a person or group because of a real or perceived quality. Discrimination in the workplace involves making decisions as to promotion, workload, praise, recruitment and discipline on the basis of the decision-maker's own views on the relative worth of the real or perceived quality.

- ii. **Harassment:** ~~Either sexual harassment or personal harassment & bullying, or both, as defined below.~~ Improper conduct by an individual that is directed at and offensive to another individual in the workplace and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s)

or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. Harassment consists of repeated and persistent behaviours towards an individual to torment, undermine, intimidate or provoke a reaction from that person. Each behaviour viewed individually may seem inoffensive; it is the synergy and repetitive characteristic of the behaviours that produce harmful effects. Harassment is normally a series of incidents; however, one single incident can constitute harassment when it is demonstrated that it is severe and has a significant and lasting impact on the complainant.

- a). The legitimate and proper exercise of management's authority or responsibility does not constitute harassment.
- iii. **Sexual Harassment:** Any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to an individual or that the individual might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Generally, sexual harassment is deliberate, unsolicited, coercive, and one-sided, and both male and female persons can be the victim or the perpetrator.
- ~~iv. **Personal Harassment:** Any conduct, physical, verbal, written or electronic, that has the intent or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, hostile, humiliating, offensive, or poisoned environment in the workplace. Harassing or bullying behaviour can affect a person's dignity, physical, emotional, or psychological integrity or may compromise an individual's rights. Harassing conduct can comprise of a single incident or multiple occurrences over a period of time. It shall include harassment as outlined within the meaning of both federal and provincial human rights, employment, and other legislation.~~
- v. **Bullying:** Persistent, offensive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and ~~which~~ may cause them to suffer stress. Examples of bullying behaviour include shouting at others to get things done, making life difficult for those who have the potential to do a better job and punishing those who are too competent by removing their responsibilities.

## 2) Procedures

Employees of the Association shall be encouraged to pursue complaints or issues related to the management and administration of their employment as well as the quality of the workplace



environment. Employees may not be subject to direct or perceived disciplinary action as the result of an attempt to ameliorate their employment situation or working conditions.

### **Informal Verbal Complaint**

It is the desire of the Association that complaints shall be addressed as quickly as possible without having to level formal complaints against the Association, its directors, volunteers or employees. After explicitly stating that an informal complaint is being made, the complainant shall normally give those responsible for the issue an opportunity to address their issues accordingly. Where any complainant feels that they require **any** support in raising the issue with the Association, the complainant may request the assistance of members of executive, the **Services Manager**, the Association Resource Manager, or the ~~Operations & Services~~ General Manager.

Any supporters of the complainant shall be allowed five (5) working days to seek information and advice and to communicate their answer to the complainant once an issue has been raised and communicated. Failing a satisfactory settlement, the complainant may take up a grievance through a formal process outlined below.

### **Formal Grievance**

#### **Step 1**

It is the desire of the Association that complaints be addressed as quickly as possible. A complainant who wishes for an issue to be documented formally shall consult with the Association Resource Manager or the General Manager, who will take the matter under consideration and be given an opportunity to address their complaint accordingly and include any documentation in the personnel file of the person about whom the issue was raised. Where any complainant feels that they require support in raising the issue with the Association, they may request the assistance of the **Services Manager**, ~~members of Executive~~, the Association Resource Manager, or the ~~Operations & Services~~ General Manager.

The period to resolve and document issues within this stage of the procedure shall be five (5) working days. Failing a satisfactory settlement, a complainant may take up a grievance through a further process outlined below.

#### **Step 2**

The complainant may submit a written grievance to the Human Resources Committee by contacting the Association Resource Manager or ~~Operations & Services~~ General Manager. Any such grievance should be delivered within ten (10) working days after the complainant became

aware of, or ought reasonably to have been aware of, the incident or original circumstances for the grievance occurring.

The nature of the grievance, the remedy sought, and all other pertinent information relating to the grievance shall be included in the grievance submission made by the complainant. In special circumstances, the Human Resources Committee may exercise discretion in evaluating the timely nature of the grievance.

In circumstances where the complainant has attempted to resolve the complaint through the informal process or Step 1 outlined above, the complainant shall have ten (10) days from the point where that process has been considered to have failed, or they have received the attempted resolution on the matter in question.

The Human Resources Committee shall have up to five (5) working days to determine its response to the grievance after it has been submitted. After consideration of the grievance submission, the Human Resources Committee shall deliver a decision in writing to the complainant and any persons involved with the matter being raised. When necessary, written decisions by the Human Resources Committee shall be included in the personnel file of the person about whom the issue was raised.

Failing settlement or resolution, the complainant may refer the grievance to Step 3 within ten (10) working days of the decision of the Human Resources Committee under Step 2.

Any member of the committee cited as the subject of a grievance shall recuse themselves from the committee. In the event that multiple members of the committee are cited in the grievance, they will recuse themselves from the committee, and their seats will be filled by alternate directors of the board ~~the matter shall be referred to Executive Committee~~, who shall deliver their decision in writing within five (5) working days of receiving the grievance.

### Step 3

The Board of Directors, at the next meeting following the referral of the grievance from Step 2, shall discuss the facts of the grievance and vote to either uphold the decision of the Human Resources Committee, come to its own decision on the grievance, or move to appoint a mediator who shall assist both parties in settling the matter. The mediator must be someone qualified but external to the Association and must be mutually agreed upon in writing by both the griever and the Association. Barring exceptional circumstances, at any meeting where mediation occurs, the individuals present shall usually be the griever, a member of the Human Resources Committee ~~or Executive Committee~~ selected by the griever, a member of management staff, the respondent ~~(if~~

~~named in the grievance~~) and a representative of the Association selected by and from the Board of Directors. The mediator shall not make a decision but shall help the parties reach a mutually acceptable resolution to the grievance. Any resolution agreed upon at a mediated session shall be put into writing by the mediator and signed by both the griever and the representative of the Association and shall be considered binding on the Association and all concerned but without prejudice.

No grievance may be submitted for mediation that has not been properly carried through all requisite steps of the grievance procedure.

### **Group Grievance**

In the event that more than one employee has a similar complaint or grievance and is seeking similar relief, a group grievance may be submitted at Step 1 or Step 2. Such grievance shall be signed by all grievers concerned and shall be presented within fifteen (15) working days after the employees became aware of, or ought reasonably to have been aware of, the incident or original circumstances giving rise to the dispute.

### **3) Time**

Time limits set out in the grievance procedure may be extended by mutual agreement of the complainant and the Association in writing. In the event that no decision is given within the time limits specified in the grievance procedure, they shall be entitled to submit the grievance to the next Step in the grievance process procedure.

### **4) Decisions**

All formal decisions arrived at between representatives of the Association and a complainant shall be in writing and shall be final and binding upon the Association and all individuals concerned.

### **5) Notice to Respondent**

In the event of any grievance being followed through on when disciplinary action is being considered, or documentation of a matter is being considered for the personnel file of an employee, it is the employees right to be notified of any complaint and be given an opportunity to provide explanation or response to the matter being raised.

### **6) Conflict of Interest**

In the event that anyone finds themselves in the position that they cannot fairly decide upon an issue due to a conflict of interest, they shall recuse themselves from consideration of the matter.

Individuals may wish to bring attention to a conflict-of-interest situation to ensure that consideration of their grievance is taken up properly. To do so they should include mention of any conflict in writing at Step 2 or Step 3 of their grievance to ensure that those overseeing the process are given an opportunity to resolve the matter. If a complainant feels that a conflict of interest exists at any stage of the procedure and that it has not been addressed appropriately, they have the right to move the matter to the next stage of the process with their concerns noted as part of the grievance.

## Student & Community Support Grants

The Association shall maintain eleven (11) ~~three (3)~~ designated sources of funding, from which grants can be awarded under the process and guidelines outlined below.

### Grant Applications and Proposals:

The format of grant applications shall be determined by the Standing Committee on Finance and Operations but must at minimum include:

- a) A request for support to the Association, including a detailed outline of the proposal.
- b) A detailed breakdown and description of all expenses involved in the proposal alongside appropriate documentation.
- c) A detailed breakdown and description of all secured and potential financial resources, including outstanding applications to other sources at the time of the submission of the proposal.
- d) A reliable ~~phone number and~~ email address for the applicant for the purpose of contacting the applicant about the award or collecting any supplementary information required to clarify the application.

Applications may be made by individuals, groups, or organizations at any time using the application process prescribed by the Standing Committee on Finance and Operations. The Standing Committee on Finance and Operations shall review the application process and make recommendations for its revision no later than the end of February each year.

Applications received during the regular academic year (September - March) shall be reviewed and approved by the Standing Committee on Finance and Operations, which will keep record of its financial decisions for review by the Board of Directors. Applications received during the summer months (April - August) shall be reviewed by the Executive Committee who will have the authority to award grants upon review.

Award recipients are encouraged to attempt to recognize the Association's support publicly wherever possible and appropriate once an award has been granted. Through the submission of their application, recipients give the Association authorization to publish information about their award unless it is deemed confidential.

### Designated Funds, Eligibility and Guidelines:

#### 1. Academic, Personal, Professional and Leadership Development Fund:

- a) Rationale: Students often have ~~rare~~ opportunities to participate in events and activities that will expand their experiences, skills, and leadership and academic potential. The Association,

through its mandate to facilitate and provide an environment wherein the membership can pursue academic, personal, and social growth, maintains this fund to assist members with the costs associated with these leadership opportunities.

b) Eligibility: Applications to this fund will be accepted from members of the Association to support academic, personal, professional, and leadership development, such as costs related to skills development, conferences, courses, and workshops.

c) Additional Guidelines: Applicants must include documentation of the event or workshop that they wish to attend that outlines all applicable fees. If an applicant is experiencing financial hardship that would prohibit their attendance at an event or workshop, please include this information in the application. Applicants may also include in their application travel or accommodation costs. Applicants must outline how they intend to benefit the Trent University or Peterborough community through the experience(s) outlined in their proposal for funding and how they may benefit personally.

d) Limitations: Awards will not be granted for the costs of degree or diploma-related courses or course requirements. Individuals will be limited to one application each semester. Applications will not be accepted 30 days after the event of workshop in question.

## **2. Grocery Assistance Fund (confidential):**

a) Rationale: The Trent Central Student Association collects in trust a food levy every year from each of our members to help aid and assist students with financial difficulties with supplementary funds for buying basic necessities such as food.

b) Eligibility: Any member of the Association may apply for Grocery Assistance if they are in absolute need of financial assistance to buy food. Applications should be submitted through the Association's Student Emergency Relief Fund (SERF).

c) Additional Guidelines: Assistance shall be determined by the committee in amounts ranging between

~~\$40.00 and \$120.00~~ \$100.00 for applicants, and \$150.00 for applicants with dependants.

Applicants shall be notified of decisions on their applications in a timely manner. The personal details of applications for grocery assistance shall be kept confidential.

d) Limitations: Grants may only be provided to students once per semester due to the volume of applications. ~~Assistance shall normally be provided in the form of Grocery Store Gift Cards. In exceptional circumstances, e-transfers may be considered. If Grocery Assistance Cards are not picked up within six (6) months of being notified that assistance has been granted, the card will expire, and the applicant will need to re-apply for the program.~~

### **3. Partnership, Sponsorship, and Events Fund**

- a) Rationale: The Association, through its mandate to increase the vitality of student life and the diversity of activities available to students through the financial support of student events, maintains this fund to assist members with the execution of a broad range of dynamic events and projects through partnership and sponsorship.
- b) Eligibility: Applications to this fund will be accepted from individuals, groups or organizations either wishing to partner with the Association on events or projects or looking for sponsorship to fund existing events and projects. Events and projects will be broadly interpreted to include those for entertainment, socializing and community building as well as academic, political, education or social justice goals.
- c) Additional Guidelines: Applicants interested in partnerships with the Association shall be required to outline how roles, organizing, and recognition for the event could be shared and how the Association will be recognized for its contribution.
- e) Limitations: Student groups and established organizations shall be limited to one application each semester.

### 4. Keep It Bright Light Therapy

- A. Rationale: Recognizing the prevalence of Seasonal Affective Disorder (SAD) during the winter months and its disproportional impact on International students, the Association provides the option for reimbursement for light therapy lamps that assist in the treatment and management of this disorder.
- B. Eligibility: Any member of the Association may apply for reimbursement following the purchase of a therapy light that meets the standards listed below. Applications must include the cost and proof of purchase.
- C. Additional Guidelines: The light therapy lamp does not utilize UV (ultraviolet) light. The lamp should be able to generate 10,000 lux of cool-white fluorescent light.
- D. Limitations: Members may submit one application per academic year, and may receive up to \$60 in reimbursement.

### 5. Gender Affirming Care

- A. Rationale: Recognising the many additional costs beyond medical procedures and services, this bursary was created to give trans and gender non-conforming Trent students access to the funds they need to purchase gender-affirming items or services. Items include (but are not limited to) binders, packers, hair removal services, name and legal document changes.

- B. Eligibility: This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all undergraduate students at the Peterborough Campus.
- C. Additional Guidelines: This funding does not cover the costs associated with medical procedures or services. Applications should include documentation of the approximate cost when possible.
- D. Limitations: Members may submit one application per semester. Maximum assistance is \$250 a semester.

#### 6. G1 test & Drivers Education Bursary

- A. Rationale: G1 Test: In order to assist our students in obtaining their G1 licence the TCSA is offering an 80% reimbursement for the cost of your G1 Test and booking package. Applicants have three (3) months to submit their G1 Test reimbursement for consideration.

Drivers Education: In recognizing how a lack of driving experience can have a negative impact on the high cost of car insurance premiums, the TCSA, working with AAA Best Driving School in Peterborough, have created an opportunity for students without driving experience in Canada to receive driver's education at a reduced cost.

- B. Eligibility: This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all undergraduate students at the Peterborough Campus.
- C. Additional Guidelines: Applications should include
- D. Limitations: One application per academic year.

#### 7. Student Emergency Relief Fund (SERF)

- A. Grocery assistance can be a subsection of this
- B. Rationale: The Association recognizes the unpredictable hardships and challenges students can face while attending university. The Association created this fund to assist students facing unexpected costs accrued through unforeseen challenges and emergencies.
- C. Eligibility: This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all undergraduate students at the Peterborough Campus.
- D. Additional Guidelines: This funding can not be put towards tuition, textbooks and access codes, or other direct education costs.



- E. Limitations: One application per academic year, receiving up to \$450.

#### 8. Health & Dental Financial Relief Fund

- A. Rationale: The TCSA offers funding for expenses plan members may incur that are not covered by the benefits plan or that exceed the plan limits. All expenses under the health and dental umbrella will be considered, including counselling, dental emergencies, eyewear, weighted blankets etc. Assistance can be requested prior to incurring the cost or retroactively after expenses have been incurred.
- B. Eligibility: This funding is open to all members enrolled in the TCSA's Health and Dental Insurance Plan.
- C. Additional Guidelines: Details to be included in this application include physician referrals or prescriptions, cost estimates or invoices, insurance coverage estimates, and a declaration of financial need.
- D. Limitations: Maximum assistance of \$3,000 per academic year, shared between the plan holder and all dependents.

#### 9. Gardasil Reimbursement

- A. Rationale: The TCSA is pleased to provide a 50% reimbursement on Gardasil vaccines received from the Trent Wellness Centre. The Gardasil vaccine is administered in three shots, 3 months apart. The cost of each shot is \$175.00. The TCSA will reimburse \$87.50 per shot.
- B. Eligibility: This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all undergraduate students at the Peterborough Campus.
- C. Additional Guidelines: Members should include documentation confirming their inoculation and associated costs. They must do so for each vaccination.
- D. Limitations: One application.

#### 10. Accessible Technology Fund

- A. Rationale: The Association recognizes the need for students to access technology that supports their accessibility needs. Through the Association's mandate to make post-secondary education more accessible and address systemic barriers to accessing education, this fund is available to assist students with purchasing accessories, software, and other devices recommended by Student Accessibility Services to help with any accessibility needs to attend school.

- B. Eligibility: This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all full-time and part-time undergraduate students at the Peterborough Campus.
- C. Additional Guidelines: Applications should include supporting documentation from Student Accessibility Services (SAS) or a primary care physician outlining how the technology will be beneficial to the student.
- D. Limitations: The maximum amount of funding the Finance Committee can provide is \$450, and a maximum of \$200 for noise-cancelling headphones.

#### 11. Student Placement and Curricular Experience Bursary (SPACE Bursary)

- A. Rationale: The Association recognizes the additional costs students incur while completing a required program placement or an experiential learning opportunity. We have created this fund to assist students who are in financial need and are facing the barrier of the additional costs associated with their placement or experiential learning opportunity.
- B. Eligibility: One application may be submitted per semester. This fund is only available to the members of the Trent Central Student Association (TCSA), which includes all full-time and part-time undergraduate students at the Peterborough Campus.
- C. Additional Guidelines: Costs can include, but are not limited to, travel, background checks, and equipment.
- D. Limitations: Please note that this funding can not be put towards tuition, textbooks, and access codes. The maximum amount of funding the Finance Committee can provide is \$250 for transportation costs, background checks, or equipment.

## Director ~~Executive~~ Review Committee

In accordance with the By-Laws, the Association shall follow the procedures set herein for the review of directors of the board. ~~the President or Vice Presidents.~~

### Establishment of Director ~~Executive~~ Review Committee:

The Director ~~Executive~~ Review Committee shall be an ad-hoc committee of the Board of Directors and established at any time under the following procedures:

- i. Any Association staff or board member may request that the question be posed to the Board of Directors to establish the **Director ~~Executive~~** Review Committee provided all procedures are followed to do so. The **director ~~Executive member~~** requested to be reviewed must be included in the motion.
- ii. A simple majority is required to establish the **Director ~~Executive~~** Review Committee.
- iii. The Director ~~Executive~~ Review Committee shall consist of three ~~voting~~ directors, none of which may be the director(s) under review or have a conflict of interest ~~none of which may be executive members;~~ and the Association Resource Manager as Chair. ~~Chair of the Board of Directors.~~

### Process for Director ~~Executive~~ Review:

- i. All members of the committee are required to be present in order to conduct business.
- ii. The committee shall consult with individuals deemed to have knowledge of the duties of the **director ~~executive member~~** under review or would like to provide contextual information to said body.
- iii. The **director ~~Executive member~~** under review must have an opportunity to meet with the entire committee.
- iv. The **director ~~executive~~** under review must be formally notified by the chair of the **Director ~~Executive~~** Review Committee of the committee's recommendations within 48 hours of the next scheduled board meeting.
- v. The **Director ~~Executive~~** Review Committee will have until the next scheduled Board Meeting to present its recommendations to the Board. At such Board Meeting, the committee chair will be required to present a summary report outlining the process followed.

Items to include in the report will include but will not be limited to the following:

- Number of meetings with dates;
- Composition of the committee;

- List of people consulted;
- Copy of email to the **director Executive member** under review;
- Any other relevant context to the process.

The committee will dissolve after it has presented its recommendations to the board unless extended more time from a vote by such body.

### **Eligible Criteria for Consideration:**

**Directors Executive members** shall be evaluated on the fulfillment of duties as outlined in the standing resolutions and by-laws of the Association, as well as other activities undertaken that may be unrelated to the duties of their portfolio.

**Directors Executive members** shall further be evaluated based on their conduct in terms of adherence to Association by-laws, standing resolutions, their fiduciary duties, **director code of conduct** and all other conduct befitting a **director Executive members** of the Association.

Recommendations from the **Director Executive** Review Committee may include but are not limited to:

- i) A formal written warning on behalf of the Chair of the Board of Directors;
- ii) Alteration of how the **director executive member** reports to the board;
- iii) Recommendation for impeachment
- iv) Recommendation for removal**

The committee may not recommend alteration to the executive's honoraria.

## Executive Feedback Committee

### Mandate

The purpose of this committee is to provide constructive feedback regarding TCSA Executives throughout the year. This mandate assists Executives by ensuring reflection on the fulfillment of goals and duties to better focus their work while recognizing how the Association can better assist the Executive in their success. The committee is expected to report back to the Board of Directors each semester regarding the Executive and the fulfillment of duties, goals and objectives which are expected of these student leaders during their terms.

The committee will provide an update to the Board each semester for consideration and approval. The scope of these updates includes highlighting Executive's accomplishments, noting areas where more focus should occur and making recommendations to better organize the Executive as a whole.

### Membership

- i. Association Resource Manager (Chair, non-voting)
- ii. General Manager (non-voting)
- iii. Three other Directors of the Association (excluding Executive Directors)
- iv. BIPOC Student Organizer

### Meetings

The committee shall make its recommendations regarding Executive along the following schedule whenever possible:

1. Summer Review (prior to Labour Day)
2. ~~Fall Check-in (prior to Fall Reading Week)~~
3. Fall Semester Review (prior to December)
4. ~~Winter Check-in (prior to Winter Reading Week) —~~
5. Winter Semester Review (no later than the second week of March)

### Committee Reports & Feedback

Following each ~~of the~~ semesterly reviews, the committee shall produce a report to be delivered to the Board of Directors at its next regularly scheduled meeting. It shall be normal practice for the committee to deliver individual feedback to Executives following each meeting they participate in. Individual feedback shall normally only be provided to individual Executives and then placed in their personnel folder.

## Standing Committee on Policy and Governance

### Mandate:

The Standing Committee on Policy and Governance supports the ongoing review of the Association's by-laws, policies and operating resolutions. The Standing Committee on Policy and Governance shall:

- i. Review, develop, and make recommendations for Association General Meetings regarding the function and effects of the Association's By-Laws and Policy Resolutions.
- ii. Review, develop, and make recommendations to the Board regarding the function and effects of the Association's Operating Resolutions.
- iii. Track the expiry of both Operating Resolutions and Policy Resolutions and bring them to the attention of the Board or Membership in a timely manner.

Hold at least ~~two~~ one engagement opportunities for the purpose of soliciting recommendations about the Association from the membership (not to occur during examination periods or the summer semester).

### Membership:

The Committee's membership shall include:

- i. President, to act as Chairperson
- ii. One (1) Vice President
- iii. One (1) Equity Commissioner
- iv. One (1) College representative
- v. ~~One (1) member external to the Board of Directors, appointed by the Executive Committee~~
- vi. BIPOC Student Organizer (non-voting)
- vii. The Association Resource Manager (non-voting)

### Meetings:

The Committee shall hold the first meeting prior to the start of the academic year and at least once a month after that until the Winter Semi-Annual General Meeting.

## **Summer Committee**

The Summer Committee shall be an ad hoc committee of the Board of Directors and as such, does not equal or exceed the power of the Board of Directors. The Committee shall exist annually and shall be struck at the first meeting of the new term of the Board of Directors in the month of ~~May~~ **April**. Should a vacancy or a need occur, the Association Resource Manager can appoint Board members to the Summer Committee.

### **Mandate:**

It shall be the responsibility of the Summer Committee to ensure that the business of the Association continues in the summer. However, the Committee cannot implement changes to operating resolutions, by-laws, or policy resolutions.

### **Finances:**

The Board of Directors shall determine the expenditure authority of the Summer Committee and expenditure approval will act in accordance with the resolution on expenditure approval.

### **Membership:**

The committee membership must include (but is not limited to):

- i) The President, Vice President Campaigns and Equity, Vice President University and College Affairs, and Vice President Student Health & Wellness.
- iii) At least three (3) members of the Board of Directors.
- iv) The Chair shall be the Association Resource Manager.

### **Special Circumstances:**

In the event that a matter of serious policy or budgetary consideration occurs, the President may call a meeting of the Board of Directors pursuant to the operating resolutions and by-laws of the Association. ~~Members of the Board may, if absolutely necessary, be allowed to meet via teleconference in such circumstances~~

### **Meetings:**

The Summer Committee shall meet in June and August of each summer, and if necessary, at the pleasure of the President and Executive Committee. The Committee will meet no more than once per month during the summer months (May to August) but are not mandated to meet once per month.

### **Term:**

The term of the Summer Committee shall be from the close of the Board of Directors meeting at which it is struck in April until such time as the Board of Directors calls to order its first meeting in September.