

**Trent Central Student Association
First Meeting of the 2022 Summer Committee
Agenda - Thursday, June 23rd, 2022, at 11:00 am (via Zoom)**

1. Call to Order

Time: 11:01 am

2. Roll Call

Chair: Wendy Walker

Present:

Zoe Litow-Daye (she/they)
Holly Naraine (she/her)
Shay Surujnarain (she/her)
Aimee Anctil (she/her)
Harshit Jain (he/him)

Regrets:

Angela Slater-Meadows
Craig Stoddart

Absent:

Alyssa Robinson

Association Staff:

Operations and Services Manager Tracy Milne (she/her)

3. Land Acknowledgement

Chair Walker reads the Association's land acknowledgement aloud "The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugaeg 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."

4. Chairs Remarks

Chair Walker provides a brief explanation of Robert's Rules of Order as well as the purpose and powers of the Summer Committee.

5. Approval of the Agenda

This motion sets the business of the meeting. Changes to the meeting's business are discussed here

MOTION: Be it resolved that the agenda for the 2022.06.23 Summer Committee Meeting be approved.

Moved by: President Litow-Daye, seconded by VP Naraine

Motion Carried

6. Approval of Minutes

This motion approves the publication of the previous meeting's record.

MOTION: Be it resolved that the minutes from the 2022.04.29 meeting be approved with the necessary corrections.

Moved by: VP Naraine, seconded by President Litow-Daye

Motion Carried

7. Executive Updates

Each executive will provide updates regarding....benefits, orientation, etc.

President Litow-Daye informs Summer Committee that they took a sick day on June 13th. They are working on the September Orange Shirt Campaign with the First Peoples House of Learning (FPHL) and Trent University Native Association (TUNA). The TCSA is collaborating with Miskomin Manidoomin, an Ojibwe artist who will be creating the shirt's design. The money raised will be donated to a charity of the Elders Council's choosing. Zoe is also working on an Indigenous Makers Market and Drum Social that will follow the Curve Lake Powwow. Further information will be posted to the TCSA's social media. Discussions with Trent have begun to build a new bus terminal and loop on campus. Miranda Studio's contract for graduate and convocation photography has come up for renewal, so an RFP process will begin shortly. Zoe and the TCSA's BIPOC Student Organizer, Moriah, attended the Community Race Relations Council (CRRC) DEI networking meeting. One Roof Shelter has received the cheque for the remaining levy funds from the previous Warming Room levy. The TCSA will also provide training to the Enrollment and Admissions Office as they have hired new staff.

VP Surujnarain is working on Orientation events and hopes to solidify plans by July. Planning for the Associations' Leadership Assembly is underway for September; this is being done in collaboration with Community Coordinator Ashley and will be for all Association clubs. Shay will meet with GC Principle Melanie Buddle and Adam Guzkowski from Academic Advising to discuss students' academic needs and available supports before the upcoming year. Outreach to cabinets will begin in July to build

relationships and plans for the year. Shay is also planning a strawberry picking event for this summer. Following the executive's meeting with PVP, they will be working with Provost Michael Khan on policy for the standardization of hybrid classes and how professors will be supported while held accountable.

VP Naraine informs the Summer Committee of the mid-year report of the Association's health benefits plan and the increase in benefits fees due to inflation. The Association is no longer looking to add critical illness coverage to the plan as this would be better suited to be offered by Alumni Services. Holly sat on the hiring committee for the university's new Sexual Violence Prevention Manager; they hired Arwen Sweet, who temporarily filled the position after Robyn Ocean left. Health Services Director, Stewart Engelberg, has requested feedback for the racialized therapist position. The job description has been updated, and Holly will sit on the hiring committee. No interviews have been scheduled yet. The Wrapped and Ready program has had less engagement due to fewer students on campus in the summer but will be promoted throughout Orientation Week. The One Stop Chop on-campus food pantry in the TCSA office will be soft-launching in August, and conversations with the Social Work Society, Trent Vegetable Gardens and Chartwells are ongoing regarding their possible contribution during the academic year. Treetop Trekking will be taking place on July 6th; there has been an overwhelming response from students to this event. The cannabis education grant will be utilized during the safe consumption campaign in October. There will be seven counsellors for the fall, including the racialized Therapist and the Durham counsellor. Holly is advocating for a full-time LGBTQ+ doctor as our current is only part-time and not available during the Summer term. Holly is also writing a proposal for a Peer Support program dedicated to sexual violence survivors among International, BIPOC and Racialized students.

VP Anctil has been working on the campus security call to action and sat on the hiring committee for new campus security guards. Security has been very open to the TCSA's feedback and has agreed to our proposed recommendations. Aimee attended the IT steering committee, which oversaw the installation of computers on the third floor near Career Space. There will be a new cafe, 76 Sips going into the Athletics Centre where The Planet North used to be. Aimee is also assisting with the September Orange Shirt Campaign. Aimee and Shay hosted a Queer tea party in The Freedom Lounge at the beginning of the month for Pride. Aimee has also been working on a column in The Arthur to connect with students about the Association's advocacy work. The Freedom Lounges sensory room has been updated to accommodate students' spiritual needs, and a biracial student support group has been formed. Aimee is also starting to plan the Excaliburnt Out campaign scheduled for the Fall to address strained resources at Trent.

Motion: Be it resolved that the Executive Reports be accepted by Summer Committee.

Moved by: President Litow-Daye, seconded by VP Naraine

Motion Carried

8. Health and Safety Report

Directors will receive an update and recommendations from the Association's Resource Manager on workplace safety and institutional practices.

MOTION: Be it resolved that the Association's March 2020-May 2022 Health and Safety Report be approved.

Moved By: VP Anctil, Seconded by VP Surujnarain

Motion Carried

9. Transit Update

Updates from the President and Operations Manager regarding Bus Bike Rack Sponsorship and other changes to service.

The Associations Operation and Services Manager, Tracy Milne, provides an update on the current transit service. Over the past year, the Association did not have an updated service contract with Peterborough Transit. We have received a new contract that recognizes the changes in service utilization. The Association no longer pays per bus, which is how the previous agreements were laid out with the Trent-specific express routes. Instead, we are paying a percentage of the Transit levy to reflect the utilization of the entire transit grid. The updated contract includes a clause that the financial contribution will be reduced if service falls below a certain standard. We historically have had a good relationship with Peterborough Transit since the relationship began in 2012. The contract has been reviewed by the city's lawyer and the Association's lawyer. Within the contract, 87% of the collected levy will go to the city for service, and the remaining will be used to rebuild the Associations Transit reserve fund. Once the association has 20% of the levy in its reserves, we will pay 93% of the collected levy to the city. Capital projects are also considered with the percentage contribution; this includes the new transit terminal and loop for West Bank. This could result in a reduction in our contribution while the project is underway.

Trent has informally agreed to build a new transit terminal and bus loop on the West Bank to reduce traffic within the Bata loop. The new terminal will include a Drugsmart pharmacy, virtual counselling rooms, offices, and other health services may be moved to this building. The Association is in a good financial position to fund this build. This agreement will be similar to the Association's current agreement for the Student Centre. The Association would fund the project and be able to charge rent to the departments and services within, but Trent will own the building and the land.

MOTION: Be it resolved that the Associations 2022 Universal Transit Pass Contract with Peterborough Transit be approved.

Moved by: VP Surujnarain, seconded by VP Naraine

Motion Carried

The Association has an opportunity to sponsor five bike racks on the city buses. The racks are very popular with students and would be a 1-year sponsorship for \$7500.

June 13th, 2022

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the President's Report for the period of April 10th, 2022, to June 23rd, 2022.

Sick Days

- I had taken a sick day this month on June 13th.

Orange Shirt Campaign

- The TCSA has been working in partnership with FPHL and TUNA to run another Orange Shirt Campaign. Our artists will be Sabrina (Miskomin Manidoomin) an Ojibwe artist from Antler River. They have been working closely with Indigenous staff and students to make a design that incorporates elements of the traditional area. Money raised will be donated - the charities/organizations are TBD by the Elders council.

Indigenous Artisan Market and Drum Social

- We have been working with FPHL to host an Indigenous Artisan Market & Drum Social on September 19th. This will follow the Curve Lake Powwow. The TCSA will be managing the callout of the vendors and FPHL will be organizing the drum social. Vendor fees collected from this market will be donated with the proceeds raised from the Orange Shirt Campaign.

Transit/bus loop

- Tracy And I have begun discussions with Peterborough Transit and the university to develop a bus loop/terminal on the West Bank. Conversations on building the terminal are preliminary and our next meeting to discuss them is June 22nd.
- Constructions for a bus landing/lane in front of the student centre will start this summer and will be completed in the fall.

RFP Miranda Studios

- Miranda Studios' contract is ending. Once convocation is finished we will be starting the RFP process.

Community Race Relations Committee

- The TCSA is sitting on the Community Race Relations D.E.I Network Meeting. We have our first meeting on June 16th.

One Roof donation

- The donation from the levy money was given to One Roof Community Shelter on May 31st.

Other

- Trent has just hired another Enrolment advisor who will be conducting training with the association. Title: Enrolment Advisor, Access Inclusion Lynn Yeboah.

Respectfully Submitted,

Zoe Litow (She/They)
President of Trent Central Student Association



June 14th 2022

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 for the period of May 1st 2022 to June 14th 2022.

Committees

Nothing to report yet.

Events

Queer Tea Party:

June 14th 2022

Succes!! Spent time with students by providing them a safe space to hang out and be comfortable with some yummy snacks.

Leadership Assembly:

Date TBD

Working with Ashley to solidify those plans and lock them down with budgeting in mind!

Orientation Week:

Date TBD

Ongoing work- will be calling vendors by end of June to lock them down for september, still thinking about contingency plans to make sure we have a back up.

Academic Conversations:

Ongoing

A meeting has been scheduled with Melanie and Adam(add last names) to talk more about academic needs.

Connecting with Cabinet Presidents:

End of June 2022

Working towards creating better connections and communication with the cabinets, will work to set up a meeting with individual representatives and talk about what they would like to see from us.

Respectfully Submitted,

Shay Surujnarain (She/They)

Vice-President University and College Affairs

Trent Central Student Association

Jun 14, 2022

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President Student Health and Wellness (VPHW) Report from April 10th, 2022, to June 14th, 2022.

Committees

Benefits

- Met with Drew from Student VIP / C&C Insurance to review the mid-year benefits report
- 3% increase in fees
- Discussed critical illness coverage
 - Drew suggested that TCSA should not offer this program and that Alumni Services should instead

Sexual Violence Prevention Coordinator Hiring Committee

- I was invited to sit on the hiring committee for Trent's Sexual Violence Prevention Coordinator alongside Jason Salo (Director of Campus Safety), Nona Robinson (Vice President of Student Affairs), and Dawn Lavell-Harvard (Director of First people's House of Learning)
- Hired Arwen Sweet (current Peer Support project associate and interim Sexual Violence Prevention Coordinator and Peer support program coordinator)

Racialized Student Therapist Hiring Committee

- Stewart (Director of Wellness Centre) invited me to provide feedback on the previous job title—*BIPOC Counsellor*
- I asked to be included on the hiring committee to provide racialized and student representation, however, I will not be allowed to contribute to the interview

Programs

Wrapped & Ready

- Low summer engagement
- Will order more supplies closer to September unless we receive high demand

TCSA's Community Kitchen

- Begun organizing the kitchen space in the TCSA office to host a community pantry/fridge/food bank for students to use
- Collaborations with Social Work Society, Chartwells, and Trent Vegetable Gardens in the works

Tree Top Trekking - July 6th

- Aimee and I are taking 28 students via bus to Tree Top Trekking Ganaraska
- Overwhelming response

Cannabis Education - October 2022

- Previous VPHW secured a \$930 grant for a Cannabis Harm Reduction campaign
- Planning an educational game night using grant money for prizes

Advocacy

Mental Health

- Will be meeting with Stewart in the coming weeks to discuss the need for additional counsellors and therapists

Trans and LGBTQ+ Doctor

- I will be asking the Stewart to commit to hiring a year-round Trans and LGBTQ+-focused doctor to provide gender-related health services as well as provide LGBTQ students with a resource to access community-specific sexual health supports and education.

Sexual Violence

- I have begun to work on a proposal for a sexual violence peer support program for racialized and international students at Trent.

Respectfully Submitted,

Holly Naraine (She/Her)
Vice-President Student Health and Wellness
Trent Central Student Association

Tuesday June 14th 2022

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President Campaigns & Equity (VPCE) Report for the period of April 10th, 2022 to June 23rd, 2022.

Committees

Campus Security Guard Hiring Committee - June 2nd 2022

- Participated as a member of the Security Guard Hiring Community as per the recommendations provided with the Call to Action report.

IT - May 11th 2022

- Update regarding installation of computers on the third floor of the Student Center.

Food Services Advisory Committee - May 26th 2022

- Bata Bean, Tim Hortons, and a new location where 'the Planet' was formerly are (re)opening. -> Managing ongoing collaboration with Chartwells and The Seasoned Spoon regarding the VPHW's Community Kitchen project.

Canadian Federation of Students - May 11-12th 2022

- Introductory training, and facilitating the distribution of CFS's Demand Our Future materials for the Ontario provincial election.

Events

Orange T-Shirt Day - May 26th 2022

- In collaboration with the BIPOC organizer, facilitating dialogues with the FPHL regarding the development of designs alongside the talented Indigenous artist Sabrina Fontaine.

Queer Tea Party - June 13th 2022

- Hosted in the Freedom Lounge, planned in collaboration with the VPUC.
- Well attended and catered by Milk & Tea. We served a diverse range of cultural snacks to students who pre-registered for the event. Dedicated to creating a safe and inviting space for BIPOC & 2SLGBTQ+ students to meet fellow intersectional students and celebrate Pride month.

Programs

TCSA's Community Kitchen - Ongoing

- Assisting the VPHW's project through naming, logo, brand design, and contacting various campus and local sustenance providers.

Advocacy

Campus Security Call to Action - May 4th 2022

- The campus climate survey & interviews were compiled into a report and shown to Campus Security during a meeting with Director Jason Salo, Manager Keith Pua, and Risk Management Parking Supervisor Melissa Martin to advocate on behalf of the student body for; increasing outreach & community relations, Bi-Annual Open Forum for dialogue, and enhanced training regarding marginalized communities in partnership with diverse Trent Clubs & Groups and the TCSA.

Operation Comms - Ongoing

- Developing the TCSA's communication with the student body in a more accessible, flexible, and open way in collaboration with the Colleges and Arthur Newspaper ('The TCSA Community Correspondence' column).

Freedom Lounge Re-Jig - May 19th 2022

- The Freedom Lounge has been renovated in collaboration with the BIPOC organizer to accommodate more events and the creation of the Multi-Faith room.
- Developing better dialogues regarding the Freedom Lounge's prioritization of a safe space of acceptance, celebration, and communication for BIPOC students. As well as communicating the capacity that non-racialized students are allowed within the space. -> Materials from the former Sensory Room in the Freedom Lounge are in the process of being transferred to TUEFRT.

Biracial Support Group - Ongoing

- Creating a proposal regarding a Biracial Support Group to meet during the school year to discuss experiences of Biraciality in Peterborough.

Other

Excalibur Out - Ongoing

- Currently developing a strategic program regarding the strained resources at the university being impacted by enrolment increases.

Respectfully submitted,

Aimee Anctil (she/her)



Vice-President Campaigns & Equity
Trent Central Student Association

March 2020- May 2022, Health & Safety Report

To ensure the safety of our workspace, the Association took several measures since the pandemic began to prevent the spread by limiting contact between individuals and limiting the possibility of large group gatherings in our workplace. Measures were undertaken by the Operations and Services Manager with support from the Association Resource Manager to implement. Following the office closure in mid-March 2020, the Association shifted many existing practices to be fully online. It was felt that as of September 2020, returning to the office on a regular basis would be a valuable resource for our membership so long as it was done with safe practices in mind.

As a result, we undertook all of Trent's return to work planning and training. Each staff member was expected to complete a Blackboard module on Work Safe Practices. Staff participated in a Student Support Hub training day to prepare for this. Through the remainder of the 2020-2021 term, the Association followed protocols for campus and office closures in line with directives from Trent University and the local health authorities.

For staff safety, we maintained a mandatory vaccination policy (in line with requirements that Trent stipulated for being on campus) and an in-office mask policy. For bookable spaces, COVID-19 protocols prevented us from being able to make these rooms available during remote work/study periods. When on-campus periods resumed and health directives allowed bookable spaces to be accessed, we resumed allowing these rooms to be booked while following Trent's risk management policies. The Association also maintained health and safety equipment (such as PPE for students coming into the office, physical barriers at our front desk, and hand sanitizer for each employee at their work stations). This equipment was provided by the university through simple email requests by various staff to fixit@trentu.ca. Staff were also expected to sanitize their workstations at the end of each shift and before they began in the morning. Front Desk staff regularly cleaned and sanitized common surfaces and items multiple times each shift (before open, mid-day, and following office closure).

These practices continued for the 2021-2022 term. In Fall 2021, the Association purchased HEPA-certified air filters and placed them in common spaces throughout the office and bookable spaces in the Student Centre, including the Events space, the Freedom Lounge (and smaller associated rooms), and the silent study space. At this time, the Student Centre possesses ventilation systems of sufficient quality to keep the air in the building fresh and safe. Still, this additional level of air filtration was felt to be appropriate for smaller spaces.

To accommodate staff safety and work/life balance, the Association has supported a combination of remote and in-person work for all roles that don't require continuous in-person presence across the workweek. As the 2022-2023 year progresses, it is assumed that some degree of flexibility regarding remote work will be maintained to support work/life balance. If

COVID-19 continues to present serious concerns, a remote work format is readily available to carry forward Association Operations.

Identified Health and Safety Issues

COVID-19

COVID-19 may continue to present risks to the Association in the future. We are maintaining an in-office mask policy when staff are moving about in common spaces or when they share office workspaces in close proximity with each other (depending on the mutual agreement of those staff). The Association is also requesting that employees provide proof of COVID-19 vaccination so we can keep this information on record. Further directives for booster vaccines may be considered depending on best practices (or orders) expected by local health authorities or Trent University. The Association is prepared to respond to any developments related to COVID-19 to ensure safety in our work environment.

Noisy Office Environment

Through much of 2021-2022, there have been significant periods of time when the office is being worked in by many staff, leading to a noisy office environment that makes it challenging to conduct virtual meetings or generally focus on one's work. Although most staff may be present in the office, virtual meetings will take place with individuals working remotely. To address the issue of background noise and clear communication for Association staff, each member of the Executive and Full-time staff has been issued a pair of noise-cancelling, wireless headphones. Headphones will be provided to new staff where required on an ongoing basis so that they may easily perform their duties. Headphones also possess a built-in microphone to allow clear audio if staff connect into a meeting on the go or between devices.

Working from Home

At the time of writing this report, no official remote work policy exists. However, staff have organized office and remote schedules by mutual agreement that complements the operations of the Association and cohesive communication. This report recommends that a work from home day and statement of standard working hours be established to emphasize the typical start and finish times for employees of the Association who have control over their work schedules or scheduling of other staff. This could be as simple as standard working hours being in line with hours of the Association's office or requiring employees to state their typical weekly expected hours of work while communicating any notice of a change.

Right to Disconnect Policy

At the time of writing this report, the Association does not possess a right to disconnect policy, as defined in recently introduced changes to the Employment Standards Act. Right to disconnect is defined as "not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the

performance of work.” The policy is only required by organizations that possess 25 or more employees. Still, it would be good to include this policy in our policy book if the right to disconnect is identified as a concern by Association staff.

Human Resources Committee Health and Safety Review

Through 2021-2022 staffing levels through the Fall and Winter Terms are putting the Association at a threshold of 20 staff for the majority of the Academic year. Although Trent’s Joint Health and Safety Committee contributes substantially to our health and safety program, this number of staff requires the Association to conduct its own health and safety committee meetings (with minutes). It is recommended that the Human Resources Committee convene once at the beginning of each semester (September/January) to conduct a health and safety review for various positions. It is recommended that for these health and safety review meetings that the HR committee invite one member of the Front Desk staff and one member of the Brand Ambassador team to gain insight from those positions, in addition to the Operations and Services Manager, the Association Resource Manager, a member of the Executive and another member of the Board). Key details regarding health and safety practices that arise from these meetings should then be communicated to the staff of the Association.

Support from Trent and Internal Responsibility System

The Student Centre falls under the purview of Trent’s Joint Health and Safety Committee and is a part of regular safety audit processes (i.e. scheduled fire drills and safety inspections). It is important that the Association take steps to ensure that its own Internal Responsibility System (IRS) is sufficiently developed toward safety in the workplace as these protocols apply to the whole campus on an annual basis and do not ensure direct actions in the day to day work environment for a safe workplace. Staff are expected to take part in all initiatives to assist with the delivery of the program when required. Promoting awareness of workplace health and safety is relatively straightforward, but we rely on our staff to make it a common condition of the workplace and our organizational practices.

Review of Association Spaces - May 2022

- 1) First Floor Reception Desk (1.04) – This space needs the most work of all Association spaces. There is excessive clutter under the desk and behind the door. Installing some shelving and providing storage bins for promotional materials will significantly reduce built-up clutter. Sanitizer and cleaner are available in the space for staff. The main door is not accessible; this is not currently an issue but may need to be updated in the future. Chairs more suitable for the space that include wheels are also something to invest in in the future. Trent's Recruitment office has recently used this space for campus tours, and various promotional materials have been left. Communication with departments using Association spaces regarding storage, organization, and cleanliness expectations is essential.

- 2) Events Storage Space (1.05) – The space is organized and clear of clutter. When used to store items for exam care packs and Orientation, it is important to keep boxes away from the doors and to keep a clear walkway.
- 3) Event Space (1.07) – This space has been more heavily utilized as Trent returns to in-person learning. The room contains a clean air filter, fire extinguisher and waste disposal, including compost and recycling. The projector screen has a rip that has been patched, but it is important to monitor if it needs to be replaced. Some electrical plugs do not work and need to be repaired by Fixit. Multiple tables within the space are broken; inventory needs to be taken, and replacements should be purchased before the Fall semester.
- 4) Student Centre Atrium and Starbucks Seating Area (1.09 & 1.11) – The main floor of the Student Centre has continued to be used extensively by students as a primary study and social space on campus. The upper landing on the second floor has a large plant to block the open ledge. Garbage bins are accessible to Starbucks customers and students. The elevator is in working order and will be reassessed in October 2022.
- 5) First Floor Storage (1.24) – This space is shared with Trent. It has built extensive clutter that prevents association staff from accessing the outdoor tents. An outdoor shed for the tents would help free up space and create easier access for staff.
- 6) Main Office (2.15) – With the transition back to in-person learning, executives and staff have utilized the main office more heavily. With the increased traffic, it is crucial to be proactive with promotional materials and supplies within the office. It is important to find appropriate storage space for these items to reduce clutter. Sanitizer and cleaning supplies are accessible to staff with the expectation that workstations are cleaned after use. Garbage and air filters are throughout the space. Updated signage is required for the two small offices as new workstations have been added for the Community Coordinator and BIPOC Student Organizer.
- 7) Office Storage (2.16) – Clutter within this space continues to be an issue, but staff have made a conscious effort to reorganize before the Fall semester.
- 8) Clubs Storage (2.21) – This space is managed by the Community Coordinator. It is mainly clear and well organized. Some student clubs continue to store items in the open areas of the space, especially if items do not fit in individual lockers. This is an outstanding issue with this space that should be addressed as soon as possible. All lockers are labelled and have locks. Space could use a sweep and clutter in corners managed.

- 9) Freedom Lounge (Room 2.06 – 2.10) – The space is currently clean and well organized. As students heavily utilize it, it is important to be proactive in maintaining cleanliness. Space has garbage cans, sanitizer and air filters in each room for students. There are leaks in the ceiling and windows on the west side of the main lounge with heavy rain. Electrical plugs have been covered, but repairs to the windows/ceiling would provide a long-term solution. It is recommended that plants be kept on the ground or platforms close to the ground and with a lip on the edge to prevent knocking them over. Rooms within the space require updated signage to reflect the new use of the space. Study room 2.10 has wobbly tables that require adjustments. Both small study rooms require repairs to the sliding door frames.
- 10) Silent Study (2.24)- The room is clean with an air filter, garbage cans and sanitizer accessible to students. Better signage would help to communicate expectations within the space.
- 11) Peer Support (3.03, 3.04)- This space is designated to Peer Support; it remains clean and in good order.
- 12) Stohn Hall Storage (1.23)- The Association recently acquired this storage space. The space has clutter but is walkable. Making sure boxes are not stacked too high and updating the organization will improve its usability. A key for Stohn Hall's main doors has been requested so staff can access the room outside of typical class hours.

Support from Trent and Internal Responsibility System

Although the Student Centre falls under the purview of Trent's Joint Health and Safety Committee and is a part of regular safety audit processes (i.e. scheduled fire drills and safety inspections), it is important that the Association take steps to ensure that its own Internal Responsibility System (IRS) is sufficiently developed toward safety in the workplace. Staff are expected to take part in initiatives to assist with the delivery of the program when required. Promoting awareness of workplace health and safety is relatively straightforward, but we rely on individual staff to make it a common condition of the workplace.