

The Student Association of BCIT

Student focused.
Student led.



2005/2006 Annual Report



ABOUT BCIT STUDENT ASSOCIATION

Introduction

The Student Association of the British Columbia Institute of Technology (BCITSA) is incorporated under the Society Act. BCITSA is an autonomous, student-run organization that works to enhance the ability of our membership to fully engage in their own BCIT student experience. This is achieved through advocacy & representation, student development, and student-centred services. BCIT students annually elect 10 student directors to govern the affairs of BCITSA. BCITSA serves approximately 45,000 students. The median age of full time students is 22 years of age, while the median age for part time students is 31. Many of our full time students continue to work, around 26%, while studying at BCIT. Approximately 58% of students choose BCIT to establish a career.

BCITSA Mission

To be an advocate for students and provide services which are student-centered, responsive and pro-active in supporting and enhancing the quality of student life.



A MESSAGE FROM OUR PRESIDENT

A priority for the Student Executive was making sure that the membership's needs were met. It was a difficult year to ensure that services were there for students because it was not a good financial year. As one of last year's executives, we focused primarily on increasing the awareness of the Association.

In order to better meet the needs of the students, Council voted to increase the student fees to ensure there would be adequate funding for services. Council also voted to increase the services offered by the Health & Dental Plan. Many goals, objectives and opportunities were identified last year and they are already being worked on for implementation in the upcoming year.



Taking from the work that Ashley Steier (President 2005-2006) and the rest of the Student Executive and Council did last year, I'm very excited to lead the new executive and Council into the next fiscal year.

**Jennifer Leaman, Dip IT, CHRP Candidate
President**



A MESSAGE FROM OUR DIRECTOR



The BCIT Student Association has been investing a significant level of human and financial resources into enhancing student services. Although this growth placed financial strain on the Association for the past two years, it was deemed necessary to provide an appropriate level of services to our members. The Council decided, with some restrictions on new initiatives and capital expenditures, to stay on track with the Strategic Plan, while keeping the existing team employed. This decision, along with measures such as management restructuring and a student fee increase, ensured continuity and efficiency for the future of the Association.

For the past five years the Strategic Plan allowed the alignment of organizational objectives, and expired in 2006. It has been an indispensable tool to propel the Association to its current stage. The new Strategic Plan will be approved this upcoming year and will serve as road map for the next five years. Everyone has worked diligently to renew the commitment to this plan. I encourage all student members to make themselves aware of the future vision of their Association.

Our employees and student volunteers contributed greatly to the success and organizational objectives of the Association. Management feels confident that the changes this year within the Association will enable future successes, especially the delivery of services to the membership. I look forward to the upcoming year as I see exciting changes in the making.

Caroline Gagnon, MA
Director



GOVERNANCE

The Board & Council

BCITSA is governed by a Board of Directors (Student Executive) that are elected annually by the membership. The Council is comprised of students appointed by the Board to communicate between the Schools and BCITSA. Together the Board and Council have full control of all activities under BCITSA and have the power to recommend amendments to the Bylaws concerning powers and duties of BCITSA, all officers, committees, clubs, and have the power to prescribe matters of procedure, which are not provided for in the Constitution, or in the Society Act.



“Enhancing the quality of student life.”

Meet the Board



President

2005/2006 - Ashley Steier

[*president@bcitsa.ca*](mailto:president@bcitsa.ca)

The President is a full-time student, the Chair of the Board of Directors, and the official spokesperson for BCITSA and represents all BCIT students. The President coordinates the activities with the Student Executive and liaises with external officials regarding issues affecting BCIT students.

BCITSA Vice-President Finance & Administration

2005/2006 - Craig Hall

[*vpfin@bcitsa.ca*](mailto:vpfin@bcitsa.ca)

The Vice-President Finance & Administration is a full-time student, the Vice-Chair of the Board of Directors, and assumes the responsibilities of the President, should the President be unable to continue in his/her role. The Vice-President Finance & Administration shall be responsible to read and evaluate the financial reports of BCITSA. The Vice-President Finance & Administration will Chair the Constitution Committee and Business Committee.

BCITSA Vice-President Public Relations & Marketing

2005/2006 - Andrea Charlton

[*vppr@bcitsa.ca*](mailto:vppr@bcitsa.ca)

The Vice-President Public Relations & Marketing is a full-time student and works to promote good public relations between students and the BCIT Community, municipality, and industry. The Vice-President Public Relations & Marketing liaises with other student organizations and is responsible for student led fundraising campaigns such as Shinerama and Cut for the Cure.

BCITSA Vice-President Student Affairs

2005/2006 - Jennifer Leaman

[*vpsa@bcitsa.ca*](mailto:vpsa@bcitsa.ca)

The Vice-President Student Affairs is a full-time student and the primary advocate for BCIT students regarding all academic and non-academic issues. The Vice-President Student Affairs manages and supports the student clubs and also organizes Alcohol Awareness Week.



BCITSA Vice-President Campus Life

2005/2006 - Grace Budiono

vpcl@bcitsa.ca

The Vice-President Campus Life is a full-time student and works to promote a high quality of campus life for students. The Vice-President Campus Life is responsible for orientation and liaises with the BCIT Campus Recreation Committee.

BCITSA Chairs

The School Chairs represent their respective schools and provide an invaluable link between the Student Executive and students. School Chairs are primarily responsible for ensuring that the views and needs of students in the school that they represent are brought forward to the rest of the Student Executive and Council. The School Chairs are responsible for soliciting and appointing students to the Council.

Meet the Chairs



BCITSA Chair, School of Business

2005/2006 - Todd Embley

chbs@bcitsa.ca

BCITSA Chair, School of Health Sciences

2005/2006 - Shannon Roberts

chhs@bcitsa.ca

BCITSA Chair, School of Transportation, Construction, and the Environment

2005/2006 - Tara Perret

chtc@bcitsa.ca

BCITSA Chair, School of Manufacturing, Electronics, and Industrial Processes

2005/2006 - Michael Louie

ch2mnr@bcitsa.ca

BCITSA Chair, School of Computing and Academic Studies

2005/2006 - Tunde Gal

ch2e@bcitsa.ca

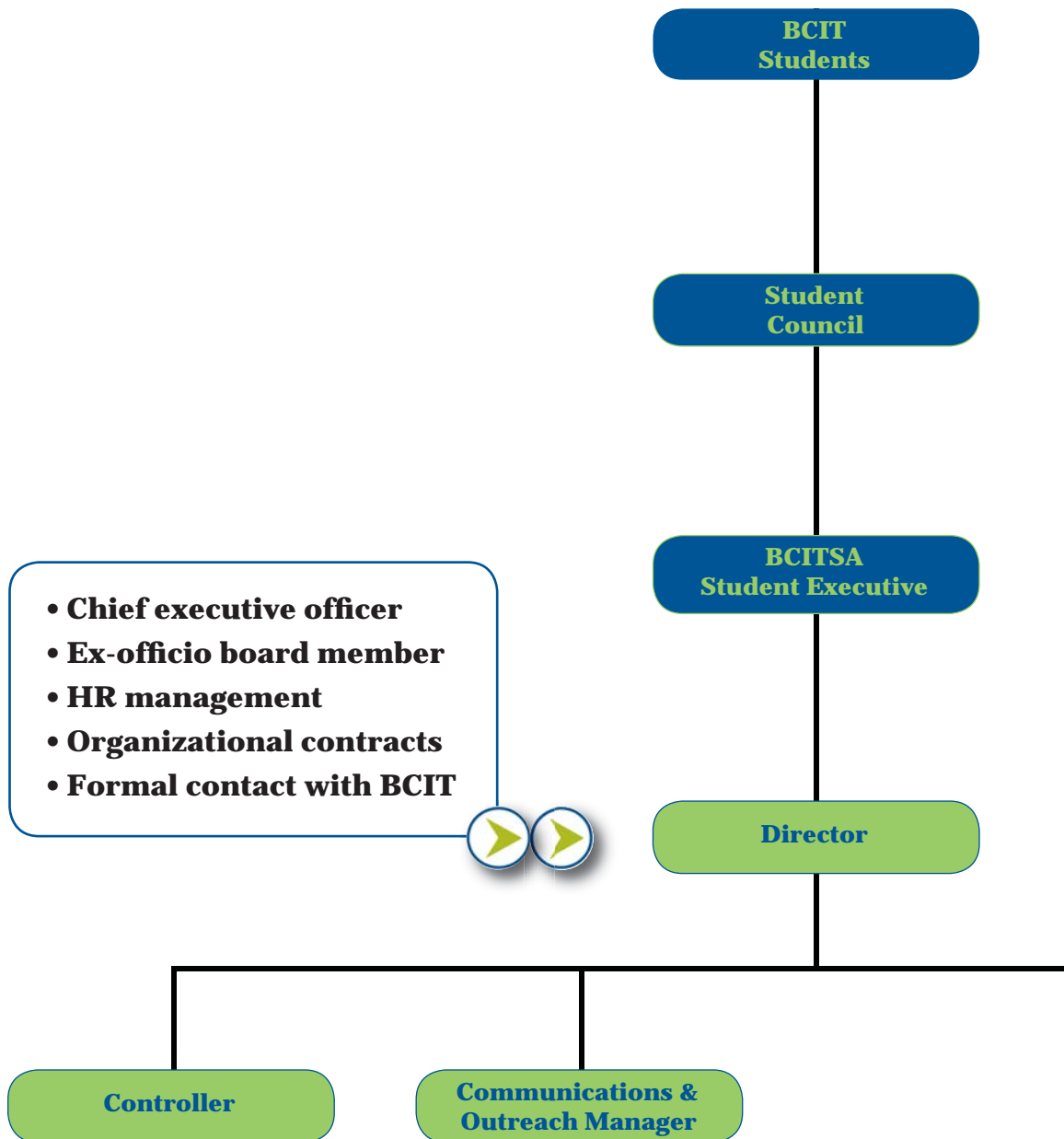
“Enhancing the quality of student life.”





ORGANIZATIONAL FLOW

Governance & Management



- **Elected Board of Directors**
- **Govern the affairs of the Association**
- **Recommend amendments to Constitution & Bylaws**
- **Approve Policies & Procedures**
- **Prescribe matters of procedure not provided for in the Constitution, or in the Society Act.**



**Retail
Manager**

**Pub
Manager**



“Enhancing the quality of student life.”



STUDENT DEVELOPMENT & CAMPUS LIFE

Orientation 2005



Goals

Orientation day worked to prepare new students to actively engage in their own BCIT student experience by connecting them to the entire BCIT Community. Obviously, the BCIT student experience begins in the classroom. However, the classroom is not the only environment that assists students in building pathways for career success. Orientation processes were connected to flow from the goals of the BCIT Community. BCITSA and BCIT worked together to change the flow and framework of orientation day to allow for more flexibility and less repetition for new students. Student intakes of 600-700 new students arrived each hour over five hours with three components to their orientation.

Greeting & Timetables

As with previous years, new technology students went to the gymnasium. New trades and apprentice students began orientation with faculty in their program orientation.

Program Orientation

The program orientation introduced new students to BCIT policies and academic expectations from faculty in their discipline. Institute officials developed a template to apply consistency, while supporting program specific best practices.

BCITSA Services Expo

Every group received an official welcome and a short keynote address about the enormous opportunity before them and what the speaker's BCIT experience meant to them. In addition, BCITSA and BCIT service providers set up a tradeshow to encourage new students to access those personnel and resources that were of the most interest to them.

Successes

Orientation day successfully integrated the entire BCIT Community into the orientation process and greatly reduced the repetition and length of time that new students needed to be on campus. BCITSA was able to access students more effectively than in previous years by bringing students to the Great Hall. In addition, BCITSA proved to be a valuable partner in establishing a successful orientation. Overall, this new orientation day proved to be superior to previous days.



Challenges

The updated format of orientation day presented some challenges with the BCIT Services Expo regarding the entertainment and placement of some service areas. Also, not all program orientations sent their new students to participate in this final component of the orientation day. In addition, the updated format did not allow for a formal presentation from the Shinerama Campaign. Finally, orientation went over budget with changes and was unable to attract the aggressive sponsorship levels targeted for that event.

Next Steps

Though successful overall, BCITSA will need to re-visit the format and flow of BCIT Services Expo. In addition, BCITSA will need to seek sponsorship to help offset the cost of participating at this level. Finally, volunteer recruitment and training will need to be expanded in the year to come to support the ongoing development of orientation as a whole.

Shinerama



Goals

The goal of Shinerama 2005 was to raise \$30,000 for the Canadian Cystic Fibrosis Foundation through events, merchandising promotional materials and pledges from the Amazing Race. The actual amount raised was approximately \$16,000.

Successes

Shinerama 2005 was a campaign of new events and tactics to elicit more of a response from students and staff to raise funds. Introducing street teams to the campus was a very successful venture as it led to more opportunities for promotion at the grassroots level. Club involvement was very successful in 2005 as almost all of the Shinerama events, with the exception of the Amazing Race, were partnered with a student club. This was very advantageous as it provided the Shinerama team with another vehicle to spread word of mouth about events and encourage fundraising. Finally, the organization of the Amazing Race was very successful as the process of the event day went flawlessly. There was a very positive response from students and staff regarding the implementation of race day.

“Student focused, student led.”



Challenges

One of the biggest challenges of the 2005 campaign was to raise awareness about Shinerama. In previous years, guest speakers were invited in to talk about their experiences with Cystic Fibrosis. This really inspired students not only to raise money but also to get involved as participants or volunteers. Not having these guest speakers come in on orientation day was a major factor in the diminished amount of funds raised for Shinerama as a whole.

Next Steps

After reviewing the process, some much needed changes will be implemented for the next year. Based on diminishing student response to the campaign and staff involvement also decreasing, the process of involving the BCIT Community in Shinerama will need to become an option.

Campus Outreach



Goals

BCITSA wanted to increase exposure and services available to students on all campuses. In conjunction with the previous Student Executive, the Communications & Outreach Department worked to categorize services available to students from other campuses and identify opportunities for the Association to engage these students more effectively.

Successes

It was discovered that many of the services available to students at the Burnaby Campus were also available to students attending other campuses. In addition, Student Executive and staff visited the Aerospace Technology Campus and Pacific Marine Campus to identify ways to better connect these campuses to the Association.

Challenges

Although many of the services offered to students at the Burnaby Campus were available to students attending other campuses, BCITSA has not promoted these services effectively. In addition, BCITSA was unable to implement a consistent strategy to better engage and provide value for students attending other campuses. Finally, there were simply too few financial and staffing resources to effectively begin an outreach strategy.

Next Steps

BCITSA will need to identify more opportunities to engage students attending other campuses including orientation, events (if any), and presentations to better educate all BCIT students about the value of BCITSA and all that is available to them. Some strategies have begun with Marine Campus to start this process.

Special Events



Goals

The events portfolio scheduled two large events and a number of smaller events throughout the year to increase student participation in BCITSA programming. The events were scheduled to spend \$12, 500 for the 2005/2006 year. Additional programming was to be developed through aggressive sponsorship targets that delivered student events that were also attractive for external partners.

Successes

The events portfolio has endured a great deal of transition in past years, which made it exceedingly difficult to move the portfolio forward. This past year a number of systemic barriers were identified and removed with BCIT to allow the events portfolio to more effectively book spaces and resources for events on campus. These key relationships with BCIT departments included Timetabling, AV Services, and Computer Resources. In addition, a new event concept called co-curricular programming was developed in concert with academic areas to provide relevant events that are jointly presented by BCITSA and specific BCIT Programs.

Challenges

There were a number of challenges within this portfolio this past year. Although key relationships were developed with BCIT, there were obstacles to effective communications with some faculty and as a result, the George Stromboloupoulos Lecture, a key event scheduled for students, conflicted with a mandatory presentation that prevented broadcast students from attending a great event. In addition, this portfolio was plagued with reactive planning due to the limitations of booking space and resources and as a result, this portfolio was unable to attract the aggressive sponsorship levels needed to achieve budget and programming targets. Finally, as with other areas, larger organizational financial constraints greatly impacted the ability to deliver new events in an area that was already overspent for the year.

“Student focused, student led.”



Next Steps

The events portfolio will need to address the timelines for hosting events to better facilitate marketing revenues from external partners. Clearly, there is great potential within the programming and events area and many of the barriers that have prevented this portfolio from being successful have been removed. However for this portfolio to be successful, more work needs to be done to identify events and streamline planning timelines so to deliver more effective and value-added events for BCIT students.

Student Clubs



Goals

The BCIT Student Association, through the VP Student Affairs, identified several needs in regard to student clubs on campus: to strengthen relationships and increase communications between the clubs and to increase the number of clubs on campus.

Successes

The relationship between the Association and all the clubs was greatly strengthened. On the whole BCITSA was able to identify the activities of the clubs and the events planned. To show an active role in the activities of the clubs, BCITSA members were present at many different club meetings. There were also three new clubs started last year.

Challenges

While building the relationships between the clubs several issues were identified that needed to be resolved, which included increasing communications and having a detailed document for the clubs that explained the role of and fit with the Association. Major gaps were identified in regards to transparency, liability, and accountability. These issues were identified but not resolved last year.

Next Steps

Communications with the clubs need to begin during the summer to build upon the relationship between the clubs and the Association. In addition, a recommendation has been made to establish a club committee to maintain communications during the school year. In regard to the issues of transparency, liability, and accountability, there are recommendations that clubs do not sign-off on contracts and that the clubs mandate the sending of financial statements to BCITSA on a monthly basis.



SPONSORS, DONATIONS & SUPPLIERS

BCITSA seeks out and evaluates opportunities to work with external organizations that are of benefit to and work to promote our students, our association, and our partners. BCITSA strives to seek out relationships based on ethical business practices, superior products and services, and community development. This past year BCITSA was pleased to work with the following groups:

Sponsors	Donations	Suppliers
BCIT Alumni Association	B & B	Acco Brands Canada Inc.
BCIT Recreation Services	BCIT Bookstore	A&L Electronic
Bell	BCIT Recreation Services	Ampad
Dose	BCIT Safety & Security	Apple Canada Inc.
Gray Beverage (Pepsi)	Chapters	Axidata Inc.
Molson	Cliff Notes	Canterbury Food Service
STA Travel	Earl's	Ltd.
Travel Cuts	Famous Players	Chartwells
United Way	HBC	Core-Mark
YouthCo.	Jelly Belly	Frito-Lay Canada
	The Keg	Gray Beverage (Pepsi)
	Milestones	H.D.Brown Enterprises
	Old Spaghetti Factory	Ltd.(Russell Athletic)
	Olive Garden	Holiday Group Inc.(Roots
	Purdy's Chocolates	and Swiss Gear bags)
	Student Escape Tours	Imperial Tobacco Canada
	Tungsten	Island Farms
	TYAM	K&K Food Service
	White Spot	Monte Cristo Bakery
		North Trek Promotions
		(giftware)
		Old Dutch Foods Ltd.
		Pentel Stationery of
		Canada Ltd.
		Rolex Plastics
		Snowbean Wholesale
		Group Ltd.
		Snow Cap Enterprises
		Ltd.
		Nuffy' Enterprises Ltd.
		(Surefresh)
		Staedtler-Mars Limited
		Translink
		Yen Brothers Food
		Service Ltd.

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OPERATIONS

Operations 2005/2006

The BCIT Student Association owns and operates businesses on campus that work to enhance the quality of student life. The proceeds from our business operations help provide funding for BCITSA initiatives and to use student fees more efficiently, translating into better value for BCIT students.

The Image Centre



Venue & Location

image@bcitsa.ca

The Image Centre is centrally located within the Great Hall in Rm. 283.

Products & Services

The Image Centre is a full service print shop offering students and staff design and print services to meet their specific needs. In addition, the Image Centre operates a number of self-serve photocopiers for students to use around campus.

Service Goals

The Image Centre service goals were focused to maximize the access and timeliness of services for students, specifically as they related to project needs, by placing time guarantees on work submitted by students. In addition, the downtime of the self-serve photocopiers was to be minimized through improved communication and support with BCIT Libraries, thereby increasing both the efficiency and quality of the self-serve photocopiers managed by the Centre.

Financial Goals

The Image Centre for the 2005/2006 year was scheduled to maintain an operating income loss of (\$60,700). At the beginning of this strategic cycle, the then titled "Copy Centre" was forecast to become a break-even operation by 2005. However, it has since been determined that there is simply not enough business opportunity on campus to achieve this goal. Furthermore, BCITSA has very limited opportunity to expand this business beyond campus, due to our non-profit status. Thus, it is not feasible to continue to operate the Image Centre on a break-even basis and as such the Image Centre will move into the student support services area and go under review in 2006.

Successes

The Image Centre has maintained a very high level of customer satisfaction by consistently delivering finished products on time. Those that know and use the service are very pleased with the quality and range of services provided by the Centre staff. In addition, staff members have worked diligently with BCIT Libraries to ensure that paper levels and well maintained in remote self-self copiers and that any down time is kept to a minimum. These important customer service strategies will allow the Image Centre to better market to students and staff in the upcoming year.

Challenges

Student comments clearly identify a lack of knowledge of both the expertise and services available to students and staff through the Image Centre, which has contributed to the inability of the Image Centre to build more student and staff business. In addition, there appears to be a downward trend in the usage of the myBCIT Card, which has negatively effected the bottom line. Moving forward, BCITSA will have to evaluate the use of these cards and the technology behind the cards to better determine our next steps, either to let this service die off, or research any potentially viable alternatives.

Retail Stores



Venue & Location

mainmgr@bcitsa.ca

The BCITSA operates five retail locations: Convenience Store is located on the second floor in SE2, Room 278; Seattle's Best Coffee Shop is located within the Great Hall in Room 287; Main Store is located on the first floor in SE 2, in Room 125; NE1 Store is located on the first floor in NE-1, in Room 203; SE12 Store is located in SE-12, in Room 202.

Products & Services

The retail operations offered numerous products to students and faculty. Each store has a specific focus. The Convenience Store was the one-stop shop for transit passes, snacks, hot and cold beverages, candies, tobacco products, and warm and cold lunch alternatives. The Seattle's Best Coffee Shop offered a place to get specialty, gourmet hot and cold coffee drinks and freshly baked pastries. The Main Store offered a large selection of BCIT branded clothing and gift items, as well as backpacks, school supplies and computer accessories. The NE1 Store offered hot and cold foods, snacks and beverages, school supplies, and a limited selection of BCIT branded clothing and backpacks. The SE 12 Store had snacks, cold beverages, school supplies, and BCIT branded clothing.

"We've got you covered."



Service Goals

The Convenience Store goals were focused on maximizing the sales by offering a larger selection of products, especially healthier choices, utilizing the space, and improving the speed of service at peak times. The Seattle's Best Coffee Shop goals were to increase the efficiency, quality and speed at peak times. The Main Store goals were to keep the sales at the highest level possible by meeting changing requirements in technology, and adding an e-store to service long distance customers and BCIT alumni. The NE 1 Store goals were to maximize the retail space available, and to enrich the selection of products available in that location. The SE 12 Store goals were to find the niche market and offer the right product mix in order to break even.

Financial Goals

For the first time all five retail operations were separated in stand alone departments to truly analyze financial performance. Although the goal was to break even as a whole, the retail operations did not meet budget expectations by (\$41,200). The overall loss was (\$59,900) as compared to the budgeted loss of (\$18,700).

Net Income

Retail	Year End	Budget
Overhead	\$ (109,900)	\$ (76,200)
Convenience	7,700	24,300
Main Store	(25,000)	(16,500)
SE 12	(4,800)	(15,300)
NE1	50,300	46,800
Coffee Shop	21,800	18,200
	\$ (59,900)	\$ (18,700)

Successes

The Convenience Store maintained the efficient customer service goals during peak times, such as September and January, for the transit fast track stickers, as well as the beginning and the end of each month for the transit pass sales. The streamlined operations that happened in March have contributed to the improved profitability. The Seattle's Best Coffee Shop has improved the quality of products offered and the productivity. The inventory control was improved by reevaluating the kits and recipes. The Main Store was able to increase the traffic flow by offering must-have supplies such as part kits. The NE 1 Store increased their sales by providing great customer service and efficiency in staffing. The SE 12 Store has benefited from streamlining as well and has become more profitable.



Challenges

The biggest challenges are changes and shifting in the intake for different programs. This affected traffic flow and the customer base for different locations. Also, changes in school requirements, such as calculator models, impacted the ability to meet sales projections. The e-store has proven to be not user friendly due to the complexity of Business Vision software and incompatibility with the online format. Overhead structure infringed on the ability to efficiently operate the stores. As a result, the stores were restructured in February 2006. The new arrangement provided a less layered structure improving efficiency and cost savings.

“We’ve got you covered.”



Professor Mugs Pub & Grill



Venue & Location

pubmgr@bcitsa.ca

Professor Mugs Pub is located on the first floor of the SE 2 building.

Products & Services

The main objective of the Professor Mugs Pub is to offer BCIT community members a place where they can meet friends and unwind in a relaxed atmosphere. The Pub offers a selection of affordable food and beverages. The Pub is the only licensed establishment on campus.

Operational Goals

One of the Pub's goals was to improve front-end service while decreasing the waiting times. Although there has been some improvement, this goal required special attention this past year. There was also emphasis on inventory control systems by properly aligning Business Vision and Micros.

Financial Goals

The Pub was deemed a profit centre for the Association. It was scheduled to reach \$1,000,000 in sales while bringing \$102,700 net income. The final financial figures were less than anticipated; \$990,700 in sales and (\$33,000) in income loss. This significant variance directly impacted other departments of the Association. To minimize the loss, some structural changes were made in February of 2006 ensuring a brighter future for the operational services and the Association.

Successes

Customer service and food/beverage selection met acceptable standards. The Pub provided a place where students could relax while enjoying events such as parties, giveaways, and hockey nights.

Challenges

The Pub faced internal and external challenges. Due to agreements with BCIT the Pub was unable to promote its operations to the outside market, thus limiting additional revenues and was not able to expand its catering services on campus. These restrictions, imposed by BCIT, obligate the Pub to be a place primary used by BCIT community members and their guests, limiting hours of operations and range of services. Internally, the previous management structure was infringing on the growth of the operation, thus the restructure last spring.





STUDENT SUPPORT PROGRAMS

Services 2005/2006

The BCIT Student Association establishes and promotes services that work to enhance the quality of student life. Together, BCITSA operations and services provide BCIT students with all kinds of venues and programming to make the most of their BCIT experience translating into better value for BCIT students.

Uconnect Resource Centre



Venue & Location

resource@bcitsa.ca

The Uconnect Resource Centre is located in the Great Hall in Rm. 286.

Products & Services

The Uconnect offered students an extensive range of referral services within the BCIT Community and throughout the Lower Mainland. In addition, the Uconnect offered specific programming for students geared towards enabling success at BCIT such as the Peer Tutoring Program, the Emergency Food Fund, Advantage Seminars, free computer use, free condoms, volunteer services and leadership programming.

Service Goals

The Uconnect utilizes the Health & Dental Office to draw students into the Centre. Once in the Centre, the staff members showcase the programming and services and work to build the trust of students, so to better facilitate the timely dissemination and referral for students who encounter barriers in their educational experience. The centre tracks all student flights to measure any increases or decreases in programming and services offered.

“We’ve got you covered.”



Financial Goals

The Uconnect Resource Centre for the 2005/2006 year was scheduled to maintain an operating income loss of (\$114,650). The Uconnect Resource Centre began an aggressive plan to attract grants, which did not fully materialize within this fiscal period. The Uconnect was successful in getting a grant from the United Way for approximately \$15,000 to develop a two-year mentorship project to be done in partnership with Association of Neighbourhood Houses. In addition, the Uconnect successfully raised over \$6,000 for the Gift Choice Campaign and Emergency Food Fund for BCIT students. However, the Uconnect was not successful in receiving a grant to help fund the Peer Tutoring Program and as a result needed to implement a fee system for students wanting access the program. Finally, due to larger organizational financial constraints, the Uconnect reduced programs and funding across the department in an attempt to minimize the negative dollar impact on the bottom line for the 2005/2006 fiscal year.



Successes

The Uconnect Resource Centre in the 2005/2006 fiscal year tracked 13,729 student flights, which represented a 30% increase in usage over the same period of the previous budget cycle. Although program funding was substantially cut, the Uconnect was able to successfully maintain partnerships and some programming with BCIT and external partners. The Association, by deciding to keep staff, was able to allow the Uconnect to navigate fairly effectively through a period of restricted funding.

Challenges

The Uconnect Centre, in addition to funding restrictions, had a turnover in management in January of 2005. As a direct result of this combination of factors, the volunteer services, leadership development, and a number of advantage seminars were lost for the remainder of the fiscal year. Moving forward the Uconnect will need to refocus on these important strategies to continue to increase the student flights and value for BCIT students in the resource centre.

Link Student Newspaper & Student Handbook



Venue & Location

link@bcitsa.ca

The Link Student Newspaper is located in SE2 Rm. 285.

Products & Services

The Link Student Newspaper is disseminated bi-weekly to all BCIT Campuses between September and May. The newspaper offers student perspectives on topical issues affecting BCIT students on campus and throughout the Lower Mainland. While owned and operated by BCITSA, the Link maintains editorial autonomy in its copy. The only area maintained by BCITSA is the SA page, which is found on page five of every publication of the newspaper. The student handbook is produced annually and distributed free to all first year students. Second year students can purchase a handbook in the TNT Main Store. The handbook contains a calendar and relevant BCITSA and BCIT information. Secondly, both publications offer advertising that gives students access to products and services not available on campus, while helping offset the cost of production.

Service Goals

The Link worked to increase local content and reduce its dependency on wire stories from other jurisdictions to increase the relevance and value for BCIT students and increase readership. In addition, the Link mandated a 12 page minimum print and increased the classified section to allow for more campus relevant events and personals postings.

“We’ve got you covered.”





Financial Goals

The Link and handbook for the 2005/2006 year were scheduled to maintain an operating income loss of (\$82,000). The Link hired a full-time staff member to increase the consistency and ad sales within the publications. In addition, the publications were transferred to a PC environment to facilitate better communication and resource sharing within the Association. Ad sales were slow to materialize and as such, student editor positions were cut from three down to one. As with other services, larger organizational financial constraints impeded the Link and the last issue of the year was dropped in an attempt to minimize the negative dollar impact on the bottom line for the 2005/2006 fiscal year.

Successes

Although ad sales were slow to begin, the change to a permanent position did have an impact on sales and the quality of relationships with external advertisers. Even with the deletion of the final edition of the newspaper, ad sales came within \$1500 of making budget. In addition, the paper recorded a 15% increase in readership from 47% to 62%. Finally, the Link successfully lobbied BCITSA to revive the Silver Pen Award, which was handed out for the first time in 15 years to student contributor.

Challenges

The Link clearly needs to focus on attracting more student contributions to the newspaper and develop an effective strategy to attract and retain student volunteers. In addition, the Link will need to identify and implement strategies to increase the readership of the paper. Finally, advertising will need to be addressed more strategically to better facilitate participation of advertisers within the various mediums offered by the Association.

Membership & Fees

BCITSA membership is comprised of all BCIT students paying student fees to BCITSA for the current year of study. Student fees are collected by BCIT and remitted to BCITSA upon notice as directed by the College and Institute Act.

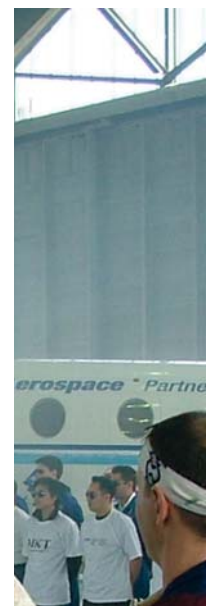


Fee Payment Schedule

	2006/2007	2005/2006
1. Students Attending the Burnaby Campus		
a. All full time day - Technology	\$59.85 per term	\$51.15 per term
b. All full time day - Trades & Apprentices	\$2.57 per week	\$2.19 per week
c. All part time day - Technology	\$5.97 per credit	\$5.10 per credit
d. All part time studies courses	\$3.58 per course	\$3.06 per course
e. All Industry Services students	\$2.57 per week	\$2.19 per week
f. All CO-OP Technology students	\$19.89 per term	\$19.89 per term
g. Trades CO-OP	\$0.92	\$0.92
2. Students Attending the Sea Island Aerospace Technology Campus		
a. All full time day - Technology	\$59.85 per term	\$51.15 per term
b. All full time day - Trades & Apprentices	\$2.57 per week	\$2.19 per week
c. All part time day - Technology	\$5.97 per credit	\$5.10 per credit
d. All part time studies courses	\$3.58 per course	\$3.06 per course
e. All Industry Services students	\$2.57 per week	\$2.19 per week
3. Students Attending Downtown, Great Northern Way, Marine Campus, Kelowna, Maple Ridge, Langley, New Westminster, other sites.		
a. All full time day - Technology	\$25.66 per term	\$21.93 per term
b. All full time day - Trades & Apprentices	\$1.07 per week	\$0.92 per week
c. All part time day - Technology	\$2.57 per credit	\$2.19 per credit
d. All part time studies courses	\$1.55 per course	\$1.33 per course
e. All Industry Services students	\$1.07 per week	\$0.92 per week
f. High School students	\$5.00	\$5.00
4. Distance Education students (as defined as those students taking a course or course from BCIT but do not use any BCIT facility either owned, rented, or occupied by BCIT.		
	\$1.19 per course	\$1.02 per course

*Note: Maximums do not exceed per term fees

"We've got you covered."





A MESSAGE FROM OUR CONTROLLER

The Association clearly did not achieve its financial goals for the fiscal year ending May 31, 2006. However, almost every department either improved its bottom line compared to the previous year or achieved its budgetary goals for 2006. This should give the members of BCITSA assurance that the steps taken in 2006, and the further measures implemented this current year, to bring fiscal stability back to the Association are bearing fruit. Management is confident that the goal of achieving the budget targets for fiscal 2007 will be reached.



In spite of two years of deficits, the balance sheet for BCITSA continues to remain strong. For every 1.00 dollar owed, BCITSA has 2.09 dollars of current assets (2004 – 2.08). The investment portfolio at the end of the year was worth \$1,318,400, which is a growth of 4.6% over the fiscal year (2004 – 5.23%) and is invested 73% in bonds, 18% in equities and 9% in money market funds. BCITSA continues to update and modernize the organization by investing \$67,400 (2004 - \$119,400) in capital assets, but at a reduced level relative to 2004 to reflect the fiscal realities of the Association. The Student Medical plan has a very healthy surplus and, in 2006 added \$52,200 to the surplus (2004 - \$246,700) even though the medical premiums for the students were reduced for 2005-2006.

The policies, procedures and control systems will continue to be reviewed on a regular basis to ensure that the assets of the Association are secured and efficiently and effectively utilized. I, as do we all, look forward to seeing the Association back on firm financial ground so that the organization can continue to meet the needs of its members.

Roland J. Gagel, CGA
Controller

AUDITORS' REPORT

To the Student Executive of BCIT Student Association:

We have audited the statement of financial position of BCIT Student Association as at May 31, 2006 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at May 31, 2006 and the results of its operations and cash flows of the Association for the year then ended, in accordance with Canadian generally accepted accounting principles. As required by the British Columbia Society Act, we report that in our opinion, these principles have been applied on a basis consistent with that of the previous year.

Vancouver, Canada
October 20, 2006

MacKay LLP

CHARTERED ACCOUNTANTS

BCIT STUDENT ASSOCIATION
Statement of Operations
For the year ended May 31, 2006
(With comparative figures for the year ended May 31, 2005)

REVENUES	2006	2005 (Note 17)
Student fees	\$ 869,766	\$ 868,224
Pub revenue, net (Note 10)	595,283	477,729
Retail store revenue, net (Note 11)	485,702	474,475
Childcare	15,934	190,452
Pepsi vending, net (Note 12)	185,805	176,079
Miscellaneous revenues (Note 13)	120,100	113,430
Copy centre revenue, net (Note 14)	83,943	76,927
Handbook advertising and newspaper	38,037	40,549
Interest and dividend	48,949	33,408
Rent	7,200	5,786
	2,450,719	2,457,059
EXPENSES		
Advertising and promotion	13,150	11,131
Amortization of capital assets	120,588	141,694
Amortization of deferred charges	20,182	15,471
Bad debts	664	5,607
Bank charges and interest	42,903	42,111
Bursaries	25,000	25,000
Childcare provisions	1,763	3,389
Equipment rental	65,606	61,779
Handbook expense	17,483	19,529
Honoraria	50,700	59,275
Insurance	40,903	37,994
Janitorial	22,925	24,539
Office	27,724	31,690
Professional development	31,683	35,453
Professional fees	120,885	120,445
Rent	227,686	227,686
Repairs and maintenance	14,212	12,909
Societies and student services	115,620	95,658
Subcontracted printing	11,355	10,278
Telephone and utilities	28,063	25,109
Wages and benefits	1,599,926	1,660,103
	2,599,021	2,666,850
DEFICIENCY BEFORE OTHER ITEMS	(148,302)	(209,791)
OTHER ITEMS		
Gain on disposal of investments	30,363	2,297
Loss on disposal of capital assets	(980)	-
	29,383	2,297
DEFICIENCY OF REVENUES OVER EXPENSES	(118,919)	(207,494)

The accompanying Notes are an integral part of these financial statements.

BCIT STUDENT ASSOCIATION
Statement of Changes in Net Assets
For the year ended May 31, 2006
(With comparative figures for the year ended May 31, 2005)

	Invested in Capital Assets	Unrestricted	2006	2005
NET ASSETS, Beginning of year	\$ 484,999	\$ 1,249,534	\$ 1,734,533	\$ 1,942,027
EXCESS (Deficiency) of Revenues over Expenses	(121,568)	2,649	(118,919)	(207,494)
INVESTMENT IN CAPITAL ASSETS	65,231	(65,231)	-	-
NET ASSETS, end of year	\$ 428,662	\$ 1,186,952	\$ 1,615,614	\$1,734,533

The accompanying Notes are an integral part of these financial statements.

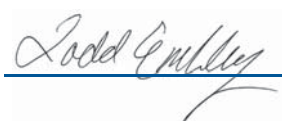
BCIT STUDENT ASSOCIATION
Statement of Financial Position May 31, 2006
(With comparative figures as at May 31, 2005)

	2006	2005
ASSETS		
CURRENT		
Cash	\$ 734,625	\$ 633,102
Temporary Investments (Note 3)	617,120	433,641
Accounts receivable	76,676	81,935
Inventory	153,829	127,357
Prepaid expenses	45,189	42,913
Student fees receivable	-	10,000
	1,627,439	1,328,948
INVESTMENTS (Note 4)	615,740	763,573
CAPITAL ASSETS (Note 5)	428,662	484,999
DEFERRED CHARGES (Note 6)	258,860	279,042
	\$2,930,701	\$ 2,856,562
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 344,659	\$ 242,530
Wages payable	37,452	36,966
Government agencies payable	20,698	24,253
Student one-card deposits	11,822	16,589
Deferred revenue (Note 8)	152,786	132,828
Current portion of student medical plan payable (Note 9)	211,650	185,010
	779,067	638,176
STUDENT MEDICAL PLAN PAYABLE, net of current portion (Note 9)	536,020	483,853
	1,315,087	1,122,029
NET ASSETS		
INVESTED IN CAPITAL ASSETS	428,662	484,999
UNRESTRICTED	1,186,952	1,249,534
	1,615,614	1,734,533
	\$ 2,930,701	\$ 2,856,562

CONTINGENT LIABILITIES (Note 16)

APPROVED BY THE DIRECTORS:





BCIT STUDENT ASSOCIATION
Statement of Cash Flows
(With comparative figures for the year ended May 31, 2005)

	2006	2005
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (118,919)	\$ (207,494)
Adjustments:		
Amortization of capital assets	120,588	141,694
Amortization of deferred charges	20,182	15,471
Loss on disposal of capital assets	980	-
Gain on disposal of temporary investments	(30,363)	(2,297)
	(7,532)	(52,626)
Non-cash working capital items affecting operations		
Accounts receivable	5,259	71,053
Inventory	(26,472)	41,367
Prepaid expenses	(2,276)	1,769
Student fees receivable	10,000	10,000
Accounts payable and accrued liabilities	102,129	(29,788)
Wages payable	486	(8,991)
Government agencies payable	(3,555)	(59,254)
Student one-card deposits	(4,767)	1,703
Deferred revenue	19,958	13,966
Student medical plan payable	78,807	226,912
	172,037	216,111
INVESTING ACTIVITIES		
(Increase) decrease in temporary investments	(216,598)	13,234
(Increase) decrease in investments	147,833	(96,003)
Acquisition of capital assets	(67,366)	(119,429)
Proceeds on disposition of capital assets	2,135	-
Proceeds on disposition of temporary investments	63,482	84,207
	(70,514)	(117,991)
INCREASE (DECREASE) IN CASH	101,523	98,120
CASH, beginning of year	633,102	534,982
CASH, end of year	\$ 734,625	\$ 633,102

Supplemental Cash Flow Information

	\$ 17,363	
Interest received		\$ 9,713

The accompanying Notes are an integral part of these financial statements.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

1. GENERAL

The BCIT Student Association (the "Association") was incorporated under the British Columbia Act as a not-for-profit organization under the Income Tax Act on October 3, 1968.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund Accounting

The Association follows the deferral method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities.

The Capital Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets and building expansion campaign.

Revenue Recognition

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Temporary Investments

Temporary Investments, representing money market funds, equity securities and a bond maturing within one year, are recorded at cost.

Inventory

Inventory is valued at the lower of cost and net realizable value.

Investments

Strip bonds are carried at cost. If the market value becomes lower than cost and the decline is considered to be other than temporary, the investments are written down to market value.

Capital Assets and Amortization

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is calculated using the declining balance method at the following annual rates:

Furniture and equipment	20%
Office equipment	20%
Computer software	100%
Computer hardware	30%
Vehicles	30%
Video tapes	100%

Amortization of leasehold improvements is provided on a ten year straight-line method.

In the year of acquisition, amortization is recorded one-half the normal rate.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Deferred Charges

Deferred charges represent professional fees paid in relation to various long-term agreements entered into by the Association and a capital funding contribution paid to the British Columbia Institute of Technology ("BCIT") in conjunction with the construction of the Campus Centre building. The professional fees are amortized on a straight-line basis over the terms of the related agreements that vary between ten and thirty years. The capital funding contribution is amortized on a straight-line basis over the term of the Campus Centre lease of thirty years.

Contributed Services

Volunteers contribute numerous hours per year to assist the Association in carrying out its services. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Income Taxes

Income taxes are not reflected in these financial statements as the Association is a not-for-profit organization.

Financial Instruments

All significant financial assets, financial liabilities and equity instruments of the Association are either recognized or disclosed in the financial statements together with other information relevant for making a reasonable assessment of future cash flows, interest rate risk and credit risk. Where practicable the fair values of financial assets and financial liabilities have been determined and disclosed; otherwise only available information pertinent to fair value has been disclosed.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues and expenses during the reporting year. Actual results could differ from those estimates.

3. TEMPORARY INVESTMENTS

	2006	2005
Equity securities (market value \$235,877, 2005: \$220,673)	\$ 125,174	\$ 170,009
Bonds (market value \$353,597, 2005: \$173,950)	327,664	169,381
Money market fund (market value \$125,174, 2005: \$94,251)	164,282	94,251
	\$ 617,120	\$ 433,641

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

4. INVESTMENTS

	2006	2005
Bonds (market value \$602,633, 2005: \$771,385) at interest rates varying from 3.6% to 3.83% per annum	\$ 582,046	\$ 734,745
Accrued interest (long term)	33,694	28,828
	\$ 615,740	\$ 763,573

5. CAPITAL ASSETS

	Cost	Accumulated Amortization	2006 Net	2005 Net
Furniture and equipment	\$ 1,153,798	\$ 962,084	\$ 191,714	\$ 212,690
Leasehold improvements	632,009	497,283	134,726	176,326
Office equipment	397,054	344,379	52,675	62,754
Computer software	16,806	14,044	2,762	5,641
Computer hardware	66,507	20,041	46,466	27,132
Vehicles	20,708	20,389	319	456
	\$ 2,286,882	\$ 1,858,220	\$ 428,662	\$ 484,999

6. DEFERRED CHARGES

	Cost	Accumulated Amortization	2006 Net	2005 Net
Capital funding contribution	\$ 289,500	\$ 105,676	\$ 183,824	\$ 193,474
Professional fees	178,846	104,810	75,036	85,568
	\$ 469,346	\$ 210,486	\$ 258,860	\$ 279,042

7. LINE OF CREDIT

The Association has available a line of credit totaling \$330,000, which has not been utilized as at May 31, 2006. Advance under this facility bears interest at the bank prime rate plus 0.5% per annum.

A first floating charge on all personal property of the Association has been provided as security.

8. DEFERRED REVENUE

The deferred revenue represents Pepsi vending commission received in advance for the period June 1, 2006 to December 31, 2006 and grant revenue to be used in the subsequent year.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

9. STUDENT MEDICAL PLAN PAYABLE

	2006	2005
Student medical plan payable	\$ 747,670	\$ 668,863
Less: current portion	211,650	185,010
	\$ 536,020	\$ 483,853

The Association collects premiums from the students each year. Any premiums not required to be paid out for insurance coverage are maintained by the Association to cover future rate increases. The current portion of the medical plan reflects premiums payable through August 2006.

10. PUB REVENUE, NET

	2006	2005
Pub revenue	\$ 990,704	\$ 852,892
Less: cost of goods sold	395,421	375,163
	\$ 595,283	\$ 477,729

11. RETAIL STORE REVENUE, NET

	2006	2005
Retail store sales revenue	\$ 1,264,064	\$ 1,251,925
Less: cost of goods sold	778,362	777,450
	\$ 485,702	\$ 474,475

12. PEPSI VENDING, NET

	2006	2005
Pepsi vending revenue	\$ 208,865	\$ 198,045
Less: commission	23,060	21,966
	\$ 185,805	\$ 176,079

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

13. MISCELLANEOUS REVENUES

	2006	2005
Miscellaneous	\$ 66,183	\$ 57,413
Cost recovery	12,382	30,582
Grants	41,535	25,435
	\$ 120,100	\$ 113,430

14. COPY CENTRE REVENUE, NET

	2006	2005
Copy centre revenue	\$ 90,761	\$ 83,913
Less: cost of goods sold	6,818	6,986
	\$ 83,943	\$ 76,927

15. LEASE COMMITMENT

The Association's premises are leased under an agreement with BCIT for office and retail space in the Campus Centre expiring on July 27, 2025. The total rental to that date is \$4,025,000. There is an option to renew for a first renewal term of five years followed by an unlimited number of ten year renewal terms.

The Association has entered into lease agreements with Ikon Capital for equipment.

Future minimum lease payments for the next five years are as follows:

	Premises	Equipment	Total
2007			
2008	\$ 210,000	\$ 36,466	\$ 246,466
2009	210,000	5,628	215,628
2010	210,000	-	210,000
2011	210,000	-	210,000
	210,000	-	210,000
	\$ 1,050,000	\$ 42,094	\$ 1,092,094

16. CONTINGENT LIABILITIES

The Association is contingently liable for a letter of guarantee in the amount of \$20,000 and \$10,000 issued by Vancity in favour of the Brewers Distributors Ltd. And the British Columbia Liquor Board respectively.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
May 31, 2006

17. COMPARATIVE FIGURES

Comparative figures for 2005 have been reclassified where applicable to conform to the current presentation.

BCITSA Publications

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