

# BCIT STUDENT ASSOCIATION

## COUNCIL MEETING MINUTES

Monday, April 18, 2011

**Executives:** Jordan Harris, President  
Rachael Radford, VP Finance & Administration  
Dan Smith, VP Campus Life  
Ciara Hamagishi, VP Public Relations & Marketing  
Nicola Gardner, VP Student Affairs  
Michal Harrison, Computing & Academic Studies Chair  
Andrew Io, Energy Chair  
Brian Harvey, Transportation, Construction & the Environment Chair  
Dom Audette, ATC Chair

**Councilors:** Daniel Khatkar  
Tara Johnson  
Denis Dobrozdravich  
Mathew Brownell  
Jessie Abraham  
Patrick Switzer  
John McCarthy  
Lizhi Chen (Hughes)  
David Gordon  
Sven Okicki  
Chris Wood  
David Rohrer  
Kathryn Clevin  
Jill Hidalgo

**Staff:** Caroline Gagnon, Director

**Absentee:** Jim Moore  
Jennifer Ji  
Alexander Osipov  
Kevin Pitura  
Alex Rines  
George Ko  
David Ng

**Guest:**

### 17.1. Meeting Called to Order

The Chairperson, Jordan Harris called the meeting to order at 5:44pm (22 voting members).

### 17.2. Acceptance of the Agenda

It was moved that the following agenda be accepted with the following:

17.8.3 Elections

17.9.1 Link Newspaper

*Moved by: Dan Smith*

*Seconded by: John McCarthy*

23/0/0

Carried

### **17.3. Acceptance of the Minutes**

Be it resolved that the minutes from April 4, 2011 be accepted as distributed.

*Moved by: Nicola Gardner*

*Seconded by: Mat Brownwell*

22/0/1          Carried

### **17.4 Guest Speakers**

No guest speakers

### **17.5. Progress Reports: Executives**

As submitted.

### **17.6. Councilor Forum**

Jordon informed Council that BCIT has purchased chairs for classrooms and are presently in storage. They have been delayed in the delivery of these chairs to the classrooms and anticipate that they should be in by the end of the term.

### **17.7. Question Period**

No question.

### **17.8. Unfinished Business**

#### **17.8.1 Lounge Space**

On behalf of the Lounge Committee, Nicola and Caroline explain the concepts around the lounges. Plans and furniture description were presented.

*Comments from Council:*

- More chairs especially in area where working tables are present.
- Instead of sectional in SW9, introduce individual couches. Also add more individual lounge style chairs.
- To look into paint that replace white board. May reduce cost associated with including white boards.

**Motion:**

Be it resolved that BCITSA accepts the recommendation of the lounge committee.

Moved by: Mat Brownwell      Seconded by: Kathryn Cleven

22/1/0      Carried

### 17.8.2 Daycare and Third Floor

Council receive a copy of the financial proposal for establishing a capital levy by having a referendum in order to create a student centre, which would include additional Club Space, Smart Meeting Rooms, Prayer Room, Lounge space. This would be accomplished through the acquisition of the third floor of SE2. By having students vote in favour of creating this new space, it will help the negotiation with BCIT.

**Motion:**

Be it resolved that BCITSA collects a new capital levy up to \$11.00 per term per student to direct toward the acquisition of the SE2 third floor.

Moved by: Mat Brownwell      Seconded by: Kathryn Cleven

23/0/0      Carried

**Questions:**

- When would the referendum be held? Beginning of May.
- If the negotiations with BCIT are not favorable, will the levy be collected? No.
- Is there any intention to increase student fees in the near future? No. The only addition would be the cost of living on the activity fee, which a referendum was held to enable such increase.

### 17.8.3 Elections

Jordan and Dan present the results of the elections. 1406 students have exercised their right to vote, which represent the highest number of voters in years.

**Election Results:**

**President**

Keith Van	235
Nicola Gardner	533

**Vice President Administration and Finance**

Peter Switzer	501
Sudipta (Ricky) Dasgupta	558

#### Vice President Campus Life

Matthew Nolletti	Yes	395
	No	92

#### Vice President External

Tara Johnson	Yes	425
	No	98

#### Vice President Student Affairs

Tylan Fraser	Yes	379
	No	96

#### Chair of the Aerospace Technology Campus

Keith Miller	17
Michael Bailey	10

#### Chair of the School of Business

Avinaash Kapil	201
Gordon Newby	253
Rohan D'Souza	85
Sean Hurtig	133

#### Chair of the School of Computing & Academic Studies

Marwan Marwan	Yes	198
	No	55

#### Chair of the School of Health Sciences

Laura Chow	Yes	79
	No	12

#### Chair of the School of Energy

Amy Jean Erskine	Yes	55
	No	18

#### Chair of the School of Transportation and School of Construction & the Environment

Brian Harvey	89
David Gordon	50

#### Motion:

Be it resolved that BCITSA ratifies the outcome of the BCITSA 2011 elections.

*Moved by: Dan Smith*

*Seconded by: John McCarthy*

14/7/2

Carried

#### Questions:

- Some Councilors mentioned that they were able to vote for additional Chair positions beyond their regular schools. It is stated that this issue occurred last year. However it was explained by BCIT that

students were able to vote for more than one chair given that some of the courses were offered by other Schools.

- Many argue that we should not ratify until we investigate the reasons behind students being able to vote for more than one Chair position, or simply ratify the President/VPs positions.

**Motion:**

Call the question

*Moved by: Andrew Io*

*Seconded by: Kathryn Clevon*

17/4/2

Carried

## **17.9 New Business**

### **17.9.1 Link Newspaper**

Caroline explains that it was proposed by staff that the Link Newspaper be changed from a bi-weekly newspaper to a monthly magazine to increase readership. It would focus on specific industries with longer and more in-depth articles. The cost would be about the same, but it may increase readership because of the length of time on shelves. Given that this is a significant change in the service delivery, it is essential that we receive comments from Council.

Comments:

- May not be worthwhile to make change given that students already receive industry specific information.
- Moving on line version instead. Students want quick information and up to date.
- By having a monthly format, the information will be out-dated. Should be a weekly magazine.
- Better the way it is now. No time to read longer magazine
- Weekly newspaper but make it smaller
- Out of side out of mind – if students always see the same magazine for a month, they won't pick it up.
- May not have enough information for pick up.
- Content may be the issue why students are not picking it up - not the format. Improve the quality of existing format.
- Incoming Chairs to make it known to students via Set Reps. Promote it more, at the same rate as other SA programs
- Include clubs in the content. May improve the readership as club members would want to read it.

### **17.10. Next Meeting**

Next meeting is scheduled for Monday May 9, 2011 at 5:45pm in the Council Chamber.

### **17.11. Meeting adjourned**

It was moved by Brian Harvey and seconded by Dan Smith that the meeting be adjourned at 7:08pm. **Carried**

Council Meeting  
Agenda  
Monday April 18, 2011  
5:30-6:30 pm

- 17.1 Meeting called to order
- 17.2 Acceptance of the Agenda
- 17.3 Acceptance of the Minutes
- 17.4 Guest Speakers
- 17.5 Progress Reports: Executives
- 17.6 Councilor Forum
- 17.7 Question Period
- 17.8 Unfinished Business
  - 17.8.1 Lounge Space
  - 17.8.2 Day Care and Third Floor
- 17.9 New Business
- 17.10 Next Meeting
- 17.11 Meeting Adjourned

## Progress Report – Jordan Harris – President

**Last updated:** March 1, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September, 20 <sup>th</sup> , 2010	To help negotiate the U-Pass for students	Pushing for May release of U-Passes.
September, 20 <sup>th</sup> , 2010	Lobbying BCIT for the third Floor and Daycare	Working to get a decision made and a special conf call of the board of governors for Early April. The date for the BOG meeting was changed to March 15 and we will not be ready for that time.
September, 20 <sup>th</sup> , 2010	To build stronger relationships with other campuses & institutions	Completed Motion to be involved. Will be helping group to get off the ground for the rest of my term.
September, 20 <sup>th</sup> , 2010	To re-build the VP PR & Marketing	Finalized VP of External By-Laws and will present to council at Special General Meeting
November 1 <sup>st</sup> , 2010	Obtain contract between BCIT and Impark	The contract is not in BCIT's favour and our lobbying efforts would be wasted on Impark and YVR

## Progress Report – Rachael Radford – VP Finance and Administration

**Last updated:** April 15, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
March 2011	Capital Expansion Committee	First meeting to be held this week Voter to hold Referendum on April 18
September	2011 Election <ul style="list-style-type: none"> <li>• Ensure no positions run unopposed next year</li> <li>• Increase votership to at least 500</li> </ul>	Ensure Transition documents are completed by each executive Dan Smith elected CRO Executive Weigh in submitted on topic of elections
January 7, 2011	U-Pass Presentations	Presentations in lectures throughout the campaign
October 18, 2010	Policy Committee	First meeting held in January. Policies recommendations submitted
October 18, 2010	By Law Committee	Edits have begun. Bylaw sections have been assigned to committee members. 75% of Sections reviewed and discussed. Edits to be submitted to the Director before May Changes to be voted upon at AGM in September



September	Monthly Financial Reports to Council	Monthly
September	Transition Document	Currently on schedule

### **Progress Report – Ciara Hamagishi – VP PR and Marketing**

**Last updated:** March 1, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September 2010	Events & Programs Development (Toon-in)	<ul style="list-style-type: none"> <li>• Volunteer call-out has been sent.</li> <li>• Volunteer recruitment is continuing.</li> <li>• Event is ready to be executed.</li> </ul>
September 2010	Review of the VP PR and Marketing roles and responsibilities	<ul style="list-style-type: none"> <li>• SGM has been scheduled before the council meeting this report pertains to.</li> <li>• Whether VP PR &amp; Marketing will be changed to VP External is pending vote during SGM.</li> </ul>

### **Progress Report – Nicola Gardner – VP Student Affairs**

**Last updated:** March 1, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September, 20 <sup>th</sup> , 2010	Student Complaint Policy	Success!!!! BCIT has agreed to draft and put forth a Student Complaint Policy
September, 20 <sup>th</sup> , 2010	Student Lounge Renovations/Improvements	Each member of the Lounge Committee had a chance to review our designer's concept and share our ideas. The lounge concept will be presented to council following spring break
September, 20 <sup>th</sup> , 2010	Improve Recycling on Campus	I'm meeting with Lorcan on Thursday and will be able to provide an update on Monday

### **Progress Report – Dan Smith – VP Campus Life**

**Last updated:** March 1, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September	Increasing EhPod Services – Microwave and water fountain	Nothing new to report. Need to meet with Mark Dale to continue development of this item.
November	Adjusted: increase the hours of the SAC (not the weight room)	Same as before: waiting for Rec Services to determine how best to address this potential improvement of student services.

November	Clubs Annual Budget Request Proposal	<ul style="list-style-type: none"> <li>• Final Date for Budget Support Proposal was March 1<sup>st</sup></li> <li>• Currently reviewing submissions</li> <li>• Additionally, designing actual process for funding allocation</li> <li>• Meeting to take place sometime after Spring Break (Late-March – Early-April)</li> </ul>
Toon-In Campaign	Working with Toon-In Committee (headed by VP Marketing – Ciara Hamagishi) to organize this year's event	Toon-In Campaign progressing under VP Marketing leadership
February	Functioning as Chief Returning Officer	<ul style="list-style-type: none"> <li>• That's right, the VPCL is the CRO</li> </ul>

### **Progress Report – Dom Audette – ATC Chair**

**Last updated:** March 17, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September 14 2010	Initiate at least 2 field trips	Satisfied, feel that the Aviation club has provided a major outlet for anyone interested in taking aviation related field trip.
September 14 2010	Increase ATC Student awareness and attendance at SA Events	Made all reps aware of upcoming events / ongoing
March 15 2011	Promote SA Positions for election to students (mainly the ATC Chair position)	Eligible students are completing the forms; it should be a good election over here.

### **Progress Report – Michal Harrison – Chair, Computing & Academic Studies**

**Last updated:** March 31, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September 2010	Enhance social and outreach aspects of the School of Computing & Academic Studies	<ul style="list-style-type: none"> <li>• The LAN Party took place on Friday, April 1</li> </ul>
September 2010	Mentorship Program	<ul style="list-style-type: none"> <li>• No update – wrap-up event still on Wednesday, May 4</li> </ul>
September 2010	Set rigid standards for feedback	<ul style="list-style-type: none"> <li>• Not feasible</li> </ul>
January 2011	Improve the quality of labs in SE12	<ul style="list-style-type: none"> <li>• New chairs have not yet been installed due to the Gateway project</li> </ul>

### Progress Report – Andrew Io – Chair of School of Energy

Date of Introduction	Action or Outstanding Issue	Status
September	24/7 lab access	The swipe card access is disabled again. I have scheduled a meeting with Paul Morrison on 14 <sup>th</sup> April.
September	Disability access to SW9	BCIT Security responses the door should function between 0600 and 2130. Student should report malfunction immediately to address the issue.
December	SW9 Facility	Requested the chairs in SW9-110 to be repaired
April	Year End Party	As the Canucks is in the playoff, scheduling and marketing for such event would be difficult and I have decided to cancel the party.
April	Exam Schedule	Meeting with Paul to find out whether the exam schedule can be released earlier

### Progress Report – Jim Moore – Chair of Health Sciences

**Last updated:** March 2, 2011

Date of Introduction	Action or Outstanding Issue	Status
March 2nd, 2011	Mentorship program	<ul style="list-style-type: none"> <li>• Meeting with Amanda Spear and Fiona Mitchell to discuss how to improve program for next year.</li> </ul>
March 8th, 2011	Set Rep Meeting	<ul style="list-style-type: none"> <li>• Christina Batstone guest</li> </ul>
March 2nd, 2011	Councillors	<ul style="list-style-type: none"> <li>• One had to quit so I am in process of finding new one.</li> </ul>

### Progress Report – Alisa Dalhuisen – Chair School of Business

**Last updated:** March 2, 2011

Date of Introduction	Action or Outstanding Issue	Status
Monday January 10, 2011	Updating and creating a complete school of business set-rep list	List complete. Second set rep meeting taking place first week after spring break. Room request booking form in for approval.

## **Progress Report – Brian Harvey – Chair, School of Transportation, Construction & Environment**

**Last updated:** March 31, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
Monday, October 18, 2010	Marketing Committee	No Update
Monday, November 1, 2010	Better communicate to school reps at Burnaby, BMC and Great Northern Way Campuses	April Set Rep Meeting scheduled for Tuesday the 12 <sup>th</sup> and projected attendance is right on par with the last meetings.
Monday, November 1, 2010	Promote more social activity amongst the schools.	No Update.
Monday, January 20, 2011	Connect with industry professionals and involve them with BCIT students	Have had discussions with Marita Luk (School of Construction) and the Vintage Racing Club of BC re: looking to get younger demographic involved in legal racing in the lower mainland

# Student Association Campus Centre Proposal

## Financing Overview

As was previously proposed at the last council meeting, the SA has made a proposal to BCIT to acquire the 3rd floor of SE2 in exchange for 2.5 million dollars. Although formal negotiations have not been initiated, in exchange of the proposed financial transaction, BCIT would not charge additional rent to BCITSA, while keeping their obligation to maintain the facilities according to set standards.

The intent of this document is to provide some clarity to the financial aspects of the proposal. As the Student Association (SA) is an incorporated non-profit society (in fact a registered charity), the ability of the SA to raise funds is limited, in particular since the SA has no land or building to pledge as security. As the attached spread sheet indicates the total first estimate cost of the project will be up to 3.0 million dollars. Although the SA has the resources to pay for about half of the project, the remainder will have to be financed by a loan. Fortunately, after contacting several institutions, the SA received 2 letters of interest from RBC and Vancity that outlined the basic terms and conditions to fund a loan.

To pay for a loan of this magnitude, the SA will have to increase the member or student fee that it levy's. The SA has no capacity to generate the cash flows required from internal sources as any excess funds are already reinvested into services including any profits that the "for profit" business that the SA runs on the Burnaby campus (The Stands, Geared Up and Professor Mugs Pub). Although the SA could likely squeeze \$20,000 or \$30,000 from operations without effecting staffing levels, this is nowhere near the cash required of \$180,000 per year in loan payments required.

As the attached spreadsheet shows, an increase in student fee would be at most \$11 dollars per full time student per term. Each one dollar per full time student per term will raise approximately \$8,500 in funds per term or \$17,000 per year. The main factor in the financing will be the amount of money that BCIT will want to vacate the 3<sup>rd</sup> floor and turn it over to the SA. The other primary driver is then the financing terms that the SA can negotiate with the bank. The column on the spreadsheet below shows the most expensive financing given the highest amount of capital investment required. We are proposing a referendum to be presented to the student body of a capital levy of no more than \$11 per full time student per term and prorated for other categories of students. If the student body votes in favour of the referendum, the SA can begin formal negotiations with BCIT with respect to the details of the transaction and the financial institution for the financing arrangements. After all the terms are agreed to by BCIT and the bank, if a lower student fee would suffice then the SA would move forward only with the amount required to make the financing for the project work.

In terms of how the 2<sup>nd</sup> and 3<sup>rd</sup> floor would be used a detailed plan is not finalized. The main notions that would guide the utilization of the space are to:

- Create a comprehensive club space on the third floor (south end)
- Create bookable Smart rooms available to all students
- Create additional lounge and study spaces on the second floor, bookable by all, by moving BCITSA offices on the third floor (north end)
- Create a prayer room
- Invite longer term external tenants (Dentist office interested)
- 3<sup>rd</sup> party rooms rentals for conferences and meetings
- Additional SA services and programs
- Invite Alumni Association to have a store front office in the building on the 2<sup>nd</sup> floor (Alumni Board interested in this concept last year)

As there are many possibilities and uses for the space, students are encouraged to bring forward any ideas how the space could be used.

