



**BCIT Student Association
Council Meeting Minutes
Monday, March 19, 2012**

Executives: Nicola Gardner, President
Ricky Dasgupta, VP Finance & Administration
Tara Johnson, VP External
Gordon Newby, Business Chair
Tylan Fraser, VP of Student Affairs
Brian Harvey, Transportation, Construction & the Environment Chair
Laura Chow, Health Sciences Chair (via skype)
Amy Erskine, Energy Chair
Keith Miller, Chair of ATC
Marwan Marwan, Computing

Councilors:

Mike Hanson	Jonathan Ng
Marc Yap	Tracy Jowett
Frances Torres	Denis Dobrozdravich
Michelle Dragon	Marcus O'Reilly
Jacob Kwitkosk	Aaron Kool
Oge Anoliefoh	Ben Plasche
Daniel Smith	Emily Pawluk
Rodrigo Jose Mendez	Avinaash Kapil
Alex Lee	Andre Rodrigue
Duff Walker	Cole Harrison

Staff: Genevieve Gobeil, Outreach Coordinator

Absentee: Matthew Nolletti
Bailey McRae
Kevin Smith
Zac Der
Minoru Nakano
Oshea Jephson
Caroline Gagnon

Guests: None

13.1. Meeting Called to Order

The Chairperson, Nicola Gardner, called the meeting to order at 5:52pm.

13.2. Acceptance of the Agenda

It was moved that the following agenda be accepted as distributed.

Moved by: Denis Dobrozdravich

Seconded by: Rodrigo Jose Mendez

30/0/0 **Carried**

13.3. Acceptance of the Minutes – March 5, 2012

Be it resolved that the minutes from March 5, 2012 be accepted as distributed.

Moved by: Alex Lee

Seconded by: Oge Anoliefoh

30/0/0 **Carried**

13.4 Guest Speakers

No guest speaker

13.5. Executive Progress Report

See attached plus additional comments:

Ricky Dasgupta – as submitted

Tara Johnson – as submitted but had a question about the best time for a bursary fundraiser Dodge ball Competition. Asks whether May will work?

Tylan Fraser- as submitted. Reminds Councilors and Executives about the Keep Your Cup Campaign and the availability of Student Elections Nominations Packages.

Keith Miller- as submitted

Brian Harvey –failed to submit

Laura Chow- as submitted

Amy Erskine- as submitted

Gordon Newby- failed to submit

Marwan Marwan – as submitted

Nicola Gardner – See submission. Updates include:

- BCIT is developing an Institutional E-learning strategy and they want to hear from you.
Would you like to see greater use of e-learning in your programs?
What kinds of e-learning?
What should BCIT's e-learning priorities be?

There is a scheduled a special consultation session just for students on April 4 - Burnaby Campus, SE14-303 - 1:30-3:30 pm

To register for this session and become eligible to win one of two \$50.00 iTunes gift cards go to <http://commons.bcit.ca/estategy>

13.6. Councilor Forum

- Reminder of Geomatics Open Mic Night March 30th at Professor Mugs Pub - \$10 for two drinks and a burger.
- Councilor inquired about lack of plugs in the Rix. Nicola did talk to Chartwells before the Rix renovation about adding plugs but her request was ignored. Councilors suggest power bars and Nicola will pursue.
- Councilor notes the NE1 elevator is still not working and Brian is working on it.

13.7. Question Period

No questions.

13.8. Unfinished Business

None.

13.9 New Business

13.9.1 Special General Meeting, Proposed Agenda, Recommendation on an Audit firm

Ricky reminds everyone of the Special General Meeting on April 2nd and urges attendants to review the agenda as it cannot be changed. He notes the auditor favored is Smith Radcliff due to their price, all by-laws will be read out, and explains that the transfer of funds is for the approval to move funds from the executives to the renovations.

13.10. Next Meeting

Next meeting is scheduled for Monday April 2, 2012 at 5:45pm in the Council Chamber.

13.11. Meeting adjourned

It was moved that the meeting be adjourned at 5:57pm. **Carried**

Council Meeting Agenda
Monday, March 19th, 2012
5:30-7:30pm

13.1 Meeting called to order

13.2 Acceptance of the Agenda

13.3 Acceptance of the Minutes: March 5th, 2012

13.4 Guest Speakers

13.5 Progress Reports: Executives

13.6 Councilor Forum

13.7 Question Period

13.8 Unfinished Business

13.9 New Business

13.9.1 Special General Meeting, Proposed Agenda, Recommendation on
an Audit firm

13.10 Next Meeting on April 2nd, 2012

13.11 Meeting Adjourned

Special General Meeting

**Proposed Agenda
Monday April 2nd, 2012
5:30-6:00pm**

1. Meeting called to order
2. Acceptance of the Agenda
3. Bylaws
4. Appointment of Auditors
5. Banking: Transfer of Funds
6. Meeting adjourned

President, Nicola Gardner

Objective	Description	Current Status	
U-Pass BC	<ul style="list-style-type: none">• Getting ISEP and Tech Entry Students included in the program• Getting in-progress students in the program• Surveying part-time students to see if the U-Pass is something they want• Improving service to BCIT	<ul style="list-style-type: none">• Successful• Successful• To be held next semester• Waiting to hear back from TransLink	
Legacy of Leadership. Raising money for students at BCIT	<ul style="list-style-type: none">• A fund created by the BCITSA foundation where BCIT will match all money raised to be given out to students, improve campus etc.• To hold a fundraiser next semester to raise money for student bursaries.	<ul style="list-style-type: none">• Re-vamping toon- in for next semester	
Improving student life on campus and engaging students with BCITSA & BCIT	<ul style="list-style-type: none">• BBQ and Hot Dog eating contest to be held at NE1 next month• Adding temporary lounge space to DT campus with plans for a permanent lounge in the future	<ul style="list-style-type: none">• Was a great success!	

Improve BCITSA executive elections	<ul style="list-style-type: none"> • Bring student awareness and engagement for elections. Ensure no position runs uncontested. 	<ul style="list-style-type: none"> • All executives are writing job profiles to begin promoting elections
Improve recycling on campus	<ul style="list-style-type: none"> • Replace garbage bins in washrooms with recycling bins • Compost for Pub food 	<ul style="list-style-type: none"> • The BCITSA is officially composting fruit and vegetable waste and coffee and tea • Hand dryer in women's washroom in the pub • Hand dryer being installed in men's washroom in the pub • Conducting cost benefit analysis of paper towel vs. hand dryers at BCIT
Restructuring BCIT's registration system	<ul style="list-style-type: none"> • Students would be classified as either part time/ full time base on course load not program 	<ul style="list-style-type: none"> • Conducting survey of current part time students • Meeting with VP student services Friday February 3rd
Lobbying provincial government for better funding	<ul style="list-style-type: none"> • re instate provincial non-needs based bursaries • lower interest rates on student loans • Better funding for PSI's (improved infrastructure) 	<ul style="list-style-type: none"> • Valentines campaign to be explained at council • Meeting with MLA's February 14th • Meeting with MLA's March 26-28 while they are in session to discuss/put pressure on the govt.

Chair Sch. Of Energy, Amy Erskine

Objective	Description	Current Status	
Daycare	Oversee the creation of a daycare on Burnaby Campus	Met with Caroline regarding status. No new information at this time	
Cabin	Determine what happened to the cabin BCIT owned in Whistler	No response from alleged BCIT Lodge. Attempted second contact. If there is no response again, I will seek new avenues to pursue	
Edit Bylaws	Revise & update BCITSA bylaws for accuracy and grammar	Bylaws are currently being typed into the appropriate format. There are dozens of changes and processing them into the correct format is very time consuming. Will be complete by Monday for meetig with Ricky to review changes. Pages have been sent to Executives to approve their job descriptions	
Lounge Committee	Improve BCIT's outdoor spaces	No new information at this time.	
Transition Documents	Create a comprehensive training package for the incoming Chair of Energy	New Initiative	
Promote Election	Have at least two candidates for my position and promote the other positions	New Initiative. Promoted to several councillors and set reps. Found some interest for the External position	

Progress Report – Gordon Newby – School of Business Chair

Last updated: Feb 02, 2011

Date of Introduction	Action or Outstanding Issue	Status
September 2011	Planetarium	I am establishing contacts and a game plan with Bill working towards utilizing underutilized space. On hold for now
October 2011	Joined a committee. RE harassment & discrimination materials with Monica Kay	Awaiting next meeting
November 2011	Vending Machines on Campus	New Machines in place, however, the product is the same, and prices have been raised.... Investigating Also, looking for the results of the food survey that was done on campus.
Feb 2012	Increasing power outlets in the library	Will be setting up a meeting with David Pepper about the possibility of installing permanent power bars in the library
Current	Working towards student space and amenities for students in the broadcast building.	Still waiting on a decision for placement
Current misc. tasks, investigations, and to do list as per set rep meetings	<ul style="list-style-type: none">• Power bars• Follow up on Vending Machines• Jumper cables	In progress

Progress Report – Laura Chow– Chair of Health Sciences

Last updated: Thursday, February 2, 2012

Date of Introduction	Action or Outstanding Issue	Status
Tuesday, September 6, 2011	Increase Set Rep Participation and Attendance at Set Rep meetings	<ul style="list-style-type: none"> • Next Set Rep meeting: Wednesday, February 8, 2012 at 5:30pm (as of Wednesday, February 1, 2012 25 confirmed Set Reps for attendance; 1 potential candidate for Chair for next year) • Guests: Stephen Lam from IT services
Tuesday, September 6, 2011	Continue expansion of the Health Science Mentorship Program	<ul style="list-style-type: none"> • Will work with Catherine after my practicum (day I would train the next SOHS Chair) and re-evaluate the program to make it more accessible and work better with the SOHS programs individuals (i.e. work around the practicums/clinical) • Have to work on reaching the right individuals for the program— will work towards putting something together to give Set Reps to give to their class as a general information package, then they can receive the mentorship forms
	Recycling – work with Nicola to improve recycling at Burnaby Campus	<ul style="list-style-type: none"> • Initiative dropped Dec. 5, 2012
Wednesday, September 28, 2011	Health Science Chair Applicants – promote position to ensure there are applicants to become the next Health Science Chair	<ul style="list-style-type: none"> • Sent out document of basic duties of the job to Zac & Jonathan (SOHS 1st year councillors this year) • Have sent the document to Set Reps who have asked for more information on the job • Have a meeting with a prospective applicant on Thursday, February 2, 2012 at 1:30pm to discuss more specifics on how to obtain the role • Will work on promoting the job again at the next Set Rep meeting on February 8, 2012 – have indicated to all that I'm happy to meet with any interested parties • Invited interested parties to the next Set Rep meeting (Feb. 8) and will be also suggesting that they attend a Council meeting while I'm still here so I can effectively answer questions

<p>Thursday, September 22, 2011</p>	<p>Mental Health Week</p>	<ul style="list-style-type: none"> • Have Tylan (VP Student Affairs) to help with the organization of the event • Met with Karl, Catherine, Ty & identified parties (HR, counselling, disability resource, aboriginal services, rec services, clinic, etc...) on Monday, January 23, 2012 3-4pm – all parties are very interested in working together; looks like meeting quarterly might be a possibility • Meet with Karl & Catherine on Monday, January 30, 2012 to work out the details of the week so can start planning & organizing • Would like to contact Bell & the Vancouver Canucks to see if there's a way we can partner with them for 1 day of the week – will do so after Karl comes around with some more ideas & possible partners • Searching for different grants that we might qualify for with regards to the event/campaign (will have to meet with Karl again) • Had meeting Wednesday, February 1, 2012 at 3pm with Karl & 4 Health Science students for more brain-storming • Working with Karl to try to push to formalize our plan a little more so I can start contacting partners and different organizations we would like to have participate in the event & organize volunteers • Have constructed an idea chart & a tentative-move-able schedule on Karl's wall (Wednesday, February 1, 2012) • Brought the idea forward at the BCIT/BCITSA executive meeting on Wednesday, January 25, 2012—Tomi (VP HR) was very receptive to the idea; once I have a better idea of what's going on for the week, I will pass on information to Tomi & present at the next executive meeting to ask for support
<p>Monday, September 12, 2011</p>	<p>Re-visit Whistler Retreat</p>	<ul style="list-style-type: none"> • Trip to Harrison weekend of January 20 – 22, 2012 • Waiting for reports from Ricky about Whistler & Harrison retreats—need to have details with regards to the number of individuals present as 2 Executives missed Harrison & some missed a day or 2 in Whistler

		<ul style="list-style-type: none"> • Will work on finding ways to reduce costs for the SA (particularly putting a meal cap)
Thursday, September 29, 2011	School of Health Sciences Mixer	<ul style="list-style-type: none"> • Don't think I'll have time to organize another one before I leave on practicum—will try to promote this initiative to the next Chair to see if they'd be willing to carry on
Monday, October 17, 2011	Harassment & Discrimination Committee	<ul style="list-style-type: none"> • No progress as of January 5, 2012— emailed Monica Tuesday, January 24, 2012 to try to ensure that a meeting happens before I leave on practicum (as of Wednesday, February 1, 2012, no response)
Friday, November 18, 2011	Criminal Record Check Process	<ul style="list-style-type: none"> • Considering sending a letter to the Ministry of the Attorney General with regards to the Criminal Record Check process, but as a student voice, not necessarily as the position of Chair • BCIT has now been informed of the ways that would have made the process better for students • Have passed out information to 2nd year students who have to get new criminal record checks done—heard of some verbal complaining, but nothing concrete (i.e. no formal complaints sent to me) – had a response from 1 Set Rep who may be writing a letter – having Set Rep write letter and direct it to me/Karl to forward up to Justin
Wednesday, January 11, 2012	Quick Access Stations on campus	<ul style="list-style-type: none"> • Will approach Stephen Lam with the idea at next Set Rep meeting to see if it's a possibility • Brought the idea forward at the BCIT/BCITSA executive meeting on Wednesday, January 25, 2012—told to follow through with Stephen Lam first
Monday, January 16, 2012	Blood Drive	<ul style="list-style-type: none"> • Brought forward by a Councilor/Set Rep wanting to compete against another program via email • Need to investigate further to see if it's something the SA can/should back—will contact Nursing to see how they get around the previous points brought forward by Caroline regarding blood donations

Chair, School of Transportation, Construction & The Environment,
Brian Harvey

Last Updated: Feb. 2, 2012

Objective	Description	Current Status
24 hr. Access	24 hr lab/class access during critical deadline times of the year	<ul style="list-style-type: none"> • No new update.
Unity	Work to better unite campuses through communications and events (focusing on GNW & BMC)	<ul style="list-style-type: none"> • Friday, February 10, 2012 for BCITSA Pool Tournament, Pub open until 11pm. • Hoping to get multiple campuses and schools out to Pool Tournament • ATC holding pretournament to declare representatives.
Improve participation within the school	Improve participation within the school of Transportation, Construction & Environment and have equal representation	<ul style="list-style-type: none"> • Beginning Plans for Feb. Set Rep Meeting • BMC Feb. Class Rep initiating plans
Connecting students with industry	Explore ways to provide means to allow students to meet with industry professionals to increase confidence and job acquisition post-graduation.	<ul style="list-style-type: none"> • ASTTBC Sponsoring Pool Tournament

ATC Chair, Keith Miller

Objective	Description	Current Status
Set Rep Attendance/ Participation	80% consistent Set Rep attendance	Attendance has been consistently meeting the goal percentage. Efforts to continue Class rep recruitment and encouragement/incentives to attend will continue.
Set Rep incentives	Rewards and perks to encourage set rep attendance and participation	T-shirt initiative underway.
Wright Brothers Flying contest	ATC's big event. Feb 24 th .	Organizing it
Improve recycling on campus	Recycling bins in every class.	Will submit a request to facilities

Progress Report – Matthew Nolletti– VP Campus Life

Last updated: Wednesday, Feb. 02, 2012

Date of Introduction	Action or Outstanding Issue	Status
September 12, 2011	Club Funding Guide	<ul style="list-style-type: none"> • Complete and in use. • Will appear on the website very soon
September 12, 2011	Outdoor Green Space	<ul style="list-style-type: none"> • DELETED • After meeting with the BCIT Executives, they have informed me that they have plans in the upcoming years to re-vamp that space outside SW9 • Would not be effective to invest in that space right now
September 27, 2011	Promotion of SA Events - Movember Campaign	<ul style="list-style-type: none"> • Successful Campaign!
September 12, 2011	New SA Car & Golf Cart	<ul style="list-style-type: none"> • DELETED • Don't think it is beneficial to "enhancing student life"
September 12, 2011	VPCL Transition Guide	<ul style="list-style-type: none"> • Orientation materials complete, with copy of master excel workbook on the vpcl hard drive • Will be compiling other materials as they come up throughout the year
September 20, 2011	Clubs Application Forms	<ul style="list-style-type: none"> • Complete and in use • Will appear on the bcitsa.ca website soon
December 28, 2011	Link – Student Press Program	<ul style="list-style-type: none"> • Drafted Proposal for John • He is very very excited, he is fine tuning it at the moment and will pick it back to me soon
September 6, 2011	Orientation Day	<ul style="list-style-type: none"> • Complete, and a huge success. • I killed it
November 23, 2011	Design Committee	<ul style="list-style-type: none"> • I will be helping out with the designs of the 2nd and 3rd floor of our project • Tara, Caroline and I will be interviewing Architectural firms
Jan. 31 st , 2012	Clubs Negotiations	<ul style="list-style-type: none"> • Mass email sent to clubs regarding budget negotiation meeting • Waiting for clubs to submit budget requests by Feb 28th

Progress Report – Ricky Dasgupta – VP of Administration and Finance

Last updated: February 2nd, 2012

January, 2011	Hand Dryers vs Paper Towels	<ul style="list-style-type: none"> • Looking to evaluate the costs associated with hand dryers and paper towels to see if it is viable to switch to hand dryers in future.
June, 2011	Coop for Financial Management students	<ul style="list-style-type: none"> • It is making progress, companies are being contacted to gage their interest.
August, 2011	Campus Food Bank	<ul style="list-style-type: none"> • Catherine has started putting the bins in Uconnect and the stores. Has emailed BCIT Staff through Lotus Notes about donations. Wait and see how much Progress this makes. Brought up FoodBank with BCIT Execs, emailed Lorcan (V.P of Finance and Admin of BCIT) and Justin (V.P of Student Services). Will update on any developments.
September, 2011	Business Cards and Name Badges	<ul style="list-style-type: none"> • Talk to Taj and get a ordering system up and running a.s.a.p. Haven't had a chance to get this going as of yet.
September, 2011	Transition Policy	<ul style="list-style-type: none"> • Present the transition package to Caroline and the Executives for approval. Integrate transition into the bylaws. Meeting with Amy who has been working diligently on the Bylaws on Monday, February 13th to include transition in it. • Chairs and V.Ps are proactively working on their own personal transition package. Nicola would like to do an end of the year presentation. Submitting a bio for Tara by February 13th to be used for our website. Emailed everyone about the importance of a proper transition and created the policy, along with accompanying

		documents that will be of help to execs.
September, 2011	Revamp Set Rep awards, increase student awards and bursaries	<ul style="list-style-type: none"> • Executives are really supportive of the Set Rep Awards, need to talk Caroline to see if it's possible to get BCIT to financially support it. • Mentioned this to BCIT execs during our meeting. They seemed open to it. Setting up a meeting with Justin (V.P of Student Services) to discuss on it. Alumni might be involved as well.
September, 2011	Review processes and operations of BCITSA	<ul style="list-style-type: none"> • This is ongoing every week as I sign the cheques and talk to Roland.
September, 2011	Increase understanding of BCIT Financial among executives and councillors	<ul style="list-style-type: none"> • Received mix reaction on the financial update to council. Will be doing a presentation next time. Try to make it as simple as possible and try out in exec meeting before council meeting to get the kinks out and use the feedback.

Progress Report – Tylan Fraser – VP Student Affairs

Last updated: February 1, 2011

Date of Introduction	Action or Outstanding Issue	Status
Feb, 1st	Meet with Dan about Keep your kup	Pushed back until Feb 5 th .
November, 30th	Email Mark (marketing director)	Email will be sent by Friday pm, Matt will be cc's on directed studies announcement
Feb 2nd	Meeting with Laura	Mental health – meeting pushed back until next week
Feb 1	Meeting with Student groups	Next week attend Sife meeting to announce elections for VP roles

Chair of School of Computing and Academic Studies, Marwan Marwan

Objective	Description	Current Status
LAN Party (video games)	Making the LAN Party into a bigger event by working with the SA as a whole into turn the LAN Party into a school wide event.	In progress, discussions with Dan from SA
Advocacy	Working with students on challenging their marks from last term.	In progress, discussions with Karl from SA
Sustainability	Preparing a recycling presentation for the SA to adopt.	In progress, continuing research and preparation of presentation.

Progress Report – Tara Johnson – V.P External

Last updated: Thursday, February 2, 2012

Not submitted