

**Set Rep Meeting  
Aerospace Technology Campus**

Monday, 06 November 2017 – 10:50am-11:50am

**Chair:** Mark Malczewski

**Staff:** Andrea Soukeroff, Satellite Program Coordinator  
Chief Instructor(s)  
Associate Dean

1. **Meeting Called to Order**

2. **Acceptance of the Agenda/Minutes of Monday, 02 October 2017.**

Riley, Patsky

3. **Danielle Landeta-Gauthier (Advocate – Student Association)**

- **Harassment and discrimination policy**
- **Danielle’s Role – Navigate students through student policies and inform about rights and responsibilities**
- **BCIT’s Policies – Online, “About BCIT” Policies under “Explore” listed Policies**
- **Sexual Violent and Misconduct: Safe and secure learning environment free from sexual violence and misconduct; support, fair, prompt, and coordinated response to all reports of sexual violence; applies to BCIT community; Provide info on internal and external procedures**
- **Scope of policy: act occurred on BCIT property or at a BCIT sanctioned event (in person &/or online), the person involved was acting in a capacity as defined by their relationship to BCIT**
- **Sexual Violence: sexual assault, sexual harassment, stalking; sexual exploitation; indecent exposure; etc**
- **Privacy and confidentiality; Personal info is not exploited; All documents are kept in a secure area and have the situation documented NOT your personal information.**
- **Procedure:**
- **Reporting:**
  - **Disclosure- tell anyone about an experience of sexual violence. BCIT employees may have responsibility to inform Safety, Security, and Emergency Management (SSEM) when a disclosure comes; confidentiality may be maintained (unless indication of harm to self, harm to others). BCITSA employees are not bound by the same responsibility; they will work with the person who disclosed information and support them how they wish to be supported; there is no obligation to disclose**
  - **Inform- when someone informs SSEM that an incident of sexual violence &/or misconduct occurred (under the scope of the policy);**
  - **Complaint- formal procedure whereby person who experienced sexual violence has BCIT investigate**
- **Receiving a Disclosure**
  - **Listen without judgement**
  - **Communicate that the act of sexual violent the person experience is not their fault**  
**“Thank you for telling me, I’m very sorry this happened to you and this was not**

your fault. I am here to help, who can I connect you with?"

- Help them identify resources on or off campus services
- Respect their right to choose the service they feel most appropriate, and to decide to report to the police
- Recognize that disclosing can be traumatic, and an individual's ability to recall the events may be limited
- Respect the individual's choice about how much they disclose about their experience
- Make every effort to respect their confidentiality and anonymity
- Refer to the individual in a manner that is consistent with how they wish to follow
- **Resources On Campus:**
  - Safety, Security and Emergency Management ("SSEM")
  - 24 hours a day, 7 days a week at: 604-451-6856, <http://www.bcit.ca/safetyandsecurity/contact.shtml> (also accessible by campus emergency telephones).
  - Student Health Services at 604-432-8608.
  - Student Association Advocate at 604-432.8279.
  - Counselling and Student Development.
  - BCIT students can make appointments in person at Counselling and Student Development in SE16-128 or by calling 604-432-8608. Counselling for students is free and confidential.
  - Harassment & Discrimination Office at 604-432-8409.
  - Associate Director of Student Services at 604-431-4972.
  - Student Housing Department at 604-432-8677.
- **Resources Off Campus**
  - Local police jurisdiction: call 911.
  - Sexual Assault Service
  - BC Women's Hospital: 604-875-2881 (Monday–Friday, 9:00 am– 5:00 pm)  
Vancouver General Hospital Emergency Department: (24 hours/day): 604-875-2881.
  - SMART (Surrey Mobile Assault Response Team) at 604-583-1295.
  - WAVAW (Women Against Violence Against Women) at 604-255-6344 (24 hours/day).
  - VictimLink BC at 1-800-563-0808.
  - BC Crime Victim Assistance Program toll free at 1-866-660-3888.
  - British Columbia Society for Male Survivors of Sexual Abuse at 604- 682-6482.
  - Qmunity Resource Centre at 604-684-5307; or toll free at 1-800-566-1170.
  - Vancouver Rape Relief and Women's Shelter at 604-872-8212.
- **December 6<sup>th</sup> – Bystander Training – In memory of White Rose Day On campus)**

**Annabelle Hung (BCIT – Harassment & Discrimination Prevention Advisor: Policy 7507)**

**\*\*Always able to come to the campus to meet with you to discuss issues Confidential.**

- **Background: Previously worked at UBC within Employment Relations; lived in Australia working in the Human Rights and Discrimination field**
- **BCIT's Mission: Focuses on inclusion within the community**
- **This policy is important** as all student and employees have the right to a safe, respectful, harassment-free working and learning environment
- Bullying and harassment is against the law and BCIT policy
- As a student you are responsible for your behavior in ensuring a respectful, harassment free

learning and working environment

- As a Set Rep – you are a role model, leader, and likely asked for advice by other students
- **Standards of Behavior: Law-HR, OH&S, Criminal; BCIT policies and procedures; Classroom expectations**
- **Policy 7507**
  - Prohibits Human Rights discrimination and bullying or harassment
  - Characteristics Protected under the human rights code: religion, race, age, sexual orientation, disabilities, place of origin, gender identity and gender expression
  - Example: a racial slur, if you didn't get a job because you were pregnant, inappropriate comments; sabotaging someone's work, isolation or exclusion tactics
- **Procedure of 7507**
  - Instructor/chief instructor/associate dean
  - Student Advocates
  - Confidential consultation with H&D Prevention Advisor
  - Complaint under H&D Policy/procedure – option to engage in dispute resolution process and/or investigating
  - Student Code of Conduct (non-academic) Policy/procedure (*Student Life Office*)
  - External options e.g. BC Human Rights Tribunal complaint, Police
- **Standards of Behavior**
  - **7100- Safety and Security Policy**
  - **7103 – BCIT Sexual Violence and Misconduct Policy**
  - **5102- Student Code of Conduct Policy**
- **Resource**
  - **Virtual Counselling;**

#### 4. Old Business

- 4.1. **Speed Networking Event was a great success.** Already starting to plan the next one with Larry Jung our Career Specialist; may include a night of socializing with employers.
- 4.2. **Porter Airlines** presentation had a good turnout. Toronto based airline that is actively hiring. Contact your Chief Instructor or Mark for their contact information
- 4.3. **BCAC** – Silver Wings Awards. Free to become a member of BCAC if you are a student.
- 4.4. **Scholarship** - Northwest Chapter of the American Association of Airport Executives (NWAAAE). Applications will be sent out to Set Reps. Please sent this to all students.  
**Application Deadline: November 15th**
- 4.5. **Mentorship Program** is starting this month. Need to get info from **Cheryl Cahill** on how to sign up. I'll email out info once I find out.
- 4.6. **Speak Up, Speak Out Feedback.** We have councilors dedicated to helping with Mental Health
  - 4.6.1. **Bigger Stickers**
  - 4.6.2. **Kits worked out well**
  - 4.6.3. **Nicorette Gum included in the Wellness Kits**
- 4.7. Pub Night. Let's socialize and network! Next pub night will be **Friday, November 24.**

#### 5. New Business

- 5.1. **Embry Riddle Aeronautical University** has a representative coming on Tuesday, November 07. This school has opportunities to expand our education from BCIT into more advanced programs. Cheryl Cahill received her Master's in Aeronautical Science there.
- 5.2. **AGM Meeting with BCIT Management** on Monday, November 20 at the Burnaby Campus. Everyone is welcome to join.
- 5.3. **LAN Party** at the Burnaby Campus on Friday, November 17. \$15 Entrance Fee for students and \$25 for anyone else. Sponsored by MSI and Tespa. Food + Tournament Prizes.
- 5.4. **Maximum Altitude:** Looking into organizing a trip to the Boeing Facility in Seattle and will and confirm a date.

5.5. **Pacific Aircraft Maintenance Engineering Association** – They are located in the South side of the airport, students can join and network with members of the airlines.

6. **Open Forum Discussion**

6.1. Salt Pile – Why is the salt dumped in the corner of the parking lot?

6.2. Contiki Tours: offering \$100 off your Trip to various places in the world! Check it out!

7. **Next Meeting:** Monday, 04 December 2017

8. **Meeting Adjournment**