

**Set Rep Meeting Minutes
School of Business
SW03 Room 1750**

Tuesday, February 26th, 2019 – 5:30pm

Chair: Matt Hardwick, Chair of Business

Staff: Tania De Ridder, Student Development Coordinator

Guest Speakers:

Tirth Joshi; VP Finance, BCIT Business Management Association & Learning Commons Peer Tutor

Steven Palfrey; Founder - Breadmasters

Rex Villanueva & Jeffery Salvo; Co Captains – JDC West

1. Meeting Called to Order – 05:44PM

The chair, Matt, welcomes the set reps.

2. New Building – Brainstorm Session

The chair asks set reps for insights on what students would like for a new student building/hub planned on campus in future. The chair will share the set reps' input at the next strategic meeting.

Set reps gather in groups for 15-minutes to come up with ideas of what students would like to be included in the new student building, which will be located on the BCIT, Burnaby campus. The chair visits the groups to gain their insights.

3. Learning Commons – Peer Tutoring

Second year student and peer tutor, Tirth Joshi, describes the peer tutor service offered by the Learning Commons on the main floor in the library, SE14. They ask set reps to let their class mates know the peer tutoring hours during this time while students are preparing for and writing exams:

- Mon, Tues, Thur: 5:30pm-7:30pm
- Wed: 2:30pm-4:30pm
- Sat, Sun: 1:00pm-3:00pm

Job Opportunity - Work as a Peer Tutor on Campus:

- There are positions open for peer tutors for the fall 2019 term.
- The deadline for applications is March 31, 2019 for positions starting in September 2019.

- Students need 2 recommendation letters from instructors in order to apply.
- For full information visit the website:
<https://www.bcit.ca/learningcommons/peer/beatutor.shtml>
- Email inquiries: LearningCommons@bcit.ca

Q: What is the compensation amount?

A: Approx. \$14 per hour

Q: What sort of grades do you need to get to qualify to apply?

A: Grade average of more than 80%; but you can still apply if you do not have this as an average.

Q: What types of positions are available?

A: Two options. Students can work as a peer writing tutor if writing skills are strong or as a subject tutor.

Q: How much do peer tutors have to work per week?

A: At least 2 hours per week.

4. Breadmasters

Set rep, Steven Palfrey, introduces himself and a new initiative he is part of, Breadmasters. The aim is to give students the opportunity to practice their presenting skills by talking in front of a group of fellow students. Steven asks set reps to promote Breadmasters among their peers and in class.

- Breadmasters will start after spring break; mid-March.
- Meetings will take place on Wednesdays at 2:30pm.

For more information or to become involved, email Steven: palfreysteven@gmail.com

5. JDC West – Delegate Recruitment

Rex Villanueva & Jeffery Salvo, JDC West Co-Captains, introduce themselves and BCIT JDC West to set reps. JDC West is a national student competition among 12 universities with 50 members within BCIT's School of Business. It involves 10 academic teams along with debate, athletic, social. They ask set reps to promote the opportunity to become involved among their peers or to join themselves as they are looking to put together the team.

Why join JDC West:

- Personal growth
- Stand out among peers
- Gain new connections
- Meet business students outside your program.
- Participate in JDC West 2020 in Regina, SK. The competition is usually in January over a weekend.

1st round of academic tryouts opens on March 9th

- 2-3 minutes video submission
- Fill out delegate registration form

Info session – SW 1 room 2020: Wed, March 20th @ 2:30PM.

Q: What is the time commitment?

A: It does depend on what team you are in. For debates it's one case per week, which requires approx. 5 hours (3-hour case study with 20 min resolution and then feedback). For those on the athletics team: practice can be twice per week.

Q: When does training start?

A: End of April/beginning of May teams are finalized. Teams are trained by professional coaches working in industry, who will decide when to start. It also depends on what team your on, etc.

Q: What are the costs to apply/be involved?

A: Approx. \$500. Money is made through fundraising and lots of added benefits are included, for example flights, gear, etc.

Contact information for those interested:

- Email: bcit@jdcwest.com
- Website: <https://bcitjdcwest.com/>
- Instagram: bcitjdcwest
- Facebook: BCIT JDC WEST

6. Pink T Shirt Day & Doggy De-Stress

Pink T Shirt Day and doggy de-stress day takes place on Wednesday, Feb 27 on the BCIT, Burnaby campus in SE2 – Great Hall between. 11am -1pm

Anti-Bullying Day is a day when people wear mainly a pink shirt to symbolise a stand against bullying. Please wear pink to support the anti-bullying movement. Pink t-shirts that supports the movement are sold at the BCITSA desk for \$5.

For more information about Pink Shirt Day visit: <http://www.pinkshirtday.ca/>

Q: What are the sizes of the available T shirts at the SA?

A: Small to extra large

7. SA Student Elections 2019

Nominations for the roles open on Tuesday, February 26. The nomination period will run from February 26th, 2019 – March, 8, 2019 at 1:00pm. Nomination forms are also available at the SA reception desk on the third floor of SE2.

Matt shares details about the positions available and encourages set reps to apply.

The newly elected student executives will serve a term from **June 1st, 2019 – May 31st, 2020**. During this term, they will receive student executive benefits including an office, discounts at all BCITSA retail stores and pub, free part-time courses, invitations to special events, a discount on parking, and a monthly honorarium.

For more information, visit: www.bcitsa.ca/elections/ and <https://www.bcitsa.ca/elections/#positions>

8. Career & Entrepreneurship Services

Career Services:

The chair shares information on the services provided at the BCITSA Career Services, which includes resume building, LinkedIn building, etc.

- For more information, visit: <https://www.bcitsa.ca/careerservices/>
- Career Track, the BCITSA's FREE job search tool and service portal, offers access to the free resources, workshops and job postings: <https://www.bcitsa.ca/careerservices/career-track/>

Q: Are summer internships included in job postings on Career Track?

A: Yes, employers do use it for summer jobs and internship job postings.

Entrepreneurship Services:

Matt describes the services available at the BCITSA's entrepreneurship services. It is located on the BCIT, Burnaby campus in the library (SE14) on the main floor and provides a variety of free workshops, panel events, and programs to students and/or alumni.

For more information:

- Website: <https://www.bcitsa.ca/beaboss/>
- Email: beaboss@bcitsa.ca

9. 15-minute meeting break for dinner that was just delivered – **6:45PM – 7:00PM**

10. xDine – Habitat Online Ordering

Online ordering at the BCIT Habitat pub on BCIT's Burnaby campus is now available online. Tips are not required, and orders can be ready in 15-minutes. Customers can pay for it over the app. Alcohol cannot be ordered through the app. To use the app: create an account, here:

<https://habitat.xdineapp.com/consumer/signin>.

Matt encourages students to use the services.

For more information about the Habitat pub, visit: <https://www.bcitsa.ca/campus-life/habitat/>

11. **Open Forum Discussion**

Set rep Steven Palfrey talks about the consolidated excel sheet created earlier to share and list events. The purpose is to avoid confusion and event clash. The list is only used internally at the moment – it is only for set reps. Please don't share it with your set or peers yet.

The shared excel document by set reps can be accessed here:

<https://docs.google.com/spreadsheets/d/13jLouuQGc80fk1kLaSgE4q3SkIgaB6qZjx0KqjaNaqQ/edit?usp=sharing>

Steven asks set reps to please add events into the excel sheet after which they will try to add it to the BCITSA list on its website. The BCITSA's events list on its website, can be found here:

<https://www.bcitsa.ca/campus-life/events/>

12. **Reminders**

12.1. Event Updates

12.1.1. Stop, Drop, n Swap – Mar 20th-25th Great Hall

- Clothing swop will take place on Monday March 25th in the Great Hall in SE2
- Donations can be dropped off from March 20th.
- Any clothing that students can use can be donated, including second hand if in good condition, but no undergarments please.
- Purpose: To provide clothing for students who cannot afford it.
- Clothing left over will be donated to Dress for Success and the Love Society – a second use consignment store.
- Dollar donations will be donated to Covenant House.
- Matt encourages students to bring donations.
- It is the first time it's taking place and the organizers are hoping to make it a repeat event.

Q: What payment options are available?

A: Cash only.

Q: What is the drop-off location?

A: SE2, Interview room on 3rd floor. Matt will confirm room number/location later.

12.1.2. IxL – Mar 9th Great Hall

- Matt encourages students to go to the upcoming Impact by Leadership conference on March 9th
- He explains the day's layout
- Business casual dress code
- Tickets are free. Applications for participants close Friday, March 01.
- To register and for more information, visit: <https://www.bcitsa.ca/ixl/>

12.1.3. Set Rep Year-End Gathering - ???

- Possibility of having an year-end gathering for all of school of business set reps.
- Matt wants to plan it and asks for volunteers to help plan the event.
- Ideas mentioned by set reps:
 - Habitat?
 - House party?

12.2. Next Set Rep meeting: Business – Tuesday, March 26th in SW03 room 1750

13. Meeting Adjournment – 7:15PM