



Set/ Rep Meeting Minutes  
of the School of Computing and Academic Studies  
Thursday, September 22<sup>nd</sup>, 2011

Chair: Marwan Marwan, Chair of the Computing and Academic Studies

Set/Tech Reps

Staff: Olesea Zadoinova

Guest Speakers:

Bill Klug, Program Head, CST and CIT Diploma programs, [Bill\\_Klug@bcit.ca](mailto:Bill_Klug@bcit.ca)

Olesea Zadoinova, BCITSA Clubs Coordinator, [clubscordinator@bcitsa.ca](mailto:clubscordinator@bcitsa.ca)

1.1 Meeting called to order

The Chair person, Marwan Marwan, calls meeting to order at 5:30 pm

1.2 Guest speaker Bill Klug.

Guest speaker Bill Klug introduced himself to the Set Reps and thanked everybody for volunteering in the roles of Set Reps.

- It was explained that switching Sets can take place only if a Set will find another Set who would like to switch.
- New chairs were brought in some Labs. It was asked to use them carefully.
- Set Reps have access and can use Mass email system in case of a large number of emails. Set Reps are welcome to use Commons web space. Students will be asked to participate in the project of redesigning this space. Bill Klug inquired Set Reps if their names and emails can be posted on Commons web space. Set Reps were invited to use this space as their way of net communication.

Questions:

- ✓ Will we have access for email restriction? Medhat Elmasry is currently working on it.
- ✓ How we can post something on the Commons? Contact Maureen Bell at [Maureen\\_Bell@bcit.ca](mailto:Maureen_Bell@bcit.ca).

- ✓ How to fix the problem of junk emails? First of all report to the referred email address regarding this problem.

Please contact Bill Klug, Program Head, CST and CIT Diploma programs at [Bill Klug@bcit.ca](mailto:Bill.Klug@bcit.ca) for any questions or further information

### 1.3 Welcome and Introduction

Marwan has introduced himself and explained to the set reps his role, duties and responsibilities on Campus. He expressed his appreciation to the Set Reps for their active participation in student life. Marwan introduced the following BCITSA programs:

#### ➤ Peak Leadership Program.

Marwan provided to the Set Reps general information about Peak Leadership program, which gives students opportunities to build leadership experience through volunteer opportunities, goal setting, self-reflection activities and skill-based workshops. To successfully complete the Peak Leadership program and to receive letter of recognition and certificate of completion from the BCITSA and BCIT Leadership Teams, each participant must complete peak workshops, volunteering, goals setting and participate online. Marwan invited Set Reps to contact Administrative assistant at [uconnect@bcitsa.ca](mailto:uconnect@bcitsa.ca) or 604-451-7087 for any further information.

#### ➤ Harvest Box.

Harvest Box is a monthly program for students who want to purchase high quality produce (variety of nutritious fruit and veggies) at affordable prices. Stock up on a great selection of fresh vegetables for just \$8. To find out more please go to the Uconnect Resource Center at [uconnect@bcitsa.ca](mailto:uconnect@bcitsa.ca).

#### ➤ Crash Course Cooking

Crash Course Cooking which is FREE and happens once a month on the Burnaby campus. Drop by Uconnect to sign up.

Questions:

- What has happened with the Mentorship Program?  
\_It was a very successful BCITSA project last year. This year BCIT is responsible for it's implementing. BCIT has more resources to do it on a bigger scale.
- What is the relationship between Uconnect and BCITSA? Uconnect Resource center is a part of BCITSA and comes under BCITSA Student Services Department.
- Is Set Rep job per term or per year? Per year.

Marwan proposed to increase the number of Set Rep meetings in case it is necessary. Set Reps asked Marwan to keep their emails private and confidential.

## 1.4 New business

It was declared the following:

- **\$2 @ CntrlP.** For the month of September CntrlP is offering a FREE \$2.00 Print Credit for the first 2000 students that come past the print shop with a valid Student ID card and are willing to listen to a 1 minute sales pitch about the service.
- **Emergency fund.** BCITSA provides emergency fund for students in immediate financial need. Students have to fill out forms located in the Uconnect office and are eligible to receive gift cards and /or free harvest box, and/or bus tickets.
- **Events for Set Reps.** Marwan plans to organize Lan Party and/or Paintball event for the school of Computing. Set Reps were called to share their ideas and/or concerns regarding this. Volunteering on those events will be much appreciated.

## 1.5 Set Rep Training

Olesea Zadoinova and Marwan Marwan provided to the Set Reps Set/Class Representative Package; moreover, they explained to the Set Reps the BCITSA Vision and Mission Statement, the role of BCITSA on Campus, communication structure and Set Rep job description. In addition were explained BCITSA expectation to the Set Reps, the role of the Chair in respect to the Set/Class Reps and Set Reps Compensation. Some of the main resources for the Set Reps are Student Advocate, Chair of the School, VP of Student Affairs, Outreach Coordinator, BCIT Student Judicial Affairs and BCIT Harassment and Discrimination.

## 1.6 Next Meeting

Next Meeting is scheduled for Thursday, October 6<sup>th</sup>, 2011, from 5:30pm-6:30pm in Council Chambers.

## 1.7 Adjournment

The Chairperson, Marwan Marwan, adjourned the meeting at 6:30pm.

September 22, 2011

School of Computing and Academic Studies

### Set Rep Meeting Agenda

- 1.1 Meeting called to order
- 1.2 Guest Speakers
  - Bill Klug
- 1.3 Welcome and Introduction
  - Peak Leadership Program
  - Harvest Box
  - Crash Course Cooking
- 1.4 New Business
  - \$2 @ CntrlP
  - Emergency fund
- 1.5 Set Rep Training
- 1.6 Next Meeting
- 1.7 Meeting Adjourned