



**Set/Rep Meeting Minutes of the School of Business  
Wednesday, November 2, 2011**

**Chair:** Chair of the School of Business, Gordon Newby

**Set Reps:**

Anna Le Good	Yvonne Rivera	Rachel Orfani
Darren Piper	Fahad ABRAHANI	Gurmit Bhambra, Justin
Shahriar (Shar) Hosseini	Devon Evans	Nathan McLennan
Adam Yusuf	Michael Saysomsack	Greg Gagnon
Carlos Fernandes	Leslie Lessard	Ziad Daya
Simi Mann	Nicloe Brown	Jarrett Lim
Megan Krentz	Kayla Holob	Jason Au
Earl Alikpala	Deanna Blyth	Elcid Chavez
Russ Brownlow	Andrew Araujo	Gary Tong
Martin Perry	Mattew Hunt	Borzoo Zare
Tyler Newton	Nigel Haynes	Daniel Huh
Elyse Gawley	Colin Dacre	Geoffrey Smith
Vihor Stevic	Roderick Fuhr	Gouya Fajri
Lawrence Kao	Rob Ogilvy	Andrew Hyndes
Michelle Funk	Alana McMorran	Sean Pawluck
Anca Aroneanu	Yasamin Alami	Peter Brach
Loralee Williams	Rajneet Deol	Shehnaz Randhawa

**Staff:** Olesea Zadoinova, Program Coordinator

**Guest Speakers:**

Karl Tegenfeldt, BCITSA Advocacy Coordinator, [advocate@bcitsa.ca](mailto:advocate@bcitsa.ca)  
Monica Kay, BCIT Campus Mediation Service, [Monica.Kay@bcit.ca](mailto:Monica.Kay@bcit.ca)

**2.1 Meeting called to order**

The Chair person, Gordon Newby, calls meeting to order at 4:00 pm

**2.2 Guest Speakers**

- **The Guest Speaker Karl Tegenfeldt** introduced himself to the Set Reps. It was explained the role of the advocate on campus and BCIT Student Complaint Procedure. Moreover, it was enlightened the purpose and scope of Complaint Procedure, steps and tips for informal complaints, steps and sources for formal complaints, some information about anonymous or third party complaints, privacy, protection and limits. In addition, there were mentioned the sources where students or Set Reps supposed to bring the complaints. It was explained what the Set Reps should do and what they shouldn't in the complaint process. Key facts of the complaint procedures are the following:
  - Informal is preferred to formal
  - Permission of the students in writing
  - Students may request anonymity; however, this impede the resolution of complaint;
  - The procedure provides a written complaint template and etc.

Students are advanced to proceed in the following way:

- Respect the timeframes
- Keep complaints objective
- Elevate the complaint if the response is unsatisfactory
- Be prepared to negotiate
- Ask for help from VPSA or Advocate and etc.

Students are recommended **not to do the following**:

- Promise a satisfactory resolution
- Speak or act on behalf of a student without their expressed consent and etc.

**Question:**

- ✓ Where we can complain about other services on Campus? The best way is to complain to a service/person involved. (For example to the supervisor or manager). If you don't know whom to contact in your situation please find me or Gordon to help you with it.
- **The Guest Speaker Monika Kay** introduced her role to the Set Reps and asked students to direct their opinions, suggestions and/or concerns regarding BCIT Harassment & Discrimination Procedure. It was explained that students have right to a respectful, harassment-free learning environment while at BCIT. Information regarding H&D applies to both School environment and work place. It was enlightened the meaning of Harassment and some of its protected characteristic (race, place of origin, family status,

sexual orientation, colour, sex, religion, marital status and etc.). Some of the examples of Harassment: are racist remarks sent via email and etc., unwelcome touching, offensive remarks related to sexual orientation, refusing to hire based on the protected characteristics, unwelcome, offensive behaviour off campus that impacts the learning environment and etc. Students were advised to contact Monica as early as possible to resolve a problem through the mediation. There were provided examples of “not harassment”. The main resources at BCIT are Campus Mediation Services (604-451-6721), Instructors, Program Heads, BCITSA advocate, Student Judicial Services.

#### Question:

- ✓ Is it allowable to a teacher to discriminate a student for the reason that he/she is not a conservative? No.

### 2.3 Old Business

- Microwaves are fixed near Tim Hortons.
- SE6 classrooms are still very cold. Gordon will meet with BCIT executives to investigate about this.
- The internet in SW3, SW5, SW1, and SE6- is going a little bit better. BCIT is working on it.
- No microwave in SW1- BCITSA is looking for potential spots in SW1 where the microwaves can be put. The Set Reps were proposed to take photos of the applicable spots for microwaves and share them with BCITSA.
- Water fountains- are fixed.

### 2.4 Set Rep Forum and New Business

#### Questions?

- ✓ No garbage cans in SW1. Gordon will investigate.
- ✓ Can we use SW1 board rooms? Gordon will investigate.
- ✓ Why there is just a visitor parking around SW1? Can we make some of parking lots available for students after 4:30pm? Gordon will investigate.
- ✓ Security told that students cannot use SW1 study rooms. Gordon will investigate. It was proposed to use SE12 study rooms instead, which are opened pretty late.
- ✓ There are no outlets In Rec. Services. That issue was already brought up by BCITSA.
- ✓ In SE10 no place to put cigarettes ashes. Gordon will investigate.
- ✓ Sometimes students pay for parking, but still get tickets. Probably the parking machines are not working properly. Moreover, when students register for parking online or by phone, they can get tickets approximately every week. It was proposed to remember the Identification Number of the machine and/or to go to the security office to claim the ticket. Gordon will investigate further details.

- ✓ Parking outside the Library is for visitors only. Can BCIT make it for students after certain time? Gordon will investigate.
- ✓ Parking machine takes the money and does not register the amount received. Students hurry to a class and do not complain to the Security Office about it. Gordon will investigate.
- ✓ Vending machine in the Gym: took 20 dollars for Pepsi and gave just 4 quarters back. The same situation happened in the Library and SW3. Set Reps were advised to remember Identification Number of the Vending Machine and to go to the Uconnect Resource Center for reimbursement.
- ✓ NEI is very muggy on the upper floor. Gordon will investigate.
- ✓ Meetings rooms on the second floor of SW1 were locked by security on the weekend. Usually they are unlocked. Gordon will investigate.
- ✓ Why most of food providers on Campus don't sell food for visa or credit card? It is easier for students to pay by visa or credit card because of their loans' time frames. Gordon will investigate.

In case of any concerns Set Reps were advised to email to Gordon at [chbs@bcitsa.ca](mailto:chbs@bcitsa.ca)

## 2.5 Adjournment

The Chairperson, Gordon Newby, adjourned meeting at 5:45pm.

**Agenda**  
**Set/Rep Meeting of the School of Business**  
**Wednesday, November 2<sup>nd</sup>, 2011**

2.1 Meeting called to order

2.2 Guest Speakers

➤ Karl Tegenfeldt

➤ Monica Kay

2.3 Old Business

2.4 Set Rep Forum and New Business

2.5 Adjournment