



Class Rep Meeting Minutes Tuesday, February 11th, 2014

Chair: Albert Jeong, Chair of Downtown Campus*

Set/Tech Reps: Kris Pal* Richard MacFarlane*
Simona Sitaru*

* = Attended
(E) = Excused

Staff: Hannah Bielert, Services and Engagement Coordinator *

1.1 Meeting called to order

The Chairperson, Albert Jeong, called the meeting to order at 12:30 pm.

Quorum was met.

1.2 Chair Introduction: Albert

- The Chair, Albert introduced himself and his role in the Student Association
- Albert and the Services and Engagement Coordinator, Hannah briefly explained the roles of the Class/Set Reps and the reason for monthly meetings
 - Set/Class Reps are a point of communication for the Student Association
 - Set/Class Reps represent the student body and are responsible for bringing any concerns, issues, or ideas from their class to the Student Association
 - Set/Class Reps are expected to attend a monthly meeting, read the meeting minutes, and disseminate information to class members

1.2.1 Facilities

- There have been some facilities issues around the Downtown Campus such as lighting, room temperature, elevators, etc.
 - If you hear or see of anything that needs to be fixed please let the Chair or Hannah know and they will contact the necessary staff

1.3 Services and Engagement Coordinator Introduction: Hannah

- Hannah introduced herself and her role at the Downtown Campus
- She explained some of the programs and services offered to students at DTC and asked the Class Reps to help promote them as this is a new system at DTC
- SA updates
 - Speak Up Speak Out event going on all week at the Burnaby Campus for Mental Wellness Week
 - 25% off selected BCIT merchandise
- The SA is still searching for the best space to hold events as the layout of the campus is challenging
- Hannah is looking to plan and host an SA event that will bring together the DTC community and connect students



- Any ideas and comments are welcome

1.4 Round Table

- Posters and messages are not always seen on the boards on the 3rd, 7th, and 6th floor in the student lounge
 - Is it possible to have a board added at the entrance of the campus?
 - Day of or weekly events can be posted here
 - Action is pending
- Work Rooms
 - Often it is hard to tell when work rooms are booked
 - Tuesday and Friday evenings are fully booked
 - The Chair will send the Class/Set Reps a copy of the work room schedules and when they are available
- Keyboards and Computer Mice
 - Some of the keyboards and computer mice are not working in some of the computer labs
 - Students need to contact BCIT IT department about this issue
- Scanner
 - Students are only able to use the Instructor's computer that is hooked up to the scanner and it can only be used in between, before, or after class
 - Having a scanner that students can use at their leisure would be helpful due to the time constraint
- DTC Gym
 - DTC used to have a gym, but it is no longer in service
 - An idea to use the old gym facilities has been brought up to the BCIT executive board, but no decision has been made
 - More information to come

1.5 Next Meeting

The next meeting will be on Tuesday, March 4th at 12:15 pm in the BCITSA office, Room 421

1.6 Meeting Adjournment

The Chair calls the meeting adjourned at 12:50 pm