



Class Rep Meeting Minutes Wednesday, September 10, 2014

Chair: Daniel Sumano, Chair of Aerospace Technology Campus *

Set/Tech Reps:

Alec McCourt*	Kevin Dykstra*
Arian Eslami *	Lauren Lee (E)
Arvin Nikseresht*	Lee Dawson*
Batjargal Tumuroator*	Lisa Lai *
Bradley Meyer*	Lucie Stevens (E)
Elaine St. Laurent*	Mark Gutknecht *
Felipe Ferreira*	Marleesa Burdett *
Geoffrey Pilgrim*	Meldrick Mendoza*
Harman Sokhey*	Nick Gravel (E)
Hussain Jahanzaib	Nicole Gaudet*
Jaden Moon*	Rema Abukhandra (E)
John Lee*	Samuel Wong *
Johnathon Affleck*	Tristan Brown*
	Wenny Chiu (E)

Attended(*) **Excused (E)**

Staff: Michelle Veinot, Satellite Program Coordinator*

23.1 Meeting called to order

The Chairperson, Daniel Sumano, called the meeting to order at 11:05 am. Quorum was met.

23.2 Acceptance of the Agenda

Motioned by Bradley Meyer
Seconded by Lisa Lai

23.3 Acceptance of the Minutes: August 6th, 2014

Motioned by Kevin Dykstra
Seconded by Bradley Meyer

23.4 Guest Speaker - ATC Associate Dean, Mr. Turner and Front Office Staff:

- Mr. Turner welcomed all the class reps.
 - He emphasized the importance of students completing the student surveys. The surveys provide valuable feedback and are viewed by himself and the Chief Instructors.
 - He is available to talk to the set reps in his office located in the main reception area on the 1st floor. Students can book appointments through his Assistant, Lenalda Sutherland.
 - If students are having attendance issues, these issues can be addressed to the Chief Instructors.

23.4 ATC Associate Dean, Mr. Turner and Front Office Staff Cont'd:

- Steve Mullis – Chief Instructor: 'M' Class and Gas Turbines
 - His office is located in the main reception area
 - Platform for Evaluations
 - Power Point presentations will be assimilated in the near future
- Cheryl Cahill – Chief Instructor: Aviation Operations
 - Her office is located in the main reception area
- Kacem Habiballah – Chief Instructor Aircraft Maintenance Engineer – Avionics
 - His office is located in the main reception area
- Dorsa Nouredin – Program Assistant; Aerospace Programs
 - Student marks are posted on My BCIT
- Gurpreet Bains – Admission/Records Officer, Registrar's Office
 - Can provide information to students regarding scholarship forms
 - Deals with course failures for levels 1 & 2
- Lenalda Sutherland – Assistant to Associate Dean
 - Organizes special events, e.g., graduation
 - Room bookings
 - Organizes appointments for Associate Dean
- Susanne Tietjen – Receptionist

23.5 Guest Speaker - ATC Chief Instructor Aviation Programs, Mrs. Cahill

- 2014/2015 Mentorship Programs are now available. Application Deadline is September 30, 2014
- Detail information can be found at:
 - <http://www.aviationleadership.com/mentorship-program.html>
- The Mentorship Program is dedicated to provide opportunities to learn, network, build leadership skills, attend events and get connected within the Aviation community.
- Participants will be placed in groups of three. Groups are known as Triads and will consist of a member of the industry with vast years of experience, a member of the industry currently a leader in their company and you, the future of the industry.
- Participants are required to attend the orientation session in October to meet with your triad, approximately 12 hours throughout the year over a 6 month time period.
- Participants must be a member of BCAC: BC Aviation Council. Membership is free and can be obtained online by visiting their website.
- Participants need to submit an application, resume and a short 2 minute video indicating why they should be a part of this program.
- Student Reps are advised to promote this program to students.

23.6 Guest Speaker - Student Association Student and Career Services Manager, Tara Mollett

- ATC Industry Night
 - ATC Industry Night will be held on Thursday, October 2nd from 1530-1930.
 - This is an opportunity for every student to meet with potential employers.
 - Reps are asked to promote this event to students.
 - If you or a student knows of a company that you would like to see at the Industry Night event, please contact your Chair or Tara Mollett:
tmollett@bcitsa.ca or 604-456-1167

23.7 New Business:

23.7.1 Student Association Career Centre Drop In Hours

- The Career Centre is located at our Burnaby Campus in the Student Association Building, South East 2 (SE2).
- Drop-In Hours are available for students to get assistance with any of their career related questions or concerns. This includes but is not limited to: resume writing, job search, interviews and cover letters.
- Career Services will be coming to ATC each month for drop in hours and career workshops. Dates are posted on the BCITSA website as well as on posters located outside the ATC SA office (#178) and across from the cafeteria. To book an appointment or attend a workshop, please contact the Satellite Program Coordinator at: mveinot@bcitsa.ca or 604-787-6152 or drop by the SA office on Monday or Wednesday.
- Reps are asked to promote this service to students.

23.7.2 FroshFest Event

- Friday, September 12th from 1500-2000 in the Campus Square at the Burnaby Campus (in front of the SA building).

23.8 ATC News

(Due to time constraints, the Chair advised Class Reps to read the agenda for more detailed information)

23.8.1 BCIT Student Association Advocate

- The SA Advocate, Robyn Loughheed will be at the ATC campus in the SA office, on the following days: September 23, October 23, November 27th and December 18th. Dates and times are also posted outside the ATC SA office.
- The Advocate is a member of our SA team and is fully aware of all BCIT Policies and Procedures.
- The Advocate's main office is located at the Burnaby campus (SE2), 2nd floor.
- Contact information: advocate@bcitsa.ca or 604-456-1161

23.8.2 BC Aviation Council (BCAC)

- BCAC will be hosting a Youth Night on Wednesday, September 10th at Joey's restaurant on Burrard Street - downtown Vancouver. This event is an opportunity for students to mingle with other individuals who are currently in the same field of study or who work in the industry.
- BCAC website: <http://www.bcaviationcouncil.org>

23.8.3 SA Peak Leadership Program

- Peak Leadership is a free SA program where students can enhance their leadership skills by meeting experienced CEO's, VP's and professional coaches.
- Application deadline is September 19th at 1300.
- For more information, please go to: <http://www.bcitsa.ca/programs/peak-leadership>.
- Class reps are encouraged to promote this program to students.

23.9 Old Business

23.9.1 EASA Questionnaire

- As a result of BCIT's decision to cancel the EASA program, the Chair will be visiting each AME 'M' Class to address this matter.
- Meetings with classes have begun this week and will conclude later on this month.

23.10 Round Table

23.11 Next Meeting: October 1, 2014 from 11:20 to 12:00 - room TBA

23.12 Meeting Adjourned at 12:05