



**Set/Rep Meeting Minutes
School of Energy
November 5th, 2014**

Chair: Jamie Haakons, Chair of the School of Energy

Set Reps

Staff: Hannah Bielert, SA Health and Wellness Program Coordinator

Guest Speakers: Robyn Lougheed, Student Association Advocate; Jennifer Walker, BCIT Advisor, Harassment and Discrimination

2.1 Meeting called to order:

The Chairperson, Jamie calls meeting to order at 5:40 pm

2.1 Guest Speakers

2.1.1 Student Association Advocate: Robyn Lougheed

Robyn introduces herself and her role at the Student Association. She is the Advocate for BCIT students and she works for the students. Her office is completely confidential and she cannot share any information she is given unless the student signs a consent form. Robyn is the communication bridge between students and the institution. She deals with problems regarding courses, grades, teachers, facilities, etc. and she helps students understand their rights and BCIT policies. If you breach policy, you may receive a letter from BCIT's Chris Rogerson, Associate Director of Student Services. It's important to remember to document everything that is said including contact information if a student comes to you with a problem. Also, be open when a student comes to talk to you and maintain the confidentiality. Refer to the handout she provided during the meeting for common issues that Set Reps may experience as well as some helpful guidelines.

2.1.2 BCIT Advisor, Harassment and Discrimination: Jennifer Walker

Jennifer introduces herself and her role. She explains that she works for BCIT, different than Robyn who works for the SA. What you need to know about harassment and discrimination and how it affects you:

1. All BCIT employees and students have the right to a safe, respectful, harassment-free working and learning environment.
2. As a student you are responsible for your behavior in ensuring a respectful, harassment-free learning and working environment.
3. Part of being "Job Ready" –this information reflects the law (and policy) that applies to both the BCIT environment, and current and future workplaces
4. As a Set Rep –you are a role model, leader, and likely asked for advice by other students.

According to law and BCIT policy, "code" based harassment is conduct that:

- 1) A reasonable person would find unwelcome
- 2) Is based on a 'protected characteristic', AND
- 3) Has a negative impact on the workplace or individual's learning environment

Unwelcome behaviours related to a protected characteristic including:

- Offensive remarks, including via email etc.
- Offensive behaviour on or off campus that impacts the learning/working environment
- Threatening, retaliating against someone who speaks up
- Talking (may be criminal)
- Ignoring “no” or refusing to take “no” for an answer
- Posting offensive images

Generally a pattern of behavior, but single serious incident may constitute “code” harassment.

KEY POINTS TO REMEMBER:

1. “I didn’t mean to” is not a defense
2. Unwelcome is determined by the recipient of the conduct (reasonably)
3. Off Duty Conduct away from work environment, and after hours, may also be covered (Facebook, Online Activities!!!)
4. BEWARE of Assumptions

What to do if:

A student reports potential harassment and/or discrimination issue to me...Encourage the student to approach the person directly (if they feel comfortable): Be objective in description (ie. I heard you say to Sally in a raised voice in front of our group that I am, “stupid and worthless” vs. you attacked and belittled me)

- Use “I” statements
- Explain the impact (“I felt humiliated and upset”)
- Ask (did you realize the impact of your remark?)
- Keep a written record

Refer student to BCIT resources at:

- Student Advocacy
- Counselling
- H & D Advisor
- Instructor, Associate Dean, Program Head

The student tells me about an issue but does not want to come forward? Encourage the student to talk to someone! (Student Advocacy, H&D Advisor, Counselling etc.) Especially if matter is serious! Remind them they are protected from retaliation (Policy)

2.2 Set Rep Training

- What you will leave with
 - Leadership experience
 - Training
 - Networks
- What is a Set Rep?
 - Every full-time program is divided into sets
 - Set-Reps = Set Representatives
 - **Integral** to giving students voice
 - Volunteer position
 - Usually voted for by peers
- What is the BCIT Student Association?
 - An independent, student-led, non-profit organization that exists to enhance student life
 - Mission: “To be an advocate for students and provide services which are student-centred, responsive and pro-active in supporting and enhancing the quality of student life.”
- Benefits of being a Set Rep
 - Training sessions
 - Leadership experience
 - Transferrable skills
- Distinguished Set Rep award
 - \$500 award
 - 1 award per school
 - Criteria are in the Information Package
- Expectations of Set Reps
 - Attend Set-Rep meetings
 - Disseminate relevant information to Set
 - Field concerns & complaints
- Program Improvement
 - Focus on improving Set-Rep program
 - Surveys beginning of November and March
 - Be mindful of potential improvements
 - Suggestions to your Chair or the President

How have you approached your set?

- FB page
- Text groups/WhatsApp
- Email/twitter (didn't work that well)
- Jamie is working on creating a Google Calendar that he will send to all the Set Reps to share with classmates

What to talk about at meetings:

Do:

- Campus events
- Program information
- General inquiries

Don't:

- Upass
- Food services
- Parking

Contacts:

- Facilities (604-432-8777)
- Advocacy issues (Advocate@bcitsa.ca)

There are many small issues that Reps can deal with on their own that don't need to be brought up in the meetings. Try to take care of those issues by yourself before asking for assistance. Unless it's a big class issue, try not to bring it up. There are also many reoccurring issues at BCIT that the SA has no control over. You can talk to the SA Advocate, Robyn Lougheed about advocacy issues and she can provide you with advice and support. Educate your set and be proactive and actively check with them before each Set Rep meeting.

2.3 Round Table

Q: What if students do not feel comfortable bringing up confidential issues with a Set Rep?

A: They can go to the Advocate, Robyn.

Q: Four sets from Electrical programs were not represented at the Set Rep meetings until this year. Why?

A: The SA is working on improving the Set Rep selection process.

Q: There are only two trades sets so why is it called the School of Energy?

A: Jamie is working on getting the name changed to School of Engineering.

2.4 Meeting Adjournment

Jaime adjourns the meeting at 7:04 pm.