



Set Representative Meeting Minutes

School of Construction, Environment, Transportation

BCIT Marine Campus

November 5th, 2014

Chair: Tony Atkins, Chair of the School of Transportation, Construction & the Environment

Set/Tech Rep Attendance:

Staff: Amy Smith, BCITSA Club Program Coordinator

Guest Speakers: None

1.1 Meeting Called to Order

Tony Atkins calls the meeting to order at 4:00 pm

1.2 Introduction by Tony Atkins

Tony introduces himself to the Set Reps and thanks them for attending this meeting. He gives an overview of what his role is and what to expect in the upcoming year from these meetings.

1.2.1 Over view of BCITSA

Tony gives the Set Reps a brief orientation about the SA and introduces the student executive team and president of the SA, and explains his role in the Student Association. He asks the attendees who are in their first year of school to raise their hands. He congratulates the students on participating in these meetings and thanks them for connecting and advocating for students in relation to BCIT and the SA.

1.2.2 Discussion of Career Services

Tony describes the SA's new Career Services department and asks the Set Reps for feedback on whether these services could be useful to BMC students. Set Reps explain the co-op work placement program at BMC with a dedicated coordinator, and note that the overwhelming majority of students are job-ready and able to secure employment through their own efforts after graduation. Tony asks them to contact Career Services if they have any feedback or questions: contact Sarah at skandathil@bcitsa.ca

1.3 New Business

1.3.1 Rona Cards

Tony discusses the promotion from Rona that gives students a discount card. There is also a prize give away for those who enter the draw.

1.3.2 Set Representative Training

Tony gives a training presentation to the Set Reps which explains what their position encompasses, what the benefits are, and what to expect from the coming meetings. He discusses the importance of the role, and the processes involved in disseminating information. He also explains the Student Association's role at BCIT and what the mission and vision of the organization are. Tony asks the set reps if they would like a copy of the presentation. They answer yes. He will also send out a package of information to everyone explaining the Set Rep role, and will be sending out the minutes of each meeting the week after each meeting.

Tony discusses issues to avoid, which are parking, food services, U-PASS, and facilities. Contact **BMC facilities at: 604-622-7888**

1.3.3 BCIT Alert

This service is to inform students and staff of emergencies, and will only be used for school closures and emergency alerts. Tony directs students to the link where students can sign up. www.bcit.ca/safetyandsecurity/emergency/alert.shtml

Q/C: a set rep notes that during the BCIT alert drill, he did not receive a cell phone notification.

A: this may have been due to the fact that it was a drill, but this will be looked into.

1.4.4 Tedx BCIT- Set design and construction team

Tony discusses this upcoming lecture series event and how construction and design students can assist while gaining work experience. There will a stage for this event and students are invited to participate by designing and building this.

1.5 Open Forum

Q/C: is there a Set Rep award given for each school within SOCTE?

A: Tony will look into this.

Q/C: Chartwells charges for plastic cutlery and condiments given out to students who are not purchasing items from them. Is this necessary?

A: Tony explains that this is a common practice for food providers on campus, as they have a budget for consumables that must match sales.

Q/C: U-Pass dispensers are not accessible during winter break, so getting the January pass is an issue.

A: We will look into whether a mail-out option is available, or any other options.

Q/C: Library hours are not convenient for students or staff, as they are. Can this be changed?

A: We will look into this and see if hours can be changed.

Q/C: The Math and Physics instructors are marine engineers, and are not experienced at explaining the theory behind the material. The issue has been raised to program heads, which are looking into it.

A: Tony will investigate this further.

Q/C: New water fountain needed; preferably with a water bottle-filling feature.

A: Tony will look into the possibility of getting this.

Q/C: Inquiry about installing a TV screen in the cafeteria for displaying information and promotions.

A: Tony will look into this.

Q/C: Student lounge space is very inhospitable. Can this be improved?

A: Tony will look into this.

Q/C: Inquiry about putting a bench or picnic table on the second floor back deck.

A: Tony will look into this.

1.6 Next Meeting

Next meeting is TBA.

1.7 Meeting Adjournment

Tony Atkins adjourns the meeting at 5:15 pm.