



Set Representative Meeting Minutes

School of Construction, Environment, Transportation

Feb 17th, 2015

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

Set/Tech Rep Attendance:

Jonathan Baggio
David Murphy
Ben Woodland
Mike Frank
Millie Kuyer
Colin Coulter
Alex Blaise
Meagan Enright

Krista Kals
Brooks Young
Jen Smalley
Chris Guinchard
Caitlin ?
Kelvin Skoretz
Jordi Ashworth

Staff: Amy Smith, BCITSA Club Program Coordinator

Guest Speakers: Robyn Lougheed, Advocate; Ken Takagi, FMA representative.

1.1 Meeting Called to Order

Tony Atkins calls the meeting to order at 2:40.

1.2 Approval of last meeting's minutes.

The set reps approve of the last meeting's minutes.

1.3 Guest Speakers

1.3.1 Effective Communication – Robyn Lougheed

BCITSA Advocate Robyn gives a power point presentation for the set reps regarding improving their communication skills. She discusses the different approaches to communication: passive, aggressive, and assertive. She discusses Dos and Don'ts of communication, as well as what active listening entails. She explains the skill component of active listening, which includes awareness of body language, avoiding interrupting, and paraphrasing/clarifying what has been said. Robyn illustrates the 5 skills of Active listening: paraphrasing, clarifying, perception checking, empathizing, summarizing. She also

discusses the topic of emotions in conflict and that resolving conflict positively can help strengthen relationships. Robyn explains the characteristics of healthy responses to conflict and how they can yield a desirable outcome. She also discusses unhealthy responses to conflict. She lists some ground rules for approaching a conflict, including remaining calm, using words instead of actions, avoiding accusations and generalizations. Robyn asks the set reps if they have any questions and gives some handouts.

Q/C: feedback from set reps that the presentation was helpful.

1.3.2 BCIT FMA Tax Clinic – Ken Takagi

A representative from the Financial Management Association club gives a presentation regarding the free tax clinic that will be given by the club. The presentation covers the eligibility requirements, how to make an appointment, and what to bring to your appointment.

1.4 Old Business

Tony apologizes for the lack of reminder on the last Set Rep meeting. QPR training was provided at the last meeting, but set reps can still receive that training: please see Tony.

1.4.1 Forest Wildlife and Recreation- Budget Cuts

Students in this program have concern over proposed budget cuts to the program. Tony has information that the program itself should not be affected, although students have contradictory information from an instructor. Tony will follow up on this.

1.5 New Business

1.5.1 Speak Up Speak Out

This is a campaign to help raise awareness and provide stress reduction activities, and is happening from Feb 18-20th. <https://www.facebook.com/events/497513643720971/>

1.5.2 Nominations for Distinguished Set Rep Award

The deadline has passed.

1.5.3 Nominations for Chair of the School of Transportation... (SoTCE)

Tony discusses

1.5.4 Pink Shirt Day- Anti-bullying campaign

Wear pink, or one of designated pink shirts, to show support for this anti-bullying campaign on February 25th.

<http://www.bcit.ca/harassment/> Bullying Feb 25

1.5.5 Colour Your Campus

Voting Open until Feb 25th; this is a contest for ideas for art around campus are being voted on right now. Make sure you get your say!

<http://commons.bcit.ca/50/projects/colour-your-campus/>

1.5.6 BCIT LAN Party

PRE-REGISTRATION LINK: www.tinyurl.com/lanbcit

When: Friday, March 6th 5:30 – 10:00 (Friday before spring break)

Where: SE6 1st floor + Telus Theatre

What: There are 4 games confirmed so far:

- **League of Legends:**
- **DotA 2**
- **Counter Strike: Global Offensive**
- **Super Smash Brothers WiiU**

LoL, DotA and CS:GO will also all have tournaments running with awesome prizes. If you want to participate in a tournament you MUST pre-register.

Tickets are \$7 if you pre-register, \$10 at the door. That includes a hotdog and a drink, but there will also be bubble tea and a snack cart going around.

1.6 Open Forum

Q/C: are the certificates from QPR ready?

A: Amy will check

Q/C: The mezzanine in SW1 needs desk lighting for evening hours when the natural light is gone.

A: Tony will look into it.

Q/C: NE1 room 323 seems like a chair graveyard: most broken chairs end up in the room.

A: Tony will look into this.

Q/C: can we get the therapy dogs over in NE1 at some point? 12:30 – 1:30 pm.

A: Tony will look into this.

1.7 Next Meeting

March 17, 2015 @ 5:30-7:30 - Council Chambers

1.8 Meeting Adjournment

Tony adjourns the meeting at 6:25 pm.