



**School of Business
Set Rep Meeting Minutes
Tuesday, September 29th, 2015**

Chair: Meghan Fisher, Chair of the School of Business

Set Reps in Attendance:

Sandile Magadlela	Christian Weisbrod	Keira Parrish
Christine Buhagar	Ricky Fu	Raj Kothary
Kim Barker	Ann Lin	Carl Davies
Mickey Roba	Xioo Lin (CoCo)	Joel Law
Rebecca Harvey	Kurt Tadeo	Caitlinn Catterall
Jalees Jaswal	Jacob Kostrayaki	Emily Burke
David Bentley	Alistair Hayward	Nicole Steward
Chris Baek	Shae Scotten	Matthew Humphrey
Rahul Kumar	Jonathan Kwan	Kyle Tangula
Sarah Davidson	Bonnie Ngyuyen	Dennis Nguyen
Chris Ravadilla	Sam Knudson	Kimberly Fung
Kwame Aduo	Paulina Jaszlezwska	Christine Chen
Tina Le	Aaron Borg	Vanelle Tacla
Farrid Mohammadi	Jennifer Woodfine	Ahmad Hosseini
Ahwazi	Michael Haryani	Kelvin Yueh
Tara Johal	Aadam Smith	Regina Capistrano
Henry Lo	Joyce Ann Azarcon	Ed Liu
Adam Doogan-Smith	Matthew Ma	Winston Yuen
Ivan Leonov	Lauren Robinson	Rahul Saini
Sonja Boston	Connor Craddock	Anchal Vshisht
Jordan Jeknavorian	Matthew Enine	Varone Bhagwansungh

Meeting Minutes: Miranda Cross, BCITSA Program Coordinator

1.1 Call to order

Meghan calls the meeting to order at 5:40 pm.

1.2 Overview/ Introduction of agenda

Meghan introduces herself – currently enrolled in the BBA program. Dedicated to keeping set rep meetings to less than one hour. If set reps are not attending after 2 sessions then Meghan will talk to Program Head. Meghan's office hours are on Tuesday. Meghan will respond to email within 2-3 business days.

1.3 Guest Speakers

1.1.3 Career Services

Sara from Career Services introduces herself. She introduces the Student Handbook and discusses PTS Career Specialist – Amanda.

Explanation of Career Track:

- Online Careers portals: RSVP for events, job postings, and resumes
- Employers looking for BCIT students and alumni
- Sara explains how to log in to Career Track/ Register
 - o Email does not have to be your my.bcit email
 - o My Documents: Upload resume/cover letter – pending approval, students/alumni can apply through Career Track
 - o Approval process – to make sure that your resume is competitive. Should your resume not meet industry standards documents will need to be reviewed by a Career Specialist
- School of Business Career Services Office Hours
 - o If students need help with resumes, cover letter or job search advice.
- Upcoming Career Services events
 - o Volunteer & Professional Development Day – October 14th
 - Prep-Workshops – Sept 30th and October 8th
 - o Employer Info. Session: CSE – September 30th
- September newsletter
 - o To be sent out via Meghan

Q: Are there Journalism job postings?

A: Not as of yet. If you would like a certain employer to post jobs with BCITSA then let Sara know and she can reach out to the employer.

1.4 Set Rep Training

Amy Smith, Program Club Coordinator gives a training presentation about the Set Rep position. She describes the responsibilities and benefits of the position, as well as what can be expected from the meetings. She provides a Set/Class Representative Package and discusses the award of \$500 per year to the most outstanding Rep from each school. The nominees must be present at all Rep meetings, be actively involved in discussions and BCIT/school activities, be in good academic standing with a minimum grade point average as defined by their program, and have letters of recommendation

No questions

1.5 Open Forum

1.1.5 Meghan explains the purpose of Open Forum: to bring up and concerns or comments.

1.2.5 Vote for VP Finance

Q: Is the best way to collect set rep contact information during class?

A: Yes, in class – everyone is already there.

Q: What will happen in the next set rep meetings?

A: Advocacy and QPR and in the future Industry and networking professionals

Q: What time are meetings?

A: Tuesdays at 5:30

1.6 Next Meeting

October 27th

1.7 Meeting Adjournment

6:21PM