



**Set/Rep Meeting Minutes  
School of Energy  
November 4, 2015**

**Chair:** Jamie Haakons, Chair of the School of Energy

**Set Reps**

**Staff:** Hannah Bielert, SA Health & Wellness Program Coordinator

**Guest Speakers:** Jennifer Walker, Harassment and Discrimination Advisor – BCIT

**2.1 Meeting called to order:**

The Chairperson, Jamie calls meeting to order at 3:08 pm

**2.1 Guest Speakers**

**2.1.1 BCIT Harassment and Discrimination Advisor: Jennifer Walker**

Jennifer introduces herself and her role at BCIT.

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:

- Student Advocacy – Robyn Lougheed (SA)
- Counselling
- H & D Advisor – Jennifer Walker (BCIT)
- 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)

If a student is too nervous to come forward, encourage them to go to Robyn (she doesn't work for BCIT and everything you tell her is completely confidential)

## **2.2 Engineering, Trades and Technical Studies Industry Days (Career Fair)**

- March 9 2016
- Jamie asks set reps if they received the flyer – confirmation that they did
- 7 employers already attending – good considering it's still 5 months away
- Tell your classmates to come!!

## **2.3 Upcoming Events**

- Zen Lounge
  - Free 10 minute massages
  - Dec 1 (10-2) and Dec 2 (2:30-6:30) – Great Hall (SE 2)
  - First come first serve
  - Try to get there early as there can be a line up

## **2.4 Renaming School of Energy**

- The Dean of the School of Energy who is opposing the name change is retiring in June
- Faculty has never hears so much talk about restructuring – keep talking about it!

## **2.5 Meeting Adjournment**

Jamie adjourns the meeting at 3:54 pm

Next meeting is on December 3 2015 – location TDB