

**Set Rep Meeting**  
**School of Transportation, Construction, and the Environment**  
Meeting Minutes  
Tuesday, April 12, 2016  
Council Chambers – SE2 3<sup>rd</sup> Floor

**Chair:** Justin Deddens

**Staff:** Amy Smith, BCITSA Club Program Coordinator

**Set Reps:**

Jonathan Baggio  
Jocelyn Herbert  
Tyler Thibault  
Andy Whik  
Monica Yacoub  
Cassandra Legacy  
Mike Frank

Breanna Moutal  
Prachi Sharma  
Gleb K.  
Marc Licup  
Drew Roots  
William Yeh  
Jeremy Un

**1. Meeting Called to Order**

Justin calls the meeting to order at 5:40 and welcomes the reps to their final meeting of the year.

**2. Career Services Update**

Justin announces the following events and reminders regarding BCITSA Career Services:

- Free head shots: April 20, 2:30 – 6:30 in SE2. This will be the last opportunity to get a professional looking photo. This service is by appointment only through Career Track.
- Interview Clinic: April 28, 4:00 – 6:00pm in TSQ D. There will be HR professionals and employers from a variety of leading companies to help prepare students for interviews. Please register on career track.
- Justin will be sending out the link to a Career Services survey to help identify if this service is meeting students' needs.
- Reminder that the workshop and office hours schedule is in effect through May, and is a great service to use for students' starting their job search.
- Alumni are still entitled to use BCITSA Career Services after they graduate.

### 3. Old Business

#### a. QPR training

Justin informs reps who completed the QPR training previously that their certificates are ready for pickup at the front desk.

### 4. New Business

#### a. Distinguished set rep award

Justin informs reps about this award, which is given out for each school. Criteria include:

- Attendance at all meetings
- Letter of reference
- Participation in discussion

### 5. Open Forum

- Water fountain missing in SW1 2<sup>nd</sup> floor outside room 2060.
  - Justin has had issues with the timeline of getting fountains replaced. He will look into this particular incident.
- Q/C: compost bins around campus
  - Facilities assures that all bins will be replaced with multi-stream units.
- Meet at the Creek event – hosted by the BCIT Green Team and the Sustainability Initiative. This event needs volunteers who are able to remove invasive plant species from Guichon Creek.  
**April 20<sup>th</sup> from 11 am – 4pm. Free coffee!**

### 6. Next Meeting:

N/A

### 7. Meeting Adjournment

Justin adjourns the meeting at 6:05 and thanks the Set Reps for their service during the year.