

Executive Committee Meeting Agenda  
Monday, July 06, 2020  
6:30 PM – 7:30 PM  
Microsoft Teams (online)

- 2.1 Call to Order
- 2.2 Acceptance of the Agenda
- 2.3 Wellness Needs Assessment Guest Speakers *- Andrea W. and Kelsey N.*
- 2.4 Acceptance of the Minutes: 2020-06-08
- 2.5 Old Business
  - 2.5.1 Executive Director's Report *- Caroline G.*
- 2.6 New Business
  - 2.6.1 Diversity Initiative *- Hunter S.*
  - 2.6.2 Adding Registered Dietitian Coverage to Health and Dental Plan *- Skye N.*
  - 2.6.3 BCIT Counselling Services Review *- Matthew M.*
  - 2.6.4 Decision Review Board Requirements *- Matthew M.*
  - 2.6.5 Clubs Engagement Initiative *- Matthew M.*
  - 2.6.6 Executive Mastermind *- Danny Z.*
  - 2.6.7 U-Pass Update *- Claire M.*
  - 2.6.8 BCITSA Lobbying Document *- Claire M.*
  - 2.6.9 AIC Satellite Councillor Appointment *- Crystal M.*
- 2.7 Open Forum
- 2.8 Reminders
  - 2.8.1 Team building activity: 2020-07-20 at 17:30
  - 2.8.2 Whistler Training Trip: 2020-08-28 to 2020-08-30
  - 2.8.3 Next Executive Committee Meeting: 2020-08-30
- 2.9 Meeting Adjournment

*Please refer to attached materials.*

**Executive Committee Meeting**  
**Monday, July 6<sup>th</sup>, 2020**  
**Minutes**

**Executives:** Clinton Fernandes – Chair, Downtown Campus  
Yasmin Gardy – VP Equity & Sustainability  
Sean Green – Chair, School of Computing & Academic Studies  
Sungwoo Kim – Chair, School of Energy  
Charles Abraham Mah – Chair, School of Business  
Claire McCallum – VP External  
Matthew Miller – VP Student Experience  
Rebekah Muntelwit – Chair, Schools of Transportation, Construction, & the Environment  
Skye Nguyen – VP Finance & Administration  
Richard Park – Chair, Aerospace Campus  
Hunter Sones – President  
Danny Zaporozan – Chair, School of Health Sciences

**Satellite Councillor:** Ashley Obeck – Marine Campus

**Staff:** Caroline Gagnon – Executive Director  
Crystal Man – Administrative Coordinator

**2.1 Meeting Called to Order**

The Chair, Hunter, calls the meeting to order at 18:33 (13 voting members, including Chair).

**2.2 Acceptance of the Agenda**

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Rebekah Muntelwit*

*Seconded by: Danny Zaporozan*

**Unanimous**

**Carried**

**2.3 Wellness Needs Assessment Guest Speakers**

- Andrea Wilder and Kelsey Nikl present on the wellness services offered by the BCITSA, both in-person and particularly online in the past few months.
- They are also asking for feedback regarding student needs for wellness programs to help with planning for fall and beyond.

## 2.4 Acceptance of the Minutes: 2020-06-08

### **Motion:**

Be it resolved that the Council minutes from 2020-06-08 be accepted as distributed.

*Moved by: Clint Fernandes*

*Seconded by: Richard Park*

**Unanimous**

**Carried**

## 2.5 Old Business

### 2.5.1 Executive Director's Report

- Staff are working on developing programs for the fall and creating plans to bring employees back on campus on a gradual basis, as it is expected that some students will be on campus in September.
- Childcare is starting to contact new families, since some children have aged out. The goal is to be at 100% capacity at our usual hours in September.
- BCIT will be applying for funding from the provincial government to build 3 new childcare centers.
  - Currently evaluating proposals to run a feasibility study for this project and will aim to keep costs as low as possible. The feasibility study is necessary to apply for funding.
  - Not in budget yet so will be brought to the board for approval.

Discussion:

- Is this for one building?
  - Yes, with three childcare centers.
- Will the new centers be located on Burnaby campus?
  - A location on Moscrop & Wayburne has been determined.

## 2.6 New Business

### 2.6.1 Diversity Initiative

- As submitted.
- Requesting ideas from the board for tangible actions that the BCITSA can take as part of our stance against racism.
- VP Equity and Sustainability will be championing these causes.

### 2.6.2 Adding Registered Dietitian Coverage to Health and Dental Plan

- As submitted.

**Motion:**

Be it resolved that coverage for registered dietitian services be added to the BCITSA Health and Dental plan.

*Moved by: Skye Nguyen*

*Seconded by: Yasmin Gardy*

**Discussion:**

- The demand for these services may not be representative of all students. The data from the pilot program shows that the service was primarily accessed by students from the Schools of Health Sciences and Business.
  - There is anecdotal information that students have expressed interest in more specialized information about nutrition.
- Need to see more evidence that this is what students really want. It may be more advantageous to make the information more broadly available since nutrition is generally applicable.
- Perhaps a dietitian could work with the Wellness department to reach more students.

**Motion:**

Be it resolved that this motion be tabled until September when the full Council meets.

*Moved by: Charles Mah*

*Seconded by: Rebekah Muntelwit*

**Discussion:**

- Even if the service only benefits a small number of students, it may still be worthwhile to pursue as a student association. It would be best to implement this new service as soon as possible so students can make use of it.
- Can this wait until September, or will this have to be decided before the fees are due?
  - Students have already paid fees for September so the fees would be taken out of the reserve and it would be added to student fees next February for fall 2021.
- Student fees were actually decreased by \$12 between last year and this year. Adding a new service to the plan is a good idea as it can benefit all students, and it should not be delayed.

**Motion:**

Calling the question.

*Moved by: Hunter Sones.*

*Seconded by: Sean Green*

**10/2/1**

**Carried**

**Motion:**

Be it resolved that this motion be tabled until September when the full Council meets.

*Moved by: Charles Mah*

*Seconded by: Rebekah Muntelwit*

**8/4/1 Carried**

**2.6.3 BCIT Counselling Services Review**

- VP Student Experience is working with the Advocacy department to create a student survey about counselling services usage.

**2.6.4 Decision Review Board Requirements**

- In the interest of time, this information piece will be postponed until the next meeting.

**2.6.5 Clubs Engagement Initiative**

- As submitted.

**2.6.6 Executive Mastermind**

- Danny has started a weekly discussion group to maintain accountability and to share feedback on governance questions and ideas in a structured yet informal way.
- All executives are invited.

**2.6.7 U-Pass Update**

- U-Pass fees were refunded for April and May. Going forward, it is up for discussion as to how to proceed in August and beyond.
- All students have been charged the U-Pass fees along with tuition for the fall term.
- In negotiations with Translink to determine how to expand exemption eligibility to more students.

**Discussion:**

- What does the second paragraph of the attached document mean?
  - Students were refunded \$82.50 in total for April and May.
  - Most students would not have received refunds for June to August, as not as many students are enrolled in the summer months.
- What is meant about refunds for students located further away from campus?
  - Location is one of the criteria that may affect eligibility for exemption, which would result in refunds.

**2.6.8 BCITSA Lobbying Document**

- Working with Stewart & Christian on two documents: a formal information brochure about the Student Association and a document listing specifically targeted lobbying goals to be used when lobbying external stakeholders.

### **2.6.9 AIC Satellite Councillor Appointment**

- The previous AIC Satellite Councillor has graduated, and the position is now vacant.
- It is the responsibility of the board to appoint a new AIC Satellite Councillor, and it is recommended that one executive takes the lead.

#### **Discussion:**

- Is there a deadline?
  - These positions should always be filled as students should be represented at all times.
- Rebekah will take the lead on the appointment.

### **2.7 Open Forum**

- Matthew: Education Council met and Danielle and Matthew brought forward student concerns regarding online learning. It was recommended for more concrete data to be presented, so they will be working on a student survey.
- Charles: Request for updates regarding the motion passed for the internal COVID-19 policy last meeting.
  - We can request a doctor's note confirming that the employee is fit to work, but we cannot ask about the employee's specific medical condition.
- Training update: Masks will be provided if physical distancing is not possible. There will be a process to ensure the safety and comfort of everyone attending.
- Hunter: Please read through the Health & Dental Renewal Plan and provide suggestions.
- Hunter: Proactive reminder to check emails regularly and to reply within 48 hours during the school year.
- Skye: Reminder that the agenda package will go out by email on Friday evenings before each Council meeting. If anyone does not receive the email, please contact Skye.

### **2.8 Reminders**

**2.8.1** Teambuilding activity: 2020-07-20 at 17:30

**2.8.2** Whistler Training Trip: 2020-08-28 to 2020-08-30

**2.8.3** Next Executive Committee Meeting: 2020-08-30

## **2.9 Meeting Adjournment**

It was moved by Charles Mah and seconded by Matthew Miller that the meeting be adjourned.

**Unanimous                      Carried**

The meeting was adjourned at 20:40.

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## INFORMATION NOTE

July 2<sup>nd</sup>, 2020

**Presenter:** Hunter Sones, President

**Issue:** BCITSA Diversity Initiative – Board Input

### Background:

On June 4<sup>th</sup> the BCITSA published a [press release](#) entitled *Letter Addressing Recent Events* in an effort to clarify the Student Association's stance against racism. The letter served its purpose and the SA received positive feedback from students and BCIT's Board of Governors regarding the SA board's position.

While most feedback was undeniably positive, our board has received a small amount of criticism internally. This criticism is centred around the SA's lack of initiative to tangibly decrease discrimination within our organization and on campus.

### Action:

A Google spreadsheet has been created to help gather and track the board's ideas regarding tangible actions that could be taken to increase inclusivity and mitigate discrimination on campus and within our organization.

The sheet will be made available for one-month, after which the board will have the chance to review the feedback and choose whether or not to pursue one or more of the initiatives.



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## INFORMATION NOTE

July 3<sup>rd</sup>, 2020

**Presenter:** Skye Nguyen, VP Finance and Administration

**Issue:** Adding Registered Dietitian Coverage to SA H&D Plan

**Motion:**

Be it resolved that coverage for registered dietitian services be added to the BCITSA Health and Dental plan.

**Background:**

Our Wellness Department recently ran a pilot program of virtual nutrition coaching in April. The program was a big success and extremely popular with students. Many students have said they are looking for help with diet and nutrition, especially during the pandemic.

Including the coverage under the health & dental plan would provide students with additional options and allow the BCITSA to support a greater number of students with nutrition services.

**If approved, this would allow the students of BCIT access the services of a registered dietitian with 80% coverage up to \$400 per year. This could be added to the plan for \$0.04 per student per month, or \$0.48 per year.**

# 2020-2021 BCITSA CLUB ENGAGEMENT

Matthew Miller, VP Student Experience

## OVERVIEW

The negative impact of COVID-19 on BCITSA clubs has been extensive, most notably in the recruitment of new members and the ability of clubs to organize events. It is expected that the majority of clubs will face significant challenges in the near future, particularly in the fall of 2020, as online coursework eliminates most on-campus student activities. This proposal aims to provide an opportunity for clubs to keep their existing membership engaged and a platform for recruitment of new members.

### The Objective

- Increase student engagement with BCITSA clubs
- Assist clubs in the recruitment of new members
- Provide a community service

## CLUB ENGAGEMENT PROPOSAL

The current vision is a SA supported program that incentivizes clubs to participate in community service activities which will have a positive impact on the local community. It also has the potential to address some of the main concerns voiced by clubs.

In meetings with club presidents, it is continually expressed that their club is struggling to recruit new members, and the club executive team is unsure of how to plan events this year. The most common request is support from the SA to advertise to students on behalf of the club.

Championed by the VP Student Experience, the program would be promoted primarily through existing lines of communication to clubs, with the support of the Club Coordinator. It would be marketed as a way to engage with existing membership, albeit in an unconventional fashion, by contributing to the local community as a team.

Tangible incentives include supplementary club funding.

### Proposed Community Service Initiatives

A selection of activities that are deemed to benefit the greater community, could include a donation to / volunteering with the Canadian Blood Services, a donation to / volunteering with the Greater Vancouver

Food Bank, or simply writing a thank you letter to a frontline worker. A wide variety of eligible activities avoids the unintentional exclusion of individuals who are uncomfortable with some of the activities. Clubs that believe they can contribute in a manner not already defined would be able to apply to the clubs committee to have their idea considered.

### Rewards for Participating Clubs

- A way to engage existing membership
- A call to action for recruitment of new members
- Friendly competition with other clubs
- Eligible for supplementary club funding

## CLUB FUNDING DISTRIBUTION MODEL

Level of Participation	Funding
Single member from club	\$50
1/2 of club	\$100
3/4 of club	\$250
Entire club	\$500
3 <sup>rd</sup> Place Overall	\$1000
2 <sup>nd</sup> Place Overall	\$1500
1 <sup>st</sup> Place Overall	\$2500
<b>Estimated Total</b>	<b>\$7500</b>

Total is based on a 50% engagement of the 56 active clubs listed on the BCITSA website. The funds distributed would be drawn from the pre-determined amount of club event funding available on an application basis each fiscal year.

### Next Steps

Action	Details
Determine interest	Continue meeting with all club presidents to market program
Finalize funding model	Ensure it is transparent and abides by SA club policies
Request support from MarCom	Marketing in the LINK magazine and student email updates

## **EXPECTED RESULTS**

The VP Student Experience and the Clubs Coordinator have met with the majority of club presidents, and the current sentiment among club membership is the desire for a clearly defined objective for their club to pursue. This proposal provides the framework for a comprehensive SA program which has the potential to engage students from a multitude of backgrounds, programs, and clubs.

### **Benefits to SA Clubs**

- Eligible for supplementary club funding
- Opportunity to give back to local community
- Platform to promote club to prospective students

### **Benefits to the BCITSA**

- Reduces likelihood of clubs becoming dormant/de-sanctioned
- In accordance with mission statement
- Method of distributing potentially unused club funding

### **Community Benefits**

- Donations to Canadian Blood Services
- Donations to Greater Vancouver Food Bank
- Thank you letters to frontline workers

## **CONCLUSION**

The goal of this program is to support clubs in engaging their current membership, recruit new members, and provide a beneficial service to the local community. The chilling effect of COVID-19 on clubs and their activities is being felt acutely and will continue to be an issue in fall 2020. This creative way of utilizing and distributing club funding has the potential to encourage the spirit of community service in SA clubs and the wider BCIT community.

## Discussion Note

July 02, 2020

**Presenter:** Claire McCallum, VP External

**Issue:** Update on U-Pass Given COVID Pandemic

### Background:

Per regards to the U-Pass contract, there is a team of representatives from the participating post secondary institutions tasked with negotiations, this team is referred to as the UAC. This team also has recently created a smaller group intended to work more closely with Translink per regards to how to proceed with U-Pass fees going forward in September, this team is called the UAC working group. Currently, Claire McCallum has been active in the working group to grant BCITSA a seat at the table with Translink and an active in the current discussion around fee exemptions. Hunter Sones, Stewart McGilvray and Christian Avendano are all part of the conversation and have held several meetings navigating the potential options.

At this time, the amended contract which permitted students to receive payment refunds of \$82.00 for the months of April and May, will stop at the end of August. This has led to the discussions of how to proceed going forward with deciding who is granted refunds given their proximity to BCIT.

As you may have noticed, U-Pass fees are currently posted with student fees online. We are working with Translink to negotiate the number of students who will be exempted from the charge and receive a refund for the charged fee. The goal is to have as many students who are outside of Metro Vancouver exempted from the U-Pass charge. Our ask from Translink is to;

*“Create flexibility to increase the exemption and opt-out allowances to make the benefits available to students who require access. This option would require a plan to pivot quickly in the event of a second wave to accommodate students paying a mandatory fee if service is limited and there are stay-at-home orders.”*

In addition, Hunter has worked with BCIT to send out a survey to BCIT set reps to gather information and include students in the conversation.

The hurdles with offering exemptions for students is that BCIT nor BCITSA currently have a database that states all BCIT student residence. In addition, this information on file is likely to be inaccurate, given the pandemic. This requires further discussion with BCIT to determine how to proceed administratively so that students deserving of exemption are identified.