

Executive Committee Meeting Agenda  
Monday, July 20, 2020  
5:30 PM – 6:00 PM  
Microsoft Teams (online)

- 3.1 Call to Order
- 3.2 Acceptance of the Agenda
- 3.3 Acceptance of the Minutes: 2020-07-06
- 3.4 New Business
  - 3.4.1 Childcare Feasibility Study Funding Approval - *Caroline G.*
  - 3.4.2 VP External Formal Compensation Request - *Claire M.*
- 3.5 Open Forum
- 3.6 Reminders
  - 3.6.1 Whistler Training Trip: 2020-08-28 to 2020-08-30
  - 3.6.2 Next Executive Committee Meeting: 2020-08-30
- 3.7 Meeting Adjournment

*Please refer to attached materials.*

**Executive Committee Meeting**  
**Monday, July 20<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  
Hunter Sones – President
- Staff:** Caroline Gagnon – Executive Director  
Crystal Man – Administrative Coordinator
- Regrets:** Ashley Obeck – Marine Campus  
Richard Park – Chair, Aerospace Campus  
Danny Zaporozan – Chair, School of Health Sciences

**3.1 Meeting Called to Order**

The Chair, Hunter, calls the meeting to order at 17:33 (10 voting members, including Chair).

**3.2 Acceptance of the Agenda**

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Clinton Fernandes*

*Seconded by: Sungwoo Kim*

**Unanimous**

**Carried**

**3.3 Acceptance of the Minutes: 2020-07-06**

**Motion:**

Be it resolved that the Council minutes from 2020-07-06 be accepted as distributed.

*Moved by: Skye Nguyen*

*Seconded by: Charles Mah*

**Unanimous**

**Carried**

### **3.4 New Business**

#### **3.4.1 Childcare Feasibility Study Approval**

- As submitted.

#### **Motion:**

Be it resolved that \$25,700 be allocated for the Childcare Feasibility Study.

*Moved by: Hunter Sones*

*Seconded by: Sean Green*

#### **Discussion:**

- Since BCIT is responsible for applying for the government funding, have they reached out to these firms already?
  - We and BCIT have already contacted these firms and selected the winner of the bid.
  - Asking for the money to be available as we will be paying for the study, and it is not in the budget approved by Council.
- Where will the money for the study come from?
  - It will be categorized as an expense under the childcare account and will not come out of student fees.
  - Childcare is one of our businesses that is financially successful. We also receive a subsidy from the government.
- Is the government subsidy confirmed?
  - We are currently receiving a monthly subsidy.
  - There is no guarantee for future subsidies, but we are lobbying government.
- If the funding application fails, does this mean we will not move forward with building the daycares?
  - Yes, we will likely not move forward with the project if we do not receive the funding.
  - We are in contact with the two Ministries responsible and are optimistic that we will receive some funding, even if we do not get the full amount.
  - This is likely the last round of capital funding for daycare due to the pandemic.
- Are there any concerns about added costs later on in the study?
  - The only possible added cost is a small extra cost for civil design, but it is not significant enough to require another Council approval.
  - We have worked with this firm before and they are familiar with our operations.

- Daycares are very standard in design, so it will not be a very complex project requiring a high number of hours.
- This is only a preliminary study to present to government for the funding application.
- Are we negotiating with them on the cost or is the cost set?
  - BCIT has to follow a specific Act as they are a public institution, and negotiation is not possible unless there are additional costs that were not included in the initial proposal.
  - These firms have been preselected by BCIT and meet their standards.
  - Our requirement was that the firm has to have experience building daycares.
- Aside from the cost, what other aspects of the firm were reasons why it was selected?
  - All three firms are capable of doing the job of estimating the cost.
  - It will be more of a costing exercise rather than an architectural design exercise.
  - Caroline rated the selected firm as second on her list based on a blind review of the documentation received.

**Motion:**

Be it resolved that \$25,700 be allocated for the Childcare Feasibility Study.

*Moved by: Hunter Sones*

*Seconded by: Sean Green*

**Unanimous**

**Carried**

**3.4.2 VP External Formal Compensation Request**

- The U-Pass file has resulted in the VP External having to commit to an unusually high workload over the summer months.
- It is necessary for the VP External to work on this file, because it is time-sensitive and has a significant impact on many students.

**Presentation by Claire McCallum, VP External:**

- The U-Pass file is impactful and important. Due to the suspension, it is at risk of being jeopardized.
- U-Pass fees account for more than 30% of incoming student fees.
- It is important that we have an active student voice in the conversation with Translink as well as other stakeholders.
- It is a lot of work, as there are many unexpected last-minute meetings and discussions. This work prevents Claire from earning income
- This requires a lot of active attention over the summer due to the demanding and pressing nature of the file.

**Questions:**

- Would compensation be in the form of an honorarium or an hourly wage?
  - If the board decides that compensation is warranted, the exact rate can be decided on later.
- If compensation is not awarded, will Claire stop working on the file?
  - No, this is not optional as this is necessary work.
  - However, she may be less motivated to spend extra time going above and beyond.
  - Claire is very passionate about this issue and will continue to work on behalf of BCIT students regardless of the board's decision.
- Why were the hours included in the proposal?
  - The hours are simply a metric of showing how much work has been done.
  - Claire has been working on this file since June.

**Motion:**

Be it resolved that Claire McCallum is duly compensated for the time that she has worked on the U-Pass file and the time that she will spend working on the file until August 31<sup>st</sup>.

*Moved by: Hunter Sones*

*Seconded by: Skye Nguyen*

**Discussion:**

- Claire should be compensated, as she has been working hard and has become very knowledgeable about the U-Pass file. She was able to answer all of the questions during the information session she held.
- Options for compensation are:
  - The usual monthly honorarium executives receive during the school year
  - An hourly wage, which would be partially subsidized by the government wage subsidy
- Spoke with Claire a few times, and she is working extremely hard.
- For other people on the board who are also working on board duties, there may be a sense of inequality. What if others on the board also feel if they should be compensated for their work over the summer?
  - This may need to be reviewed moving forward. However, it is not viewed positively to go back and compensate yourselves as a board.
  - Even if passed, this motion will still need to be reviewed by Council in the fall.

- Board members are typically not expected to perform duties other than training and Executive Committee meetings over the summer, so this is why they are not usually compensated.
- This is out of the ordinary, as Claire's current duties would not exist if not for the pandemic impacting the U-Pass file.
- What would occur if compensation is approved by the board, but Council wanted to overturn the decision?
  - As an employment contract would have been signed, it would not be legal for us to do so.
  - The bylaws are in place so that there is due process and transparency through minutes.
  - In this case, Caroline would let Council know that it is not legal to ask for the funds back, and to trust the board's decision.
- What are the differences between the two proposed payment methods?
  - An honorarium is a stipend, not a paycheck. It is given in return for services and not tied to hours.
  - Hourly payment would fall under the Employment Act. A timesheet would be submitted biweekly and Claire would be an employee of the BCITSA reporting to Caroline.
- Would there legally need to be a minimum number of hours worked to be considered an employee?
  - A contract would be drawn up stating that Claire will be paid for each hour worked. An hourly employee can work for one hour and it would be legal, as long as it is agreed upon by both parties in advance.
- Who will decide how many hours she works and is compensated for?
  - The decision is up to the board and would need to be voted on. The executive putting forward the motion can put a maximum limit on hours worked.
- Where are we currently at in negotiations with Translink?
  - Negotiations must be completed before August 31<sup>st</sup>, likely earlier, as it takes time for BCIT to issue refunds.
- Claire is doing a lot of extra work that she would not have normally done during the summer. An hourly wage would provide extra motivation for Claire to put in more work, and it is a benefit that it would be partly subsidized by the government as well.
- What happens if it is not decided before August 31<sup>st</sup>?
  - There has to be a deal made; it is non-negotiable.
  - Any further work on the file after August 31<sup>st</sup> would be considered part of the normal duties of the VP External, so would not merit extra compensation.

**Amendment:**

Be it resolved that the motion be amended to add, "up to a maximum of 130 hours total at \$15.80 per hour."

*Moved by: Hunter Sones*

*Seconded by: Skye Nguyen*

**Unanimous**

**Carried**

**Motion:**

Be it resolved that Claire McCallum is duly compensated for the time that she has worked on the U-Pass file and the time that she will spend working on the file until August 31<sup>st</sup>, up to a maximum of 130 hours total at \$15.80 per hour.

*Moved by: Hunter Sones*

*Seconded by: Skye Nguyen*

**Unanimous**

**Carried**

**3.5 Open Forum**

- Rebekah: Email sent to instructors to find candidates for the AIC Satellite Councillor position. No replies yet but will follow up this week.
- Matthew: A reminder about the email sent to board regarding group blood donation as an opportunity to help promote clubs participation.

**3.6 Reminders**

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

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

**3.7 Meeting Adjournment**

It was moved by Matthew Miller and seconded by Claire McCallum that the meeting be adjourned.

**Unanimous**

**Carried**

The meeting was adjourned at 18:38.

# **AGENDA ITEM**

## **INFORMATION NOTE**

**PREPARED FOR:** BCITSA Executive Council

**PREPARED BY:** Caroline Gagnon

**ISSUE:** Childcare Feasibility Study Funding Approval

### **RECOMMENDATION:**

**Motion:** Be it resolved that \$25,700 be allocated for the Childcare Feasibility Study.

### **BACKGROUND:**

BCITSA operates three (3) childcare centres accommodating 62 children. For the past five (5) years, these centres are operating at full capacity and there is a waitlist of over 500 children. Given the high demand, we are proposing the construction of three more childcare centres for another 62 children: 50 spaces for 3-5yrs and 12 spaces for 18-36 months.

In 2016, the BC Government allocated funding for [new childcare spaces](#) by subsidizing the construction/renovation of childcare centres. As a non-profit organization, we could benefit up to **\$1.5 million for up to 90% of eligible project costs** while BCIT, as a public sector organization, could be funded up to **\$3 million for up to 100% of eligible project costs**. As such, BCIT agreed to partner with BCITSA to build three centres. While BCIT will own the building(s), BCITSA will operate the service.

The application process deadline is as follows:

<b>Phase</b>	<b>Date(s)</b>
Call for Applications Open	July 2 <sup>nd</sup> , 2020
Call for Applications Closed	November 1 <sup>st</sup> , 2020 (4:30pm)
Internal Review	November 2 <sup>nd</sup> - February 1 <sup>st</sup> , 2021
Decision Point	February 2021

To apply for the funding, a feasibility study is required. This study provides preliminary plans and costs for these three childcare centres. The study is required by the Ministry for evaluation purposes. Further, it will inform us if additional funding is required beyond the \$3,000,000.

Given that BCIT would be the owner of these new centres, their procurement processes needed to be followed. A request for proposal was sent out to three (3) pre-approved architectural firms. The proposal was then scored by two (2) members of BCIT Facilities and the BCITSA Executive Director.