

Executive Committee Meeting Agenda
Sunday, August 30, 2020
10:30 AM – 12:00 PM
Whistler

- 4.1 Call to Order
- 4.2 Acceptance of the Agenda
- 4.3 Acceptance of the Minutes: 2020-07-20
- 4.4 Old Business
 - 4.4.1 Executive Director's Report - *Caroline G.*
 - 4.4.2 Executive Update on U-Pass - *Claire M.*
- 4.5 New Business
 - 4.5.1 Equity and Sustainability Committee - *Yasmin G.*
 - 4.5.2 Investment Club Sanctioning Application - *Matthew M.*
 - 4.5.3 Clubs Policy Modification - *Matthew M.*
 - 4.5.4 BCIT Counselling Services Advocacy - *Matthew M.*
 - 4.5.5 IxL Leadership Conference 2021- Student Lead - *Hunter S.*
- 4.6 Open Forum
- 4.7 Reminders
 - 4.7.1 Executive Meeting: 2020-09-08
 - 4.7.2 Council Meeting: 2020-09-21
- 4.8 Meeting Adjournment

Please refer to attached materials.

Executive Committee Meeting
Monday, August 30th, 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

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

Regrets: Ashley Obeck – Marine Campus

4.1 Meeting Called to Order

The Chair, Hunter, calls the meeting to order at 10:40 (12 voting members, including Chair).

4.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Clint Fernandes

Seconded by: Yasmin Gardy

Unanimous

Carried

4.3 Acceptance of the Minutes: 2020-07-20

Motion:

Be it resolved that the Council minutes from 2020-07-20 be accepted as distributed.

Moved by: Richard Park

Seconded by: Rebekah Muntelwit

4.4 Old Business

4.4.1 Executive Director's Report

- Our cash flow was calculated for September and a report was shared with the board.
- Revenue from registration has returned so the Association is in a good financial position for September.
- The goal is to provide Council with another cash flow report by the second Council meeting to predict until the end of December.
- November will be an important time for cash inflows.
- Some staff have been recalled since July. There have been changes to the Canada Emergency Wage Subsidy, but we are still eligible and will be receiving the subsidy until the end of December.
- Managers have updated their predictions.
- Cash borrowed from the building fund was repaid in full.

Discussion:

- What is the situation for staff who are on leave?
 - There are currently 13 operational staff on leaves of absence.
 - We applied to the B.C. Employment Standards Branch to extend their temporary layoffs, allowing affected staff to receive EI. This prevents us from having to terminate and buy out staff.
 - At least half of the employees affected had to vote yes for the application, and all voted yes.
 - The pub safety plan is in progress and reopening has not been scheduled. Staff on leave will be recalled first, and new employees will not be hired.
- Could you explain why November is an important time for cash inflows? Are there other major cash inflows we are expecting?
 - Registration for January is paid then.
 - Registration for trades programs drastically decreased in the summer but are anticipated to go up.
 - Pavilion has been reopened; it will take time to get the word out.

4.4.2 Executive Update on U-Pass

- As submitted.
- U-Pass is being reinstated in September.
- As a result of negotiations, a particular set of students was deemed ineligible for the U-Pass, allowing them to opt out of the program:
 - Students residing outside of the Lower Mainland AND students who are in a program that is fully online (not blended delivery) – must be both
- The form will be hopefully be available on our website in the first week of September. Proof of residency will be required.

- Lag time with communication with BCIT resulted in a delay for the rollout of the form.

Discussion:

- Would students submit a paper form?
 - The form is completely digital.
- How will this information be shared with students?
 - Once the form is live, communication directing students to the form will be posted on social media and also communicated through email by BCIT.
- We are not relying on information from students, but need proof of residency, right?
 - Correct. Students also often do not update their addresses on myBCIT, so it has to be a manual process.
- How many students will be able to opt out?
 - It is difficult to predict. The best data that we can use is the number of students from previous years residing outside the Lower Mainland, which is under 15% of students.
- If a student is ineligible based on the address listed in myBCIT, is there a remedy?
 - Students must fill out the form and declare their address in the form to receive a refund. The form will inform students to update their address in myBCIT, as BCIT will be sending the refund to the address listed in myBCIT.
- Concern is that students going online who live in the Lower Mainland would not receive the refund even if they do not need the U-Pass.
 - This was a major point of contention. This option was chosen because we believe that students should have access to public transit and wanted to maintain the integrity of the contract for the future.
 - There are also logistical issues to administer refunds to all of these students.
 - We also do not have the data to know whether students living in the Lower Mainland want/do not want the U-Pass.
 - When it comes to being able to offer this service, it is more so about the collective and not looking at each individual's choice (all for one).
 - The referendum is the best example for polling the voices of the students to determine what they want.
- How long will the process be in place?
 - The refund process is for the fall term. Things may change but this is the process that we are hoping to continue on for winter.
- Does TransLink know who can opt out?
 - They do not have the information to determine that.

- Can students who are deemed ineligible request the U-Pass if they want to?
 - Yes, they have that choice.
 - However, if they choose to renew the U-Pass and decide that they do not want to use it later, they will not be able to get a refund.
- Is there a deadline for the form to be completed?
 - It is available for the whole semester and will not disappear. New students will be coming on over the next few weeks.
- If program delivery method changes, what would happen for students who have already applied for a refund?
 - That would be a special circumstance, but not likely during the same term.
- At ATC, program delivery changed from being fully online until November to on-campus exams and practicals. How would the process work for this situation?
 - More research will have to be done to confirm the procedure and outcome for this situation. The VP External will provide an update.
- If more programs were to open up to blended delivery in January, is it safe to tell students to get the refund now and they will have the option to have the U-Pass again in January if needed?
 - Yes, if they meet the eligibility criteria.
- If someone is eligible for the refund but renewed the U-Pass without knowing that a refund was possible, is there a remedy?
 - Potentially, but it requires looking into the dates of that individual's specific case with TransLink's data.
 - Need to confirm if TransLink is willing to do this.
 - At this point, our connection at TransLink has said that the student would not be eligible for the refund.
 - For special cases like these, direct students to the Student Association email set up for U-Pass enquiries, which goes to the VP External and Government Relations Strategist.
- Is the refund per semester? At ATC, the semester system is slightly different.
 - At this time, it is only for the current semester. Again, will have to confirm.
- The email states that refund eligibility is based on the program list, but a program that is now fully online is still listed as blended delivery on the BCIT website.
 - This is a special case as the website has not been updated, and an accommodation can be made on a case-by-case basis. Direct the student to contact the U-Pass email address.
- Did the VP External use the entire 130 hours allocated to her for this file?

- Yes, as it was very demanding.
- The VP External did a great job on this file.

4.5 New Business

4.5.1 Equity and Sustainability Committee

- The previous VP Equity and Sustainability led the Equity and Sustainability Committee last year to advance the UN Sustainability Goals at BCIT, and this committee is required again to continue this work.

Motion:

Be it resolved that the Equity and Sustainability Committee be reformed for the 2020-2021 school year, according to the details as distributed in the document.

Moved by: Yasmin Gardy

Seconded by: Matthew Miller

Discussion:

- What role will the committee play in the proposed objective of the VP Equity and Sustainability?
 - Preliminary research will be conducted and brought to the committee for further research and discussion.
- What are the criteria and timeline for assembling the committee?
 - The committee will be composed of the working group as outlined in the supporting document.
 - The committee will meet once a month and report to Council after each meeting.
- The specific councillors should not be required to be on the committee. This also restricts other Councillors from participating in the committee if they wish.

Amendment to the Motion:

Be it resolved that the motion be amended by adding, "with the changes of replacing the three specific Councillors with three unspecified Councillors".

Moved by: Hunter Sones

Seconded by: Sean Green

Discussion:

- The purpose is to open up the committee to all interested Councillors.
- Without changing the intention, the specific Councillors could still participate but will not be required to.
- The "accessibility" Councillor role doesn't exist.
- The committee chair should not have sole influence over committee members; they should be appointed by Council.

Amendment to the Motion:

Be it resolved that the motion be amended by adding, "with the changes of replacing the three specific Councillors with three unspecified Councillors".

Moved by: Hunter Sones

Seconded by: Sean Green

Unanimous Carried

Motion:

Be it resolved that the Equity and Sustainability Committee be reformed for the 2020-2021 school year, according to the details as distributed in the document with the changes of replacing the three specific Councillors with three unspecified Councillors.

Moved by: Yasmin Gardy

Seconded by: Matthew Miller

Discussion:

- What is the budget for each committee?
 - \$2000 per committee.
 - Council approval is required for the use of these funds.

- Who are the staff mentioned in the document? The titles are unclear.
 - Health and Wellness Manager or delegate and Advocacy Manager or delegate.

- What is the role of these staff members?
 - To provide additional information to the members of the committee.
 - Staff would be non-voting members of the committee.

Amendment to the Motion:

Be it resolved that the motion be amended by adding, "and defining the specific staff roles as Health and Wellness Manager or delegate and Advocacy Manager or delegate".

Moved by: Charles Mah

Seconded by: Hunter Sones

Unanimous Carried

Discussion:

- If the motion passes, does it become a standing committee or an ad hoc committee?
 - It is the intention to change the bylaws to make it a standing committee.
 - It will be an ad hoc committee for now as bylaws can only be changed at the Annual General Meeting or a Special General Meeting.

- Do you have specific objectives that you would like to accomplish with this committee?
 - Drafting versions of the UN Sustainability Goals that are relevant to students. The committee can help with extending and rounding out these ideas.

Motion:

Be it resolved that the Equity and Sustainability Committee be reformed for the 2020-2021 school year, according to the details as distributed in the document with the changes of replacing the three specific Councillors mentioned in the document with three unspecified Councillors and defining the specific staff roles as Health and Wellness Manager or delegate and Advocacy Manager or delegate.

Moved by: Yasmin Gardy

Seconded by: Matthew Miller

Unanimous

Carried

4.5.2 Investment Club Sanctioning

- At the ad hoc Clubs Committee meeting that recently occurred, the Investment Club applied for sanctioning.
- The Clubs Committee voted unanimously in favour of bringing the motion to sanction to the Executive Committee.

Motion:

Be it resolved that the BCIT Investment Club be a sanctioned BCITSA Club.

Moved by: Matthew Miller

Seconded by: Claire McCallum

Discussion:

- The Chair of the School of Business sat in on this meeting and the unanimous agreement by the Clubs Committee to bring the motion to the Executive Committee is significant.
- There is no basis to weigh in for/against the sanctioning of this club.
 - The purpose of the club is to educate students about investments. There are 7 to 10 interested members.
- Are they giving investment advice or just learning?
 - The club is not intended to inform decision-making around investments.
- Can you provide more background and information for those who are not involved in the Clubs Committee?
 - A student in the financial management program would like to build a club to inform any students who may be interested about the basics of investing. It is not a program-specific club.

- If the motion passes, what kind of support would they receive from the Student Association?
 - The Clubs Program Coordinator is the main contact for clubs, providing administrative support. The VP Student Experience will also be available for guidance.
 - Refer to the Clubs Policy for details about financial, marketing, and operations support.
- Will the club meetings be held virtually?
 - This falls to the leader of the application, the president of the club, to determine. The intention is to hold meetings virtually.

Amendment to the Motion:

Be it resolved that item 4.5.2 be tabled until the club's application form has been provided to Council.

Moved by: Hunter Sones

Seconded by: Sean Green

Unanimous

Carried

4.5.3 Clubs Policy Modification

- There are three main sections within this policy that are of particular concern to various club presidents and the Clubs Program Coordinator.
- A motion will be brought to Council at a later time after review by the Bylaws Committee.

4.5.4 BCIT Counselling Services Advocacy

- This motion is intending to add weight to the voice of the VP Student Experience in his advocate work for better student access to mental health services.

Motion:

Be it resolved that the BCIT Student Association directs the Vice President Student Experience to advocate actively for student access to mental health services at the institute level with the full support and backing of the Executive Board.

Moved by: Matthew Miller

Seconded by: Richard Park

Discussion:

- Is this a request for support for the objective of the VP Student Experience?
 - He is asking for the support of the board to be able to provide proof that there is greater support for this issue other than just the voice of the VP Student Experience alone.

- What does the board empowerment convey to his ability to make an argument and would he change his strategy if the motion does not pass?
 - He would proceed down the same path, but the motion fails, the question of whether there is wider student support would inevitably come up.
- Does this need to be a motion?
 - Yes, it would be good to pass a motion to allow the VP Student Experience to say, "I represent Council on this issue".
- What is the timeline and intended strategy?
 - His objective will be continued through his entire term.
 - The strategy thus far has been to meet with the former Director of Student Success, and to connect with the incoming director.
 - He has also met with a staff member from Counselling Services.

Motion:

Be it resolved that the BCIT Student Association directs the Vice President Student Experience to advocate actively for student access to mental health services at the institute level with the full support and backing of the Executive Board.

Moved by: Matthew Miller

Seconded by: Richard Park

Unanimous

Carried

4.5.5 IxL Leadership Conference 2021- Student Lead

- As submitted.
- Seeking for a volunteer to liaise with the Student Development Manager to help determine the theme and who would be invited to attend.

Questions:

- Will the student be hosting the event?
 - It is a possibility, but not mandatory.
- Can you explain your experience last year?
 - The speakers were amazing, and the networking opportunities with other students were very valuable as well.
- Since the conference will be a virtual event, how will this work?
 - The specifics will be available at a later time.
- Will the student lead be involved in determining the specifics of the event to provide the student perspective?
 - Not sure about this at this time.

- How much work is anticipated for this role?
 - Around 6 hours were spent on this project in total last year.
- Yasmin would like to volunteer.

4.6 Open Forum

- Yasmin – attended a meeting for an initiative called Breaking Bread which gathers people from various industries in the food technology field. There will be a meeting on Monday, August 31st to discuss food security and how resources can be combined to help support BCIT students in need.
- Matthew – will be working with Chairs specifically to spread the word for the Clubs for Community objective starting on September 15.

4.7 Reminders

4.7.1 Executive Meeting: 2020-09-08

4.7.2 Council Meeting: 2020-09-21

4.8 Meeting Adjournment

It was moved by Hunter Sones and seconded by Claire McCallum that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 11:38.



U-PASS UPDATE DOCUMENT

Aug 25th, 2020

PREPARED FOR: Executive Board

PREPARED BY: Claire McCallum, VP External

ISSUE: U-Pass Resumption and Ineligible Student Refunds

PURPOSE: The purpose of this memo is to inform the executive board of the conclusion of the U-Pass negotiations, share the results and explain students that are deemed ineligible.

BACKGROUND:

The U-Pass BC Program was suspended because of the COVID19 pandemic, which resulted in the April refunds for students. However, this led to the choice on whether to reinstate the U-Pass BC program following the suspension deadline of August 31st.

U-Pass is the BCITSA's most popular service and received an overwhelming 87% favour vote to continue during the 2020 referendum prior to the pandemic. This acknowledges that BCIT students desire access to affordable transit, but there is a need to accommodate for students unable to participate in the program given the current conditions.

This led to the creation of the U-Pass Advisor Committee Working Group which has met regularly since the suspension to determine the appropriate action towards the program given COVID19. BCITSA played an active role in the working group negotiation process by facilitating discussion around potential solutions which led to the following agreement.

RESULT OF NEGOTIATION:

The U-Pass program will no longer be suspended and will resume on September 1st. Students who are enrolled in classes that are 100% online and who reside outside of Metro Vancouver have been deemed ineligible for the program and therefore are entitled to a refund. This process requires students to fill in an online form which will be live on the BCITSA website as of August 28th, 2020 to verify their residency and program delivery mode.

Students deemed ineligible for the program by BCITSA verification process will be approved by BCIT and should receive a refund for the U-Pass fees paid with their tuition.

We are please to share that students will continue to have access to affordable transit this fall, and that accommodations have been made to help students unable to benefit from the program.

BCIT Student Association

Equity and Sustainability Committee

Terms of Reference

(August 2020)

Background

Vice President of Equity and Sustainability is positioned to advocate for increased equity and inclusivity on campus. It is also championed to lead sustainability initiatives as mentioned in the Position-Specific Bylaws. The liaise relations is with the Indigenous Services, International Student Services, Accessibility Services as well collaboration with Advocacy staff and potential relations with other institutions. The former outgoing executive Adam Nguyen commissioned the Equity and Sustainability Committee along 2019-2020. Adam promoted the objectives of the Sustainable Development Goals of the UN to be implemented at BCIT for it's community. Also his committee brought the cigarette butts recycling to the Burnaby campus. The objectives of the 17 UN SDG are to promote sustainability and a prosperous future. They are addressing poverty, inequality, climate change, environmental degradation, peace and injustice.

United Nations, Sustainable Development Goals are:

1. No Poverty
2. Zero Hunger
3. Good Health and Well-being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation, and Infrastructure
10. Reducing Inequality
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life On Land
16. Peace, Justice, and Strong Institutions
17. Partnerships for the Goals

Terms of Reference

The committee will lead its core values in favor interest to the students. By shaping the relevant SDG to the BCIT community. The committee will collaborate with staff advisory, and other institutions in greater vancouver.

The Equity and Sustainability committee will be responsible for the following:

1. Designing the 17 UN goals as of relevance to the BCIT student community.
2. Identifying and advocating to the students needs and be their voice.
3. Involvement of International, Indigenous, Accessibility Student Counsellors.
4. Approaching EDI current topics with Advocacy, Indigenous, Accessibility and Internationals advisors.
5. Developing and Maintaining external and internal relationships.

Methodology

The committee will work and inform its intakes following the BCITSA policies and bylaws. Including constructing meetings Minutes and meeting reports.

Working Group

Chair

Vice chair

Accessibility student councilor

International student councilor

Indigenous student councilor

Advocacy advisor

Health and wellness advisor

Meeting Arrangements

The committee will meet on a monthly basis. An agenda and minutes will be created for each meeting and a summary report will be conducted.

Motion

This year 2020-2021, August 30th. This Term of Reference is requesting the permanent implementation of the Equity and Sustainability Committee in the SA bylaws and approval of the SA council of the committee and its objectives to run beginning on September 1st. The committee's core is to promote respectful diversity and equitable inclusion in the community of BCIT.

Motions:

- Including the Equity and Sustainability Committee in the Bylaws.
- Approving the Equity and Sustainability Committee to run on September 1st.

Partners

- Danielle Landeta, Advocate Manager | advocate@bcitsa.ca
- Andrea Wilder, Health and Wellness Manager | awilder@bcitsa.ca
- Tami Pierce, Tsimshian - Associate Director, Indigenous Initiatives and Partnerships | Tami_Pierce@bcit.ca
- Bryce Weibley – International Student Coordinator, International Services | bweibley@bcit.ca
- Zaa Joseph – Advisor, Indigenous Services | Zaa_Joseph@bcit.ca
- Trina Prince - Event Manager | tprince@bcitsa.ca
- Cathy Mutis - Manager, Student Life | student_life@bcit.ca
- Shannon Kelly – Program Head Communications | bweibley@bcit.ca
- David Pereira – Manager, Institute Sustainability | David_Pereira@bcit.ca
- Jennie Moore – Director, Institute Sustainability | Jennie_Moore@bcit.ca
- Adam Dickinson – Manager, Transportation and Grounds | adickinson8@bcit.ca
- Sheeren Tayles - Associate Director, Respect, Diversity, & Inclusion | adickinson8@bcit.ca



INFORMATION NOTE

24 August 2020

PREPARED FOR: BCITSA Executive Board

PREPARED BY: Hunter Sones

ISSUE: IxL Leadership Conference 2021

BACKGROUND AND INSIGHTS:

BCITSA Student Services is seeking one student executive to be the Student Lead for the 2021 IxL Leadership Conference hosted by the BCITSA. The IxL Student Lead's responsibilities would include the following:

- Helping determine the conference theme;
- Brainstorming possible event speakers; and
- Helping promote the conference to the student body.

WHAT IS IxL?

IxL is a one-day professional development event that gives students the opportunity to kickstart their career with essential leadership skills. 15+ guest speakers including TEDx speakers, successful entrepreneurs and professional coaches, will be in attendance.