

Council Meeting Agenda
Monday, November 2nd, 2020
5:30 PM – 7:30 PM
Microsoft Teams (online)

- 8.1 Call to Order
- 8.2 Acceptance of the Agenda
- 8.3 Acceptance of the Minutes: 2020-10-19
- 8.4 Old Business
 - 8.4.1 Executive Director's Report - *Caroline G.*
 - 8.4.2 Executive Updates - *Executive team*
- 8.5 New Business
 - 8.5.1 Annual General Meeting Agenda Items - *Skye N.*
 - 8.5.2 Proposed Bylaw Changes - *Skye N.*
- 8.6 Open Forum
- 8.7 Reminders
 - 8.7.1 Council Meeting: 2020-11-16 @ 17:30 on Microsoft Teams
- 8.8 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, November 2nd, 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
 Mina Ariana – Interim Chair, Schools of Transportation, Construction, & the Environment
 Skye Nguyen – VP Finance & Administration
 Richard Park – Chair, Aerospace Campus
 Hunter Sones – President
- Staff:** Caroline Gagnon – Executive Director
 Crystal Man – Administrative Coordinator
- Satellite Councillors:** Ashley Obeck – Marine Campus
- Councillors:**
- | | |
|--------------------|-----------------|
| Navin Basran | Jasmine Lee |
| David Britskey | Elisha Loh |
| Maria Davis | Ryan Lounds |
| Paramveer Dhaliwal | Queenta Ngoe |
| Ian Ertzinger | Yasmeen Pomeroy |
| Tanya Fuchs | Bethan Pugh |
| Khadija Glover | Felix Ruttan |
| Ruby Hsu | Jeremy Shepherd |
| Alyssa Ilich | Rajdeep Singh |
| Alina Ivanets | Vincent Wong |
| Supreet Jhudge | Nikita Zaitsev |
| Brianne Lee | |
- Regrets:**
- | | |
|--------------------|--|
| Eileen Bui | Hoang Khoa |
| Robert Chamberland | Baldeep Litt |
| Takeshi Keber | Danny Zaporozan – Chair, School of Health Sciences |

8.1 Meeting Called to Order

The Chair, Hunter, calls the meeting to order at 17:31 (37 voting members, including Chair).

8.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Claire McCallum

Seconded by: Skye Nguyen

Unanimous

Carried

8.3 Acceptance of the Minutes

Motion:

Be it resolved that the Council minutes from 2020-10-19 be accepted as distributed.

Moved by: Sean Green

Seconded by: Sungwoo Kim

Unanimous

Carried

8.4 Old Business

8.4.1 Executive Director's Report

- As submitted.

8.4.2 Executive Updates

- As submitted.
- Matthew: Thank you to Council for completing the survey. The results will be presented at the next meeting.
- Hunter: The Executive Director Selection Committee had their first meeting on Thursday October 29th, in which they decided on a process to select the recruitment firm. The top two firms will present to the committee on Wednesday November 11th and a decision will be made by the following week.
- Claire is reviewing enrollment data over the past few years to determine whether BCIT was going against of the terms of the U-Pass contract. We have noticed that the figures that BCIT is supposed to be maintaining have dropped due to the reason of administrative burden. Claire will also look into whether there is still demand from part-time students to be part of the U-Pass program in the current pandemic situation.

8.5 New Business

8.5.1 Annual General Meeting Agenda Items

- See attached.

Motion:

Be it resolved that the following items be included on the Agenda for the Annual General Meeting held on 2020-11-30: Call to Order, Acceptance of the Agenda, Report on Audited Financial Statements, Auditor Appointment for 2020/2021, President's Report, Proposed Bylaw Changes, Meeting Adjournment.

Moved by: Skye Nguyen

Seconded by: Matthew Miller

33/0/1 Carried

8.5.2 Proposed Bylaw Changes

- See attached.
- This is a preview of the proposed list of bylaw changes to be voted on by the membership at the Annual General Meeting.

Discussion:

- How did you come up with this list?
 - In the past, the members of the Bylaw Committee reviewed the Bylaws to come up with proposed changes, then the changes are presented at the Annual General Meeting.
 - This year, the committee believes that staff and Executives should be consulted for feedback to ensure that everything was covered.
 - A lot of feedback was received from this group.
- Is feedback required before the Annual General Meeting, or would this feedback take place throughout the year? This is specifically pertaining to the external policy process.
 - A one-on-one meeting will be set up to discuss this further.
- Since this list is very high-level, when will Council have an opportunity to review the changes in detail prior to the Annual General Meeting?
 - Officially, the full list of proposed changes along with the agenda will be posted on our website by November 9th.
 - If any members of Council would like to review a specific topic, please set up a meeting with the VP Finance and Administration.

8.6 Open Forum

- A student in Housing would like to know when BCIT is planning on re-opening the gym. They mentioned that both UBC and SFU have opened their gyms.

- BCIT is working on a plan to eventually re-open the gym.
- This is ambiguous, but it is a goal of BCIT to be able to do so safely as they recognize that students have this need.
- The President has communicated this to Lisa Collins, VP Students at BCIT.
- What are the opportunities that BCITSA offers to students in Housing?
 - BCITSA has been cautious in getting involved with Housing, as it was understood that BCIT is responsible for everything related to Housing.
 - The Housing Councillor is a position that was created by the Association to advocate for students in Housing.
- Will the BCITSA do anything for students in Housing moving forward?
 - The main thing that BCITSA does and will continue to do for Housing students is advocacy, both with BCIT and the government.
 - The VP External goes to government to try to influence government to invest in student housing.
 - A month ago, BC government announced investment in BCIT Housing. The VP External would be happy to discuss this announcement.
 - Another example is our lobbying of BCIT to re-open the campus gym.
- Please bring forward any concerns across any facet of student life so that BCITSA can identify and try to help fill any gaps.
- A student had a health and dental claim rejected as the health provider she saw was not a social worker, but a registered clinical counsellor.
 - Ask the student to contact our health & dental plan administrator.
 - If it does not work, we will make the change through Gallivan, our insurance provider.
- A student asked if a gym membership could be reimbursed through the BCITSA due to the campus gym being closed.
 - The gym is operated by BCIT Recreation Services and is covered by the BCIT ancillary fees.
 - It is not affiliated with the BCITSA.

8.7 Reminders

8.7.1 Next Council Meeting: 2020-11-16 @ 17:30 on Microsoft Teams

8.8 Meeting Adjournment

It was moved by Hunter Sones and seconded by Felix Ruttan that the meeting be adjourned.

Unanimous

Carried

The meeting was adjourned at 18:05.

Executive Director's Report

Council Meeting, November 2, 2020

- **Retail Operations:** In October, Pavilion's sales reached over \$15,000, compared to \$10,000 in September. The new online store has generated \$3,500 in revenues for the month of October, a third of the overall Geared Up sales. The online retail experience has been well-received by students.

- **New Childcare Centres:** The capital funds application for three new childcare centres has been sent to the Provincial Government on Friday, October 30th. The request is for \$3,000,000 for an anticipated construction cost of \$5,039,000. The capital fund difference would be mortgaged by the BCITSA, not before the approval by Council. Early 2021, a project presentation will be presented to Council in anticipation of the response due in February by the Province.

- **Student Services:** We have seen a decrease in student engagement with our services these past weeks, but we anticipate that once mid-terms are done, students will re-emerge. Our team is busy planning for January career fairs.

- **Human Resources:** A new competency framework is being finalized. This framework identifies the required competencies for each of the BCITSA employee positions and will help determine training plans / skill improvements for the purpose of succession planning.

Objective Updates - Nov 2, 2020

Name	Position	#	Objective	Objective Update	Next Steps
Hunter Sones	President	1	Hire BCITSA's new Executive Director by March 1st, 2021	Held first ED Selection Committee meeting. The committee determined an approach for selecting an executive search Firm.	Second committee meeting to be held next week where we will select an executive search firm
		2	Facilitate the transition of BCITSA's newly hired Executive Director into their role by May 10th, 2021	n/a	n/a
Skye Nguyen	VP Finance & Administration	1	Develop a centralized information storage system and automated administration process for Executives team	Introduce the Info Hub to the Executives	Work with Business Systems team on user authorization and security. Apply the Automate flow to integrate Smartsheet forms to spreadsheet on Sharepoint Create a guideline and checklist
		2	Review Bylaws surrounding Councillor and Committee selection processes	No Bylaws changes needed. Work with the President on preparing a timeline that helps the Councillor selection next year more transparent and on time.	Continue after Winter Break
Matthew Miller	VP Student Experience	1	Advocate for student access to mental health services at the institute level as well as explore alternatives external to BCIT in order to improve the availability of counselling services	No update	
		2	Effectively promote and manage the Fall 2020 Clubs for Community program	No update	
Yasmin Gardy	VP Equity & Sustainability	1	Based on the 17 UN Sustainability Goals relevant to students, map each goal by defining values and strategic course to provide guidance for successors.	Committee worked on first goal - No Poverty. Further discussion by Vice chair and Chair on the work done by the committee and creating a draft report, to submit back to the committee for November.	
		2	Action response following the racism and discrimination events globally. Working with Advocacy and Human Resources to ensure BCITSA environment is of equal opportunity, diversity, and inclusion.	No update	
		3	Requesting a seat on the BCITSA Executive Director selection board	selection of a search firm	
Claire McCallum	VP External	1	Build a VP External Communications plan to help future VP Externals navigate the lobbying role, while helping to foster new and ongoing relationships between Elected Officials and the BCITSA	Completed communications plan for prioritizing elected officials. This is also a working document for the next VPX.	Complete Draft Policy Brochure Document by beginning of December. Following Elections reach out to Elected officials and plan for a minimum of three meetings prior to holiday season.
		2	Continue to push that all BCIT students should be granted access to affordable public transit by working towards the goal that BCIT part-time students are deemed eligible for the U-Pass BC Program	Completed initial review of 2019/20 enrolment data. PTS are normally 50% enrolment in fall & winter terms. TransLink's historic guidelines suggested that they only accept PTS exclusion when that figure is over 60%, which it hasn't been for some time. BCIT is opting out PTS under the clause "administrative burden".	Next steps will require us to map out a timeline for this process. Given the current covid environment, we need to assess PTS demand for the U-Pass in the spring and determine if BCIT's administrative burden is still acceptable terms for opting out PTS.
		3	Assist in the hiring of a new BCITSA Executive Director	Completed interviews.	Complete Workplace Culture Document for future reference in Selection Committee. (To be used as potentially an onboarding document.)
Charles Mah	Chair, School of	1	Develop KPIs for the services offered by the SA	Still working on the kpi class. We have an exam next week which covers the basics of kpi decisions and two of the three softwares.	
		2	Assess effectiveness and ways to improve student value in the DRC	No new progress at this time.	

	Business	3	Assemble a part-time studies committee to help address the needs of part time studies students.	I have been made aware of a situation which will entail a large number of full time studies students switching to part time studies. They may lose much of the support they have come to enjoy. A committee focused on their needs may serve to offer some of that value.	More research is needed to decide to proceed with this or not. My experiences in the committees I am already in can help me get to know what it takes to create and chair a committee
Sungwoo Kim	Chair, School of Energy	1	Bridge the gap between different programs within SOE with virtual competition sessions every other month with prizes	Brainstormed with Trina and discussed possible options and challenges - decided to merge the two options and do a semester long "event" with team building activities	Meeting with Trina and events team to discuss timing and finalize virtual event options
		2	Provide interaction/bonding opportunities for 1st year students entering the school year during the pandemic to build lasting and helpful relationships with peers		
Sean Green	Chair, School of Computing & Academic Studies	1	Improve communication and training within the CST Set Rep program	No update	
Danny Zaporozan	Chair, School of Health Science	1	Increase awareness and enrollment into current BCITSA programs through BCITSA YouTube Channel	No update	
		2	Implementation of Student Refugee Program*	No update	
		3	Increase set rep engagement through an initiative that challenges set reps to make life at BCIT 1% better	No update	
Mina Ariana	Interim Chair, Schools of Transportation, Construction & Environment	1	n/a	n/a	
		2	n/a	n/a	
Clint Fernandes	Chair, Downtown Campus	1	Change gendered signage (washrooms, etc) to be inclusive	Investigating possible sources of funding	
		2	TBA		
		3	TBA		
Richard Park	Chair, Aerospace Campus	1	Improve test scheduling during COVID-19 and provide guidelines for a pandemic situation	No update	
		2	Improve mentorship program on ATC campus	No update	
		3	Brainstorm and plan for an event for interaction between different engineering field students	No update	

Student Leader Reports

Name	Position	Report	Optional - Other Notes
Ashley Obeck	BMC Satellite Councillor		
TBD	AIC Satellite Councillor		

Committee Reports

Committee	Report by	Report	Optional - Other Notes
-----------	-----------	--------	------------------------

Finance	Skye Nguyen	Setting up meeting date within the second week of November.	
Student Spaces	Rebekah Muntelwit		
Bylaw	Skye Nguyen	The committee met on October 27 to review the list of proposed changes and drafts. The next meeting is on November 3rd.	
Advocacy & Policy	Claire McCallum	First meeting held on 10/27/2020, where nine policy issues were brought to a vote at the committee resulting in five policy areas of priority for the year. These areas of priority are: Student Affordability, Needs Based Grants, Sexual Violence and Misconduct, Public Transportation, Auxiliary Fees.	For additional information, please look to the committee meeting minutes and agenda posted in the Sharepoint file system.
Clubs	Matthew Miller		
Board of Governors	Hunter Sones		
Education Council	Matthew Miller		
Alumni Board	Claire McCallum	Board of Directors Meeting held on 10/08/2020, appointed new board member Amanda Gomes, gave verbal update similar to Matthew Miller's EdCo SA report. Reviewed BCITSA Student Center Building Program Draft, discussed Holiday Market e-commerce website and the Inspire Campaign Donation.	
Sustainability	Yasmin Gardy		

Annual General Meeting Agenda Items

November 2nd, 2020

PREPARED FOR: BCITSA Council

PREPARED BY: Skye Nguyen

MOTION: Be it resolved that the following items be included on the Agenda for the Annual General Meeting held on 2020-11-30:

- Call to Order
- Acceptance of the Agenda
- Report on Audited Financial Statements
- Auditor Appointment for 2020/2021
- President's Report
- Proposed Bylaw Changes
- Meeting Adjournment

BACKGROUND:

The 2020 Annual General Meeting (AGM) will take place virtually and start at 5:30 pm PST, on November 30th, 2020. The notice of an AGM has been sent by email to every member of the BCITSA and posted on the BCITSA website. All students are welcome and encouraged to attend.

According to Bylaw section 10.3, the agenda of the AGM shall be determined in advance by Council. The agenda of the AGM 2020 is listed as below:

- Call to Order
- Acceptance of the Agenda
- Report on Audited Financial Statements
- Auditor Appointment for 2020/2021
- President's Report
- Proposed Bylaw Changes
- Meeting Adjournment

Proposed Bylaw Changes

November 2nd, 2020

PREPARED FOR: BCITSA Council

PREPARED BY: Skye Nguyen and Stewart McGillivray

BACKGROUND:

To prepare for the Annual General Meeting, which will be held on November 30, 2020, the Bylaw Committee has been reviewing the Bylaws to adapt to the current circumstances, the development of the BCITSA, and student needs. Along with that, this year, the Bylaw Committee invited Executives and staff to review sections of the Bylaws related to their positions. By gathering feedback from various sources, the Committee has created a comprehensive list of proposals and ensures it is transparent and objective. The list and text of amendments will be made available on the SA website along with the notice of the AGM.

The proposed changes to various sections of the Bylaws for the AGM 2020 are listed as below:

1. Modify provisions negatively affected by COVID-19 (multiple sections)
2. Update multiple housekeeping items:
 - a. Delete redundant definitions, and update School of Business name (multiple)
 - b. Fix incorrect formatting or references to other sections of Bylaws (multiple)
 - c. Clarify that TCE Chair is Chair of Student Spaces Dev. Committee (Bylaw 7)
 - d. Relocate Executive duties from Bylaw 7 to Bylaw 4 (no actual changes)
 - e. Render language properly gender-neutral (multiple)
3. Strengthen and clarify equal rights of membership for Satellite Campuses (Bylaw 2)
4. Update administration of elections and by-elections (Bylaw 5)
 - a. Add clarity regarding timelines for notice, nominations, voting
 - b. Transfer administrative matters from Bylaws into Regulation 5
 - c. Disentangle provisions regarding Education Council, Board of Governors
5. Review the duties of the VP Student Experience with Decision Review Board (Bylaw 7)
6. Clarify attendance responsibilities at meetings of Council and the Executive (multiple)
7. Permanently establish the Equity and Sustainability Committee (Bylaw 12)
8. Establish formal authorization in Bylaws for External Policy Process (Bylaw 24)