

Council Meeting Agenda
Monday, November 16th, 2020
5:30 PM – 7:30 PM
Microsoft Teams (online)

- 9.1 Call to Order
- 9.2 Acceptance of the Agenda
- 9.3 Acceptance of the Minutes: 2020-11-02
- 9.4 Old Business
 - 9.4.1 Executive Director's Report - *Caroline G.*
 - 9.4.2 Executive Updates - *Executive team*
 - 9.4.2.1 Counselling Survey Results - *Matthew M.*
- 9.5 New Business
 - 9.5.1 Club De-Sanctioning - *Matthew M.*
 - 9.5.2 Human Resources Job Posting Disclaimer - *Yasmin G.*
- 9.6 Open Forum
- 9.7 Reminders
 - 9.7.1 Annual General Meeting: 2020-11-30 @ 17:30 on Zoom Webinar
 - 9.7.2 Council Meeting: 2020-11-30 @ 19:30 on Microsoft Teams
- 9.8 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, November 16th, 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 | Hoang Khoa |
| David Britskey | Jenna Kim |
| Eileen Bui | Brianne Lee |
| Robert Chamberland | Jasmine Lee |
| Maria Davis | Baldeep Litt |
| Paramveer Dhaliwal | Elisha Loh |
| Ian Ertzinger | Ryan Lounds |
| Tanya Fuchs | Bethan Pugh |
| Khadija Glover | Felix Ruttan |
| Ruby Hsu | Jeremy Shepherd |
| Alyssa Ilich | Rajdeep Singh |
| Supreet Jhudge | Nikita Zaitsev |
- Regrets:** Alina Ivanets
 Takeshi Keber
 Queenta Ngoe
- Yasmeen Pomeroy
 Danny Zaporozan – Chair, School of Health Sciences

9.1 Meeting Called to Order

The Chair, Hunter, calls the meeting to order at 17:32 (36 voting members, including Chair).

9.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Sean Green

Seconded by: Khadija Glover

Unanimous Carried

9.3 Acceptance of the Minutes

Motion:

Be it resolved that the Council minutes from 2020-11-02 be accepted as distributed.

Moved by: Sungwoo Kim

Seconded by: Skye Nguyen

Unanimous Carried

9.4 Old Business

9.4.1 Executive Director's Report

- As submitted.
- A new food pickup program, which is an extension of Pavilion, will be starting this upcoming Wednesday on the south side of campus from noon to 12:30, Monday to Friday.

Discussion:

- Will other food services on campus close as a result of this new program?
 - No; only the Rix and Pavilion are currently open. Rix has limited options for hot meals, and you have to pick it up there.
 - This program helps students with short breaks by eliminating the walk from the south side to the north side of campus.

9.4.2 Executive Updates

- As submitted.
- Matthew: More than 300 students responded to the counselling services survey to determine the major stressors affecting students, their opinions on virtual counselling services, and the current counselling offerings available.

- Highlights of the results were presented, and the results will be used to advocate for more flexible and/or more suitable counselling appointment times. Matthew will bring up this data when he meets with BCIT Counselling Services in December.
- Selection Committee has selected the three members of Elections Committee.

Discussion:

- What are the current appointment times available?
 - 8:30 to 16:30, Monday to Friday. Peak demand before COVID-19 was in early afternoon, right at the end of their service times.
 - There was a long waiting list for afternoon/lunch appointments.
- How are the current hours being used? Would changing the hours no longer serve a certain group of students?
 - Matthew will find out when he meets with BCIT Counselling Services in December.
 - This fall has been very different than normal so it may not be the best indicator of usage.
- Charles: Considering putting together a part-time studies committee and requesting Council's opinions. Part-time students are often not aware of the services available to them through the Student Association. He would like to empower committee members to connect with part-time studies students.

Discussion:

- Agree that part-time students are under-supported, but full-time students may not be able to connect with part-time students. Someone in a part-time program may be better positioned to help support them.
 - It may not be equitable for the part-time studies committee to only be open to PTS students, but it is worth considering this point.
- Many of the Student Association programs and services are available to part-time students.
 - For example, our SA centre was open until 19:00 to accommodate part-time students, and career specialists are available for evening appointments.
 - The health and dental plan and the U-Pass are things we have been advocating for to benefit part-time students, but the institution has been the barrier.
- One main issue is that many part-time students are not aware of what is available due to not having set reps, a program head, etc.
- The root cause seems to be that part-time students are not informed. Perhaps a campaign aimed at faculty could be launched to encourage them to pass on information.

- Claire: Working on building lobbying documents to assist future VP Externals in working with elected officials when lobbying trips are possible again. She is hoping to finish them in the new year, and they will be shared with Council when completed.
- Hunter: Watson Advisory has been chosen to serve as our executive director search firm. They will be conducting informational interviews with staff and BCIT personnel.
 - Unfortunately, we have been unsuccessful in finding a candidate for the Chair of the School of Transportation, Construction, and the Environment. Mina has agreed to stay on in an interim capacity.

9.5 New Business

9.5.1 Club De-Sanctioning

- See attached.
- These clubs have been inactive in over three years.

Motion:

Be it resolved that the following clubs be de-sanctioned: BC Young Liberals, Sustainability Initiative, Sunrise Toastmasters, and United Geek Liberation Front Club.

Moved by: Matthew Miller

Seconded by: Clinton Fernandes

Discussion:

- Would it be possible for someone to restart any of these clubs in the future?
 - Yes, there would be no issue with a student re-establishing a club with the same name and same vision, or a different one.
- To clarify, the clubs will be defunct and not suspended?
 - Suspensions are used when a club has gone against Student Association policy or Bylaws, which these clubs have not done.
 - De-sanctioning is not a penalization. There are no students in these clubs, so they are basically a club in name only. De-sanctioning them is mainly for administrative purposes.

Motion:

Be it resolved that the following clubs be de-sanctioned: BC Young Liberals, Sustainability Initiative, Sunrise Toastmasters, and United Geek Liberation Front Club.

Moved by: Matthew Miller

Seconded by: Clinton Fernandes

31/0/5

Carried

9.5.2 Human Resources Job Posting Disclaimer

- See attached.

Discussion:

- What are the major differences between the revised and previous disclaimers?
 - The revised disclaimer demonstrates our values by including wording from the Bylaws, encourages applicants to come forward with any accessibility needs during the application process, and acknowledges the ownership of the land that we are located on.
 - We wanted to encourage applications from people of all backgrounds and use a more positive tone.
- What are BCIT's main campuses and non-main campuses?
 - All five campuses are considered main campuses.
 - BCIT has partnerships with locations around BC that are not considered to be BCIT campuses.

9.6 Open Forum

- BCIT is looking for three to five students to participate in a discussion on the value of microcredentials.
- The Annual General Meeting is coming up on Monday, November 30th. It is an important opportunity for us to understand the financial situation of the Student Association with the auditors and proposed changes to the Bylaws.
- The Executive board will be meeting with Lisa Collins to discuss the proposed 2% increase in tuition and ancillary fees. The board will be taking a collaborative approach to ensure that both current and future students can succeed.

9.7 Reminders

9.7.1 Annual General Meeting: 2020-11-30 @ 17:30 on Zoom Webinar

9.7.2 Council Meeting: 2020-11-30 @ 19:30 on Microsoft Teams

9.8 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 18:27.

Executive Director Report

Council Meeting, November 16, 2020

- **General Operation:** Last week, following the BC Government announcement, an email was sent to all BCITSA staff explaining the possibility of working from home if their respective position allowed it. Though we feel that the BCITSA offices and operations are performing well within the regulations and restrictions, this change helps limit interactions and travel requirements for those who can work from home. This is only a temporary measure and staff may be required to come back on campus soon. This change of practice will not impact any of our student services. The BCITSA Centre (SE2, second floor), BCITSA offices (SE2, third floor), the Childcare Centres and Pavilion (NE1) will remain open.

- **Food Delivery Program:** Starting next week, BCITSA will be offering a food delivery service for students and staff on the South side of campus. The limited menu will feature breakfast items, pizza, and a few salads all prepared fresh from the kitchen in Pavilion, already in operation. Students and staff will be able to order through our app (Pavilion BCITSA) by 10:30am, pay in advance, and the food items will be delivered to a set location for contactless delivery. The pick-up window will be a set time, 12:00 noon to 12:30 pm, and the food items will be available for contactless pickup in the Breezeway next to the Stand South at SE12. The pick-up area will be clearly marked to allow for proper physical distancing to be observed by everyone.

Objective Updates - Nov 16, 2020

| Name | Position | # | Objective | Objective Update | Next Steps |
|-----------------|-----------------------------|---|--|---|---|
| Hunter Sones | President | 1 | Hire BCITSA's new Executive Director by March 1st, 2021 | Watson Advisory was appointed as the executive search firm that will assist the BCITSA with finding it's new Executive Director | I will be meeting with Watson in the coming weeks as part of the firm's informational interviewing and research gathering phase |
| | | 2 | Facilitate the transition of BCITSA's newly hired Executive Director into their role by May 10th, 2021 | At my request, Caroline has created a set of balanced organizational key performance indicators to help benchmark the performance of her successor during their future probationary period | I will review this document in detail. I am hoping to hire an HR consultant to conduct an organizational 360 analysis to improve upon and finalize our benchmark performance KPIs. |
| Skye Nguyen | VP Finance & Administration | 1 | Develop a centralized information storage system and automated administration process for Executives team | No update | Pending the next step (security set up) until Winter term |
| | | 2 | Review Bylaws surrounding Councillor and Committee selection processes | No Bylaw changes needed. | Work with the President on preparing a timeline that helps the Councillor selection next year be more transparent and on time. |
| 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 | Counselling Services survey results have been collected and analyzed. | Present the data to BCIT's counselling team in December. |
| | | 2 | Effectively promote and manage the Fall 2020 Clubs for Community program | Continued to promote the opportunity to SA clubs | Maintain club engagement until it concludes on November 30th. |
| 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. | n/a | |
| | | 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. | Disclaimer created and finalized, to be presented to council | n/a |
| 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.) |
| | Chair, School of | 1 | Develop KPIs for the services offered by the SA | Did a test in my I class that went well. Moving onto the last software | Learn the last software and start assessing possible areas of measure relevant to SA services. |
| | | 2 | Assess effectiveness and ways to improve student value in the DRC | No new progress. Progress has been slow and ineffective all year due to COVID. May be sidelining this objective to pursue others | |

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| Charles Wan | Business | 3 | Assemble a part-time studies committee to help address the needs of part time studies students. | Heard from Caroline and Stewart and some executives concerning this committee. I am prepared to bring this before council and ask for preliminary insights and opinions. | Ask council for their opinions (before preparing a formal proposal) if no one thinks it's a good idea, or if no one is interested in running it with me, then we can leave it on the books for next year's group. But I think we have a duty to at least consider it |
| Sungwoo Kim | Chair, School of Energy | 1 | Bridge the gap between different programs within SOE with virtual competition sessions every other month with prizes | Both objectives have now been combined into one semester-long networking challenge. Students will register at the beginning of next semester, form groups, work together on a variety of challenges to win prizes. | Have a meeting with Trina, Crystal, Wafe to finalize a critical path and work on marketing material to be ready for mid-January. Ask Set Reps to share challenge ideas at the next meeting. |
| | | 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 | n/a | |
| Danny Zaporozan | Chair, School of Health Science | 1 | Increase awareness and enrollment into current BCITSA programs through BCITSA YouTube Channel | | |
| | | 2 | Implementation of Student Refugee Program* | | |
| | | 3 | Increase set rep engagement through an initiative that challenges set reps to make life at BCIT 1% better | | |
| Mina Ariana | Interim Chair, Schools of Transportation, Construction & Environment | 1 | n/a | | |
| | | 2 | n/a | | |
| Clint Fernandes | Chair, Downtown Campus | 1 | Change gendered signage (washrooms, etc) to be inclusive | Lisa Collins is investigating what efforts (if any) have already been made on this. | |
| | | 2 | TBA | | |
| | | 3 | TBA | | |
| Richard Park | Chair, Aerospace Campus | 1 | Improve test scheduling during COVID-19 and provide guidelines for a pandemic situation | | |
| | | 2 | Improve mentorship program on ATC campus | | |
| | | 3 | Brainstorm and plan for an event for interaction between different engineering field students | | |

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 | Set up a meeting on week of Nov 16 to review and approve financial statements | |
| Student Spaces | Rebekah Muntelwit | | |
| Bylaw | Skye Nguyen | The committee met on Nov 10 to review the drafts of Bylaw proposed changes | |
| 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. Our next meeting to collect feedback on the Student Affordability and Needs Based Grants policy is 11/17/2020. | For additional information, please look to the committee meeting minutes and agenda posted in the Sharepoint file system. |

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| Clubs | Matthew Miller | Committee met on November 4th and approved two event funding applications as well as recommended that Council de-sanction four inactive clubs. | |
| Board of Governors | Hunter Sones | | |
| Education Council | Matthew Miller | | |
| Alumni Board | Claire McCallum | Governance Committee Meeting held on 11/03/2020. Discussed the potential of having Leslie come present to the BCITSA board on the Alumni Association prior to June 2021 to encourage exiting executives to connect with the board for potential future board roles or volunteering. | |
| Sustainability | Yasmin Gardy | | |

Club De-Sanctioning

November 16th, 2020

- PREPARED FOR:** BCITSA Council
- PREPARED BY:** Matthew Miller, VP Student Experience
- MOTION:** “Be it resolved that the following clubs be de-sanctioned:
- BC Young Liberals
 - Sustainability Initiative
 - Sunrise Toastmasters
 - United Greek Liberation Front Club”

BACKGROUND:

At the November 16th meeting, the Clubs Committee voted in favour of recommending that the BC Young Liberals, the Sustainability Initiative, the Sunrise Toastmasters, and the United Greek Liberation Front Club be de-sanctioned.

The committee reasoned that as all four clubs have been inactive for more than three years, there is clearly no student interest in these clubs. Should they be de-sanctioned, they will be removed from the SA webpage and any remaining funds in their club bank accounts will be redistributed by the clubs committee as per Bylaws.

Please refer to the committee minutes and club application package for more information about the committee discussion and recommendation.

Clubs Committee Meeting

November 4th

Agenda

1. **Clubs to be de-sanctioned**
 - 1.1 BC Young Liberals
 - 1.2 Sustainability Initiative
 - 1.3 Sunrise Toastmasters
 - 1.4 United Geeks Liberation Front Club
2. **Event Funding Applications**
 - 2.1 BCIT Finance Association – Personal Finance Workshop
 - 2.2 Engineers Without Borders – Beach Cleanup

Meeting Minutes

Chair: Matthew Miller, VP Student Experience
Committee: Sean, Vincent, Parm
Staff: Carol Liberalino, Club Program Coordinator

Meeting Called to Order – 3:07pm

1. **Matthew to introduce the Clubs to be de-sanctioned**
 - Matthew provides a brief overview on the reason the Clubs listed above were recommended to be de-sanctioned.
 - All four Clubs are inactive for more than three years.

Vote

Matthew calls a vote to pass the following Clubs to be de-sanctioned:

- BC Young Liberals
- Sustainability Initiative
- Sunrise Toastmasters
- United Geeks Liberation Front Club

Unanimous vote in favour to bring to Council for final approval.

2. **Event Funding Applications**
 - 2.1 BCIT Finance Association – Personal Finance Workshop
 - Requested: \$200

- Granted: \$100
 - Breakdown of expenses not detailed enough.
 - There are other Clubs applying for monthly subscriptions of Zoom.
 - They currently have funds on their account to cover that event, majority of the money was previously awarded by the Student Association. They should use their funds as well.
 - The cost for monthly subscription is \$20 and \$200 annually.
 - Carol to inquire with the club a better detailed breakdown of expenses.

2.2 Engineers Without Borders - Beach Cleanup

- Requested: \$100
- Granted: \$100
 - Reasonable amount requested for garbage bags, gloves, cookies and hot chocolate for 8 people
 - Carol to inform the club that they are eligible to apply for Clubs for Community program.

Meeting Adjourned – 3:29pm

INFORMATION NOTE

November 16th, 2020

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| PREPARED FOR: | BCITSA Council |
| PREPARED BY: | Yasmin Gardy, VP Equity & Sustainability |
| ISSUE: | Human Resources Job Posting Disclaimer |

RECOMMENDATION:

No motion needed. The purpose is to inform Council of a revised HR job posting disclaimer.

BACKGROUND:

Our obligation as an organization is to foster an inclusive and equitable work environment for both employees and students. The portfolio of the VP Equity and Sustainability includes promoting initiatives to reduce inequities and combat racism. Our first step was to revise the disclaimer on all of our job postings, as it reflects our stance towards potential candidates and employees at the Student Association. The new disclaimer below will be in effect immediately.

Thank you to all candidates who apply. Only those selected for an interview will be contacted. BCITSA encourages applications regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, gender identity, or age. We welcome equality and diversity in the workplace and value the positive impact that has on our teams. Upon receiving a request for an interview, you may choose to seek accommodation for your equity or accessibility needs.

BCITSA respectfully acknowledges that the land on which BCIT's main campuses are located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Sál ilwata?/Selilwitulh (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and x^w məθk^wəyəm (Musqueam) First Nations.