

Council Meeting Agenda  
Monday, October 18<sup>th</sup>, 2021  
5:30 PM – 7:30 PM  
Microsoft Teams (online)

- 6.1 Call to Order
- 6.2 Acceptance of the Agenda
- 6.3 Acceptance of the Minutes: 2021-10-04
- 6.4 Old Business
  - 6.4.1 Executive Director's Report *- Yael Z.*
  - 6.4.2 Executive Updates *- Executive team*
    - 6.4.2.1 Cigarette Recycling Program Update *- Yasmin G.*
  - 6.4.3 Finance Committee Vacancy *- Ruby H.*
- 6.5 Open Forum
- 6.6 Reminders
  - 6.6.1 Next Council Meeting: 2021-11-01 @ 17:30 on Microsoft Teams
- 6.7 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Monday, October 18<sup>th</sup>, 2021**  
**Minutes**

**Executives:** Kevin Adlparvar – President  
Anmol Anand – Chair, Downtown Campus  
Daniel Bradley – Chair, Aerospace Campus  
Bobby Davidson – Chair, School of Business + Media  
Amanzhan Duisek – Chair, School of Energy  
Tanya Fuchs – VP Student Experience  
Yasmin Gardy – VP Equity & Sustainability  
Ruby Hsu – VP Finance & Administration  
Nolan Nordwall – Chair, School of Computing & Academic Studies  
Garry Sidhu – Chair, School of Health Sciences

**Staff:** Crystal Man – Administrative Coordinator  
Yael Zachs – Executive Director

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

**Councillors:**

Mina Ariana	Gary Moon
Abood Barakat	David Nava
Abdur Bilal	Valentina Pagetto
Mia Bui	Sally Poon
Mike Chen	Bryan Roño
Sarah Choi	Jeremy Shepherd
Alyssa Ilich	Cailin Shires
Nic Johnson	Parker Sirijaratwong
Laurel Kinahan	Martin Van Laethem
Celine Loriot	Erik Zhao
Joshua Luu	

**Regrets:** Abhay Bakshi – VP External  
Shanise Reddekopp  
Felix Ruttan  
Anmol Sidhu

### **6.1 Meeting Called to Order**

The Chair, Kevin, calls the meeting to order at 17:33 (30 voting members, including Chair).

## 6.2 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Yasmin Gardy*

*Seconded by: Ruby Hsu*

**Unanimous**

**Carried**

## 6.3 Acceptance of the Minutes: 2021-10-04

**Motion:**

Be it resolved that the Council minutes from 2021-10-04 are accepted as distributed.

*Moved by: Sally Poon*

*Seconded by: Ruby Hsu*

**Unanimous**

**Carried**

## 6.4 Old Business

### 6.4.1 Executive Director's Report

- As submitted.
- Student Services are in full swing, and clubs and events remain online per BCIT mandate.

**Discussion:**

- Is the budget kept at pre-COVID levels to compare with previous years?
  - The budget was projected to be 80% of pre-COVID levels and revenue is currently at 75% of the current budget.
- Are there any updates on the timeline for in-person activities?
  - The only events BCIT is allowing on campus are academic events, such as exams. This is being continuously reviewed.
  - Some clubs have organized events at the Pub, as it is a place where vaccine cards are already checked but excludes anyone below the age of 19.
  - Events can also be held at Recreation Services, as vaccine cards are checked there as well.
- How much funding is needed to be able to break ground on the new student building?
  - There is no definitive answer right now. 20% of the total cost in cash is required to get a loan and the cost will depend on the size of the project.
  - Still need to determine what is feasible as an organization and confirm which aspects of the building to include or exclude based on the project plan, as well as the timeline.

- It has been a few years since the student building was approved and students have been paying fees towards it. Is the money accumulating towards the 20% threshold?
  - Yes, the student fees allocated to the student building from the past few years make up the fund we have currently.

#### **6.4.2 Executive Updates**

- As submitted.

#### **Discussion:**

- Is it possible for the cigarette recycling program to be brought to other campuses?
  - There are some receptacles around ATC, but Yasmin will have to follow up with BCIT to determine how the cigarette filters can be collected and recycled.
- Has there been an update to Executive objectives for the ATC Chair?
  - Looking at surveying ATC students to help determine potential improvements to student spaces.

*17:46 2 councillors entered.*

#### **6.4.2.1 Cigarette Recycling Program Update**

- The cigarette recycling program was started as an objective several years ago by the then-VP Equity and Sustainability.
- The project has been completed and there are now about 50 cigarette filter receptacles distributed across the Burnaby campus at high traffic locations.
- The discarded filters are shipped to a recycling facility in Ontario in collaboration with Terracycle, where they will be cleaned and recycled along with other forms of plastic and then repurposed.
  - One dollar will be received for each three-pound box of waste shipped, and the funds will be managed by Adam Dickinson, BCIT Manager, Transportation & Grounds, for continuity purposes.
  - These funds will be donated to a Canadian non-profit organization, and the Equity & Sustainability Committee will determine which non-profit the funds will go towards.
- The next steps will be to bring this program to the specialty campuses.
- Yasmin would also like to provide an update on her fall reading break advocacy objective due to interest from the previous meeting.
  - Potential survey questions are being reviewed by another Executive and Wellness and Advocacy staff to ensure that they are unbiased.
  - The first outcome would be to determine which students would benefit from a fall reading break, while the second outcome would be to determine whether students with accessibility needs would benefit in terms of mental health and academic outcomes.

- The next step would be to work with the Marketing department to promote this survey and determine a good time to send it out.
- Results would be presented to the board and Council. If the survey results indicate that students are interested in a fall reading break, Yasmin will start advocating for it with BCIT.
- Implementation may take several years, but the goal is systemic change at BCIT.

**Discussion:**

- How would a reading break would change the curriculum? Would it vary across programs?
  - It may be too early to consider this, but BCIT will be consulted and another survey may be conducted.
  - Even if only certain programs have a reading break, that would already be considered success as course loads vary across programs.
- How long would a reading break be?
  - The survey would not include questions about the length of a potential break, only whether students are interested.
- The Student Association is currently determining an organization-wide data collection and management process, but that is not in place yet. Combining multiple related surveys can help reduce survey fatigue and increase engagement as several surveys have already been sent out this year.
- Would the survey questions be available for review by Council?
  - They can be posted to the Council internal website.
- If Council can review questions, would there be enough time to discuss the questions at a later meeting?
  - Yes, they can be discussed as the survey is not planned to be released until around mid-December.

**6.4.3 Finance Committee Vacancy**

- There is space for another member for the Finance Committee, and Sarah Choi has expressed interest.

**Motion:**

Be it resolved that Sarah Choi be appointed to the Finance Committee for a term ending May 31, 2022.

*Moved by: Ruby Hsu*

*Seconded by: Anmol Anand*

**Unanimous**

**Carried**

## **6.5 Open Forum**

- There is a Council meeting scheduled for December 13, 2021. In the past, this meeting has been sometimes cancelled due to low attendance. A survey can be sent out to gauge whether this meeting should run.

### **Discussion:**

- This conversation may be more beneficial to have in a meeting or two, when Council learns more about what business could come up and if a Council meeting is necessary at that time.
  - Last year, quorum was not reached at the last Council meeting in December so it may not be a good use of time.
- The first volume of the "Adapting the UN Sustainable Development Goals to BCIT Student Needs" report has been completed. The Equity and Sustainability Committee last year participated in panel workshops with guest speakers to discuss 6 out of the 17 total Sustainable Development Goals, in order to determine needs and gaps for services within the BCIT community. This report is meant as a tool for future VPs Equity and Sustainability to help determine objectives as part of their responsibilities.
- There is interest for a hybrid meeting format for Council. The current issue is that the Council Chambers equipment has been proving difficult to use and voting may be a concern.

## **6.6 Reminders**

### **6.6.2 Next Council Meeting: 2021-11-01 @ 17:30 on Microsoft Teams**

## **6.7 Meeting Adjournment**

It was moved by Yasmin Gardy and seconded by David Nava that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 18:35.

## EXECUTIVE DIRECTOR REPORT

OCTOBER 18, 2021

### Student Services:

- [Tech Career Fair](#) is coming up on October 27<sup>th</sup>; it will be a virtual event.
- Workshops and one-on-one meetings can now be scheduled in-person and across campuses, and we continue to have virtual service options for those who choose to participate off-campus.
- We are now promoting the [Fall 2021 Entrepreneurship Contest](#) where students can enter to win \$1,000. The deadline to enter is **Friday November 12<sup>th</sup> at 12pm**. Please help spread the word.
- Peak Leadership kicks off this week with an event on October 12<sup>th</sup>. 120 students applied to the program with 78 accepted to participate this term.
- Career Services hosted a popular Professional Headshots event on September 29<sup>th</sup>. 181 students signed up for the Burnaby Headshots event and 155 attended – which is a record attendance number for this event. During the Winter term, Headshots will be scheduled at Burnaby, DTC and ATC.

### Food & Retail Operations:

- Habitat Pub:
  - Offering daily food specials - \$3.00 off popular items on Mondays to Wednesdays, to drive more business on slower days.
  - On Friday October 8<sup>th</sup>, sales hit a current high of \$5,200 which is heading closer to pre-COVID Friday sales.
- Pavilion:
  - Pizzas are now available at Pavilion. Over 20 pizzas are being sold per day.
  - Kitchen is now open at 6:30am (half an hour earlier).
  - October Promo: free coffee with purchase of hot breakfast; has seen an increase in breakfast sales.
- Total food and retail sales for September: \$257,756 – approximately 75% of budget, which aligns with the decrease of 25-35% of students.

### Finance:

- Currently working on 2020/21 Financial Audit
- New building investment fund currently sits at \$5.37 million.

# Objective Updates - October 18

Name	Position	#	Objective	Objective Update	Next Steps
Kevin Adlparvar	President	1	In partnership with BCIT, develop a systematized, regulated and sustainable set-rep election process by March 1st, 2022- ready to be implemented in the Fall of 2022.	Reached out to BCIT staff- VP Students, Registrar and Director of Enterprise Technology to set a meeting.	Ideally, attend meeting and develop plan towards proposing a feasibility study to council.
		2	Create a goal and objective tracking system within the Dynamics CRM for Executives to manage their work, and train them on its functionality by April 30th, 2022.	n/a	Continue conversation with BCIT business-systems team. Develop a programme primer.
Ruby Hsu	VP Finance & Administration	1	Continue to develop executives and councillors' financial literacy skills via Litmos (AGM)	Still revising on Litmos	keep working on it
		2	Increase students' usage in Health & Dental plan	Sent my marketing plan to marcom in summer, and marcom hasn't responded me yet	Contact marcom if there's any progress
		3	Continue to develop executives and councillors' financial literacy skills via Litmos (Budget Session in May)	n/a	will start working on it once AGM is over
Tanya Fuchs	VP Student Experience	1	Execute the Clubs for Community program		
		2	Advocate for an increase in mental health services provided at BCIT		
		3	Execute a year-end Clubs Forum		
Yasmin Gardy	VP Equity & Sustainability	1	Execute cigarette recycling program (inherited initiative)	Met with BCIT FCD Deprt. for a walk-through to where most effective locations for the promotion signs to be installed around the Burnaby campus. First sign installed on September 24th by NE1 / Pavilion building entrance.	Equity and Sustainability committee shall appoint a non-profit canadian organization to donate the \$1 per 3 lbs waste recycled. BCIT lunch&learn hosting a sustainability recycling initiatives this month to inform instructors and faculty members on programs and progress occurring, The Cigarette recycling program will be presented to the audience.
		2	Execute an Autumn term reading break survey	Survey questions were reviewed and discussed with Advocacy department.	Ticket was submitted to Marcomm, meeting will be scheduled during the month of October.
		3	Develop the SDG research document by May 4th, 2022	I met with BCIT Sustainability office to share about progress and further develop relationship on SDG topics and potential collaboration. I met with CICan for guidance on the SDG report due May 4th.	I'm in communication with the Director of Student Services for developing a SDG reporting structure for relevant SA departments, that will further assist for the yearly report, and for the SA ability to identify progress and accomplishment on SDGs
Abhay Bakshi		1	Develop a system to manage and keep track of ridership data in collaboration with Translink to aid our decision making on U-Pass matters by February 2022	No update	
		2	To solidify and seal the prospects of part-time students being able to gain access to U-Pass or not by May 2022	No update	
Bobby Davidson	Chair, School of Business + Media	1	Measure Part-Time Students Engagement	No updates.	Plan to request for volunteers to part-time student focus groups and distribute student surveys
		2	Expand Role & Responsibilities of Councillors & Set Representatives	No updates.	Develop training modules for Councillors and Set Reps and measure their "spectrum of engagement"
		3	Ensure Smooth Transition from Online to On-Campus & Hybrid Learning Models	No updates.	Keep up to date with PHO and BCIT policy while promoting communication via email and office hours to students
		1	Develop the procedure for booking labs and workshops for 2nd and 3rd year School of Energy students by the end of Fall term 2021		



Amanzhan Duisek	Chair, School of Energy	2	Organize a social networking event for the School of Energy students in the Great Hall or Habitat Pub by the end of Fall term 2021		
		3	Implement grocery delivery service for the BCIT Student Housing residents by the end of Fall term 2021		
Nolan Nordwall	Chair, School of Computing & Academic Studies	1	Increase the number of reports given to the Advocacy team by international and part time studies students by 20% by April 2022	I met with Danielle and Gurleen in Advocacy, and they're going to send me their combined numbers for reports last year	
		2	Standardize the Hackathon program by making it a yearly event in our budget by April 2022	No updates, waiting on our next Hackathon Meeting	
Garry Sidhu	Chair, School of Health Sciences	1	Advocate for paid/subsidized practicums in healthscience programs		
		2	Move forward with student refugee program sponsorship		
		3	Consult with Gallivan to review coverage for mandatory healthscience vaccines		
n/a	Chair, Schools of Transportation, Construction & Environment	1	n/a		
		2	n/a		
		3	n/a		
Anmol Anand	Chair, Downtown Campus	1	Advocate for the involvement of Library Services (Peer Tutoring, resources for ISEP students, etc) in the DTC Tech Collider	No updates.	Contact library folks and students at DTC to collect feedback on what services could be useful and relay it back to James Rout for further discussion
		2	Organize the second QDS Hacks in Summer 2022 and standardize the Hackathon event by making it a yearly event in our budget by April 2022	No updates.	Waiting on next Hackathon prep meeting
Daniel Bradley	Chair, Aerospace Campus	1	Rent or purchase the cafeteria space at the ATC so it can be run by the Student Association and provide a higher quality of food.		
		2	Organize a flag design contest for the ATC to utilize the fourth unused flag pole with the intent of increasing SA visibility on campus and increasing Student-to-SA engagement.		
		3	Increase continuity of leadership for the ATC Chair position by creating a guidebook for future Chairs and creating the expectation that it be updated as needed before the end of the Chairs term.		

## 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	Ruby Hsu		
Student Spaces	TBD		
Bylaw	Ruby Hsu		
Advocacy & Policy	Abhay Bakshi		
Clubs	Tanya Fuchs		
Board of Governors	Kevin Adlparvar		
Education Council	Tanya Fuchs		
Alumni Board	Abhay Bakshi		
Equity & Sustainability	Yasmin Gardy		