

Council Meeting Agenda  
Monday, November 1<sup>st</sup>, 2021  
5:30 PM – 7:30 PM  
Microsoft Teams (online)

- 7.1 Call to Order
- 7.2 Acceptance of the Agenda
- 7.3 Acceptance of the Minutes: 2021-10-18
- 7.4 Old Business
  - 7.4.1 Executive Director's Report - *Yael Z.*
  - 7.4.2 Executive Updates - *Executive team*
- 7.5 Open Forum
- 7.6 Reminders
  - 7.6.1 Next Council Meeting: 2021-11-15 @ 17:30 on Microsoft Teams
- 7.7 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Monday, November 1<sup>st</sup>, 2021**  
**Minutes**

**Executives:** Kevin Adlparvar – President  
 Anmol Anand – Chair, Downtown Campus  
 Abhay Bakshi – VP External  
 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  
 Liam Lauren – Chair, School of Transportation, Construction,  
 and the Environment  
 Nolan Nordwall – Chair, School of Computing & Academic Studies

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

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

<b>Councillors:</b>	Mina Ariana	David Nava
	Abood Barakat	Valentina Pagetto
	Abdur Bilal	Sally Poon
	Mia Bui	Shanise Reddekopp
	Mike Chen	Bryan Roño
	Sarah Choi	Felix Ruttan
	Alyssa Ilich	Jeremy Shepherd
	Nic Johnson	Cailin Shires
	Laurel Kinahan	Anmol Sidhu
	Celine Loriot	Parker Sirijaratwong
	Joshua Luu	Martin Van Laethem
	Gary Moon	Erik Zhao

<b>Regrets:</b>	Ruby Hsu – VP Finance & Administration	Garry Sidhu – Chair, School of Health Sciences
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**7.1 Meeting Called to Order**

The Chair, Kevin, calls the meeting to order at 17:31 (35 voting members, including Chair).

## 7.2 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Daniel Bradley*

*Seconded by: Yasmin Gardy*

**Unanimous**

**Carried**

## 7.3 Acceptance of the Minutes: 2021-10-18

**Motion:**

Be it resolved that the Council minutes from 2021-10-18 are accepted as distributed.

*Moved by: Tanya Fuchs*

*Seconded by: Abhay Bakshi*

**Unanimous**

**Carried**

## 7.4 Old Business

### 7.4.1 Executive Director's Report

- As submitted.

**Discussion:**

- The Student Refugee Program is a great example of a legacy project, happy to hear that it is moving along.
- Will a referendum be held to cover the costs to the Student Association for the Student Refugee Program?
  - BCIT will cover the full cost of tuition and housing for the first year and half of those costs in the second year, while the Student Association will cover living expenses such as food.
  - A budget was created a few years ago and we are currently seeking counsel from other student associations about any new or unexpected expenses to have a better idea of the funding required.
  - One way to raise the funds is to introduce a student levy which would go to referendum. We can also reach out to funders to cover expenses.
- What criteria will there be to approve the refugee student?
  - World University Service of Canada has criteria for eligibility, such as age. They will pre-select three students who may be a good fit for BCIT, and then the local committee will select a top candidate that they believe will be the best fit based on their interests, programs, etc.
  - World University Service of Canada ultimately makes the final decision.

#### **7.4.2 Executive Updates**

- As submitted.

#### **Discussion:**

- Is there any progress towards the objective of improving student access to mental health support such as BCIT Counselling Services?
  - Based on the feedback from the survey conducted last year, Counselling Services introduced availability in evenings starting this term. Counselling Services staff are still analyzing the data as of October but wait time has reduced significantly as of September.
  - VP Student Experience will follow up to get more data throughout the year and look into the availability of hybrid counselling sessions.
- The Between Nations multicultural campaign will be occurring in the next few weeks via BCITSA social media. Please encourage your peers to participate and submit words and recipes from different cultures.
- Executives are happy to connect Councillors with BCIT faculty if there are any questions or initiatives Councillors are interested in. Executives can be reached over email or Teams.

#### **7.5 Open Forum**

- Microcredentials were introduced last year and are offered for free during the pilot phase. They are currently full but are a great opportunity for learning.
- Council members who are or were Set Reps are encouraged to contact the President to share their experiences, to better understand what the program looks like across programs and Schools and what the election process was. Insights may be shared in a presentation to BCIT, though specifics will not be disclosed.
- As restrictions for room capacity were lifted, are we considering moving to in-person Council meetings?
  - An update will be provided for the next meeting.

#### **7.6 Reminders**

**7.6.2 Next Council Meeting: 2021-11-15 @ 17:30 on Microsoft Teams**

#### **7.7 Meeting Adjournment**

It was moved by Nolan Nordwall and seconded by Daniel Bradley that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 18:07.

**EXECUTIVE DIRECTOR REPORT  
NOVEMBER 1, 2021**

**Student Refugee Program:** This week, the first meeting of the Student Refugee Program Committee took place. This is a collaboration between BCIT and the Student Association to host one refugee student in the 2022/2023 school year, with additional students sponsored in future years. The committee is currently working on completing the Intention to Sponsor letter which is due at the beginning of November.

**Student Services:**

**Student Development:** Lisa Popplewell joined the Student Services department on October 12<sup>th</sup> as the Student Development Coordinator. Lisa will be working with students in the Peak Leadership Program, the mentorship program, as well as coordinating the IxL conference during the Winter Term. Lisa completed the Integrated Science BSc at UBC and has a strong passion for student success and services.

**Specialty Campuses:** We are working to take in-person services back to BCIT specialty campuses. Students can access Career Workshops at DTC and ATC, as well as in-person one-on-one support from a career specialist at all campuses. In addition, Entrepreneurship Services will be facilitating the 'Start Up Foundations' workshop at DTC in November and December. Plans for next term include taking Zen Lounge and Headshots to specialty campuses. Virtual services continue to be available.

**Tech Career Fair:**

**Employers:** Absolute Software, Harvest Builders, Technical Safety BC, BCAA, Helm Operations, Teck Resources, Communications Security Establishment, ICBC, Trimble Transportation Enterprise, Ensemble Systems, and Save-On Foods

**Prep Activities:** Prior to the fair, prep workshops and activities were offered to students including a prep workshop, a self-paced online prep course, and drop-in sessions.

Employers	Group Chat Click Count	Completed Chats	Student Views	Registered Students
11	205	226	295	194

**Food & Retail Operations:**

**Geared Up:** October net sales to date are close to \$25,000; the budget for October is \$36,000.

**Stand Central:** As of Monday the 25<sup>th</sup>, made \$21,000 in net sales (16 business days); there are four days left. The store budget is \$44,000 for October. We have adjusted the store hours to 7:00am – 6:00pm on Monday – Thursday and reduced some labor-related expenses for the store to mitigate lower numbers of customers than anticipated. We have introduced personal pizzas, soup, and working on the detailed plan to bring staff-served (not self-serve) hot dogs, to increase traffic in this store. In October, as of Monday, we sold 23 pizzas and 214 sandwiches, which represent \$2,000 in revenues.

**Stand South:** As of Monday the 25<sup>th</sup>, made \$41,000 in net sales (16 regular business days, plus four Saturdays); there are four days left. The store budget is \$64,000 for October. We are now open 7:00am

– 8:30pm Monday – Thursday, and until 5:00pm on Friday. We continue being open 8:30am – 2:30pm on Saturdays. Last Saturday was the busiest so far: the store served almost 100 customers and made \$550 in net revenues.

**Pavilion:** As of Monday the 25<sup>th</sup>, made \$84,500 in net sales (16 business days); there are four days left. The store budget is \$152,000 for October. We continue to be open 6:30am – 8:30pm Monday – Thursday, and until 4:00pm on Friday. Revenues earned after 4pm represent 12% of the total revenues.

**Habitat:** We plan to extend our hours to stay open until 8pm on Thursdays and Fridays starting November 12<sup>th</sup>. Sales increasing but still short of budget by \$6000.00 for the month of October. We still have a few good business days left and also a student event this Saturday with 90 people attending. We are now working on a few changes to the pub menu for the return to school in January, and the updated menu will be submitted to marketing within the next 2 weeks.

### **Administration:**

#### **Marketing & Communications:**

- Planning for this year's Hackathon has begun.
- The second SA [promotional video](#) is now complete.
- We are sad to announce that Trina Prince, Event Manager, will be leaving the SA in December. Trina has accepted an exciting new position that aligns well with their career goals. We are sad to see Trina go, as they have been an exceptional member of our team and will be sadly missed, but we are equally excited for them and wish them the best of luck in this new role.

#### **Finance:**

- The team continues to work on the audit in preparation for the AGM which is scheduled for November 29<sup>th</sup>.

#### **HR:**

- Health & Safety procedures are being finalized, to be ready for end of November.
- Working on a proposal to BCIT for a BCP project for March with a focus on employee recognition.

# Objective Updates - November 1

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.	Pending meeting date with Registrar and Director of Enterprise System Technology. Spoke further with VP Students, and introduced the idea to AVP's of Ed Support and Innovation, and Implementation and Integration. Received positive feedback from both parties.	Continue to socialize the idea within BCIT management team. Most interested in agreeing to terms with the institute before moving forward on system design.
		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	Develop a programme primer.
Ruby Hsu	VP Finance & Administration	1	Continue to develop executives and councillors' financial literacy skills via Litmos (AGM and Budgeting Session)	Still Working on it	
		2	Increase students' usage in Health & Dental plan	Passed onto my work to Kelsey, the health and dental coordinator to do so	No action required & Don't forget to pick up health and dental brochures in execs office! :)
Tanya Fuchs	VP Student Experience	1	Execute the Clubs for Community program	Brought the idea to the Clubs Committee for revision	Update the CFC package and incorporate feedback from Clubs Committee members
		2	Advocate for an increase in mental health services provided at BCIT	Meet with student services manager to discuss mental health updates at BCIT.	
		3	Execute a year-end Clubs Forum	n/a	
Yasmin Gardy	VP Equity & Sustainability	1	Cigarette recycling program	Completed	Eq&Sus appointing canadian non-profit that will receive the one dollar fund.
		2	between nation - Multicultural campaign	Timeline established with Event manager, Marcomm and LINK magazine	Campaign begins in month November
Abhay Bakshi	VP External	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	Had a meeting with vp external from 3 institutes to get their input on how they're managing the ridership data of their students. Discussed various ways on how the process can be standardized. Fellow institutions seemed interested in incorporating this idea	Get in touch with translink
		2	To solidify and seal the prospects of part-time students being able to gain access to U-Pass or not by May 2022	N/A	Schedule a meeting with the UPASS representative at BCIT
Bobby Davidson	Chair, School of Business + Media	1	Measure Part-Time Students Engagement	Received word from School of Business + Media PTS coordinators and part-time program heads on their thoughts or support to this objective.	Requesting or awaiting responses from PTS instructors to arrange to select volunteers for "Part-time Set Rep Committee".
		2	Expand Role & Responsibilities of Councillors & Set Representatives	Created layout of video modules tailored to SoB+M Councillors & Set Reps of this school year, outlining responsibilities to our organization, the School, and BCIT.	Will be creating modules over the month of November, modules to be distributed and objective to be completed in December.
		3	Ensure Smooth Transition from Online to On-Campus & Hybrid Learning Models	Reached out to registered SoB+M Set Reps to commence first round of our constituency's Set Rep Committee - will be requesting for feedback on sets experiences with in-person/hybrid studies.	Keep up to date with PHO and BCIT policy, and continue coordinating with SoB+M Councillors on efforts to spread awareness to School's students.
Amanzhan Duisek	Chair, School of Energy	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	First set rep meeting was conducted and valuable input was gathered.	Check with Councillors on the effectiveness of current solution with additional lab hours in 2 programs
		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	After attending BCITMA Halloween event, it is now considered to run the social networking event outside BCIT campus due to flexibility and other factors. The budget has to be revised	Revise budget, check availability and set a date for the event
		3	Implement grocery delivery service for the BCIT Student Housing residents by the end of Fall term 2021	The intro email was sent to BCIT Student Housing encouraging collaboration and support. The survey was developed. The several transportation companies have been contacted and break down of price has been received	Receive cheque for providing a deposit to transportation company, choose service provider, run a survey, randomly pick prize winners
	Chair, School of	1	Increase the number of reports given to the Advocacy team by international and part time studies students by 20% by April 2022	I've received the numbers for the previous year from Danielle. They were a little short because of covid. I'm trying to arrange a meeting with the dean of construction so that I can start giving presentations to students in the trades who don't know about our Advocacy program.	



Nolan Nordwall	Computing & Academic Studies	2	Standardize the Hackathon program by making it a yearly event in our budget by April 2022	I've taken on the role of event lead for the 2022 hackathon. I'm currently looking to solidify the date and find a group of sponsors for next year. Anmol had the great idea of hosting it in the DTC tech collider, so I think that will turn out really well as a way to promote the new program.	
Garry Sidhu	Chair, School of Health Sciences	1	Advocate for paid/subsidized practicums in healthscience programs	Ambitious attempt at trying to bring awareness to the unpaid clinical blocks for healthscience students	Determine possible contacts at BCIT (not SA) / Look into previous history for paid clinicals (at BCIT or any Canadian institution).
		2	Move forward with student refugee program sponsorship	No updates	Determine costs/ feasibility for 1st sponsor
		3	Consult with Gallivan to review coverage for mandatory health science vaccines	Benefit to select few (health sci students) at expense of majority (all students)	Reconsider resources available
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	Had an initial planning meeting to discuss possibility of hackathon. We discussed ideas and began work on setting a critical path for the event as well as talking about lessons from the last hackathon. Potentially holding it in the DTC Tech Collider.	Contact James Rout about holding the hackathon in the Tech Collider. Contact other potential sponsors for the project (BCIT as well as external folks)
Daniel Bradley	Chair, Aerospace Campus	1	Create student spaces at the ATC & improve those that already exist.	A shift from focusing purely on the food space at the Aerospace campus to focusing on other areas that may be improved in congress with the cafeteria space.	Survey students at the ATC about desired changes and determine feasibility and desirability of certain possible changes or improvements.
		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.	No updates	Contact individuals at BCIT and within the SA relevant to creation of a flag design contest.
		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.	No updates	Continue writing.

## 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	will work on agm & financial literacy course with my committee	
Student Spaces	Yael Zachs	Committee held first meeting on October 20, 2021.	
Bylaw	Ruby Hsu	worked on amending the bylaws today & 1st meeting happened at the same time	
Advocacy & Policy	Abhay Bakshi		
Clubs	Tanya Fuchs	Committee had our first meeting on October. 27th. Discussed the Clubs for Community initiative for 2021-2022.	
Board of Governors	Kevin Adlparvar		
Education Council	Tanya Fuchs		
Alumni Board	Abhay Bakshi		
Equity & Sustainability	Yasmin Gardy	Committee introduction meeting	