

Council Meeting Agenda  
Monday, November 15<sup>th</sup>, 2021  
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: 2021-11-01
- 8.4 Old Business
  - 8.4.1 Executive Director's Report - *Yael Z.*
  - 8.4.2 Executive Updates - *Executive team*
    - 8.4.2.1 Fall Reading Break - *Yasmin G.*
  - 8.4.3 Equity and Sustainability Committee Updates - *Mia B., Cailin S.*
- 8.5 New Business
  - 8.5.1 Annual General Meeting Agenda Items - *Ruby H.*
  - 8.5.2 Student Refugee Program Proposal - *Yael Z.*
- 8.6 Open Forum
- 8.7 Reminders
  - 8.7.1 Annual General Meeting: 2021-11-29 @ 17:30 on Zoom
  - 8.7.2 Next Council Meeting: 2021-11-29 @ 19:30 on Microsoft Teams
- 8.8 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Monday, November 15<sup>th</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  
Ruby Hsu – VP Finance & Administration  
Liam Lauren – Chair, School of Transportation, Construction, and the Environment  
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    | David Nava           |
| Abood Barakat  | Valentina Pagetto    |
| Abdur Bilal    | Sally Poon           |
| Mia Bui        | Shanise Reddekopp    |
| Mike Chen      | Felix Ruttan         |
| Sarah Choi     | Jeremy Shepherd      |
| Alyssa Ilich   | Anmol Sidhu          |
| Laurel Kinahan | Martin Van Laethem   |
| Nic Johnson    | Parker Sirijaratwong |
| Celine Loriot  | Erik Zhao            |
| Joshua Luu     |                      |
| Gary Moon      |                      |
- Regrets:** Cailin Shires

### 8.1 Meeting Called to Order

The Chair, Kevin, calls the meeting to order at 17:30 (35 voting members, including Chair).

### 8.2 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Nolan Nordwall*

*Seconded by: Sally Poon*

**Unanimous**

**Carried**

### 8.3 Acceptance of the Minutes: 2021-11-01

**Motion:**

Be it resolved that the Council minutes from 2021-11-01 are accepted as distributed.

*Moved by: Nolan Nordwall*

*Seconded by: Abhay Bakshi*

**Unanimous**

**Carried**

### 8.4 Old Business

#### 8.4.1 Executive Director's Report

- As submitted.
- Geared Up had \$31,000 in net sales. This is \$5,000 under budget, which is good considering the decrease in student presence. Pavilion and the Stand stores are also under budget.

**Discussion:**

- Where is the student refugee program intent to sponsor letter sent?
  - The organization that manages that program is called World University Service of Canada (WUSC) and they have an application online.
- How is it being determined that students continue to want hybrid services? How many students are engaging with the SA on a monthly basis?
  - This is being determined through conversations with students and how students are engaging with our services, such as one-to-one meetings and workshops.
  - Some events can only be held online, so we do not have an alternate option available.
  - Tech Career Fair was also online last year and this year, and we did see a decrease in engagement from last year. This is likely attributed to online fatigue and students being on campus and having to find a quiet place to attend.
  - More data can be requested from Student Services staff.

- How was the Entrepreneurship workshop permitted to be in person?
  - There was a small number of students attending. Anything over 50 people constitutes an event where vaccine cards would have to be checked.
  - The current order from BCIT is that social events, such as club events, are not allowed unless it is located somewhere that vaccine cards can be checked.
  - Academic events like classes and workshops are permitted to be in-person, but still cannot exceed 50 people.
- As the budget was set to be at COVID-19 levels, where are we compared to pre-COVID?
  - The budget was set to 80% of pre-COVID times, and we are actually seeing 80% of the current budget, which can be attributed to lower enrolment compared to previous years.
  - Some operations have higher revenue than others.
- Has an advertisement campaign on-campus for our operations been considered?
  - The Executive Director will bring this up with the marketing team.
  - The general sense across all of our services is that most students just see the Student Association as part of BCIT.
  - We can all help create awareness of what the Association does and how supporting our operations helps students.
- Is it correct that the mandate for all post-secondary institutions was to return to in-person learning?
  - Instructors seem to have flexibility in how classes actually run, with certain programs having classes online.
  - There are some pilot programs being run with some sets being online and others being in-person.
  - The Executive Director can look into how exceptions are made with classes being online.
  - In one case, instructor had personal safety concerns and asked their class whether they are fine with continuing with online learning.
- Would it be helpful to create an informational email about the services available to students?
  - Staff can determine the logistics of creating an infographic outlining all services available.
  - The marketing department created informational videos that may be easier for students to process rather than a long email.
  - Council can help share the videos and other information about the Student Association on social media.

#### **8.4.2 Executive Updates**

- As submitted.

- Tanya: Met with Michael Mandrusiak, Associate Director, Student Access and Well-being from BCIT Counselling Services and discussed improving accessibility for counselling services. There are now in-person counselling services available after an initial online consultation if students have a strong preference or need for in-person counselling.
- Kevin: Received a request for a meeting with the BCIT Registrar regarding the objective of standardizing Set Rep elections.

#### **8.4.2.1 Fall Reading Break**

- Survey questions have been posted to the Council SharePoint page and feedback is welcome.
- UBC announced that they have implemented a fall reading break to support student well-being, in response to student demand. Capilano University and University of Victoria also have a fall reading break.

#### **8.4.3 Equity and Sustainability Committee Updates**

- Across the Nations is a campaign to increase awareness of the diversity in heritage in the BCIT student population, in collaboration with Link Magazine. Council is encouraged to participate and share information about the campaign with their peers.
- The committee will be selecting two to three sustainable development goals from the UN and starting initiatives based on these goals. Workshops will also be held regarding these goals and are open to all students.
- Proceeds received from recycling cigarette filters will be donated to a non-profit organization, which will be selected at the next committee meeting.

### **8.5 New Business**

#### **8.5.1 Annual General Meeting Agenda Items**

**Motion:**

Be it resolved that the following items be included on the Agenda for the Annual General Meeting held on 2021-11-29: Call to Order, Acceptance of the Agenda, Report on Audited Financial Statements, Auditor Appointment for 2021/2022, President's Report, Proposed Bylaw Changes, Meeting Adjournment

*Moved by: Ruby Hsu*

*Seconded by: Yasmin Gardy*

**Discussion:**

- How long will Council have to review the meeting materials for the Annual General Meeting?

- Likely about a week.
- Bylaw changes may have to be amended before the auditor appointment as there is a bylaw that prevents the current auditors from being re-appointed for another year.
  - The order can be changed for the final agenda.

**Motion:**

Be it resolved that the following items be included on the Agenda for the Annual General Meeting held on 2021-11-29: Call to Order, Acceptance of the Agenda, Report on Audited Financial Statements, Auditor Appointment for 2021/2022, President's Report, Proposed Bylaw Changes, Meeting Adjournment

*Moved by: Ruby Hsu*

*Seconded by: Yasmin Gardy*

**35/0/0**

**Carried**

**8.5.2 Student Refugee Program Update**

- The budget has been completed for the Student Refugee Program. The Student Association would be covering living expenses in full for the first year and half for the second year, with supports available to help the student become self-sufficient.
- For the first year of hosting a student refugee, there will be a cost of about \$20,000 to the Student Association, while the second year would be approximately \$30,000 and \$30,000 will continue to be the annual expense moving forward.
- All schools sponsoring student refugees cover expenses using a student levy. The approximate added cost to each student would be approximately 75 cents per year.
- WUSC has verbally committed to providing \$12,500 towards the SA expenses in the first year, and other SA funding could cover the first year to demonstrate the value of the program before going to referendum.

**Discussion:**

- Would this program be specifically for two-year programs?
  - Student refugees would likely be coming for two-year programs, but they may choose to stay for a four-year program.
  - Students would be coming in as permanent residents, so they would have access to bursaries or scholarships available to Canadian citizens and permanent residents after funding through the program stops.
- What would occur with the first refugee student if the referendum fails and there is no funding for their second year? Would there be a plan in place to protect that student?
  - BCIT and the Student Association would only proceed with sponsoring the student refugee if there were sufficient funds to cover both years.
- What is the reasoning for how certain funding can be allocated towards projects such as these without going to referendum?

- There are certain unrestricted funds. The Student Association has a slight surplus in our deferred revenue that is not part of our budget for the current year.
- A motion would have to be passed at Council to use those funds.
- A referendum is the only way to create a sustainable program by building a funding source. The Association can also try to solicit donations, but that is difficult to do continuously.

## **8.6 Open Forum**

- Will Council meetings be held virtually for the rest of the semester?
  - Some Council members are concerned about in-person meetings and Council Chambers equipment has been difficult to use for hybrid meetings.
- Some programs are having exams administered through the Learning Hub. How do students feel about the differences between online and in-person exams?
  - Some programs have always had quizzes and exams on the Learning Hub. BCIT was looking into different methods of proctoring exams online.
  - A program that was in-person moved to having online exams that do not consider part marks. Councillor is in contact with their program about this.
  - Some instructors are choosing to have exams online and in-person in different sections of the same class; students feel that it is unfair to be evaluated differently.
  - In one program, classes have returned to being in-person and so have exams.
  - In January, a policy on student evaluation may be available for review by the BCIT community.
  - Some students prefer and have requested that exams remain online, as they find that it is less stressful.
    - A great option would be to have exams remain online and standardize the online testing environment to allow for part marks to be awarded.
  - Recommend that students work together to civilly present their concerns to faculty.
- Please register for the Annual General Meeting and attend as quorum is required.
- Focus groups will be held about the student building during the first Council meeting of the new year so that a more feasible plan can be created.

## **8.7 Reminders**

**8.7.1 Annual General Meeting: 2021-11-29 @ 17:30 on Zoom**

**8.7.2 Next Council Meeting: 2021-11-29 @ 19:30 on Microsoft Teams**

## **8.8 Meeting Adjournment**

It was moved by Nolan Nordwall and seconded by Yasmin Gardy that the meeting be adjourned.

**Unanimous**            **Carried**

The meeting was adjourned at 19:01.



## EXECUTIVE DIRECTOR REPORT NOVEMBER 15, 2021

**Student Refugee Program:** The Committee has submitted the Intent to Sponsor letter. The SA cost to sponsor the student for the first year will be approximately \$21,000. BCIT will assume all costs related to tuition, fees, and housing, while BCITSA will support with settlement and living expenses.

### **Student Services:**

BCITSA Student Services began offering students hybrid services in October, giving students the option of accessing services either online or in person. A look at our October stats tell us that there is a 50/50 split amongst students when it comes to how they want to access services. Students continue to want the flexibility that this model offers and as such we will continue to offer hybrid services and will assess stats as the term progresses.

### **Entrepreneurship Services**

Entrepreneurship Services hosted their first Ask an Expert event this term on the topic of *Social Enterprise and Social Procurement*. The team was very excited to host David LePage, an expert on social entrepreneurship, founder of Buy Social Canada and author of [Marketplace Revolution – from Concentrated Wealth to Community Capital](#).

This was also the department's first hybrid event. 20 students attended in person and 2 attended virtually. The session was presented in collaboration with BCIT's Sustainable Leadership program.

### **HR Updates**

The Wellness & Advocacy team has a new Wellness Advocate, Gillian Goulding. Gillian has a strong background in social work and comes to us with experience working with youth and immigrants. Dulari Bawa, the Administrator for the SA Centre, will be leaving the Student Association on November 19<sup>th</sup>. Edward Yuan, Student Program Assistant, will continue working with us in a temporary role as Administrative Assistant until January 31.

### **Food & Retail Operations:**

**Habitat:** As of Friday November 12<sup>th</sup>, the Pub is open every Thursday and Friday until 8pm. October sales were \$2,500 under budget with 40% of sales coming in on Fridays. A Monday promotion is now being offered to draw in more customers on slower days (anyone who spends \$15 or more on a Monday will be entered into a draw for gifts).

### **Administration:**

**Marketing & Communications:** Currently working on Hackathon, January Kickstart and January Clubs Day.

# Objective Updates - November 15

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.	Recieved response from Registrar's office to book meeting.	Schedule meeting.
		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 program primer.
Ruby Hsu	VP Finance & Administration	1	Continue to develop executives and councillors' financial literacy skills via Litmos (AGM and Budgeting Session)	Will finish it before AGM	keep working on it
		2	Increase students' usage in Health & Dental plan	haven't started it yet	doing it in 2022
Tanya Fuchs	VP Student Experience	1	Execute the Clubs for Community program	Working on revising the program from last year. Taking into consideration feedback from the clubs committee and the current pandemic status and safety measures.	Present revised program to the Clubs Committee
		2	Advocate for an increase in mental health services provided at BCIT	Meeting with BCIT's Associate Director, Student Access and Well-being to discuss access to counselling services and updates from the extended hours pilot.	
		3	Execute a year-end Clubs Forum	n/a	
Yasmin Gardy	VP Equity & Sustainability	1	Cigarette recycling program		
		2	between nation - Multicultural campaign		
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		
		2	To solidify and seal the prospects of part-time students being able to gain access to U-Pass or not by May 2022		
Bobby Davidson	Chair, School of Business + Media	1	Measure Part-Time Students Engagement	No updates.	Continue contact with School's part-time faculty, to ensure a minimum of establishing a focus group and conducting meetings in order to recieve PTS input.
		2	Expand Role & Responsibilities of Councillors & Set Representatives	No update from previously mentioned update. Focused on constituency's Set Rep Committee.	Continue to progress in creation of module videos to help guide Councillors & Set Reps, to be released December.
		3	Ensure Smooth Transition from Online to On-Campus & Hybrid Learning Models	No update from previously mentioned update. As this objective is relative to fiduciary duties, will discontinue and replace this objective from the start of the Winter semester.	Will consult Councillors & Set Reps on a replacement objective that serves the majority's interests. All students of our constituency are welcome to send me email inquiries concerning this objective.
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		
		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	No update, waiting for the next meeting.	
		2	Standardize the Hackathon program by making it a yearly event in our budget by April 2022	Anmol and I have secured the tech colider as the location for the hackathon, and nailed down the date for the event. It will be taking place the first weekend of June, 2022	
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 health science vaccines		
Liam Lauren	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	Met up with Jeff Verbeem (library liason for SoB+M & SoCAS) and Douglas Buchanan (learning commons). Jeff is part of regular Tech Collider discussions and will relay suggestions back to the teams.	Check in and ask for updates
		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 another planning meeting. Will be using the Great Hall as a backup in case the Tech Collider construction doesn't work out in time. Decided to hold the hackathon on the first weekend in June. Currently in conversation with a few potential sponsors for the event.	Finish up a sponsorship package, hold meetings with our sponsors to figure out what they're looking for and what we can offer. We also have meetings scheduled with BCIT to talk about support from them.
Daniel Bradley	Chair, Aerospace Campus	1	Create student spaces at the ATC & improve those that already exist.		
		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.		
<b>Student Leader Reports</b>					
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	preparing for agm	n/a
Student Spaces	Liam Lauren		
Bylaw	Ruby Hsu	updating bylaws	n/a
Advocacy & Policy	Abhay Bakshi		
Clubs	Tanya Fuchs		
Board of Governors	Kevin Adlparvar		
Education Council	Tanya Fuchs		
Alumni Board	Abhay Bakshi		
Equity & Sustainability	Yasmin Gardy		

**Annual General Meeting Agenda**

*Monday, November 29, 2021 5:30 pm – 7:30 pm*

- 1.0 Call to Order
- 2.0 Acceptance of the Agenda
- 3.0 Report on Audited Financial Statements
- 4.0 Auditor Appointment for 2021/2022
- 5.0 President's Report
- 6.0 Proposed Bylaw Changes