

Council Meeting Agenda  
Monday, January 10<sup>th</sup>, 2022  
5:30 PM – 7:30 PM  
Microsoft Teams (online)

10.1 Call to Order

10.2 Acceptance of the Agenda

10.3 Selection Committee for Elections

- *Kevin A.*

10.4 Acceptance of the Minutes:

10.4.1 Annual General Meeting: 2021-11-29

10.4.2 Council Meeting: 2021-11-29

10.5 Old Business

10.5.1 Executive Director's Report

- *Yael Z.*

10.5.2 Executive Updates

- *Executive team*

10.5.2.1 Objective Reports

- *Bobby D.*

10.6 New Business

10.6.1 Black Shirt Day

- *Yasmin G.*

10.7 Open Forum

10.8 Reminders

10.8.1 Next Council Meeting: 2022-01-24 @ 17:30 on Microsoft Teams

10.9 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Monday, January 10<sup>th</sup>, 2022**  
**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  
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  
Stewart McGillivray – Government Relations Strategist  
Yael Zachs – Executive Director
- Satellite Councillor:** Ashley Obeck – Marine Campus
- Councillors:**
- |                |                      |
|----------------|----------------------|
| Mina Ariana    | Gary Moon            |
| Mia Bui        | Anastasiia Naboka    |
| Mike Chen      | Valentina Pagetto    |
| Sarah Choi     | Sally Poon           |
| Alyssa Ilich   | Shanise Reddekopp    |
| Nic Johnson    | Cailin Shires        |
| Laurel Kinahan | Anmol Sidhu          |
| Desmand King   | Parker Sirijaratwong |
| Celine Loriot  | Martin Van Laethem   |
| Joshua Luu     | Erik Zhao            |
- Regrets:** Abhay Bakshi – VP External  
Abood Barakat  
Abdur Bilal
- |                 |
|-----------------|
| David Nava      |
| Felix Ruttan    |
| Jeremy Shepherd |

### 10.1 Meeting Called to Order

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

### 10.2 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Cailin Shires*

*Seconded by: Nolan Nordwall*

**Unanimous**

**Carried**

### 10.3 Selection Committee for Elections

- See attached.
- A Councillor volunteers.

**Motion:**

Be it resolved that Alyssa Ilich be appointed to the Selection Committee for the term ending May 31st, 2022.

*Moved by: Kevin Adlparvar*

*Seconded by: Nolan Nordwall*

**24/0/8**

**Carried**

### 10.4 Acceptance of the Minutes

#### 10.4.1 Annual General Meeting: 2021-11-29

**Motion:**

Be it resolved that the Annual General Meeting minutes from 2021-11-29 are accepted as distributed.

*Moved by: Nolan Nordwall*

*Seconded by: Liam Lauren*

**Unanimous**

**Carried**

#### 10.4.2 Council Meeting: 2021-11-29

**Motion:**

Be it resolved that the Council minutes from 2021-11-29 are accepted as distributed.

*Moved by: Nolan Nordwall*

*Seconded by: Sally Poon*

**Unanimous**

**Carried**

## 10.5 Old Business

### 10.5.1 Executive Director's Report

- As submitted.

#### Discussion:

- How are staff feeling right now?
  - A COVID-19 survey was sent out last year. At that point, staff were feeling positive about the accommodations, but that is different now.
  - Safety measures were implemented to allow staff to work remotely and create more distance, and better personal protective equipment was provided for staff who cannot distance.
- Has there been further discussion on the student petition to move classes online?
  - The Executive Director spoke with senior leadership at BCIT, and their plan is to continue classes in person.
  - Some instructors have informed their classes that they will be continuing to deliver classes online, but instructors were asked to create a plan to phase back to in-person learning.
  - The President wrote an open letter to BCIT regarding student concerns that he and the Executive team have been receiving. This letter was written in consideration of the wide range of student perspectives on the return to in-person learning.
    - BCIT leadership responded saying that they are following the provincial mandate and there is nothing else to be done.
- This petition has picked up traction with local news. Is there another conversation that can be had with BCIT?
  - The President was interviewed and can provide his interview responses to Council.
  - BCIT does not seem keen to do more than what the provincial health guidelines require.
- One member of Council had their program moved online after the petition was publicized.
- Many students have raised the concern that their mental health was affected by the classes being online, and that it is safe to return to in-person learning due to the high vaccination rate.
  - The Student Association will continue to push to be part of the conversation regarding this topic.
- Certain programs have moved online. A potential solution for students who are concerned about in-person learning is to petition program heads individually.

- It is important for all students to be heard, as there are certain programs that require in-person learning to successfully complete their programs.
- What is the food hamper program?
  - It is a program to support students who are facing food insecurity in partnership with the Food Bank of Greater Vancouver.

### **10.5.2 Executive Updates**

- As submitted.

## **10.6 New Business**

### **10.6.1 Black Shirt Day**

- Yasmin Gardy shares information about the significance of Black Shirt Day on January 14. Students are invited to wear a black shirt to show their support and there will be activities around campus.

## **10.7 Open Forum**

- The Chair of the School of Business supports the open letter, as many students from the school are in favour of online learning. A survey was sent out to gauge student opinions on this topic, which has over 300 responses thus far.
- How much department discretion is there for learning delivery format? Guidelines seem to be interpreted differently at BCIT compared to other post-secondary institutions.
  - The program heads do not have much discretion officially to deviate from the mandate letter from the Provincial Health Office.
  - BCIT is choosing to follow the guidance from the Provincial Health Office, and other post-secondary institutions are making decisions that go against that guidance.
- BCIT Library has reduced hours without adequate communication and banned food and drink.
  - The Executive Director will reach out to the library staff to learn more.
- Food services at BCIT are limited.
  - The Student Association is working hard to keep our food operations on the Burnaby campus open, so please support those locations.
- If BCIT is defaulting to what the Provincial Health Office has recommended, can the conversation be taken to Dr. Henry instead?
  - It is possible to try, but recommendations will exist and BCIT will likely default to them.

- The Faculty and Staff Association are planning to write to the PHO and other lobbying groups are doing so as well.
- Please reach out to the President with any other thoughts.
- If students have to miss classes due to illness, it is extremely difficult to catch up.
- Are there any concrete steps that students can take to open up a conversation?
  - Students can consider writing to their MLAs, elected students on the Education Council and Board of Governors, and of course communicating with the Student Association Executive board and staff.
  - Students can also reach out to Lisa Collins, BCIT VP Students, and associate deans.
- There are students who do not have the ideal working conditions to learn online from home. There are schools that offer both in-person and online learning at the same time.
- The student responses collected from the School of Business survey are very impactful.
- Is it possible to look into our annual spending on the health and dental plan compared to collective student savings?
  - The Executive Director can reach out to the Director of Finance and Gallivan on plan usage.
- Council has the capacity to assign matters to the Advocacy and Policy committee, so they can be tasked with proposing a stance on COVID-19.
  - Notice is required to assign the committee to put together a recommendation.

**Motion:**

Be it resolved that Council assign the Advocacy and Policy Committee to prepare a recommendation for an external position on the COVID-19 situation.

*Moved by: Nic Johnson*

*Seconded by: Anmol Anand*

**25/2/5**

**Carried**

**10.8 Reminders**

**10.8.2 Next Council Meeting: 2022-01-24 @ 17:30 on Microsoft Teams**

**10.9 Meeting Adjournment**

It was moved by Alyssa Ilich and seconded by Yasmin Gardy that the meeting be adjourned.

**Unanimous            Carried**

The meeting was adjourned at 18:57.

## DECISION NOTE

January 7, 2022

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	Kevin Adlparvar and staff
<b>ISSUE:</b>	Selection Committee for Elections

### RECOMMENDATION:

That Council appoint one Councillor to the Selection Committee to appoint members to the Elections and Appeals Committees.

#### MOTION:

*Be it resolved that \_\_\_\_\_ be appointed to the Selection Committee for the term ending May 31st, 2022.*

### BACKGROUND:

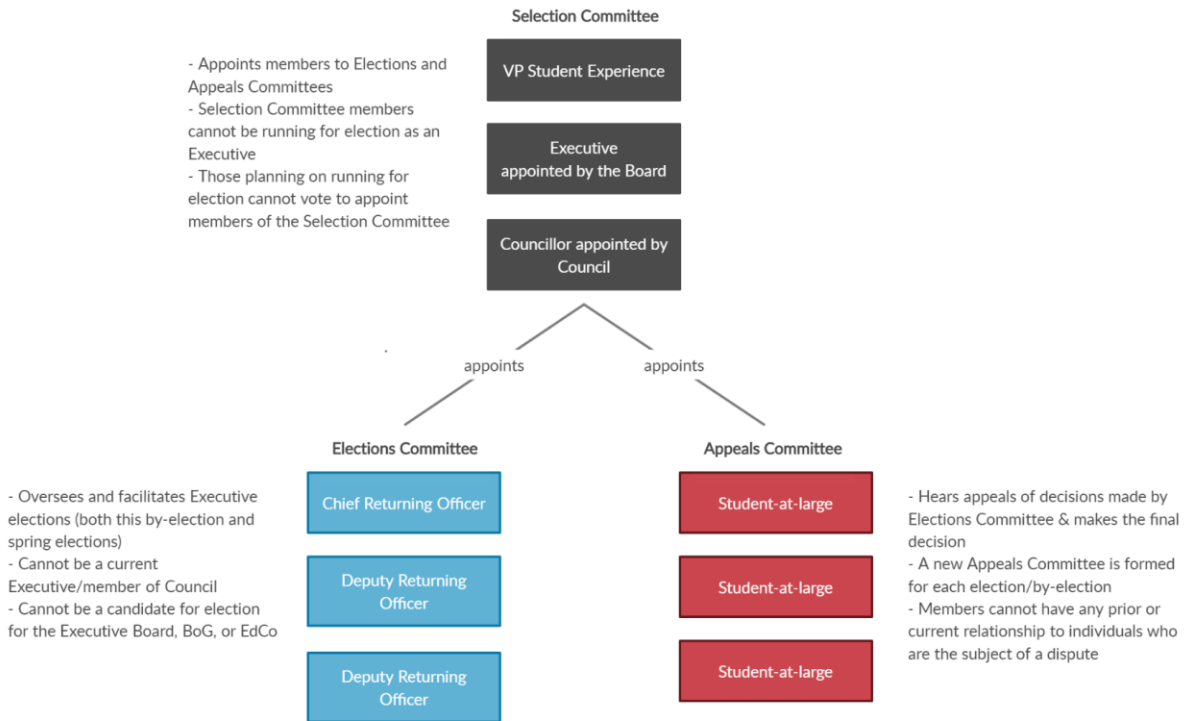
The Selection Committee is how we ensure that our elections are impartial. It is chaired by the VP Student Experience (or another Executive, if the VP Student Experience plans to seek re-election) and includes one other Executive and one Councillor. All three individuals on the Selection Committee **cannot be running for election as an Executive**. Those members of Council considering seeking election should also refrain from voting on motions to appoint members of this committee.

The committee's work involves reviewing resumes from students who apply for the Elections and Appeals Committees and deciding on the best candidates. These student candidates must not be current Executives nor Councillors and will be found through marketing efforts by BCITSA staff. The Selection Committee does not need to do any recruitment.

The time commitment will likely be about **two to three meetings** of about **one to two hours each**.

Please refer to the diagram on the following page.





## **Executive Director Report: January 10, 2022**

The primary focus at the moment has been, once again, adjusting to the COVID-related restrictions. Until further notice, staff have been advised to primarily conduct meetings online. Our food and retail operations remain open with limited hours, and this will be monitored and reviewed on an ongoing basis to ensure we are meeting the needs of students while also managing our budgets.

The Executive Board will be meeting the weekend of January 8<sup>th</sup> to begin the process of annual planning for the upcoming fiscal year.

### **Finance:**

Year to date (YTD) student fees through to the end of November (December not available yet) are down 0.6% from last year as a whole. If this trend stays steady to the year end of May 31, 2021, then student fees will fall short of the budget by 185k. However, though student fees are the largest component of the revenue stream for the SA, it is not the only one. Expenses are the other side of the equation, and at the moment expenses appear to be somewhat less than budget. It is a bit early to determine where the net result of the income statement will land, but at the moment it would seem that ending shortfall to budget of 100k to 200k is plausible. In the short term, financially the SA is well able to absorb a shortfall of this magnitude because of large subsidies that the SA received last year, which led to an improvement of \$1.5 million on the operating fund budget. As such, our cash position improved by almost \$1 million which allows the SA the stability to maintain staff and services for this year, all other things being roughly to budget, which at the moment they seem to be.

Upcoming, we will be starting the budget process for the 2022-2023 fiscal year which starts by making a detailed projection for the May 31, 2022, year end. The projection should be complete by mid-February and will then allow the SA to adjust if required for the May 2022 fiscal year end and finalize figures to use for budgeting for the 2022-2023 fiscal year.

### **Food and Retail:**

- Habitat Pub: December - \$45,000 – compared to December 2019 figures, this is \$9,000 lower.
- Pavilion: December - \$44,000 in net sales (monthly budget was \$57,300). Preparing to open a new sandwich station later this month.
- Geared Up: December - \$20,000 in net sales (monthly budget was \$18,000).
- Stand Central: December - \$14,000 in net sales (monthly budget was \$20,000).
- Stand South: December - \$23,000 in net sales (monthly budget was \$32,000).

### **Childcare:**

Enrollment is currently full. The centre staff are working on completing the new Early Learning Framework as part of their professional development. BC's Early Learning Framework guides and supports readers in thinking about and fostering early-learning. It includes:

- Establishes a vision for respectfully living and learning together
- Supports the rich early learning experiences of children
- Provides a focal point for dialogue among British Columbians
- Creates a common language and greater understanding of the importance of early learning

Childcare is currently focusing on the following priority areas:

- Preparing for a future RFP submission for childcare expansion
- Development of diversity policy
- Review of child protection guidelines and practices
- Revision of parent handbook

**Student Services:**

The Student Services department is reverting to 100% online service delivery for the month of January. Starting next week, if students wish to meet one-on-one, they can do so if both parties are comfortable, however all events and workshops will be conducted online. We will continue to offer online services until it is safe to bring back on-campus services for both students and staff.

- Clubs Day: With the implementation of new provincial restrictions around events, Clubs Day will now be online on January 11<sup>th</sup>. Individual clubs will conduct online presentations and students can access these presentations through the SA Events Calendar on the website.
- Zen Lounge: We've made the decision to put Zen Lounge on hold for the month of January until we know we can deliver this service safely for students.
- Food Hamper Program: We continue to work towards implementing the Food Hamper program and hope to have this up and running by the end of the month.

# Objective Updates - January 10

Name	Position	#	Objective	Objective Update	Next Steps
Kevin Adlparvar	President	1	In partnership with BCIT, develop a systematized, regulated and sustainable set-up election process by March 1st, 2022- ready to be implemented in the Fall of 2022.	Met with BCIT's Registrar and Director of Enterprise Systems Tech on December 4th, 2021. They said they are willing to work with the SA on the project, provided that it be hosted on a 3rd party election system. BCIT has	Keep in touch, and wait for the promised opportunity to join them in a trial run of the service when BCIT has selected the 3rd party election host.
		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	Begin developing system in the spring.
Ruby Hsu	VP Finance & Administration	1	Continue to develop executives and councillors' financial literacy skills via Litmos (AGM and Budgeting Session)	n/a	doing it soon
		2	Increase students' usage in Health & Dental plan	planning on putting out more brochures on SA stand and SA stores	doing it next week
Tanya Fuchs	VP Student Experience	1	Execute the Clubs for Community program	Need to revisit the format of the program to be online if needed.	
		2	Advocate for an increase in mental health services provided at BCIT	Asking for updates on counselling wait time and other wellness stats.	
		3	Execute a year-end Clubs Forum	Arranged the initial 5W's (who, what when, where, why) brainstorming for this event.	Plan for an online event as in person events cannot be held right now.
Yasmin Gardy	VP Equity & Sustainability	1	Cigarette recycling program	no updates	
		2	Between nation - Multicultural campaign	SA + LINK been posting the words and recipes. and can be found on social media channels. Students received their prizes.	completed.
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.	Resume contact with the School's Associate Deans.
		2	Expand Role & Responsibilities of Councillors & Set Representatives	n/a	Objective complete.
		3	Ensure Smooth Transition from Online to On-Campus & Hybrid Learning Models	n/a	Objective complete.
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		
	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	No updates.	

Nolan Nordwall	Computing & Academic Studies	2	Standardize the Hackathon program by making it a yearly event in our budget by April 2022	No updates, waiting on the 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		
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	No 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	No updates, waiting on the next hackathon meeting.	
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.		

## 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	Finished AGM	n/a
Student Spaces	Liam Lauren		
Bylaw	Ruby Hsu		n/a

<b>Advocacy &amp; Policy</b>	<b>Abhay Bakshi</b>		
<b>Clubs</b>	<b>Tanya Fuchs</b>		no updates
<b>Board of Governors</b>	<b>Kevin Adlparvar</b>		
<b>Education Council</b>	<b>Tanya Fuchs</b>		Next Edco meeting - January 26, 2022
<b>Alumni Board</b>	<b>Abhay Bakshi</b>		
<b>Equity &amp; Sustainability</b>	<b>Yasmin Gardy</b>		

# Objective Report - "Expand Role & Responsibilities of Councillors & Set Representatives"

Bobby Davidson, Chair, School of Business + Media

## **Purpose of Objective**

This objective was comprised of initiatives to encourage further engagement from the Councillors and Set Representatives throughout the Fall 2021 semester. Both student representative positions carry significant importance to the BCIT Student Association (BCITSA) and greater community of BCIT.

## **Tasks Accomplished**

In September, I conducted a thorough Councillor appointment process to determine the most applicable candidates for the constituency's seven seats. The selection criteria of this process were based upon seven factors: Commitment, Enthusiasm, Knowledge, Skill/Experience, Personality, Background, and Perception. All input collected from the interview, application form, and communication leading up to the confirmation of appointments was considered (please refer to my Recruitment Report). In October, I fulfilled my due diligence in ensuring our constituency's representation in the BCITSA's six standing Committees, with each of the newly appointed Councillors committing to a minimum of one Committee. In October, group meetings between myself and the Councillors were established, to allow for an official means of gathering and exchanging of information and discussion. Opportunities to delegate tasks and responsibilities were provided, such as research with their assigned programs and co-chairing a Set Rep Committee meeting. Between October to November, a Councillor distribution and Set Rep groupings were created, assigning Councillors to select programs within the School and distributing Set Reps into meeting groups for Set Rep Committee meetings respectively. Throughout the semester, a series of videos with a module-based format was worked on for the purpose of assisting the School's current Councillors & Set Reps in their roles.

## **Conclusion**

A select number of Councillors and Set Reps had in my view, consistently expressed an interest to contribute for the sake of their constituents or setmates. With further awareness and incentive, more students may wish to seek these positions, and be enabled to go above and beyond their duties in support of their fellow students. In the following years, with encouragement from representatives and organizations, I wish to see the consideration of the Councillor and Set Rep positions continue to grow along with other student leadership roles in the community, such as BCIT Student Life Ambassadors, BCIT Peer Tutors, and student representative seats on BCIT's Education Council & Board of Governors.

# Objective Report - “Ensure Smooth Transition from Online to On-Campus & Hybrid Learning Models”

Bobby Davidson, Chair, School of Business + Media

## **Purpose of Objective**

This objective was comprised of initiatives to oversee the transitional period from the previous school year of majorly online instruction and learning to a return to in-person/on-campus classes. Collaboration with Chairs of other Schools/campuses and BCIT School of Business + Media faculty was encouraged.

## **Tasks Accomplished**

From the beginning of my term, I established communication with the program heads and Associate Deans as the School faculty’s contact from the BCIT Student Association (BCITSA). Throughout my term, I have kept up to date with B.C. Provincial Health Office and Ministry guidelines and relevant BCIT & BCITSA policies, been communicative on any student life inquiries with my constituents, and open to involve any major concerns on student’s rights with BCITSA Advocacy. Communicating through email, meetings, and other methods of communication with students at my School, I would frequently request for feedback on their academics’ course format, course expectations, and communication with faculty. Students I have heard from overall appear relatively content with in-person/on-campus or a blended delivery and may find cause for concern with at least one course/instructor expectations (being on an assignment, project, or assessment) and/or their ability to provide an effective and timely response. While dissatisfaction of a course, instructor, or the overall program is not within a Chair’s authority to resolve, I would forward the student to Advocacy or directly appeal to the applicable faculty member, seeking cooperation to an acceptable solution case by case.

## **Conclusion**

With the Fall 2021 semester’s return to in-person/on-campus instruction concluded and overlap with a Chair’s fiduciary duties & responsibilities, this objective’s deadline was moved from the set end of the current Executive Board & Council’s term (May 31, 2022) to December 2021 and is to be replaced with a new objective in the Winter 2022 semester. This new objective is intended to reflect the current opinions and concerns of our School and constituency. However, B.C. Provincial Health Office and Ministry guidelines are ever-changing and thus continue to be made necessary of all students and citizens/residents of our province to remain current with. Other initiatives such as remaining well-versed with BCIT & BCITSA policies, collaboration with faculty, and frequent communication towards students should be continued at this time, being until the COVID-19 pandemic is no longer a major concern in the community.