

Council Meeting Agenda
Monday, October 3, 2022
17:30 PM – 19:30 PM
Council Chambers

- 1.1 Call to Order
- 1.2 Acceptance of the Agenda
- 1.3 Reports
 - 1.3.1 Executive Director's Report - *Yael Z.*
- 1.4 New Business
 - 1.4.1 Executives Objectives - *Executive Team*
 - 1.4.2 Decision Review Board - *Yael Z.*
 - 1.4.3 Committee Appointments - *Liam L.*
- 1.5 Open Forum
- 1.6 Reminders
 - 1.6.1 Next Council Meeting: 2022-10-17 @ 17:30 in Council Chambers
- 1.7 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, October 3, 2022
Minutes

- Executives:** Mo Baydoun – Chair, School of Computing and Academic Studies
Mia Bui – VP Finance and Administration
Tanya Fuchs – VP Student Experience
Liam Lauren – President
Celine Lorient – Chair, School of Health Sciences
Nolan Nordwall – VP External
Sally Poon – Chair, Downtown Campus
Cody Pallin – Chair, School of Transportation, Construction, and the Environment
Vrishank Prabhu – Chair, School of Energy
Theo Robson – Chair, Aerospace Technology Campus
- Guest:** Stewart McGillivray – Government Relations Strategist
- Staff:** Yael Zachs – Executive Director
Minnu Bennichan – Administrative Coordinator
- Councillors:**
- | | |
|--------------------------|------------------------|
| Ashley Obeck | Eric Zhao |
| Cailin Shires | Laurie Solkoski |
| Daniel Mah | Matthew Puyat |
| Catherine Lam | Dennis Pham |
| Ruby Hsu | Anmol Sidhu |
| Crystal Man | Sha Gilani |
| Alyssa Ilich | Dan Minster |
| Andrew Warren | Nicolas Johnson |
| Shelby Woida | Yasmin Gardy |
| Gareth Moon | Owen Marcel |
| Sharon Madavana Govindan | Karandeep Singh Kullar |
| Lata Kumari | Ashley Le |
| Laurel Kinahan | |
- Regrets:** Amanda MacKearney
Joshua Luu
- Carrie Lang
Hong Quoc Pham

1.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17:34 (35 voting members, including the Chair).

1.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Ruby Hsu

Seconded by: Cody Pallin

1.3 Reports

1.3.1 Executive Directors Report

- As submitted.
- Welcomed the new Councillors.
- Part-time student enrollments are lower than last year and lower than predicted.
- Food and retail store hours are decreased due to reductions in staffing.
- Sales at Pavilion have mostly increased compared to this time last year. The only decrease is school supplies, which has seen a decrease this year. We have heard that the BCIT Bookstore has seen a different pattern. This might be attributed to the decrease in part time students.
- As part of the objectives for this year, SA staff and executives are increasing the SA's presence in specialty campuses; DTC is having Career Fair and ATC had Expo and other events in the last few weeks.

Discussion:

- Is there a tech fair coming up?
 - Yes, in February.
- Would it be possible to add a QR code to determine the number of students who visit the stores after hours?
 - Yes, that can be implemented.

1.4 New Business

1.4.1 Executive Objectives

- As submitted.
- All Executives introduced themselves to the board.
- Executive objective updates will be included in the meeting packages for Council Meetings.

- Executives will be reporting to the Council on their objective updates. It keeps them accountable.
- Chair, Computing, and Academic Studies mentioned his success in implementing the set rep programs in Tech Entry and Digital Forensic Programs.

1.4.2 Decision Review Board

- As submitted.
- BCIT is looking for 3 student representatives to sit on the decision review board. It is an honorable position to represent the students.
- It is a year-long commitment.

Motion:

Be it resolved that Nicolas Johnson, Lata Kumari, and Celine Loriot are selected by Council to sit on the BCIT Decision Review Board.

Moved by: Liam Lauren

Seconded by: Nolan Nordwall

Discussion:

- How many other members are appointed to Decision Review Board?
 - Decision Review Board Chair who may be a faculty member and faculty members with at least one representative from each school.
- How much time does it take to come to a decision?
 - Decisions are made after the hearing of the appeal. The hearings are held for several hours, typically a half day.
- How many appeals do we have in a year?
 - Around 5.
- What if we are graduating in June?
 - Continue to participate until the position is filled.

1.4.3 Committee Appointments

- As submitted.

Motion:

Be it resolved that the following council members be a part of the Advocacy and Policy Committee:

Alyssa Ilich, Andrew Warren, Crystal Man, and Karandeep Singh Kullar

Moved by: Laurel Kinahan

Seconded by: Mia Bui

Unanimous

Carried

Motion:

Be it resolved that the following council members be a part of the Bylaw Committee:

Nicolas Johnson, Gareth Moon, Ashley Le, and Cailin Shires

Moved by: Laurel Kinahan

Seconded by: Dan Minster

Unanimous **Carried**

Motion:

Be it resolved that the following council members be a part of the Clubs Committee:
Erik Zhao, Andrew Pham, Marcel Rains, and Ruby Hsu

Moved by: Nolan Nordwall

Seconded by: Laurel Kinahan

Unanimous **Carried**

Motion:

Be it resolved that the following council members be a part of the Equity and Sustainability Committee:
Catherine Lam, Lata Kumari, Laurel Kinahan, and Shelby Woida

Moved by: Dan Minster

Seconded by: Tanya Fuchs

Unanimous **Carried**

Motion:

Be it resolved that the following council members be a part of the Finance Committee:
Daniel Mah, Dennis Phan, Matthew Puyat, Shelby Woida

Moved by: Laurel Kinahan

Seconded by: Nolan Nordwall

Unanimous **Carried**

Motion:

Be it resolved that the following council members be a part of the Student Spaces and Development Committee:
Dan Minster, Laurie Solkoski, Shahrzad Gilani, and Sharon Madavana Govindan

Moved by: Nolan Nordwall

Seconded by: Cody Pallin

Unanimous **Carried**

1.5 Open Forum

- VP Student experience informed the council that the BCIT Building Science Club would like to be re-sanctioned as a general club from its casual club status.

Motion:

Be it resolved that the Building Science Club be sanctioned as a General Club.

Moved by: Tanya Fuchs

Seconded by: Clubs Committee

Unanimous

Carried

- What is the difference between a general and casual club?
 - A General Club is a club that has all the rights and responsibilities of a club. A General Club shall also have full access to all club resources.
 - A Casual Club is less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind.
 - How are the funds tracked?
 - Clubs must report to us at least once a year after the AGM
 - How many students are there in the club?
 - Around 15.
 - Was it passed in the Summer? Was it time sensitive?
 - No, it was not time sensitive. The meeting was held in the summer because there was another request for club funding.
 - Would be inclined to wait for the official clubs committee to review this club change, but if all of the members on that committee agree on this motion, then it can be considered as agreed upon.
 - What is the funding that SA gives to general clubs?
 - Clubs can make event funding requests for up to \$1000 in each application and up to \$2000 a year
 - What is the average amount of funding given to each club every year?
 - It depends on the activity of the club. It can range anywhere from \$0-\$2000.
 - Who is the president of the Building Science Club?
 - VP Student Experience will send the information.
- VP External mentioned that BCIT Alumni Association is collecting stories from old alumni.

1.6 Reminders

1.6.1 Next Council Meeting: 2022-10-17

1.6.2 Read the Summer Meeting Minutes before the next meeting

18.8 Meeting Adjournment

It was moved by Laurel Kinahan and seconded by Nicolas Johnson that the meeting be adjourned.

Unanimous

Carried

The meeting was adjourned at 18:44.

Executive Director Report October 3, 2022

Welcome to all our new Councilors and welcome back to all returning Councilors. I'm excited to work with you this school year! If you haven't already, please ensure you complete all the necessary training and documents to complete your onboarding.

Enrollment at BCIT continues to be lower than last year and lower than predicted, for Part Time studies. Currently it is trending at 16% lower than last year. This is having an impact on the revenue that the Student Association receives from student fees.

Food & Retail Operations:

Habitat Pub: sales for September 2022 are up \$2,000 from the same period last year. However, we are still behind by \$7,000 from our budget. As we move towards the end of September, we have seen an increase in traffic. We are running the pub with the minimum number of staff to keep labour costs under control. We will continue to monitor Pub hours and will adjust based on demand and labour availability.

Pavilion: For the first three weeks of September (Sept.1st-23rd), the store made close to \$86,000 in net sales and served 11,550 customers. For the comparable period in September 2021, the store made \$90,000 and served 11,250 customers. There is an increase in all categories, except for school supplies, for example, kitchen food items made in Pavilion are \$24,000 vs. \$19,000 last year, which is an increase of 26% from last year. The decrease in school supplies sales can be attributed to many external factors, such as changing supply requirements, decreased intake for p/t, increased competition from the bookstore, inflation/ increased consumer spending at the discount retailers etc.

The new menu in Pavilion has been positively received, and sales are continuing to increase, over the next few weeks we will be adding some new bi-weekly specials to keep fresh ideas coming. Pizza sales have increased over the past few weeks, and we are now selling 24 per day. Getting to 28 to 30 a day seems to be a reachable goal in the coming weeks.

The Stands

Stand South: For the first three weeks of September (Sept.1st-23rd), the store made over \$42,000 in net sales and served 7,300 customers. For the comparable period in September 2021, the store made \$35,500 and served 6,000 customers. There is an increase in all categories, except for school supplies, for example, barista items are \$11,700 vs. \$8,000 last year, which is an increase of 46% from last year. School supplies are not a significant component for this store, in general, \$6,100 this year vs. \$7,600 last year.

Stand Central: For the first three weeks of September (Sept.1st-23rd), the store made over \$27,000 in net sales and served 5,400 customers. For the comparable period in September 2021, the store made \$18,500 and served 4,400 customers. There is an increase in all categories, for example, barista items are \$10,900 vs. \$7,800 last year, which is an increase of 40% from last year.

Geared Up: For the first three weeks of September (Sept.1st-23rd), the store made close to \$52,000 in net sales and served 1,300 customers. For the comparable period in September 2021, the store made \$54,300 and served 1,550 customers.

Catering/Commissary Kitchen: We will be launching some new salad items in the next week and working on some new sandwiches that will be out by the end of October. We are starting to get requests for catering events and are responding as best we can with the staffing resources that we have. Last week we catered an event for 60 people. have a larger catering event tomorrow evening 60 people will be attending, steak dinner.

Marketing & Communications:

Events: Focus has been on supporting the Career Services and Student Services teams with Expos at the specialty campuses. Future focus is on a Winterfest event planned for November 29th.

Publications: MicroLink Podcast has a new host – Tatiana Yakovleva – new episodes being uploaded to Spotify. Link Magazine is changing from monthly format to seasonal format to better accommodate student contributions. Editions will be larger. Continuing with print-on-demand format to reduce waste. Editions will be Fall, Winter, Election Special, Spring and Summer

Student Services:

Specialty Campuses: The Student Services teams joined forces with the MarCom department this month to visit Specialty Campuses and to promote services. SA Expos were conducted at ATC and DTC, consisting of three days of activities for students, including a career fair at ATC, Professional Headshots and Doggie Destress at both campuses. The teams also visited BMC and AIC to promote services to students.

Upcoming Events: The Tech Career Fair is coming up on October 5th, and we are excited to be hosting this event in the new Tech Collider space at DTC on the 2nd floor. Originally planned for the Teck Hub on the 5th floor, the team was approached by BCIT to showcase their newly constructed space to the employer community. We will be hosting 18 employers and will invite students from across all campuses to attend.

Food Pantry: The Wellness & Advocacy Team continues to run the Food Pantry program on Wednesdays and Thursdays each week. This is an increasingly popular and needed service on campus.

Team Recruitment: The Student Services team is experiencing high staff turnover this Fall, and we believe this is due to the unique labour market opportunities that exist for workers in the current climate. We know that other organizations are also experiencing a similar flux, however we are taking the initiative by analyzing our recruitment strategy, focusing on hiring for 'fit', and increasing our starting salary for many roles.

2022-2023 Executive Objectives

	Position	#	Objective
Liam Lauren	President	1	To make a charity campaign that will run in April to support the Food Support Hub through various fundraising events.
Mia Bui	VP Finance & Administration	1	Advocate for accurate, transparent and timely information passed by BCIT to international students regarding Co-op program.
		2	Collaborate with BCIT Wellness and BCIT Accounting Association (and/or other parties if applicable) to host an annual BCIT Tax Clinic.
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.
		2	Support Wellness and Clubs staff in organizing and hosting the "Food Fight" food drive contest to support the Food Pantry program.
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.
Amanda MacKearney	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.
		2	Have feminine products made available for free, in all BCIT washrooms by year end.
		3	Work on development of a program that collects the left over food products of students leaving residence and redistributing it to students in need.
		4	Continuing previous VP equity and sustainability objective of adding a fall reading break for programs one year in length or longer.
Nolan Nordwall	VP External	1	Increase the percentage of students who take part in the BCITSA general election from 2% to 7% by next election, Spring of 2023, using student outreach programs and student services to get more students involved in the Student Association
		2	Advocate to retain the current level of Canada Student Grants at their current level by next federal budget review in summer of 2023 by building strong relationships with student advocacy groups and effectively lobbying to members of parliament.
		1	Further develop and promote a Discord server aimed at students of the SOB+M and to achieve 500+ members in the server and to act as a resource for information for students

Joshua Luu	Chair, School of Business + Media	2	Investigate and improve the success of the set-rep program with the goal to have set-reps and instructors informed about the role and resources of being a set-rep.
		3	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Céline).
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Vrishank Prabhu	Chair, School of Energy	1	Reach out to at least 6 full time programs starting in Winter 2023 about useful info for new students (such as SA benefits, peer tutoring, advocacy, dealing with instructor issues, etc.)
		2	Gather data from 50 students about common and reoccurring academic issues to resolve problems and/or pass on to future chairs
		3	Assist in planning and promoting at least 2 networking events organized by SA and work towards reviving clubs in the School of Energy (such as IEEE)
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Mo Baydoun	Chair, School of Computing & Academic Studies	1	Promote the physical health and wellness of Computing students who suffer from the effects of a sedentary lifestyle through tabling and events (Joint objective with Celine).
		2	Find a way to include the 'Academic Studies' portion of my constituents in the Set Rep program as well as establish a line of communication with their program head.
		3	Improve student engagement & relieve stress through a LAN party.
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Céline Lorient	Chair, School of Health Sciences	1	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Josh).
		2	Promote the health and wellness of students by hosting a sports day competition in Spring 2023 (joint objective w/Mo).
		3	Strengthen the health sciences family at BCIT by hosting an end-of-finals social event at Habitat to boost morale. I aim to utilize the games and coincide the event with a meal promo.
s			
		1	Compile the feasibility and interest into a report of implementing the Set Rep program to the considered "Trades" courses under the School of Construction and the Environment

Cody Pallin	Chair, Schools of Transportation, Construction & Environment	2	Develop a feasibility and interest report of forming an Aerospace Marine Annacis Chair position from the existing Aerospace Technology Campus Chair position while also clarifying the Transportation, Construction & Environment Chair position to be strictly BCIT Burnaby Campus based.
		3	Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.
		4	Display BCIT Motorsport's Ford Fairmont Futura project car (pretty sure that's what it is) in a public BCIT location to generate discussion and connection to BCIT's School of Transportation. (AKA Operation Wildcat)
Sally Poon	Chair, Downtown Campus	1	Increase the visibility of SA services at DTC by hosting in-person office hours at the Student Lounge with snacks, monthly.
		2	Gain a better understanding of DTC Student Service needs by forming a quick survey that can be used to collect student interest throughout the year.
		3	Maintain consistency of SA services and offerings on campus by ensuring at least one student service is hosted on campus monthly.
Theo Robson	Chair, Aerospace Campus	1	Create and host a 'Campus Flag' contest as well as a grand flag raising ceremony to community build and increase SA presence on campus.
		2	Develop an indepth analysis of current Diversity + Inclusion environment at ATC to be used to weave such values into the school's culture moving forward.
		3	Develop a feasibility report of creating an AMA Chair (Aerospace-Marine-Annacis) to have all satellite students (excluding DTC) represented on the board by a satellite chair.

DECISION REVIEW BOARD

September 27, 2022

PREPARED FOR: Council

PREPARED BY: Yael Zachs, Executive Director

ISSUE: Student Representatives to the BCIT Decision Review Board

RECOMMENDATION:

Suggested Motion: Be it resolved that X, X and X are selected by Council to sit on the BCIT Decision Review Board.

BACKGROUND:

BCIT is looking for three student representatives to serve on the Decision Review Board until June 30, 2023.

Eligibility:

The student serving on each hearing panel must be from a different program area than the student appellant, so it is most helpful if the three students are from different program areas.

This work would be suited to students with an interest in the application of policy in student casework, quasi-judicial tribunal proceedings, and structured processes to ensure fair outcomes for students. Panel members access and contribute to decision-making on highly confidential and sensitive student cases. Student representatives don't need any particular background or training.

Time Commitment:

There are typically no more than about three DRB hearings over the course of an academic year, although that can vary. For each hearing, a panel is convened that includes just one student, and individual hearings can take several hours (with some preparation in advance and potentially some follow-up to finalize the decision). There are no regular meetings.

Please see the relevant procedure is

here: https://www.bcit.ca/files/pdf/policies/5104_pr2.pdf (see section 7).

COUNCIL COMMITTEES

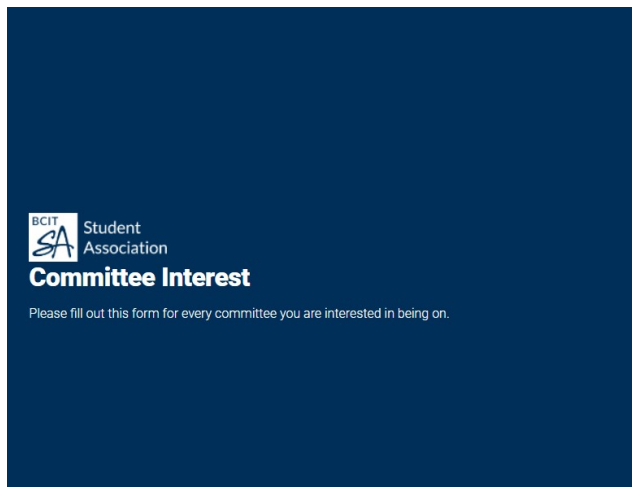
WHAT ARE COMMITTEES?

Committees are a chance for Council members to get directly involved in funding decisions, policy changes, and other key decisions through research and discussion. They are a great way to learn more about different fields, as previous experience is welcome but not required.

There are six regular committees: Advocacy & Policy, Bylaw, Clubs, Equity & Sustainability, Finance, and Student Spaces Development.

HOW CAN I APPLY?

Fill out the [Committee Interest Form](#) to apply. The answers will be shared with Council at the next meeting, and you will vote as a group to determine who will be a part of each committee.



Full name *

Position *

Executive Councillor

Committee of interest: *

Select

Why would you like to be on this committee?
150 words max. Longer responses will be cut.

 Send me a copy of my responses

Submit

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ADVOCACY & POLICY COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Inform Council of policy-related issues/opportunities at BCIT & government level
- Propose positions on policy

POWER OF COMMITTEE: Propose to Council

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

- **Chair:** VP External
- **Vice-Chair:** Executive appointed by Board

- **2 – 4 Councillors**, appointed by Council
- Government Relations Strategist (*ex officio*)
- Administrative Coordinator & Board Liaison (*ex officio*)

WHY JOIN?

- Opportunity to provide input in an Open Forum on student priorities for government proposals
- Get involved in municipal, provincial, federal politics, and become more informed about current events
- Learning opportunity for students interested in the political landscape
- Opportunity to contribute and advocate student needs as an active member of your community
- Learn about lobbying as a Student Association and help contribute to lobbying ideas
- Be part of leading changes that include the U-Pass BC Program and advocating for student financial support

SKILLS YOU CAN GAIN:

- Conducting business with parliamentary procedure as an organization
- Approaching & networking with public officials
- Conducting lobbying in a charity organization

BYLAW COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Review Bylaws
- Make recommendations for amendments to Bylaws & governance procedures

POWER OF COMMITTEE: Propose to Council

TIME COMMITMENT: Monthly meeting; more often before AGM & SGM(s)

COMMITTEE COMPOSITION:

- **Chair:** VP Finance & Administration
- **Vice-Chair:** Executive appointed by Board
- **2 – 4 Councillors**, appointed by Council
- Government Relations Strategist (*ex officio*)
- Administrative Coordinator & Board Liaison (*ex officio*)

WHY JOIN?

- If you are passionate about rules being fair, Bylaw Committee reviews the SA's bylaws during its meetings and makes recommendations accordingly. This is a good opportunity to spot and correct items whose wording may be inadvertently unfair or unclear!
- View and discuss any proposed changes to the bylaws before they are sent to Council

SKILLS YOU CAN GAIN:

- Critical analysis
- Effective communication
- Learn how to word bylaws clearly and concisely

OTHER RELEVANT INFORMATION:

There is a lot of reading. Pre-reading will be required before meetings.

CLUBS COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Review club activity
- Make funding decisions
- Make recommendations to Council for club-related motions (e.g. sanctioning)

POWER OF COMMITTEE: Recommend to Council; oversight to clubs

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

- **Chair:** VP Student Experience
- **Vice-Chair:** Executive appointed by Board
- **2 – 4 Councillors**, appointed by Council
- Clubs Coordinator (*ex-officio*)

WHY JOIN?

- Integral role in cultivating the community of BCIT
- Be part of a collaborative team
- Directly enhance student life at BCIT
- Have a say in budget allocations and policy decisions for clubs

SKILLS YOU CAN GAIN:

- Budget/financial management
- Effective decision-making
- Strategic thinking
- Conflict resolution

OTHER RELEVANT INFORMATION:

Once appointed to Clubs Committee, Councillors are required to vacate any pre-existing voting role in a club (i.e. Club executive roles). Councillors can participate in club activities outside of any decision-making within it.

EQUITY & SUSTAINABILITY COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Discuss student-relevant topics based on the 17 UN Sustainability Goals
- Advocate for accessibility, diversity, inclusion, equity, and sustainability at BCIT

POWER OF COMMITTEE: Propose to Council

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

- **Chair:** VP Equity & Sustainability
- **Vice-Chair:** Executive appointed by Board
- **2 – 4 Councillors,** appointed by Council
- Advocacy and Wellness Manager or delegate (*ex officio*)

WHY JOIN?

- Get involved on a wide range of topics and issues that are promoted globally
- Help develop and lobby for strategic plans towards improving students' lives and wellbeing

SKILLS YOU CAN GAIN:

- Become familiar with and conduct research on topics relevant to students that are also issues on a global and personal level
- Network/lobby with BCITSA and BCIT employees on a range of matters, including sustainability, advocacy, health and wellness, students' lives, accessibility, etc.

OTHER RELEVANT INFORMATION:

Read about the Sustainable Development Goals [here](#).

FINANCE COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Review monthly financial statements
- Ensure transparency & access to financial documents
- Review annual budget

POWER OF COMMITTEE: Oversight

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

- **Chair:** VP Finance & Administration
- **Vice-Chair:** Executive appointed by Board

- **2 – 4 Councillors**, appointed by Council
- Director of Finance (*ex officio*)
- Administrative Coordinator & Board Liaison (*ex officio*)

WHY JOIN?

- If you're curious about the financial workings of a non-profit organization, this is a great learning opportunity.
- Learn about the composition and process of our investment portfolio. We will occasionally meet with our Portfolio Manager, who will be able to answer questions you might have regarding the nature of our investments.
- Advocate for financial statement transparency by questioning the budget and overseeing the monthly financial statements

SKILLS YOU CAN GAIN:

- Enhanced financial literacy and communication
- Critical thinking with regards to financial statements
- Basic investment knowledge

OTHER RELEVANT INFORMATION:

Some experience with reading financial documents is preferred but not required.

STUDENT SPACES DEVELOPMENT COMMITTEE

WHAT DOES THIS COMMITTEE DO?

- Determine use of the Student Space Fund
- Facilitate design development decisions for SA spaces

POWER OF COMMITTEE: Approve use of the Student Space Fund

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

- **Chair:** Chair TCE
- **Vice-Chair:** Executive appointed by Board
- **2 – 4 Councillors**, appointed by Council
- Executive Director or designee (*ex officio*)
- Administrative Coordinator & Board Liaison (*ex officio*)

WHY JOIN?

- Collaborate on exciting campus development projects
- Ensure the student spaces fees adequately meet student needs and desires

- Leave behind tangible changes
- Meet imperative stakeholders

SKILLS YOU CAN GAIN:

- Budgeting and cost allocation
- Stakeholder management
- Qualitative research
- Strategic planning
- Inductive reasoning

OTHER RELEVANT INFORMATION:

This committee will review items related to the new student building.

RELATED BYLAWS

STANDING COMMITTEES:

12.1. There shall be the following Standing Committees of the Association:

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee; and
- (e) Advocacy & Policy Committee.

12.2. Each Standing Committee shall have the following members:

- (a) a Chair, who shall be designated in Bylaws;
- (b) one Executive, as vice-chair, as appointed by the Executive Committee, such appointment to be reviewable under 6.4(d);
- (c) between two and four members of Council, to be appointed by Council; and
- (d) the Executive Director or a designee thereof, as an *ex officio* member.

12.8. Council may create any Ad Hoc Committee, from time to time, subject to the 41 following:

- (a) notice to Council must be provided for any motion establishing an Ad Hoc Committee;
- (b) prior to such notice being given, the Executive Board shall have considered the matter at a previous meeting;
- (c) the motion establishing an Ad Hoc Committee shall state the purpose of the Committee, shall designate its Chair, and shall specify if the Committee expires on the 31st of May or upon completion of its work, whichever is earlier; and
- (d) the provisions of Bylaw 12 governing the membership and procedures for Standing Committees shall apply to any Ad Hoc Committee.

CLUB COMMITTEE

12.9. The Clubs Committee shall:

- (a) with respect to all of BCITSA's Clubs, facilitate the determination of the distribution of the annual Club funds provided by the BCITSA annual budget;
- (b) grant or deny, as it sees fit and in its sole discretion, any funding requests submitted by Clubs on a monthly basis;
- (c) not include as a member of the Committee any Councillor who continues, upon appointment by Council, to serve in any capacity that grants him or her any voting role in any Association-sanctioned Club; and
- (d) cause its Chair, or vice-chair as the case may be, to report any appropriate information to the Council meeting following each Committee meeting, such report to include the following:
 - (i) any recommendation for motions regarding matters related to Association-sanctioned Clubs. For greater certainty, this provisions shall be construed as applying to existing, proposed, suspended, and de-sanctioned Clubs.

STUDENT SPACES DEVELOPMENT COMMITTEE

12.10. The Student Spaces Development Committee shall:

- (a) with respect to all BCITSA space development, facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA;
- (b) grant or deny, in its sole discretion, and requests for funds to be drawn from the Student Space Fund; and
- (c) review any other matters assigned to it by Council.

BYLAW COMMITTEE

12.11. The Bylaw Committee shall:

- (a) conduct a review of BCITSA's Bylaws at least once during the elected term of each VP Finance & Administration;
- (b) proposed governance procedures for adoption by Council;
- (c) prepare such documents as are necessary to propose any amendments agreed upon by Committee for the Association's Annual or Special General Meetings;
- (d) take all such further steps or actions necessary or desirable to effect any amendment of these Bylaws that is authorized and approved by resolution at such Annual or Special General Meeting, as the case may be; and
- (e) review any other matters assigned to it by Council.

FINANCE COMMITTEE

12.12. The Finance Committee shall:

- (a) facilitate the oversight and effective financial operations of the Association; (b) review the monthly financial statements of the Association;
- (c) ensure the transparency of, and facilitate access to, all the financial documents of the Association with respect to the Members;
- (d) review the annual budget of the Association within a reasonable time prior to its presentation and adoption by Council;
- (e) review the financial statements of the Association within a reasonable time prior to the the Annual General Meeting, subject to the following:
 - (i) failure by the Committee to review the annual budget of the Association prior to the Annual General Meeting in accordance with Bylaw 12.12(e) shall not relieve any party of its duty to prepare and present the financial statements at such a Meeting in accordance with these Bylaws, and shall not invalidate such presentations in any way; and
- (f) review any other matters assigned to it by Council.

ADVOCACY AND POLICY COMMITTEE

12.13. The Advocacy and Policy Committee shall:

- (a) be responsible for reviewing matters of public policy and studying the same;
- (b) adopt, as needed, external policy positions for consideration and adoption 43 by the Association; and
- (c) review any other matters assigned to it by Council.