

Council Meeting Agenda
Monday, February 6, 2023
17:30 PM – 19:30 PM
Council Chambers

- 8.1 Call to Order
- 8.2 Land Acknowledgment
- 8.3 Acceptance of the Agenda
- 8.4 Fee Consultation *- Lisa C. & Team*
- 8.5 Acceptance of Minutes
 - 8.5.1 Council Meeting Minutes: 2023-01-23
- 8.6 Reports
 - 8.6.1 Executive Director's Report *- Yael Z.*
- 8.7 Old Business
 - 8.7.1 Executive Update *- Executive Team*
- 8.8 New Business
 - 8.8.1 Elections *- Stewart M.*
 - 8.8.2 Financial Plan for Annual Objectives *- Yael Z.*
- 8.9 Open Forum
- 8.10 Reminders
 - 8.10.1 Next Council Meeting: 2023-02-21 @ 17:30 in Council Chambers
- 8.11 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, February 6, 2023
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 Loriot – 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
Amanda MacKearney – VP Equity & Sustainability
Joshua Luu – Chair, School of Business+Media
Ashley Obeck - BMC Satellite Councillor
Theo Robson – Chair, Specialized Transport Campuses

Staff: Yael Zachs – Executive Director
Minnu Bennichan – Administrative Coordinator
Roland Gagel – Director, Finance Administration
Geoff Gauthier – Director, Marketing
Michael Berg- Manager, Marketing
Stewart McGillivray – Government Relations Strategist

Councillors:

Dan Minster	Crystal Man
Daniel Mah	Matthew Puyat
Catherine Lam	Dennis Phan
Alyssa Ilich	Ruby Hsu
Laurel Kinahan	Laurie Solkoski
Shelby Woida	Yasmin Gardy
Owen Rains	Ashley Le
Sharon Madavana Govindan	Karandeep Singh Kullar
Lata Kumari	Andrew Pham
Andrew Warren	Carrie Liang
Gareth Moon	

Regrets: Anmol Sidhu
Erik Zhao
Nicolas Johnson

Cailin Shires
Sha Gilani

Students: Gurpreet

8.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17: 36(34 voting members, including the Chair).

8.2 Land Acknowledgment

8.3 Acceptance of Agenda

Motion:

Be it resolved that the agenda be accepted as presented.

Moved by: Mo Baydoun

Seconded by: Joshua Luu

Unanimous

Carried

8.4 Fee Consultation

- This is the second consultation session for the Tuition and Fees Proposal – 2023/2024.
- Themes from the November consultation and further inquiries were addressed.
- Phased approach for returning and continuing international students.
- As suggested in the last consultation the Adobe License Fee (\$50) is removed.
- Explained the communication plan and will be addressing the frequently asked questions from students.

Discussion:

- Will the meeting conducted on April 4th be an open or closed meeting?
 - We will be proposing an open meeting.
- Do you think a student who graduated from a diploma program extending the studies to a bachelor's degree will fall under the 5%?
 - These are the questions we are still trying to address. We will get back to you on this.
- CST is also included in the programs that can be extended to a bachelor's degree.
- Do you know the IDF rates compared to other post-secondaries?
 - BCIT programs are very unique. We have tried to compare, but it is challenging to compare to other post secondaries because of the uniqueness of BCIT programs.

8.5 Acceptance of the minutes

Motion:

Be it resolved that the Council Meeting minutes from 2023-01-23 be accepted as distributed.

Moved by: Mo Baydoun
27/3/0

Seconded by: Matthew Puyat

Carried

8.6 Reports

8.6.1 Executive Directors Report

- As submitted.
- We have been advocating for the parking fee increase, and have seen some changes to the increases as a result of this work. If you have any concerns please contact Yael, she will communicate with BCIT.
- The VP of Facilities is willing to come up for one of the meetings and address any ongoing questions or concerns.
- Sales and Operations: Only Geared Up has met and surpassed its budget for the month of January.

Discussion:

- Sally mentioned that there is negative feedback on a Discord channel about the coffee at the Stands.
 - Yael will be looking into it.
- Is the pub meeting its budget?
 - No.

8.7 Old Business

8.7.1 Executive Update

- As submitted.
- Vrishank is working on conducting another movie night for the School of Energy.
- Mandy is looking for someone to speak for the Gender Equality panel.
- Housing committee is working on an initial pairing up with a professor, survey, and feedback to figure out the housing issues.
- Cody is working on designing an SA sticker. If you have any suggestions, please let him know.

8.8 New Business

8.8.1 Elections

- There are a couple of committees working on the elections. Currently, we are in the pre-nomination period. There will be a special edition of Link focused on the

election, that will come out in March. A Candidate Forum is also being organized as an opportunity for students to meet the candidates. We have a dedicated email address and a website page for election. Our goal is to find at least 24 nominees to run for the election.

Discussions:

- Will the training for candidates be conducted online?
 - We will have both online and in-person training.
- Is it acceptable for a candidate to be enrolled in a co-op program?
 - Yes, as long as they are studying full-time, there shouldn't be any problem.

8.8.2 Financial Plan for Annual Objectives

Motion:

Be it resolved that the meeting is moved in camera.

Moved by: Nolan Nordwall

Seconded by: Mo Baydoun

28/1/1

Carried

Motion:

Be it resolved that the meeting is moved out of camera.

Moved by: Nolan Nordwall

Seconded by: Mo Baydoun

28/2/0

Carried

6.7 Open Forum

- Nolan provided verbal notice for reviewing policies on Covid and auxiliary fees. He will also present a new policy on Sexual Violence in Post- secondaries.
- Is it possible for the SA to support an open meeting for the fee consultation?
 - Liam sits on the Board of Governors and he will advocate for that.
- Tanya met with the powerlifting club to address all the questions from the previous meeting. The request to sanction the club will be presented again in the next meeting.

6.8 Reminders

6.8.1 Next Council Meeting: 2022-02-21 at 17:30 in Council Chambers

6.9 Meeting Adjournment

It was moved by Mo Baydon and seconded by Alyssa Illich that the meeting be adjourned.

Unanimous

Carried

The meeting was adjourned at 18:48.

Executive Director Report February 6, 2023

Over the last few weeks, the BCIT Student Association has been working with BCIT to advocate for students in response to the recently announced parking fee increases. As a result of this work, we are happy to see BCIT provide better options for students to access the more affordable daily rate of \$6.50 (\$1.00 increase) vs \$9.25 at the Burnaby Campus. The Student Association will continue to listen to and communicate with students and share feedback with BCIT regarding these changes.

Student Services:

Annual Achievement Awards: Have you contributed and enhanced student life at BCIT? Have you made a strong contribution to promoting the services and membership benefits of the Student Association? Are you a Set Representative that has gone above and beyond their duties?

The Student Association recognizes outstanding graduating students with three awards:

- Laurie Jack Award
- SA Champion Award
- Distinguished Representative Award

Nominations are made by fellow BCIT community members (staff, faculty, or student). Send your completed package by **April 24, 2023, at 4 PM**. More information and package details are available on our [website](#).

Wellness and Advocacy: Do you know that our Advocacy & Wellness Team provides confidential and trauma-informed support to any BCIT student impacted by mental health concerns, food insecurity, and other hardships. Our Advocates work with students to navigate their experiences by informing them about potential resources and further steps. We emphasize all students' final decision to pursue whatever action they choose. To book a one-to-one Wellness Support appointment, see our [availability calendar](#).

Entrepreneurship: Our popular **Peak Leadership** program is back! This exciting program runs from March 21 – May 9, 2023, offering weekly activities including leadership challenges, guest speakers, workshops, and much more. If you are looking for a fun and engaging way to build your leadership skills while also adding an impressive micro-credential to your CV, look no further.

Program details and application info [HERE](#)

Career Services: Career Services, along with support from several SA departments hosted a VERY successful 2-day Career Fair event on Jan. 25th and 26th.

- 802 students and alumni attended the Business & Tech Career Fair (Jan. 25th)
- 1109 students and alumni attended the Construction & Engineering Career Fair (Jan. 26th)



Food & Retail:

Geared Up

- For the month of January, we made **\$31,600** in net sales and served over 850 customers.
- Our sales budget for January was \$30,000 in sales, therefore the

store made the budget and even surpassed it by \$1,600 or 5% for the month of January.

Pavilion

- For the month of January, made **\$119,200** in net sales and served nearly 17,300 customers.
- Our sales budget for January was \$147,400 in sales, therefore the store made **80%** of the monthly budget.
- Our Grill station, or "Kitchen Food" sales budget for the month was \$40,000 (included in the total of \$147,400). We made \$35,800, which is 90% of the monthly BOH food sales budget.
- As of Jan.9th, we have started being open until 6:30pm, Mondays-Thursdays; below are the results for 4:00pm-6:30pm and 14 business days, on which we were open late:
 - We served over 900 customers and made \$6,850 in sales during the 4:00-6:30pm time slot on these 14 days.
 - This is \$500 per day in sales and 65 customers on average.

Stand Central

- For the month of January, made **\$39,500** in net sales and served over 7,250 customers.
- Our sales budget for January was \$40,000, therefore the store made **99%** of the monthly budget, just short of \$500.

Stand South

- For the month of January, made **\$49,500** in net sales and served over 9,000 customers.
- Our sales budget for January was \$65,000, therefore the store made **76%** of the monthly budget.
- Historically, this store had relied on evening sales for p/t studies clients as a significant component of the revenues, and this year's budget reflects the assumption that the campus is more "back to normal" than it actually happened so far.
- As of Jan.9th, we have started being open until 6:00pm, Mondays-Thursdays; below are the results for 4:00pm-6:30pm and 14 business days, on which we were open late:
 - We served over 650 customers and made \$3,900 in sales during the 4:00-6:00pm time slot on these 14 days.
 - This is \$280 per day in sales and 45 customers on average.

Habitat Pub:

- Pub sales for the month of January 2023 were just under \$37,000, this is a significant increase from January 2022, when sales were just over \$18,000.
- We are still recruiting a line cook for the pub.

Commissary Kitchen

- The team has been working on new food items samples such as lasagna, vegan spaghetti and meatballs, beef spaghetti and meatballs.
- Breakfast muffins are selling very well at an average of 40 per day, with some days as high as 60.
- We are currently refining new sandwich ideas to launch mid-February
- Hashbrown for stand store and Pavilion will start next week
- We are seeing a lot of catering requests, both internal and external, and are responding as best we can with the staff resources we have.

Marketing, Communications, Events and Publications:

- There has been a lot of activity with the Clubs and other student services, creating a lot of demand for room bookings, so the team is working on creating bookable tabling spaces in other high-traffic BCIT areas (Library, Rec Services, Health Sciences Buildings) for use as SA “pop-up shops” and info centres.
- The Publications team is working on elections activities including a Candidate Forum event and an elections issue of LINK magazine.

2022 2023 Executive Objectives

	Position	#	Objective	Objective Update	Next Step	Position Update
Liam Lauren	President	1	To make a charity campaign that will run in April to support the Food Support Hub through various fundraising events.	Had a successful meeting with Geoff, Darla, Roland and Yael to brainstorm and plan the campaign and how to market it/prepare for donations	Make blurbs to put on a webpage for donors to see	
Mia Bui	VP Finance & Administration	1	Advocate for accurate, transparent and timely information passed by BCIT to international students regarding Co-op program (with heavy focus on Accounting students this year).	Jennifer Kerr (Program Head of Bachelor of Accounting) has updated that she has been working with the ISC - International Student Centres to take into account the benefits that International students can have regarding the lifting of the # of hours that International Students can work. They have been working on the Co-op component of the September 2023 Intakes and the result is still pending. Information might come out later this year (in May?).	Objective can be considered finished.	Reviewed a few Bylaws, clear up a few confusions about Clubs
		2	Collaborate with BCIT Wellness (and/or other parties if applicable) to host an annual BCITSA Tax Clinic.	Have received about 20 confirmations out of 30 volunteers that I sent out emails to (already REGISTERED with the CRA). I'm planning the Training session(s) for them, which will take place in early-mid March. Details are being finalized.	Room-booking for the training, details regarding training will be sent out soon. Booking system for students will have to be designed. Marketing will soon to be launched! :)	
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.	Met with Kirk last week, we will put together a proposal for a large scale event to happen in the 2023/2024 year.	Look into options for having a smaller event, potentially in the pub to celebrate the end of term.	
		2	Support Wellness and Clubs staff in organizing and hosting the "Food Fight" food drive contest to support the Food Pantry program.	Event proposal was sent to the Club's Committee to request for funding. They will review it on February 3, 2023. Timeline revised to hold the food drive in late March.	Review timeline dates and marketing materials with Marcom.	
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.	Passing objective as a suggestion to my successor.		
Amanda MacKearney	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.	I have attended several meetings as part of both the Accessible BC Policy Review Steering Committee and Working Groups and this work has a high priority for being implemented in the coming year, in limited capacity to start but in more depth as the committee goes along.	Next working group meeting 3 February 2023 I am presenting on the Social Model of Disability with Joanna Angelidis, the Steering committee meeting is either 22 Feb or 1 March, 2023.	
		2	Have available for free disposable menstruation products in all BCIT washrooms by year-end.	No update.	This initiative has so much red tape when dealing with parties who do not want to be responsible for the funding of this type of project.	
		3	Work on the development of a program that collects the leftover food products of students leaving residence and redistributes it to students in need.	No update.	Contact the current staff person handling the BCIT residences and ask for suggestions and/or support in adopting this initiative.	
		4	Continuing the previous VP equity and sustainability objective of adding a fall reading break for programs one year in length or longer.	No update.	I just completed an interview with Yuna Chen who works in the Student Success Office as a Health Promotion Strategist. Together we completed a current state assessment for implementing the National Standard of Canada for Mental Health and Well-being for Post-Secondary Students to gauge where BCIT sits in terms of mental health awareness and supports. The results of my assessment will be combined with other faculty, staff, and students over the next several months to determine where we are at and how much work still needs to be done. I will discuss with her student wellbeing suggestions like a fall reading break or other possibilities (no new material in week prior to exams) over the next several months.	
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	Some staff and I have formed a committee for the election planning, and we're planning some events to help promote recruitment and voting, including interviews and photoshoots with the candidates.	Continue to Promote the event, and reach out to candidates that would be a good fit for the different positions.	I took part in the search interviews for the next BCIT president last week, the interviews took up a lot of the week, but they're important for the future of BCIT. I've submitted my recommendation to the committee. I also attended the BCFS AGS 2 weeks ago, and took part in their training seminars. It was great to see their election, which had 11 people interested in four positions. Lastly, I reached out to Yael about two initiatives that the AdPoCo talked about. Fair Trade, and expanding available parking by reducing staff lot size. Hoping to hear back soon.
		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.	Haven't had any of the virtual meetings yet, waiting for MP schedules to become more available.	Still waiting for the funding review to be released, other than that, all I can do is keep attending meetings and advocating.	
Joshua Luu	Chair, School of Business + Media	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	Had a meeting with Tule to reevaluate the feasibility and best impact for students	Follow up meeting in end of Feb	
		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.	Had a meet with Tule to look into making a focus group and collaborate with other chairs.	Follow up meeting in end of Feb	

		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).	Event progress is going great. Working with the Canadian Mental Health Association which will be hosting a workshop event. BCIT Student Success is supporting with catering costs, and merch sponsorship is being provided by the BCIT SOBM and CHMA. Event is schedule for Feb 21st 5:30 PM - 7:30 PM	Host the event on Feb 21st and continue to coordinate all needed parts for event	
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)			
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 Céline).			
		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.			
Céline Loriot	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).	Contacted Emelles and Mike for catering our Mental Health Dinner on February 21, 5:30pm-7:30pm . Marcom is helping with creating marketing assets. Thank you!	Market the event.	Confirmed online set reps meetings from survey results for March 10 and 17 (Fridays) 5:30-6:30pm . Will notify set reps soon.
		2	Promote the health and wellness of students by hosting a dodgeball tournament in April (joint objective w/Mo).	Waiting on BCIT Rec contact from Geoff. Mo and I will followup at the earliest convenience	Plan details and work with Marcom.	Encouraged new set reps to attend the set rep trainings.
		3				Scheduled check in with SA mentor, Joyce, on Friday, February 10 (after clinical) to discuss final revisions to transition document and objectives.
Cody Pallin	Chair, Schools of Transportation, Construction & Environment	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	[ended]	Working towards providing a free coffee/ hot chocolate day at the specialty campuses, in talks for a collaboration with the Student Life Office, SLAs and the BCITSA Career Services.	
		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.	[ended]	Scheduling meeting with new associate deans of the specialty campuses to reconfirm commitments the old associate deans made and to ensure they are kept. Examples include moving the BMC fridge from the unused kitchen out into the cafeteria and allowing for Game Consoles to be purchased and installed in the BMC Library	
		3	Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.	[ended]	Re-establish communication with Dean of Transportation, he's been quite busy lately due to being the interim AD for ATC and its important to reconfirm his commitments too	
		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)	[ended]		
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.	Objective completed.		
		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.	Objective completed.		Set Rep meeting was Feb 1st. Invited Donna Turner and Anmol Anand as guests, they were excellent and set reps asked a lot of questions from them. Overall, Set Reps don't have much instructor concerns. Also asked if there's other gym equipment choices.

		3	Develop a planned, new DTC Student event for the Winter term.	Getting final details out. Need to decide on AV. Meeting with clubs over the next week or so to determine what their plans are. Asked for quotes from Party House regarding rentals. Got interest from remaining clubs, started booking meetings.	Meet with execs of each club. Confirm AV requirements, submit catering order, determine floorplan.	<p>concern: Also asked if there's other gym equipment needed aside from squat rack.</p> <p>Otherwise, mostly focusing on final details and planning for De-stress pop-up.</p>	
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.				
Name	Position	Report					
Ashley Obeck	BMC Satellite Councillor						
TBD	AIC Satellite Councillor						
Committee	Report by	Last Meeting		Next Meeting		Optional - Other Notes	
Finance	Mia Bui	Jan 10th	TBD	Discussed Execs' budget; update some information from last meeting re finance of clubs			
Student Spaces	Cody Pallin	Jan 11th	TBD ~Feb 21	Vote on new proposals and carry forward with purchasing decided items. Continue to seek approval from appropriate bodies		Avatar Way of Water wasnt actually that good. It had plot holes	
Bylaw	Mia Bui						
Advocacy & Policy	Nolan Nordwall	Jan 17th	Feb 7th	EXT-9 just passed, so we'll be planning next steps at our next meeting, Feb 7th.		I got in touch with Yael about the two initiatives we talked about at AdPoCo, Fair trade and expanding parking by reducing staff lot sizes. She's reached out to BCIT staff but hasn't heard back.	
Clubs	Tanya Fuchs			Will be reviewing club event funding application and Club's food driuve proposal on February 3.			
Board of Governors	Liam Lauren	06-Dec	28-Feb				
Education Council	Tanya Fuchs	01-Feb	08-Mar				
Alumni Board	Nolan Nordwall	Jan 17th	Feb 22nd	Continue to continue to foster a good relationship and look for collaboration opportunities between BCITSA and BCITAA		At the request of the Chair of the school of business, I tracked down the supplier for the alumni association pins. Hopefully there's a merchandising opportunity there.	
Equity & Sustainability	Amanda MacKearney	25-Jan-23	Just had committee meeting 25 January to discuss workshop ideas pertaining to the SDGs. We have chosen to look at SDG 16 and SDG 5. Originally we had chosen SDG 11 to host a Bee Workshop but we have not heard from Adam Dickinson since the beginning of January	Working with Diversity Circles to run a student led discussion panel on Gender Equity and Equality in Higher Education Settings. Tentative date of 31 March or 6 April, 2023.		Spoke with Shannon Kelly of the Diversity Circles team and she will be handing the facility booking while I look for potential speakers and guests we would like to have in attendance for sure.	