

- 4.1 Call to Order
- 4.2 Territory Acknowledgement
- 4.3 Acceptance of the Agenda
- 4.4 In Camera:
 - 4.4.1 Human Resources Update *- Jimmy W. & Cora B.*
- 4.5 Addressing Staff Concerns and Questions on the Release of the Former Executive Director
- 4.6 Acceptance of the Minutes:
 - 4.6.1 Council Minutes: October 15, 2024
- 4.7 Reports:
 - 4.7.1 Executive Updates *- Executives*
- 4.8 Old Business – None
- 4.9 New Business:
 - 4.9.1 Proposed Agenda for the 2024 Annual General Meeting *- Jimmy W.*
- 4.10 Open Forum
- 4.11 Reminders:
 - 4.11.1 Next Council Meeting: November 12, 2024
 - 4.11.2 Annual General Meeting: November 25, 2024
- 4.12 Adjournment

Executives: Jimmy Wang – President
Cora Bell – VP, External
Xavier Delaney – VP, Student Experience
Moksh Garg – VP, Equity and Sustainability
Greyson Dubé – Chair, School of Business & Media
Adam Matthews-Kott – Chair, School of Transportation, Construction, & the Environment
Russell Moy – Chair, School of Energy
Jasmine Yang – Chair, School of Health Sciences
Fiona Wong – Chair, School of Computing & Academic Studies
Eric Chau – Chair, Downtown Campus

Councillors: Bobby Davidson, Ho Yin (Pedro) Cheng, Isabela Patarroyo Singh, Zion Chan, Wasawat (Matt) Joongjai, Erik Aloyan, Meehika Chadha, Denzel Mohamed, Joseph Yuruk, Tyler Gravenor, Oscar Gutierrez, Yan Yiu Li, Vikram Gill, Ja Mu Ku, Avra Parent, Shervin Laghaie, Oceaan Pendharkar, Kenneth Ng, Inez Yoon, Khushmeen Kaur, Tijana Radovic, Marisa Price, Monica Sanchez, Sina Faraj Poor

Invited Staff: Adam Beggs – Executive Assistant & Board Liaison
Roland Gagel – Director of Finance
Sameer Ismail – Senior Advisor, Strategic Policy

Regrets (E.): Juan Lee – VP, Finance & Administration
Geoff Vinod Pittappillil – Chair, Specialized Transport Campuses

Regrets (C.): Alliah Almendral, Prabjot Sabharwal, Harjot Barsa

Guest Staff: Naru Ota – Wellbeing Manager
Tania De Ridder – Advocacy Manager
Gurleen Kaur Mann – Senior Advocacy Specialist
Laura Barreca – Entrepreneurship Manager
Libo Kong – Caren Specialist
Joyce Lee – Career Services Manager
Kim Kavanagh – Career Specialist
Kirk Iverson – Events Manager
Gila Schroeder – Career Specialist

4.1 Meeting called to Order

The Chair, Jimmy Wang, calls the meeting to order at 17:30 (34 voting members).

4.2 Territory Acknowledgement

Jimmy Wang acknowledged the territory the meeting was held on.

4.3 Acceptance of the Agenda**Motion:**

Be it resolved that the agenda be accepted as distributed.

Moved by: Cora Bell

Seconded by: Greyson Dubé

Amendment 1:

Replace the presenter of item 4.8.1, Juan Lee with Jimmy Wang.

Moved by: Eric Chau

Seconded by: Moksh Garg

29/1/4

CARRIED

Amendment 2:

To include on the agenda "Addressing Staff Concerns and Questions on the Release of the Former Executive Director" before the in-camera item.

Moved by: Eric Chau

Seconded by: Marisa Price

Sub-Amendment:

To change the placement of the proposed agenda item to after the in-camera item.

Moved by: Vikram Gill

Seconded by: Cora Bell

17/14/3

CARRIED

Amendment 2 (amended):

To include on the agenda "Addressing Staff Concerns and Questions on the Release of the Former Executive Director" after the in-camera item.

25/8/1

CARRIED

Motion (amended):

Be it resolved that the agenda be accepted as amended.

30/3/1

CARRIED

Discussion:

- Eric moved to add to the agenda an opportunity for the guest staff that have come to the meeting to speak on their concerns. Earlier in the day, a letter of concern regarding the departure of Michel Pouliot was sent to Council by several staff members, including the ones that have presented themselves at this meeting.
- A concern was brought forward about this forum not being the proper place for a discussion around this item and would be unstructured. There will also be many questions that the Board

and Council are unable to answer due to privacy and confidentiality. Staff can bring concerns forward to the People & Culture department and perhaps the Board.

- The point was made that staff concerns should be heard by Council so that the assembly can incorporate the staff concerns in the next steps.
- Staff are not allowed to speak at a Council meeting unless given permission by the Chair in appropriate circumstances.

Motion:

To limit debate to 2 minutes per person.

Moved by: Jasmine Yang

Seconded by: Greyson Dubé

Show of hands

CARRIED

- Council has a right to hear various perspectives on this topic, and even though some questions cannot be answered they can still be heard by Council. They will also provide Councillors with better knowledge on operations and the staff.
- Vikram moved a sub-amendment to have the staff speak after the in-camera items. This way Council will have more knowledge on the subject and can better speak to their concerns.
- A point was raised about respecting the time of the people that have come to the meeting and wish to participate.
- Cora noted that this is not all staff members, but a portion of all the staff that work at the Association. Their input will not affect decision making in the near future.
- The in-camera item is purely for information items, no decisions are being presented. Council wants the staff to have a stable working environment, and as governing body of the Association, want to gather facts before speaking to staff. They could be invited back as presenters at a later date to have a more in-depth discussion about concerns and questions regarding the topic.

Motion:

To call the question. (Move directly to a vote on the sub-amendment).

Moved by: Shervin Laghaie

Seconded by: Moksh Garg

Show of hands

CARRIED

- It was reiterated that these staff do not represent the entirety of the staff at the Association and do not necessarily represent the opinions of all staff.

Motion:

To call the question. (Move directly to a vote on the amendment).

Moved by: Jasmine Yang

Seconded by: Cora Bell

Show of hands

CARRIED

4.4 In Camera:

Motion:	
Be it resolved that the meeting move in camera with Roland Gagel, Sameer Ismail, and Adam Beggs.	
<i>Moved by: Jimmy Wang</i>	<i>Seconded by: Cora Bell</i>
Amendment:	
To remove Roland, Sameer, and Adam from the motion.	
<i>Moved by: Eric Chau</i>	<i>Seconded by: Greyson Dubé</i>
Sub-Amendment:	
To remove Adam and Sameer from the amendment.	
<i>Moved by: Greyson Dubé</i>	<i>Seconded by: Marisa Price</i>
19/12/3	CARRIED
Amendment (amended):	
To remove Roland the motion.	
15/15/4	REJECTED
Motion (not amended):	
Be it resolved that the meeting move in camera with Roland Gagel, Sameer Ismail, and Adam Beggs.	
26/6/2	CARRIED

Discussion:

- Eric moved an amendment to remove all staff from the room during the in-camera discussion. Citing the email notice of the departure of Michel, he stated that external parties should not be included. Information can be released to the staff members after Council discusses the matter.
- The reasons to include Adam B, Sameer and Roland are:
 - Adam B as the minute-taker and without him someone else would have to be selected to take minutes,
 - Sameer is a governance expert able to provide insight to the logistics of the departure of a senior manager, clarity on the Bylaws and other related legal language,
 - Roland, as the Director of Finance, becomes the acting Executive Director in the absence of one.

Motion:

To limit debate to one speech of 2 minutes per person.

Moved by: Jasmine Yang

Seconded by: Joseph Yuruk

Show of hands

CARRIED

- Greyson moved a sub-amendment to keep Adam B for effective minute-taking and Sameer for explanations of policies and procedures.
- Roland and Sameer have fiduciary duties in their roles. Having staff members present during the discussion will help to ensure information isn't inappropriately disclosed.

The Chair called a recess at 18:30.

The meeting reconvened and moved in camera at 18:39.

4.4.1 Human Resources Update

- Jimmy W. & Cora B.

Motion:

To extend the meeting by 30 minutes.

Moved by: Eric Chau

Seconded by: Greyson Dubé

Show of hands

CARRIED

Motion:

To extend the meeting by 30 minutes.

Moved by: Greyson Dubé

Seconded by: Fiona Wong

Show of hands

CARRIED

The Chair called a recess at 19:58.

The meeting reconvened at 20:03.

Motion:

To move the meeting out of camera.

Moved by: Jimmy Wang

Seconded by: Cora Bell

Show of hands

CARRIED

4.5 Addressing Staff Concerns and Questions on the Release of the Former Executive Director

The Chair provided the staff a collective five minutes to speak.

- Joyce on behalf of Kim:
 - The intention of attending was not to debate or question, but to shed light on the fallout of the decision. There are growing concerns about low morale, job safety, stability and a fear of retaliation. If this is not the proper place, then it is requested that Council provide a space for these comments.
- Joyce on behalf of herself:
 - Low morale is a concern for many staff members that she speaks with. There is also a fear of retaliation for speaking out about concerns.
- Kirk:
 - There is a feeling of frustration among staff due to the lack of regular stability. BCIT has limited their relationship and projects with the Association until it enters a period of stability. Michel’s connections and expertise will be missed by the Association.
- Gurleen on behalf of herself:
 - The culture of this workplace is shifted drastically in the years since she started working here. The need to speak to Council was so great she came to the meeting during her maternity leave.
- Gurleen on behalf of Naru:
 - Michel’s extensive non-profit experience will be missed as the resources and insight provided by him helped the Wellbeing department among other departments.

Motion:

To extend the meeting by 15 minutes.

Moved by: Moksh Garg

Seconded by: Ocaan Pendharkar

Show of hands

CARRIED

4.6 Acceptance of the Minutes:**4.6.1 Council Minutes: October 15, 2024****Motion:**

Be it resolved that the Council minutes from October 15, 2024, be accepted as distributed.

Moved by: Denzel Mohamed

Seconded by: Meehika Chadha

Unanimous

CARRIED

Tyler Gravenor – Councillor left the meeting at 20:23.

4.7 Reports:**4.7.1 Executives' Updates***- Executives*

The Executives provided a written report on their objectives, as submitted.

Greyson Dubé – Chair, School of Business & Media

- Habitat has extended their hours to 6pm on Thursdays and Fridays. Please note that underage students are not allowed in the establishment.
- Seeking one Media Councillor.

Cora Bell – VP, External

- Bylaw committee meeting tomorrow, October 29, at 17:30.

Moksh Garg – VP, Equity and Sustainability

- Fabrizio has resigned as Housing Councillor, so the position is now open. Please reach out to Moksh or Xavier to express interest or share potential candidates.
- Equity & Sustainability committee had the first meeting. They are reviewing the UN Sustainability Goals.
- Seeking two Indigenous Councillors.

Eric Chau – Chair, Downtown Campus

- Scheduling one-on-ones with Set Reps to determine where best to improve the Downtown campus.

4.8 Old Business – None**4.9 New Business:****4.9.1 Proposed Agenda for the 2024 Annual General Meeting***- Jimmy W.***Motion:**

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday November 25th be as follows:

5:30pm - Monday November 25th

1. Call to Order
2. Territory Acknowledgement
3. Adoption of the Agenda
4. Report on the Audited Financial Statements for 2023/24
5. Appointment of Auditors for 2024/25
6. Reports from the President
7. Motions from the Bylaw Committee
8. Adjournment

Moved by: Jimmy Wang

Seconded by: Cora Bell

Unanimous

CARRIED

Tijana Radovic – Specialty Councillor left the meeting at 20:28.

4.10 Open Forum

Kenneth Ng – Councillor

- Internal policies are all due for review, when will this happen? – The Board is aware that many policies are outdated and due for review. The Board is tracking all the policies, and the review process has begun for some of them.

Ja Mu Ku – Councillor

- Ja Mu, Avra, and Shervin attended the Set Rep meeting held by the Interim Chair; they expressed satisfaction with the meeting, claiming it was an overall success. They also shared that there were some items of note from that meeting that should be passed onto the new Chair. Jasmine will connect with Jo on this topic.

Eric Chau – Chair, Downtown Campus

- The posters that are approved and stamped by the Association for their bulletin boards should have dates so they can be taken down when they are no longer relevant.

Isabela Patarroyo Singh – Councillor and Monica Sanchez – Councillor left the meeting at 20:35.

Cora Bell – VP, External

- Regarding the topics retaliation and job security brought up by staff during item 4.5; the staff were provided an update by Jimmy on the situation and the People & Culture manager spoke to them about the anti-retaliation policy that exists at the Association.

Oceaan Pendharkar – Councillor

- Has there been high turnover recently at the Association? – Yes, there has been more turnover than usual this past summer. Some people were unhappy with changes made within the organization, while others received opportunities that they wanted to pursue. The Student Services department had the most turnover in the last year. It was made clear to the staff during the management meeting that no jobs are at risk. The Board has provided the People & Culture Manager with extra protection from retaliation to ensure staff feel safe to share concerns.
- Why are the staff concerned if they know their jobs are not in danger, and how can Council make them feel better? – The Board has reassured the staff as much as they are able to.

Jasmine Yang – Chair, Health Sciences left the meeting at 20:37.

Zion Chan – Councillor

- BCIT is under the impression that the Association is unstable, and one staff member spoke of projects being halted. Why was Council told this decision wouldn't affect operations? – Partners are not backing away, to the knowledge of the Board and Roland. These kinds of conversations don't lend themselves to appearing stable as an organization; the proper platform is to bring concerns to the Executive Director.

4.11 Reminders:

4.11.1 Next Council Meeting: November 12, 2024

Tuesday, November 12, 2024; 17:30 – 19:30, Council Chambers.

4.11.2 Annual General Meeting: November 25, 2024

Monday, November 25, 2024; 17:30 – 18:30, Council Chambers.

4.12 Meeting Adjournment

The meeting ended at 20:45 as time had run out and no motion was made to extend the meeting.

Minutes Recorded by

Adam Beggs

Approved by Council on:

November 12, 2024

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 28, 2024 Update #3	
Name	Position	#			
Jimmy Wang	President	1	Create and implement a 'Code of Conduct' for Student Executives & Councillors		
		2	Form a plan for new SA space for proposed new building - consult w/Executive Board, Council, Set Reps. Work in tandem w/VPX & Alumni Association		
		3	Implement Governance Review recommendations. Assist Bylaw Committee with Bylaws review and move items from Bylaws to Policy as necessary. Ensure all out of date policies are updated and reviewed.		
Juan Lee	VP, Finance & Administration	1	Hosting under the BCIT Accounting Association (BCITSAA), we are supporting them to offer a unified tax clinic for the student community. This approach aims to avoid holding two separate, identical events, reducing confusion among students while maximizing efficiency and service quality. This is a joint objective with Greyson, Chair of Business and Media, with plans to expand the service to the downtown campus in the future.		
		2	As Chair of the Bylaw and Finance Committees, my main objective is to address key issues in the bylaws and propose amendments during the AGM to improve communication, avoid confusion, and ensure effective governance. Additionally, I aim to ensure transparency in the organization's finances.		
		3	The Bounce App is a new social media-like platform, already adopted by student unions at UBC and other universities, aimed at enhancing student engagement through regular and visible updates on all BCIT and student-related matters. It will streamline event coordination, group chats, and improve overall efficiency in student networking. This is a joint project with Moksh, the VP of Equity, and despite its large scale, we are implementing it step-by-step with careful consideration to ensure its effectiveness and smooth integration.		

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 28, 2024 Update #3	
Name	Position	#			
		4	Support the restructuring of the Set Rep program to boost student morale, facilitate effective communication between Set Reps and the Student Association (SA), and provide clearer guidelines. I am working alongside our executive members and Adam, the Executive Assistant, to achieve these objectives.		
Cora Bell	VP, External	1	Create a bursary for a student who must travel outside of the Lower Mainland for a mandatory practicum.		
		2	By the end of January, create and distribute a guide for Councilors about SA governance structure and the role of Council/Councilors.		
		3	Complete a full review of the current Bylaws and develop a comprehensive list of proposed amendments to recommend to the Bylaw Committee and Council.		
Xavier Delaney	VP, Student Experience	1	N/A		
Moksh Garg	VP, Equity & Sustainability	1	Organising a thrift event for all students which will offer clothes, books and other student supplies.		
		2	Introduce the Bounce App to significantly enhance student engagement, streamline event coordination, and improve overall efficiency in student networking. This is a joint project with Juan, and despite its large scale, we are implementing it step-by-step with careful consideration.		
Greyson Dubé	Chair, School of Business & Media	1	Offer a tax clinic to students in collaboration with the VP of Finance and Administration		
		2	Increase foot traffic to the Habitat Pub by 10%		
		1	Host and support School of Energy related club events such as RC Classic.	In Progress	

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 28, 2024 Update #3
Name	Position	#		
Russell Moy	Chair, School of Energy	2	Create a framework to streamline Set Rep meetings and improve Set Rep/instructor interactions.	Debrief for set rep meetings were had. Other executives shared details that worked for set rep meetings and gave feedback.
		3	Ensure that doggy distress day occurs on campus as well as other events to boost student morale.	In Progress
Fiona Wong	Chair, School of Computing & Academic Studies	1	Hosting Spring 3-days long Hackathon in March which includes professional development, hackathon starter workshops, first day optional social night for the participants and industrial sponsors networking event.	
		2	Conducting a feasibility study for Computing Students to check if students are interested in Game Jam event in Spring.	
		3	Develop and host end of term gathering event for Computing students that contains foods, games, and raffle prizes.	
Jasmine Yang	Chair, School of Health Sciences	1	N/A	
Adam Matthews-Kott	Chair, Schools of Transportation, Construction & the Environment	1	Implement a student support phone line into the strategic plan. The phone / chat line will be operated by students and offer peer support as well as advice about services available to BCIT student.	
		2	Work with members of the Student Spaces Development Committee to develop community projects.	
		3	Collaborate with Greyson to increase pub traffic by at least 10%.	

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 28, 2024 Update #3
Name	Position	#		
Eric Chau	Chair, Downtown Campus	1	Increase the availability of student study spaces utilizing classrooms not being used.	Noticed that CST and CIT Program Heads booked empty rooms ahead of the midterm to ensure students had study spaces. I had attempted to navigate the Excel spreadsheet to see where I could find empty classrooms but it proved to be more difficult than expected. Reaching out to the Scheduling coordinator via email to see if they can help me expedite the process of finding empty rooms (Assuming that they have a room booking system that would be easier to look at)
		2	Provide more spaces for Student Association Events to be advertised	Meeting with the three Operations Managers for Business and Media (2) and the Computing and Academic Studies (1) was scheduled November 1st with Michel Pouliot where he was going to work on developing a relationship between BCTISA and BCIT (DTC) to discuss how to better provide crucial information such as Set Rep and Council Recruitment to their programs. The goal is to develop a working relationship with the operation managers to provide a platform for future discussions on how they can help us request more spaces for SA advertisement at DTC. I have reached out to DTC Councillors Kenneth and Inez to see if they would be interested in joining in on the meeting.
		3	Provide more beverage options at DTC	Further discussions to be had with DTC facilities managers for feasibility, in the process of measuring and reviewing the available spaces.
Geoff Vinod Pittappillil	Chair, Specialized Transport Campuses	1	To advocate for the establishment of financial bursaries specifically tailored for international students across all BCIT Schools, aiming to alleviate the financial burdens associated with higher tuition fees, cost of living, and limited work opportunities. This initiative seeks to ensure equitable access to education, support student well-being, and enhance the overall academic experience for international students.	
		2	Transform the contemplation room at ATC into a vibrant student lounge featuring a gaming console, comfortable couches, and various recreational activities to enhance representation and awareness of SA services.	

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 28, 2024 Update #3
Name	Position	#		
		3	<p>Redefine the ATC Councillor position into a Specialty Councillor role to address the significantly lower level of SA representation and the unique amount of work required at specialty campuses (ATC, BMC, and AIC). The goal is to develop a fully accessible and functional model similar to what exists at the Burnaby/Main Campus.</p>	

DECISION NOTE

October 23, 2024

PREPARED FOR:	BCITSA Council
PREPARED BY:	Senior Advisor, Strategic Policy and Executive Assistant
ISSUE:	Proposed Agenda for the 2024 AGM

RECOMMENDATION:

That Council adopt the following motion to approve the Annual General Meeting draft agenda.

MOTION:

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday November 25th be as follows:

5:30pm - Monday November 25th

- 1. Call to Order*
- 2. Territory Acknowledgement*
- 3. Adoption of the Agenda*
- 4. Report on the Audited Financial Statements for 2023/24*
- 5. Appointment of Auditors for 2024/25*
- 6. Reports from the President*
- 7. Motions from the Bylaw Committee*
- 8. Adjournment*

BACKGROUND:

Under the Bylaws and the *Societies Act*, the Association is required to hold the Annual General Meeting within six months of the end of the fiscal year. The fiscal year of the Association ends on May 31st and the AGM this year is scheduled for Monday November 25th at 5:30pm.

The Bylaws require that Council set the agenda for the AGM beforehand. Historically, the AGM includes a presentation on the previous year's financial statements, reports from management and the President, a motion appointing auditors, and proposed amendments to the Bylaws. Consistent with past practice, the draft agenda incorporates all of these items.