

Executives attending:	Céline Lorient - President Jimmy Wang - VP External Justin Saint - Chair, School of Computing & Academic Studies Charlene Steeves - Chair, School of Health Sciences Abdul Aziz Ansari - Chair, School of Transportation, Construction, & Environment Simran Anand - Chair, School of Business + Media Shelby Woida - VP Equity & Sustainability Daniel Wong - Chair, Specialized Transport Campuses Joshua Luu - VP Student Experience Mia Bui - VP Finance and Administration
Staff:	Roland Gagel - Interim Executive Director
Staff attending virtually:	Stewart McGillivray - Government Relations Strategist
Regrets:	Matthew Puyat - Chair, Downtown Campus Vrishank Prabhu - Chair, School of Energy

Executive Committee Meeting - July 9th, 2023

2.1 Call to Order

The meeting was called to order at 3:15pm. A quorum was present, the President chairing, and the Government Relations Strategist and VP a student Experience taking minutes.

2.2 Land Acknowledgement

The President offered a land acknowledgement to start the meeting.

2.3 Acceptance of the Agenda

It was moved by Simran and seconded by Mia that the July 11th meeting agenda be adopted as presented.

Approved unanimously: 10/0/0

2.4.1 Executive Committee Minutes: 2023-06-11

These were the minutes taken by Crystal and deferred at the previous meeting (June 26th).

It was moved by Josh and seconded by Justin that the first set of June 11th meeting minutes be adopted as presented.

Approved unanimously: 10/0/0

2.5.1 Executive Director's Report

The interim Executive Director presented an overview of the items in his report. He referred to retail sales and the successful Wellness Day. From People & Culture, the new EDI Strategist has started her position.

Student services are busy. Advocacy cases are up, the team is busy. One returning from maternity leave in August. Staffing updates in the accounting and administration team were communicated.

Summer is quieter in some respects, but a lot of planning in the lead up to September.

No questions were asked.

2.5.2 Executive's Report

The President has been coordinating BCITSA Executive participation in UBC's SUDS conference, lots of interest so far. The Executive Director reminded folks that anybody attending should ensure they can attend as much of the conference as possible.

The President relayed some promising updates about a possible Diversity Circles event being coordinated with Giovanna and BCIT Faculty & Staff Association. She has also been coordinating with Kathy Siedlaczek and Jan Smith to have BCIT present to the Executive Board on the credential framework review.

The VP Student Experience updated the Executives on work that is being undertaken to plan events this coming school year and secure sponsorships. He is collaborating with Geoff, Director of Marketing and Communications. Finally, he is working to organize a Burnaby equivalent to the very successful student event organized last year by the DTC Chair at the downtown campus. Also helping Tule and others to invite student leaders to an event in October focused on BCIT student leaders networking.

The Chair for the School of Business + Media has been holding meetings, planning set rep recruitment, and promoting their Discord channel. Initial responses have been favourable.

The Chair for the School of Computing and Academic Studies provided an update on initial work to organize the Hackathon. Furthermore, he and Kirk, Events Manager, are putting together exciting plans for Kickstart this fall.

A "welcome back" pub event is being planned for September 22nd. Will be a ticketed event, approximately \$12 for a burger and beer. Sponsorships are being sought.

The SoCAS Chair is also considering a pub event for computing students just prior to the semester. The VP Student Experience relayed that there are lots of opportunities for collaboration with execs, this is a big priority for Mike, Director of Food Services.

The SoCAS Chair also provided an overview of the Set Rep program in his school, some of the things that have worked and others that have been a challenge. He is looking to put together a document and hold several meetings. The VP Student Experience noted the ongoing work being done by the Chair for the School of Business + Media, there will be more collaborations.

The SoCAS Chair also expanded on his previous update regarding the Hackathon and an overview was provided of how to reduce food waste, promote collaborations, and involve students from the School of Business.

The TCE Chair is examining ways to promote more awareness of the BCITSA among student in TCE programs. There is a discord server which should have 300 or so students. He hopes that they can help the transition be smoother for brand new students. The VP Student Experience observed that BCIT's Student Life Office could be a valuable partner to help more students with the transition.

The Chair for the School of Business + Media highlighted a planned event with alumni, she has reached out to the Alumni Association.

The STC Chair provided an update on how his transitions have been going. Lots of support from Kim, BCITSA Career Specialist. An initial meeting has happened with his associate dean and some program heads, there is a lot of interest in student involvement. The VP Student Experience will ensure that the STC Chair receives updates on how the shared Executive objective on the Set Rep program will proceed. He highlighted the huge variation among programs.

The VP External updated the Executives on the upcoming meeting of the Student Caucus for the U-Pass Advisory Committee (UAC).

[The Government Relations Strategist left the meeting at 3:45pm]

2.6.1 Whistler Training and UBC SUDS Conference

The Executive Director provided an update on this item. Whistler training will be one week later, as requested by the Executives. There will be training in-house at the Burnaby campus, then carpooling on the Friday and staying at the hotel.

The team will investigate options for an escape room and/or other team-building activities at the park. There will be an Executive Meeting on the Sunday then travelling back to the Lower Mainland. There may be further training on the Monday and Tuesday.

SUDS currently has 5 or 6 people committee to going. There were some tech issues with the SUDS website but more tickets can be acquired as necessary.

2.6.2 Vice-Chair Appointment to *ad hoc* Set Rep Program Committee

The Chair for the School of Energy was not able to attend the meeting. The previously-circulated materials were referred to.

“Be it resolved that Joshua Luu sit on the Set Rep Program Committee as vice-chair for the 2023-2024 year.”

[requires a 2/3 majority]

Moved by: Céline Loriot

Seconded by: Shelby Woida

Approved unanimously: 9/0/1

[Joshua Luu abstaining]

2.7.1 Proposed Council and Board Calendar 2023/2024

The Executive Director referred to the materials previously-circulated.

The members of the Executive Committee were generally supportive of the proposed schedule.

2.7.2 Capital Project - Bleachers in Council Chambers

The Vice President Student Experience referred to issues with the bleachers setup in Council Chambers. He has spoken with the President, the Executive Director, and the Events Manager.

The main reasons to remove them or replace them include (i) they move too much, (ii) they occasionally roll, and (iii) the seating is unsafe when people are sitting in them and eating food.

Alternatives include having just chairs, having more room, or having less chairs. The bleachers were pretty expensive in the first place, so what to do? Extend them fully back, get new tables and chairs, even fully replace them with new bleachers?

Discussion arose on this topic, as follows:

The bleachers aren't necessary anymore, people can just set things up as they wish. They *are* used to seat members of Council eating dinner and participating in meetings. What alternatives are available? Chairs and tables? Bleachers with tables? A free alternative are the chairs and tables that the SA already has, they have been setup previously for Peak Leadership, other networking events, etc. According to the Events Manager, it can accommodate 50 with tables and chairs. The Student Spaces Development Committee can be used for Council Chambers, that's a BCITSA student space. It's up to the TCE Chair and the Committee members. The Alumni Association setup (Royal Oak Building) has a good setup, semi-circle.

2.8 Open Forum

Nothing additional.

2.9 Reminders

The next Executive Committee and Executive Board meetings are on August 27th in conjunction with training and strategic planning in Whistler.

2.10 Adjournment

It was moved by Josh and seconded by Daniel that the meeting adjourn.

Approved unanimously: 10/0/0

The meeting was adjourned at 4:09pm.

Executive Director report:

Various Departmental Reports

- Childcare
 - We are full and are almost full for September, keeping 2 spaces until the third week of July for late student needs
 - Our new canopy has been such a great addition for our toddler centre who are now able to enjoy the outside without always being directly in the sun
 - Our new Canada Summer Jobs hire is doing great and is choosing this as her career path, so this opportunity for us is great to mentor her.

- Marketing/Events/Publications:
 - Reestablishing Clubs processes to make it easier to onboard new clubs and make Clubs Day an exciting event.
 - Ongoing planning for orientation - Sept. 6 being branded as Kickstart Connect, Sept. 7 being branded as Services Showcase (BCITSA and BCIT Services fair in the Great Hall).

- Retail Operations: June sales
 - All stores were closed 1 business day for SA Wellness day
 - Stand South Closed for summer reopens Mon Aug 21
 - Geared up - Customers: 300 Sales: \$25,400 Budget: \$26,400
 - Stand Central - Customers: 2,300 Sales: \$13,500 Budget: \$18,900
 - Stand south - Customers: 1,300 Sales: \$7,700 Budget: \$11,500
 - Pavilion - Customers: 9,500 Sales: \$72,000 Budget: \$79,000

- People and Culture
 - We continue to roll out the new performance management model to the teams. This is a continuous performance management model that is adaptable to the needs of all SA teams. Managers are now booking in performance management meetings with their team members.
 - We hired an EDI Specialist, Nadi Fantastic, who started on Monday. Nadi will work with the P&C team to roll out the BCITSA EDI strategy. This is a one-year project funded by a federal grant.
 - Wellness Day was held on Tuesday June 27th. We hope to make this, or a similar employee event, an annual occasion.

- Student Services – Careers
 - Resumed Clinic Drop-in Sessions at BBY Great Hall and DTC Tech Collider received great response from students
 - Mock Interview with Industry Professionals – Great feedback from students
 - Planning for various items in the upcoming year - personalized support via CDA, 7 industry focused career fairs, 10 employer info sessions, ongoing classroom visits and workshops via different delivery methods)
 - New Initiatives: Mock Interview with AI Assistant, Instagram Live Stream Career Tips and Q&A sessions

- Student Services – Entrepreneurship
 - Wrapped up Peak leadership
 - Planning for Fall

- Student services – Advocacy
 - Over 20 new cases for June

- Student Services - Food Pantry
 - Over 200 visits in June, peak was March at 600
 - Actively recruiting for Pantry Coordinator
 - Determining scope and reach of Funds development person and how to effectively deploy

- Accounting and Administration
 - Anna on vacation, Simer back from maternity leave, Yvonne on medical leave