

- 16.1 Call to Order
- 16.2 Territory Acknowledgement
- 16.3 Acceptance of the Council Meeting Agenda
- 16.4 Acceptance of the Minutes: February 5, 2024
- 16.5 **Guest speakers:** BCIT Fee Consultation - *Lisa Collins, Kacem Habiballah, Sarah Dunn and Laura Vail*
- 16.6 Reports
  - 16.6.1 Executive Director's Report - *Roland G.*
  - 16.6.2 Executives' Updates - *Mia B.*
- 16.7 Old Business
- 16.8 New Business
  - 16.8.1 Honarium Increase for Interim President - *Shelby W.*
  - 16.8.2 BCIT Budget - *Stewart M.*
- 16.9 In Camerak
- 16.10 Open Forum
- 16.11 Reminders
  - 16.11.1 Next Council meeting: Monday, March 5<sup>th</sup>, 2024 @ 5:30 pm in Council Chambers
- 16.12 Meeting Adjournment

*Please refer to attached materials.*

**Executives:** Joshua Luu – VP, Student Experience  
Jimmy Wang – VP, External  
Shelby Woida – VP, Equity and Sustainability  
Matthew Puyat – Chair, Downtown Campus  
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment  
Justin Saint – Chair, School of Computing and Academic Studies  
Mia Bui – VP, Finance and Administration  
Vrishank Prabhu – Chair, School of Energy  
Charlene Steeves – Chair, School of Health Sciences  
Simran Anand – Chair, Business + Media

**Staff:** Margarita Gaidasheva – Executive Assistant  
Roland Gagel – Director of Finance, Interim Executive Director  
Stewart McGillivray – Government Relation Strategist

**Guests:** Lisa Collins, Kacem Habiballah, Sarah Dunn and Laura Vail

<b>Councillors:</b>	Andrea Martin	Fiona Wong	Parisa Saqib
	Aruzhan Basbulat	Kobie Smith	Quoc "Minh" Nguyen
	Cora-Lynn Bell	Will Ondrik	Dennis Phan
	Su Yamin Tun	Kyla Cruz	Fahad Ahmed Doza
	Andrea Obnamia	Daniel Mah	Monika Monika
	Bobby Davidson	Xavier Delaney	Jasmine Yang
	Morgan Peltier	Jadon Matthias	Owen Rains
	Andrew Pham	Ho Yin Cheng (Pedro)	Edward John Gatchalian
			Jaspreet Bhuller

**Regrets:** Daniel Wong – Chair, Specialized Transport Campuses  
Councillors: Alexander Bridgeman, Elaine Huang, Matt Kilpatrick, Megan Jewell, Muhammad Ahmad

### **16.1 Meeting called to Order**

Mia calls the meeting to order at 5:32 pm (34 voting members of the Council).

### **16.2 Territory Acknowledgement**

Mia read the territory acknowledgement.

Jimmy would like to remove an item from Agenda - **16.7.1 Honorarium Increase**

Mia will abstain from voting on any motion concerning her

- Honorariums are set for the year ahead
- Changes can only be made in June
  - o Can't be made throughout the year
  - o This would violate bylaw

### 16.3 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Justin Saint*

*Seconded by: Matthew Puyat*

**Yes: 27 No: 0 Abstain: 1**

**Carried**

### 16.4 Acceptance of the Minutes: February 5, 2024

**Motion:**

Be it resolved that the Council Meeting minutes from February 5, 2024 be accepted as distributed.

*Moved by: Mia B.*

*Seconded by: Jimmy W.*

**Yes: 23 No: 0 Abstain: 2**

**Carried**

#### 16.4.1 BCIT fee consultation presentation.

Introductions of BCIT guests - Lisa Collins, Kacem Habiballah, Sarah Dunn and Laura Vailon

Presentation slides included.

- Budget Summary drafted, vetted with Chair
- Affordability is most important
- Feedback is important to BCIT
- SA can lobby the government in ways that BCIT can't
- Tuition increase limit policy is still 2%
- Originally recommended increase of 6% - still in proposal stage
- Government doubled the requirement to receive study permit
- International differential factor fees increase – must pay attention to it
- IRCC and federal government factors
  - o “Institutions will need to post fees and increases for the entire time the student is in the program”
- BCIT not allowed to run in deficit; must balance their budget
  - o If deficit exists – must provide recovery plan to the government on how to bounce back
  - o Running in deficit for 3<sup>rd</sup> year in a row due to lower student sign ups
- Not across-the-board budget cuts, depends on each area
  - o Balanced approach to take: Increase IDF, reduce costs
- International student fund at \$100K to support students’ affordability concerns
  - o Aiming to increase the fund to \$300k
  - o Increase individual students with higher amount, or
  - o Increase the number of students that receive support
- Concerns about amount of monetary support that students receive while on practicum out of province
  - o This is not BCIT funding, it comes from BC student aid

- Fiscal year starts in April
- Proposal to do it in open session
  - o Tuition and fees will be in separate session

Q: If prices are increasing due to inflation, wouldn't this be related to inflation anyway?

- Emergency funding should help
- Other post-secondary institutions have had this available for a while now

Q: Does 6% IDF – related to inflation?

- It's a range up to a certain percentage
- If the cost pressure is not too severe – don't need to increase it up to the highest amount
- Enrollment projections are included in the tuition increase

Q: Emergency fund for international student – what is the future fund?

- Take 1% and make budget allocation ongoing
- \$250k was the first proposal, now more like \$300k
- Making it a permanent, ongoing allocation is still in the works

BCIT presentation concluded at 6:09 pm

## 16.5 Reports

### 16.5.1 Executive Director's Report

As submitted

- Reminder: elections for executive board opening on Monday (Feb 26)
  - o Councillors are encouraged to apply [March 25 - April 5]

Q: Elections – can a person run for multiple roles?

- No, only for one position

### 16.5.2 Executives' Update

Justin – Drag show went well, crowd happy

- Plan to repeat next year
- Mike happy with drink sales 😊
- Hackathon sign up = 180 competitors
  - o Increased list from 150 to 180
  - o Complaint that the waitlist has a fee – Justin will look into it to resolve
- 7/10 judges found
- Thanks for Mathew and Simran for finding volunteers
- Provincial health services authorities are sending 7 volunteers
- SoBM, SoH, SoCAS involved

Q: Do students need to have a business student on their team?

- First term students concerned
- Encouraged students to form a team of 5, so that an extra person can be accommodated

Q: Why do they need a business student if it's a hackathon?

- Presentation is a big part of it
- Meant for employability
- Meant to provide practice

Shelby – sustainability committee

- Decolonizing workshop
- Councillors helped to organize
- Great feedback
- Looking to host another one in May

Charlene – Power Hour: healthcare focused

- 2 speakers from 3 different health authorities (6 speakers total)
- On cultural health and safety
- 25 registered so far

Simran - Tax clinic has 48 volunteers

#### 16.6 Old Business - none

#### 16.7 New Business

##### ~~16.7.1 — Honorarium Increase for Interim President~~

##### 16.7.2 BCIT Budget Update

As submitted in the info note from Stewart

- BCIT Aiming to cut budget by 4% this year
- Some services might be affected
  - o More administrative rather than student facing services
- Students shouldn't notice cuts, they should see improvements

#### 16.8 In camera

**Motion:**

Jimmy motions to go in camera, Joshua Luu seconds

**Unanimous**

**Carried**

In camera start time: 6:30 pm

Motion to leave the in-camera: 6:50 pm

### **16.9 Open Forum**

Jadon and Vrishank were planning an industry night

- SA is unable to support this event

Q: Jadon looking on clarification on why the SA could not support this event?

- It was unclear who was doing the event? What it was about? What event was for?
- Vrishank was asking for support from staff on very short notice
- There's confusion where funds could go with respect to the type of event
- Money raised within SA event need to stay within SA, not to fund personal projects, like CAPSTONE

Cora would like to ask about the information note on BCIT governance review prepared by Stewart

Q: What is the timeline to have issues addressed?

- The review is to note issues and come up with solutions
- How things should be addressed
- Timeline is unclear, will be revised for next council meeting

Concern that sometimes information provided to the council in the meeting package was incomplete, and councillors were asked to vote on it.

- Cora would like those issues addressed in the near future

### **16.10 Reminders**

**16.10.1** Next Council Meeting: Monday, March 4 @ 5:30 pm in Council Chambers

### **16.11 Meeting Adjournment**

It was moved by Mia Bui and seconded by Matthew Puyat that the meeting be adjourned.

**Unanimous**                      **Carried**

The meeting was adjourned at 7:00 pm



A photograph of four students walking on a paved path outdoors. From left to right: a young woman with long dark hair wearing a black jacket and white pants; a young man with dark hair wearing a black jacket over a striped shirt; a young man with dark hair wearing a patterned shirt and a backpack; and a young woman with long dark hair wearing a dark jacket and holding a book. The background shows a metal railing, trees, and a building. A blue square logo with the text 'BCIT' is overlaid on the image.

BCIT

# TUITION AND FEES PROPOSAL 2024/25

Lisa Collins, Kacem Habiballah, Sarah Dunn, Laura Vail





The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of *Sḵwx̱wú7mesh* [Squamish], *səlilwətaʔɬ* [Tsleil-Waututh], and *xwməθkwəyəm* [Musqueam].





# AGENDA



Recap of fall  
consultation



Fall Consultation  
Themes



Updates



Next Steps



# RECAP FALL CONSULTATION





# 2% INCREASE TO TUITION AND FEES

## Why?

- Keep pace with rising costs

## What?

- Tuition and mandatory fees increased by 2%
- Per Tuition Limit Policy

## How?

### Includes:

- Tuition and mandatory fees

### Excludes:

- International differential
- Tuition for new programs (first year)
- SA mandatory fees

# INTERNATIONAL DIFFERENTIAL FACTOR (IDF) INCREASE

## Why?

- Keep international education cost-recovery
- Remain competitive with other PSIs

## What?

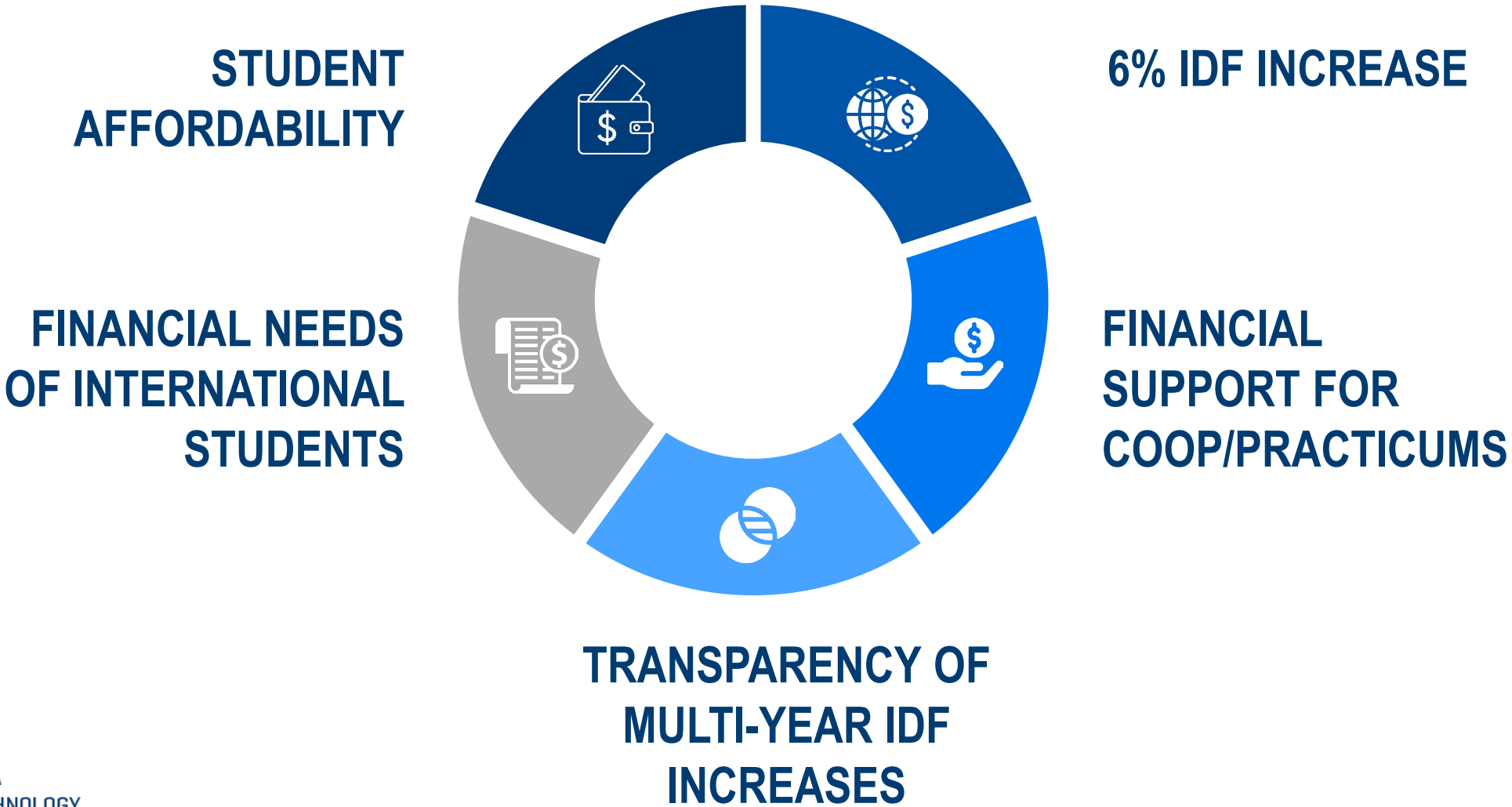
- International Differential Factor increased by 6%
- This will apply to full-time and Flexible Learning

## How?

- Includes:
  - International portion of tuition
- Excludes:
  - Base (domestic) portion
  - Mandatory fees
- **IDEA:** “Hold-back” for student financial support?



# FALL CONSULTATION THEMES





# FOR FOLLOW UP



**INTERNATIONAL  
DIFFERENTIAL  
FEES**



**EMERGENCY  
FUNDING**



**CLINICAL  
PLACEMENTS**



# INTERNATIONAL TUITION TRANSPARENCY



Publish four years of upcoming IDF increases to help students better plan their educational costs



- 2024/25: proposed 6% increase
- 2025/26: up to 7% increase
- 2026/27: up to 7% increase
- **2027/28: up to 7% increase**



Align with recent Ministry of Post Secondary Education and Future Skills BC International Education Framework

# IDF 6% INCREASE

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- Structural budget gap
- Cost Pressures
- Affordability





# INTERNATIONAL STUDENT EMERGENCY FUNDING

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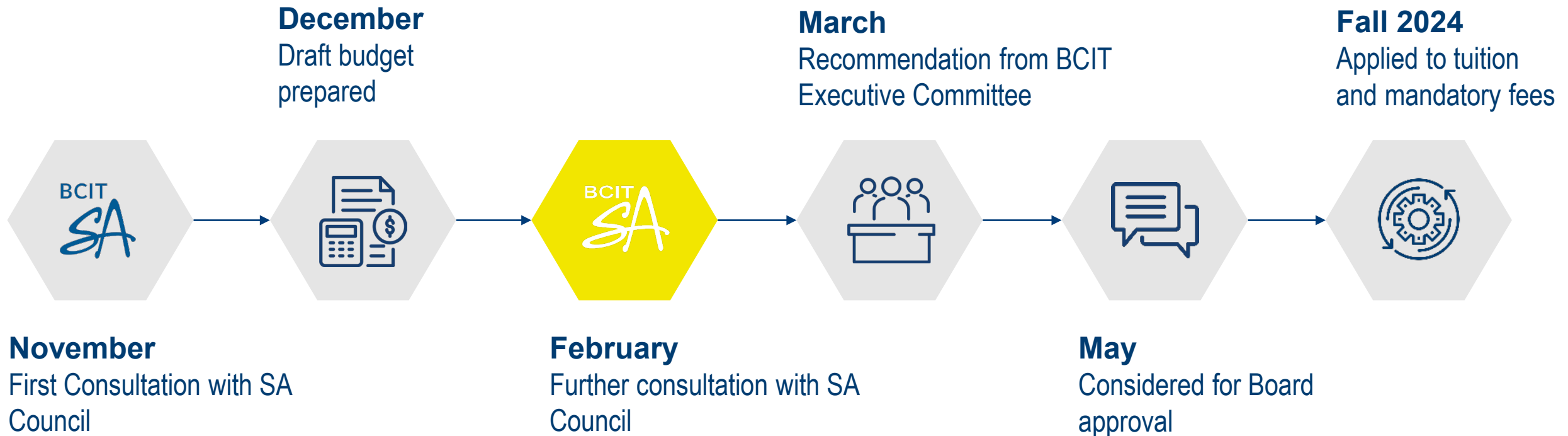


# CLINICAL PLACEMENTS

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# NEXT STEPS







# QUESTIONS





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# APPENDIX



# BC PROVINCIAL TUITION LIMIT POLICY

## New mandatory fees may be introduced:

- For new services where there is a clear benefit to students
- After proactive consultation with students and early consultation with government



## INCLUSIONS

- Increases to domestic tuition and mandatory fees, up to 2% per year



## EXCLUSIONS

- International differential fees
- Tuition for new programming (first year)
- SA-levied mandatory fees

# FINANCIAL CONTEXT



Legislation requires  
balanced budgets



Third Year of  
Structural Budget  
Deficit



Expenses  
outpacing revenue



Enrolment  
rebuilding  
incrementally



Recovery  
Strategy

# ONGOING COMMITMENTS



High quality programs and instruction



Living space upgrades to Student Housing



Comprehensive supports for student learning and well-being



Technology to support learning



Positive, supportive student experience



Mandate to support workforce development in BC



# FOR ADVANCE NOTICE



International Tuition  
Transparency



Student Housing rental  
rate increase



Student Housing parking  
fee increase

**STUDENT HOUSING PARKING**  
Increase from \$20 to \$25/wk

# FOR ADVANCE NOTICE

## FY2025 STUDENT HOUSING RENT INCREASE



### MONTHLY RENT INCREASE

Increase of 6% from approx \$807.40/mo to \$855.69/mo (long-term stays), and \$32.46/day to \$34.41/day (short-term stays)



### RENTAL RELIEF

Reserve 1% of rental income to provide rental relief for those who cannot afford rent

**\*\*We** continue to be well below the CMHC median rental rate of \$1,339/month

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## Executive Director's Report

### Council Meeting Feb 20, 2024

#### Executive Director/Director of Finance/Organizational activities of note

- **Joint BCIT and SA Executive meeting** scheduled for Jan 31 was postponed due to Dr Zabudsky's sudden unavailability, is scheduled for Feb 28.
- **January Student Fees** solidifies that the Year To Date Fees have increased by net of 8%. Projections indicate that the fees will reach the budget of \$3.96 million. All the other fees are showing the same trend and should also reach the budgets established.
- **BCITSA Election** dates have been finalized:
  - Nominations February 26<sup>th</sup> to March 11<sup>th</sup>
  - Voting March 25<sup>th</sup> to April 5<sup>th</sup>
  - The MarComms team and other staff are preparing additional engagement opportunities for voters through tabling, *Link* coverage, and at least one in-person event.

#### Business Systems

- 5 student volunteers are contributing to department; some highlights of their contributions include assisting on the Marcom & Events ticketing process redesign, research, creating training documentation for new CRM processes
- Food & retail inventory management system upgrade project about to start, in the final planning stages
- Mentorship program process and database redesign project nearing completion

#### Student Services

- **Past Events Updates:**
  - Valentine [Cookie](#) Decorating | February 14, 2024 | 11:30 AM – 1:00 PM 75 students participated
- **Food Pantry Update:**
  - With the move and new operations in full swing, we have received positive feedback including noting that operations are now more equitable, culturally diverse options and wait time has been reduced significantly.
  - In January, we saw 335 visits at the Burnaby Campus pantry (opened 4 days), 71 students at ATC Pop-Up and 131 students at DTC Pop-Up.
- **Save the Dates!**
  - **March 4<sup>th</sup>, 2024** | Food pantry Pop-Up at Aerospace Campus
  - **March 18<sup>th</sup>, 2024** | Food pantry Pop-Up at Downtown Campus
  - **April 10<sup>th</sup>, 2024** from 11:00 AM – 3:30 PM | Hiring Fair (all industries) | Great Hall (Burnaby Campus)

#### People and Culture

- Nadi Fantastic, EDI Specialist, facilitated a workshop for the SA on event accessibility on Feb 8<sup>th</sup> to help teams better understand how to serve those with disabilities attending SA events
- There was Valentine's Day ice cream sundaes on the 14<sup>th</sup>
- Began implementing job postings and onboarding integration with the SA HRIS
- Wellness Day committee – has tentatively schedule SA Wellness day for June 13, 2024



## Marketing

### **Promotions and Projects – Upcoming, Current and Recent**

- Stand Central/South: Valentine's Special Drinks,
- Link magazine February edition – Drag cover theme
- New signage for the Geared Up popup shop - NE1
- Advancing Reconciliation - event
- Pink Shirt Day for Feb 28

## Childcare Centre

- Ladybug Centre remediation has a completion date of Friday March 1 and will reopen for children on Monday March 4

## Retail

For the Month of:	Feb-2024	Sales Data to:		14-Feb	% of Sale Days for Month	
Total Business Days:	20	Days of sales:		10	50%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	307	\$ 11,800	\$ 26,400	45%	\$ 23,500	\$ (2,900)
St Central	2,929	\$ 18,200	\$ 37,700	48%	\$ 36,500	\$ (1,200)
St South	3,963	\$ 23,200	\$ 44,900	52%	\$ 46,500	\$ 1,600
Geared Up@NE1	150	\$ 3,900				\$ -
		\$ 57,100	\$ 109,000	52%		

- We opened Geared Up@NE1 store this month, and the number of transactions in February to-date is half of the transactions in the main Geared Up, 150 vs. 307. This demonstrates the need for retail service in that area.
- We continue offering longer hours in Stand South, until 6:00pm. In February to-date from 4pm to 6pm, we've served 400 customers and made \$2,400 in sales.
- We continue being open at 6:30am in Stand Central, and this month to-date from 6:30am to 7:00am, we've served 80 customers and made \$600 in sales.
- We are going to have our retail pop-up location at the Convocation in early March.

## Habitat Pub

- Pub sales first 2 weeks of February 2024, are up 5K over 2023
- Sales increase 3500 in alcohol and 1500 in food
- Working on large booking for the pub in April and May of this year groups of APPROX 150 people
- Monday Tuesday value menu is out some limited improvement in traffic for the first week.
- New R and D menu is out testing items for future menus.

**2023-2024 Executive Objectives**

**For Council Meeting  
20-Feb-24**

Name	Position	#	Objectives	
Mia Bui	VP Finance & Administration	1	Host a Financial Literacy Workshop in November 2023	Objective Done
		2	Host Annual Tax Clinic, similar as previous year, but expanding on scope, scale and targeted audience. Joint objective with Simran.	In progress of liasing with Karollina, CRA Rep, to figure out next steps and organize a training date. About 50 volunteers registered
			Other duties	Had a meeting with Jeff and Lisa on budget update. Budget's gonna be ready for approval later this year compared to last year, probably in April.
Joshua Luu	VP Student Experience	1	Support Student Mental Health through Campus Convos, organizing and hosting a series of events throughout the school year. w/ President, Céline & TCE Abdul	Communicating with BCIT Counselling, BCITSA Marketing, Catering services, and sponosrs.
		2	Supporting student well-being through mini destress events throughout the school year. w/ TCE, Abdul	Setting up another meeting with Abdul to discuss fesiability
		3	Improving the set rep program as Vice-Chair to the Ad Hod Set Rep Commitee & Developing/purchasing merch for BCIT students to improve engagement and branding for BCITSA. w/ SOE, Vrishank	Had meeting with Vrishank to discuss communicating with stakeholders and developing a Set Rep Policy
Shelby Woida	VP Equity & Sustainability	1	Work with the Executive Director Search Committee to appoint a permanent Executive Director	Interviews are being conducted
		2	Organize a series of fireside chats based on Indigenous education, decolonization, and Indigenizing BCIT classrooms	Hosted a decolonizing classrooms event on February 7th. We have approx 30 attendees and the event went very well with constructive conversations. We've been requested to host another one for staff that couldn't make this one.
		3	Work with EDI specialist to update SA policies on Territory Acknowledgments and host a series of related workshops	
Vrishank Prabhu	Chair, School of Energy	1	Facilitate cross club collaboration within the School of Energy	Held a Energy wide club exec meeting with Josh to learn about what are the exact difficulties that exist between clubs and the SA in hosting events and accessing club funds - extremely productive meeting, and looking forward to updating Council on proposed changes and work plan in the next meeting. We had about 15 other execs representing 6-8 clubs.
		2	Begin systematic changes of the set rep program through the Set Rep Program Ad-Hoc committee	Delayed meeting with Josh due to sickness and capstone work, will have updates for next meeting. Josh had a great idea of creating a Set Rep policy document to create a standard on what the program stands for. Kyla did amazing work on learning about the MECH set rep program (why they have their own, how we can collaborate with ours, etc.)

		3	Host the RC Classic, a past School of Energy event	RC Classic is still going on, just with less/no support from SA. I'm working with IEEE to design, order and create the shirts for the event and help with any logistics or marketing they might have.
		4	Host an industry night focused on sustainable transportation and renewable energy.	SA decided to pull out of the event due to multiple reasons, so this objective has been shifted into me collaborating with the ESS to host the April 2nd engineering industry night and postpone this to next year.
Justin Saint	Chair, School of Computing and Academic Studies	1	Connect with two new industry expert event sponsors for QDS Hacks 2024 in order to increase capacity from 100 to 120 and sell 40 free tickets to students who identify as female, Indigenous, or LGBTQ+	<p>Completed Registration form, DevPost main page, Discord social forum, Registration form, Introduction email for event participants</p> <p>Created volunteer and mentor forms to fill needed roles during the event, got volunteers to help with postering Feb Week 1 and tabling Feb Week 2</p> <p>In-person announcements done in lecture for BBY and DTC for Computing, emails sent to the Program heads for the IT programs in SoB+M</p> <p>Shelby and Simran assisting with contacting Business, Matthew assisting with contacting Computing, Club execs trying to contact judges</p> <p>Roland created Sponsorship Agreements for the sponsors</p> <p>Feb 14 numbers update -- 79 Computing, 15 Business, 1 Energy student registered</p> <p>7 mentors signed up, all shifts filled!</p> <p>3 out of 12 judges recruited (+4 tentative yes)</p> <p>9 volunteers -- 2 promotion volunteers, 7 event volunteers</p>
		2	Improve communications within the set rep program by creating new and updated documents about set reps that are concise and easy to find	Sara provided contact information for GeoComply, got a response from their Events Coordinator and trying to arrange a tour of their Vancouver Downtown office for the Computing Set Reps
		3	Host one Computing social event and one karaoke event at the Pub each semester	<p>Mike's DJ was not available, was able to find a DJ for the same price as Halloween (\$600), and he will be bringing a sound system, mic, and basic party lights; Anna has sent the required paperwork and paid the DJ deposit</p> <p>Drag posters pulled down in 3 buildings, replaced them while putting up Hackathon posters</p> <p>Tax forms sent to the Drag performers</p>



				<p>Planned Green Room setup with Kirk, Winnie created signage</p> <p>Door will be run by Anna's son from 5-close, Jimmy volunteering 5-7</p> <p>Additional promo thanks to Kirk/Shaleeta sharing event with Evolution 107.9, Simran shared email with students in Housing</p>
<b>Charlene Steeves</b>	<b>Chair, School of Health Science</b>	<b>1</b>	Increase interprofessional collaboration and education for School of Health Science students by hosting student-led Power Hour events that bring in speakers to discuss topics relevant to the health sciences field. First event will be held on October 25th, 2023.	Poster design complete and registration set for the event is set up. Information has been communicated to all Program Heads and put on LH. Will be poster for the event once they are printed. Arranging for snacks, coffee, and tea for the event. AV and tables/chairs organized.
		<b>2</b>	Increase Set Rep participation and engagement within the School of Health Sciences by the end of the year (May 31, 2024), measured by attendance and feedback.	
		<b>3</b>	Miscellaneous	Will continue to try and promote. Will organize the donations to be available to students in the Spring term.
		<b>4</b>	Help the Executive Director Search Committee appoint a new Executive Director	
<b>Matthew Puyat</b>	<b>Chair, Downtown Campus</b>	<b>1</b>	Host a De-Stress Event every semester post-midterms for the DTC	After feedback from the clubs, the selected date would not work. Rebooked the date, and have asked WHCC, Computing Club, WiC, Esports Association, and Enactus so far. The date has been moved and confirmed to be on March 20th
		<b>2</b>	Support Student Wellness via advocating for Gym and Rec Services + small Quality of Life Initiatives	
<b>Daniel Wong</b>	<b>Chair, Aerospace Campus</b>	<b>1</b>	Water Bottle Filler	No update from Fergus, the BCIT Facilities coordinator. They are very busy due to end of fiscal.
		<b>2</b>	Canada Aiports Conference Initiative	Working on a proposal for equity and sustainability committee to review.
		<b>3</b>	ATC Flag/Merch	Communicated with Julia - we want to have a merch pop-up at the upcoming ATC career fair
		<b>4</b>	Miscellaneous	<p>We received a big donation of books to be added to our textbook exchange initiative!</p> <p>Met with the Cheryl and Gerry, the interim associate dean and the incoming new associate dean. We discussed the transition process, student issues, and support for the set rep program.</p>

## INFORMATION NOTE

February 18th, 2024

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	Government Relations Strategist, President and VP Finance & Administration, Interim Executive Director and Director of Finance
<b>ISSUE:</b>	BCIT Financial Update

### OVERVIEW

The BCIT fiscal year runs from April 1st to March 31st, as has been previously shared with Council by BCIT AVP Students, Lisa Collins. The Institute is in the final stages of its budgeting process for 2024/25, hence their tuition consultation. Recently, BCIT also updated the BCITSA regarding their budgetary challenges, and this has been shared with BCIT employees as well.

### BACKGROUND

In the appendix is a copy of BCIT's recent email to staff regarding the budgetary situation. It mirrors challenges being experienced and discussed publicly at UVic, Vancouver Island University, Emily Carr, and elsewhere. In the recent BCITSA-BCIT meeting on the budget, the following topics were discussed:

- Status of Competition Funding for students
- Discussion of tuition and budgetary process
- Impact of cuts on students

On the subject of competition funding, the interim Executive Director and the BCIT AVP Students will be discussing in further detail. There was unexpected news on the topic of budget and tuition transparency — BCIT informed the interim Executive Director that they intend to have the budget considered in an Open meeting of the Board of Governors, rather than a Closed meeting as was done in 2021. Furthermore, they have indicated that the proposal to increase tuition would be a standalone separate motion rather than bundled into the budgetary motion. For the purposes of discussion and deliberation, this is positive because it means that more attention will be focused on affordability for students.

Finally, there was fulsome discussion on the proposed cuts. In theory, “students should not notice a thing,” BCIT has assured BCITSA. In practice, it will be important for Council to continue to raise shortcomings with BCITSA at the earliest opportunity so that concerns can be relayed to BCIT whenever they arise.

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## **APPENDIX: BCIT EMAIL TO STAFF**

Dear BCIT Employees,

Today, we're reaching out to provide you with an update on BCIT's financial recovery plan. We understand that this may not be easy news to receive, but it's important for all of us to be informed and engaged as we navigate through these challenges together.

For over three years, BCIT has been operating under a deficit without significant changes to our operational approach, placing us in an unsustainable financial position. As mandated by legislation, BCIT is required to deliver a balanced operating budget, and there's an expectation from both the Provincial Government and the Board of Governors that we return to a balanced budget within three years.

To address this, we have initiated a plan to decrease operating budgets by 4%. This target has been set with careful consideration, as it will help us achieve a balanced budget within the designated timeframe while also allowing us to establish an organizational investment fund. This fund will support our student-focused priorities, technology enhancements, process improvements, and teaching and learning initiatives.

Our approach to achieving these savings will be strategic. The Executive team will collaborate with leaders across the institute to review all proposed savings targets before any plans are finalized. Our decisions will be guided by our collective commitment to the common good, accountability, transparency, and evidence-based decision-making.

We understand that achieving this target may result in changes to staffing levels. While we aim to minimize these impacts, we recognize that they may cause uncertainty. We are committed to working closely with leaders to finalize the budget in the coming weeks.

By closing the gap on our current deficit and creating capacity for strategic investments, we are positioning BCIT for the future. We remain committed to our vision and mandate for strategic workforce development.

At BCIT, people are our greatest asset. Throughout this process, we will continue to prioritize the well-being of our students and employees, ensuring that our values and vision remain at the forefront of all decisions, no matter how difficult they may be.

We value your input and engagement during this challenging time. We encourage all leaders to connect with their teams in the coming weeks to gather feedback and address any questions or concerns. Additionally, there will be a special President's Forum during the week of February 26, where you will have the opportunity to hear directly from the Executive team and share your feedback.

Your voices are important to us. Please don't hesitate to reach out to provide your input or ask questions at [provideyourinput@bcit.ca](mailto:provideyourinput@bcit.ca)

Sincerely,

Jeff Zabudsky, President  
Jennifer Figner, Provost & VP Academic  
Trish Pekeles, CFO & VP, Administration  
Cynthia Petrie, (Interim) VP, External  
Ana Lopez, VP, People, Culture & Inclusion



## INFORMATION NOTE

February 17th, 2024

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	Government Relations Strategist
<b>ISSUE:</b>	BCITSA Governance Review

### OVERVIEW

As Councillors may recall, the Executives' Objectives spreadsheet includes an objective of the former President which relates to a Government Review being led by the BCITSA Government Relations Strategist. This was initiated in August 2023 based on persistent issues that had developed in previous years, some of which continue.

The initial timelines proposed in August have been substantially missed due to

### BACKGROUND

The review, supported by the President and Executive Board, was initiated in August based on the following motions:

August 10th:

*"Be it resolved that the Executive Board instructs the Executive Director to direct the Government Relations Strategist to commence a governance review of the BCIT Student Association, its Council and Committees, its Executive Board, and its policies, procedures, and Bylaws; and*

*Be it further resolved that the Executive Board requires that the Government Relations Strategist prepare "terms of reference" setting out the scope, objectives, and timelines of the governance review and submit those to the Executive Board prior to August 27th."*

August 27th:

*"Be it resolved that the Executive Board endorses the Governance Review's draft Terms of Reference in full, specifically the proposed objectives, timeline, and scope; and*

*Be it further resolved that the Executive Board directs the interim Executive Director to fully support the Governance Review, to supervise the Government Relations Strategist in the execution and completion of the Review, and to facilitate reasonable access to Association documents and records for the purposes of the Review."*

In the Appendix is a non-exhaustive list of issues that have arisen in the course of the Review and are being actively studied. The goal remains to provide the Executive Board, the Council, the Bylaw Committee, and senior staff with concrete proposals to remedy these in the future.

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## **APPENDIX: LIST OF EVENTS OR ISSUES BEING REVIEWED**

1. Improper adherence to due process and procedural fairness in the events leading up to Executive impeachments or removals (2017, 2019, 2023, 2024).
2. Insufficient record-keeping and document storage with respect to *in camera* business at Board and Council meetings (2023).
3. Unclear procedures for “unofficial meetings” of the Executive Board, including where Board motions are introduced and voted upon in unofficial meetings (Fall 2023).
4. Unclear reporting and follow-up processes between Committees and Council.
5. Executive eligibility issues waived by Executive Board without authority in Bylaws, Council not informed at the time (2020/21).
6. Unclear linkages regarding follow-up or implementation of reports given at Board and Council, i.e. action items, reports from Committees, etc.
7. Student Life policy relating to childcare adopted by Council without Bylaw Committee approval, contrary to Policy GOV-0 (2022/23).
8. Invalid motions adopted by Executive Board without explanation or reference to Bylaws (2023 clawback of an Executive’s honorarium).
9. Inconsistencies in Bylaws regarding unclear verbs and nouns (ongoing issue).
10. Unclear or improper motivations and rationale for adopting Internal Policy amendment (Summer 2022), selective and arbitrary enforcement of said policy on Executives.
11. Substantive agenda items brought to Council with unclear or ambiguous rationale and supporting documentation (for example, HR Committee in January 2024).
12. Gap in policies relating to harassment and bullying in the workplace, policy not reviewed regularly and not consistently applied to Executives and Councillors (required by legislation to have robust policies and regular review).
13. Confusion in Internal Policies regarding policy sponsors, i.e. numerous INT policies are the responsibility of the “Human Resources Manager” and the “Director of Marketing and Communications,” yet those positions have been vacant since 2022 and late 2023.
14. Highly inconsistent processes for BCIT engagement on Institutional policies and decision-making, including parking, tuition, sexualized violence, credentials framework, assigning credit to courses, admissions, student code of conduct, annual budget, etc.
15. Unclear delegations, approvals, and reporting when BCITSA staff or Executives participate in BCIT internal committees and working groups.
16. “Team Charter” document internal to the Executive Board not developed in a manner consistent with the Bylaws or BCITSA policies, not clearly outlined to staff and Council.
17. Internal Policies of the Association (30+ of them) remain 100% out of date, i.e. past their mandated review date. Ambiguous follow-up by BCITSA board of directors.

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18. Inappropriate discussion at Executive Board meetings of staff customer service - discussion not related to governance or the role of the Board (Spring 2023).
  19. Quorum, or lack thereof not consistently monitored and enforced at Council meetings.
  20. Inconsistent and selective enforcement of mandatory biweekly Executive updates; content and purpose and audience of updates not consistently established or applied.
  21. Lack of proper conflict of interest policy regarding Executive Board members and senior managers — *Societies Act* requires conflicts of interest to be managed appropriately.
  22. Ambiguous process and oversight of Executive director job description (Board; President; staff; search committee; search firms).
  23. Bylaws create ambiguities by referring to both “Executive Board” (12 persons) and “Executive Committee” (12 members of the Executive Board plus two Specialty Campus Councillors, non-voting).
  24. Unclear status of Speciality Campus Councillors (almost always from AIC and BMC) with respect to participation in the Executive Board, directors’ duty and liabilities, etc.
  25. No clear provisions for leaves of absence (Executive away from studies due to service in the Canadian Armed Forces; Executive on indefinite and sudden leave of absence), unclear process for honorarium payments with respect to leaves.
  26. Executive Transitions process and reporting inconsistently applied, inconsistently monitored or enforced by Executive Board and Council.
  27. Unclear dual roles at *Link* newspaper, the employees are reporting on BCIT and BCITSA but are also employees of the Student Association. Unclear editorial independence.
  28. Succession planning not consistently undertaken for Executives, unclear for senior managers.
  29. Employee performance review inadvertently shared with entire Council (2022).
  30. Ineffective oversight of Canada Summer Jobs students who happen to be Student Executives, unclear employee reporting relationships.
  31. Executive Board processes for selecting the “Summer Employment” applicants are inconsistent, not consistent with process set out in Bylaws.
  32. Executive and Councillor eligibility, and the councillor appointment process, selectively disregarded on three occasions with respect to the same individual (2022/23).
  33. Privacy of election applicants inconsistently upheld, personal information of applicants’ course-load and GPA shared with BCITSA staff not involved in elections administration.
  34. Recommendations from BCITSA elections committee introduced at Council, not sufficiently followed-up by Bylaw Committee in a timely manner.
  35. Inconsistent appointment processes for the Housing, International, and Indigenous Councillors (2020, 2021, 2022).



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36. Conflict of interest declarations at meetings not consistently documented despite requirements of *BC Societies Act*.
  37. Significant BCITSA legal arrangements and contracts not consistently shared with Executive Board (Master Agreement with BCIT; U-Pass BC contract; significant contracts of employment).
  38. Inconsistent enforcement by BCITSA Executive Board of confidentiality requirements, inconsistent investigations of leaks of significant information from *in camera* meetings.
  39. Selective enforcement of codes of conduct / respectful workplace for Executives (2023/24).
  40. Executive Board not adequately informed of Board powers and contractual rights vis-à-vis governance of the Student Association (2022/23).
  41. Incorrect explanation to Councillors of conflict of interest, i.e. members of the Board advised to abstain on Specialty Campus Councillor honorarium “because they work closely together” (May 2023).
  42. Process for recusals and abstentions on Executive or Councillor honorarium discussions is unclear and inconsistent (2023/24).
  43. Process is unclear for recusals on motions directly affecting one’s position, i.e. ratification of elections, declining to hold by-elections, etc. (2022, 2023, 2024).
  44. Disregarding Bylaw provisions relating to mandatory by-elections, or length of temporary Executives’ term of office (2019, 2023).
  45. President improperly calling the question, i.e. forcing the Board to vote, without seeking either unanimous consent or proposing a 2/3 majority motion (Fall 2023).
  46. Executive Board not properly informed or updated by President with respect to the outcome of contractual negotiations (Spring 2023, Summer 2023, Fall 2023).
  47. Unclear policies regarding current or former employees communicating with Executives regarding their terms of employment.
  48. Council not adequately advised regarding significant Board motions or communications relating to internal governance of the Student Association (2023/24).
  49. Inappropriate involvement of non-elections staff in BCITSA elections administration (2023).