

Sunday, August 24, 2025

10:30 – 12:30

Aava Hotel, Whistler

- 3.1 Call to Order
- 3.2 Territory Acknowledgement
- 3.3 Acceptance of the Agenda
- 3.4 Acceptance of the Minutes:
 - 3.4.1 Semi-Annual General Minutes: May 26, 2025
 - 3.4.2 Executive Committee Minutes: July 22, 2025
- 3.5 Reports:
 - 3.5.1 Executive Directors' Report *- Roland G. & Sameer I.*
 - 3.5.2 Executive Updates *- Executives*
- 3.6 Old Business – None
- 3.7 New Business:
 - 3.7.1 Committee Vice-Chair Appointment *- Cora B.*
- 3.8 Open Forum
- 3.9 In Camera:
 - 3.9.1 Misconduct of Former Student Executives *- Cora B. & Sameer I.*
- 3.10 Adjournment

**Sunday, August 24, 2025
Aava Hotel, Whistler**

Executives: Cora Bell – President
Adam Matthews-Kott – VP, Finance & Administration
Pratham Pannu – VP, Student Experience
Shervin Laghaie – VP, External
Huy Tuan Tran – VP, Equity and Sustainability
Ethan Van Dyk – Chair, School of Business & Media
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Nina Lu – Chair, School of Energy
Ja Mu Ku – Chair, School of Health Sciences
Polina Omelyantseva – Chair, School of Computing & Academic Studies
Elena Jou Luo – Chair, Downtown Campus
Marisa Price – Chair, Specialized Transport Campuses

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

Regrets: None

3.1 Call to Order

The Chair, Cora Bell, calls the meeting to order at 12:30 (11 voting members).

3.2 Territory Acknowledgement

Ja Mu Ku acknowledges the territory the meeting is held on.

Huy Tuan Tran – VP, Equity and Sustainability joined the meeting at 12:35 (12 voting members).

3.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Marisa Price

Seconded by: Ja Mu Ku

Amendment:

To strike agenda item 3.6.1 – Extension of Financial Support to WUSC Students.

Moved by: Polina Omelyantseva

Seconded by: Shervin Laghaie

Unanimous

CARRIED

Motion (amended):

Be it resolved that the agenda be accepted as amended.

Unanimous

CARRIED

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3.4 Acceptance of the Minutes:

3.4.1 Semi-Annual General Minutes: May 26, 2025

Motion:

Be it resolved that the Semi-Annual General minutes from May 26, 2025, be accepted as distributed.

Moved by: Polina Omelyantseva

Seconded by: Nina Lu

Amendment:

To replace "Bylaw 18.2 was pointed out as another significant change in the omnibus package that affects transparency and member access to information." with "Some members expressed that changes to Bylaw 18.2 may affect transparency and member access to information." on page 4.

Moved by: Cora Bell

Seconded by: Polina Omelyantseva

Unanimous

CARRIED

Motion (amended):

Be it resolved that the Semi-Annual General minutes from May 26, 2025, be accepted as amended.

Unanimous

CARRIED

3.4.2 Executive Committee Minutes: July 22, 2025

Motion:

Be it resolved that the Executive Committee minutes from July 22, 2025, be accepted as distributed.

Moved by: Marisa Price

Seconded by: Shervin Laghaie

Unanimous

CARRIED

3.5 Reports:

3.5.1 Executive Directors' Report

- Roland G. & Sameer I.

The Co-Executive Directors provided a written report. See attached.

- The meeting with the Minister of Post-Secondary Education and Future Skills has been postponed to September 12, 2025.
- Website relaunch scheduled for mid-September.

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- Habitat Pub is operating on new hours. Habitat is scheduled to close at 19:00 Monday through Wednesday and 20:00 on Thursday and Friday, with some flexibility as deemed necessary.
- SAGM Postmortem is being scheduled tentatively for the week of September 8, 2025.
- The President and Senior Advisor, Strategic Policy; Co-Executive Director met with TransLink regarding the Bus Rapid Transit (BRT) extension to line R2. The line will be extended to run between Brentwood and Metrotown, with a stop between them at BCIT Burnaby campus. Departures will occur every five minutes. Public plans are now available.

3.5.2 Executives' Updates

- Executives

The Executives provided verbal reports.

Cora Bell – President

- Collaborating with AIC faculty and HearSmart Solutions to schedule hearing tests for students in conjunction with the faculty.

3.6 Old Business – None

3.7 New Business:

3.7.1 Committee Vice-Chair Appointment

- Cora B.

See attached.

Motion:

Be it resolved that, per Bylaw 12.2(b), the committee vice-chairs are appointed as follows:

| COMMITTEE | VICE-CHAIR |
|------------------------------------|---------------------|
| Advocacy & Policy | Polina Omelyantseva |
| Bylaw | Polina Omelyantseva |
| Clubs | Nina Lu |
| Equity & Sustainability | Ja Mu Ku |
| Finance | Ethan Van Dyk |
| Student Spaces Development | Marisa Price |

Moved by: Cora Bell

Seconded by: Marisa Price

Unanimous

CARRIED

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Discussion:

- Various Executives volunteered for vice-chair positions. To determine the contested positions, a straw vote was held:
 - Bylaw: Polina Omelyantseva – 6 votes; Nina Lu – 4 votes.
 - Finance: Ethan Van Dyk – 4 votes; Pratham Pannu – 2 votes; Marisa Price – 2 votes.

3.8 Open Forum

Nothing presented in Open Forum.

3.9 In Camera:

Motion:

Be it resolved that the meeting move in camera with all present staff.

Moved by: Cora Bell

Seconded by: not captured

Unanimous

CARRIED

The meeting moved in camera at 13:12.

3.9.1 Misconduct of Former Executives

- Cora B. & Sameer I.

3.10 Meeting Adjournment

The meeting adjourned at 13:46.

Minutes Recorded by

Adam Beggs

Approved by the Executive Committee on:

September 8, 2025

Executive Directors' Report for Executive Committee Meeting – August 24, 2025

Executive Directors/Director of Finance/Organizational activities of note

- Student Fees for June 2025 and Year Ending May 2025

| Student Association of BCIT | | | | | | |
|---|------------------|----------------|----------------|------------------|------------------|------------------|
| Fee Summary Schedule to the Fiscal Year End | | | | | | |
| May 31, 2026 | | | | | | |
| Year to Date (YTD) | | | | | | |
| 31-Jul-25 | 2025-2026 | | | | | 2024-2025 |
| Per Month | Student Fee | Capital Levy | Building Fee | Medical Fee | Total | Total |
| May-25 | \$ 256,174 | \$ 20,117 | \$ 100,571 | \$ 49,392 | \$ 426,254 | \$ 366,237 |
| Jun-25 | 831,287 | 84,814 | 463,102 | 644,399 | 2,023,602 | 2,070,081 |
| Jul-25 | 566,809 | 56,594 | 287,199 | 418,019 | 1,328,622 | 1,312,805 |
| Aug-25 | - | - | - | - | - | 377,246 |
| Sep-25 | - | - | - | - | - | 53,876 |
| Oct-25 | - | - | - | - | - | 405,047 |
| Nov-25 | - | - | - | - | - | 2,948,345 |
| Dec-25 | - | - | - | - | - | 452,195 |
| Jan-26 | - | - | - | - | - | 111,669 |
| Feb-26 | - | - | - | - | - | 911,785 |
| Mar-26 | - | - | - | - | - | 242,057 |
| Apr-26 | - | - | - | - | - | 220,264 |
| May-26 | - | - | - | - | - | 426,254 |
| Total Fees | 1,398,097 | 141,409 | 750,301 | 1,062,418 | 3,352,225 | 9,531,625 |
| Year To Date | 1,398,097 | 141,409 | 750,301 | 1,062,418 | 3,352,225 | 3,382,886 |
| YTD % Change | -0.6% | -2.1% | 2.3% | -3.3% | -0.9% | 11.6% |
| Actual % change in Fee | -3.2% | -2.1% | -0.3% | -3.3% | -2.5% | 9.3% |
| Proj Fees on 12 mth YTD % | | | | | | |
| Change | 4,107,543 | 392,399 | 2,032,245 | 2,564,957 | 9,097,144 | 9,943,536 |
| Student Fees Budgeted 2024-25 | 4,791,000 | 444,800 | 2,148,800 | 2,735,000 | 10,119,600 | 9,136,800 |
| Proj Variance to Budget 2023-24 | (683,457) | (52,401) | (116,555) | (170,043) | (1,022,456) | 806,736 |
| Fee Per Student Per Year Assuming 2 Terms | | | | | | |
| Nominal Fee per year (2 terms) | \$ 307.48 | \$ 32.00 | \$ 205.12 | \$ 294.00 | \$ 838.60 | \$ 825.60 |
| Fee Change % | 2.6% | 0.0% | 2.6% | 0.0% | 1.6% | 2.3% |

- There has been a slight improvement in Fees in July from June. Fees are essentially flat YTD comparatively speaking, but with the 2.6% fee increase are in fact slightly down.
 - The category that is lagging is Continuing Education or Part Time studies which is down 34% YTD or \$54,000 from last year. It will be difficult to determine the actual trend of fees until October fees are reported as that is one of the 3 big P/T Studies collection months (Oct, Feb, May).

Accounting

- Developing workflow for electronic fund payment for vendors
- Reviewing document storage procedures and related expenses
- Working with Auditors who are scheduled for October 6 for field work

Business Systems:

- Configuring backend setup (Dynamics) for Student Services, Events, and Marketing registrations and communications
- Re-engineering the Set-Rep workflow on Dynamics
- Coordinating new TV's for the meeting rooms in the study hall corridor.
- Improving backend Catering Workflow process

People & Culture

- Developed and introduced revamped staff performance management procedures.
- August as usual is busy hiring new staff for Habitat, Retail and Childcare as well as other seasonal positions for September.

External Relations

- Participated in Confidential Stakeholder Pre-Brief on the Metrotown to North Shore BRT Public Engagement
- Have scheduled with the SA President ad meeting with the **Minister of Post-Secondary Education and Future Skills** – Jessie Sunner on August 29, 2025
- Various meetings with external stakeholders and other people of importance

Engagement

Marketing & Communications:

- Forge & Smith, our Website Development Company, has been a delight to work with, and the project has been moving along smoothly! Our website prototype will be available for review in the coming weeks. This website features an updated modern design, a filterable and robust calendar, more back-end functionality, and it will mean our three websites (Career Services, Entrepreneurship, and BCITSA.CA) will be combined for easier navigation!
- The MarCom team has been working hard this summer on our various retail and food service promotions, including videos to be used on socials, and preparing assets for our September Events and October Career Fair.

Events:

- With the Events Calendar finalized for the year, the team is busy gathering final materials (and prizes) for the first few weeks of activities, and reaching out to all of our partner organizations to ensure they're prepared as well.
- We'll be interviewing candidates for the Events Assistant role this coming week, and hoping to extend an offer by early the following week to complete our team
- We'll be joining two additional events in August to promote the BCITSA: International Student Orientation on August 26, and the School of Business Mixer on August 27
- Key events happening in early September include Clubs Day September 9, Thrive! Burnaby on September 10, and Frosh Night on September 12; check our Events Calendar for more!
bcitsa.ca/events/

Publications:

- The 2025-2026 Student Agenda is here! Some of you have even received an advance copy. With a student-designed cover and a resource-filled interior, we have 8000 to distribute across all campuses this year. Pick one up at the Library, on SA Link stands, at our service desks, or at our events!
- The Welcome to Campus issue of Link is complete and ready to print—pick up a copy this September to read our Student Spotlight on Louie Kwok, an ATC Student who recently won the King Charles III Medal! We also have information on some of the most under-rated clubs you should definitely join, and an article on the importance of cybersecurity!

Clubs:

- Our Club Executive Training will be taking place on August 28, so our Club Program Coordinator is busy preparing for that!
- As September approaches, many clubs have been "waking up" and submitting requests for fall activities, including some impressive new large-scale campus events (Board Game Murder Mystery Party, a Fall Hackathon, and more!)

Engagement**Entrepreneurship**

- Streamlined Student Initiative Fund to ensure smoother process for all involved
- Working with Engagement on casual labour program, with a focus on outreach for Student Association events & services
- Starting work this fall to revamp student volunteering program

Career Services

- Technology Career Specialist on parental leave; hired a highly-experienced replacement as interim
- Met with Axiom/Bosa to renew sponsorship relationship
- Met with Alumni Association & School of Transportation on supporting their initiatives

Advocacy:

- Team now fully trained and all taking cases
- Kept up with steady demand throughout the summer months

Wellbeing:

- Continued delivering weekly food pantry & hampers throughout summer, serving approximately 60 students per week despite being one person down
- Developed strategy for 2025-26 to focus efforts on Wellbeing's unique service offerings (food security, resource navigation); turning this into operational plan for coming year
- Will be hiring next Wellbeing Manager this fall

Childcare

- Finalizing design and licensing elements for the new Childcare Centre.
 - Tentative Completion and opening date: January 2027
- At the last minute we have a toddler space which has opened up. I am hoping by Friday it is filled for September as a family is viewing the centre on Friday morning
- Staff is ready for our busiest time of the year, September, and all extra support staff has been put into place.
- We are looking into hiring a "floater" as it is getting very difficult to secure on-call staff. This will help especially with last minute sickness etc. so the centres are not working short staffed

Food Services

- Pub reopened on the August 12th sales were very slow the first week. Down 500 but 1 less business day from 2024
- Picking up this week with \$2600 sales so 3rd week August \$4800
- Staff recruiting still looking for 2 servers and one evening line cook
- 3 caterings booked this week worth 4K
- Finalizing details for the new residence welcome back BBQ for 700 Sept 7th
- New pub menu starts August 25th

Retail

So far, a slower month than last year August, but hopefully things will pick up, starting now. We are working on getting everything ready for September, including hiring more casual staff, and completing deliverables from marketing.

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DECISION NOTE

August 13, 2025

PREPARED FOR: BCITSA Executive Committee

PREPARED BY: Executive Assistant & Board Liaison

ISSUE: Committee Vice-Chair Appointments

MOTION:

Be it resolved that, per Bylaw 12.2(b), the committee vice-chairs are appointed as follows:

| COMMITTEE | VICE-CHAIR |
|----------------------------|------------|
| Advocacy & Policy | |
| Bylaw | |
| Clubs | |
| Equity & Sustainability | |
| Finance | |
| Student Spaces Development | |

BACKGROUND:

Each of the Association's standing committees, except the HR committee, requires the Executive Committee to appoint a vice-chair to the committee. These appointments are reviewed by Council, along with any other motion made with Council's authority by the Executive Committee during the summer.

See Council Committees Handout attachment for detailed information on the Association's standing committees.

BYLAW REFERENCES:

12.2. Subject to Bylaw 12.15, each Standing Committee shall have the following members:

- (b)** one Executive, as vice-chair, as appointed by the Executive Committee, such appointment to be reviewable under 6.4(d)

6.4 During the Summer Months, the Executive Committee shall take the place of Council such that it shall have and perform all of the powers, duties and obligations of Council as described in these Bylaws and in accordance with 6.6(a), provided that with respect to any policy, procedure, or resolution passed pursuant to this section:

- (d)** Council shall, within its first four meetings of the academic year, review all decisions adopted under 6.4 and shall have the power to rescind or alter the same by a Two-Thirds (2/3) Resolution of Council.

What are Committees?

Committees are small groups formed by a governing body to focus on specific tasks or topics, gather information, and make recommendations or decisions. They help reduce the workload of Council by allowing more detailed discussion and efficient handling of issues. Committees are either **standing** (permanent) or **ad hoc** (temporary), with their authority defined in the bylaws or by specific resolutions. Some committees are **advisory**, offering recommendations for the governing body's consideration, while others are **decision-making**, empowered to make certain decisions within their designated scope.

BCITSA Council has seven standing committees: ***Advocacy & Policy, Bylaw, Clubs, Equity & Sustainability, Finance, Student Spaces Development, and Human Resources***. *Bylaw 12* covers the specifics of standing committee functions, meetings, membership, and duties, as well as the creation of ad hoc committees.

Advocacy & Policy Committee

Responsibilities:

- Reviewing matters of public policy and studying the same.
- Propose, as needed, External Policy Positions for consideration and adoption by the Association.
- Conduct a review of any External Policy Positions whose review date is within the next six months, in addition to any other existing, proposed, or repealed External Policy Positions it may choose, and report all recommendations to Council.

Authority: Advisory

Committee Composition:

- **Chair: VP External**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Senior Advisor, Strategic Policy** (*ex officio*)

Reasons to Join:

- Opportunity to provide input in an Open Forum on student priorities for government proposals.
- Get involved in municipal, provincial, and federal politics, and become more informed about current events.
- Learning opportunity for students interested in the political landscape.

- Opportunity to advocate for and contribute to student needs as an active member of your community.
 - Learn about lobbying as a Student Association and help contribute to lobbying ideas.
 - Be part of leading changes that include the U-Pass BC Program and advocating for student financial support.
-

Bylaw Committee

Responsibilities:

- Conduct periodic reviews of the Bylaws throughout the year.
- Propose governance procedures for adoption by Council.
- Prepare such documents as are necessary to propose any amendments agreed upon by the Committee for the Association's General Meetings.
- Take all actions necessary to effect any amendment of these Bylaws that is approved by resolution at a General Meeting of the Association.

Authority: Advisory

Committee Composition:

- **Chair: VP Finance & Administration**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Senior Advisor, Strategic Policy** (*ex officio*)

Reasons to Join:

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

Clubs Committee

Responsibilities:

- With respect to all of BCITSA's Clubs, facilitate the determination of the distribution of the annual Club funds provided by the BCITSA annual budget.

- Grant or deny, as it sees fit and in its sole discretion, any funding requests submitted by Clubs on a monthly basis.
- Make recommendations for motions regarding matters related to Association-sanctioned Clubs.
- Interpretation and enforcement of the Clubs Policy.
- Review sanctioning requests.
- General oversight of the Clubs Program.
- Listen to concerns from Club Members and Club Executives.

Authority: Advisory & Decision-Making

Committee Composition:

- **Chair: VP Student Experience**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Clubs Coordinator** (*ex officio*)
- **Note:** *committee members cannot hold a voting role in any club (Bylaw 12.9(c)).*

Reasons to Join:

- Integral role in cultivating the community of BCIT.
- Be part of a collaborative team.
- Directly enhance student life at BCIT.
- Have a say in budget allocations and policy decisions for clubs.
- Build skills in financial management, effective decision-making, strategic thinking, and conflict resolution.

Equity & Sustainability Committee

Responsibilities:

- Review the implementation, at BCIT, of the UN Sustainable Development Goals applicable to students.
- Study and promote the alignment of Association policies and procedures with applicable UN Sustainable Development Goals.
- Assist the VP Equity and Sustainability in the execution of the VP's Sustainable Development Goals initiative in the fall and the spring, including by hosting two workshops to further the Committee's mandate.
- Advocate for accessibility, diversity, inclusion, equity, and sustainability at BCIT.

Authority: Advisory

Committee Composition:

- **Chair: VP Equity & Sustainability**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Wellbeing Manager** (*ex officio*)

Reasons to Join:

- Get involved in a wide range of topics and issues that are promoted globally.
 - Help develop and lobby for strategic plans towards improving students' lives and wellbeing.
 - Become familiar with and conduct research on topics relevant to students that are also issues on a global and personal level.
 - Network/lobby with BCITSA and BCIT employees on a range of matters, including sustainability, advocacy, health and wellness, students' lives, accessibility, etc.
-

Finance Committee

Responsibilities:

- Facilitate the oversight and effective financial operations of the Association.
- Review the monthly financial statements of the Association.
- Ensure the transparency of, and facilitate access to, all the financial documents of the Association with respect to the Members.
- Review the annual budget of the Association within a reasonable time prior to its presentation and adoption by Council.
- Review the financial statements of the Association within a reasonable time prior to the Annual General Meeting.

Authority: Advisory

Committee Composition:

- **Chair: VP Finance & Administration**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Director of Finance** (*ex officio*)

Reasons to Join:

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

- Advocate for financial statement transparency by questioning the budget and overseeing the monthly financial statements.
 - Build financial literacy and critical thinking.
-

Student Spaces Development Committee

Responsibilities:

- With respect to all BCITSA space development, facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA.
- Grant or deny, in its sole discretion, any requests for funds to be drawn from the Student Spaces Fund.

Authority: Decision-Making

Committee Composition:

- **Chair: Chair of the Schools of Transportation, Construction, & the Environment**
- **Vice-Chair:** Appointed by Executive Committee
- **2 – 4 Councillors:** Appointed by Council
- **Executive Director** (*ex officio*)

Reasons to Join:

- Collaborate on exciting campus development projects.
 - Ensure the student spaces fees adequately meet student needs and desires.
 - Leave behind tangible changes.
 - Meet imperative stakeholders.
 - Build skills in budgeting, stakeholder management, qualitative research, strategic planning, and inductive reasoning.
-

Human Resources Committee

Responsibilities:

- Review the performance and contract of the Executive Director.

Authority: Advisory

Committee Composition:

- **Chair: President**
- **3 Executives:** Appointed by the Executive Board
- **1 – 2 Members of Council:** Appointed by Council

Reasons to Join:

- Practice participating in performance evaluations.
- Exposure to HR functions.
- Build organizational and communication skills.