

Council Meeting Agenda  
Tuesday, February 21, 2023  
17:30 PM – 19:30 PM  
Council Chambers

- 9.1 Call to Order
- 9.2 Land Acknowledgment
- 9.3 Acceptance of the Agenda
- 9.4 Acceptance of Minutes
  - 9.4.1 Council Meeting Minutes: 2023-02-06
- 9.5 Reports
  - 9.5.1 Executive Director's Report - *Yael Z.*
- 9.6 Old Business
  - 9.6.1 Proposed "Supporting Students" Referendum - *Yael Z.*
  - 9.6.2 Executive Update - *Executive Team*
  - 9.6.3 Club Sanctioning: BCIT Powerlifting Club - *Tanya F.*
- 9.7 New Business
  - 9.7.1 Revised Policy on Ancillary Fees - *Nolan N.*
- 9.8 Open Forum
- 9.9 Reminders
  - 9.9.1 Next Council Meeting: 2023-03-06 @ 17:30 in Council Chambers
- 9.10 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Tuesday, February 21, 2023**  
**Minutes**

**Executives:**

Mo Baydoun – Chair, School of Computing and Academic Studies  
Mia Bui – VP Finance and Administration  
Tanya Fuchs – VP Student Experience  
Liam Lauren – President  
Celine Loriot – Chair, School of Health Sciences  
Nolan Nordwall – VP External  
Sally Poon – Chair, Downtown Campus  
Cody Pallin – Chair, School of Transportation, Construction, and the Environment  
Vrishank Prabhu – Chair, School of Energy  
Joshua Luu – Chair, School of Business+Media  
Ashley Obeck - BMC Satellite Councillor  
Theo Robson – Chair, Specialized Transport Campuses

**Staff:**

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

**Councillors:**

Dan Minster	Crystal Man
Daniel Mah	Matthew Puyat
Catherine Lam	Dennis Phan
Alyssa Ilich	Ruby Hsu
Laurel Kinahan	Laurie Solkoski
Shelby Woida	Jadon Matthias
Owen Rains	Ashley Le
Sharon Madavana Govindan	Karandeep Singh Kullar
Lata Kumari	Andrew Pham
Andrew Warren	Andrea Obnamia
Gareth Moon	Erik Zhao
Cailin Shires	Nicolas Johnson

**Regrets:**

Sha Gilani	Carrie Liang
Yasmin Gardy	

### 9.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17:32 (36 voting members, including the Chair).

### 9.2 Land Acknowledgment

### 9.3 Acceptance of Agenda

**Motion:**

Be it resolved that the agenda be accepted as presented.

*Moved by: Nolan Nordwall*

*Seconded by: Joshua Luu*

**Unanimous**

**Carried**

### 9.4 Acceptance of the minutes

**Motion:**

Be it resolved that the Council Meeting minutes from 2023-02-06 be accepted as distributed.

*Moved by: Crystal Man*

*Seconded by: Mo Baydoun*

**28/1/1**

**Carried**

### 9.5 Reports

#### 9.5.1 Executive Directors Report

- As submitted.
- SA Champion Award is open to everyone. One student from each campus receives it. The award will be \$500.
- We received feedback from the last meeting about the coffee in the stands. JJ Bean will be coming to an upcoming meetings to discuss it.
- Tomorrow is pink shirt day.
- Pavilion has not been meeting the budget due to the decline of part-time studies. We are continuing to open until 6:30 pm, Monday to Thursday.
- We are serving about 100 people per day in the Pub.
- Marketing is busy working on the election campaign.
- Link magazine is working on a special edition for the election, which will come out in March

### 9.6 Old Business

**9.6.1 Proposed “Supporting Students” Referendum**

- As submitted.
- Giovanna talked about the food insecurities in Canada, particularly among the post-secondary students, and SA’s initiative in supporting the BCIT students through the SA Food Pantry program.
- Marketing team introduced the printed and digital assets they are working on for the referenda. The campaign is focused on addressing the FAQs from students and promoting a simplified version of the strategies behind the referenda. They are also working on cross promoting the referenda with the upcoming election. The digital version will be available on [www.bcitsa/R23](http://www.bcitsa/R23).
- Roland provided a financial breakdown of the proposed SA fee increase and how it will be allocated for the Food Pantry Program, Staff Retention, and Student Refugee Program.
- Yael went through the timeline for the proposed referenda.

**Motion:**

Be it resolved that a binding referendum be called between March 24<sup>th</sup> and March 31<sup>st</sup>, 2023, as described below.

Be it further resolved that the referendum question be as follows:

The Supporting Students Referendum is about reinvesting in the services that BCIT students count on. Our community has been through a lot in recent years and challenges such as food insecurity are affecting more and more students. With a modest 13.4% increase in the Student Association Activity Fee, we can strengthen the services offered to students at BCIT by modernizing our compensation strategy enhancing the support provided by the BCITSA Food Pantry and continuing to support the Student Refugee Program.

**Fees & Structure:**

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT?

[YES]

[NO]

*Moved by: Crystal Man*

*Seconded by: Mo Baydoun*

**Not Carried**

### 9.6.1 Amendment

**Motion:**

Be it resolved that the proposed Supporting Students Referendum motion be amended to be split into two separate motions to be voted on individually (9.6.1.1 Referendum Question and 9.6.1.2 Call for Referendum).

*Moved by: Nicolas Johnson*

*Seconded by: Cody Pallin*

**25/2/ 3**

**Carried**

#### 9.6.1.1

**Motion:**

Be it resolved that the referendum question be as follows:

The Supporting Students Referendum is about reinvesting in the services that BCIT students count on. Our community has been through a lot in recent years and challenges such as food insecurity are affecting more and more students. With a modest 13.4% increase in the Student Association Activity Fee, we can strengthen the services offered to students at BCIT by modernizing our compensation strategy, enhancing the supports provided by the BCITSA Food Pantry, and continuing to support the Student Refugee Program.

**Fees & Structure:**

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

*As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT?*

*[YES]*

*[NO]*

*Moved by: Mo Baydoun*

*Seconded by: Sha Gilani*

**Not Carried**

#### 9.6.1.1 Amendment

**Motion:**

Be it resolved that the proposed referendum question be split into three separate questions and be it further resolved that the referendum questions be as follows:

**Question 1: Staff Retention**

The purpose of this proposed increase is to develop and implement a staff retention strategy to adapt to the current labour market needs and demands in order to continue to maintain and increase the quality of SA services.

These funds will be used to increase salaries of staff who are below market as well as ensure professional development opportunities for staff.

As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT to fund staff retention?

[YES] [NO]

**Fees & Structure:**

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

\*Table to be edited by SA Finance Team to demonstrate actual amount for this question.

**Question 2: Food Support Program**

The purpose of this proposed increase is to expand the Food Pantry program through dedicated staff focused on program delivery and solicitation of in-kind and monetary donations. This will include a Program Coordinator who will oversee the program and expand to the Specialty Campuses, as well as a Donations Coordinator who will generate revenue and secure food donations to maintain current operations and sustain the growth of the program.

**Fees & Structure:**

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

\*Table to be edited by SA Finance Team to demonstrate actual amount for this question.

These funds will fund two positions – a Food Pantry Coordinator to oversee the day-to-day operations of the program, and a Donations Coordinator to increase revenue for the Food Pantry through grants and donations, as well as in-kind food donations.

As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT to fund the food support program?

[YES] [NO]

**Question 3: Student Refugee Program**

The purpose of this proposed increase is to support a project started by Executives in previous years and adopted by last year’s Executives to sponsor one new refugee student per year. BCITSA covers the living expenses of one new student and half of the living expenses of the previous year’s student with BCIT covering tuition costs.

**Fees & Structure:**

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

\*Table to be edited by SA Finance Team to demonstrate actual amount for this question.

Of these funds, 72.8% will go directly towards supporting 1.5 students and the remaining 27.2% will cover a staff portion to oversee this program.

As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT to fund the student refugee program?

[YES] [NO]

*Moved by: Nicolas Johnson*

*Seconded by: Cody Pallin*

**18/10/2**

**Carried**

**9.6.1.2 Call for Referendum**

**Motion:**

Be it resolved that Council requests that a binding referendum be called between March 24th and March 31st, 2023, as described in Motion 9.6.1.1.

*Moved by: Owen Rains*

*Seconded by: Nicolas Johnson*

**27/2/2**

**Carried**

**Discussion:**

- The salary increase is primarily for the front-line staff who are below the market rate and a portion for professional development.
- Does this increase put the staff slightly above the market rate?
  - We are in a difficult position to compare with the post secondaries and non-profit organizations. We are somewhere in the middle.
- Have you already determined the employees whose salaries will be raised?
  - We have done preliminary research to identify the staffs who are below the market rate by comparing the salaries in Indeed, PayScale, and Glassdoor.
- Does 'Senior Leadership' have a definition in the bylaws? What system do we have in place to ensure that the senior leadership does not receive the pay increase?
  - No. The increase that is happening right now will not impact senior leadership. The President and VP Finance have the authority to review it.
  - There is no need to define the term 'Senior Leadership' in bylaws as it is understandable. Senior leadership is also necessary to provide services to students so it is not right to say that they will never receive a pay increase.
- The referendum is primarily focused on staff retention. How do you address the skepticism?
  - This idea is derived from the Annual Objective Planning for the Executives. It has been presented to the Executive Board and the Council.
  - More than half of our staff are BCIT graduates. We want to ensure that this is a desirable place to work. Our revenues have decreased and expenses have increased, we will be transparent about it.
- Breaking down the referendum into three different questions will provide an opportunity to vote for all three of them.
- If we were to do three separate motions, what does it look like if one motion passes and the other two are not?
  - All three motions are closely related. Splitting them will be challenging and the whole endeavor might be unsuccessful.
- Changing the title from "Supporting Students" to "BCITSA Service Funding" Referendum would be more straightforward and honest.
- The proposed referendum is reorganized into 3 categories - Staff Retention, Food Support Program, and the Student Refugee Program and three items are not tied together. The Student Refugee Program is partially tied to Staff Retention. Although the fund allocated to Student Refugee Program alone cannot support a full-time staff but will be capable of providing some level of assistance.
- What if some students are not willing to vote for any of the questions? How do you track the voting? How does it impact those students?

- If the referendum is passed, the increased fee rate will be applicable to all the students regardless of whether a student voted.
- We will receive a report from the registration office to assess the voting.
- Does the marketing team feel confident that they can reach out to students regarding the fee increase for staff retention?
  - Yes, we can sufficiently reach out to students.
- To encourage more students to vote, it would be nice to specifically elaborate on the fact that these funds will be used for staff who are below the market rate.
- I disagree with the fact that all three questions are not connected. All the departments are connected. Also, to provide services to the students all the staff should be fairly paid.
- If we can advertise how many BCIT grads are working within the SA, it will promote voting among students. If Council approves this referendum, we will also have to go out and promote the voting.
- Splitting votes might decrease student voting.
- The council is not required to vote on something that we think the students will vote for. Instead, we should vote on something that is more transparent.
- Is there a way to know the SA salaries?
  - The salaries are provided in the job postings.
- There are paid surveys available for HR to understand the salary range available in the market.

**9.6.3 Club Sanctioning: BCIT Powerlifting Club**

- As submitted.
- Tanya presented the revised club application form. The purpose of this club is changed to "support each other through our fitness journey" instead of trying to educate members to lift to avoid that liability.

**Motion:**  
 Be it resolved that the BCIT Powerlifting Club be sanctioned as a BCITSA general club as presented.  
*Moved by: Tanya Fuchs* *Seconded by: Clubs Committee*  
**26/7/3** **Carried**

**9.7 New Business**

**9.7.1 Revised Policy on Ancillary Fees**

- As submitted.

**Motion:**  
 Be it resolved that the proposed revisions to external policy position "EXT-3 Ancillary Fees" be adopted.  
*Moved by: Nolan Nordwall* *Seconded by: Advocacy & Policy Committee*  
**29/1/4** **Carried**

## 9.8 Open Forum

- VP Equity and Sustainability has stepped down from her position. Given that the election is coming up, we would like to vote on not holding a by-election.
- Somebody from the council will need to fill her position as Interim VP until May 31. If you are interested in the position, please send Minnu an email by Wednesday, March 1. We will be voting on the interim VP position in the next council meeting.

### **Motion:**

Be it resolved that the council approves not going to by-election to replace the VP Equity and Sustainability position for the remainder of this term.

*Moved by: Liam Lauren*

*Seconded by: Shelby Woida*

**Unanimous**

**Carried**

## 9.9 Reminders

### 9.9.1 Next Council Meeting: 2022-03-06 at 17:30 in Council Chambers

### 9.10 Meeting Adjournment

It was moved by Nicolas Johnson seconded by Alyssa Illich that the meeting be adjourned.

**Unanimous**

**Carried**

### **Motion:**

Be it resolved that the meeting adjournment be tabled.

*Moved by: Andrew Warren*

*Seconded by: Owen Rains*

**Unanimous**

**Carried**

The meeting was adjourned at 19:38.

**Executive Director Report  
February 21, 2023**

**Follow up from last meeting:**

- **Coffee Feedback:** In response to the feedback last week regarding coffee at the Stand, we have reached out to our supplier, and they will be coming to a Council meeting in March to conduct a taste test and collect feedback from students. We have confirmed that all the coffee machines are regularly cleaned. Coffee sales have more than doubled since last year, so this may be a case of different tastes, which will make this test taste more important to ensure we are carrying the right products. Your feedback will be appreciated.
- **SA Champion Award:** There was a question at the last meeting about eligibility for the new SA Champion Award. I'm happy to report that this award is open to any BCIT student who has demonstrated a strong contribution to promoting the services and membership benefits of the Student Association to BCIT students. At the end of the academic year, five students from across BCIT campuses will be awarded \$500 each, including one recipient from each of BCIT's five campuses.

**Student Services:**

**Food Pantry:** The Food Pantry continues to serve a growing number of students. There were 488 visits in January, and between February 1 – 9, 288 visits.

**One to One Supports:** appointments are being utilized by students and alumni across all departments in January 2023:

- Advocacy: 16 appointments
- Career Services: 82 appointments
- Entrepreneurship: 30 appointments
- Wellness: 10 appointments (6 of which related to food insecurity)

**Upcoming Events:** Pink Shirt Day happens on February 22<sup>nd</sup> and is a day dedicated to the cause against Bullying and Discrimination. Wear pink to celebrate diversity and kindness and enter your name for a chance to win a \$25 gift card to any of the SA Food and Retail locations. Checkpoints are at the SA Stand's, Geared Up, Pavilion, and Habitat Pub.

**Food & Retail:**

**Geared Up:**

- During Feb.1<sup>st</sup>-14<sup>th</sup>, the store made **\$9,500** in net sales and served over 250 customers.
- Our sales budget for February is \$26,000, 53% of which is \$13,800, so we are currently trending to achieve at least 70% of the budget for the month.
- We expect to make sufficient sales at the Convocation in early March.

### **Pavilion:**

- During Feb.1<sup>st</sup>-14th Pavilion made **\$63,700** in net sales and served nearly 9,300 customers.
- Our sales budget for February is \$139,600, 53% of which is \$74,000, so we are trending to achieve 86% of the sales budget, so far in February.
- Our Grill station, or "Kitchen Food" sales budget for the month is \$40,000 (included in the total of \$139,600); prorated to 53% this is \$21,200; we made so far \$20,250, which is trending to be 95% of the monthly food sales budget.
- We continue to be open until 6:30pm, Mondays-Thursdays.
  - In total, on the eight days in February, when we were open these 2.5 extra hours in the evenings, we served nearly 550 customers and made \$3,500 in sales.

### **Stand Central:**

- During Feb.1<sup>st</sup>-14th the store made **\$18,200** in net sales and served over 3,500 customers.
- Our sales budget for February is \$40,000, 53% of which is \$21,200, so we are trending to achieve 86% of the sales budget, so far in February.

### **Stand South:**

- During Feb.1<sup>st</sup>-14th the store made **\$22,800** in sales and served over 4,250 customers.
- Our sales budget for February is \$65,000, 53% of which is \$34,500, so we are trending to achieve 66% of the sales budget, so far in February.
- We continue being open until 6:00pm, Mondays-Thursdays.
  - In total, on the eight days in February, when we were open these two extra hours in the evenings, we served over 450 customers and made \$2,900 in sales.

### **Habitat Pub:**

Feb 1 to Feb 14: 10 days of sales (Total sales days - February 19 days)

- Sales: \$18,316 or \$1,832 per day
- Customers: 1,013 or 101 per day for \$18.14 Average per guest
- Budget: \$67,200 or \$3,537 per day
- Sales-Budget: 51.8% per day

January 4 to January 31 = 20 days of sales

- Sales: \$36,686 or \$1,834 per day
- Customers: 1919 or 96 per day for \$19.10 average per guest
- Budget: \$56,800 or \$2,840 per day
- Sales-Budget: 64.6% per day

- The pub is hosting a few student events in the month of March and an external event for the Vancouver Dodgeball League in April

### **Marketing, Communications, Events and Publications:**

- **Events:** Working on creating bookable tabling spaces in other high-traffic BCIT areas (Library, Rec Services, Health Sciences Buildings) for use as SA “pop-up shops” and info centres.
- **MarCom:** New style newsletter released on Feb. 14 – more access to SA services in “click block” format. We are trying this out for the first time to monitor activity.
- **Publications:** the team has moved into a new office across from Campus Print & Copy. The goal here is to move Link into a more prominent student space.

### **Elections Update:**

- The Events and Wellness teams are collaborating on a combination event for Elections. Stay tuned for more details.
- Nomination period for the upcoming elections is February 27<sup>th</sup> to March 10<sup>th</sup>. Our goal is to have a minimum of 24 candidates running for the 12 different positions. If you are interested in running for a position, please reach out to any of the current Executive team, Yael or Stewart to learn more.

## DECISION NOTE

February 15, 2023

**PREPARED FOR:** BCITSA Council

**PREPARED BY:** Liam Lauren & Yael Zachs

**ISSUE:** “Supporting Students” Referendum

### PROPOSED MOTION:

*Be it resolved that Council requests that a binding referendum be called between March 24<sup>th</sup> and March 31<sup>st</sup>, 2023, as described below.*

*Be it further resolved that the referendum question be as follows:*

The Supporting Students Referendum is about reinvesting in the services that BCIT students count on. Our community has been through a lot in recent years and challenges such as food insecurity are affecting more and more students. With a modest 13.4% increase in the Student Association Activity Fee, we can strengthen the services offered to students at BCIT by modernizing our compensation strategy, enhancing the supports provided by the BCITSA Food Pantry, and continuing to support the Student Refugee Program.

#### Fees & Structure:

All full-time day - Technology	\$ 17.50	per term
All full-time day - Trades & Apprentices & Industry Services	\$ 1.00	per week
All part time day - Technology	\$ 1.46	per credit
All part time evening (CE courses)	\$ 2.50	per course
All Coop Technology Students	\$ 8.75	per term
Trades Coop	\$ 0.50	per week
Micro Credentials	\$ 0.73	per course

*As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table above, from the students of BCIT?*

[YES]

[NO]

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## BACKGROUND:

As presented to Council on February 6<sup>th</sup>; a referendum to increase student fees by 13.4% is proposed to address the priorities that have come up during the annual planning process with the BCITSA Executive Team, as well as the ongoing needs that require additional resources.

On Monday February 13<sup>th</sup>, the Executive team unanimously supported bringing the proposed referendum to council on this timeline.

## REFERENDUM COMPONENTS:

The components of the proposed referendum include:

1. Food Security - \$5/student/term - Expand the Food Pantry program through dedicated staff focused on program delivery and solicitation of in-kind and monetary donations. This will include a Program Coordinator who will oversee the program and expand to the Specialty Campuses, as well as a Donations Coordinator who will generate revenue and secure food donations to maintain current operations and sustain the growth of the program.
2. Staff Retention – \$10/student/term – the purpose of this proposed increase is to develop and implement a staff retention strategy to adapt to the current labour market needs and demands in order to continue to maintain and increase the quality of SA services.
3. Student Refugee Program - \$2.50/student/term – this project was started by Executives in previous years and adopted by last year’s Executives. Through this, we have committed to sponsoring one new student per year.

## DISCUSSION:

During the February 21<sup>st</sup>, 2023, Council Meeting, the following items will be shared, and SA staff will be in attendance to answer any questions:

1. Proposed Communication Plan, including student input that has been workshopped at a meeting with members of Council on Wednesday February 15<sup>th</sup>.
2. Proposed Referendum Timeline, including implementation dates if the referendum passes.
3. Food Pantry Program – given the number of questions that have come up regarding the Food Pantry, the Manager of the program will provide a brief overview and answer any questions.
4. Fee Schedule by program type if the referendum is successful.

If the proposed referendum is successful, increased revenue will be as follows:

1. Staff Retention - \$240,000/year – these funds will be used to increase salaries of staff who are below market as well as ensure professional development opportunities for staff.
2. Student Refugee Program - \$60,000/year. Of this amount, \$43,700 will go directly towards supporting 1.5 students and the remaining \$16,300 will cover a staff portion to oversee this program.
3. Food Support Program - \$120,000/year – this will fund two positions – a Food Pantry Coordinator to oversee the day-to-day operations of the program, and a Donations Coordinator to increase revenue for the Food Pantry through grants and donations, as well as in-kind food donations.

## 2022 2023 Executive Objectives

	Position	#	Objective	Objective Update	Next Step	Position Update
Liam Lauren	President	1	To make a charity campaign that will run in April to support the Food Support Hub through various fundraising events.	Continuing to work on making blurbs for the donation page and marketing material.	Reach out to the BCIT Foundation and other contacts to see if they would be interested in helping us use their contacts for an email blast	
Mia Bui	VP Finance & Administration	1	Advocate for accurate, transparent and timely information passed by BCIT to international students regarding Co-op program (with heavy focus on Accounting students this year).	Objective completed.		
		2	Collaborate with BCIT Wellness (and/or other parties if applicable) to host an annual BCITSA Tax Clinic.	Training date has been finalized to be March 11th, has booked a room, send out invitations to volunteers.	Finalizing the booking system and volunteer date, sending them out next week.	
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.	Mo and I will be planning and executing a Karaoke night in the pub so that a year end event will still happen, just on a smaller scale.	Plan a meeting with Kirk and Mo to discuss the steps needed to make the event happen before the end of the school year.	Planning for the Club Executive Forum to be held in the pub on March 3, 2023!
		2	Support Wellness and Clubs staff in organizing and hosting the food drive contest to support the Food Pantry program.	Met with Marcom to discuss the materials needed to promote this event to Clubs. Will complete by the end of next week so that materials are ready and can be distributed by March 3.	Promote the event once marketing materials are ready.	
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.	n/a		
Amanda MacKearney	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.			s
		2	Have available for free disposable menstruation products in all BCIT washrooms by year-end.			
		3	Work on the development of a program that collects the leftover food products of students leaving residence and redistributes it to students in need.			
		4	Continuing the previous VP equity and sustainability objective of adding a fall reading break for programs one year in length or longer.			
Nolan Nordwall	VP External	1	Increase the percentage of students who take part in the BCITSA general election from 2% to 7% by next election, Spring of 2023, using student outreach programs and student services to get more students involved in the Student Association	BCIT has chosen to use a new voting system that is emailed to all students, rather than students having to search in my.bcit for the voting link. This will hopefully boost our engagement quite a bit. Additionally, Marcom has been hard at work on the campaign, and showed us some great assets we're going to be using	Keep promoting the election and work with marcom on the campaign	
		2	Advocate to retain the current level of Canada Student Grants at their current level by next federal budget review in summer of 2023 by building strong relationships with student advocacy groups and effectively lobbying to members of parliament.	I attended the opening of the Tech Collider last Friday with Stewart, where a few ministers came down for a panel hosted by our Chair DTC. We weren't able to get much lobbying time in on grants specifically, but we talked about the affordability concerns facing students.	Set up some meetings with the MP's who couldn't see us in Ottawa	
Joshua Luu	Chair, School of Business + Media	1	Further develop and promote a Discord server aimed at students of the SOB+M and to achieve 500+ members in the server and to act as a resource for information for students			
		2	Investigate and improve the success of the set-rep program with the goal to have set-reps and instructors informed about the role and resources of being a set-rep.			
		3	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Céline).			
		1	Reach out to at least 6 full time programs starting in Winter 2023 about useful info for new students (such as SA benefits, peer tutoring, advocacy, dealing with instructor issues, etc.)	Reachout on Jan. 26 went really well - the entire intake registered as set reps within 24h after I spoke about the SA + my experience in their program. I have contact initiated with SoE faculty to do this next year at orientations. ECET and CENV are enthusiastic and I am sure MECH will be as well - just need to get to other programs.	Communicate and get students from programs to speak to future students for Fall 2023 intakes. I'm talking to Level 2 students in a week or two, as well as my own program.	

Vrishank Prabhu	Chair, School of Energy	2	Gather data from 50 students about common and reoccurring academic issues to resolve problems and/or pass on to future chairs	On the SoE Strategic Visioning committee, there are a few ways that the Dean and team are looking to take the school. A few items in specific are: creating more intermingled electives between programs, evolving student culture and improving existing facilities.	The best way I've found is going to lectures, social events and even around hallways to get input from students on these changes. For example: by talking to the Level 1 students, I can already see from one intake people are split between improving existing program focus versus creating more electives to work on.	Conducted my own set rep meeting, attending MECH set rep meeting and working with SoE for the Strategic Visioning committee.
		3	Assist in planning and promoting at least 2 networking events organized by SA and work towards reviving clubs in the School of Energy (such as IEEE)	Movie night is to happen on Feb 23, and now I'm trying to organize that Engineering-focused clubs day for next spring time. A lot of clubs seem to be interested, which is great. Just waiting to hear back from SA about it and see if Marko, the SoE Development Manager, wants to partake in it as well.	Ask Nolan on experience with Hackathon, as this is a similar event, and promote the movie night to more students (discords, posters, SLO, etc.)	
Mo Baydoun	Chair, School of Computing & Academic Studies	1	Promote the physical health and wellness of Computing students who suffer from the effects of a sedentary lifestyle through tabling and events (Joint objective with Céline).			
		2	Find a way to include the 'Academic Studies' portion of my constituents in the Set Rep program as well as establish a line of communication with their program head.			
		3	Improve student engagement & relieve stress through a LAN party.			
Céline Loriot	Chair, School of Health Sciences	1	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Josh).	Mental Health Dinner confirmed <b>March 23</b> .		
		2	Promote the health and wellness of students by hosting a dodgeball tournament in <b>April</b> (joint objective w/Mo).			
		3				
Cody Pallin	Chair, Schools of Transportation, Construction & Environment	1	<del>Compile the feasibility and interest into a report of implementing the Set Rep program to the considered "Trades" courses under the School of Construction and the Environment</del>	[ended]	Working towards providing a free coffee/ hot chocolate day at the specialty campuses, in talks for a collaboration with the Student Life Office, SLAs and the BCITSA Career Services.	
		2	<del>Develop a feasibility and interest report of forming an Aerospace Marine Annacis Chair position from the existing Aerospace Technology Campus Chair position while also clarifying the Transportation, Construction &amp; Environment Chair position to be strictly BCIT Burnaby Campus based.</del>	[ended]	Scheduling meetings with new associate deans of the specialty campuses to reconfirm commitments the old associate deans made and to ensure they are kept. Examples include moving the BMC fridge from the unused kitchen out into the cafeteria and allowing for Game Consoles to be purchased and installed in the BMC Library	
		3	<del>Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.</del>	[ended]	Re-establish communication with Dean of Transportation, he's been quite busy lately due to being the intrim AD for ATC and its important to reconfirm his commitments too	
		4	<del>Display BCIT Motorsport's Ford Fairmont Futura project car (pretty sure that's what it is) in a public BCIT location to generate discussion and connection to BCIT's School of Transportation. (AKA Operation Wildcat)</del>	[ended]		
Sally Poon	Chair, Downtown Campus	1	Increase the visibility of SA services at DTC by hosting in-person office hours at the Student Lounge with snacks, monthly.	Objective completed.		Mostly focusing on the de-stress planning and coordination right now. There's multiple things going at the same time and I've been trying to contact everyone to make sure everything is lined up well. Hopefully everything will be settled by the end of next week :)
		2	Gain a better understanding of DTC Student Service needs by forming a quick survey that can be used to collect student interest throughout the year.	Objective completed.		
		3	Develop a planned, new DTC Student event for the Winter term.	Marcom was contacted to make assets for the event--which is done! I'll start distributing and promoting the event this week. I have 4 confirmed clubs' participation, in the midst of figuring out AV requirements with BCIT team -- need to test the Ricoh monitors. Sent out booking request for air hockey and ping pong equipment. Arranged pick up time to grab games from BBY campus.	Make a plan with Yuna from Student Life for the Costco run and the snacks that we will get. I'll be reaching out this week (last week swamped with other requests and exams). Final floor plan decisions, promote the event and host!	
Theo Robson	Chair, Aerospace Campus	1	Create and host a 'Campus Flag' contest as well as a grand flag raising ceremony to community build and increase SA presence on campus.			
		2	Develop an indepth analysis of current Diversity + Inclusion environment at ATC to be used to weave such values into the school's culture moving forward.			
		3	Develop a feasibility report of creating an AMA Chair (Aerospace Marine Annacis) to have all satellite students (excluding DTC) represented on the board by a satellite chair.			

Name	Position	Report		
Ashley Obeck	BMC Satellite Councillor			
TBD	AIC Satellite Councillor			
Committee	Report by	Last Meeting	Next Meeting	Optional - Other Notes
Finance	Mia Bui			
Student Spaces	Cody Pallin	Jan 11th	Meeting to be booked Feb. 28th. First console dropped off at BMC Campus. Meeting with Intrim AD could not happen due to him being too busy.	Vote on new proposals and carry forward with purchasing decided items. Continue to seek approval from appropriate bodies
Bylaw	Mia Bui			
Advocacy & Policy	Nolan Nordwall	Feb 7th	March 7th	We reviewed EXT 3 and EXT 4. EXT 3 will be brought to this council meeting, and EXT 4 should be the next, we're also going to be working on the sexual violence and misconduct policy, which is brand new, over the next few weeks. Notice has been given
Clubs	Tanya Fuchs	Feb 3rd	TBD - end of February	
Board of Governors	Liam Lauren	06-Dec-22	28-Feb	
Education Council	Tanya Fuchs			
Alumni Board	Nolan Nordwall	Jan 17th	Feb 16th	Meeting with the board tomorrow. We'll be goign for a tour of the new health sciences building, but since the due date for this update is before the meeting, I wont be able to say much more about what we talk about at the meeting.
Equity & Sustainability	Amanda MacKearney			

# Club Sanctioning Application

Tuesday February 21, 2023

**PREPARED FOR:** BCITSA Council

**PREPARED BY:** Tanya Fuchs, VP Student Experience

**ISSUE:** Sanctioning of the BCIT Powerlifting Club.

**MOTION:** “Be it resolved that the BCIT Powerlifting Club be sanctioned as a BCITSA general club as presented.”

## BACKGROUND:

Please see the attached revised club application form for the BCIT Power Lifting Club. The changes made have been highlighted in yellow on the form. The Clubs Committee met on February 3 to go over the questions that Council had brought up at the January 30<sup>th</sup> meeting. The answers to those questions are as follows:

1. Can the wording of the purpose of the Club be modified to avoid injury liability?

The purpose has been changed to "support each other through our fitness journey" instead of trying to educate members to lift.

2. What relationship would the club have with BCIT Rec Services? Would the club be able to book squat racks?

BCIT Recreation Fitness and Wellness Coordinator has allowed the Club to have priority over the squat racks every Friday from 4-6pm.

3. The sustainability needs to be expanded on to ensure that the club will continue after the current executives graduate or leave the club.

The sustainability plan had been revised and the club will host elections as per the Clubs Policy to elect new executives.

4. Even if some of the members are certified, how would the club continue without them after they leave?

While the purpose of the club has changed, there are measures to eliminate liability of injury claims against the club. They will have a waiver that club members have to sign in to acknowledge that they are accountable for their own actions and that the club or any club members cannot be held liable for any injuries.

BCIT Student Association

# BCITSA Club Application

Last Amended:  
2019 – 08 - 01

# Club Proposal

**Please complete the following forms and submit to the Clubs Program Coordinator.**

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

**Club Name:** BCIT Powerlifting

**Please choose the type of the club you wish to start:**

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: \_\_\_\_\_

**Please chose the classification of the club you wish to start:**

- General Club – *has all the rights and responsibilities outlined in the Clubs Policies and BCITSA Bylaws. General Clubs shall also have full access to all Club Resources*
- Casual Club – *less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind*
- Designated Club – *bears the name and professes the policies of a political party, religious organization, or similar. Designated clubs have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind*

**Club Mandate/Objective:**

Introduce powerlifting into BCIT while teaching others how to properly lift

As for liability anyone who walks into the Rec Center automatically agrees to terms and conditions

to the Rec Center, if BCITSA does require us to make a terms and conditions for members to sign

BCIT Powerlifting does not mind creating one.

**Outline what you intend to accomplish upon sanctioning:**

Supporting each other through our fitness journey

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Getting others healthy

---

Encourage others to get active

---

Make friends

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Tyler Embree and I have agreed that every Friday from 4-6 pm My Club will have priority over the squat racks

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**Briefly explain how your club will benefit student life: (give a few examples)**

As a Weight Room Attendant I've seen many people come in and lift with bad form and I've seen

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many other powerlifters also. The main goal of this club is to support each other through our

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fitness journey, while having a place to lift and while someone is encouraging them.

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While also for other powerlifters to meet new powerlifters at BCIT.

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**Promotional Paragraph to be used on the BCITSA website (mandatory):**

BCIT Lifting was created to gather like minded individuals at BCIT. Our aim is to educate students

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on the proper ways to lift weights while encouraging others to get healthy, active, and connecting

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others.

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## **Club Sustainability**

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

At the end of the of the year or semester club members will be able to vote on who the next

President and Treasurer

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## **Membership**

*This section is not required if you are applying as a Casual Club. Casual Clubs cannot collect membership fees from its members.*

A common way of collecting funds for club operations is to charge a membership fee for new club members. GENERAL Clubs must have an annual membership fee of a minimum of \$1.00 and maximum of \$50.00.

**Membership Fee:** \$     \$0.00—    

**Entitles Member To (voting rights, free event admission, etc.):**

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## **Club Agreement** *(completed after sanctioning by Student Council)*

The \_\_\_\_\_ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

- This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to probation and de-sanctioning.
- This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Program Coordinator.
- Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the \_\_\_\_\_ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

### **Signatures:**

Club President: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_

VP Campus Life: \_\_\_\_\_

## DECISION NOTE

February 15, 2023

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	Nolan Nordwall and Stewart McGillivray
<b>ISSUE:</b>	Review complete - policy on ancillary fees

### RECOMMENDATION:

That Council adopt the revised External Policy Position *EXT-3 Ancillary Fees* in accordance with the requirements found in Bylaw 21.3 and 21.7.

#### MOTION:

*Be it resolved that the proposed revisions to external policy position “EXT-3 Ancillary Fees” be adopted.*

(needs 2/3 majority) (notice provided at February 6th, 2023 Council meeting)

### BACKGROUND

Council has the authority to adopt External Policy Positions ([link](#)), and VP External and the Advocacy & Policy Committee take the lead on studying and proposing new policy positions for consideration by Council. This process was introduced in late 2020 and nine External Policy Positions have been adopted since that time, the most recent earlier this year.

As part of its duties, the Advocacy and Policy Committee conducts periodic reviews of the Association’s existing External Policy Positions. At its February 7th meeting, the Committee completed its first review of the year and proposes minor edits to *EXT-3 Ancillary Fees*. The policy was first adopted during 2020/21 due to the increased scrutiny that post-secondary institutions were facing during the pandemic in relation to ancillary fees that were still being charged even as students’ education moved off-campus and online.

The rationale for initially adopting EXT-3 is included below. The Committee felt that all elements of the policy were still valid, as set out in 1A through 1E and 2A through 2F. The Committee requested that the statistics in the second paragraph of the rationale be updated to reflect the latest data. This has been done, and represents the sole changes recommended by the review. Council may, of course, reject the proposed revisions. However, as EXT-3 is an existing policy, the current version would continue to be in effect ([link](#)). Council has the power to repeal any External Policy Positions it wishes, but only by 2/3 majority and with prior notice.

This policy continues to be useful and helps to inform the Association’s stance with respect to several aspects of mandatory fees. At a provincial level, it calls upon the Government to improve how it regulates non-tuition mandatory fees. With respect to specific post-secondary institutions, it calls for robust consultations with students and adequate transparency.

<b>Subject:</b> Ancillary Fees	<b>Policy Number:</b> EXT-3	<b>Last reviewed:</b> 2023 Feb. 21
<b>Approved by:</b> [ _____ ]	<b>Managed by:</b> Advocacy & Policy Committee	<b>Next review:</b> 2025 Oct. 31

**Policy Rationale:**

The increase of ancillary fees over the last decade creates new costs for students while funding from government stagnates. Ancillary fees support services and activities distinct from academic programming or general overhead for the institution.<sup>1</sup> As of 2007, the *Tuition Limit Policy* was extended to include institutional and program mandatory fees.<sup>2</sup> While we recognize that ancillary fees assist in the funding of services offered to students on campus, the budgeting process and allocation ought to adhere to a higher level of transparency. As those paying the fee, students deserve a greater opportunity to understand the costs and benefits of mandatory fees.

Challenges with affordability are exacerbated when a new fee replaces an existing fee at a significantly higher amount. While there are safeguards developed by Government to prevent such actions, challenges remain in relation to the creation of entirely new fees as well. Although ancillary fees have been captured under the 2% cap since 2007, this has not stopped ancillary fees from increasing exponentially at some schools. At BCIT ancillary fees have increased 19% since 2013. While this is considerably lower than the average across the sector (105%), there is always the potential for new fees to be introduced that will add to the cost of education, as has been seen at Vancouver Community College, University of the Fraser Valley, Vancouver Island University, and North Island College, where such fees have gone up over 250% in some cases.<sup>3</sup>

**External Policy Position:**

1. The Student Association supports:
  - A. Strict oversight by Government of mandatory ancillary fees through the Tuition Limit Policy;
  - B. Meaningful student consultation by post-secondary institutions in relation to any fee increase;
  - C. Periodic review by institutions as to the ongoing necessity or efficacy of any ancillary fee;
  - D. The introduction of centralized reporting by Government of all individual ancillary fees charged at post-secondary institutions in British Columbia, such reporting to include the dates of each fee’s introduction and the most recent review of its ongoing necessity; and

<sup>1</sup> Ontario: Ministry of Training, Colleges and Universities *Tuition and Ancillary Fees Policy Directive* ([Link](#)).  
<sup>2</sup> British Columbia: Tuition Limit Policy ([Link](#)).  
<sup>3</sup> British Columbia: Mandatory Fees at Public Post-Secondary Institutions, by Economic Development Region, 2013/14 - 2022/23 ([Link](#)).

E. Increased transparency by Government and by institutions in relation to the following:

- A. The original rationale for the introduction of each ancillary fee currently in force;
- B. The results of any ancillary fee reviews undertaken in accordance with this Policy;  
and
- C. benefits to students arising from any services funded by a mandatory ancillary fee.

2. The Student Association opposes:

- A. New fees where another post-secondary institution provides the same service with no such fee;
- B. New fees where the proposed new service is not in fact new nor materially different from any existing services;
- C. New fees where the amount charged is not demonstrably justified, relative to the proposed service, or where those paying the fee contribute an unreasonable share of the cost of providing that service;
- D. New or increased fees where the proposed increase in revenue is not presented to the Board of Governors as a question formally voted on separately from the annual budget;
- E. New fees where the clear benefit to students of the service has not been demonstrated; and
- F. New or increased fees where the increased charge on students would amount to an overall increase in total tuition and fees in excess of the intended maximums in the Tuition Limit Policy.