

Council Meeting Agenda  
Monday, March 6, 2023  
17:30 PM – 19:30 PM  
Council Chambers

10.1 Call to Order

10.2 Land Acknowledgment

10.3 Acceptance of the Agenda

10.4 EDI Strategy BCIT

-BCIT

10.5 Acceptance of Minutes

10.5.1 Council Meeting Minutes: 2023-02-21

10.6 Reports

10.6.1 Executive Director's Report

- Yael Z.

10.7 Old Business

10.7.1 Update on Referendum Questions

- Stewart M.

10.7.2 Executive Update

- Executive Team

10.8 New Business

10.8.1 Interim VP Equity and Sustainability Appointment

- Liam L.

10.9 Open Forum

10.10 Reminder

10.10.1 Council Meeting: 2023-03-27 at 17:30 in Council Chambers

10.10.2 BCITSA Election: Nomination Close at 2023-03-10 at 14:00

10.11 Meeting Adjournment

*Please refer to attached materials.*

**Council Meeting**  
**Monday, March 6, 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 Lorient – Chair, School of Health Sciences  
Nolan Nordwall – VP External  
Sally Poon – Chair, Downtown Campus  
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  
Stewart McGillivray – Government Relations Strategist

**Councillors:**

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

**Regrets:**

Sha Gilani	Carrie Liang
Laurie Solkoski	Cailin Shires
Owen Rains	Cody Pallin

### 10.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17: 34 (33 voting members, including the Chair).

### 10.2 Land Acknowledgment

### 10.3 Acceptance of Agenda

**Motion:**

Be it resolved that the agenda be accepted as presented.

*Moved by: Joshua Luu*

*Seconded by: Tanya Fuchs*

**Unanimous**

**Carried**

### 10.5 Acceptance of the minutes

**Motion:**

Be it resolved that the Council Meeting minutes from 2023-02-21 be accepted as distributed.

*Moved by: Mo Baydoun*

*Seconded by: Laurel Kinahan*

**Not Carried**

**Motion:**

Be it resolved that the Council Meeting minutes from 2023-02-21 be accepted as amended.

*Moved by: Laurel Kinahan*

*Seconded by: Yasmin Gardy*

**29/0/0**

**Carried**

### 10.6 Reports

#### 10.6.1 Executive Directors Report

- As submitted.
- Congratulated Sally on conducting Destress Gaming Day at the DTC campus.
- Nominations for the Laurie Jack Award, SA Champion Award and Distinguished Representatives are open now.
- Nomination for the election closes on Friday, March 10. Voting will take place Friday, March 24<sup>th</sup> – 31<sup>st</sup>.

- The number of students using the food pantry services is growing. There were 566 visits in February.
- Food and Retail Operations: We are monitoring the sales to adjust staffing. Pub and Stand South will be closed in the summer. The pub will also be closed for a little longer than usual. We are fully staffed in the pub.
- An Evening with Industry | Mock Interview Kickstart will take place on March 22.
- 

## 10.7 Old Business

### 10.7.1 Update on Referendum Questions

- As submitted.
- This will be the first time we will be using Yes/No questions. Voting is not mandatory.

#### Discussion:

- Could we reorganize the questions to keep the order as Food Pantry, Staff Retention, and Student Refugee Program?

#### Motion:

Be it resolved that the questions for the Referendum 2023 be reorganized as BCITSA Food Pantry, Staff Retention, and Student Refugee Program

*Moved by: Laurel Kinahan*

*Seconded by: Jadon Matthias*

**22/6/2**

**Carried**

- Why is not mentioned that BCITSA is a non-profit organization in the questions?
  - That will be taken into account for promotional materials. It is not in the questions because we are using the motion we voted for.
  - Marketing will fix it on the website.
  - We can also add it to the preamble of the referendum.

### 10.7.2 Executive Update

- Destress gaming day at DTC was very successful.

#### Motion:

Be it resolved that the meeting is moved in camera.

*Moved by: Theo Robson*

*Seconded by: Joshua Luu*

**Unanimous**

**Carried**

#### Motion:

Be it resolved that the meeting is moved out of the camera.

*Moved by: Theo Robson*

*Seconded by: Nolan Nordwall*

**Unanimous**

**Carried**

- The Club Executive Forum was held successfully with 45 students in attendance. It was a fun training session focused on working out the financials for the club.
- Tanya is invited to talk in the BCIT Pride Committee. The purpose of the committee is to build community, advocacy, and solidarity, focusing on the BCIT Gender and Sexual Diverse (2SLGBTQ+) community.
  - How often do they have meetings?
    - Tomorrow is the first one.
- Joshua is working with Cody and Vrishank to improve the success of the Set Rep Program. He will be updating the council with some feedback.
- Liam mentioned that he is meeting Lisa Collins periodically to discuss and provide updates on any issues or current events. He is also attending the Board of Governors meeting. He is also working with SA staff to run a charity campaign to raise funds for the Food Pantry.

## 10.8 New Business

### 10.8.1 Interim VP Equity and Sustainability Appointment

#### **Motion:**

*Be it resolved that the council appoints Yasmin Gardy as the interim VP Equity and Sustainability.*

*Moved by: Liam Lauren*

*Seconded by: Joshua Luu*

**23/2/3**

**Carried**

## 10.9 Open Forum

- Some of the minutes from the previous year are not on the website.
  - We will look into that.
- With the current system we can't audit who is voting and also add motions on the fly.
  - We will do some research and will get back to you.
- This year's tax clinic will be conducted in three sessions -March 29, April 5, and April 12 from 4:00 pm to 7:00 pm at the Summit Centre.
- Would you be interested if BCIT's VP of Facilities and some of her team members came to talk about parking and campus developments?
  - Yes.

## 10.10 Reminders

**10.10.1 Next Council Meeting: 2022-03- at 17:30 in Council Chambers**

**10.10.2 BCITSA Election: Nomination Close at 2023-03-10 at 14:00**

## 10.11 Meeting Adjournment

It was moved by Dan Minster seconded by Laurel Kinahan that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 19:51.

**Executive Director Report**  
**March 6, 2023**

**Student Services:**

**Upcoming Events**

- An Evening with Industry | Mock Interview Kickstart will take place on March 22 at BBY SE2 Great Hall from 4:30 PM – 6:30 PM. Students from the business, technology, and construction and engineering industries will have the chance to practice interview skills with members from their industry. There are a few spaces left for students to book [here](#).
- The spring Hiring Fair will take place on April 5 at BBY SE2 Great Hall from 11:30 AM – 4:00 PM. Students will have the opportunity to meet with employers from the Business & Tech and Construction & Engineering industries who are hiring for various roles including permanent, full time, part time and summer positions. More information will be posted on our [website](#) shortly.

**Annual Achievement Awards**

The Student Association recognizes outstanding graduating students with three awards annually:

- Laurie Jack Award
- SA Champion Award
- Distinguished Representative Award

Nominations are made by fellow BCIT community members (staff, faculty, or student). Applications are due April 24, 2023 at 4 PM. More information on each award eligibility and package details are available on our [website](#).

**Food Pantry**

The Food Pantry continues to serve a growing number of students. There were 566 visits in February. *(Up from 488 visits in January.)*

The Food Pantry operations will be shifting their days/hours to the following starting the week of March 20<sup>th</sup>:

- Wednesdays from 1:00 PM – 3:00 PM
- Thursdays from 3:00 PM – 6:00 PM

### **Food & Retail:**

#### **Geared Up:**

- February: **\$22,200** in net sales and served nearly 600 customers.
- Our sales budget for February was \$26,000, therefore we achieved **85%** of the budget for the month.
- GearedUp was had a pop up shot at Convocation on March 1<sup>st</sup> and 2<sup>nd</sup>

#### **Pavilion:**

- February: **\$116,500** in net sales and served 16,850 customers.
- Our sales budget for February was \$139,600, therefore we achieved **83%** of the budget for the month.
- Our Grill station, or "Kitchen Food" sales budget for the month was \$40,000 (included in the total of \$139,600); we made \$38,000, which is 95% of the monthly food sales budget.
- We continue to be open until 6:30pm, Mondays-Thursdays.
  - In total in February, when we were open these 2.5 extra hours in the evenings, we served nearly 850 customers and made \$5,600 in sales.

#### **Stand Central:**

- February: **\$33,400** in net sales and served over 6,400 customers.
- Our sales budget for February was \$40,000, therefore we achieved **84%** of the budget for the month.

#### **Stand South:**

- February: **\$39,900** in net sales and served over 7,400 customers.
- Our sales budget for February was \$65,000, therefore we achieved **61%** of the budget for the month.
- We continue to be open until 6:00pm, Mondays-Thursdays.
  - In total in February, when we were open these two extra hours in the evenings, we served over 680 customers and made \$4,200 in sales.

#### **Habitat Pub:**

- February: **\$37,309** in net sales
- Our budget for February was \$66,900, therefore we achieved **56%** of the budget for the month.
- We are happy to report that the Pub is now fully staffed!
- Currently working on some external events at the pub in the upcoming months, each of which should bring in added revenue of about \$7,000 to \$10,000.

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

### **Events Department**

- Collecting student traffic data from pathways near main buildings across campus. Data will be used to provide optimal times for tabling and pop-up shops.

### **Marketing & Communications (Marcom) Department**

- Elections and Referendum Materials phase 1 activated. Posters/social media/digital screens are now active. Websites for both are now active.
- Website back-end work with ISSP students going well. Cleaned up a lot of broken and ghost pages. All pages point to the same server now.

### **Publications**

- Publications has moved into a new office across from Campus Print & Copy. The goal here is to move Link into a more prominent student space.
- Interviews for the Elections Special are being conducted.

### **Elections Update:**

- Nominations period is currently open until Friday March 10<sup>th</sup>. Please consider running for a position on the Executive Board!
- Elections period is from March 24<sup>th</sup> to 31<sup>st</sup>. Please help spread the word and reach out to our Marketing team if you'd like to participate in any of the tabling opportunities to promote the elections and the referendum.

## INFORMATION NOTE

March 2, 2023

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	Stewart McGillivray (Staff)
<b>ISSUE:</b>	Update on Referendum Questions

### SUMMARY:

The purpose of this note is to keep Council updated on the implementation of the referenda questions approved at its previous meeting. The three questions will be submitted to students for the period coinciding with BCITSA spring elections, March 24th to 31st. These elections and referenda will be held through the *Simply Voting* online platform introduced by BCIT last fall.

### BACKGROUND:

This information note is not a reaction to Council's decision to split the referendum question into three referenda. Rather, it outlines the past practices utilized by the BCITSA when holding referenda and updates Council as to how *Simply Voting* will present the referenda to members.

The most recent examples relied upon in the preparation of the draft referendum question were from 2017, 2015, and 2014.<sup>1, 2, 3</sup> The voting for these referenda was conducted online via BCIT's *Banner* system, which included maximum character counts in the questions. As a result, Council would approve a preamble of the referendum, a chart showing the increases, and a straightforward one-sentence question which can be answered in the affirmative or negative.

The draft question submitted to the February 21st meeting conforms to these standards, as do the three questions ultimately adopted by Council. Clarifications have been sought from the Registrar's Office which confirm that *Simply Voting* is able to present the referenda questions, accompanied by the preambles and charts approved by Council. Like *Banner*, the *Simply Voting* platform has a character count for the question itself (max. 260 characters, including spaces).

The following pages present the information that students will see in *Simply Voting*. The language includes all of the wording adopted by Council, with four non-substantive adjustments to reflect that (i) Question 2 funds the "Food Pantry" not the "food support program," (ii) Question 2 had two duplicated sentences which are merged, (iii) BCIT funds SRP housing as well as tuition and (iv) the tables might actually appear *below* rather than *above* the question.

<sup>1</sup> 2017: "Are you in favour of the proposal, as described above, to fund the new Student Centre building?"

<sup>2</sup> 2015: "As a binding referendum, are you in favour of the BCITSA collecting the above additional student fees from the students of BCIT?"

<sup>3</sup> 2014: "As a binding referendum, are you in favour of the BCITSA collecting the above additional student fees from the students of BCIT?"

## ***BCITSA SERVICE FUNDING REFERENDUM***

The *BCITSA Service Funding 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 the proposed increases 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.

## BCITSA SERVICE FUNDING REFERENDUM

### QUESTION 1: Staff Retention

*[Editor's note: the following text is the description accompanying the referendum question]*

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.

*[Editor's note: the following text is the referendum question itself, which appears with the chart]*

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

#### BCITSA Student Activity Fees & Structure:

All full time day - Technology	\$ 10.00	per term
All full time day - Trades & Apprentices & Industry Services	\$ 0.57	per week
All part time day - Technology	\$ 0.83	per credit
All part time evening (CE courses)	\$ 1.43	per course
All Coop Technology Students	\$ 5.00	per term
Trades Coop	\$ 0.29	per week
Distance Education Students	\$ 0.42	per course

You may select **one** of the following:

Yes

No

## BCITSA SERVICE FUNDING REFERENDUM

### QUESTION 2: BCITSA Food Pantry

*[Editor's note: the following text is the description accompanying the referendum question]*

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.

*[Editor's note: the following text is the referendum question itself, which appears with the chart]*

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

#### BCITSA Student Activity Fees & Structure:

All full time day - Technology	\$ 5.00	per term
All full time day - Trades & Apprentices & Industry Services	\$ 0.29	per week
All part time day - Technology	\$ 0.42	per credit
All part time evening (CE courses)	\$ 0.71	per course
All Coop Technology Students	\$ 2.50	per term
Trades Coop	\$ 0.14	per week
Distance Education Students	\$ 0.21	per course

You may select **one** of the following:

Yes

No

## BCITSA SERVICE FUNDING REFERENDUM

### QUESTION 3: Student Refugee Program

*[Editor's note: the following text is the description accompanying the referendum question]*

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 and housing costs. 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.

*[Editor's note: the following text is the referendum question itself, which appears with the chart]*

As a binding referendum, are you in favour of the BCITSA collecting the additional student fees, as described in the table below, from the students of BCIT to fund the Student Refugee Program?

#### BCITSA Student Activity Fees & Structure:

All full time day - Technology	\$ 2.50	per term
All full time day - Trades & Apprentices & Industry Services	\$ 0.14	per week
All part time day - Technology	\$ 0.21	per credit
All part time evening (CE courses)	\$ 0.36	per course
All Coop Technology Students	\$ 1.25	per term
Trades Coop	\$ 0.07	per week
Distance Education Students	\$ 0.11	per course

You may select **one** of the following:

Yes

No

## 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.			
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).			
		2	Collaborate with BCIT Wellness (and/or other parties if applicable) to host an annual BCITSA Tax Clinic.			
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.	No update		
		2	Organize and host a Club's food drive contest to support the Food Pantry program.	I will be presenting the contest at the Club Executive Forum on March 3.	Marketing materials have been created by marketing and will go out to clubs during the week of March 6.	
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.	No update		
Amanda MacKearney	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.			
		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			
		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.			
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	Meeting with Tule got cut short due to schedule change, will talk further next month.		
		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.	Working with cody and Vrishank to create a focus group on identifying ways to improve the training of set reps	sort out which set reps to invite from all schools	
		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).	Coordinating with speaker and inviting staff & students to join	continue this and look into hosting one more event	
		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.)	Talking to Marko and program administrators, they all referred me to each individual program head, which some referred me to ADs. So I will try to get in touch with the ADs in the SoE to try to get this organized. A few students are already willing to do this, which is great.	Set up meetings with Associate Deans and talk to Student Life Office about what sort of marketing material I can get from BCIT for new students. Meeting with other executives to see what sort of budget we can use for purchasing our own merch (similar to Cody's pins)	

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	Continued going to a few more lectures and talking to students to hear their input. I discussed the referendum	Meeting with Tara on March 1st for more details and to understand what SLO has been able to do with the SoE.	
		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)	Marko wasn't entirely on board for hosting the event, with the argument that Industry Nights and Project Expos covered the same scope. A bunch of students I talked to within SoE didn't know that a Project Expo even existed.	Meeting with Kirk & Michael for more details on March 1st as well.	
Mo Baydoun	Chair, School of Computing & Academic Studies	1	Promote the health of students by hosting a wellness event in April (joint objective w/Celine and Josh!).			
		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 Lorient	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).	I have been advertising the Mental Health Dinner to set reps, and BCIT School of Health Sciences faculty.		Send reminders of upcoming set rep meetings.
		2	Promote the health of students by hosting a wellness event in April (joint objective w/Mo and Josh!).			Working with Advocacy to promote a wellness campaign in the Zen Lounge Clinic on developing healthy communication around body image and nutrition as themes related to self-esteem. Doing so will help foster a respectful relationship with self, others, and food.
		3				Provided set rep informational session to BSN term 1 students and faculty.
Cody Pallin	Chair, Schools of Transportation, Construction & Environment	1	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			
		2	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 & Environment Chair position to be strictly BCIT Burnaby Campus based.			
		3	<del>Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.</del>	[ended]		
		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	<del>Increase the visibility of SA services at DTC by hosting in-person office hours at the Student Lounge with snacks, monthly.</del>	Objective completed.		Final Set Rep meeting for the term will be hosted this week, I have invited a guest speaker (PM alumni from BCIT SoB+M) to come chat with Set Reps.
		2	<del>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.</del>	Objective completed.		
		3	<del>Develop a planned, new DTC Student event for the Winter term.</del>	The event was hosted! [ will update with event updates ]	Objective completed.	
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			
Bylaw	Mia Bui			
Advocacy & Policy	Nolan Nordwall			
Clubs	Tanya Fuchs	03-Feb	TBD - early March	
Board of Governors	Liam Lauren			
Education Council	Tanya Fuchs	25-Jan	09-Mar	
Alumni Board	Nolan Nordwall			
Equity & Sustainability	Amanda MacKearney			