

13.1 Call to Order

13.2 Land Acknowledgment

13.3 Acceptance of the Agenda

13.4 Acceptance of Minutes

13.4.1 Council Meeting Minutes: 2023-04-11

13.5 Reports

13.5.1 Executive Director's Report

- Yael Z.

13.6 Old Business

13.6.1 Executive Update

- Liam L.

13.6.2 Set Rep Program Ad-Hoc Committee

- Vrishank P, Joshua L & Cody P.

13.6.3 Review of Policy SL-8 "Alcohol & Liquor licensing"

- Mia B.

13.6.4 Review of Policy SL-6 "Privacy"

- Mia B.

13.6.5 Review of Policy Ext 1 "Student Affordability"

- Nolan N.

13.6.6 Review of Policy Ext 2 "Needs-based Grants"

- Nolan N.

13.7 New Business

13.7.1 May 2023 Byelection Update

- Stewart M.

13.8 Open Forum

13.9 Reminder

13.9.1 Council Meeting: 2023-05-08 at 17:30 in Council Chambers

13.9.2 Budget Sessions: 2023-05-03 at 15:00 in SE2 317 Large Meeting Room (Hybrid) & 2023-05-04
at 17:00 in SE2 316 Small Meeting

13.10 Meeting Adjournment

Council Meeting
Tuesday, April 11, 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
Vrishank Prabhu – Chair, School of Energy
Joshua Luu – Chair, School of Business+Media
Ashley Obeck - BMC Satellite Councillor
Theo Robson – Chair, Specialized Transport Campuses
Yasmin Gardy – VP Equity & Sustainability
Cody Pallin – Chair, Transportation, Construction & Environment

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	Carrie Liang
Sharon Madavana Govindan	Karandeep Singh Kullar
Lata Kumari	Andrew Pham
Andrew Warren	Aahil Bhayani
Gareth Moon	Erik Zhao
Nicolas Johnson	Ponnpat Rattivan
Parastoo Ghanbari	

Regrets: Laurie Solkoski Owen Rains
Sha Gilani

12.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17: 31(38 voting members, including the Chair).

12.2 Land Acknowledgment

12.3 Acceptance of Agenda

Motion:

Be it resolved that the agenda be accepted as presented.

Moved by: Nolan Nordwall

Seconded by: Mathew Puyat

Unanimous

Carried

12.4 BCIT Campus Planning & Facilities

- BCIT Facilities is establishing a long-term vision for BCIT through analyzing the assets, creating a direction, reviewing the plan, and seeking approval from the City of Burnaby.
- Major influences for the plan include employment centers between Town Centers and Sky Train lines, the opportunity to create a new BCIT+ hub with more amenities and business linkages, and collaborating with nearby employers to improve transit.
- Discussed the current and future capital projects:
 - Health Science Center: focused on progressive clinical education.
 - Student Housing Project: housing will bring value to the campus.
 - DTC – Tech Collider: where industry partners can showcase and explore new technologies and support project-based learning.
 - Student Plaza Project: significantly improve the experience for pedestrians and transit users.
 - Trades and Technology Center: funded, currently in the designing stage.
 - Carpentry Pavilion: funded, currently in the designing stage.
 - Gantry Cane: funded, currently in the designing stage.
 - Campus Service Center – funded, currently in the designing stage.
 - BCITSA Childcare Centre: pending funding from the ministry
- Parking and Transportation: took the parking portfolio from Transportation and Grounds Department in 2019 and created a new parking office at SW1.
 - Timeline: Begin TDM Study and market rate analysis, introduced flexible parking, emphasized digitalization through the expansion of LPR, expanded EV operations, and will be fully digitalized by 2024.
- Facilities took the bike locker portfolio from the REC team.

- The parking rate increase had been implemented in February only after extensive research was conducted.
- Ongoing strategies: Economy lot + Block Tickets, enhancing transit to BCIT, Electric Charges, car share program, and bike parking.
- Collaborations with SA: Kickstart, BeeCIT Pollinator Program, Guichon Creek, Community Garden, and ongoing Living Labs. We have also been collecting cigarette buds in collaboration with SA.

Discussion:

- When the BCIT campus was built in the 60's SE 12, SW1 SW3, and SW5 were built without sufficient charging spots. I don't see any upgrades for the computing students. Most of the infrastructure plan does not have any bearing on upgrading the old building.
 - It is difficult for the old infrastructure to be renewed until there is a plan.
 - We conduct a capital planning framework for the existing infrastructure. These upgrades will come under routine capital management. We did, however, have a couple of buildings upgraded for power outlets.
 - We are focusing on balancing funding for the new building as well.
 - Students have a direct line for work request tickets.
 - I personally submitted a couple of tickets.
- Can we prioritize this as the increasing demand for power continues to grow in the future?
 - We are planning to do more, and we can also take this feedback to B+M and Associate Deans for their input.
- There is a maintenance kind of priority in SW5 and lecture buildings in SW1.
 - We are working on planning for the renewal of the SW1.
- Why is there a demolition plan for SW3?
 - It is not cost-effective to renew it based on the feasibility study we conducted. We do not have a time frame.
- What is the relationship between BCIT parking and Impark?
 - Impark provides the services to BCIT for parking management and enforcement.
- Staff parking lot 7 is underutilized. Is there any plan to reconsider that for student parking?
 - By the number of permits sold there are still some staff that use lot 7. Also, the staff parking is assigned based on the collective agreement with the union.
- How about the part-time students? Comparatively, they use fewer hours for parking.

- I do acknowledge that. In collaboration with the SA, we have managed to provide flexible parking for part-time students.

12.5 Acceptance of Minutes

Motion:

Be it resolved that the Council Meeting minutes from 2023-03-27 be accepted as distributed.

Moved by: Mo Baydoun
27/0/2

Seconded by: Matthew Puyat

Carried

12.6 Reports

12.6.1 Executive Directors Report

- As submitted.
- Congratulations to Yasmin and Shelby for organizing the Student Voices: Gender at BCIT event.
- The pub patio is open now after being closed due to snow.
- We have two positions that are vacant from the elections and a byelection will be held. The nomination will be open on April 19th.
- There will be Professional headshots and Career Fair at the ATC campus on April 26th from 2:00 pm to 4:00 pm.
- Geared Up has exceeded the sales budget for the month.
- Pavilion achieved 89% of the budget for March.
- Stand Central met the budget for the month.
- The Pub achieved 63% of the March budget.
- Marketing is analyzing data from the Elections and Referendum booths and found out tabling was more successful when the SA employees reached out to students.
- The events team reminded the clubs to book the Great Hall for club-related activities through the Clubs Coordinator.
- We will try to extend the hours in the pub on April 21st to welcome students who are finishing finals that day

Discussion:

- Do we have any viable data on what time of day the pub was making more money before Covid?
 - I can look into that.
- We are going to have a karaoke event on April 21st at the pub. Can we extend the hours for that day?
 - I will see if Mike can find the staffing and will let you know

12.7 Old Business

Executive Updates

- Karaoke Night on April 21st
- Mental Health Dinner on April 13th at 5:00 pm.

12.7.1 BCITSA Merchandising Funding

- As submitted.
- BCITSA marketing doesn't have enough funds for SA branding and outreach.
- Students don't know that we are separate from BCIT and that we are a non-profit organization.
- Supporting this proposal will really align with SA's goal to outreach to other campuses through Kickstart and tabling on orientation days.
- The Director of Finance was consulted to ensure the proposed amount is acceptable, with \$4000 requested from the council and the remaining \$378 from the executive budget.
- The requested item includes stickers, buttons, sticky notes, notepads, pens, and tote bags.

Motion:

Be it resolved that Council approves BCITSA to allocate \$4000 to create and distribute BCITSA branded merchandise.

Moved by: Cody Pallin
19/8/3

Seconded by: Mo Baydoun

Carried

Discussion:

- Why are we are looking to do this in a deficit budget.
 - We did speak to Roland. It is not going to be an unnecessary expense.
 - It is not going to make or break the budget.
 - This will contribute to reaching out to students.
- Do You have a breakdown for each item?
 - Yes, we have provided an estimated breakdown of the cost in the decision note.
- what is the plan for distribution?
 - The plan is to distribute the merchandise for free, and it will be distributed in other initiatives like Set Rep outreach.
 - o It is definitely the right way to go. Another grand or two for the T-shirts would also be nice.
- This is a one-time expense. Is there any long-term plan for marketing to continue this to improve student engagement?
 - Long-time plan will depend on the effectiveness of the purchase of merch, and we will determine that over the course of next year.
- Do you think marketing will have sufficient funds for this initiative?
- I have asked our Directors to be conservative in their spendings to minimize our deficit. As a results, many departments have not spent their budget for the year. How would you distribute the items equally amongst the schools?

- When they do tabling events this will be distributed equally. A breakdown is provided in the decision note.

12.7.2 Club Sanctioning Application

- As submitted.
- The objective of the club is to improve chess skills along with other chess players at BCIT and give them a chance to relax and have fun.
- The Club's Committee was curious to know why they wanted a separate club. We just sanctioned the Board Games Club. They mentioned that they would like to have their own budget and funding. However, they are open to collaborate with the Board Games Club.

Motion:

Be it resolved that the BCIT Chess Club be sanctioned as a BCITSA general club.

Moved by: Tanya Fuchs
26/1/4

Seconded by: Clubs Committee

Carried

Nicholas Johnson and Karandeep Singh Kullar entered the meeting at 19:14.

Discussion:

- How many members do they have?
 - 15.
 - I think it is totally fair to have their own club since there are 15 members. It merits its own distinction.

12.8 Open Forum

- There are some candidates who have not yet taken down their election posters and are in violation of the bylaws.
- There is a show about the Fraser River at SE6. It is called The Heart of the Fraser. Pizza will be served.

12.9 Reminders

12.9.1 Next Council Meeting: 2022-04-24 at 17:30 in Council Chambers

12.10 Meeting Adjournment

It was moved by Liam Lauren seconded by Cody Pallin that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 19:30.

Executive Director Report
April 24, 2023

Student Services:

One-to-One Supports

One-to-one support appointments are being utilized by students and alumni across all departments in March 2023:

- Advocacy New Intakes: 22
- Career Services: 125 appointments
- Entrepreneurship: 29 appointments
- Wellness: 1 appointment

Services

Events, services and programming are popular with students. During the month of March 2023, we saw the following numbers:

- Zen Lounge: 48 students
- Food Pantry: 566 students
- Peak Leadership Program: 31 students enrolled
- Career Services Workshops: 13 students attended
- Resume Clinic: 48 students attended
- Evening with Industry: Mock Interview Event: 50 students attended

Upcoming Events

Professional Headshots and Career Fair at Aerospace Campus | April 26th from 2 PM – 4 PM

Students and Alumni are invited to [book a Professional Headshot time slot](#) for their LinkedIn Profiles. Career Specialists will be available to give tips and tricks for their profile and job search.

At the same time, we'll be hosting a Career Fair for students at the Aerospace Campus. Companies are looking to hire! More information can be found [here](#).

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 & Retail:

Geared Up

- During April 1-18th, made **\$16,000** in net sales and served over 350 customers.
- Our sales budget for April is \$26,000, 55% of which is \$14,300, so we are currently trending to meet or surpass the budget for the month.

Pavilion

- During April 1-18th, made **\$50,400** in net sales and served over 7,200 customers.
- Our sales budget for April is \$147,400, 55% of which is \$81,070, so we are trending to achieve 62% of the sales budget so far in April.
- Our Grill station, or "Kitchen Food" sales budget for the month is \$40,000 (included in the total of \$147,500); prorated to 55% this is \$22,000; we made so far \$15,700, which is trending to be 71% of the monthly food sales budget.
- We continued being open until 6:30pm, Mondays-Thursdays, until this week.
 - In total, on the days in April, when we were open these 2.5 extra hours in the evenings, we served 330 customers and made \$2,400 in sales.
 - This week though, the activity on campus continues to slow down. This week on Monday, we made \$157 during these 2.5 hours of being open and served 21 customers. On Tuesday, we made \$464 in sales and served 55 customers. But this was mainly due to extra school supplies, which is not a regular occurrence.
 - As of next week, the store will be open until 4pm.

Stand Central

- During April 1-18th, made **\$14,700** in net sales and served over 2,800 customers.
- Our sales budget for April is \$40,000, 55% of which is \$22,000, so we are trending to achieve 67% of the sales budget, so far in April.

Stand South

- During April 1-18th, made **\$19,500** in net sales and served nearly 3,600 customers.
- Our sales budget for April is \$60,000, 55% of which is \$33,000, so we are trending to achieve 59% of the sales budget, so far in April.
- The budget this year was aspirational and based on the scenario "campus is back", which, in fact, didn't happen. The Stand South budget, in particular, was based on historical sales in the evenings due to students studying at the library and specifically p/t classes; none of which has happened this year.
- We continue to be open until 6:00pm, Mondays-Thursdays, until this week.
 - In total, on the days in April, when we were open these two extra hours in the evenings, we served over 300 customers and made \$1,850 in sales.
 - This week though, the activity on campus continues to slow down. This week on Monday, we made \$238 during these two hours of being open and served 23 customers. On Tuesday, we made \$218 in sales and served 34 customers.
 - As of next week, the store will be open until 4pm.

Habitat Pub

- Pub sales for the month of April so far are at \$20,000. The budget for the month is \$76,000. We are trending to achieve 54% of the budget for the month for April.
- Happy hour special coming to the pub before the in of April and will run until the end of May 2023
- In May we will be hosting an event for Brain cancer in May. Pre-COVID, this event brought in an added \$7,000 in revenue. pre covid the event added 7k to in revenue and approx. We are hoping for similar results this year.
- Vancouver Dodgeball event is Saturday April 22nd and we have over 200 people attending the event with approximate revenue projections of \$10,000 based on ticket sales and performance of this event in the past. This will help increase our revenue for the month beyond 54% of budget.

Marketing, Events and Publications:

Events Department

- Working with BCIT Student Life Office (SLO) to confirm Kickstart dates for 23/24 school year.
- Planning with Publications to confirm shared student casual work roster for both Link contributions and Events set-up/tear-down.

Marketing & Communications (Marcom) Department

- Working with Celine to help promote the upcoming by-election in mid-May.
- Creating and purchasing merch with Executives.
- Promo materials for ATC Hiring Fair are out now.
- Coming up with theme ideas for Kickstart.

Publications

- Designing new demographics sheets/rate cards for sponsorship program.
- Planning in place to make September Issue of Link a guidebook for new BCIT students.

Director

- Working on various inroads to sponsorships/vending activations
- The whole MarCom team will be attending BCIT's Marketing Day on June 1 (features excellent information about BCIT's marketing activities, stats, practices, and guest speakers) as a professional development opportunity.

Childcare:

We are so excited that we are finally able to enjoy our brand-new Toddler room Canopy and playmats. This project was long in the making and so worth the wait. This is going to keep our littlest children cool in the summer and dry in the winter with hours of fun playing on the new colorful playmats.

We are full in all of our centres at the moment and almost full for the Summer/Fall intake. We always like to leave a few spaces for last-minute students needing care.

The staff are all looking forward to our Staff Professional Day on June 8 with a list of speakers and activities that will be great for both mind and soul.



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).	Objective complete! I believe the program is looking into providing int'l students with the opportunity to do Co-op this year (when the cap for working hours have		
		2	Host an annual BCITSA Tax Clinic.	Objective complete! Over 4 months, I have worked with Nick, Darla (IT System Team), Geoff, Winnie, Michael (Marketing Team), Kirk, and Roland to sign up a Tax Clinic, recruit about 25 volunteers, host 3 Tax Clinics and lastly, file Taxes for ALMOST 100 students! :) The Clinics went really well. Super proud of it. I forgot to take pictures though, super busy T.T!		
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.			
		2	Support Wellness and Clubs staff in organizing and hosting the "Food Fight" food drive contest to support the Food Pantry program.			
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.			
Yasmin Gardy	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.	Reconnected with Joanna Angelidis		
		2	Have available for free disposable menstruation products in all BCIT washrooms by year-end.	Reached out to Alex Graf		
		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.	Reached out to Cathy Mutis		
		4	Continuing the previous VP equity and sustainability objective of adding a fall reading break for programs one year in length or longer.	Reached our to Yuna Chan, Morgan Westcott and Kenton Low		
		5	In accordance t Bylaws: Equity and Sustainability committe SDG initiative.	Student led event and collaboration with Diversity Circles. Gender & BCIT (SDG 5) event happens on April 6th 11am-12:30pm. Content was approved by the Eq&Sus committee	Event was insightful and positive feedback was provided. With 30 attendees (on site and online), we had a call to action that members participated in.	
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	Objective Complete	Objective Complete	Celine, Vrishank, and I met with Minister Celine Robinson when she was on capus in order to introduce her to the incoming executive team, and ask about the status of the funding review.
		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.	Objective Complete	Objective Complete	
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	Passing this objective work onto future chair. No further work is being done right now.		
		2	Investigate and improve the sucess 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.	Going to continue this into next year with Vrishank via ad-hoc committee proposal	Look at me, I'm Vrishank, I like circuit boards and car fenders or whatever	
		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).	Objective complete!		

Vrishank Prabhu	Chair, School of Energy	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.)	Meetings have been scheduled with Geoff, Winnie & Giovanna to address different aspects of this for the fall. I'll reach out to set reps and councillors within SoE over the summer and connect with SoE faculty about going to orientations. I won't have further updates on this until it is executed next fall.		
		2	Gather data from 50 students about common and reoccurring academic issues to resolve problems and/or pass on to future chairs	Moving forwards with creating an Ad-Hoc committee for the set rep program to support this goal and receive better input from students.		
		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)	Meeting has been scheduled with ESS, IEEE and BRG for planning events and scope of ideas on May 2. Other clubs, such as CSME will also be looped in of course, but setting the groundwork with a few clubs will be nice.		
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).	We hosted another successful Mental Health Dinner with Josh on April 13. The Jack.org speakers were phenomenal. We were pleasantly surprised with the turnout and engagement of the participants.	Josh and I will contact corporate sponsors this summer to improve our capacity to host mental health events.	I attended the new BSN student orientation and spoke about the SA, my role, and the set rep program.
		2				I gained valuable feedback regarding the set rep program from the SOHS faculty. I am brainstorming creative ways to increase the value of the set rep program to students and, in turn, boost engagement. I will collaborate with Vishank and Josh on this in the immediate future.
		3				
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	Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.	[ended]		
		4	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)	[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.		
		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.			
		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.			

Theo Robson	Chair, Aerospace 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.			

Report						
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Name	Position	Report			
Ashley Obeck	BMC Satellite Councillor				
TBD	AIC Satellite Councillor				

Meeting Schedule						
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Committee	Report by	Last Meeting	Next Meeting	Optional - Other Notes
Finance	Mia Bui			
Student Spaces	Cody Pallin			
Bylaw	Mia Bui			
Advocacy & Policy	Nolan Nordwall	Apr 11th	April 27th	Get the review completed on EXT-2 and EXT-1
Clubs	Tanya Fuchs			
Board of Governors	Liam Lauren			
Education Council	Tanya Fuchs			
Alumni Board	Nolan Nordwall	Feb 16th	April 25th	No notes, would like to bring the next VPX to the next board meeting
Equity & Sustainability	Yasmin Gardy	Last meeting was preparation session to the Gender & BCIT event.	April meeting would be carried as a Chair Email Update to the members.	

DECISION NOTE

April 20, 2023

- PREPARED FOR:** BCITSA Council/Executive
- PREPARED BY:** Vrishank Prabhu, Joshua Luu, and Cody Pallin
- ISSUE:** Set Rep Program Ad-Hoc Committee

RECOMMENDATION:

MOTION

Be it resolved that Council approves the Ad-Hoc Set Rep Program committee with the goal to improve the set rep program. The committee will operate from April 24, 2023, until its objectives are met, with the Chair of the Committee to be Vrishank Prabhu and the Vice Chair to be appointed by the Executive Board.

BACKGROUND:

The set rep program generated a lot of discussion between the Council and the Executive Board. There are ideas and objectives for it that are best suited in an environment of focused discussion, like a committee.

Objective:

This committee will serve as a way for Council to maintain comprehensive records of the initiatives undertaken in the Set Rep Program, and to build upon the previous efforts in an organized and consistent manner. As it stands, work done by the Student Association for the set rep program is not completely organized, since records of work aren't kept in one place from year to year. This poses a challenge in leveraging the progress made by the previous board and building on their successes.

Scope:

Not everything will be accomplished in one year; however, building the framework for structured changes to the set rep program is crucial for its development. The committee will investigate current processes of how the set rep program functions across all schools and propose recommendations on improving said processes.

The committee will provide recommendations for improving the current processes and identify specific objectives to be accomplished during the committee's term, tailored to what the members of the committee agree on. The focus of said objectives will be:

- Engagement: Improve the dynamic of how the Set Reps currently interact within their sets and with Chairs
- Value: What set reps are gaining out of the program and why being a set rep is valuable to students
- Communication: Clarify how the program is communicated at BCIT, internally within the Student Association and externally with faculty and students so we are all on the same page.

DECISION NOTE

April 20, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	Mia Bui and Stewart McGillivray
ISSUE:	Review of Policy SL-8 “Alcohol & Liquor Licensing”

RECOMMENDATION:

That Council adopt the proposed motion amending Policy SL-8 “Alcohol & Liquor Licensing.”

MOTION (moved by Mia Bui, seconded by the Bylaw Committee)

“Be it resolved that the revisions to Policy SL-8 “Alcohol & Liquor Licensing” be adopted as presented.”

BACKGROUND

Under Policy GOV-0 “Policy Framework,” all Student Life Policies are the responsibility of Council, and Bylaws Committee conducts periodic reviews of these policies. Policy SL-8 “Alcohol & Liquor Licensing” was adopted by Council in 2018 after having been previously included in a master policy document (approved in 2014) and it was scheduled for review in March 2020.

Due to the pandemic, many policies scheduled for review in March 2020 were not ultimately reviewed. Since the winter break, Bylaws Committee has been reviewing a variety of policies to determine what is feasible during the current term, and has prioritized several.

With the support of the Executive Director, this policy was reviewed by the Director of Food Operations. The Committee reviewed the policy in detail on April 13th, and agreed with all of the recommended changes. Based on the responses to a couple follow-up questions, additional consultations occurred with the Director of Finance and the Events Manager, and further changes were approved.

OVERVIEW OF PROPOSED CHANGES

As these changes are concise, they are all included below, rather than reproducing the 7-page policy showing track changes. The full policy can be found [here](#).

The changes are predominantly related to updating the title of the Controller and devolving responsibilities from the Events Manager to the Events Team. Additional changes involved making language more precise and easy to interpret. Finally, provisions were added to incorporate the use of a “Special Event Server” certification as an alternative to “Serving It Right,” where appropriate and permitted by BCIT policy and BC law.

PROPOSED CHANGES

Throughout, the phrase “**Controller**” is replaced with the phrase “Director of Finance”. This occurs in the following places:

- twice in the “Duties and Responsibilities” section;
- once in section 2.1(b)(i) of the Policy;
- once in section 2.1(d) of the Policy;
- once in section 2.4(b) of the Policy;
- five times throughout section 1.1 of the Procedure;

Throughout, the phrase “**Event Manager**” is replaced with the phrase “Events Team”. This occurs in the following places:

- three times in the “Duties and Responsibilities” section;
- once in section 2.1(b) of the Policy and once in section 2.1(b)(i) of the Policy;
- once in section 2.2(b) of the Policy;
- once in section 2.3(a) of the Policy;
- five times throughout section 1.1 of the Procedure;

In the “Header” section, the date of the latest review shall read “April 2023” rather than the previous date of “**March 2018**”.

In the “Header” section, a new review date of “April 2025” replaces the previous date of “**March 2020**”.

In the “Amendment History” section, update the language to reflect that it was created in “March 2018” and is being amended in “April 2023”.

In the Definition of “Duty of Care”, the word “**server**” should be replaced with the phrase “any employees or individuals who serve alcohol”.

In section 1.1(c), the phrase “**Policy SL-2 - Pub Policy**” is replaced with the phrase “Policy SL-2 - Campus Pub”.

In section 1.1(c), the phrase “**the more restrictive Policy**” is replaced with the phrase “the more restrictive provisions of the applicable Policy”.

In section 1.1(c)(i), the phrase “**as to which Policy is**” is replaced with the phrase “as to which Policy’s provisions are”.

In section 4.1(b) of the Policy, add the phrase “, as well as the Special Event Permit holder for the event,” after the phrase “Any employee or individual that is serving alcohol or liquor”.

In section 4.1(b) of the Policy, add the following sentence at the end of section, prior to section 4.1(b)(i): “For greater certainty, a ‘Special Event Server’ certification will satisfy this requirement if consistent with BCIT’s policy and any applicable laws.”

DECISION NOTE

April 20, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	Mia Bui and Stewart McGillivray
ISSUE:	Review of Policy SL-6 “Privacy”

RECOMMENDATION:

That Council adopt the proposed motion amending Policy SL-6 “Privacy.”

MOTION (moved by Mia Bui, seconded by the Bylaw Committee)

“Be it resolved that the revisions to Policy SL-6 “Privacy” be adopted as presented.”

BACKGROUND

Under Policy GOV-0 “Policy Framework,” all Student Life Policies are the responsibility of Council, and Bylaws Committee conducts periodic reviews of these policies. Policy SL-6 “Privacy” was adopted by Council in 2018 after having been previously included in a master policy document (approved in 2014) and it was scheduled for review in March 2020.

Due to the pandemic, many policies scheduled for review in March 2020 were not ultimately reviewed. Since the winter break, Bylaws Committee has been reviewing a variety of policies to determine what is feasible during the current term, and has prioritized several.

With the support of the Executive Director, this policy was reviewed by the Director of Marketing & Communication in conjunction with the Government Relations Strategist. The Committee reviewed the policy in detail on April 13th, and agreed with all of the recommended changes.

OVERVIEW OF PROPOSED CHANGES

The current version of the policy numbers nine pages and can be found [here](#). Rather than reproduce the full policy in this Decision Note, all proposed changes are included below. A substantial number of the changes relate to updated terminology and addressing ambiguities in sometimes confusingly-worded provisions.

In addition to the changes noted above, the scope of some provisions is clarified where they appeared unnecessarily broad. The prohibition against renting or selling Personal Information is strengthened. Customer service expectations are clarified where a student wishes to withdraw consent for the collecting of Personal Information. A new duty of notification is added where a privacy breach occurs, consistent with best practices in the public sector. Finally, the jurisdiction of the Office of the Information and Privacy Commissioner for British Columbia is clarified.

MINOR CHANGES

Throughout, the phrase “**BCIT Agreement**” is replaced with the phrase “**BCIT Information-Sharing Agreement**”. This occurs in the following places:

- once in the “Policy Statement” section of the Summary;
- twice in the definition of “BCIT Agreement”;
- once in section 1.1(A)(i) of the policy;
- once in section 1.2(A)(ii) of the policy;
- once in section 1.4(C) of the policy;
- once in section 1.8(B) of the policy;

In the “Header” section, the date of the latest review shall read “**April 2023**” rather than the previous date of “**March 2018**”.

In the “Header” section, a new review date of “**October 2024**” replaces the previous date of “**March 2020**”.

In the “Header” section, the person responsible for managing the policy shall now be “**Director of Marketing and Communication**” rather than the current assignment to the “**Executive Director**”.

In the “Related Documents and Legislation: Legislation” section, add the words “**Canadian Anti-Spam Legislation**” before the words “*Societies Act*”

In the “Amendment History” section, update the language to reflect that it was created in “**March 2018**” and is being amended in “**April 2023**”.

In the definition of “Non-Member”, delete the word “**considered**”.

In the definition of “Non-Member”, replace the phrase “**as per this Policy and the Bylaws**” with the phrase “**as defined in the Bylaws**”.

In the definition of “Personal Information”, replace the phrase “**comprises of**” with the word “**includes**”.

In the definition of “Privacy Officer”, replace the phrase “**is an individual that is designated to serve as the primary contact**” with the phrase “**is the primary contact**”.

In the “Duties and Responsibilities” section, relocate the phrase “The Executive Director is responsible for the interpretation and enforcement of this Policy.” so that it is listed under “Duties and Responsibilities - Director of Marketing and Communications,” and replace the phrase “**Executive Director**” with the phrase “**Director of Marketing and Communications**”.

In the “Duties and Responsibilities - Director of Marketing and Communications” section, add the phrase “**under this Policy**” at the end of the sentence “is ultimately responsible for Student Records Management and Privacy issues.”

In the “Duties and Responsibilities - Executives, Employees, and Contractors” section, add the phrase “**on behalf of the BCIT Student Association**” at the end of the third bullet, which relates to permission required to collect Personal Information.

In section 1.1(A)(i) of the Policy, delete the phrase “and residential addresses” and move the “and” accordingly.

In section 1.4(A)(iv) of the Policy, split the paragraph into two new paragraphs as follows:

- “(iv) To investigate an anticipated breach of an agreement to which BCITSA is a party:
and
- (v) To investigate a contravention of law relating to BCITSA.”

In section 1.4(C) of the Policy, replace the word “except” with the phrase “other than”.

In section 1.4(C) move the phrase “without the prior written consent of BCIT” to the end of the section.

In section 1.5(B) of the Policy, delete the phrase “Except where required or permitted by applicable law” and add the following phrase at the end of the sentence: “unless it is permitted or required by law not to do so.”

In section 1.6(B) of the Policy, add the phrase “under this Policy” after the words “Where additional use or disclosure is necessary”.

In section 1.9(B), the word “have” is replaced by the word “has”.

In section 1.10(A), the phrase “Further information is as follows:” is replaced with the phrase “Further information relating to Personal Information shared by BCIT under the Information-Sharing Agreement is as follows:”

In section 1.10(B), the word “are” is replaced by the word “is”.

In section 1.10(C), the phrase “their job responsibilities” is replaced with the phrase “the responsibilities of their position at BCITSA.”

In section 1.12(A), the phrase “GOV-1 Policy Framework” is replaced by the phrase “GOV-0 Policy Framework”.

In section 1.13(C), the word “to” is replaced by the word “with”.

SUBSTANTIVE CHANGES

Policy section 1.6(D) is amended by replacing the phrase “BCITSA will not sell or rent Personal Information to third parties.” with the phrase “BCITSA will not sell or rent Personal Information under any circumstances.”

Policy section 1.7(B), which relates to requests to withdraw consent for the collection of information, is amended by adding the following phrase at the end of the section: “Such requests shall not be unreasonably denied.”

Policy section 1.9(B), which relates to requests to have incorrect Personal Information corrected, is amended by adding the following phrase at the end of the section: “In either case, the individual who made the request will be notified of BCITSA’s decision.”

Policy section 1.10 is amended by adding a new subsection (D) as follows:

“(D) In the event that Personal Information is accessed in an unauthorized manner, BCITSA shall undertake reasonable efforts to notify any affected parties.”

Policy section 1.13(C), which deals with filing complaints about the BCITSA's handling of a privacy matter, the phrase “the Office of the Information and Privacy Commissioner **in their respective jurisdiction.**” is replaced with the phrase “the Office of the Information and Privacy Commissioner for British Columbia.”

DECISION NOTE

April 20, 2023

PREPARED FOR: BCITSA Council

PREPARED BY: Nolan Nordwall and Stewart McGillivray

ISSUE: Reviews complete - EXT-1 and EXT-2

RECOMMENDATION:

That Council adopt the revised External Policy Positions *EXT-1 Tuition and Government Funding* and *EXT-2 Student Financial Assistance* in accordance with the requirements found in Bylaw 21.3 and 21.7.

MOTION 1 (moved by Nolan Nordwall, seconded by the Advocacy & Policy Committee)

Be it resolved that the proposed revisions to external policy position “EXT-1 Student Affordability” (now called “EXT-1 Tuition and Government Funding”) be adopted.

(needs 2/3 majority) (notice provided to Council on January 23rd and February 21st)

MOTION 2 (moved by Nolan Nordwall, seconded by the Advocacy & Policy Committee)

Be it resolved that the proposed revisions to external policy position “EXT-2 Needs-based Grants” (now called “EXT-2 Student Financial Assistance”) be adopted.

(needs 2/3 majority) (notice provided to Council on January 23rd and February 21st)

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 spring.

As part of its duties, the Advocacy and Policy Committee conducts periodic reviews of the Association’s existing External Policy Positions. At its March 14th meeting, the Committee began to map out how it intended to approach the review of EXT-1 and EXT-2, and finalized new versions of the policies at its April 11th meeting.

Policies EXT-1 and EXT-2 were the first to be created under the new process in late 2020. As a result, they covered a substantial number of policy areas so that the Association could formalize stances on several topics. Since that time, a further seven policies have been approved by Council, and the priority for this review was to make both EXT-1 and EXT more focused.

SUMMARY OF CHANGES

The latest review has resulted in a complete overhaul of EXT-1 and EXT-2, while preserving the essential character of each. Council may, of course, reject the proposed revisions. However, as these are existing policies, the current versions would continue to be in effect ([link to EXT-1](#); [link to EXT-2](#)). Council has the power to repeal any External Policy Positions it wishes, but only by 2/3 majority and with prior notice.

These revised policies will play a pivotal role informing the Association's advocacy with respect to student loans and student grants, government funding of post-secondary education, and the regulation of tuition and other mandatory fees. Each of them informs long-term strategies to pursue improvements in the federal and provincial governments' approach to these issues, while also enabling BCITSA to collaborate with like-minded student organizations.

When drafting the revisions to EXT-1 and EXT-2, the Committee reviewed all of the existing content in the policies, determined what was covered by more recent policies, and drafted the remaining provisions from scratch. In the interests of transparency, a full accounting of the provisions of old EXT-1 and old EXT-2 is included below:

Existing section	Subject Matter	Status
EXT-1 section 1A	Provincial review of the post-secondary funding formula	Retained in revised EXT-1 section 1A
EXT-1 section 1B	Importance of institutional policies on student consultations re: tuition	Retained in revised EXT-1 section 1C
EXT-1 section 1C	Limiting tuition increases	Retained in revised EXT-1 section 2A and section 3
EXT-1 section 1D	Regulation of international students' tuition increases	Now covered by EXT-7 <i>International Tuition</i>
EXT-1 section 1E	Student loan interest rates to remain at 0% provincially	Retained in revised EXT-2 section 1A
EXT-2 section 1A	Increasing the BC Access Grant	Retained in revised EXT-2 section 1C
EXT-2 section 1B	Increasing the Canada Student Grant	Retained in revised EXT-2 section 1D
EXT-2 section 1C	Expanding student aid to shorter programs and lower course loads	Retained in revised EXT-2 section 1F
EXT-2 section 2A	Opposition to inefficient tax credits	Revised and modified via revised EXT-2 section 2C

Subject: Tuition & Government Funding	Policy Number: EXT-1	Last reviewed: 2023 Apr. 24
Approved by: Council	Managed by: Advocacy & Policy Committee	Next review: 2025 Nov. 30

Policy Rationale:

Post-secondary institutions play an instrumental role in helping society to advance knowledge, spur innovation, and train a skilled workforce. As public bodies charged with delivering a vital public service, it is essential that they be adequately funded by government. This promotes affordability for students and ensures that a good education can be accessible to all.

Tuition levels and government funding are inextricably tied to each other. Where government supports are adequate, institutions have the latitude to keep tuition affordable. Conversely, when costs rise and government funding stagnates, institutions will be naturally drawn to tuition increases in order to balance their budgets and maintain levels of service.

As a result, it is critical that there be robust policies in place to regulate tuition and inform tuition consultations. Since 2005, the Government of British Columbia has enforced a *Tuition Limit Policy* regulating domestic students' tuition increases - currently they may only increase by a maximum of 2% annually. This was extended to mandatory ancillary fees in 2007. In 2020, the B.C. Government committed to strengthening this policy further so that new ancillary fees couldn't be used to circumvent the intent of the policy. At the institutional level, students would be well-served by a formal policy requiring the administration to consult on fee increases.

Fundamentally, post-secondary institutions have no capacity to limit tuition increases if the Government requires them to balance their budgets, on the one hand, while neglecting to raise their funding levels beyond the rate of inflation, on the other hand. The funding review led by the Ministry must produce tangible results and lead to a meaningful improvement in the Government of British Columbia's approach to funding education in this province.

External Policy Position:

1. The Student Association supports:
 - A. The ongoing review by the Ministry of Post-Secondary Education & Future Skills of the funding formula for public post-secondary institutions, which must include increased government investment in the sector and regular increases that keep pace with inflation;
 - B. Government funding for the adequate provision of student services, above and beyond funding for academic delivery, irrespective of whether or not the service is provided by a student association or a post-secondary institution;
 - C. The formal adoption by public post-secondary institutions of robust consultation policies relating to tuition fee increases, such policies to include meaningful dialogue between students, post-secondary institutions, and student associations; and

- D. The ongoing provision of tuition waivers and financial support for post-secondary students who were formerly youth-in-care;
2. The Student Association opposes:
- A. Any government budgetary decisions which leave post-secondary institutions with no alternative but to raise tuition excessively;
 - B. Any weakening of the existing B.C *Tuition Limit Policy* with respect to new or increasing mandatory fees or tuition fees; and
 - C. Any attempts by post-secondary institutions to circumvent either the intent or the explicit provisions of the *Tuition Limit Policy*.
3. The Student Association subscribes to the following principles:
- A. The provision of affordable post-secondary education delivered by public institutions must be principally funded by government and treated as a public good for society.
 - B. Post-secondary education must be high quality and accessible to all, and government should work to eliminate financial barriers to access by providing generous needs-based student financial assistance as well as adequate funding for post-secondary institutions.
 - C. Although post-secondary institutions must be accorded substantial autonomy from government, there is a valid public policy purpose in strict oversight of tuition fees and other mandatory fees.

Subject: Student Financial Assistance	Policy Number: EXT-2	Last reviewed: 2023 Apr. 24
Approved by: Council	Managed by: Advocacy & Policy Committee	Next review: 2025 Apr. 30

Policy Rationale:

It is increasingly the case that holding some type of post-secondary credential is becoming an essential criteria for success in the workforce. In light of this, governments must continue to recognize the value of needs-based student financial assistance programs. Ability to pay cannot be what stands between a person and a good education, and targeted government programs must ensure that this does not occur.

In recent years, the level of student financial assistance provided by the B.C. Government and the Government of Canada has increased dramatically, even taking into account the temporary supports provided during the COVID-19 pandemic. Student loans have become more affordable through the elimination of interest and repayment has become easier through enhanced needs-based programs. At the same time, non-repayable grants have also increased substantially: the Canada Student Grant has increased from \$2,000 in 2014/15 to \$4,200 in 2023/24, while British Columbia has introduced a B.C. Access Grant after over a decade with no such program.

Going forward, it is imperative that these programs keep up with the cost of living. As a matter of public policy, increasing the levels of support in the needs-based programs can further promote accessibility and reduce student debt after graduation. While governments may be looking to cut costs and balance budgets in the near-future, now is not the time to freeze or decrease supports for students, given how critical an educated workforce is to further economic growth.

Both levels of government continue to have unfulfilled campaign promises with respect to student financial assistance, and the federal government has indicated its intention to consult with students on a lasting solution to student aid going forward. It is paramount that students be involved in these discussions and that governments plan out these programs for the long-term.

External Policy Position:

1. The Student Association supports:
 - A. The continuation of the governments' decision to eliminate all interest on Canada Student Loans and B.C. Student Loans;
 - B. Regular increases to the income thresholds used in the administration of the Repayment Assistance Plan;
 - C. Immediate implementation by the B.C. Government of its 2020/2021 promise to enhance the B.C. Access Grant through increased overall funding, increased number of students covered, and increased levels of support for each applicant;

- D. Further expansion of the Canada Student Grant maximums (above and beyond the recent permanent increase to \$4,200) so that students from low- and middle-income families can access an affordable post-secondary education, irrespective of their province of residence;
 - E. A gradual increase in the share of government spending devoted to workforce development and student aid, relative to all government expenditures; and
 - F. Sufficient coverage by student financial assistance programs for post-secondary education leading to non-degree credentials such as diplomas, certificates, and micro-credentials.
2. The Student Association opposes:
- A. Any cuts to direct up-front needs-based forms of student financial assistance, such as grants and student loans;
 - B. Any cuts to indirect needs-based forms of student financial assistance, such as the Repayment Assistance Plan;
 - C. Any further cuts to education-related tax credits unless equivalent funds are simultaneously reinvested into other forms of non-repayable student financial assistance;
 - D. Any proportionate shift, within the overall allocations for student financial assistance, away from non-repayable grants towards repayable loans; and
 - E. The ongoing failure by governments to provide adequate needs-based funding when an applicant for student financial assistance still has an “unmet need” after their loans and grants totals have been assessed.

INFORMATION NOTE

April 20, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	Stewart McGillivray
ISSUE:	Update on BCITSA By-election scheduling

SUMMARY:

This Information Note updates Council on plans for the by-elections required to fill the positions of VP Equity & Sustainability and Chair of the Specialized Transport Campuses. If no by-election is held, or if no candidates apply, those positions will become vacant on June 1st and will be filled on an acting basis by and from the membership of the new Executive Board.

BACKGROUND:

There is no perfect time to hold a by-election. Several options considered included April/May, June/July, and September/October. Each of those has their respective pros and cons. Further, BCIT has announced the dates for their annual elections, which will fill positions for seven faculty and staff on the Education Council, three students on the Education Council, and one student on the Board of Governors. Full details of BCIT's election can be found [here](#), and voting is scheduled for Friday May 12th to Friday May 19th.

It was decided that aligning BCITSA's by-election with BCIT's election made sense for several reasons. "Voter fatigue" is a real phenomenon, if students are constantly asked to vote on different things at different times throughout the year. By aligning the schedules, this can be reduced. There is also the probability that each of BCIT and BCITSA's elections will mutually reinforce each other's turnout, which would be a very positive development. Finally, concluding the by-elections before the end of May allows all twelve 2023/24 BCITSA Executives to begin their terms together, promoting long-term planning and group cohesion.

OVERVIEW OF THE SPRING 2023 BY-ELECTION:

Notice of the by-election was provided to students on Wednesday April 19th, and all information and application forms can be found online [here](#). Nominations will close at 12:00pm on Wednesday May 3rd, and voting will occur between 12:00pm Friday, May 12th and 12:00pm Friday May 19th. The Vice President position is open to all students who meet the criteria, while the Chair of the Specialized Transport Campuses position is just for students at ATC, AIC, and BMC. Any and all help in promoting the current nominations period would be appreciated.