

Executive Committee Meeting Agenda  
Monday, July 18<sup>th</sup>, 2022  
6:30 PM – 7:30 PM  
Downtown Campus

- 2.1 Call to Order
- 2.2 Acceptance of the Agenda
- 2.3 Acceptance of the Minutes: 2022-06-13
- 2.4 Old Business
  - 2.4.1 Executive Director's Report - *Yael Z.*
  - 2.4.2 Executive Updates - *Liam L.*
- 2.5 New Business
  - 2.5.1 Policy Updates - *Yael Z.*
  - 2.5.2 Interim Clubs Committee Appointment - *Tanya F.*
  - 2.5.3 Curriculum Feedback Request from Associate Registrar - *Nolan N.*
- 2.6 Open Forum
- 2.7 Meeting Adjournment

*Please refer to attached materials.*

**Executive Committee Meeting**  
**Monday, July 18<sup>th</sup>, 2022**  
**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  
Joshua Luu – Chair, School of Business + Media  
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  
Theo Robson – Chair, Aerospace Technology Campus  
Amanda MacKearney – VP Equity and Sustainability

**Satellite Councillors:** Ashley Obeck – Marine Campus

**Staff:** Yael Zachs – Executive Director  
Crystal Man – Administrative Coordinator

**2.1 Meeting Called to Order**

The Chair, Liam, calls the meeting to order at 18:46 (12 voting members, including Chair).

**2.2 Acceptance of the Agenda**

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Cody Pallin*

*Seconded by: Mo Baydoun*

**Unanimous**

**Carried**

**2.3 Acceptance of the Minutes: 2022-06-13**

**Motion:**

Be it resolved that the Council minutes from 2022-06-13 be accepted as distributed.

*Moved by: Sally Poon*

*Seconded by: Mo Baydoun*

## 2.4 Old Business

### 2.4.1 Executive Director's Report

- See attached.

#### Discussion:

- Is the decline in enrolment consistent with other local schools?
  - It is difficult to compare as many other post-secondaries do not have part-time studies.
  - Most post-secondary schools in BC have submitted deficit budgets this year.
- Has the refugee student been paired with a student?
  - Not yet, but they will be paired soon.
- Is there signage to point to the food hub?
  - Yes, and there will be signage on the fridge.
- Is there more information on how the food hub will be expanded to the specialty campuses?
  - The Wellness and Advocacy Coordinator, Victoria Williams, may have more details.
  - A current initiative is installing shelving in the SA offices at the specialty campuses to store food.
- When will the student be arriving in August?
  - The date has not been set yet.
  - Staff will go shopping to purchase items and again after the student arrives.

### 2.4.2 Executive Update

- As submitted.

## 1.5 New Business

### 1.5.1 Policy Updates

- See attached.
- The vacation policy has been updated to align better with market norms.
- The changes to the standards of conduct were about adding a requirement to report relationships at work.
- The changes to the electronic communications policy were around recording meetings with informed consent to protect staff.

**Motion:**

Be it resolved that the board accept the updated INT-6, INT-15, and INT-21 policies as presented.

*Moved by: Liam Lauren*

*Seconded by: Tanya Fuchs*

**Discussion:**

- Land acknowledgements in signatures were not mentioned in the policy, and it could be a good addition.
  - The Executive Director will bring this suggestion to the HR team and the change will be made.

**Motion:**

Be it resolved that the board accept the updated INT-6, INT-15, and INT-21 policies as presented.

*Moved by: Liam Lauren*

*Seconded by: Tanya Fuchs*

**11/0/1 Carried**

**2.5.2 Interim Clubs Committee Appointment**

- See attached.

**Motion:**

Be it resolved that Cody Pallin, Mo Baydoun, Nolan Nordwall, and Amanda MacKearney serve on the interim Clubs Committee until the official Clubs Committee has been determined.

*Moved by: Tanya Fuchs*

*Seconded by: Sally Poon*

**7/0/5 Carried**

**2.5.3 Curriculum Feedback Request from Associate Registrar**

- See attached.
- The new associate registrar is looking for student feedback on patterns in scheduling and curriculum conflicts.

**Discussion:**

- Would this be a good opportunity to ask about co-op?
  - Yes, the question can be passed along.
- Instructors keep double-booking computer labs for exams for electrical engineering students, and there is a long delay until the second group of students can write their exams. This is causing undue stress to students.
  - Please send this information to the VP External.

- The Executive Director can bring this up to the BCIT VP Students as well.
- Would part-time studies be part of this associate registrar's portfolio?
  - There are multiple associate registrars, but he does not oversee any particular program group or type.

## **2.6 Open Forum**

- Notice has to be given to change or create new external policies, so this is formal notice that a new external policy position will be proposed at the next meeting. This external policy is regarding collaboration with the Federal Student Advocacy Alliance.
- Which campuses are the Chair of the Schools of Transportation, Construction, and the Environment responsible for?
  - The Burnaby campus specifically, but any support that can be provided to the Annacis Island and Marine Campus would be appreciated.

## **2.7 Reminders**

**2.7.1 Whistler Retreat: 2022-08-19 to 2022-08-21**

**2.7.2 Next Executive Committee Meeting: 2022-08-21 @ 11:30 at Whistler**

## **2.8 Meeting Adjournment**

It was moved by Mo Baydoun and seconded by Cody Pallin that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 19:31.

## Information Note – 3<sup>rd</sup> Floor Patio

Cash Flow Update - 3rd Floor Patio	
Supplier	Cost
Uline	\$8,951.59
Walmart	\$16.74
GardenWorks	\$751.79
Canadian Tire	\$4,022.07
Total Spent	\$13,742.19
Budget Left	\$36,257.81

**THESE PRICES INCLUDE TAX AND DELIVERY FEES**

### Items bought:

- Uline – Patio tables, patio chairs, storage shed, instant canopies, and canopy weights
- WalMart – Zip ties
- GardenWorks – planter boxes, soil, and produce plants
- Canadian Tire – Umbrellas, Adirondack chairs, side tables, patio lights

### Update & next steps:

On Friday July 15, 2022 we had a meeting with a Coast Salish apprentice to see if we can have some art made to be on display. When more information comes available I will share it with the Executive Board.

## INTERIM CLUBS COMMITTEE APPOINTMENT

Wednesday July 13, 2022

**PREPARED FOR:** BCITSA Council

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

**ISSUE:** Appointment of three Executives to sit on the interim clubs committee over the summer.

**MOTION:** Be it resolved that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ serve on the interim Clubs Committee until the official clubs committee has been determined.

### BACKGROUND:

The Building Science Club (BSC) had been approved as a Casual Club at the February 7, 2022, council meeting. SL-1 Clubs defines a Casual Club as:

*A Casual Club means a classification of Club that is less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources as outlined in this Policy, and no access to funding of any kind.*

When the BSC initially applied to be a club, they did not foresee themselves needing any funding as they were only planning on having small on-campus meet ups. Since then, the Club has expanded and would like to have events as soon as possible that require funding. For them to apply for any funding, the club must be sanctioned as a General Club.

Since the first Council meeting does not happen until September, this club application will be left unresolved until the official Clubs Committee is set in mid-October unless an interim committee is appointed during the summer.

The official Clubs Committee is made up of the Vice President Student Experience as chair, an Executive as vice-chair, and two to four council members as directed by Bylaws section 12.2. However, given the urgency to act on this club application, three Executives and the Vice President Student Experience may form an interim committee as was done last September by the Vice President Student Experience.

## INFORMATION NOTE

July 15, 2022

**PREPARED FOR:** BCITSA Executive Committee

**PREPARED BY:** Nolan Nordwall

**ISSUE:** Curriculum Feedback Request from Associate Registrar

### BACKGROUND:

The Associate Registrar, Peter Warren, just started in his position, and he is looking to get feedback from students on what projects are important to them. He is looking for a brief list of curriculum and scheduling challenges that each school faces.

Nolan would like Chairs to send him feedback on student curriculum concerns by August 5<sup>th</sup> to forward to the Associate Registrar.