

- 21.1 Call to Order
- 21.2 Territory Acknowledgement
- 21.3 Acceptance of the Council Meeting Agenda
- 21.4 Acceptance of the Minutes: April 22, 2024
- 21.5 Reports
 - 21.5.1 Executive Director's Report - *Roland G.*
 - 21.5.2 Executives Updates - *Executive Team*
- 21.6 Old Business
- 21.7 New Business
 - 21.7.1 Organizational Update
- 21.8 In Camera
- 21.9 Open Forum
- 21.10 Reminders
 - 21.10.1 Next Council meeting: **Monday, May 27, 2024 @ 5:30 pm** in Council Chambers
- 21.11 Meeting Adjournment

Council Meeting Minutes
Monday May 6, 2024
Council Chambers

Executives: Jimmy Wang – President
Shelby Woida – VP, Equity and Sustainability
Matthew Puyat – Chair, Downtown Campus
Justin Saint – Chair, School of Computing and Academic Studies
Daniel Wong – Chair, Specialized Transport Campuses
Simran Anand – Chair, Business + Media
Megan Jewell – Chair, School of Health Sciences
Vrishank Prabhu – Chair, School of Energy

Staff: Roland Gagel – Director of Finance, Interim Executive Director
Tanya Fuchs – Executive Assistant and Board Liaison

Councillors: Alexander Bridgeman	Daniel Mah	Matt Kilpatrick
Andrea Martin	Edward John Gatchalian	Monika Monika
Andrea Obnamia	Fahad Ahmed Doza	Owen Rains
Andrew Pham	Fiona Wong	Parisa Saqib
Aruzhan Basbulat	Jasmine Yang	Quoc "Minh" Nguyen
Bobby Davidson	Kobie Smith	
Cora-Lynn Bell	Kyla Cruz	

Guests: Eric Chau – Incoming Chair, Downtown Campus
Geoff Vinod Pittappillil - Incoming Chair, Specialized Transport Campuses
Greyson Dubé – Incoming Chair, Business and Media
Juan Lee – Incoming VP, Finance and Administration

Regrets: Mia Bui – VP, Finance and Administration
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Joshua Luu – VP, Student Experience

Councillors:

Dennis Phan, Elaine Huang, Ho Yin Cheng (Pedro), Jadon Matthias, Jaspreet Bhuller,
Morgan Peltier, Muhannad Ahmad, Su Yamin Tun, Will Ondrik, Xavier Delaney,

21.1 Meeting Called to Order

The Chair, Jimmy Wang, calls the meeting to order at 5:43pm (27 voting members, including the Chair).

21.2 Territory Acknowledgement

Kobie S. gave the territory acknowledgement.

21.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

First: Bobby Davidson Second: Daniel Wong

Unanimous Carried

21.4 Acceptance of the Minutes: April 22, 2024

Motion:

Be it resolved that the Council Meeting minutes from April 22, 2024, be accepted as distributed.

Moved by: Matthew Puyat. Seconded by: Aruzhan Basbulat

Yes: 23 No: 0 Abstain: 1 Carried

21.5 Reports

21.5.1 Executive Director's Report

- As submitted.
- There is a department review occurring, which will be presented on later in this meeting.
- Council should expect to see the budget review on the May 27th meeting agenda.
- HR is creating a new job description format.
- By-election applications closed today. There is at least one candidate for each role, and 2 contested elections.
- Marketing is working on some rebranding for the Fall.
- Stand Central still struggling. When the couches are set up in the Great Hall, business is much better compared to when it is cleared out.
- Pop-up Stand at ATC stand went well.
- Pub sales are up a bit compared to last year due to corporate events and catering.

21.5.2 Executives' Updates

- As submitted.
- Simran: The Tax Clinic has ended and was successful. 90 taxes were filed in total.
- Daniel: The pool tables at ATC were re-upholstered and the students love it.

Discussion:

- What about the pool ques?
 - New ones just need to be ordered. The Student Spaces fund will be used to pay for that.

21.6 Old Business – None

21.7 New Business

21.7.1 Organizational Update

Roland presented an organizational update, highlighting changes to the structure of the MarCom and Events department.

- The two will merge with the Publications department and the Clubs Coordinator position to make the Department of Student Engagement. A posting for the Director of Engagement is in progress.
- Wellbeing and Advocacy will be split into two sub-departments.
- Retail Operations will now be called Retail Services, and Food Operations will now be called Food Operations to reflect the Mission better.
- The Campus Print and Copy will move under the Retail Services Department and report to the Director of Retail Services instead of the Director of Finance.
- An increase in events on all campuses was proposed. This would require the Events sub-department to grow to at least 2 full-time staff and one part-time staff. A sustainable financial plan for this includes going to referendum next year, asking members to increase student fees by \$10-15 a term to fund events specifically.
- The Events team is currently planning to showcase additional events for the 2024-2025 school year. \$250,000 from the Medical Plan fund will be used to support this initiative in its first year. However, this is not sustainable over multiple years, which is why student fees must be collected.

Discussion:

- Where on the budget would the \$10-15/term go?
 - It would go into the proposed \$250,000 events grant line item and then any revenue raised from ticket sales/sponsorships would add to the overall events revenue.

- The proposed Events team structure gives them the autonomy to decide how much to charge for sponsorship and event ticket so that it makes the most sense for their budget and planning.
 - Wages for the Events staff would be covered by the events grant.
- Does that include the hiring of new staff?
 - Yes, that includes one manager, one-full time coordinator, and one part-time coordinator.
- Would the current Events Supervisor become the Manager and get a raise?
 - Yes, they would be properly compensated for an increase in responsibilities.
- Where would the monies collected from the hiring fairs be allocated?
 - Technically, into the overarching revenue line but under Career Services.
 - It could be re-allocated to the events revenue and go straight back into hosting more events.
- In the past few years there have been a few referendums to increase student fees. Is it strategic to propose another referendum so soon? How would you sell this to students?
 - The students will benefit directly from how the money is spent by attending events. In past referendums, the Student Association has proposed to increase student fees to retain the same level of service which is a hard sell.
- Support for the events initiative. Would like to see more events in the Pub and outdoors.
 - The events will take place in more spaces than just the Pub, such as the Courtyards and other common spaces.
- What happens if we don't go to referendum?
 - We run the regular events and keep staffing the same.
- How would this change affect current yearly events, such as Hackathon?
 - Yearly events, like Hackathon, are already budgeted. If additional revenue were to come from them, it would go back into the events budget.
- What happens if an event is very successful that it becomes a regular event put on by the SA, and then there are not enough funds to support it?
 - That is what budgeting and sustainable planning is for. There should be a pool of money in the events budget to support pop-up events, and Executive's events.
- Currently, does the money from Hackathon go into any specific revenue line item?
 - Not at the moment, but with the proposed Events Department structure, it would go into their budget.



- Does the student massage program fall under event funding?
 - No, that is under Wellness. We are trying to bring that program back soon.
- Communicating the referendum as \$2-3/month for more events sounds more appealing than \$10-15/term.
 - The communication of the referendum will go into consideration if Council supports this initiative. At the May 27th Council Meeting there will be a motion to move funds from the Medical Fund in order to fund events for the 2024-2025 school year, starting in September.
- Would tabling to collect students' thoughts on the referendum now be helpful?
 - Yes, tabling would be helpful, but in September, closer to the referendum announcement.
- What if during the new events in September, there was tabling done to collect students' thoughts on the referendum?
 - Absolutely.
- Would Kickstart be a good place to table?
 - Yes.
- How will the Specialized Transportation Campuses benefit from large events held at the Burnaby Campus?
 - We could organize a bus to bring students from those campuses to Burnaby.
 - More events at the Specialized Transportation Campuses are also going to be part of the events plan for next year and for the coming years.
- How much is currently in the Medical Fund?
 - It has an excess of 1.5 million dollars. The plan is to find a sustainable way to use it.
- Would the allocation of the money from the Medical Fund to Events negatively affect the Medical Fund?
 - No. The Medical Fund needs some surplus of money to be safe, but not this much.
- Seeing that there are excess funds in the health plan, how often is the health and dental plan reviewed?
 - Yearly, but it can be looked at anytime. Enhancements usually start the following September after it is reviewed.

21.8 In camera - None

21.9 Open Forum

- As this was Kobie's last Council meeting in person, he thanked the Council and the Board for all their hard work this year. The workshops he and Shelby held played a part in changing BCIT for the better.

21.10 Reminders

21.10.1 Next Council Meeting: May 27, 2024 @ 5:30 pm in Council Chambers and on Teams.

21.11 Meeting Adjournment

It was moved by Matthew Puyat and seconded by Kobie Smith that the meeting be adjourned.

Unanimous **Carried**

The meeting was adjourned at 6:51pm

Executive Director's Report

Council Meeting – May 6, 2024

Executive Director/Director of Finance/Organizational activities of note

- Reviewed organizational changes with the various departments effected.
- Continue to work on Budgets

People and Culture

- Marketing and Communications Review: Developed the job description for the Director role which is currently being reviewed by the department
- Preparing for recruitment and department transitions by developing new job descriptions using a newly designed job description format
- Finalizing Job Descriptions for Executive Assistant/Board Liaison and Government Relations Strategist.
- Working with HR students on a BCP project to develop an SA-wide recognition program
- Continue working on Wellness Day preparations
- Developing an employee satisfaction survey to be rolled out over the coming month

Student Services

- **Past Events:**
 - **Aerospace Career Fair** | Atrium/Hub Aerospace Campus | April 24th, 2024 | 2 PM – 4 PM |
 - We had 15 employers host booths at the career fairs and all students on campus (est. 180) attended. There were 33 students who had a professional headshot taken.
- **Update:**
 - The Food Pantry will be operating summer hours starting in June. We will be open on Wednesdays from 1 PM – 3 PM.
 - In the process for hiring Career Specialists

Childcare

- Initial Preliminary design for building and playground presented, various suggestions and comments made, required to go to initial costing to verify to budget.

Marketing & Communications

- By-elections package updates and communications – ongoing
- SA branding guidelines and portfolio review – ongoing
- End-of year Reports – ongoing
- LINK end of year student contributor celebration – May 22nd | 1
- SA Student survey – coming soon

Retail

For the Month of:	Apr-2024	Sales Data to:		17-Mar	% of Sale Days for Month	
Total Business Days:	21	Days of sales:		21	100%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	617	\$ 33,400	\$ 28,300	118%	\$ 33,500	\$ 5,200
St Central	4,848	\$ 29,200	\$ 39,500	74%	\$ 29,000	\$ (10,500)
St South	7,036	\$ 42,300	\$ 44,300	95%	\$ 42,500	\$ (1,800)
Geared Up@NE1	398	\$ 9,300	\$ -		\$ 9,500	\$ 9,500
		\$ 114,200	\$ 112,100	102%	\$ 114,500	\$ 2,400

- April was a busy month; the stores processed nearly 13,000 transactions altogether and, as a group, made the monthly budget.
- We continue offering longer hours in Stand South, until 6:00pm Monday-Thursday. In April, from 4pm to 6pm, we've served close to 900 clients and made \$5,600 in sales.
- On April 24th, Geared Up pop-up shop at ATC was a big success. We've served 60 customers at that campus and made over \$3,000 in net sales.
- We are getting ready for the fiscal year end and inventory at the end of May

Habitat Pub

- Last Saturday we hosted a nursing conference dinner in the pub.
- This week we had 3 large catering events 1 in the pub 2 in Townsquare's 11k in revenue from these events
- Pub sales for April 2024 up 2 k over last year
- Month of May we have 2 catering events booked in the pub and 3 other catering events.

2023-2024 Executive Objectives			2023-2024 Executive Objectives For Council Meeting date of 2024 May 6	
Name	Position	#	Objectives	
Mia Bui	VP Finance & Administration	1	Host a Financial Literacy Workshop in November 2023	Objectives Done
		2	Host Annual Tax Clinic, similar as previous year, but expanding on scope, scale and targeted audience. Joint objective with Simran.	Objectives Done - Overall was a successful Tax Season, about 90 taxes filed.
			Other duties	Attended Rix Gala dinner on April 22nd, connected with Dr. Jeff Zabudsky and other members of BCIT BoG and BCIT Foundation. Interim presidency ends April 22nd.
Joshua Luu	VP Student Experience	1	Support Student Mental Health through Campus Convos, organizing and hosting a series of events throughout the school year. w/ President, Céline & TCE Abdul	
		2	Supporting student well-being through mini distress events throughout the school year. w/ TCE, Abdul	
		3	Improving the set rep program as Vice-Chair to the Ad Hod Set Rep Committee & Developing/purchasing merch for BCIT students to improve engagement and branding for BCITSA. w/ SOE, Vrishank	
Shelby Woida	VP Equity & Sustainability	1	Work with the Executive Director Search Committee to appoint a permanent Executive Director	
		2	Organize a series of fireside chats based on Indigenous education, decolonization, and Indigenizing BCIT classrooms	
		3	Work with EDI specialist to update SA policies on Territory Acknowledgments and host a series of related workshops	
		1	Organize and plan events with Alumni Association for students and alums, increase engagement and awareness of Alumni Association	

2023-2024 Executive Objectives		2023-2024 Executive Objectives For Council Meeting date of 2024 May 6	
Name	Position	#	Objectives
Jimmy Wang	VP External	2	UPass renegotiations ; negotiate with Translink to renew the UPass beyond the 2025 contract, secure access for part time studies students and pursue additional exemptions for students
		3	Focusing on affordability by lobbying provincial and federal government for student grants(Canada Student Grants & BC Access Grant); regulate the increase of international student tuition (provincial)
Simran Anand	Chair, School of Business + Media	1	Host Ask Alumni Workshop pairing a graduate from a certain program working in the industry with a current student for lunch/coffee chat atleast once a month to offer our students the opportunity to gain practical knowledge, career advice, and inspiration from alumni who have excelled in their respective fields.
		2	Reach the goal of 500 members in School of Business + Media Discord channel by the end of May 2024.
		3	Miscellaneous
		4	Host a Tax Clinic in collaboration with the VP Finance and Administration.
			The last tax clinic sessions on April 24th wrapped up the tax clinic for this year. In total about 90 tax returns were filed.

2023-2024 Executive Objectives				2023-2024 Executive Objectives For Council Meeting date of 2024 May 6	
Name	Position	#	Objectives		
Vrishank Prabhu	Chair, School of Energy	1	Facilitate cross club collaboration within the School of Energy		
		2	Begin systematic changes of the set rep program through the Set Rep Program Ad-Hoc committee		
		3	Host the RC Classic, a past School of Energy event		
		4	Host an industry night focused on sustainable transportation and renewable energy.		
Justin Saint	Chair, School of Computing and Academic Studies	1	Connect with two new industry expert event sponsors for QDS Hacks 2024 in order to increase capacity from 100 to 120 and sell 40 free tickets to students who identify as female, Indigenous, or LGBTQ+	Objective Complete	

2023-2024 Executive Objectives				2023-2024 Executive Objectives For Council Meeting date of 2024 May 6
Name	Position	#	Objectives	
		2	Improve communications within the set rep program by creating new and updated documents about set reps that are concise and easy to find	Objective Complete
		3	Host one Computing social event and one karaoke event at the Pub each semester	Objective Complete
Charlene Steeves	Chair, School of Health Science	1	Increase interprofessional collaboration and education for School of Health Science students by hosting student-led Power Hour events that bring in speakers to discuss topics relevant to the health sciences field. First event will be held on October 25th, 2023.	
		2	Increase Set Rep participation and engagement within the School of Health Sciences by the end of the year (May 31, 2024), measured by attendance and feedback.	
		3	Miscellaneous	
		4	Help the Executive Director Search Committee appoint a new Executive Director	
		1	Host a De-Stress Event every semester post-midterms for the DTC	

2023-2024 Executive Objectives				2023-2024 Executive Objectives For Council Meeting date of 2024 May 6
Name	Position	#	Objectives	
Matthew Puyat	Chair, Downtown Campus	2	Support Student Wellness via advocating for Gym and Rec Services + small Quality of Life Initiatives	Apr 24 - Attended a BCIT MarCom Focus group and advocated for better BCIT resource visibility. Apr 30 - Participated in BCIT's strategic planning workshop. topics raised were about resource availability, innovation and better classroom environments May 1 - Awards Committee
Daniel Wong	Chair, Aerospace Campus	1	Water Bottle Filler	BCIT facilities is getting quotes in, the facilities coordinator will send me the quotes. I will make another inquiry.
		2	Canada Aiports Conference Initiative	No Update
		3	ATC Flag/Merch	The ATC merch pop-up was held on 24 APR 2024. Objective semi-completed.
		4	Miscellaneous	The career fair at ATC was very succesful. Many students started checking it out before the planned start time and lots of companies ran out of SWAG. A highlight was the RCAF helicopter that flew in and opened for tours. 2 winners who completed an event survey will receive BCIT program hoodies. Pool tables is being re-felted 30 April 2024.
Abdul Aziz Ansari	Chair, SoTCE, Student Spaces	1	(Joint objective with Matthew Puyat) Create a feasibility report for the improvement of the DTC gym by January 1st	
		2	Working with Josh and Celine with the bjective of hosting de-stress events and sunfit for student health	
		3	Hosting events to create better school to work transition in the school of TCE	