

Executive Committee Meeting Agenda

Monday, September 11th, 2023

5:30 pm – 7:30 pm

Large Meeting Room

- 5.1. Call to Order
- 5.2. Territory Acknowledgement
- 5.3. Acceptance of the Agenda
- 5.4. Acceptance of the Minutes: August 27, 2023
- 5.5. Reports
 - 5.5.1 Executive Director's Report *- Roland G.*
 - 5.5.2 Executives' Update *- Céline L.*
- 5.6. Old Business
 - 5.6.1 Search Firm Expenditure *- Céline L. and Shelby W.*
- 5.7. New Business – none
- 5.8. Open Forum
- 5.9. Reminders
 - 5.9.1 Next Council Meeting: Monday, September 18th @ 5:30 pm in Council Chambers
- 5.10. Meeting Adjournment

Please refer to attached materials.

Executives: Joshua Luu – VP, Student Experience
Céline Lorient – President
Charlene Steeves – Chair, School of Health Sciences
Simran Anand – Chair, School of Business + Media
Jimmy Wang – VP, External
Daniel Wong – Chair, Specialized Transport Campuses
Shelby Woida – VP, Equity and Sustainability
Matthew Puyat – Chair, Downtown Campus
Vrishank Prabhu – Chair, School of Energy
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Justin Saint – Chair, School of Computing and Academic Studies
Mia Bui – VP, Finance and Administration

Staff: Margarita Gaidasheva – Executive Assistant
Roland Gagel – Director of Finance, Interim Executive Director
Stewart McGillivray – Government Relations Strategist

5.1. Meeting called to Order

President calls the meeting to order at 5:30 pm (11 voting members, Daniel stuck in traffic).

5.2. Territory Acknowledgement

Jimmy Wang read the territory acknowledgement and referred to the recent apology that the Government of Canada offered to the Williams Lake First Nation

5.3. Acceptance of the Agenda

Motion:
Be it resolved that the agenda be accepted as distributed.

Moved by: Joshua Luu

Seconded by: Matthew Puyat

Unanimous **Carried**

5.4. Acceptance of the Minutes: August 27, 2023

Motion:
Be it resolved that the Executive Committee minutes from August 27, 2023, be accepted as distributed.

Moved by: Charlene Steeves

Seconded by: Shelby Woida

Unanimous **Carried**

5.5. Reports

5.5.1 Executive Director's Report

- Roland G.

As submitted.

Discussion:

Q: Is the Axiom sponsorship dedicated to a specific project or fund?

- No, it's a general contribution to the Student Association

Q: Is the new club coordinator away right now?

- Yes, they are on vacation due to a longstanding commitment that predated their employment

Q: Will the former Clubs Coordinator be helping to train the new Clubs Coordinator?

- Yes, it will be a team effort among the former Club's Coordinator, the Director of Student Services, and the interim Executive Director.
- Some clubs will probably ask about which individual to contact about events, given that this position is on vacation.

Student executive, Daniel Wong, joined the meeting at 5:37 pm

5.5.2 Executives' Update

Celine update

- Connected with CityHive for an opportunity for young leaders working on clean energy policy to improve policy and move forward
- Able to accommodate 4 delegates: Jimmy, Shelby, Josh, Vrishank

Justin

- Promoted student life on Instagram; lots of viewers for a 15 second segment
- Feedback from BCIT: Best prepared executives!

Vrishank

- The Chair of Energy and two other Executives will be attending a roundtable with BC's Minister of Environment. The topic is the province's 2030 CleanBC Roadmap outlining their plan to combat climate change
- The Government Relations Strategist has been consulted on policy on strategy
- School of Energy clubs – BBQ next week
- Set Rep Program – introduce the program and clubs to BCIT
- Working with BCIT's School of Energy on their strategic vision this year

Josh

- Mia, Shelby, Simran and Josh – did SA orientation presentations for 1st year students, they did well

5.6. Old Business

5.6.1 Search Firm Expenditure

- Céline L. and Shelby W.

Decision note from Aug 23rd meeting – vote on spending money to allocate on search firm to assist the Board in the search process for a permanent Executive Director.

Motion:

Be it resolved that the Executive Committee, on Council's behalf, authorizes the expenditure of funds in excess of the approved operational budget for 2023/24, to be allocated in accordance with the terms of this motion; and Be it further resolved that up to \$70,000 is allocated for the purposes of the Association retaining the services of an Executive Search Firm, in order to support the Executive Board in selecting a permanent Executive Director.

Moved by: Celine Loriot

Seconded by: Joshua Luu

Unanimous

Carried

Discussion:

Q: The quotes were \$50,000 so this amount includes a buffer?

- Yes, this adds sales tax and one optional service and a buffer

Q: If the motion is approved today – would we disclose on this matter, or is it internal?

- Everything decided at council meetings is public, therefore must be reported

5.7. New Business – none

5.8. Open Forum

Vrishank submitted an Agenda item, but due to technical error it didn't show up. Vrishank wanted to discuss the set rep program.

- Vrishank asked if more executives could join the Set Rep Program Committee - Matthew and Charlene would like to participate on set rep committee
- Vrishank will email chairs to coordinate the scope of the Set Rep Program in the next 2-3 weeks so we can prepare for council what we can do
- Plans to meet seldom but will ask a lot of questions from the board
- Black SA Hoodies available, majority will go to Club executives and councillors, and executives
- Justin is moving to other committees and taking on more responsibilities, so he needs to step back from the set rep program.
- He will create a report of what's been done over the summer
- He will collaborate with Giovanna to work on the welcome email for set reps
- Current worry is that set reps register - and then hear nothing back

Q: How are councillor appointments going?

- Justin has 3 strong candidates, asked if Vrishank needs some
- New councillor names and contact information must be sent to Margarita for onboarding

Shelby concerned about the “cut off” date for Set Rep applications

- The Sept 30 date is for marketing communications to stop, not the application process
- The Marketing team will be advised of this discrepancy.”

Simran has 5 councillor candidates, wondering if she can ask them to join right now, or wait until everyone has candidates

- If it’s a great candidate – it’s better to appoint as soon as possible, so it’s not put off to last minute

Q: Is it better to wait to send the welcome email to the whole group, or just one by one registration?

- Better to send right away

Charlene has a few candidates, some delays in the process

Abdul is in process of interviewing candidates now

Josh has 3-4 councillor candidates,

5.9. Reminders

5.9.1 Next Council Meeting: Monday, September 18th @ 5:30 pm in Council Chambers

5.10. Meeting Adjournment

It was moved by Matthew Puyat and seconded by Joshua Luu that the meeting be adjourned.

Unanimous

Carried

The meeting was adjourned at 5:55 pm

Directors Report – Executive Council Meeting September 11, 2023

- Student Services
 - Food Security Coordinator started Sep 5 - Mary
 - Clubs Program Coordinator started end of August - Tiana
- Retail
 - Sales across all operations for first 2 days up by about 9%, hopeful sign for the year
 - New sandwiches and muffins are now available, greater variety and prices
 - Campus Print & Copy only open for part of day for 1st week of school due to staff illness
- Pub
 - New menu is out, is a single double sided page, easier to read and scan
 - Chalkboard work is complete
 - Marketing material for Sept 22 Student Habitat Pub party, Brews & Bites, is out.
 - Ticket includes \$12 Uber voucher, only for use of night of party, to/from Pub
- Childcare Centre
 - No update
- People and Culture
 - Staff End of Summer Celebration (EoSC) went well, had anecdotal positive feedback, 50 plus attendees
 - Much of the staff recruiting for Pub and Retail complete but some still O/S
- Marketing
 - SA Open House went well and was well attended by BCIT staff. Many of the BCIT Senior Leadership Team made appearances, including the new BCIT President Dr. Jeff Zabusdsky.
 - Week 1 of Kickstart went well, petting zoo, free ice cream and inflatables were popular
 - Sponsorship contracts still in negotiation
- Finance
 - Student Fees up by 15.2% but fees were increased by 10.7% so net 4.5%
 - Part-time student fees, net increase of 20.5%, slight decrease in Trades
 - Still very earlier and historically, a lot of variability in Student Fees in terms of timing and by category, but if continues, projection suggests will be close to budget of \$3,960,000
- Business Systems
 - Finalizing Club Hub SharePoint site
- Other Items
 - Training table for Council missing the tabletop, looks to be not wide enough for two persons. TBD

DECISION NOTE

September 8, 2023

PREPARED FOR:	Executive Committee
PREPARED BY:	Government Relations Strategist, President, and VP Equity and Sustainability
ISSUE:	Allocating funds to hire a search firm

RECOMMENDATION:

That the Executive Committee adopt the following motion on behalf of Council, in accordance with sections 6.4(a) and 15.2(a) of the BCITSA Bylaws:

MOTION:

Be it resolved that the Executive Committee, on Council's behalf, authorizes the expenditure of funds in excess of the approved operational budget for 2023/24, to be allocated in accordance with the terms of this motion; and

Be it further resolved that up to \$70,000 is allocated for the purposes of the Association retaining the services of an Executive Search Firm, in order to support the Executive Board in selecting a permanent Executive Director.

(Requires a 2/3 majority due to Bylaw 6.4(a))

SUMMARY:

This decision note builds upon the rationale outlined in the August 23rd decision note. As was stated at the time, the Board must make a decision about the next steps in its Executive Director search process. The two options that have been proposed for consideration are (i) approving these funds and selecting a firm, or (ii) declining to approve these funds and undertaking a process based predominantly on the resources and capacities of the Board and BCITSA staff.

If this motion is adopted on September 11th, there will be thirteen weeks between the adoption of the motion and the beginning of BCIT exams in December. Therefore, there is some urgency in making a formal decision to initiate the process. This will have a material effect on whether or not a Search Committee and the Board are able to finalize a decision prior to the New Year. Ultimately, however, it will be up to the Board and Committee which timeline it wishes to develop.

Hiring a search firm is a cost of doing business when selecting the C.E.O. of a \$12 million charity. It is not possible to do secure high-quality external services without making an investment. The Board is not obligated to retain the services of an executive search firm, but it would then fall to the Board and staff to develop a credible alternate approach. The initial costing was first discussed June 26th. Proposals were circulated that day and on July 9th, and discussion has occurred on August 10th, August 27th, and September 6th.