

- 2.1 Call to Order
- 2.2 Territory Acknowledgement
- 2.3 Acceptance of the Agenda
- 2.4 Service Support Contract for Sage Intacct - *Roland G.*
- 2.5 Acceptance of the Minutes:
 - 2.5.1 Council Minutes: September 16, 2024
- 2.6 Reports:
 - 2.6.1 Executive Director's Report - *Michel P.*
 - 2.6.2 Executive Updates - *Executives*
 - 2.6.3 Councillor Selection Summary Report - *Executives*
- 2.7 Old Business – None
- 2.8 New Business:
 - 2.8.1 Appointment of Councillors to Standing Committees - *Jimmy W.*
- 2.9 Open Forum
- 2.10 Reminders:
 - 2.10.1 Next Council Meeting: October 15, 2024
 - 2.10.2 By-Election Nominations Close: October 2, 2024
- 2.11 Adjournment

Executives: Jimmy Wang – President
Juan Lee – VP, Finance and Administration
Cora Bell – VP, External
Tanya Fuchs – Interim VP, Student Experience
Greyson Dubé – Chair, School of Business & Media
Adam Matthews-Kott – Chair, School of Transportation, Construction, & the Environment
Russell Moy – Chair, School of Energy
Jo Lin – Interim Chair, School of Health Sciences
Fiona Wong – Chair, School of Computing & Academic Studies
Eric Chau – Chair, Downtown Campus
Geoff Vinod Pittappillil – Chair, Specialized Transport Campuses

Councillors: Xavier Delaney, Bobby Davidson, Ho Yin (Pedro) Cheng, Alliah Almendral, Isabela Patarroyo Singh, Zion Chan, Wasawat (Matt) Joongjai, Erik Aloyan, Meehika Chadha, Denzel Mohamed, Prabjot Sabharwal, Harjot Barsa, Joseph Yuruk, Yan Yiu Li, Tyler Gravenor, Oscar Gutierrez, Vikram Gill, Ja Mu Ku, Avra Parent, Oceaan Pendharkar, Kenneth Ng, Inez Yoon, Khushmeen Kaur, Marisa Price, Monica Sanchez, Sina Faraj Poor

Staff: Michel Pouliot – Executive Director
Roland Gagel – Director of Finance
Adam Beggs – Executive Assistant & Board Liaison

Regrets (E.): Moksh Garg – VP, Equity and Sustainability

Regrets (C.): Fabrizio Breton

Guests: None

2.1 Meeting called to Order

The Chair, Jimmy Wang, calls the meeting to order at 17:30 (31 voting members).

2.2 Territory Acknowledgement

Adam Matthews-Kott acknowledged the territory the meeting was held on.

2.3 Acceptance of the Agenda

Motion:	
Be it resolved that the agenda be accepted as distributed.	
<i>Moved by: Josph Yuruk</i>	<i>Seconded by: Marisa Price</i>
Amendment:	
Be it resolved that the agenda be amended to include item 2.8.2 Appointments to BCIT’s Decision Review Board.	
<i>Moved by: Jimmy Wang</i>	<i>Seconded by: Greyson Dubé</i>
Unanimous	CARRIED
Motion (amended):	
Be it resolved that the agenda be accepted as amended.	
Unanimous	CARRIED

Erik Aloyan – Councillor, joined the meeting at 17:38 (32 voting members).

2.4 Service Support Contract for Sage Intacct

Motion:	
Be it resolved that the Student Association approves the signing of a support contract for the duration of 1 year in the amount of \$2,500 per month or \$30,000 for the year with Cantatus Systems Group. Cantatus Systems Group will assist in the further development and implementation of the Sage Accounting System that the SA uses to record its financial transactions and generate financial reports for Management and Executives.	
<i>Moved by: Zion Chan</i>	<i>Seconded by: Ja Mu Ku</i>
Unanimous	CARRIED

Bobby Davidson – Councillor and Ho Yin (Pedro) Cheng – Councillor, joined the meeting at 17:41 (34 voting members).

- Roland Gagel – Director of Finance, fielded questions about the proposal. The primary purpose is to increase efficiency of budgeting within the organization, specifically for managers and directors.
 - The Association has been using Sage Intacct since 2022. With this service support contact the finance department will be able to better utilize Sage Intacct.

Fiona Wong – Chair, School of Computing & Academic Studies

- Starting to build a mentorship program for computing students.
- Planning a meeting to secure sponsorship for Hackathon.
- Continuing to build the feasibility study for a game jam.

Jimmy Wang – President

- Started regular meetings with Laura Vail – VP, Student Life at BCIT.
- The first Board of Governors meeting is tomorrow, October 2, 2024.

2.6.3 Councillor Selection Summary Report*- Executives*

The Executives provided a written report on their Councillor selections and appointments, as submitted.

Tanya Fuchs – Interim VP, Student Experience

- Unable to appoint Indigenous Councillors due to a lack of applications.

Greyson Dubé – Chair, School of Business & Media

- There are no Councillors from the media programs due to a lack of applications. All current Councillor positions are filled with business program students.

Adam Matthews-Kott – Chair, School of Transportation, Construction, & the Environment

- Strong representation from architecture students.

Russell Moy – Chair, School of Energy

- At the previous Executive Board meeting, the Board approved increasing the number of Councillors for the School of Energy by one. This was done in accordance with Bylaw 7.1(a)(iii). This position has been filled.
- There are no first-year students.

Jo Lin – Interim Chair, School of Health Sciences

- Two Councillor positions are currently vacant. Interviews and appointments will happen in the coming weeks.

Fiona Wong – Chair, School of Computing & Academic Studies

- Single Councillor selected and appointed.

Eric Chau – Chair, Downtown Campus

- Computing & Academic Studies Councillor positions are filled.
- The Business & Media position is vacant due to a lack of applications. These students operate on a different calendar beginning in May as opposed to September for most other programs.

Geoff Vinod Pittappillil – Chair, Specialized Transport Campuses

- Appointed a Councillor for the Aerospace Technology Campus (ATC), and a Specialty Councillor for the Marine Campus (BMC). There have been no applications for the Specialty Councillor for the Annacis Island Campus (AIC), so the seat is vacant.

2.7 Old Business – None**2.8 New Business:****2.8.1 Appointment of Councillors to Standing Committees***- Jimmy W.***Motion:**

Be it resolved that Wasawat (Matt) Joongjai, Alliah Almendral, Joseph Yuruk, and Sina Faraj Poor be appointed as members of the Clubs Committee;

Be it further resolved that Erik Aloyan, Meehika Chadha, Monica Sanchez, and Isabela Patarroyo Singh be appointed as members of the Student Spaces Development Committee;

Be it further resolved that Oceaan Pendharkar, Kenneth Ng, Prabjot Sabharwal, and Denzel Mohamed be appointed as members of the Bylaw Committee;

Be it further resolved that Harjot Barsa, Oscar Gutierrez, Xavier Delaney, and Khushmeen Kaur be appointed as members of the Finance Committee;

Be it further resolved that Tyler Gravenor, Marisa Price, Zion Chan, and Avra Parent be appointed as members of the Equity & Sustainability Committee;

Be it further resolved that Yan Yiu Li, Ja Mu Ku, Xavier Delaney, and Geoff Vinod Pittappillil be appointed as members of the Advocacy & Policy Committee;

Be it further resolved that Russell Moy and Vikram Gill be appointed as members of the Human Resources Committee.

*Moved by: Oceaan Pendharkar**Seconded by: Geoff Vinod Pittappillil***Amendment:**

1. Replace Geoff Vinod Pittappillil with Joseph Yuruk in the Advocacy & Policy Committee;
2. Replace Jospheh Yuruk with Avra Parent in the Clubs Committee.

*Moved by: Jimmy Wang**Seconded by: Greyson Dubé***Unanimous****CARRIED**

Motion (amended):

Be it resolved that Wasawat (Matt) Joongjai, Alliah Almendral, Avra Parent, and Sina Faraj Poor be appointed as members of the Clubs Committee;

Be it further resolved that Erik Aloyan, Meehika Chadha, Monica Sanchez, and Isabela Patarroyo Singh be appointed as members of the Student Spaces Development Committee;

Be it further resolved that Oceaan Pendharkar, Kenneth Ng, Prabjot Sabharwal, and Denzel Mohamed be appointed as members of the Bylaw Committee;

Be it further resolved that Harjot Barsa, Oscar Gutierrez, Xavier Delaney, and Khushmeen Kaur be appointed as members of the Finance Committee;

Be it further resolved that Tyler Gravenor, Marisa Price, Zion Chan, and Avra Parent be appointed as members of the Equity & Sustainability Committee;

Be it further resolved that Yan Yiu Li, Ja Mu Ku, Xavier Delaney, and Joseph Yuruk be appointed as members of the Advocacy & Policy Committee;

Be it further resolved that Russell Moy and Vikram Gill be appointed as members of the Human Resources Committee.

Unanimous**CARRIED**

Straw polls were held for the contested membership positions of committees, the results were:

Student Spaces Development Committee:

1. Erik Aloyan
2. Mónica Sánchez
3. Isabela Patarroyo Singh
4. Meehika Chadha
5. Joseph Yuruk
6. Prabjot Sabharwal
7. Marisa Price
8. Zion Chan

Human Resources Committee:

1. Vikram Gill
2. Russell Moy
3. Alliah Almendral
4. Inez Yoon
5. Ho Yin (Pedro) Cheng

Khushmeen Kaur – Councillor left the meeting at 18:57 (33 voting members).

2.8.2 Appointments to BCIT's Decision Review Board

- Jimmy W.

- The Decision Review Board (DRB) is responsible for conducting appeal hearings of decisions made under BCIT's academic and non-academic Student Code of Conduct.
- Students are given seats on the Board along with BCIT staff.

A straw poll was held for the three student seats on the DRB, the results were as follows:

1. Marisa Price
2. Vikram Gill
3. Zion Chan
4. Oscar Gutierrez
5. Alliah Almendral
6. Ja Mu Ku
7. Joseph Yuruk

Council selected Marisa Price, Vikram Gill, and Zion Chan to be the student members of the Decision Review Board.

2.9 Open Forum

Nothing presented.

2.10 Reminders:**2.10.1 Next Council Meeting: October 15, 2024**

Tuesday, October 15, 2024; 17:30 – 19:30, Council Chambers.

2.10.2 By-Election Nominations Close: October 2, 2024

Voting Period begins on October 10, 2024.

2.11 Meeting Adjournment

It was moved by Jimmy Wang and seconded by Cora Bell that the meeting be adjourned.

Unanimous

CARRIED

The meeting was adjourned at 7:29pm.

Minutes Recorded by

Adam Beggs

Approved by Council on:

October 15, 2024

DESCISION NOTE

October 1, 2024

- PREPARED FOR:** SA Council
- PREPARED BY:** Roland Gagel, Director of Finance
- ISSUE:** Service Support Contract for Sage Intacct (SA accounting system)
- RECOMMENDATION:** Approve Service Support Contract as requested

MOTION: *Be it resolved that the Student Association approves the signing of a support contract for the duration of 1 year in the amount of \$2,500 per month or \$30,000 for the year with Cantatus Systems Group. Cantatus Systems Group will assist in the further development and implementation of the Sage Accounting System that the SA uses to record its financial transactions and generate financial reports for Management and Executives.*

BACKGROUND

The Student Association has been using Sage Intacct as the system to record business transactions since June of 2022. Due to a variety of circumstances, only a basic implementation has been developed and much of the capabilities of Sage Intacct remain under or minimally utilized. The circumstances that impeded the development of Sage Intacct include the then ongoing Covid crisis, staff resource constraints and the change in the Executive Directorship. Also in retrospect, the company “The Answer Company” initially tasked with the implementation and support did a poor job and the ongoing customer service and support was virtually non-existent and as well they sold their Sage Intacct customers to BAASS in March of 2024.

As such, this last August after a search of alternate Sage Intacct Service providers, it was decided to use Cantatus Systems Group as the VAR (Value Added Reseller) for Sage Intacct. Cantatus is a local Surrey company that specializes in supporting non-profit organizations in the use of Sage Intacct. The suggested service contract represents approximately 12 hours of support per month (in addition to the very basic support provided as the VAR) to re-engineer and develop Sage Intacct to its full capabilities.

After this first initial service contract, an assessment will be made to determine if the same level of support is required for subsequent years.



Over the past couple of weeks, I have supported the interview process of our next publications manager and finished meeting with all the different departments of the SA. I have been working with People and Culture to plan the interviews for the next Director of Student services. I and people and culture have been focused on developing a framework for the investigation into a staff complaint. I also planned a Budget review meeting with The VP of Finance and the Director of finance to go through our financial reporting and monitoring system. Lastly, I have spent some time assisting executives with the formulation of their objectives and helping them move towards their goals.

Our HR department has been under a lot of pressure as Claudia, the manager, has only been with us since the 19th of August and we have been facing a significant amount of hiring since she joined us. I have supported Student engagement with the hiring process of the publications manager over the course of this week. In reviewing some of the HR practices we identified a gap in our policies as it pertains to the salary offered to new employees as they are hired. We have a range but no pre-defined steps and criteria as to where we would start new employees resulting in no real consistency on the establishment of starting salaries. I and Claudia are working on developing a new salary grid with predefined steps and accompanying policies that will define where new employees start based on a mix of experience, educational levels. This will provide greater transparency on starting salaries and define how employees receive step increases.

The Vice President of Finance, myself and Roland our director of Finance met to go over the financial statements of the Student Association on the 18th. The new accounting program for the SA is still being implemented and actuals against the budgeted amounts for each department for the last month are not yet available. We were still able to compare actuals of past months to actuals of the same months the previous year, giving us a clearer picture of where each department are. As Roland is focused on the Audit process for the next few weeks, he will turn his attention to producing actuals report in the next couple of months.

With Executives working on formulating their objectives we are holding weekly check-ins through the executive assistant. In some instances, I have been able to reach out to BCIT to solicit information or assess potential for partnership to support those specific objectives.

Updates by departments

Childcare

We are currently full and we have about 300 kids on the waitlist. This year we have more students with kids in the program than usual. We are working with BCIT on the development of a new centre that will double the number of available spots. Once completed The Student Association will operate the new facility. Working with BCIT in the early stages ensures that the design and layout not only meets all the health authorities licensing requirements but that it is functional. This year is more challenging than last year in that we are getting in increasing number of children with diverse needs. We are working to establish the required support systems in place to make participation in the daycare successful for everyone.

Retail

September is our biggest month and we did everything we could to put our best foot forward. It is always a little hard to predict as it is challenging to get information from the various program as to how programs are operating. We don't often get details on what programs are hybrid or going off campus. Geared up participated in the THRIVE events and feel that it has been a successful way to reach more students. We served 40 student at ATC and 30 at the AIC campus prompting us to develop new ways to reach students. Our sales for September are tracking well and we should be very close to hitting our budget target for September.

The Stands are also on track to match last year's revenue with new food offerings produced by our very own food services department. Stand central saw 4000 clients and south served 7k. Stand South is piloting extended hours until 6:00pm this week to see if it is viable and needed. A new printer at print shop is working well and very effective. September is typically slow for student projects but busy for internal events. It looks like we are performing about the same as last year. Taj our print shop manager, is making great connections with other institutions. We have many great clients, such as SFU and others, that bring us big projects as we are a nonprofit and are well equipped to handle those projects.

Food Services

The start to the year has been positive so far. We did get more foot traffic, up 5% from last year. Revenue is up marginally as we provided a number of specials and discounts in the first week of class to attract students. We are definitely getting traction as is evident when looking at the Frosh night we hosted. With no pre-event ticket sales we attracted almost 400 people at the pub over the course of the evening. At one point we came close to reaching maximum capacity. We have a Halloween party coming up and with the increased traffic we are looking to recruit more servers. Pool tables have moved, make room for a gaming area that required some electrical upgrades.

We have also been tapping into the opportunities to host private events in the pub and are getting more and more requests for catering and private pub events.

People & Culture



People and culture is a relatively new team with Claudia, our people and culture manager having started on the 19th of August and Priyanka our People and culture specialist stepping into the role in June. We are currently recruiting for 3 open positions: The Director of Student Services, a maternity leave position in our Advocacy department and servers for our Habitat pub. We recently filled two advocacy department positions, a publications manager position offer is awaiting finalization, and we also hired a new communications coordinator. There is lots of work ahead to address gaps in our HR practices from training to our health and safety practices, our onboarding process and some policy updates.

Entrepreneurship

Laura is currently working hard to match students and alumni. This is always a bit challenging as it can be hard to get the specific skill set that is being sought by students and so the focus has to be on growing the mentor pool. The Peak leadership program is getting set to start registration in November and will begin in January with the new cohort. SIF has officially started for the year, with the first of six annual intakes currently open. So far for this intake (which closes Sept 30), we have had 19 students apply. We typically see the number of applicants increase in subsequent intakes as more students become aware of the program. We are on track to award over \$4k this intake. (As a reminder, all FT and PT students can receive SIF funding once per academic year to support them in accessing professional development initiatives. SIF covers 75% of the cost up to a total of \$500 per student.)

Laura has also been identifying the need for volunteer in various programs and has been leading the recruitment efforts on that from They are used in many departments successfully notably with IT and Career Services. These volunteer opportunities are important for student looking to gain valuable experience and is a welcomed source of additional support to some of our departments.

Advocacy

This team has experienced a lot of turnover and after some interviews and job offers we now have two new full time advocates starting in October in addition to still having to hire a maternity leave position. Our program manager Tania has been working hard to provide a warm welcoming space for all the new hires as this role can be overwhelming. The focus has been on enhancing the internal resources and building a centralized hub for the information that advocacy staff need.

Second priority is the relationship building with BCIT and increasing new staff to the policies of the Student Association and of BCIT.

Career Services

Career mentorship program is going well and has been helping 29 students over the summer. Career Services support of THRIVE has been great they have been at all of them. They held a headshot event with 74 students getting new headshots and 25+ getting help with their linked in profile. Same was done at the Downtown Campus. They are hosting a tech career fair on oct 2. There are challenges in the tech sector we have managed to secure 14 employers, up from 10 last year. They are excited to host this event at the downtown.

Wellbeing

We have recently welcomed two new employees to the department. Tina will be assuming the role of specialist, focusing on one-on-one appointments, while Erika, our newly hired coordinator, will be supporting a variety of programming initiatives within the department. A significant number of students have been accessing Wellbeing's services. The pop-up food pantry at ATC served 70 students in two hours, while the BBY Food Pantry assisted 291 students throughout September. At ATC, nearly twice as many domestic students attended the pop-up pantry compared to international students. Meanwhile, the BBY campus saw double the number of international students utilize the pantry compared to domestic students. Both ATC and BBY services have mainly served full-time students. In addition to the Food Pantry, the department has conducted over 10 one-on-one appointments. The department's food hamper pilot project at the ATC campus is also launching soon to promote food security. This initiative will provide monthly food hampers from November 2024 through March 2025. Students will be able to pre-order their hamper, reducing wait times. Furthermore, the department is developing a safe sex program, offering access to sexual health supplies, including condoms, lube, pregnancy tests, and other essentials. Lastly, WUSC students are doing well and continue to meet with Naru on a weekly basis.

Student Engagement

September 2024 was a whirlwind of activities, events, and campaigns. Our three largest event projects were Thrive!, Clubs Day, and Frosh Night. Thrive!, our service showcase series, travelled to four campuses this September and interacted with nearly 3000 students. This is the first year we've hosted Thrive!, and with inflatable activities, food and drink samples, crafts, and prizes, we consider it a success. Another major change this year was Clubs Day became Clubs Days as we expanded it to two days and saw 26 clubs and over 3000 students. This event is an opportunity for BCITSA clubs to share their activities and generate interest from new members. Another success was Frosh Night, our welcome party at Habitat Pub. With a DJ, affordable drinks, and great prizes, we welcomed 384 students and generated \$8000 in revenue!

In October we have three more large events planned. Next week we have our Technology Career Fair taking place at the Downtown Campus. Here, students can meet employers looking for local talent in the technology sector. Later in the month we have our ReCharge event series coming to the Downtown and Burnaby campuses. This is an opportunity for



students to connect and relax during the stressful midterm season, and highlights an arcade, crafts, and snacks. Last but certainly not least we have our annual Hallowe'en party planned at the Habitat Pub, The Haunt. This party is a highlight of the year and showcases decorations, prizes, and a competitive costume contest.

Event Attendance Estimates:

BCIT Kickstart: 450 Students

Clubs Days: 3000 Students

Frosh Night in Habitat Pub: 384 Students

Thrive! Burnaby: 1800 Students (200 participated in crafts)

Thrive! Downtown: 465 Students (177 Students utilized Food Pantry Pop-up & 100 Students participated in crafts)

Thrive! Richmond: 200 Students (70 Students utilized Food Pantry Pop-up)

Thrive! Annacis Island: 200 Students

Some additional analytics

Sept 1 – 26, 2024 Analytics

Website

User Engagement: 16,719 This number shows how many viewers actively has the web page in focus or app screen in the foreground versus the website being in the background

First Visits: 10,561 This represents the number of unique users who visit the page for the first time, based on their cookies

New Users by Channels From top to bottom, this is the most popular channels that our users come from

1. Direct: 5,185

2. Organic Search (e.g. google search bcitsa): 2,867

3. Referral (e.g. QR codes, Newsletters): 2,405

4. Organic Social: 95

5. Email: 5

Socials

Instagram – positive

· Total Engagement: +248.7% (compared to Aug 2024) This takes into account likes, saved, comments, shares, direct messaging



· Total Impressions: 52,422 This number also accounts for our own staff, BCIT staff, faculty, students, internal/ external partners, and shows the number of times our profile content has been viewed

LinkedIn – positive

· Total Interactions: 3,396 (+99.2% compared to Aug 2024) This includes the number of interactions (likes, comments, clicks, and shares)

· Total Impressions: 13, 434 This number also accounts for our own staff, BCIT staff, faculty, students, internal/ external partners, and shows the number of times our page's content has been viewed

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 1, 2024 Update #1
Name	Position	#		
Jimmy Wang	President	1	Create and implement a 'Code of Conduct' for Student Executives & Councillors	Motions have been passed at the Board level directing the Chair and Vice-Chair of the Bylaw Committee to draft recommendations for the Bylaw Committee to implement a Code of Conduct. I will be meeting with a contact from BCIT as well as Adam MK to discuss ideas for the Code of Conduct. I am also reading into Code of Conduct and similar documents from other organizations to form an idea of what would be good for the Association.
		2	Form a plan for new SA space for proposed new building - consult w/Executive Board, Council, Set Reps. Work in tandem w/VPX & Alumni Association	Minimal updates - I brought up the issue at the Board of Governors (BoG) orientation and it is on BCIT's radar. Will schedule chats with Cynthia & Danica who are responsible for this on BCIT's end. Will look to get the consultation process started soon.
		3	Implement Governance Review recommendations. Assist Bylaw Committee with Bylaws review and move items from Bylaws to Policy as necessary. Ensure all out of date policies are updated and reviewed.	Business Systems is currently working on implementing a secure storage system for in camera minutes. Motions were passed at the Board level to provide enhanced governance training for staff above a certain pay grade as well as to review and implement changes for INT-15.
Juan Lee	VP, Finance & Administration	1	Hosting under Accounting Association, support them to offer a unified tax clinic for the student community. This approach aims to avoid holding two separate identical events, reducing confusion among students while maximizing efficiency and service quality. This is a joint objective with Greyson, with plans to expand the service to the downtown campus in the future.	
		2	Introduce the Bounce App to significantly enhance student engagement, streamline event coordination, and improve overall efficiency in student networking. This is a joint project with Moksh, and despite its large scale, we are implementing it step-by-step with careful consideration.	
		3	Support the restructuring of the Set Rep program to boost student morale, instill pride in their roles, and provide clearer guidelines. This initiative is in collaboration with Adam, the current executive assistant, to achieve these objectives.	
Cora Bell	VP, External	1	Create a bursary for a student who must travel outside of the Lower Mainland for a mandatory practicum.	
		2	By the end of January, create and distribute a guide for Councilors about SA governance structure and the role of Council/Councilors.	
		3	Complete a full review of the current Bylaws and develop a comprehensive list of proposed amendments to recommend to the Bylaw Committee and Council.	

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 1, 2024 Update #1
Name	Position	#		
Tanya Fuchs	Interim VP, Student Experience	1	Perform administrative duties and prepare documentation for a comprehensive and successful transition.	Councillor selection for the International and Housing roles is complete. Despite promoting the Indigenous, we were unable to fill the roles at this time. Moksh and I will continue to look for candidates to fill the seats as soon as possible.
Moksh Garg	VP, Equity & Sustainability	1	Organising a thrift event for all students which will offer clothes, books and other student supplies.	
		2	Introduce the Bounce App to significantly enhance student engagement, streamline event coordination, and improve overall efficiency in student networking. This is a joint project with Juan, and despite its large scale,	
Greyson Dubé	Chair, School of Business & Media	1	Offer a tax clinic to students in collaboration with the VP of Finance and Administration	VP Finance+Admin initiated contact with the president of the Accounting Association with hopes of collaboration and response has been positive.
		2	Increase foot traffic to the Habitat Pub by 10%	
Russell Moy	Chair, School of Energy	1	Host and support School of Energy related club events such as RC Classic.	
		2	Create a framework to streamline Set Rep meetings and improve Set Rep/instructor interactions.	
		3	Ensure that doggy distress day occurs on campus this year, next year, and for every year that follows. In collaboration with Chair of Schools of Transportation, Construction & the Environment	

2024-2025 Executive Objectives			Objectives	Report to Council
Name	Position	#		Meeting Oct. 1, 2024
Fiona Wong	Chair, School of Computing & Academic Studies	1	Hosting Spring 3-days long Hackathon in March which includes professional development, hackathon starter workshops, first day optional social night for the participants and industrial sponsors networking event.	Update #1 Planning begun on mid July, and completed in August. Events department are aware of this event, but further discuss was table until mid-October where staffs have more time to chat about it. Venue is set, date is selected, and hackathon brand is re-branded. Next stage is sponsorship reach out.
		2	Conducting a feasibility study for Computing Students to check if students are interested in Game Jam event in Spring.	Survey questions are already created. Form is awaiting for approval.
		3	Develop and host end of term gathering event for Computing students that contains foods, games, and raffle prizes.	Idea was suggested from first term computing set reps. Initially I was planning similar event for the set reps, but now with the collaboration with BCIT Dev Hub Club. The event more feasible to cater to more computing students. Awaiting for first set rep meeting to occur, to discuss about forming a committee.
Jo Lin	Interim Chair, School of Health Sciences	1	Perform administrative duties and prepare documentation for a comprehensive and successful transition.	Set and defined objective.
Adam Matthews-Kott	Chair, Schools of Transportation, Construction & the Environment	1	Implement a peer support line into the strategic plan. Work currently includes gathering intel and developing strategic partnerships.	
		2	Work with the Link to publish works of investigative journalism in collaboration with the journalism program at BCIT.	
		3	Ensure that doggy distress day occurs on campus this year, next year, and for every year that follows.	

2024-2025 Executive Objectives			Objectives	Report to Council Meeting Oct. 1, 2024 Update #1
Name	Position	#		
Eric Chau	Chair, Downtown Campus	1	Increase the availability of student study spaces utilizing classrooms not being used.	Due to the issue of limited student study spaces at DTC, especially around Exam weeks. To increase the availability of student study spaces, I met with the DTC's building manager to inquire the possibility of designating empty classrooms as a 'Student Study Space' so that students can have a dedicated space to study when the Student Lounge is too loud and/or the Tech Hub is being occupied for Exams/Events. The Building Manager and the DTC Campus and Sales Coordinator/Course Scheduling Coordinator seemed responsive and open to the idea but it will be on a per day basis to test out student interest.
		2	Secondary Objective's language still being developed.	Spoke with Executive Assistant Adam Beggs and Executive Director Michel Pouliot on how to better define and develop the objective.
Geoff Vinod Pittappillil	Chair, Specialized Transport Campuses	1	To advocate for the establishment of financial bursaries specifically tailored for international students across all BCIT Schools, aiming to alleviate the financial burdens associated with higher tuition fees, cost of living, and limited work opportunities. This initiative seeks to ensure equitable access to education, support student well-being, and enhance the overall academic experience for international students.	
		2	Transform the contemplation room at ATC into a vibrant student lounge featuring a gaming console, comfortable couches, and various recreational activities to enhance representation and awareness of SA services.	
		3	Redefine the ATC Councillor position into a Specialty Councillor role to address the significantly lower level of SA representation and the unique amount of work required at specialty campuses (ATC, BMC, and AIC). The goal is to develop a fully accessible and functional model similar to what exists at the Burnaby/Main Campus.	

VP, Student Experience; and VP, Equity & Sustainability	
Total # of Councillors to appoint: 5	Current # of vacancies: 2
Councillor Interest Group	Names of Appointed
<i>Housing Councillor:</i>	Fabrizio Benton
<i>Indigenous Councillor:</i>	
<i>Indigenous Councillor:</i>	
<i>International Councillor:</i>	Monica Sanchez
<i>International Councillor:</i>	Sina Faraj Poor
Total # of applications:	37

Comments:

BCIT Involvement:

Reached out to International Services and Indigenous Services to ask for support in promoting the positions.

Generating Awareness:

We both postered around the Burnaby campus and spoke to BCIT staff and students directly about the open positions. Posters were additionally put up on Housing. We attended Clubs Day and Thrive to provide students with more information on the role of Councillors.

Selection Criteria:

Candidates were selected based on their knowledge about their school/campus, passion for representing students, how they are aligned with our vision, ability to speak up for others, and their willingness to learn.

Selection Process:

After posterding, we met to plan out the selection timeline and criteria. Moksh reviewed all the applications and provided a short-list of candidates. Tanya coordinated interviews. We both attended interviews and reviewed all the candidates after interviews had concluded, and coordinated appointments with the Chairs.

Student Representation:

There is a mix of 1st and 2nd year students. They are all from different programs.

Chair, School of Business & Media	
Total # of Councillors to appoint: 7	Current # of vacancies: 0
Councillor Year	Names of Appointed
<i>1st Year:</i>	Alliah Almendral (BMGT), Isabela Patarroyo Singh (MKTG), Zion Chan (GTTM)
<i>2nd Year:</i>	Pedro Cheng (ITMG), Wasawat (Matt) Joongjai (OPMT),
<i>3rd Year:</i>	Xavier Delaney (ACCT),
<i>4th Year:</i>	Bobby Davidson (BUSA),
Total # of applications:	18

Comments:

BCIT Involvement:

A mixture of councillors who have been involved at BCIT before and brand-new ones to foster confidence, involvement, and new perspectives.

Generating Awareness:

Reposted official BCITSA posts, presented the SA to various sets, hung posters with the Exec team across the Burnaby Campus.

Selection Criteria:

Fair representation between years (1st-4th year students). History of involvement at either BCIT or previous schools. Enthusiasm and interest to participate in BCITSA events.

Selection Process:

Bobby and Xavier were directly appointed due to their history within the BCITSA. All other candidates were contacted via email to schedule an interview. During the interview the interview script was followed.

Student Representation:

While I was unable to receive any applications from Media courses, I ensured all appointed councillors came from different programs.

Chair, School of Transportation, Construction, & the Environment	
Total # of Councillors to appoint: 5	Current # of vacancies: 0
Councillor Year	Names of Appointed
1 st Year:	Meehika Chadha, Erik Aloyan
2 nd Year:	Harjot Barsa
3 rd Year:	Prabjot Sabharwal
4 th Year:	Denzel Mohamed
Total # of applications:	20

Comments:

BCIT Involvement:

None.

Generating Awareness:

Presentations given to specific programs of interest. Email to student body through program heads.

Selection Criteria:

Level of engagement, ability to problem solve, and emotional intelligence.

Selection Process:

Scored on key areas such as leadership, and criteria mentioned above.

Student Representation:

Successful.

Chair, School of Energy	
Total # of Councillors to appoint: 5	Current # of vacancies: 0
Councillor Year	Names of Appointed
1 st Year:	
2 nd Year:	Joseph Yuruk, Yan Yiu Li
3 rd Year:	Tyler Gravenor, Oscar Gutierrez
4 th Year:	Vikram Gill
Total # of applications:	8

Comments:

Generating Awareness:

Posts were made in School of Energy Discords such as IEEE, ESS, and first year and 2nd year groups.

Selection Criteria:

Enthusiasm to contribute and voice opinion was a big factor. Communication skills, previous experience on a board or eagerness to participate on one also mattered. Their ability to think critically, problem solve, and provide feedback were key in the criteria. Club participation as well as other extracurriculars in high school or after high school were considered.

Selection Process:

After reviewing applications, in person interviews were conducted to meet each candidate and learn more about them. The above was asked and to see if they had genuine interest in representing their program/students.

Student Representation:

Every candidate is from a different program within School of Energy as well as varying years/courseload. One is a modified student which I believe is a under represented student group. The programs range from diplomas to degree studies. As well as female representation.

Chair, School of Health Sciences	
Total # of Councillors to appoint: 4	Current # of vacancies: 2
Councillor Year	Names of Appointed
1 st Year:	Avra Parent
2 nd Year:	Ja Mu Ku
3 rd Year:	
4 th Year:	
Total # of applications:	5

Comments:

BCIT Involvement:

Sent out email blast to all the program heads of programs within the School of Health Sciences to ask them to forward the information to their students. Email included application link and councillor role information.

Generating Awareness:

Messaged class group chat to share details of hiring for councilors and emailed program heads from School of Health Sciences to share the information with their students.

Selection Criteria:

Looking for people that seemed passionate for the role and had a strong desire to actively contribute to the community.

Selection Process:

Jimmy (president) interviewed both applicants and gave the thumbs up on whether they should be appointed or not.

Student Representation:

Different programs, different years, race and gender (so far!)

Chair, School of Computing & Academic Studies	
Total # of Councillors to appoint: 1	Current # of vacancies: 0
Councillor Year	Names of Appointed
1 st Year:	
2 nd Year:	
3 rd Year:	Oceaan Pendharkar
4 th Year:	
Total # of applications:	7

Comments:

BCIT Involvement:

Oceaan was a set representative last year for both term 1 and term 2 in the Computer Systems Technology Diploma Program. They advocate for student voices! They have experienced outside of BCIT prior to their intake to their program with SFU and are serving as a board member if a music-related nonprofit organization.

Generating Awareness:

I reached out to Oceaan knowing that they are the best fit for the councillor role.

Selection Criteria:

I was looking for an outspoken person who voices their concerns and opinion to a crowd without any biases.

Selection Process:

No competition. Selected and appointed by the chair.

Student Representation:

Minority representation for LGBTQ2AI+ community.

Chair, Downtown Campus	
Total # of Councillors to appoint: 3	Current # of vacancies: 1
Councillor School	Names of Appointed
<i>Business & Media:</i>	
<i>Computing & Academic Studies:</i>	Inez Yoon
<i>Computing & Academic Studies:</i>	Kenneth Ng
Total # of applications:	7

Comments:

BCIT Involvement:

- BCIT Building Manager clarified where posters could be placed at DTC

Generating Awareness:

- Posters on prominent SA bulletin boards and posted into multiple student discords (with the server admin's permission)

Selection Criteria:

- A good personality and work ethic
- Collaborative spirit and willing to speak out for students
- Ability to commit their time to the role and still balance their studies
- Someone who was enthusiastic about enhancing student life on campus.
- Someone who is prepared to read and understand potentially long documents to prepare themselves for the council meetings, ensuring they are able to fully engage in the conversation at the boardroom table.

Selection Process:

During the interview, I was looking for individuals who:

- Expressed issues they personally experienced on DTC and how they would like to see a positive change/be a part of implementing said change.
- If they are/were a set rep, whether they brought up examples of real issues that their set faced, how they as a set rep approached it, and how it was resolved.
- If they are/were a set rep, that they felt comfortable telling me what went right and what went wrong at the set rep meetings they attended and areas of improvement.

Student Representation:

- I focused on selecting representatives from both major computing programs at DTC, CST and CIT, choosing individuals who I believed would best advocate for their respective programs while maintaining strong connections with their peers.

Chair, Specialized Transport Campuses	
Total # of Councillors to appoint: 3	Current # of vacancies: 1
Councillor Campus	Names of Appointed
<i>Aerospace Technology Campus:</i>	Khushmeen Kaur
<i>(Specialty) Annacis Island Campus:</i>	
<i>(Specialty) Marine Campus:</i>	Marisa Price
Total # of applications:	2
<p>Comments:</p> <p>Generating Awareness: Posters and flyers were displayed on BCITSA boards, and all eligible students were notified via their BCIT email.</p> <p>Selection Criteria: Applicants were interviewed based on their leadership experience, community involvement, and personal attributes.</p> <p>Selection Process: Two applicants applied—one for BMC and one for ATC. Despite only receiving one application for each role, the applicants were carefully evaluated to ensure they met the selection criteria established before the application period began.</p>	

DECISION NOTE

September 27, 2024

PREPARED FOR: BCITSA Council

PREPARED BY: Adam Beggs – Executive Assistant & Board Liaison

ISSUE: Appointment of Councillors to Standing Committees

MOTIONS:

I move that a straw poll* be held for the membership positions of the Association's standing committees, as outlined in Bylaw 12.1.

Straw polls, or preliminary votes, are not binding and will **not officially select the committee members. A separate motion must be made to officially appoint the elected committee members to the committees.*

Be it resolved that ___ be appointed as members of the Clubs Committee;
Be it further resolved that ___ be appointed as members of the Student Spaces Development Committee;
Be it further resolved that ___ be appointed as members of the Bylaw Committee;
Be it further resolved that ___ be appointed as members of the Finance Committee;
Be it further resolved that ___ be appointed as members of the Equity & Sustainability Committee;
Be it further resolved that ___ be appointed as members of the Advocacy & Policy Committee;
Be it further resolved that ___ be appointed as members of the Human Resources Committee;

BACKGROUND:

Committees exist within governing bodies as a more effective way to make decisions about topics that are too grand for the body itself to determine during its governing meetings. Committees are set with specific tasks from Council and the Bylaws to research, discuss, analyze, and determine a course of recommended action. Typically, committees only have power to make recommendations to Council. For example, the Bylaw committee doesn't change the Bylaws, they recommend changes that Council can choose to adopt or reject.

Council has seven standing committees that are formed at the start of every school year, and dissolve with Council on May 31st of every year. Executives hold the Chair and Vice-Chair positions on the committees and the member positions are typically filled by Councillors.

Bylaws References:

12.2. Subject to Bylaw 12.15, each Standing Committee shall have the following members:

(c) between two and four members of Council, to be appointed by Council;

7.2. Councillors shall be appointed in accordance with Bylaw 7.1, and shall:

(c) ... be willing to sit on at least one Association or BCIT committee as requested;

12.1. There shall be the following Standing Committees of the Association:

(a) Clubs Committee;

(b) Student Spaces Development Committee;

(c) Bylaw Committee;

(d) Finance Committee;

(e) Equity & Sustainability Committee;

(f) Advocacy & Policy Committee; and

(g) Human Resources Committee.