

- 1.1 Call to Order
- 1.2 Territory Acknowledgement
- 1.3 Acceptance of the Agenda
- 1.4 Acceptance of the Minutes:
  - 1.4.1 Executive Committee Minutes: September 8, 2025
- 1.5 Reports:
  - 1.5.1 Executive Directors' Report - *Roland G. & Sameer I.*
  - 1.5.2 Executive Updates - *Executives*
- 1.6 Old Business – None
- 1.7 New Business:
  - 1.7.1 Bylaw Committee Councillor Appointment - *Adam MK.*
- 1.8 Open Forum
- 1.9 Adjournment

**Executives:** Cora Bell – President  
Adam Matthews-Kott – VP, Finance & Administration  
Pratham Pannu – VP, Student Experience  
Shervin Laghaie – VP, External  
Huy Tuan Tran – VP, Equity and Sustainability  
Ethan Van Dyk – Chair, School of Business & Media  
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment  
Ja Mu Ku – Chair, School of Health Sciences  
Nina Lu – Chair, School of Energy  
Polina Omelyantseva – Chair, School of Computing & Academic Studies  
Marisa Price – Chair, Specialized Transport Campuses

**Staff:** Roland Gagel – Director of Finance; Co-Executive Director  
Sameer Ismail – Senior Advisor, Strategic Policy; Co-Executive Director  
Adam Beggs – Executive Assistant & Board Liaison

**Councillors:** Ninorah Mendes, Avra Parent, Danny Yoo, Magda Kalmar, Kelly Nguyen, Bhavnoor Saroya, Van Luu, Sean O'Donaghey, Hannah Trimble

**Regrets (E.):** Elena Jou Luo – Chair, Downtown Campus

**Regrets (C.):** None

**Guests:** Bobby Davidson – Governor, BCIT  
Andy Ries – Member  
Levi Sha – Member  
Eisha Mumtaz – Member

### **1.1 Call to Order**

The Chair, Cora Bell, calls the meeting to order at 17:35 (21 voting members).

### **1.2 Territory Acknowledgement**

Huy Tuan Tran acknowledges the territory on which the meeting is held.

**1.3 Acceptance of the Agenda**

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Marisa Price*

*Seconded by: Polina Omelyantseva*

**Unanimous**

**CARRIED**

**1.4 Acceptance of the Minutes:**

**1.4.2 Executive Committee Minutes: September 8, 2025**

**Motion:**

Be it resolved that the public Executive Committee minutes from September 8, 2025, be accepted as distributed.

*Moved by: Marisa Price*

*Seconded by: Avra Parent*

**Motion:**

To postpone consideration of this item until the next meeting.

*Moved by: Cora Bell*

*Seconded by: Nina Lu*

**Unanimous**

**CARRIED**

**1.5 Reports:**

**1.5.1 Executive Directors' Report**

*- Roland G. & Sameer I.*

The Co-Executive Directors provided a written report, see attached.

- The back-end changes to the Student Initiative Fund (SIF) were done to enhance the application process for administrators and applicants.

**1.5.2 Executives' Updates**

*- Executives*

The Executives provided written reports, see attached.

**Huy Tuan Tran – VP, Equity and Sustainability**

- BCIT Indigenous Initiatives are recruiting volunteers for Wednesday lunches.
- Appointed all Councillor positions.

**Ethan Van Dyk – Chair, School of Business & Media**

- Conducting interviews for Councillors. Application cut off is September 19, 2025.
  - One Media student application has been received; interview is scheduled.
- Building relationship with Accounting Association to collaborate on a tax clinic.

**Polina Omelyantseva – Chair, School of Computing & Academic Studies**

- Preparing Bylaw amendments with the Bylaw committee.

**Nina Lu – Chair, School of Energy**

- Conducting interviews with Councillors candidates. Finalizing selection by September 22, 2025.
- IEEE has planned a seminar to take place on the Burnaby campus.
- Some clubs are still reporting difficulties with room access.

**Ja Mu Ku – Chair, School of Health Sciences**

- All Councillors have been appointed.
- Hosting Set Rep elections for Term 1 Nursing Students on September 18, 2025.
- Building relationships with Associate Deans of Health Sciences.

**Cora Bell – President**

- Hearing clinic to be hosted for AIC students in February. Collaborating with the Chair, Specialized Transport Campuses to host a hearing clinic at BMC.

**1.6 Old Business – None**

**1.7 New Business:**

**1.7.1 Bylaw Committee Councillor Appointment**

*- Adam MK.*

As submitted.

**Motion:**

Be it resolved that Bhavnoor Saroya and Magda Kalmar be appointed to the Bylaw Committee.

*Moved by: Adam Matthews-Kott*

*Seconded by: Polina Omelyantseva*

**Unanimous**

**CARRIED**

**Discussion:**

- A call for volunteers was made to the currently appointed Councillors. Bhavnoor Saroya and Magda Kalmar volunteered themselves.

**1.8 Open Forum**

Additional information on the Association's standing committees was shared following a request for further details.

A member made a statement to memorialize a former Executive.

**1.9 Meeting Adjournment**

The meeting adjourned at 18:13.

**Minutes Recorded by**

Adam Beggs

**Approved by Council on:**

September 29, 2025

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## Executive Directors' Report for Council Meeting – September 15, 2025

### Executive Directors/Director of Finance/Organizational activities of note

- Friday Sept 5, had a meeting with Burnaby Central Member of Parliament, Mr. Wade Chang and discussed additional funding for Students and Post Secondary Institutes.
- Friday Sept 12, met with the Minister of Post Secondary Education and Future Skills, Ms. Jessie Sunner at BMC
  - Discussed PSI budget cuts and impacts on students, for example course cancellations
- Had first bargaining sessions with the Union
- Met with SA Senior Leadership Team (SLT) to review first week of September – meets about every 2 weeks
  - Began planning for SA Town Hall for Early December

### Engagement

- The SA Communications Coordinator, has quit and the position is not being reposted but rather recast and changed into:
- Engagement Operations Supervisor, who among other duties and responsibilities, will be helping launch a new casual work program for BCIT Students to assist with event and engagement programs and services. More information on this exciting opportunity to come
  - Resumes are being gathered and interviews scheduled

### **Marketing & Communications:**

- Forge & Smith, our Website Development Company, continues to work with the team
  - Marcom is curating images and final content
  - Beta site should be available by the end of September

### **Events:**

- Events sent an email out to the organization on Tuesday with key Events coming up this month! We hope to see many of you at these and hear your feedback.
- We've attended or hosted 11 events already for this 2025-26 academic year, and have interacted with over 8000 students, putting us 16% of the way to our annual goal already! Most notably:
  - **BCIT KickStart** | Sept 3 | 800 students
  - **BCIT Student Housing Welcome BBQ** | Sept 7 | Tall Timbers | Over 450 students
  - **Clubs Day** | Sept 9 | Great Hall | Over 3,600 students
  - **Thrive!** | Sept 10 | Great Hall | Over 3,000 Student
  - **Frosh Night** | September 12 | Habitat Pub

- Check the SA Events Calendar for more! [bcitsa.ca/events/](https://bcitsa.ca/events/)

#### **Publications:**

- The student agenda is flying off the shelves! It's two days into the new year, and we've already distributed 2500 copies to students
- The newest issue of Link is released and will be distributed in full force this week to all campuses!

#### **Clubs:**

- Club Executive Training went well in August, and we feel ready to tackle a wonderful year!

#### **Student Services**

- August 27 SA Open House for BCIT Staff
  - Was well attended and well received, big thank you to all that participated and contributed to

#### **Career Services:**

- Career Specialists - 13 in class presentations in the last two weeks reaching over 735 students.
- Upcoming:
  - Career Services will be participating in the upcoming ATC and DTC Thrive events
  - Career Services is also preparing for the Tech Career Fair at the DTC & two Aerospace Career Fairs at the ATC and prep sessions for our students
    - Tech Career Fair | October 7, 2025 | 1:00 pm – 5:00 pm
    - Aerospace Fall Career Fair | October 7, 2025 | 1:30 pm -3:30 pm
    - Aerospace Mini Flight Ops Career Fairs | October 21, 2025 | 1:30 pm -3:30 pm
  - Prep Sessions:
    - Headshot events – Sep 17<sup>th</sup> at BBY and Sep 25<sup>th</sup> at DTC
    - Resume Clinics- Sep 23 at DTC and Oct 6 at ATC

#### **Advocacy:**

- Case Information:
  - Summer 2025 (June-August):
    - Number of new cases opened: 82
    - Most common primary reasons for requesting support: Academic Misconduct, Academic Issue/Appeal, Program/Content Complaint
  - September 2025 - first 10 days (Sep 1-10):
    - Number of new cases opened: 9
    - Most common primary reasons for requesting support: Personal Concerns, Admissions/Registrar's Office

- Activities and Events:
  - Advocacy Specialists promoted advocacy at recent Thrive events: presenting at BMC campus on Sep 3 to approx. 40 students, and tabling at BBY campus on Sep 10.
  - Advocacy presented and promoted our services to Learning Commons Peer Tutors during their peer tutor training sessions on Aug 27 & 28.

**Wellbeing:**

- Supported 379 students with BBY food pantry June - August, and 68 with food hampers during that period.
- Provided food to 292 students at BBY Thrive; will host similar pop-up food pantries at ATC and DTC Thrive.
- Taking part in Sept 24 event with Indigenous Initiatives & Food Security Committee — we are hosting a table and offering food to participants. Please pop by!
- Partnering with the Events team throughout the fall — October cookie decorating, Winterfest & more
- Exploring Naloxone tabling with Student Life Office
- Hiring for Wellbeing Manager; have shortlist with target start time of early October

**Entrepreneurship & Leadership Dept**

- Laura spent time over the summer months making back-end improvements to several areas of programming in the portfolio, notably working with the Business Systems team to overhaul the Student Initiative Fund (SIF) program. The SIF committee has been formed and the first of six intake deadlines for students is Sept 29.
- In addition to offering regular programming such as 1-on-1 entrepreneurship support, the current focus is on volunteer recruitment for the Student Services volunteer program. We are doing intake and accepting applications to support our team at the front desk and with our food support hub (run by Wellbeing).

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## Childcare

- Enrollment is full
- We are currently hiring a permanent part time staff member for our team in a new position of “Floater”. The floater plays a key support role by stepping in wherever needed to ensure the smooth day to day operation of the centre. They will provide coverage during:
  - Staff illness or personal time
  - Scheduled staff meetings
  - Admin time for Senior Educators
- They will support staff in taking scheduled time off the floor for
  - Curriculum planning
  - Program development
- New Space application has been submitted to Childcare Licensing along with the site and building plans. Once licensing has approved, BCIT will move into the Construction phase. BCIT is estimating a February 2027 completion.

## Food Services

- New pub menu unveiled August 25<sup>th</sup>
- Sales to Sept 9 \$26,000, up \$1200 not including evening sales
- Evening sales 5:30pm to Close (7:30pm or 8pm)
  - Tue Sept 2 - \$600
  - Wed Sept 3 - \$550
  - Thu Sep 4 – \$1,100 (1st Trivia Evening – about 30 people)
    - Thu Sep 11 - \$1,000 (2nd Trivia Evening – about 40 people)
  - Fri Sept 5 - \$1,000
- The draws and food deals were positively received. We are still accepting ballots for the scooter giveaway Draw Sept 19th
- Last week of August Catering sales \$4500 all 3 catering we due to the new housing building opening feeding the staff and RA’S
- Welcome back BBQ Student Housing was held last Sunday Sept 7th at the new Tall Timbers residence building. Catering sales for the event were almost \$10,000
- Recruiting evening staff, still searching for an evening line cook
- Servers - we have hired 1 new evening server and are currently still looking for 1 more to fill a few spots in the day and evening.

## Retail

For the Month of:	Sep-2025	Sales Data to:		9-Sep	% of Sale Days for Month	
Total Business Days:	20	Days of sales:		6	30%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	668	\$ 26,200	\$ 61,400	43%	\$ 87,500	\$ 26,100
St Central	1,668	\$ 10,200	\$ 33,600	30%	\$ 34,000	\$ 400
St South	2,616	\$ 16,600	\$ 59,700	28%	\$ 55,500	\$ (4,200)
Geared Up@NE1	291	\$ 11,500	\$ 21,200	54%	\$ 38,500	\$ 17,300
Print Shop	93	\$ 850	\$ 3,400	25%	\$ 3,000	\$ (400)
<b>Total Retail Services locations</b>	<b>5,336</b>	<b>\$ 65,350</b>	<b>\$ 179,300</b>	<b>36%</b>	<b>\$ 218,500</b>	<b>\$ 39,200</b>
<b>Comparable stats for September 2024</b>			bus. days: 19			
Location	Transactions	Net Sales				
Geared Up	1316	\$ 58,650				
St Central	5,272	\$ 32,000				
St South	8,980	\$ 57,000				
Geared Up@NE1	613	\$ 20,300				
Print Shop	264	\$ 3,300				
<b>Total Retail Services locations</b>	<b>16,445</b>	<b>\$ 171,250</b>				
Statutory Holidays & Closures						
01-Sep-25						
30-Sep-25						

- Open late by appointment in NE-1 as it was coordinated with specific instructor and sold 40 drafting kits as prearranged with the instructor which brought \$4,500 in sales.
- This week, we have started late hours of operation for Stand South, until 7:30pm Monday-Thursday, and for the first two days can report the following data:

	7am-4pm		4pm-5:30pm		5:30pm-7:30pm		Total		evening sales to total
	transactions	sales	transactions	sales	transactions	sales	transactions	sales	%
<b>Week of Sept.8</b>									
Monday	416	\$2,565	33	\$240	15	\$95	464	\$2,900	12%
Tuesday	499	\$3,380	50	\$330	41	\$240	590	\$3,950	14%
Wednesday	400	\$2,585	28	\$165	33	\$200	461	\$2,950	12%

- Geared Up and Stand Central
  - Provided Samples and information at Thrive event
  - We have been working with Habitat to roll out a few new in-house made items for the Stand stores, such as a breakfast wrap, a new veggie sandwich, and budget friendly chia cups. These are already being produced.
  
- Print shop:
  - Has been busy with internal projects, including printing 1500 passports for the Thrive event in Burnaby
  - Clubs' day event was busy. Many new club members stopped by to learn about printing process too. The staff have printed many marketing materials for about 10 clubs.
  - The staff have printed/processed business cards for student services staff and some executives and still in the process of finalizing orders.
  - Careers' workbook is printed and delivered to careers department along with most upcoming events for them.
  - The staff have printed/finished all required by Stand stores and Geared UP.
  - Around 800 Link magazine copies are being finalized by end of next week.
  
- Upcoming:
  - Geared Up team will be going to ATC campus to offer retail service at the Thrive event there on Sept.16th.
  - We hope to complete the process of hiring a few more casual staff to have the ability to consistently support our business hours and events in all locations.
  - On October 8th is a BIG INFO and both stores in SE2 will be open until 7pm.

<b>Executive Reports to Council 2025-2026</b>			<b>Monday, September 15, 2025</b>
<b>Name</b>	<b>Position</b>	<b>Topic</b>	
Cora Bell	<i>President</i>	BCIT Liaising	
		Miscellaneous	
Adam Matthews-Kott	<i>VP, Finance &amp; Administration</i>	BCIT Liaising	
		Bylaw Committee	Meeting planned for this week to workshop bylaws proposed at last sagm.
		Finance Committee	
		Miscellaneous	Meeting with Roland and Sameer this week to discuss my objective.
Pratham Pannu	<i>VP, Student Experience</i>	BCIT Liaising	
		Clubs Committee	
		Miscellaneous	
Shervin Laghaie	<i>VP, External</i>	BCIT Liaising	
		Advocacy & Policy Committee	
		External Liaising	
		Miscellaneous	
Huy Tuan Tran	<i>VP, Equity &amp; Sustainability</i>	BCIT Liaising	Attended Indigenous Services orientation, connected with International Services, and completed councillor candidate interviews.
		Equity & Sustainability Committee	
		Miscellaneous	
Ethan Van Dyk	<i>Chair, School of Buisness &amp; Media</i>	BCIT Liaising	To date, I have completed 7 classroom orientations to 11 different Business and Media programs. I have met with 3/4 of the Associated Deans, and have a meeting with the Dean, as well as final associated Dean scheduled for the end of the month
		Set Reps	
		Miscellaneous	

## Executive Reports to Council 2025-2026

## Monday, September 15, 2025

Name	Position	Topic	
Abdul Aziz Ansari	<i>Chair, Schools of Transportation, Construction, &amp; the Environment</i>	BCIT Liaising	scheduling meetings with Deans
		Set Reps	
		Student Spaces Development Committee	
		Miscellaneous	
Ja Mu Ku	<i>Chair, School of Health Sciences</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Nina Lu	<i>Chair, School of Energy</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Polina Omelyantseva	<i>Chair, School of Computing</i>	BCIT Liaising	Working with Program Heads on Orientations and Set Rep recruitment. Spoke with AD about Computing reading break
		Set Reps	Doing Set Reps elections for CST intakes and Tech Entry
		Miscellaneous	Conducted 10 Councillor interviews and filled both spots
Elena Jou Luo	<i>Chair, Downtown Campus</i>	BCIT Liaising	Completed 2 orientations this week and shared social media links.
		Set Reps	
		Miscellaneous	
Marisa Price	<i>Chair, Specialized Transport Campuses</i>	BCIT Liaising	Completed BMC Orientation. Met with ATC Assistant Dean and have reached to the BMC and AIC ADs to schedule meetings.
		Set Reps	
		Miscellaneous	Reached out to AD of BMC to schedule hearing tests for students. Meet with Minister of Post-Secondary Education and Future Skills in the coming week. Conducted five interviews to appoint councillors. Attending ATC Thrive! for more Set-Rep and Councillor recruitment.

## DECISION NOTE

2025-09-15

**PREPARED FOR:** BCITSA Council

**PREPARED BY:** Adam Matthews-Kott

**ISSUE:** Bylaw Committee Councillor Appointment

### MOTION:

Be it resolved that [blank] be appointed to the Bylaw Committee.

### BACKGROUND:

The timeline to prepare bylaws for the AGM is tight. Therefore, it would be beneficial to add a councillor to the committee ahead of other appointments. The first meeting will be scheduled later in the week.