

- 5.1 Call to Order
- 5.2 Territory Acknowledgement
- 5.3 Acceptance of the Agenda
- 5.4 Acceptance of the Minutes:
 - 5.4.1 Council Minutes: October 27, 2025
- 5.5 Old Business – None
- 5.6 New Business:
 - 5.6.1 Sanctioning of Women in Architecture and Construction Club - *Clubs Committee*
 - 5.6.2 Sanctioning of Make-Ables Club - *Clubs Committee*
- 5.7 Reports:
 - 5.7.1 Executive Directors' Report - *Roland G. & Sameer I.*
 - 5.7.2 Executive Updates - *Executives*
- 5.8 Open Forum
- 5.9 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
Elena Jou Luo – Chair, Downtown Campus
Marisa Price – Chair, Specialized Transport Campuses

Councillors: Kurt McCormack, Sukhi Dhindsa, Jody Xu, Andrew Maxwell, Grina Sumal, Adam Fortin, Erik Aloyan, Miukee Yip, Shub Sohal, Anita Huang, Eisha Mumtaz, Andy Ries, Taiyo Hara, Avra Parent, Ninorah Mendes, Danny Yoo, Magda Kalmar, Kelly Nguyen, Bhavnoor Saroya, Lacie Turner, Aarshdeep Vandal, Janek Basi, Emma Ordon, Van Luu, Rodrigo Sanchez, Simone Chiang, Sean O'Donaghey, Savanna Hamilton, Hannah Trimble

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

Regrets (E.): None

Regrets (C.): Jessie Grewal

Guests: None

5.1 Call to Order

The Chair, Cora Bell, calls the meeting to order at 20:02 (41 voting members).

5.2 Territory Acknowledgement

5.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Huy Tuan Tran

Seconded by: Adam Matthews-Kott

Unanimous

CARRIED

5.4 Acceptance of the Minutes:

5.4.1 Council Minutes: October 27, 2025

Motion:

Be it resolved that the Council minutes from October 27, 2025, be accepted as distributed.

Moved by: Marisa Price

Seconded by: not captured

Unanimous

CARRIED

5.5 Old Business – None

5.6 New Business:

5.6.1 Sanctioning of Women in Architecture and Construction Club

- Clubs Committee

As submitted.

Motion:

Be it resolved that Women in Architecture and Construction Club be officially sanctioned as a general club by the BCITSA.

Moved by: Pratham Pannu

Seconded by: Andrew Maxwell

Unanimous

CARRIED

5.6.2 Sanctioning of Make-Ables Club*- Clubs Committee*

As submitted.

Motion:

Be it resolved that Make-Ables Club be officially sanctioned as a general club by the BCITSA.

*Moved by: Pratham Pannu**Seconded by: Marisa Price***Unanimous****CARRIED**

Discussion:

- The club will manufacture 3D-printed, low-tech, mechanical devices for disabled people. They will not be designing the devices; they will source designs from larger organizations.
- The devices will be distributed to the greater community, not just BCIT students and BCIT community members.

5.7 Reports:**5.7.1 Executive Directors' Report***- Roland G. & Sameer I.*

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

- The HTTP Hacks Hackathon was on November 7-9.
- Stand South sales continue to be strong due to the temporary closure of Tim Hortons.

5.7.2 Executives' Updates*- Executives*

The Executives provided written reports, see attached.

Polina Omelyantseva – Chair, School of Computing & Academic Studies

- Held Set Rep meeting on November 13.
- Hosted Hackathon with BCIT Computing Club & Coding for All club. The event received positive feedback and ran smoothly.

Marisa Price – Chair, Specialized Transport Campuses

- Final Set Rep meeting being scheduled for the week of December 1.
- Connected with Sets separately to resolve concerns with instructors and BCIT communications.
- Coordinating date for the Hearing Clinic with the Wellbeing Manager.

Ja Mu Ku – Chair, School of Health Sciences

- Held final Set Rep meeting of the semester. IPE Committee Chair attended to gather volunteers. Next Set Rep meeting scheduled for January.
 - Students from all schools can attend diagnostics tests as volunteers.

Huy Tuan Tran – VP, Equity and Sustainability

- Committee meetings for the calendar year have been completed. Coordinating with staff and the Student Spaces Development committee on feasibility of the umbrella swap. At the upcoming RDI meeting, accessible parking concerns will be raised.

Cora Bell – President

- Coordinating with staff to hold an accessibility services focus group.

5.8 Open Forum

Nothing presented.

5.9 Meeting Adjournment

The meeting adjourned at 20:31.

Minutes Recorded by

Adam Beggs

Approved by Council on:

December 1, 2025

DECISION NOTE

November 20 2025

PREPARED FOR: BCITSA Council

PREPARED BY: Pratham Pannu, VP Student Experience

ISSUE: Sanctioning of Women in Architecture and Construction Club

MOTION:

Be it resolved that Women in Architecture and Construction Club be officially sanctioned as a general club by the BCITSA.

BACKGROUND:

Pursuant of BCITSA Policies and Procedures and Bylaw 12.9 the Clubs Committee has made the unanimous decision to bring forth to council the proposal to sanction the Women in Architecture and Construction Club. In accordance with Bylaw 9.10, the final decision to accept or deny the application is by the council on the basis of a majority vote.

The club's goals are to build leadership skills for women in the construction field, host events for students in their program, offer networking events in a competitive field, expand knowledge of their own field. Members already have industry connections with mentors and the club already has plans for an industry connection event with BOSA Construction, they're just waiting for their club to be made official.

DECISION NOTE

November 20 2025

PREPARED FOR: BCITSA Council

PREPARED BY: Pratham Pannu, VP Student Experience

ISSUE: Sanctioning of Make-Ables Club

MOTION:

Be it resolved that Make-Ables Club be officially sanctioned as a general club by the BCITSA.

BACKGROUND:

Pursuant of BCITSA Policies and Procedures and Bylaw 12.9 the Clubs Committee has made the unanimous decision to bring forth to council the proposal to sanction the Make-Ables Club. In accordance with Bylaw 9.10, the final decision to accept or deny the application is by the council on the basis of a majority vote.

The club's goals are to build affordable low-tech accessibility devices for disabled people. Examples of finished products include: Light switch extensions, blister pack openers, interact switches, and "flipper the clipper" (nail clipper). This will be done to-scale using existing BCIT makerspaces and collaborations with other clubs. In recognition of their work, the execs have already been awarded a \$3000 grant by the Neil Squire Society, which they may receive only after being sanctioned.

Executive Directors' Report for Council Meeting – November 24, 2025

Executive Directors/Director of Finance/Organizational activities of note

Student Association of BCIT						
Fee Summary Schedule to the Fiscal Year End						
May 31, 2026						
Year to Date (YTD)						
31-Oct-25	2025-2026					2024-2025
Per Month	Student Fee	Capital Levy	Building Fee	Medical Fee	Total	Total
May-25	\$ 256,174	\$ 20,117	\$ 100,571	\$ 49,392	\$ 426,254	\$ 366,237
Jun-25	831,287	84,814	463,102	644,399	2,023,602	2,070,081
Jul-25	566,809	56,594	287,199	418,019	1,328,622	1,312,805
Aug-25	188,991	16,815	75,091	110,250	391,147	377,246
Sep-25	41,592	3,233	9,060	(6,811)	47,073	53,876
Oct-25	218,714	16,357	75,802	11,466	322,339	405,047
Nov-25	-	-	-	-	-	2,948,345
Dec-25	-	-	-	-	-	452,195
Jan-26	-	-	-	-	-	111,669
Feb-26	-	-	-	-	-	911,785
Mar-26	-	-	-	-	-	242,057
Apr-26	-	-	-	-	-	220,264
May-26	-	-	-	-	-	426,254
Total Fees	1,847,393	177,813	910,254	1,177,323	4,112,783	9,531,625
Year To Date	<u>1,847,393</u>	<u>177,813</u>	<u>910,254</u>	<u>1,177,323</u>	<u>4,112,783</u>	<u>4,219,055</u>
YTD % Change	-3.5%	-4.0%	1.7%	-3.8%	-2.5%	-5.3%
Annually Adjusted % change	<u>-6.2%</u>	<u>-4.0%</u>	<u>-0.9%</u>	<u>-3.8%</u>	<u>-4.1%</u>	<u>-7.6%</u>
Proj Fees on 12 mth YTD % Change	4,229,074	365,698	1,875,877	2,558,790	9,029,438	8,567,891
Student Fees Budgeted 2025-26	<u>4,791,000</u>	<u>444,800</u>	<u>2,148,800</u>	<u>2,735,000</u>	<u>10,119,600</u>	<u>9,136,800</u>
Proj Variance to Budget 2025-26	<u>(561,926)</u>	<u>(79,102)</u>	<u>(272,923)</u>	<u>(176,210)</u>	<u>(1,090,162)</u>	<u>(568,909)</u>
Fee Per Student Per Year Assuming 2 Terms						
Nominal Fee per year (2 terms)	<u>\$ 307.48</u>	<u>\$ 32.00</u>	<u>\$ 205.12</u>	<u>\$ 294.00</u>	<u>\$ 838.60</u>	<u>\$ 825.60</u>
Fee Change %	<u>2.6%</u>	<u>0.0%</u>	<u>2.6%</u>	<u>0.0%</u>	<u>1.6%</u>	<u>2.3%</u>

- Student Fees from Flexible Learning continues to lag
- Union Update – Conducted 1.5 days of bargaining, progress is slow but steady
 - Another half day scheduled November 26
- Finalized Audited Financial Statement and Management report for AGM
- Have engaged with the external partner to develop the Event Referendum strategy
 - The external partner will be attending council on Dec 1 to present strategy and gather feedback
- Planning for SA Staff Organizational Update Townhall on Dec 2 is ongoing

Engagement

Clubs:

- The first official Club Committee meeting took place, starting the sanctioning process for two new clubs (to be approved by Council) and reviewing over a dozen Club Event Funding Applications! They have approved \$5,585 in funding so far this year.
- Two major club events took place this November, with “SFUBCIT Presents a Murder” by the Board Games Club on November 1, and HTTP Hacks Hackathon by BCIT Computing Club & Coding for All on November 7-8!

Events:

- We are adjusting Movie Nights by moving them to Council Chambers to improve AV quality, and to host the event in a more familiar location. Performance will be monitored closely.
- We’re working to add a six-week trial of Karaoke nights at the Habitat Pub early next semester. Watch for updates, and be sure to join in!
- Our Halloween Create Break and our November Create Break were both exceptionally well attended, with 30 and 34 enthusiastic students taking place at each, more than 50% above projected figures.
- Ghouls Just Want to Have Fun went smoothly, with Canada Dry attending to hand out free beverages! We saw 550 attendees for photos, candy, and pumpkin and cookie decorating.
- Two mid-November events (Jack of All Trades, ReCharge DTC) had lower-than-anticipated attendance. This will mean shifts in our calendar next year to adapt to the pressure of mid-terms.

Marketing & Communications:

- High campaign volume for Sept/Oct across channels, including:
 - 31 Retail campaigns on Burnaby campus (print + digital)
 - 10 Student Services & Programs campaigns
 - 12 Back-to-School event branding and communications
- Growing engagement:
 - +300 Instagram followers, we will hit 6,000 this week @bcitsa
 - ~8,000 average monthly website visitors
 - ~2,230 average monthly newsletter readers
- Website redesign (Phase 2): Merging the main SA site with the Career & Entrepreneurship subsites.
 - The main website review process with BCITSA staff and student leaders has concluded, and Phase 1 will be launched in December
 - Full merge launch: Late January (*timelines subject to change based on external factors*)

Publications:

- The Fall issue of *Link* is out on shelves on every campus now! We'll have readership data for Council later this month
- Contributor sign-ups for *Link* have continued to grow, with 13 new students joining since October. Three of them have already been assigned projects for the Spring 2026 issue.
- Design and production of the 2026-27 Calendar was completed. It's now available for customization and purchase for both staff and the BCIT community through Campus Print & Copy.
- The new *Link* Instagram account is starting to gain traction. Student contributors featured on it have been asking to be tagged as recognition for their work, and many have been actively sharing our posts. Account promotion will be a feature in 2026.
- The Winter issue of *Link* content is finalized, and we're in the design phase. It will be sent to print in late November for distribution in early December, and will be on shelves through January and early February.

Student Services**Advocacy:**

- Case Information:
 - November 5-18 (2 weeks):
 - Number of new cases opened: 19
 - Total number of open cases: 36
 - Number of walk-in cases: 6
 - Primary reasons for requesting support: Academic Issue/Appeal, Program/Content Complaint, Academic Misconduct, and Personal Concerns
- Activities and Events:
 - Advocacy Specialists will be promoting Advocacy services during tabling at Exam Jam hosted by BCIT's Library Services on November 25 and 27, 2025.

Career Services:

- Geomatics and Construction Career Fair on Nov 12
 - Career Services hosted the Geomatics and Construction Career Fair on November 12, 2025 from 11:30 AM to 3:30 PM
 - 24 employers attended the event, and approximately 430 students & alumni participated in the event at the Great Hall
- Career Mentorship Matching
 - Career Services is currently matching student/alumni mentees with career mentors for the Jan- April Mentorship Program. We are actively reaching out to industry professionals in our mentor pool and facilitating introductions to mentees.
- Upcoming:
 - Career Services is preparing for the Tech Networking event at Downtown Campus.
 - [Future Forward: Cybersecurity Panel & Networking Event | Nov 26 | Downtown Campus](#)

Entrepreneurship & Leadership:

- **Peak Leadership:** Applications are now open! As of Nov 3, students/alumni can apply to take part in this annual leadership program, which will run Jan 15 -Feb 19, 2026. We have capacity for 45 participants. Students are encouraged to share program information with their peers.
- **Entrepreneurship support:** Students and alumni continue to access 1-on-1 appointments, with 22 meetings booked in October. This year there have been 58 appointments and 93 individual touchpoints for students/alumni accessing personalized entrepreneurship support. Overall, 43% of these appointments are accessed by alumni.
- **Student Initiative Fund (SIF):** After overhauling the back-end processes for SIF over the summer, we successfully ran the first intake and confirmed that the updated system works as intended. This is positive news, as SIF requires operational support from several departments (Student Services, Business Systems, Accounting, and the BCIT Registrar). We are currently accepting applications for the second intake (Nov 17th deadline). All students (FT & PT) are eligible to receive funding for professional development once per academic year.
 - The second SIF committee meeting will take place on November 25th. As a reminder about SIF, we have additional funds to allocate this year (\$20k up from \$15k), so students are encouraged to tell their peers about this program, as all students (FT & PT) are eligible to receive professional development funding once per academic year.
- **Student Services volunteer program:** Continues to run well, and there has been increased interest from students seeking opportunities to build experience through volunteering. We are continuing to take measures to professionalize the program, and opportunities to do so still remain.

Wellbeing:

- New Wellbeing Manager started Nov 3. Welcome Leanne Mack!
- She has been very hands on learning about the Food Security program and pitching in with the Food Pantry!
- Food Pantry numbers continue at peak levels, with an average of 135 students visiting each week.
- Using Odd Bunch for good cheap produce is working well
- Demand for emergency food funding support continues to grow

Retail Service

For the Month of:	Nov-2025	Sales Data to:		17-Nov	% of Sale Days for Month	
Total Business Days:	19	Days of sales:		10	53%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	302	\$ 14,600	\$ 28,600	51%	\$ 27,500	\$ (1,100)
St Central	2,875	\$ 18,100	\$ 36,700	49%	\$ 34,500	\$ (2,200)
St South	5,994	\$ 38,900	\$ 58,000	67%	\$ 74,000	\$ 16,000
Geared Up@NE1	241	\$ 4,200	\$ 6,200	68%	\$ 8,000	\$ 1,800
Print Shop	351	\$ 2,300	\$ 6,000	38%	\$ 4,500	\$ (1,500)
Total Retail Services locations	9,763	\$ 78,100	\$ 135,500	58%	\$ 148,500	\$ 13,000
Comparable stats for November 2024			bus. days: 20			
Location	Transactions	Net Sales				
Geared Up	628	\$ 27,400				
St Central	5,583	\$ 34,100				
St South	9,186	\$ 55,300				
Geared Up@NE1	411	\$ 6,000				
Print Shop	503	\$ 5,800				
Total Retail Services locations	16,311	\$ 128,600				
Statutory Holidays & Closures						
11-Nov-25						

- Geared Up is focusing on the holiday promo and related clothing sales. The team has a booth at the WinterFest, which should bring additional exposure and revenues.
- Geared Up in NE1 continues to offer much needed retail service in the area, particularly related to school supplies, which this month represent over 70% of their overall sales.
- Stand Central in SE2, in addition to providing retail service, supports catering events, both internal and external, with baked in-house items and coffee.
- Stand South in SE12 has extended business hours, and is open on Saturdays 8am-1pm, to ensure there is retail service available, since Tim Hortons' closure Nov.12th-Jan.31st.
 - On Saturday November 15th, the team served over 100 customers and made nearly \$1000 in sales.
 - Weekday sales have also increased because of Tim Hortons' closure; some days, the sales have doubled.
- Print Shop reports several projects either completed or underway:
 - Printed/finished 800 copies of the Link magazine with cover printed separately
 - Finished up printing various material for Winter
 - Printed/Finished material for Remembrance Day poster and mounted boards.
 - Printed materials for the upcoming events: posters, Movie night posters,
 - Printed student projects, mainly for the School of Construction students.
 - Working with Childcare center to create their calendars for sale.

Food Service – Habitat Pub

- Overall, Sales for the past 2 weeks up \$9000 most of which is from the evening being open (up \$1500 if you look at year to date comparison)
 - Monday Nov 3rd evening sales \$210
 - Tuesday Nov 4th evening sales \$290
 - Wednesday Nov 5th evening sales \$390
 - Thursday Nov 6th Trivia night evening \$980
 - Friday Nov 7th \$850
 - Monday Nov 10th evening sales \$190
 - Tuesday Nov 11th closed
 - Wednesday Nov 12th \$420
 - Thursday Nov 13th \$1100
 - Friday Nov 14th \$1200
- Trivia had 30 people attended Nov 6th
 - Trivia had lower attendance possibly due to the power outage during the day.
- Last week we had the dodgeball event in the pub on the weekend this time the numbers were less but still looks like around 7k worth of revenue.
- This Thursday the pub was closed for a private function starting at 4pm – About 3k worth of Revenue
- Catering events total booked for the month November 8 so far booked and confirmed or have happened

○ Average dining cheque	Nov 2025 \$19.48	Nov 2024 \$18.44
○ Total guests	Nov 2025 1,400	Nov 2024 845

Executive Reports to Council 2025-2026			Monday, November 24, 2025
Name	Position	Topic	
Cora Bell	President	BCIT Liaising	
		Miscellaneous	
Adam Matthews-Kott	VP, Finance & Administration	BCIT Liaising	
		Bylaw Committee	Held town hall regarding the upcoming bylaw ammendments being proposed at the AGM being held today.
		Finance Committee	Held first meeting on October 30th. Next meeting will be held on November 26th.
		Miscellaneous	
Pratham Pannu	VP, Student Experience	BCIT Liaising	
		Clubs Committee	
		Miscellaneous	
Shervin Laghaie	VP, External	BCIT Liaising	
		Advocacy & Policy Committee	
		External Liaising	
		Miscellaneous	
Huy Tuan Tran	VP, Equity & Sustainability	BCIT Liaising	
		Equity & Sustainability Committee	
		Miscellaneous	
Ethan Van Dyk	Chair, School of Buisness & Media	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Abdul Aziz Ansari	Chair, Schools of Transportation, Construction, & the Environment	BCIT Liaising	
		Set Reps	
		Student Spaces Development Committee	
		Miscellaneous	

Executive Reports to Council 2025-2026			Monday, November 24, 2025
Name	Position	Topic	
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	
		Clubs Committee	
		Miscellaneous	
Polina Omelyantseva	<i>Chair, School of Computing & Academic Studies</i>	BCIT Liaising	
		Set Reps	
		Committees	
		Miscellaneous	
Elena Jou Luo	<i>Chair, Downtown Campus</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Marisa Price	<i>Chair, Specialized Transport Campuses</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	