

14.1 Call to Order

14.2 Territory Acknowledgement

14.3 Acceptance of the Agenda

14.4 Acceptance of the Minutes:

14.4.1 Council Minutes: April 13, 2026

14.5 Old Business – None

14.6 New Business:

14.6.1 Notice of Proposed BCITSA Code of Conduct

- *Bylaw Committee*

14.7 Reports:

14.7.1 Executive Directors' Report

- *Roland G. & Sameer I.*

14.7.2 Executive Updates

- *Executives*

14.8 Open Forum

14.9 Adjournment

**Monday, April 27, 2026
Council Chambers**

Executives: Cora Bell – President
Adam Matthews-Kott – VP, Finance & Administration
Andrew Maxwell – Interim VP, Student Experience
Shervin Laghaie – VP, External
Huy Tuan Tran – VP, Equity and Sustainability
Ethan Van Dyk – Chair, School of Business & Media
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, Myre Kyra Pagtakhan, Grina Sumal, Miukee Yip, Anita Huang, Eisha Mumtaz, Andy Ries, Taiyo Hara, Avra Parent, Danny Yoo, Magda Kalmar, Kelly Nguyen, Arman Chinai, Lacie Turner, Aarshdeep Vandal, Janek Basi, Michael McKay, Simone Chiang, 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.): Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment

Regrets (C.): Jessie Grewal, Adam Fortin, Erik Aloyan, Shub Sohal, Ninorah Mendes, Emma Ordon, Rodrigo Sanchez, Sean O'Donaghey

Guests: Bobby Davidson – BCIT, Governor
Joeseph Yuruk – Member

14.1 Call to Order

The Chair, Cora Bell, calls the meeting to order at 17:34 (33 voting members).

14.2 Territory Acknowledgement

The VP, Administration & Finance acknowledges the territory on which the meeting is held.

14.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Polina Omelyantseva

Seconded by: Marisa Price

Unanimous

CARRIED

14.4 Acceptance of the Minutes:

14.4.1 Council Minutes: April 13, 2026

Motion:

Be it resolved that the Council minutes from April 13, 2026, be accepted as distributed.

Moved by: Marisa Price

Seconded by: Andrew Maxwell

Unanimous

CARRIED

14.5 Old Business – None

14.6 New Business:

14.6.1 Notice of Proposed BCITSA Code of Conduct

- Bylaw Committee

See attached.

Discussion:

- Concerns were raised on section 5.3(a) due to lack of inclusion of the President and the need for the Executive Director to have such authority.
 - This section was created to ensure safety standards are upheld and due to the operational aspect of managing the safety of the workplace.
- Warnings or censure does not necessarily impact a Member's ability to run in an election for the Board.
- Concerns were raised regarding the size of the Conduct committee being too large for efficient scheduling and response time.
- Additional avenues of discipline and investigation through the Manager, People & Culture were recommended to be added due to their expertise on sensitive matters and availability.
- The Senior Advisor, Strategic Policy is a member of the Conduct committee for situations where governance issues arise.

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Council Chambers**

- The addition of infographics and plain language explanations would improve accessibility.
- Anonymous reporting of complaints is not possible due to investigation requirements. Protections are in place for good faith complainants and respondents.
- A statute of limitations was recommended to be included.
- The BCIT Student Code of Conduct (Non-Academic) Policy 5102 may have some overlap with the Association's Executive and Councillor Code of Conduct. The purpose of the Association's Code of Conduct is to ensure that the Association's leadership is held to a high standard and streamline complaints and disciplinary measures for a Member's role within Council or the Board. BCIT's Policy 5102 may be relevant on a case-by-case basis but does not impose discipline on a Member within their role at the Association.

14.7 Reports:

14.7.1 Executive Directors' Report

- Roland G. & Sameer I.

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

- Union negotiations continuing May 7 and 14.
- BCIT Policy 5102 is open for community review until May 19, 2026.
 - The Co-Executive Directors will request an extension to the review timeline due to exams concluding on May 22.
 - The Co-Executive Directors will request BCIT's attendance at a Council meeting to consult on the policy.

14.7.2 Executives' Updates

- Executives

The Executives provided written reports, see attached.

Marisa Price – Chair, Specialized Transport Campuses

- The Marine Campus Councillor resigned.
- The Student Spaces Development committee is working to provide a weight set at the Annacis Island campus.
- A hearing test is scheduled for June 2, 2026 at the Aerospace Technology campus.
- Building specialized training for Set Reps at specialty campuses.
- Hosted a pizza social at the Marine campus on April 17. 50 students attended, 30 more than anticipated.

Ja Mu Ku – Chair, School of Health Sciences

- At the Health Science Expo, the Chair hosted a table for students, with the support of volunteers, to raise awareness for the use of personal protective equipment.
- Electing term 1 nursing Set Reps on April 28.

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14.8 Open Forum

Joseph Yuruk – Member

Provided additional feedback on the proposed Code of Conduct.

- The Code of Conduct should specify which decision-making body the Conduct committee is constituted under.
- Recommended using softer language instead of “Discipline”.
- Raised concerns on item 5.3(a).
- Additional comments will be sent to the Bylaw committee.

Bobby Davidson – BCIT, Governor

Provided additional feedback on the proposed Code of Conduct.

- Raised concerns on item 5.3(a).
- Requested clarification on how censure would affect an Executive or Councillor who resigns from office.

Hannah Trimble – Councillor

- During the Association’s Engagement Forum the end-of-year projects for engineering students will be on display in SE2 and SW1. All students are invited to attend the expo.

14.9 Meeting Adjournment

The meeting adjourned at 18:57.

Minutes Recorded by

Adam Beggs

Approved by Council on:

May 11, 2026

INFORMATION NOTE

April 27, 2026

PREPARED FOR: Council

PREPARED BY: Bylaw Committee

ISSUE: Notice of Proposed BCITSA Code of Conduct

SUMMARY:

This information note provides Council with advance notice of the proposed Code of Conduct of the Student Association of the British Columbia Institute of Technology. Council is asked to review the attached document and provide feedback prior to the next meeting.

DETAILS:

Pursuant to Bylaws 4.5 and 7.5, the Association may adopt a Code of Conduct for members of the Executive Board and Councillors. The Bylaw Committee is bringing forward the proposed Code pursuant to Bylaw 12.11(f), which covers conduct expectations, a complaint procedure, and a range of proportional disciplinary options.

The full proposed Code of Conduct is attached for Council's review. Councillors are encouraged to provide feedback during discussion of this item or direct any feedback or questions to Adam Matthews-Kott, the Chair of the Bylaw Committee or Polina Omelyantseva, the Vice-Chair, ahead of a motion for adoption at the next meeting.



| Student
Association

enhancing student life

**CODE OF CONDUCT
OF THE STUDENT ASSOCIATION OF THE BRITISH
COLUMBIA INSTITUTE OF TECHNOLOGY**

Adopted - Month Day, Year

www.bcitsa.ca

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DRAFT

1. DEFINITIONS

1.1 Capitalized terms used in this Code and not otherwise defined herein shall have the same meanings as defined in the Bylaws:

- (a) "**Bylaws**" shall mean the bylaws of BCITSA, as may be amended, replaced, or supplemented from time to time and in force and effect;
- (b) "**Code**" shall mean this Code of Conduct of BCITSA;
- (c) "**Complaint**" shall mean a written submission made in good faith by a Complainant to BCITSA, in accordance with this Code, alleging that an Executive or Councillor has violated the Bylaws, the Constitution, any applicable Policy, or this Code;
- (d) "**Complainant**" shall mean any person who submits or has submitted a Complaint in accordance with this Code;
- (e) "**Respondent**" shall mean an Executive or Councillor against whom a Complaint is made.

2. SCOPE AND PURPOSE

- 2.1 The Code outlines expectations in relation to conduct and applies to all Executives and Councillors. Pursuant to Bylaw 3, the Code is a set of regulations set in place and approved by two-thirds (2/3) resolution of Council.
- 2.2 The purpose of the Code is to ensure that all elected and appointed Executives and Councillors conduct themselves in accordance with the Association's values, Bylaws and applicable legislation. The Code shall:
- (a) Promote integrity, honesty, and ethical conduct by Executives and Councillors, holding Executives to a higher standard reflective of their fiduciary obligations to the Association;
 - (b) Provide a route for Members, staff, Councillors and Executives to hold Executives and Councillors accountable for actions that may impact the Association and its Members;
 - (c) Promote compliance by Executives and Councillors with applicable laws, rules, and regulations, including but not limited to human rights and occupational health and safety legislation;
 - (d) Provide a fair process for Complainants and Respondents;
 - (e) Ensure any disciplinary measures are proportional to the conduct of the Executive or Councillor.
- 2.3 While the Code does not, and cannot, deal with every situation that may arise, the principles outlined in the Code should be seen as providing a baseline for honest and ethical decision-making by the Executives and Councillors.

3. STANDARDS OF CONDUCT

3.1 All Executives and Councillors are responsible for upholding the Association's values and ensuring their conduct serves the best interests of Members, including in their student life. In doing so, they shall:

(a) At all times:

- (i) Act honestly, with integrity, and in good faith;
- (ii) Uphold principles of equity and inclusion by adhering to the BC Human Rights Code and all applicable Association bylaws and policies;
- (iii) Use Association funds responsibly, ensuring all expenditures are authorized, properly documented, and aligned with their intended purpose.

(b) With respect to meetings:

- (i) Attend all regularly scheduled meetings or provide written notice of an absence at least two business days in advance, except for unforeseen circumstances such as an illness or a family crisis. Notice should be provided to:
 - (1) In the case of meetings of Council, to the Vice President Finance and Administration,
 - (2) In the case of meetings of the Executive Board, to the President,
 - (3) In the case of committee meetings, to the Chair of the respective committee;
- (ii) Adequately prepare for meetings by reviewing meeting materials in advance;
- (iii) Actively participate by voting on motions;
- (iv) Maintain confidentiality of in camera discussion items and any sensitive information disclosed to them intentionally or inadvertently;
- (v) Disclose conflicts of interest pursuant to Association policies, Bylaws, and any other applicable legislation;

- (vi) Abstain or recuse from any vote that would provide a financial benefit to themselves;
 - (vii) Consider the best interests of the Association and its members in all official decisions.
- (c) With respect to conflicts:
- (i) Respond in a timely manner to information that indicates a reasonable risk of liability for the Association;
 - (ii) Use respectful and inclusive language;
 - (iii) In the absence of a serious contravention of the Code, pursue all reasonable steps to address conflict with fellow Councillors or Executives before seeking escalation or discipline. Reasonable steps may include direct conversation, written communication, or requesting informal mediation through the Manager of People and Culture or the Executive Director;
 - (iv) Retract statements that are later known to include errors or misinformation, at the earliest reasonable opportunity;
 - (v) Publicly retract, at the earliest reasonable opportunity, any disparaging statements made about a Councillor or Executive in an official forum and issue a written apology to the affected individual. Official forums include but are not limited to professional email chains, Council and Executive Board meetings, and social media platforms used to discuss Association matters.

3.2 Executives and Councillors shall not:

- (a) Engage in any form of harassment, bullying, or physical conduct that constitutes assault towards staff, members, external partners, or other Executives and Councillors. For greater certainty, harassment includes conduct prohibited under the BCITSA internal policy, BCITSA Collective Agreement, the BC Human Rights Code, and WorkSafeBC's workplace bullying and harassment guidelines;

- (b) Knowingly spread misinformation or fail to perform reasonable fact-checking about an Association staff member, Councillor, or Executive that risks causing that individual or the Association harm;
- (c) Accuse staff members, Executives or Councillors of acting in bad faith or dishonestly without presenting evidence or undertaking a fair investigative process or otherwise defame any staff member, student, Executive or Councillor;
- (d) Penalize, suppress, or retaliate against minority or dissenting opinions that are otherwise aligned with the Code and other applicable legislation.

4. ADDITIONAL STANDARDS OF EXECUTIVES

4.1 In addition to the above standards set out in Section 3, the Executives shall also adhere to the following:

- (a) Reasonably respond to emails within 3 business days. Exceptions may be permitted by the President or a majority of the Executive Board for notified absences and during the Summer Months;
- (b) Inform the President or the Executive Board in writing of an extended absence;
- (c) Attend all required training sessions or arrange to make-up missed sessions at the earliest opportunity;
- (d) Hold other members of the Executive Board accountable to the Code;
- (e) Carefully steward all human resources information in accordance with all human rights, privacy, employment, and other legislation in addition to Association policies;
- (f) Notify the Executive Board and make alternate arrangements for their essential duties if temporarily unable to perform them, and resign if they are permanently or indefinitely unable to do so, excluding short-term medical leaves or family emergencies;
- (g) Recuse themselves from chairing and/or abstain from voting in any meeting or agenda item in which a conflict of interest exists or could reasonably be perceived to exist;
- (h) Direct requests for staff assistance through the Executive Director or their designee, and only in accordance with the staff member's established job description or delegated responsibilities. For greater certainty, the Executive Director retains authority over staff workload management.

4.2 Executives shall not:

- (a) Attempt to unduly influence other Executives or Councillors to vote in a specific manner through pressure, manipulation, or exploitation of relationships (personal or professional), whether directly or indirectly;

- (b) Attempt to discipline staff aside from the Executive Director;
 - (i) This does not include whistleblowing nor is it intended to prevent the Board from overseeing the Executive Director's performance, which may include appraisal of the Executive Director's response to staff misconduct or serious performance concerns;
 - (ii) This does not prevent an Executive from expressing concerns about a staff member's conduct directly to the Executive Director or through Association policies and procedures, provided they do not unilaterally direct or influence management of the employee's employment in the absence of clear risks to the Association. Executives retain all rights and obligations afforded to them under human rights and other applicable legislation;
- (c) Engage in defamatory speech;
- (d) Retaliate against members of the Executive Board for sharing differences of opinion;
- (e) Perform official acts beyond the scope of powers bestowed upon them in the Bylaws or otherwise provided by law.

4.3 In addition to the foregoing, the President shall also further:

- (a) Make every reasonable effort to ensure the Executive Board and Council function in a collaborative, respectful manner;
- (b) Apply consistent and impartial standards when overseeing Executive Board members, including in matters of attendance, conduct, and performance expectations;
- (c) Ensure reasonable accommodations are made for Executives and Councillors with accessibility needs.

5. COMPLAINT PROCEDURE

- 5.1 Staff and members may make complaints to the Manager of People and Culture, President, any of the Vice Presidents, or the Executive Director.
- 5.2 Minor offenses can be responded to with a written warning and request for remedial actions by the President or the appointing Executive. In cases where the President is a Respondent, the Vice President Finance and Administration shall submit the warning to the President.
- 5.3 If there is a reasonable belief that the physical or psychological safety of any staff members, Executives, Councillors, volunteers, or Members is at risk due to the Respondent's conduct or continued presence:
- (a) The Executive Director, acting in consultation with the Manager of People and Culture, may take temporary, remedial action, including but not limited to refusing access to Association work sites or suspension. Actions taken must be proportionate to the potential risk posed to the Association, and such decisions shall be discussed in camera at the next meeting of the Executive Board;
 - (b) Should an investigation later prove the allegations were false and the Respondent's honoraria were withheld, it shall be retroactively provided at the earliest reasonable opportunity;
 - (c) The length of the suspension should provide sufficient time for an ad hoc Committee to be formed and perform an initial investigation.
- 5.4 An ad hoc Conduct committee must be formed to investigate if:
- (a) A serious offense under this Code has occurred, including but not limited to financial misconduct, sexual harassment or assault, or breach of fiduciary duty;
 - (b) Council or the Executive Board deems it necessary by resolution;
 - (c) The Respondent wishes to contest a warning issued as the result of a finding of a minor offense having been committed;

- (d) A suspension has been made according to subsection 5.3;
or
- (e) More than 2 warnings have been provided to the same individual.

5.5 The ad hoc Conduct Committee shall be composed of:

- (a) The President as Chair,
- (b) 2 to 3 Executives,
- (c) 2 to 3 Councillors who are not Executives, and
- (d) The following staff as non-voting members:
 - (i) Manager of People and Culture,
 - (ii) Senior Advisor, Strategic Policy or equivalent,
 - (iii) Up to 1 additional staff member approved by the Committee in the event that additional support is required, a conflict of interest exists, the Manager of People and Culture is unavailable or is a party to the complaint or a witness.

5.6 The following criteria and restrictions apply to the selection of the ad hoc Conduct Committee members:

- (a) Members should be chosen for their impartiality, availability, and relevant background knowledge and experience;
- (b) No member shall be permitted to sit on this Committee if they have a conflict of interest.

5.7 Where normal composition of the ad hoc Conduct Committee is not possible, the following applies:

- (a) In the event that the President has a conflict of interest or is a Respondent, they must recuse themselves and Council shall vote to appoint a replacement Committee Chair from the remaining Executives;
- (b) In the event that it is not possible to fill the Executive positions on the Committee pursuant to the Code or Council deems it otherwise necessary, an external investigator must be engaged to perform the duties of the Committee.

- 5.8 The ad hoc Conduct Committee shall conduct its investigation in a manner that is fair, timely, and respectful of the rights of both the Complainant and the Respondent, in accordance with the following procedures:
- (a) The Committee shall be entitled to seek reasonable advice from legal counsel or external professionals as provided for in the annual budget.
 - (b) The Committee shall acknowledge receipt of the Complaint within 2 business days and provide a substantive response or initial findings within 10 business days. Where additional time is required, the Committee shall notify the Complainant and Respondent in writing with a revised timeline.
 - (c) The Committee shall consider the following in forming recommendations:
 - (i) Frequency, severity, historical misconduct, and number of infractions;
 - (ii) Efforts made by the Respondent and/or the Complainant to address the concerns before a complaint was filed or investigation initiated;
 - (iii) Harm, if any, caused by the Respondent's conduct;
 - (iv) Risks to the Association should the Respondent remain in their position;
 - (v) Legislative and ethical responsibilities of the Association and its fiduciaries.
- 5.9 Upon completing its investigation, the ad hoc Conduct Committee shall present a written report with recommendations on disciplinary action to Council. Council shall then vote on the appropriate disciplinary action.
- 5.10 The Committee shall redact and shall not be required to disclose:
- (a) Any sensitive information protected through legislation;
or
 - (b) Any other information, where redaction is meant to protect the integrity of the complaints process, as advised

by the Manager of People and Culture. The Respondent or Complainant may provide written permission for such information to be shared with Council at their own discretion.

- 5.11 The existence of the Code and the ad hoc Conduct Committee does not preclude Council from passing a non-confidence vote nor prevent Executives from removing a Councillor from their position pursuant to the Bylaws and/or Societies Act, as applicable.
- 5.12 The following appeals process applies to any recommendation made by the ad hoc Conduct Committee:
- (a) Appeals may be submitted in writing to Council within 5 business days of the recommendation;
 - (b) Grounds for appeal include new information not available at the time of the original investigation that would reasonably have impacted the outcome, improper process, inaccurate information in the report that reasonably influenced the outcome, or an undisclosed conflict of interest of a member of the Committee that was material to the investigation and its conclusion. The appellant must demonstrate that the conclusion would reasonably have differed;
 - (c) If an appeal is granted, a new ad hoc Conduct committee shall be formed to make updated recommendations.

6. DISCIPLINE

6.1 The following disciplinary options are available:

(a) Written warning:

- (i) A formal description of the errors and/or infractions committed by the Respondent.
- (ii) Shall clearly outline expected performance changes and any remedial action (e.g. additional training, retraction, apology, timelines for completion, etc.).
- (iii) May be sent by the President or the Board to an Executive.
- (iv) May be sent by the President or appointing Chair/Vice President to a Councillor.
- (v) The intention is to inform the Executive or Councillor of their errors and to provide additional training and support to improve performance. If improvements cannot reasonably be anticipated, a warning should not be recommended.

(b) Censure:

- (i) A public statement denouncing the actions of an Executive or Councillor.
- (ii) Can be made retroactively.
- (iii) Requires an ad hoc Committee investigation for all matters, except misconduct observed by the majority of Council during a convened meeting.

(c) Suspension from office:

- (i) Except under the provisions of section 5.3(a), a suspension may not be proposed without an ad hoc Committee investigation.
- (ii) A suspended Executive shall:
 - (1) Not be permitted to access any Association office spaces;
 - (2) Have their account access temporarily revoked;

- (3) Not be permitted to communicate with Councillors or other Executives in relation to any Association matters aside from services entitled to the Executive as a member;
 - (4) Be required to comply with the investigation process or accept an automatic recommendation for impeachment or termination;
 - (5) Not be entitled to receive honoraria unless the suspension is done pursuant to section 5.3(a) or exceptional circumstances are considered by Council.
- (iii) Failure to abide by the limitations imposed by the suspension shall be considered grounds for impeachment or termination.
- (d) Impeachment or non-confidence vote (for Executives):
 - (i) Per Bylaws.
- (e) Termination (for Councillors):
 - (i) Per Bylaws.

Executive Directors' Report for Council Meeting – April 27, 2026

Executive Directors/Director of Finance/Organizational activities of note

- Full day of Union Mediation on Tuesday April 21
- Supported work of various committees.
- Preparation of 2026-27 Budget continues
- Annual Performance conversations with Senior Leadership in progress

Engagement Group

Events:

- **BCITSA Student Engagement Forum** has been scheduled for Wednesday May 6th - 2:30-4:00PM.
 - Students that are interested can register via this [link](https://forms.cloud.microsoft/r/j4H4AswFbC) (<https://forms.cloud.microsoft/r/j4H4AswFbC>).
 - All attendees will be provided with free pizza and a chance to win a \$100 Amazon Gift Card.
- **The Spring Thing** (Outdoor Carnival April 22-23)
 - Was a big success with over 3,000 people attending the 2 day event in the Beedie Plaza which featured giveaways (including Bak'd cookies and mini donuts), as well as activities such as claw machines, a petting zoo, min golf, tote bag decorating, temporary tattoos, etc.

Marketing & Communication:

- Annual Planning
 - Largely completed retail annual planning and started prepping for next fall 2026
- Digital
 - We're in the early stages of beginning to shape a strategic plan that will define what we want to achieve with our newsletters and social media channels

Publications:

- **Link Publications**
 - Planning an awareness campaign for Link Magazine for September: tabling activations, new assets, and swag
 - Goal: increase awareness and boost contributor sign-ups
- **Link Magazine Hiring (2026–27)**
 - Request submitted for 2 Writer/Editors + 1 Designer for the school year
 - Start date: late June

Student Services Group

Advocacy:

- Case Information:
 - Apr 8 - April 21 (2 weeks):
 - Number of new cases opened: 19
 - Total number of open cases on April 21: 30
 - Number of walk-in cases: 3
 - Primary reasons for requesting support (new cases): Academic Issue/Appeal, Program/Content Complaint, Policy/Procedure/Process Question.
- Services Promotions: Advocacy promoted services by tabling on Apr 13 at the Burnaby campus, reaching 29 students.
- Team Updates: We would like to acknowledge and extend our sincere appreciation to Senior Advocacy Specialist, Gurleen who served for 5 years, and Advocacy Specialist, Maxine, who served for 1 year, as they concluded their time with our organization on Apr 17th and Apr 21st respectively.
 - During their time in Advocacy, they both made meaningful contributions, demonstrating dedication, student-centered values, professionalism, and a strong commitment to serving our students.
- **Policy Advocacy: Draft Policy 5102, Student Code of Conduct**, and its associated procedure 5102-PR1, was published by BCIT for 30 days of Community Review and will be open for community feedback. Feedback can be submitted for consideration of the executive and policy sponsors to the [BCIT Policy Community Consultation Survey Form](#), until May 19, 2026.
 - For context regarding the creation of this policy and procedure, please read the [Community Review Note \[PDF\]](#). These are the most current versions of the policy and procedure, which are also found in the Student Services category under Current Policies on this [Policies](#) page:
 - [5102 – Student Code of Conduct \[PDF\]](#)
 - [5102 – PR1 Procedure for Violations of the Student Code of Conduct \[PDF\]](#)

Entrepreneurship & Leadership

- **Annual Awards:** Applications for annual awards have closed, and we had a reasonably good turnout, receiving 40 applications total. We introduced two new awards this year (the Construction Leadership Award and the Volunteer Award) and had strong interest in both. Award committees will meet in early May, and the winners for most awards will be announced at the end of May.
- **Student Work Experience Program:** After about a month of tabling and outreach efforts, we can see the positive impact that the SWEP team has had on awareness of Student Services programming. We will look to scale the SWEP program for the Fall term.
- **Student Initiative Fund:** Thanks to the efforts of the SWEP team, we saw a threefold increase in Student Initiative Fund applications, receiving over 45 applications in the April intake.

- **Entrepreneurship support:** All regular programming is running smoothly as usual, including 1-on-1 meetings and business model support. We also wrapped up the second entrepreneurship webinar hosted in partnership with the Alumni Association, and after the success of both webinars, we will look to continue this collaboration in the Fall.

Wellbeing:

- **Food Pantry Schedule** expansion to **Thursday from 3-5** in addition to Wednesday 1-3 begins April 29th as a 'soft' launch for the next month or so to test systems and uptake. Pantry is averaging around 150 weekly. Both community fridges are up and running decked out in fresh wraps and are looking spiffy. Rec Services SE16 reports good uptake among many user groups for donations and food sharing.
- **Peer Support Training** went well with 16 people trained and 8 willing to do further work on peer support/mental health supports connections. A final report is under construction and will be shared once the Executive Sponsor, President Elect Adam MK has approved it.
- **Massages** will be held for students May 22 and May 29 focusing on trades. Registration is open and marketing is targeting trades students.
- Wellbeing Coordinator is still on leave. Two temporary Wellbeing Assistants who already work for the SA in other capacities start next week.
- Collaboration with **Indigenous Gathering Place and Housing** continue weekly with food pantry and through the sowing seeds, spring planning and harvesting events planned this summer. These relationships continue to grow and blossom.

Career Services:

- **ATC Spring Career Fair | Apr 14**
 - 17 major aerospace industry companies participated, and **approximately 200 students**, attended the event to connect with potential employers
- **Health Sciences Career Fair and Expo | Apr 15**
 - In partnership with the BCIT Health Sciences Faculty, Career Services hosted the 2nd annual BCIT Health Sciences Expo, which featured a career fair with 15 employers, networking sessions with 6 Professional Associations, and keynote, panel, and information sessions led by six guest speakers. The Health Sciences School Chair and program representatives also offered fun student activities. **Over 700 students** attended the event.
- **Classroom Presentations at DTC and AIC Campuses**
 - Career specialists actively visited classrooms and delivered orientations at downtown campus and AIC campus, **engaging 58 students**.
- **Employer Information Session at ATC | Apr 16**
 - The VIH Helicopters employer information session was held at the ATC campus, with **43 students** in attendance. Sixteen students were interviewed for two vacant AME-M positions.

Childcare

- **Childcare professional development day – May 15, 2026**
 - I'm pleased to share that plans for our annual staff professional development day are now complete. All centres will be closed for the day as we come together for a morning ECE workshop focused on strengthening communication with both parents and staff. This session will give us practical strategies to support positive, collaborative relationships in our daily work. After lunch, we'll shift to some hands-on activities, including painting birdhouses and assembling new kitchen centres for the children. These projects will help enhance our learning environments while also giving us a chance to collaborate in a more relaxed setting. This day is a valuable opportunity for all centres to connect, share ideas, and build stronger relationships across our teams.
- **Job Descriptions**
 - I have been working along side P&C to create job descriptions for our management & admin positions once the new centre opens
- **Salmon release**
 - I couldn't resist and have attached some photos from the Salmon Release last week. This is the first year we saw rain, but it was still a great day and highlight for all.



Food Service – Habitat Pub

- **Sales To April 20 –**
 - Revenues – April MTD 2026 \$35,000 2025 \$39,000
 - Average dining cheque MTD 2026 \$15.25 2025 \$15.54
 - Total guests 2026 1,900 2025 2,000
- Had a great turnout for **Karaoke** 25 people came 12 of which participated
- **Triva** also had a larger number than average 46 people came to play Trivia total sales for the evening \$1,100
- Catering for the month of April
 - Last weekend was the residence breakfast for 300 people, revenue Total catering for April 8 k with 6 internal and 3 external events. With a few more booked for later in April.

Retail Services

For the Month of:	Apr-2026		Sales Data to:	21-Apr	% of Sale Days for Month	
Total Business Days:	20		Days of sales:	13	65%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	377	\$ 18,800	\$ 36,400	52%	\$ 29,000	\$ (7,400)
St Central	2,579	\$ 15,500	\$ 28,100	55%	\$ 24,000	\$ (4,100)
St South	4,514	\$ 28,100	\$ 54,600	51%	\$ 43,000	\$ (11,600)
Geared Up@NE1	264	\$ 6,700	\$ 7,100	94%	\$ 10,500	\$ 3,400
Print Shop	218	\$ 4,800	\$ 5,400	89%	\$ 7,500	\$ 2,100
Total Retail Services locations	7,952	\$ 73,900	\$ 131,600	56%	\$ 114,000	\$ (17,600)
Comparable stats for April 2025						
Location	Transactions	Net Sales				
Geared Up	552	\$ 34,100				
St Central	4,259	\$ 25,900				
St South	8,262	\$ 52,000				
Geared Up@NE1	282	\$ 7,100				
Print Shop	337	\$ 6,300				
Total Retail Services locations	13,692	\$ 125,400				
Statutory Holidays & Closures						
03-Apr-26						
06-Apr-26						

- We have noticed a slowdown across the locations and know from our clients that many full time programs have finished already and/or are about to finish. Unfortunately, this is another confirmation as to how seasonal this campus has become after the pandemic and there doesn't seem to be any notable improvement in terms of more consistent population on campus.
- Geared Up team participated at the event at ATC last week. We have served 33 clients and earned \$1,700 in net sales.
- Geared Up at NE1 opened for an after hours appointment to accommodate a new class.
- Stand South continues to be open later weekdays, while we continue to monitor the sustainability of our operating hours.
- Print Shop team continues to be flexible to accommodate last-minute student projects and tight deadlines. The more detailed list of services provided is below:
 - Head shot posters for careers, Upcoming events posters
 - Create Break materials, SIF flyers
 - Food labels for Rose's kitchen society
 - Tent cards, posters, and other materials for Health Science Fair at Burnaby campus
 - Architectural science student final projects
 - BITMAN club Brochures, name tags, and posters
 - BMC cutlery stickers
 - Started another order for a batch of career workbooks
 - Finalized the project printing (School of energy Capstone 2026 EXPO will happen on May 6th); will be printing and mounting 3' x 4' posters for Robotics, Mechatronics, Electrical, Mechanical and Civil Engineering students, over the period of next two weeks.

Executive Reports to Council 2025-2026			Monday, April 27, 2026
Name	Position	Topic	
Cora Bell	<i>President</i>	BCIT Liaising	
		Miscellaneous	
Adam Matthews-Kott	<i>VP, Finance & Administration</i>	BCIT Liaising	
		Bylaw Committee	
		Finance Committee	
		Miscellaneous	
Andrew Maxwell	<i>Interim 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 & Sustainability</i>	BCIT Liaising	
		Equity & Sustainability Committee	
		Miscellaneous	
Ethan Van Dyk	<i>Chair, School of Buisness & Media</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Abdul Aziz Ansari	<i>Chair, Schools of Transportation, Construction, & the Environment</i>	BCIT Liaising	
		Set Reps	
		Student Spaces Development Committee	
		Miscellaneous	

Executive Reports to Council 2025-2026			Monday, April 27, 2026
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	