

## COUNCIL MEETING MINUTES

Monday, November 28, 2011

**Executives:** Nicola Gardner, President  
Ricky Dasgupta, VP Finance & Administration  
Matthew Nolletti, VP Campus Life  
Tylan Fraser, VP of Student Affairs  
Brian Harvey, Transportation, Construction & the Environment Chair  
Marwan Marwan, Computing & Academic Studies Chair  
Laura Chow, Health Sciences Chair  
Amy Erskine, Energy Chair  
Keith Miller, Chair of ATC

**Councilors:**

Mike Hanson	Zac Der
Rodrigo Jose Mendez	Jonathan Ng
Jonathan Rock	Tracy Jowett
Victor Lu	Minoru Nakano
Frances Torres	Daniel Smith
Michelle Dragon	Denis Dobrozdravich
Ben Plasche	Chris Yendall
Avinaash Kapil	Marcus O'Reilly
Emily Pawluk	Duff Walker
Marc Yap	

**Staff:** Caroline Gagnon, Director

**Absentee:** Alex Rines  
Oshea Jephson  
Yinan Scott Shi  
Bailey McRae  
Aaron Kool  
Kevin Smith  
Cole Harrison

**Guest:** Vince Laxton, BCIT Director of Supply Management  
Glen Magel, BCIT Director of Safety and Security

## **7.1. Meeting Called to Order**

The Chairperson, Nicola Gardner, called the meeting to order at 5:49. (26 voting members).

## **7.2. Acceptance of the Agenda**

It was moved that the following agenda be accepted with the following addition:

### 7.8.1 Childcare Update

*Moved by: Amy Erskine*

*Seconded by: Brian Harvey*

25/0/1 Carried

## **7.3. Acceptance of the Minutes – November 14, 2011 & AGM**

Be it resolved that the minutes from November 14, 2011 be accepted as distributed.

*Moved by: Amy Erskine*

*Seconded by: Matthew Nolletti*

26/0/0 Carried

Be it resolved that the minutes from the AGM, November 14, 2011 be accepted as distributed.

*Moved by: Laura Chow*

*Seconded by: Zac Der*

25/0/1 Carried

## **7.4 Guest Speakers**

### **7.4.1 Vince Laxton – BCIT Director of Supply Management**

Vince gave an overview of the foods services renovation additions; the White Spot, Quiznos, the Rix, the Gateway Deli, and Library Coffee Pod. The renovations were long overdue, and we think it has improved services on campus. Vince is looking for feedback.

#### **Comments:**

- Library location was well received by students from the School of Energy since it is the closest to their location. In general students like the variety that is now offer on campus.
- What about a plate option as oppose to the to go option (paper bag)? BCIT is investigating.

- BCIT is also looking at improving composting and other sustainable options (i.e. dishwasher).
- There are more Vegetarian options, as oppose to Vegan option. Items could be represented by a bV on the menu.
- Some students are not aware of some of the locations (i.e. Gateway and Library). BCIT could do a better job advertising (i.e. sandwich board).
- There are no food options at the South end of the campus. The vending machines are only offering beverages.
- BCIT is looking at vending contract. They are interested in bringing in vending machines which offer fresh options (i.e. sandwich, salad), not only snacks. The SA receives 50% of the profits from the vending machines. New machines should be on campus by mid-January. Vince is also looking for new locations and food options to ensure that all students are well served.
- Would BCIT consider a more nutritious option (i.e. salad bar) in SE2? The cafeteria in SE2 was designed for hosting a salad bar. It is being looked at?

#### 7.4.2 Glen Magel – BCIT Director of Safety and Security

As a result of last Council Meeting request, Glen Magel introduces what BCIT is doing to resolve the issue of theft on campus. Students can report incidents in different ways via ICBC, the police, BCIT security or never report it. This makes it challenging to know about every incident. Last year, there were 250 events report on the six (6) BCIT Campuses. BCIT cannot report to RCMP unless it is a crime against a person. Security encourages students to report to RCMP. As of September 10 bikes have been stolen.

##### Comments:

- Is BCIT implementing programs to educate students? BCIT is part of a Burnaby Community Group which talks about these issues. They provide a monthly Newsletter, which will now include stats. BCIT is revisiting the Crime Stoppers Program.
- Burnaby is more prone to having strangers on campus compared to other schools because it is located in the hub of the city. Security would like to co-author articles in the Link newspaper to inform students about these topics.
- If students have complaints about Security Guards where should they go? They should contact Adrian Hingston. Students can also use the complaint procedures.
- Students talk about lockers, car and bike theft. Could BCIT improve their camera program? Financial constraints make it challenging to do so.
- What about the smoking on campus? Is it security' responsibility to do patrol it? Since it is a Worksafe BC issue, it is the reasonability of all employees, supervisors, management and students to enforce it.
- What is being done about bike theft? There is no planning on where the bike racks will be located (i.e. NE1). BCIT is working with a Bike Committee to address this issue. BCIT has purchased 20 more bike lockers adding to the 12 (SE 16) and the 14 (SW1 for staff). It will be based on a first come first serve basis.
- Would it be possible to clean the bike racks of old chains and tires? Yes.

## 7.5. Executive Progress Report

As submitted

## 7.6. Councilor Forum

- Could microwaves be added to SWI? The request has already been sent to BCIT.

## 7.7. Question Period

- Garbage in the Great hall is something that needs to be addressed. Garbage cans are well identified, but students don't use them. It is the responsibility of all students to tell their fellow students to clean after themselves. As leaders, we should take the lead on this. Laura and Amy have addressed this issue with their Set Reps.
- BCIT is considering removing the privilege for students to book the SWI Meeting Rooms because they don't clean up after themselves.

## 7.8. Unfinished Business

### 7.8.1 Childcare

Motion:

Be it resolved that BCITSA gives the Childcare Committee the authority to approve the signing of the Childcare Lease between BCIT and BCITSA

Move by: *Amy Erskine*

Seconded by: *Chris Yendall*

23/0/3

Carried

## 7.9 New Business

7.9.1 *Cancellation of December 12<sup>th</sup>, 2011*

Motion:

Be it resolved that BCITSA *cancel*s the December 12<sup>th</sup> council Meeting.

Move by: *Nicola Gardner*

Seconded by: *Denis Dobrozdravich*

23/1/2

Carried

#### **7.10. Next Meeting**

Next meeting is scheduled for Monday January 9 at 5:45pm in the Council Chamber.

#### **7.11. Meeting adjourned**

It was moved that the meeting be adjourned at 6:39pm. Carried

Council Meeting  
Agenda  
Monday, November 28<sup>th</sup>, 2011  
5:30-7:30pm

- 7.1 Meeting called to order
- 7.2 Acceptance of the Agenda
- 7.3 Acceptance of the Minutes: November 14<sup>th</sup>, 2011
- 7.4 Guest Speakers
  - 7.4.1 Vincent Laxton
  - 7.4.2 Glen Magel
- 7.5 Progress Reports: Executives
- 7.6 Councilor Forum
- 7.7 Question Period
- 7.8 Unfinished Business
- 7.9 New Business
  - 7.9.3 Cancellation of December 12<sup>th</sup>, 2011
- 7.10 Next Meeting
- 7.11 Meeting Adjourned

**Chair Sch. Of Energy, Amy Erskine**

<b>Objective</b>	<b>Description</b>	<b>Current Status</b>
Daycare	Oversee the creation of a daycare on Burnaby Campus	Contractors are being interviewed, selection process nearly complete.  <u>Current status:</u> plans have been submitted to city hall for re-zoning (still awaiting response), non-binding letter of intent signed with BCIT
Cabin	Determine what happened to the cabin BCIT owned in Whistler	I have contacted a Whistler realtor to ask for advice on this objective. Awaiting reply.
Edit Bylaws	Revise & update BCITSA bylaws for accuracy and grammar	Bylaws have been edited and need to be typed up in the required format. Awaiting digital copy of bylaws from Ricky.
Lounge Committee	Improve BCIT's outdoor spaces	Meeting scheduled for Monday after council, plans were submitted to council

**Progress Report – Gordon Newby – School of Business Chair**

**Last updated:** Nov 22, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September 2011	Planetarium	I am establishing contacts and a game plan with Bill working towards utilizing underutilized space. I have a meeting with Chris Golding tomorrow. Interested on his take. Also, I finally found the Dean of that Dept.... will proceed.
October 2011	Joined a committee. RE harassment & discrimination materials with Monica Kay	Meeting Thursday
November 2011	Vending Machines on Campus	Our contract is up, looking to improve. There will most likely be some RFPs, and some decisions to follow. In the end, we should make more profit, students should be more happy with the service/ options offered.
Set Rep Meeting	Next	Week
Current	BBA 3 <sup>rd</sup> year info session	Organizing with Kevin Wainwright
Current	Working towards student space and amenities for students in the broadcast building.	Water fountain fixed, looking for approval of space for a microwave. Finding out space is extremely limited.
Current misc. tasks, investigations, and to do list as per set rep meetings	<ul style="list-style-type: none"> <li>• Food Avail to students on weekends</li> <li>• Hours of the Stand, looking over sales reports</li> <li>• Ashtrays on campus</li> <li>• Cold Classrooms</li> <li>• Water fountains</li> </ul>	In progress



### Progress Report – Keith Miller – ATC Chair

**Last updated:** November 23<sup>rd</sup>, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Description</b>	<b>Status</b>
September 6 <sup>th</sup> , 2011	Walkway	Asphalt walkway from main parking lot to cafeteria	BCIT health and safety board has decided that there is no room in the budget for this project this year.
September 6 <sup>th</sup> , 2011	Set Rep Attendance/ Participation	80% consistent Set Rep attendance	Setrep meeting on October 26 <sup>th</sup> cancelled, but attendance has been improving significantly overall.
September 6 <sup>th</sup> , 2011	Set Rep incentives	Rewards and perks to encourage set rep attendance and participation	T-shirt initiative underway.
November 21 <sup>st</sup> , 2011	BCIT PAC meeting	PAC meeting is a presentation of BCIT to representatives of industry of how they are running the school, and the reps have an input on what they would like to see from students coming out of BCIT.	Made a presentation on ATC students behalf for what the students would like to see more of in terms of how the program relates to industry.

## Progress Report – Matthew Nolletti– VP Campus Life

**Last updated:** Wednesday, November 23, 2011

Date of Introduction	Action or Outstanding Issue	Status
September 12, 2011	Club Funding Guide	<ul style="list-style-type: none"> <li>• Same as last progress report.</li> </ul>
September 12, 2011	Outdoor Green Space	<ul style="list-style-type: none"> <li>• DELETED</li> <li>• After meeting with the BCIT Executives, they have informed me that they have plans in the upcoming years to re-vamp that space outside SW9</li> <li>• Would not be effective to invest in that space right now</li> </ul>
September 27, 2011	Promotion of SA Events - Movember Campaign	<ul style="list-style-type: none"> <li>• Mo-vementing as we speak.</li> <li>• Shout out to Tara, excellent campaign so far.</li> </ul>
September 12, 2011	New SA Car & Golf Cart	<ul style="list-style-type: none"> <li>• DELETED</li> <li>• Don't think it is beneficial to "enhancing student life"</li> </ul>
September 12, 2011	VPCL Transition Guide	<ul style="list-style-type: none"> <li>• Orientation materials complete, with copy of master excel workbook on the vpcl hard drive</li> <li>• Will be compiling other materials as they come up throughout the year</li> </ul>
September 20, 2011	Clubs Application Forms	<ul style="list-style-type: none"> <li>• Meeting this Friday with Caroline, Catherine and Olesea to approve and finalize documents</li> </ul>
September 12, 2011	Link Article Program	<ul style="list-style-type: none"> <li>• TBA in the New Year.</li> </ul>
September 6, 2011	Orientation Day	<ul style="list-style-type: none"> <li>• Complete, and a huge success.</li> <li>• I killed it</li> </ul>
November 23, 2011	Design Committee	<ul style="list-style-type: none"> <li>• I will be helping out with the designs of the 2<sup>nd</sup> and 3<sup>rd</sup> floor of our project</li> <li>• Tara, Caroline and I will be interviewing Architectural firms</li> </ul>

## Progress Report – Laura Chow– Chair of Health Sciences

**Last updated:** Thursday, November 24, 2011

Date of Introduction	Action or Outstanding Issue	Status
Tuesday, September 6, 2011	Increase Set Rep Participation and Attendance at Set Rep meetings	<ul style="list-style-type: none"> <li>• Next Set Rep meeting: Wednesday, November 23, 2011 at 5:30pm; 26 RSVP'ed as coming</li> <li>• 22 set reps attended</li> <li>• Guest: Monica Kay</li> </ul>
Tuesday, September 6, 2011	Continue expansion of the Health Science Mentorship Program	<ul style="list-style-type: none"> <li>• Working with Catherine to try to get Clinical Genetics mentees</li> <li>• Continuing to advertise the mentorship program – brainstorming to get nursing mentees &amp; make the program more feasible for Health Science students</li> </ul>
	Recycling – work with Nicola to improve recycling at Burnaby Campus	<ul style="list-style-type: none"> <li>• No progress as of Nov. 10, 2011</li> </ul>
Wednesday, September 28, 2011	Health Science Chair Applicants – promote position to ensure there are applicants to become the next Health Science Chair	<ul style="list-style-type: none"> <li>• No progress as of Sept. 29, 2011</li> </ul>
Thursday, September 22, 2011	Mental Health Awareness Week	<ul style="list-style-type: none"> <li>• Waiting for Karl to send out an email to the identified parties in meeting &amp; will wait to see who's interested; Karl, Catherine &amp; I will then meet to try to establish some ideas to present (e.g. Mental Health Fair or just a group of small events on campus during Mental Health Awareness Week) prior to meeting with those interested</li> <li>• Brainstorming on how to work with different agencies (e.g. Bell &amp; Vancouver Canucks) to get them on board with support as they are working to promote awareness as well</li> </ul>
Monday, September 12, 2011	Re-visit Whistler Retreat	<ul style="list-style-type: none"> <li>• No progress as of Thursday, September 28, 2011</li> <li>• Will revisit after the Harrison trip &amp; look at both trips collectively</li> </ul>

<p>Thursday, September 29, 2011</p>	<p>School of Health Sciences Mixer</p>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Unofficial Mixer held Thursday, November 10, 2011 from ~4:30-7:30pm</li> <li>• 8 Set Reps came, 2 programs were well represented; unfortunately missed 1 group entirely (showed up just after the group left at 7:30pm)</li> <li>• Had Bill Dow (dean) &amp; Alex Ku (AD) show up at 4:30pm &amp; mix with some of the students – they have indicated that they're willing to help provide an incentive for students to come to the next mingler</li> <li>• Looking at maybe having one at the end of December (Dec. 16) or in early January as reception was a little better</li> </ul>
<p>Monday, October 17, 2011</p>	<p>Harassment &amp; Discrimination Committee</p>	<ul style="list-style-type: none"> <li>• As presented in last progress report</li> <li>• Meeting upcoming on Thursday, November 24, 2011 with Monica Kay</li> <li>• Monica Kay coming to Set Meeting on Wednesday, November 23, 2011</li> </ul>
<p>Friday, November 18, 2011</p>	<p>Criminal Record Check Process</p>	<ul style="list-style-type: none"> <li>• Following up on the process of notification for criminal record checks with Karl &amp; will try to work with BCIT to ensure that certain things aren't overlooked in the future (i.e. students who are not working/living in BC need to get a BC criminal record check; so basically they're out of pocket \$40 for nothing)</li> <li>• Talked to Lorraine Woolsey (program head for Environmental Health) &amp; she said that the criminal record checks were initiated by the Health Authorities &amp; BCIT is using a policy that it's used throughout for other programs – asked Set Reps what other programs require CRCs (most required prior to entrance to program)</li> <li>• Were notified on Friday that we're expected to pay \$40 for this criminal record check with no prior notification BCIT should be looking to change this process because certain students have already run out of student loans &amp; don't have any money allocated for charges like this</li> </ul>

**Progress Report – Ricky Dasgupta – VP of Administration and Finance**

**Last updated:** November 24th, 2011

There has been no progress on my initiatives for the last couple weeks. I have been focused on preparing for an exam that will take place next Saturday. I am very much looking forward on getting the exam done and resuming work on my initiatives.

**Progress Report – Tara Johnson – VP External**

**Last updated:** November 24th, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
November 16 <sup>th</sup> , 2011	Alumni Association Board Meeting	Discussed the DDA awards, and the developing marketing teams
November 18 <sup>th</sup> , 2011	Movember Campaign	Combined several online donation sites
October 15 <sup>th</sup> , 2011	Marketing Team	Completed database for BCITSA newsletter
November 21 <sup>st</sup> , 2011	Interior Design Diploma	Contacted the diploma program for comments on a mandatory conference

**Description**

- Successfully secured a full refund of tuition fees from BCIT for an international student who had to withdraw from their program due to unforeseen events.
- Met with Harassment and Discrimination Office representative regarding updating some of the policies, and the way these policies should be transmitted and shared with students and staff.
- Still working on coop issue, this never ever ending issue
- Working on scrapping the gym course from the computing school.

**Progress Report – Tylan Fraser – VP Student Affairs**

**Last updated:** November 24th, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
Nov. 16th	Implement white rose Campaign	Posters are up; there is still work to be done on the overall push for people to submit videos. In general this is an issue for the SA. We need a channel that is consistent with relaying messages to the students.
Nov. 20th	Mug wall in the Rix	Discussion has gone underway for the implementation of a possible reusable mug wall in the Rix. In progress

Nov, 23rd	Assistance with the Directed studies	Kevin wainwright has not responded to an email, I will be following up my discussion with him on Monday and relaying a message to James Mcadams.
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**President, Nicola Gardner**

Objective	Description	Current Status
U-Pass BC	<ul style="list-style-type: none"> <li>• Getting ISEP and Tech Entry Students included in the program</li> <li>• Getting in-progress students in the program</li> <li>• Surveying part-time students to see if the U-Pass is something they want</li> <li>• Improving service to BCIT</li> </ul>	<ul style="list-style-type: none"> <li>• To be included as of January 1st</li> <li>• To be Included as of January 1st</li> <li>• To be held next semester</li> <li>• Waiting to hear back from TransLink</li> </ul>
Legacy of Leadership. Raising money for students at BCIT	<ul style="list-style-type: none"> <li>• A fund created by the BCITSA foundation where BCIT will match all money raised to be given out to students, improve campus etc.</li> <li>• To hold a fundraiser next semester to raise money for student bursaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-vamping toon- in for next semester</li> </ul>
Improving student life on campus and engaging students with BCITSA & BCIT	<ul style="list-style-type: none"> <li>• Creating a temporary lounge at DT campus until a permanent one can be established</li> </ul>	Looking at logistics i.e. how many chairs, couches & microwaves

Improve BCITSA executive elections	<ul style="list-style-type: none"> <li>Bring student awareness and engagement for elections. Ensure no position runs uncontested.</li> </ul>	<ul style="list-style-type: none"> <li>Not relevant until March</li> </ul>
Improve recycling on campus	<ul style="list-style-type: none"> <li>Replace garbage bins in washrooms with recycling bins</li> <li>Compost for Pub food</li> </ul>	<ul style="list-style-type: none"> <li>We got approval to recycle paper towel in our washrooms. Starting in January we will begin in the pub and then I will approach BCIT once we have demonstrated it works</li> <li>The BCITSA is officially composting fruit and vegetable waste and coffee and tea</li> <li>Hand dryer in women's washroom in the pub</li> </ul>

**Chair, School of Transportation, Construction & The Environment, Brian Harvey**

<b>Objective</b>	<b>Description</b>	<b>Current Status</b>
24 hr. Access	24 hr lab/class access during critical deadline times of the year	<ul style="list-style-type: none"> <li>No new update.</li> </ul>
Unity	Work to better unite campuses through communications and events (focusing on GNW & BMC)	<ul style="list-style-type: none"> <li>Exploring the possibility of obtaining either a punching bag for BMC gym and/or used game console &amp; TV for BMC lounge.</li> <li>Exploring the possibility of obtaining either a billiard table or air hockey table for GNW lounge.</li> </ul>



		<ul style="list-style-type: none"> <li>• Tentative date of Friday, February 10, 2012 for BCITSA Pool Tournament.</li> </ul>
Improve participation within the school	Improve participation within the school of Transportation, Construction & Environment and have equal representation	<ul style="list-style-type: none"> <li>• November Set Rep Meeting held, 14 attendees, various issues discussed.</li> <li>• BMC November Set Rep Meeting held, plenty of issues were brought forward, I am working to determine the viability of tasks.</li> </ul>
Connecting students with industry	Explore ways to provide means to allow students to meet with industry professionals to increase confidence and job acquisition post-graduation.	<ul style="list-style-type: none"> <li>• No new update.</li> </ul>