



**BCIT Student Association  
Council Meeting Minutes  
Tuesday December 4, 2012**

**Executives:** Dan Huh, President  
Geoffrey Smith, VP Finance & Administration  
Mike Hanson, VP External  
Sophia Coulter, VP Campus Life  
Ross Wamboldt, Business Chair  
Brian Harvey, Transportation, Construction & the Environment Chair  
Zac Der, Health Sciences Chair  
Denis Dobrozdravich, Energy Chair  
Marwan Marwan, VP of Student Affairs  
Minoru Nakano, Computing & Academic Studies Chair

|                                 |                     |
|---------------------------------|---------------------|
| <b>Councilors:</b> Yasmin Alami | Brad Johnson        |
| Jon Weir                        | AJ MacFarlane       |
| Emily Pawluk                    | Ben Plasche         |
| Ruoxi Wang (Alfred)             | Aaron Kool          |
| Morgana Lawlor-White            | Yulim Sung (Cassie) |
| Spencer Kotowick                | Taddeo Ahumuza      |

**Staff:** Caroline Gagnon, Director

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| <b>Absentee:</b> Dave Clarke, Chair ATC | Fraser Young      |
| A. Geoffrey Lee                         | Cole Plaskett     |
| Mahajan Pulkit                          | Andrew Hou        |
| Rodrigo Mendez                          | Sean Garrity      |
| Jaclyn Chang                            | Maya Korbynn      |
| Alisa Dalhuisen                         | Stephanie Hancock |
| Jonathan Ng                             | Mikah Fox         |

**Guest:** Jeremiah Tantongco

**8.1. Meeting Called to Order**

The Chairperson, Daniel Huh, called the meeting to order at 5:44pm. (22 voting)

**8.2. Acceptance of the Agenda**

It was moved that the following agenda be accepted as distributed.

*Moved by: AJ MacFarlane*

*Seconded by: Sophia Coulter*

**21/0/0 Carried**

### 8.3. Acceptance of the Minutes – October 29, 2012

Be it resolved that the Council Meeting minutes from October 29, 2012 be accepted as distributed.

*Moved by: Brian Harvey                      Seconded by: Brad Johnson*

**20/0/1                      Carried**

### 8.4. Report

#### **Geoff:**

- There were changes for the Cando Event. Due to low registration, the event turned into a food collection campaign. Everyone is asked to bring food and deposit it in the big box in the Great Hall. When people bring 3 items they receive a 25% discount coupon for the pub.

#### **Minoru:**

- Dealing with students being asked to leave some labs by BCIT security, since students have the ability to stay in labs.
- Working with the School of Computer about student issues.

#### **Sophia:**

- Due to job actions, the clubs meeting was cancelled. Clubs had to submit their request for funding electronically. 14 out of 19 clubs have submitted their forms.

### 8.5 Question Period

- If clubs have not met their mandate, will BCITSA redistribute the left over funds to the other clubs? Out of 19, 14 clubs have submitted their form for funding request. There has not been any issue with clubs not meeting their mandate. If there is left over money, it will be discussed later.
- Could the board game clubs be included in the funding if there is excess money? The distribution of the funds was decided last year.

### 8.6 Councilors Forum

No comment/questions

### 8.7 Old Business

#### 8.9.1 BCIT Paintball Club

#### **Motion:**

Be it resolved that the BCITSA Paint Club be sanctioned as a BCITSA sanctioned club

*Moved by: Sophia Coulter                      Seconded by: Brian Harvey*

**20/0/1                      Carried**

**Comments:**

- Will they receive funding? No, new clubs are not allowed to receive funds and this club has not asked for any funds.

**8.8 New Business**

**8.8.1 Fountain Committee**

**Motion:**

Be it resolved that BCITSA establishes a Fountain Committee

*Moved by: Zac Der*

*Seconded by: AJ MacFarlane*

**21/0/0**

**Carried**

**Debate:**

- The purpose of this committee is to gather information about the state of the water fountains around the campus. The committee will bring recommendations to Council and BCIT.
- What is the committee trying to do? To add more water fountain, fix existing ones? It is about collecting data.
- Will only the Burnaby campus be included in this project? The project scope would be to start in Burnaby and if there is interest by the committee members, the project could also include other campuses.
- Is the committee going to conduct water quality test? Not at this point.
- The Construction Committee has already been working on this issue. Could it be rolled in the construction committee? It could be part of a more holistic view of student space.
- Since the Construction Committee has a lot on their plate, it should be left separate.
- The water quality is bad on campus and the committee should look at it.

**Volunteers:** Zac Der (Chair), Cassie Sung, Taddeo Ahumuza, Emily Pawluk, Jon Weir

**8.8.2 Harassment and Discrimination Committee**

Last year, BCITSA created a Harassment and Discrimination Committee to help BCIT Advisor, Monica Kay developing new marketing and training material targeted for students. Volunteers are asked to participate on this committee once again.

**Volunteers:** Zac Der (Chair), Aaron Kool, Morgana Lawlor-White, Sophia Coulter, Jeremiah Tantongco

### 8.8.3 Furniture Funding – SE2

**Motion:**

Be it resolved that the BCITSA give the Construction Committee the authority to use the funds in the student space account to furnish the SE 2 renovations.

*Moved by: Brian Harvey*

*Seconded by: Ross Wamboldt*

**18/1/2**

**Carried**

**Debate:**

- The Construction Committee would like to use funds from the student space capital levy funds to furnish SE2. The money was meant to be used for such expenses. Current account stands at approximately \$145,000. The committee would use a portion of the funds.
- How much would the committee need to ensure that the space is well equipped? About \$100,000.
- How many rooms and what is the design? All information can be found on the SA website or Facebook page.
- We should we have a cap at \$100,000.
- What is BCIT doing about this project? The BCITSA is paying for the renovations to add more student space on BCIT, but yet BCIT is not paying anything. We should approach them.
- Each semester the fund is being replenished with the capital levy.
- Recommendations should be brought forward to Council.
- In response to BCIT's support, BCITSA has a lease per perpetual with the institute and these renovations are considered lease hold improvement. Furniture is gifted to BCIT.
- Although the funds will be replenished, what is BCIT doing in exchange for us to purchase all the furniture and do all the renovations. BCITSA does a lot.
- Students don't care who owns the couches? The purpose of the funds was to improve student space.

**Amendment to the motion:**

Be it resolved that the committee be given \$100,000 for budget and return to Council with proposal for SE2 furnishing.

*Moved by: Brad Johnson*

*Seconded by: Ross Wamboldt*

**9/8/5**

**Carried**

**Debate:**

- The capital levy was created for these types of project. Further we push this back, we will have additional cost.
- We have money allocated to student funds. There are other campuses to support.
- It is understood that there are more campuses. However this fund is always going to be replenished. As BCITSA approve renovations for other campuses, money will be available. It is not necessary to put a cap for the committee.

#### **8.8.4 BCIT FSA and BCGEU Job Action**

The Chair opens the floor regarding job actions that have happened these past weeks.

##### **Comments:**

- If students ask about recovery plans, they should be redirected to their Associate Deans.
- Is there a possibility that they will strike a final? There is always a possibility; however we were told informally that the unions did not impact students.
- Will nurses miss their term as stated in the FSA press release? We were told that BCIT is doing everything to ensure that students finish their schooling accordingly.
- What is the SA position on the strike? A letter was sent to Premier. BCITSA supports students.
- What about finals being missed? Students need to talk to respective Associate Deans. It might be different for each school.
- We are encouraging parties to talk to each other.
- What is happening regarding students being harassed by staff members when they cross the picket lines? The unions stated that it should not be happening. Students should go to Uconnect. The BCITSA Executives will address it with BCIT. Students can also contact their respective Chair.
- Union members are not allowed to block entrances.

#### **8.11 Next Meeting: Monday, January 7, 2013**

Next meeting is scheduled for January 7, 2013 at 5:45pm in the Town Square B.

#### **8.12 Meeting Adjournment**

It was moved that the meeting be adjourned at 6:44. **Carried**

**Council Meeting  
Agenda  
Tuesday, December 4<sup>th</sup>, 2012  
5:45pm – 8:30pm**

- 8.1 Meeting called to order
- 8.2 Acceptance of the Agenda
- 8.3 Acceptance of the Minutes: October 29<sup>th</sup>, 2012:
- 8.4 Progress Reports: Executives
- 8.5 Question Period
- 8.6 Councilors' Forum
- 8.7 Old Business
  - 8.7.1 BCIT Paintball Club
- 8.8 New Business
  - 8.8.1 Fountain Committee
  - 8.8.2 Harassment and Discrimination Committee
  - 8.8.3 Furniture Funding – SE2
  - 8.8.4 BCIT FSA and BCGEU Job Action
- 8.9 Next Meeting: Monday, January 7<sup>th</sup>, 2012
- 8.10 Meeting Adjournment

## President 2012/13 Strategic Objectives

| Objective   | Description   | Current Status  |
|---|---|---|
| <p><b>Ensure that all Childcare and SE2 renovations are on time and on budget</b></p>             | <p>Meet with Caroline weekly to get updated on the daycare and SE renovation project and bring to counsel for discussion to best incorporate the student's perspective until the project is completed.</p>  | <p>Dry walling has started on childcare and has decided to install a panic button to insure safety of children and workers. Enrollment is expected to be full by March. We are close to announcing to who got the bid to the SE 2 renovations. Met with contractors for scheduling purposes to get a better idea of the "How" and "When" the project is happening</p> |
| <p><b>Develop strategies to have a better DTC representation (i.e. representative, space)</b></p> | <p>Work towards finding the optimal solution in representation the DTC campus that fits into the current "Representation" model of the SA. Lobby Herman Mah to secure SA space in the newly acquired floors. Pass a motion regarding representation by March</p>  | <p>In progress. Formation of representation was delayed. It was suggested at the last executive meeting that we should consider putting a "Bandaid" solution since it will be awhile till we find a permanent solution</p>  |
| <p><b>Review of having an international specific representative</b></p>                           | <p>Work with Chairs and get set rep input regarding the current situation regarding communication line between international students and the SA. Develop processes to better facilitate International students issues at set-rep/council meetings. Pass motion to include mandate in the Roles of Chair in the bylaws before the end of school year.</p> | <p>Have communicated to chairs to ask set reps to find out to see if their respected classes have any international students and to encourage discussions surrounding international issues at set rep meetings. Will inquire to see what topics were discussed.</p>   |

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| <p><b>Councillor process</b></p>  | <p>Improve councillor process in areas of selection and training. Improve on existing application and formalize a selection process. Work towards an earlier training date and have councillors better prepared for first the meeting.</p>  | <p>In progress</p>                     |
| <p><b>Work to include ISEP students in U-Pass program, healthy transition</b></p> | <p>Provide a healthy transition of the U-pass facilitator position to the VP External by best informing of the current issues and decision that need to be made. Empower the VP external in making decisions regarding the U-pass and the upcoming referendum and current negotiation of the new contract. Provide report of transition before December break. Make sure all ISEP students are included in the Upass program.</p> | <p>No update since previous report</p> |



## VP Finance and Admin 2012/13 Strategic Objectives

| Objective                                     | Description  | Current Status   |
|---|--|--|
| <b>Improve Student Space</b>                  | Install high quality water fountains/ refillable bottle stations on the Burnaby campus.  | <ul style="list-style-type: none"> <li>• Co-operative effort begun with BCIT Net Impact Club</li> <li>• First water fountain targeted for SE2</li> </ul> |
| <b>Council Governance</b>                     | Ensure that council becomes financially competent by reporting on a consistent basis. Presentations to be delivered in council on a variety of financial topics              | <ul style="list-style-type: none"> <li>• First installment Oct. 15 – Delivered</li> <li>• Second installment Oct. 29 - Pending</li> </ul>                |
| <b>Develop a budgetary advisory committee</b> | Preparing an advisory document for next year's operating and capital budgets. To be presented to SA management and council   | <ul style="list-style-type: none"> <li>• Committee recruited and reviewing documents</li> </ul>  |
| <b>Council Governance</b>                     | Update By-laws through a series of motions brought to the Special General Meeting  | <ul style="list-style-type: none"> <li>• Still need to recruit members of the Bylaw Committee</li> </ul>   |
| <b>Council Governance</b>                     | Develop a comprehensive service level vs. service level for part-time students' fees and satellite campuses. Will be presented to council during regular financial reporting | <ul style="list-style-type: none"> <li>• First installment Oct. 15 – Delivered</li> <li>• Second installment Oct. 29 – Pending</li> </ul>                |

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| <p><b>Educational quality review</b></p>   | <p>Presentation of a series of recommendations to the administration for use in BCIT's development workshops</p>   | <ul style="list-style-type: none"> <li>• Prepared a questionnaire for distribution to set reps</li> <li>• Currently distributing the questionnaire at set rep meetings</li> <li>• Summary report of student complaints received from the Uconnect Advocate</li> </ul> |
| <p><b>Student Justice</b></p>  | <p>Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs.<br/>That a pool of volunteers be trained for the role, and that a suitable candidate(s) be on every Decision Revue Board hearing this year.</p> | <ul style="list-style-type: none"> <li>• Personally participated in 3 DRB Hearings</li> <li>• First round of volunteers have contacted Bryan Fair for training.</li> </ul>  |
| <p><b>Continue the food bank / drive initiative that was to implement such program at BCIT</b></p> | <p>Food Drive themed events for November, reserved space for a Food Bank</p>   | <ul style="list-style-type: none"> <li>• 'Can Do' event set for Nov. 21</li> <li>• Promoting the event to Chairs and set reps</li> </ul>  |

## VP Campus Life 2012/13 Strategic Objectives

| Objective   | Description   | Current Status  |
|---|---|---|
| Promoting campus spirit with BCIT-wide event: Froshfest                                 | 500+ person "welcome back" back event held on the BCIT Burnaby campus. Aimed at promoting campus spirit and building social networks between students of all programs.  | Complete  |
| Taking steps to ensure that Froshfest, or something similar, can become an annual event | Ensuring that there is an event similar to Froshfest (as above) that happens annually to welcome students, both new and returning, to BCIT in Sept.   | <ul style="list-style-type: none"> <li>• Using the SA 5K logistics document as a template - have begun to input Froshfest 2012 information</li> </ul>   |
| Organizing and hosting supremely effective Orientation events.                          | Working with BCIT to host a very effective and useful Orientation Day as well as the on-going orientation's throughout the year. Goals of both parties must be in alignment and resources required must be realistic.   | <ul style="list-style-type: none"> <li>• Orientation Day 2012: Complete</li> <li>• Contacted Justin Kohlman regarding the BCIT &amp; SA Orientation Day "conversation"</li> <li>• Have meeting scheduled with Larry Vezina on Oct 24. to discuss about possibly taking Orientation Day in a different direction from now on (meeting rescheduled to October 29<sup>th</sup>)</li> </ul> |
| Develop a new & returning student "survival guide"                                      | To develop a campus tour video (similar to the Burnaby campus walk around: completed August 2012), a user-friendly map (similar to the Burnaby map started in Summer 2012) and possible pre-orientation tour dates for new students. The survival package would ideally be sent out to incoming students with their acceptance letters in the summer. | <ul style="list-style-type: none"> <li>• Video: Sent out an outline to Genevieve (SA Outreach) containing public transit specifics for getting to DTC, GNW, ATC, and BMC from both East and West.</li> <li>• BMC and GNW filming is scheduled to be done by Genevieve in the next 2 weeks (end of Oct.)</li> <li>• Filming of GNW and BMC campus complete.</li> </ul>                   |

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|  |   | <p>Reviewed footage, recorded time stamps for each. Will begin editing within next 2 weeks.</p> <ul style="list-style-type: none"> <li>• Map: On hold</li> <li>• Pre-tours: pending BCIT Orientation conversation with Larry</li> </ul>   |
| Working with Rec Services to re-create rec council (or something more effective)     | A council set up to efficiently get information about recreation to students in every program via “rec reps”. Social media platforms will be used to create communication mediums for intramural teams and rec events.  | <ul style="list-style-type: none"> <li>• Attended the first rec council meeting</li> <li>• Speak to Paul Fortier (Rec Programmer) frequently regarding progress</li> <li>• Spoke with Paul regarding BCIT’s role for rec services going forward. Some discontent surrounding direction. I am going to look into it from the student side</li> </ul> |
| Continue the food bank / drive initiative that was to implement such program at BCIT | Working with Geoff and the Marketing & events departments to host a new event. The primary purpose is to raise food goods for the BCIT Emergency Food Fund; any food in excess of the BCIT need and/or capacity will be donated to the Greater Vancouver Food Bank Society. | <ul style="list-style-type: none"> <li>• Geoff, Marketing, and Event personnel have met to discuss the event. They came up with the name “Can It” (I was unfortunately unable to attend this initial meeting but will be there from now on).</li> <li>• Have designed 10+ memes that will be used as advertisements to promote Can Do!</li> </ul>   |
| Comprehensive transition document  | Document to give to the next VP Campus Life outlining key dates and responsibilities of the position with in the first 2 weeks of June. This is the most unclear time of the position as little guidance is usually available in person.                                    | <ul style="list-style-type: none"> <li>• The Froshfest logistics document will be included in the document; this is partially complete</li> <li>• Other aspects of the transition document: on hold</li> </ul>  |
| Improve upon the process for allocating funding to clubs                             | Fund application and allocation process has led to discrepancies in club funding and as a result club ability. This process needs to be review in order to make it fairer for all clubs.  | <ul style="list-style-type: none"> <li>• On hold until Nov.</li> </ul>  |



## VP Student Affairs 2012/13 Strategic Objectives

| Objective  | Description  | Current Status  |
|--|--|---|
| <p><b>Investigate the possibility of having a better recycling program on campus</b></p>   | <p>Establish a budget and program to increase the amount of recycling bins and recycling options on campus</p>   | <p>In progress.</p>   |
| <p><b>Dedicated french fries only fryer in the pub to address the religious dietary needs of students on campus. This will also address the needs of students with dietary needs based on lifestyle choices.</b></p> | <p>Making available alternative food choices for people with dietary restrictions based on lifestyle, faith or health needs.</p>                                     | <p>In progress. Waiting for feedback on space availability.</p> <p>The Stand in SE12 now has some vegan/vegetarian snack options that can meet some dietary restrictions.</p> |
| <p>Implement 5 business day return on assignments, quizzes, etc., in all BCIT schools similar to School of Computing</p>   | <p>Making sure that all the schools at BCIT have similar policies that help students receive feedback and evaluation regarding their studies in a timely manner.</p> | <p>In progress. Discussion with BCIT VP Paul Dangerfield.</p>   |
| <p>Implement missed classes make-up classes for all BCIT schools similar to School of Computing</p>  | <p>Making sure that all the schools at BCIT adhere to the same policy that requires missed classes to be made-up by instructors/school as soon as possible.</p>      | <p>In progress. Discussion with BCIT VP Paul Dangerfield.</p>   |

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| <b>Review election process</b>  | Hold the student association election with fair process.   | On hold. |
| <b>Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs</b> | That a pool of volunteers be trained for the role, and that a suitable candidate(s) be on every Decision Review Board hearing this year. | On hold. |

## VP External 2012/13 Strategic Objectives

| Objective   | Description  | Current Status  |
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| To make sure that the mandatory fee (approx. \$1000) that students in Security Analysis must pay be covered by student loans. | Change the student loan to include this fee.                                   | Contacted Student Financial Aid office. They got back to me and said students that have reached the maximum loan amount would not be eligible for additional funds. Students who had not reached the maximum were notified that they could receive additional loans. Following up to see what more can be done. |
| Develop Transitional Document for future VP Externals   | Comprehensive transition document  | Have not started  |
| Develop VP External position  | Establish annual tasks and responsibilities that each External will look after | Work in progress. Nothing material at this point.   |
| Continue work with Alumni Association to solidify the relationship between the two groups                                     | Build on relationship for mutual benefit of each association.                  | Regularly attending Alumni Association Board Meetings. Looking for opportunities to collaborate on projects.  |
| <b>Work with WTF group to further student funding concerns</b>  | Make progress as a collective group on student funding issues                  | Meeting with WTF group soon.  |



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| Upass | Include ISEP students in Upass program. Ensuring that the Upass referendum is conducted fairly and that students are well informed of the pertinent facts, as well as increased voter turnout. | ISEP issue is progressing and should be resolved with a positive outcome in the near future. Contract negotiations are wrapping up and referendum will ramp up after Christmas break. |
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## Chair of the School of Business 2012/13 Strategic Objectives

| Objective   | Description  | Current Status  |
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| Talk to BCIT execs about current bylaws in place and work with them to change the rules on sleeping on campus | Investigate the possibility of offering a quiet lounge space that's sleep enabling, or change the current bylaws for sleeping on campus                                    | Justin Kohlman, VP student services checked up rules on security dealing with sleeping students. There should be no intervention of sleeping students on campus during daytime or afternoon. During the graveyard shift security is given the ability at their own discretion to wake sleeping students and advise them that it provides a safety threat. |
| Work with Caroline to ensure that renovations stay on schedule and on budget                                  | Ensure that the student lounge space for SE10 is completed this fall   | Renovation Complete and on budget   |
| Investigate the possibility of having a better recycling program on campus                                    | Establish a budget and program to increase the amount of recycling bins and recycling options on campus  | Will schedule meeting with Zac and Marwan to discuss  |
| Develop new ways of surveying students about SA operations (i.e. Pub)   | Create online survey which rates the quality of the Pub and provides sections for ideas. This will be sent out to all set reps in time to make changes for the winter menu | Pub survey questions have been determined and working on SNAP10 to get completed. Will be sent out to all set reps and chairs once completed  |

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| <p><b>Develop long lasting relationship between the Marketing and Engineering Co-Ops which would enable students to bring project to market</b></p> | <p>Investigate the possibility of offering more business specific job fair and information sessions</p>  | <p>Met with Program Head for entrepreneurship, he says that attempts have been made in the past and that it will not work with this particular program. Head of computing however is excited about the idea and wants to try to make it work. Awaiting reply from Communications program head to see if there is a possibility</p> |
| <p><b>Work with BCIT to improve vending options on campus</b></p>   | <p>Speak with Vince Laxton and Caroline Gagnon to establish new vending options through Ryan Vending</p> | <p>Investigating various options to include</p>  |
| <p>Improve bus service</p>  |  | <p>Sent email to Mike, waiting to hear</p>   |

## Chair of the School of Health 2012/13 Strategic Objectives

| Objective  | Description   | Current Status  |
|--|---|---|
| <b>Improve Student Space</b>   | Install high quality water fountains/ refillable bottle stations on the Burnaby campus.<br>Goal of 5 top quality fountains/filling stations by year end | <ul style="list-style-type: none"> <li>• In progress</li> <li>• Make a Fountain Committee in council</li> <li>• Organizing with BCIT Net Impact club about getting fountain upgrade in SE2</li> </ul> |
| <b>Provide more sustainable and/or environmental options on campus</b> | Research the possibility of BCIT becoming a "Bottle Free" Campus  | <ul style="list-style-type: none"> <li>• In progress</li> <li>• Make a Fountain Committee in council</li> </ul>   |
| <b>Provide more sustainable and/or environmental options on campus</b> | Promote the use of tap water to students instead of disposable water bottles  | <ul style="list-style-type: none"> <li>• Work with BCIT Net Impact club, see what they can do about promotion</li> </ul>  |
| <b>Miscellaneous Events</b>  | Organize a blood donation truck on campus that would come on a regular basis  | <ul style="list-style-type: none"> <li>• Removing as an objective</li> <li>• Not being put on by SA directly</li> <li>• Passing to Nursing Club as possible event</li> </ul>                          |
| <b>Miscellaneous Events</b>  | Continue to build on the "Speak-Up, Speak Out Campaign" to improve mental health awareness  | <ul style="list-style-type: none"> <li>• To be discussed at SoHS Leadership meeting on Nov.15</li> </ul>  |

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| <b>Miscellaneous Events</b>   | Investigate E-Learning options for students<br>-Have options for students and instructors other than printing all notes                        | <ul style="list-style-type: none"> <li>• Pushed to next semester</li> </ul>                        |
| <b>Work with BCIT to review BCIT policy, processes and programs</b> | Review process with School of Health regarding students requiring criminal records check during their studies (practicum, entrance to program) | <ul style="list-style-type: none"> <li>• Done</li> </ul>   |
| <b>Work with BCIT to review BCIT policy, processes and programs</b> | Review BCIT policy about immunization requirements for clinical students   | <ul style="list-style-type: none"> <li>• Done</li> </ul>   |
| <b>Student Involvement</b>  | Develop an electronic communication method for Health Sciences Students (website) to improve communication and connection between students     | <ul style="list-style-type: none"> <li>• Needs to be re-evaluated if possible this year</li> </ul> |

- Bring back Harassment & Discrimination Committee – to assist Monica Kay (BCIT councillor)
- Planning for Set Rep meeting #2 on November 1
- Looking into making an event to promote and educate about registering for Organ Transplant
- Taking complaints and following up about heating issues in SW3, SW5, SW9 over the past 2 weeks

## Chair of the School of Computing and Academic Studies 2012/13 Strategic Objectives

| Objective   | Description  | Current Status  |
|---|--|---|
| <b>Student - run career advising/networking program</b> | Aims to raise awareness on receiving work term employment independent of BCIT work study programs. Encourage students to apply for work term employment by organizing info sessions. | Raised the issue of limited resources in computing co-op program to BCIT executives.<br>Invited students currently in the work term to present the idea of self-directed work term at the computing set rep meeting. The students' reception was very positive.<br>Met with Justin Kohlman to discuss about options to improve the co-op program.<br>Currently planning to start student employment support group in January. |
| <b>LAN PARTY - Gaming/Comic/Tech convention</b>         | Assist BCIT Games Development Club on organizing SA LAN party once a semester.<br>Future Scope: Develop the event into larger conventions involving games, comics, technology, etc.  | Date for this semester's party has been set to October 12, 2012.<br>Currently coordinating with the Games Development Club and SA Marketing department to finalize the details.<br><b>The event was held in SE12 on October 12, between 5:30 and 10:30.</b>   |
| <b>Review instruction evaluation process (Support)</b>  | Aims to develop effective instructor evaluation process.   | Currently working with the set reps to record any issues regarding courses or instructors.<br>On Hold   |

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| <b>Interdisciplinary projects/co-op</b>                                      | Working with Ross, Denis and Marwan to implement a program where students from different disciplines are grouped to work on a project.  | Approaching the computing program head and option heads to investigate the requirements for this initiative to be implemented.<br>Had a discussion with Bill Klug, the Computing Program Head. Received positive response.  |
| <b>Investigate sustainability revolving fund (water fountains) (Support)</b> | Working with Zac and Geoff to repair/purchase broken water fountains on campus.<br>Hoping to utilize sustainability revolving fund for this purpose.  | Recording the condition of water fountains on campus.<br>BCIT Net Impact club involvement   |
| <b>Review the SA Election Process</b>  | Working with Marwan to review the annual SA election process.<br>Hoping to implement an election with increased monitoring and structure. (separate periods for campaigning and voting, setting up voting stations etc) | No progress (Does not require an immediate attention at this point.)  |
| <b>Other Updates</b>   | Assigned Tasks.<br>Other issues raised by the students.   | Held Computing Set Rep Meeting on September 20, October 11.<br>Currently assisting a group of students on issues with instructors.<br>Provided a study space for a group of students to work on group assignments.<br><br>Consulted students on issues regarding courses and instructors. |

## Chair of the School of Energy 2012/13 Strategic Objectives

| Objective                    | Description   | Current Status   |
|------------------------------|---|--|
| <b>Improve Student Space</b> | Increase the number of outdoor spaces that students can use             | Scheduled a meeting with Glen Magel to discuss. Proposed date is Nov.1 but it the process of trying to get an earlier date.<br>Was unable to get an earlier date despite my best efforts, so November 1 is the meeting date.   |
| <b>Improve Student Space</b> | Investigate the possibilities of upgrading urinals to waterless urinals | Have a meeting with Lorcan to discuss the issue on Oct. 16<br>Had a follow up discussion with Lorcan and the viability. They will continue to monitor the efficiency of the waterless urinal in SW1- 3 <sup>rd</sup> floor and there are strategic plans being developed for washroom refits in either the '13/'14 or '14/'15 school year when funds are available |
| <b>Miscellaneous Events</b>  | Facilitate the sales of used text book between students                 | Waiting to hear back to discuss this option with Vince Laxton. There has been a lack of response and I have Caroline looking into this. Spoke with Mike B about the potential design and waiting until I have my meeting with Vince before I look into this further.   |
| <b>Miscellaneous Events</b>  | Ensure that students are aware of the CtrlP online services             | This item will be discussed later.   |



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| <p><b>Develop new strategies to improve student employability outside of the classroom</b></p> | <p>Develop an engineering specific job fair (Jan/Feb)</p>   | <p>Talking with administration staff of the school of energy to make a time to introduce myself to all AD's and open up discussion around the matter. (Staff have already expressed interest)<br/>I now have a meeting with the Dean Trevor Williams on Monday to chat and have been invited to the School of Energy Management Meeting on Dec. 5 to talk with all the AD's.</p> |
| <p><b>Work with BCIT to review BCIT policy, processes and programs</b></p>                     | <p>Investigate the reasons behind Part-time student parking rates and lobby BCIT to bring fairness compared to full-time status</p> | <p>Scheduled a meeting with Glen Magel to discuss. Proposed date is Nov.1 but it the process of trying to get an earlier date.<br/>As discussed above, the meeting is scheduled for Nov 1 and could not get an earlier date.</p>   |
| <p><b>Work with BCIT to review BCIT policy, processes and programs</b></p>                     | <p>Work with BCIT to organize tours showing students "underneath" BCIT</p>  | <p>I have contacted facilities; however, I have yet to receive a response. I spoke with Caroline about this and who is best to contact so I will be following up with another email this weekend</p>   |
| <p><b>Improve Club Processes</b></p>   | <p>Improving clubs' financially sustainability</p>  | <p>In communication with Vince to set a meeting up and discuss the options<br/>There has been a lack of response from Vince, so I am waiting to hear back so I can schedule a meeting to further discuss this. Caroline is also helping me on this communication barrier.</p>  |

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| <b>Daily Business</b> |  | <p>Have been discussing the petition with all the executives to better understand the mater and how we can best deal with it.</p> <p>Response from Ross's Program Head responded with this type of project being unable to work into the curriculum, looking at better options to increase interschool work.</p> <p>SIFE project unable to work into fourth year projects for MECH and will be looked into further if this could be suitable for second year MECH students.</p> <p>Had my second set rep meeting and some good concerns have been raised that I will be working on to get fixed. Inquire for more details on specific issues raised.</p> <p>Meeting new students around campus and being helpful when I can.</p> <p>Attending meetings and discussing how to hold more effective meetings.</p> <p>Talking with executives and staff to help me in my direction of my objectives and the best ways of pursuing them.</p> |
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## Chair of the ATC Campus 2012/13 Strategic Objectives

| Objective   | Description  | Current Status  |
|---|--|---|
| <b>Improve Student Space</b>  | Provide better entertainment for ATC students.<br>Repair or replace foosball table located in cafeteria  |   |
| <b>Improve Student Space</b>  | Provide privacy for the ATC weight room by partially frosting windows  | Done  |
| <b>Miscellaneous Events</b>   | Increase SA sponsored ATC events by 100%   | Done  |
| <b>Miscellaneous Events</b>   | Review the tutoring program for ATC students   | Done  |
| <b>Miscellaneous Events</b>   | Increase SA employee attendance at ATC by 100%   |   |
| <b>Provide more sustainable and/or environmental options on campus</b>                  | Investigate the possibility of increasing recycling options for ATC.<br>Offer recycling boxes, paper& drink containers and compost boxes in classrooms |   |
| <b>Develop new strategies to improve student employability outside of the classroom</b> | Develop a career fair and employability information sessions for ATC specific students   | Have already had one information session that was very well received, will continue to do more. Will also organise a job fair for students. |

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| <b>Work with BCIT to review BCIT policy, processes and programs</b>   | Work with BCIT to increase entrance standards for AME(M) program |   |
| <b>Get BCIT departments to offer hands-on services to ATC students (financial aid, international studies, etc.)</b> |  |   |
| <b>Review the possibilities of bringing new food options at ATC (by the SA or not)</b>                              |  | Students are organising scheduled food deliveries.  |
| <b>Work with BCIT to have ATC required books available at ATC</b>   |  |   |
| <b>Improve Club Processes</b>   | Increase sanctioned clubs by 100% at ATC                         | Continue to promote SA sanctioned clubs and improve education of students surrounding the approval process.           |
| <b>Student Involvement</b>  | Increase interactions between students in different schools      | Plan and organise social events in which students from all schools and campuses are invited and made to feel welcome. |

## Chair of the School of Transportation, Construction and the Environment 2012/13 Strategic Objectives

| Objective   | Description   | Current Status   |
|---|---|--|
| <p>Continue &amp; Expand participation of BMC &amp; GNW.</p>            | <p>Expand on last year's initial representation of the BCIT Marine Campus by holding Class Rep meetings monthly. Work with the School of Transportation to build on the councillor positions held by Great Northern Way students last year.</p> | <ul style="list-style-type: none"> <li>● October BMC Class Rep Meeting held on Oct. 17: Plenty of items were presented               <ul style="list-style-type: none"> <li>○ Working on obtaining leisure equipment for students.</li> <li>○ Potential for Ping-Pong tournament.</li> <li>○ Possible "Float Your Boat" dates determined.</li> <li>○ Going to begin to determine the possibility of building a wall around the student workout gym.</li> </ul> </li> <li>● GNW: need to better define the best way of representing and communicating with the students at the campus.</li> </ul> |
| <p>Communicate better with Transportation trades at Burnaby campus.</p> | <p>Work with School of Transportation to participate in discussions and communications with the School of Transportation.</p>   | <ul style="list-style-type: none"> <li>● Automotive Reps were present at the October Set Rep meeting on Oct. 17: no significant issues were presented.</li> </ul>  |
| <p>Lounge Committee: Perpetuation.</p>                                  | <p>Continue the development of student spaces around the BCIT campuses.</p>   | <ul style="list-style-type: none"> <li>● To be discussed with the members of the Construction Committee at the next meeting.</li> </ul>  |

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| Facilitation of industry connections with BCIT students. | Assist in connecting Students with professional industry connections in order to better prepare them for career opportunities. | <ul style="list-style-type: none"> <li>On hold (will be activated as requested)</li> </ul>  |
| Pool Tournament  | Provide a school spirit event for all BCIT students.   | <ul style="list-style-type: none"> <li>Discussed at October Set Rep Meeting: need to discuss further with Sophia and Ian.</li> </ul>  |
| Construction Committee                                   | Participate in discussion about critical decisions regarding the CBITSA renovations  | <ul style="list-style-type: none"> <li>A miscommunication occurred where no one attended the meeting last week (Oct. 24): no significant items were required to be discussed and progress shall be required at the next meeting next week.</li> </ul> |
| Implementation of Chair position at satellite campuses.  | Work with the BCITSA to investigate the process and structure of implementing a paid representative position at the satellite  | <ul style="list-style-type: none"> <li>A working group has been formed and will be reviewing the Student Association's model of student representation.</li> </ul>  |
| BCIT satellite trades campus (Maple Ridge)               | Discover what levels of programs are present at the campus and determine the viability of representation for their campus.     | <ul style="list-style-type: none"> <li>On hold.</li> </ul>  |

# BCIT PAINTBALL CLUB Constitution

## ARTICLE I

The name of this organization shall be: BCIT Paintball Club

## ARTICLE II

### PURPOSE/MISSION OF THE CLUB

- Bring BCIT students together from all campuses under the banner of BCIT and organize events and activities to create relationships, get exercise and relieve stress.

## ARTICLE III

### MEMBERSHIP

All BCIT students are eligible to be a member of BCIT Paintball Club. Become a member once signed up for any event.

## ARTICLE IV

### MEMBERSHIP FEE

There is no membership fee, though event fees apply to any students attending off-campus events and trips.

## ARTICLE V

### MEMBERSHIP STRUCTURE

Membership is open to all BCIT students at large of which only BCIT students (graduate and undergraduate) may hold executive positions. Only BCIT students /all members of the club are eligible to vote on club decision making measures.

## ARTICLE VI

### MEMBERS/DUTIES OF MEMBERS

Members are expected to be respectful to other members of the club and towards students/staff/faculty/community, avoiding any discrimination, harassment or misconduct.

## ARTICLE VII

### ELECTION OF EXECUTIVES

Clubs executives must be part-time or full-time BCIT students in the year that they will be in the office. There are three (3) equal executive positions that are titled Executive. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place. Elections for the following year will take place in February, and will be decided by secret ballot. In the event that there is only one candidate for a particular position, that candidate will get this position by yes/no.

## ARTICLE VIII

### DUTIES OF EXECUTIVES

- Executives are responsible for making contacts at local paintball fields to arrange events.
- Organizing events and sharing with members and future members through email, social media and or posters
- Provide a safe, welcoming and fun atmosphere for members participating in events

## ARTICLE X

### REPLACEMENT OF EXECUTIVES/ IMPEACHMENT/DISCIPLINARY PROCESS

Should an executive fail to their above duties they may be subject to removal by a two-thirds majority vote of club members? They must be notified one week prior to a vote for removal. Any Executive vacancies will be filled by a majority election within one month.

## ARTICLE XI

### FUNDS

- BCIT Paintball Club must sign up a chequing account through the BCITSA.
- All financial transactions shall be made explicit through the BCITSA clubs account; all financial dealings shall be done through the BCITSA designated staff.
- If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de constitution under the discretion of the Student Association.



- All funds from selling tickets, sponsorship and donations, fundraising, and etc. must be deposited in the BCITSA BCIT Paintball Club account.
- Club's bank account must have two signing authorities: one representative from the club and one from BCITSA. Signing authority from the BCITSA can though the VP of Campus Life or the Controller. Clubs signing authorities falls on any one of the Executive members.
- The BCITSA Constitution & By laws, Policies and Procedures supersede all other documents related to the club and its accounting procedures.

## ARTICLE XII

### MEETINGS

- There shall be hold monthly meetings. The first meeting of the following term will be set up by the outgoing executive.
- At that meeting subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email.
- Quorum will be 10 members or 30% of your club's membership (whichever is more) for general meetings.
- It should be equal to 50% of your exec +1 or 2 people whichever more for executive meetings is.
- An emergency meeting can be called by any executive via email and must sent at least 48 hours prior to the meeting time.

## ARTICLE XIII

### RESPONSIBILITIES

The BCIT Paintball Club accepts full financial responsibility for all on campus and off campus activities/ events/space and equipment which was booked through BCIT or BCITSA; moreover, this club adheres to all BCIT Student Association by Laws, policies, procedures, regulations, manuals, guides and etc.

## ARTICLE XIV

### RIGHT TO ACT

Any club executives/members do not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

### AMENDMENTS

## ARTICLE XV

Any amendment to this constitution requires a majority vote by membership.

## ARTICLE XVI

### AFFILIATIONS

- We are not currently affiliated with any organizations.
- Any additional affiliations must be added by following amendment process and amending this constitution to reflect any changes in the affiliation section and is at the discretion of the membership/executives.