



**BCIT Student Association
Council Meeting Minutes
Monday, April 8, 2013**

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

Councilors:	Yasamin Alami	Brad Johnson
	Jon Weir	Ben Plasche
	Emily Pawluk	Yulin Sung (Cassie)
	Sean Garrity	Taddeo Ahumuza
	Maya Korbynn	Ruoxi Wang (Alfred)
	Andrew Hou	Ken Ketola
	Adrien Paul	Adrian Paul
	Aaron Kool	Kerissa Snyder
		Alisa Dalhuisen

Staff: Caroline Gagnon

Absentee:	Jonathan Ng	Stephanie Hancock
	Chris Chapman	Morgana Lawlor-White
	Fraser Young	Kathleen Bird
	David Clarke	Rodrigo Mendez
	Zac Der	Mikah Fox
	Cole Plaskett	

Guest:	Tony Atkins	Tariq Shobab
	Hung Le	Jae Jung
	Eirene Cloma	

15.1. Meeting Called to Order

The Chairperson, Daniel Huh, called the meeting to order at 5:45pm. (21 voting)

15.2. Acceptance of the Agenda

It was moved that the following agenda be accepted with the following changes.

Moved by: Yasamin Alami

Seconded by: Brad Johnson

21/0/0 Carried

15.3. Acceptance of Minutes

Be it resolved that the Council Meeting Minutes from March 18th, 2013 be accepted as distributed.

Moved by: Andrew Hou

Seconded by: Ken Ketola

19/0/2 Carried

15.4 Guest speakers: BCIT Association of Muslim Students

A group of students are proposing to create a new religious club to meet need of Muslim students. Muslim students have to pray 5 times a day. Without being a club they are having difficulty finding space. They are presently using a racket court, but they are not able to book any room in advance. With the new multi-faith room developed in SE2, they are hoping to help with the design.

The club wants to host events for students, educate the community and provide learning opportunity for students. They also want to contribute to the larger community and become a resource on the campus. They have presently a food drop off area for the Muslim food bank which offers services to everyone.

Other post-secondary institutions have Muslim student clubs and they would like to offer this opportunity to BCIT students.

Question:

No question.

15.5 Progress Reports: Executives

As submitted by the Executives.

Denis:

- Working on the facilitation of used book sales. Submitted a proposal to computing student project so that a site is open for the fall.

Geoff:

- As part of the fountain committee, they met with Facilities Senior Director to identify urgent sites for water fountains. They were informed that the existing model that BCIT is using is no longer their

favourite model since it is challenging to find parts. Facilities will inform BCITSA regarding the model as one was scheduled for the new renovations.

- Budget committee is meeting this week.
- Distinguished set rep awards are open and the cut-off date is on April 22.

Mike:

- Students who have had their Upass stolen were told that they could not replace their cards. Mike will contact BCIT as it was our impression that stolen cards could be replaced.

Sophia:

- Is working on the club funding distribution. Funding will be available soon.

Minoru:

- Working on the election committee. He submitted an industry project for a classified site for BCIT students. He encourages other students who need computer support to submit a proposal through the School of computing. If anyone is interested they can contact Minoru directly.

15.6 Committee Report: Election Committee

- Campaigning started this morning. The committee reviewed all candidates and 31 candidates were confirmed. He is working on creating a presidential debate. Dates to be announced.

15.7 Question Period

- If you get your Upass stolen and possibly replaced, what happens to your BCIT card? Students still have to pay \$10 to get a new one.
- If students submit an industry project application for computer students, their project would start in September. Does it cost anything for these industry projects? No. Minoru will put the link on line. It is a good opportunity; students receive grades and are supported by instructors.
- Do we have any current religious clubs? Yes, we have one Christian club.
- When will BCIT decide on the water fountain model? Geoff will ask.
- Can clubs exclude students to participate? No.
- NE1 water fountain is priority number 1.

15.8 Councilors' Forum

- Mechanical, electrical and civil engineering program have similar industry programs.
- Tim Horton's is on Friday at 2:00pm. Caroline will contact BCIT if extension until 7:00pm is possible

15.9 Old Business

No old business

15.10 New Business

No new business

15.11 Next Meeting: Monday, April 22, 2013

Next meeting is scheduled for April 22, 2013 at 5:45pm in the Town Square B.

15.12 Meeting Adjournment

It was moved that the meeting be adjourned at 6:10pm. **Carried**

Council Meeting
Agenda
Monday, April 8th, 2013
5:45pm - 7:30pm

- 15.1 Meeting called to order
- 15.2 Acceptance of the Agenda
- 15.3 Acceptance of the Minutes: March 18th, 2013
- 15.4 Guest speakers: BCIT Association of Muslim Students
- 15.5 Progress Reports: Executives
- 15.6 Committee Report: Election Committee
- 15.7 Question Period
- 15.8 Councilors' Forum
- 15.9 Old Business
- 15.10 New Business
- 15.11 Next Meeting: Monday, April 22nd, 2013
- 15.12 Meeting Adjournment

President 2012/13 Strategic Objectives

Objective	Description	Current Status
Ensure that all Childcare and SE2 renovations are on time and on budget	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.	Removing objective. Passed on to construction committee
Develop strategies to have a better DTC representation (i.e. representative, space)	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	Removing objective, Refer below
Satellite campus representation	Find a solution to represent student in satellite campuses. Consider current structure and look forward to major changes happening on specific campuses while considering the number of votes, cost per representative and roles and responsibilities of new positions. Goal is to create new positions for the upcoming elections to represent each respected campuses – DTC, ATC, GNW	Presented proposals, motion to add Downtown chair was approved by council. Will pass bylaws at SGM and need to work out details of pay structure of new position.
Councillor process	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.	On hold

Additional Matters:

- Met and replied to enquiries regarding president position for the upcoming election, 3 students running for position this year
 - Attended EDCO meeting on March 27th
 - o Major changes to Bachelor of radiation therapy and Bachelor of computer systems technology programs
 - o Concept paper on Associate Certificate in Supply Chain Management was presented as well as a program proposal in Associate Certificate in Lean Six Sigma Principles
 - o Several revisions to existing policies and procedures regarding, program development and Change, Program review and program review processes
- Any further question, contact theme or the VP Student Affairs

VP Finance and Admin 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Install high quality water fountains/ refillable bottle stations on the Burnaby campus.	<ul style="list-style-type: none"> • Co-operative effort begun with BCIT Net Impact Club • First water fountain targeted for SE2 • Fountain Committee request made to Mark Dale – new recommendation for fountain technology is required
Council Governance – Financial Reporting	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"> • First installment Oct. 15 – Delivered • Second installment Jan. 21 – Delivered • Budget update – April 22nd delivery
Develop a budgetary advisory committee	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"> • First draft of proposals is currently being drafted • Participating in the budgeting process April 10-12
Council Governance	Update By-laws through a series of motions brought to the Special General Meeting	<ul style="list-style-type: none"> • Compiling and drafting proposed changes to the bylaws • Revised draft of bylaw changes was presented Feb 18th • By-laws amended
Council Governance	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"> • First installment Oct. 15 – Delivered • Second installment Jan. 21– Delivered
Educational quality review	Presentation of a series of recommendations to the administration for use in BCIT's development workshops	<ul style="list-style-type: none"> • Prepared a questionnaire for distribution to set reps • Summary report of student complaints received from the UConnect Advocate • Feedback from schools received. I am

		currently compiling this information into a report for the VP Education
Student Justice	<p>Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs.</p> <p>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.</p>	<ul style="list-style-type: none"> • Personally participated in 3 DRB Hearings • First round of volunteers have contacted Bryan Fair for training. • Two more volunteers set to undergo training • No DRB hearings scheduled as of April 2013
Continue the food bank / drive initiative that was to implement such program at BCIT	Food Drive themed events for November, reserved space for a Food Bank	<ul style="list-style-type: none"> • 'Can Do' event for Nov. 21 to become a food drive instead • Food drive completed. Emergency Food Fund restocked and approx. 150 items delivered to the Burnaby Food Bank • Long term student interest in and feasibility of a permanent Food Bank on campus is questionable. Future activities should be directed toward events, not continuing operations

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"> • Using the SA 5K logistics document as a template - have begun to input Froshfest 2012 information • Version 1 complete
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"> • Orientation Day 2012: Complete • Orientation volunteer program will continue to be run by the VP Campus Life guides will not be required; all volunteers will be strategically placed around the campus to help students find their Program Orientation rooms and to answer any questions . • Work with BCITSA Marketing to ensure that the SA's information is communicated effectively via BCIT marketing efforts prior to Orientation Day 2013. •
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"> • 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. • BMC and GNW filming is scheduled to be done by Genevieve in the next 2 weeks (end of Oct.) • Filming of GNW and BMC campus complete. Reviewed footage, recorded time stamps for each. Will begin editing within next 2 weeks.

		<ul style="list-style-type: none"> • Gave Dan Close the videos and my rough time stamp notes; he began to edit footage in November 2012 • Map: On hold • Work with BCITSA Marketing to ensure that the SA's information is communicated effectively via BCIT marketing efforts prior to Orientation Day 2013. • SA Map, Video tours, 2nd year contacts, event invites, social media resources, and general information will be included in this.
<p>Working with Rec Services to re-create rec council (or something more effective)</p>	<p>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.</p>	<ul style="list-style-type: none"> • Attended the first rec council meeting • Speak to Paul Fortier (Rec Programmer) frequently regarding progress • 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 • Looked into service fees charged to students; amounts do not seem disproportional and without further research "direction" does not seem off course. • This objective has changed into something that is different than my original objective and is now outside scope; therefore this objective is on hold indefinitely.
<p>Continue the food bank / drive initiative that was to implement such program at BCIT</p>	<p>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.</p>	<ul style="list-style-type: none"> • Complete

<p>Comprehensive transition document</p>	<p>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.</p>	<ul style="list-style-type: none"> • Continuously compiling relevant information about Froshfest and Orientation 2012 as well as meeting with those involved. • This document will be complete in early May 2013 prior to my succession.
<p>Improve upon the process for allocating funding to clubs</p>	<p>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.</p>	<ul style="list-style-type: none"> • As recommended by the Budget Committee and the VP of Finance& Admin, the BCITSA is going to be moving towards a self-sustainable model for clubs thus limiting the amount of financial support made available annually. • This year will act as the transition year for this movement. Changes to the amount of funding provided for newly sanctioned clubs at start-up are also being considered.

VP Student Affairs 2012/13 Strategic Objectives

Objective	Description	Current Status
<p>Investigate the possibility of having a better recycling program on campus</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>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.</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>
<p>Review election process</p>	<p>Hold the student association election with fair process.</p>	<p>On hold.</p>

Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs	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.	On hold.
Addressing issue of missed instructional hours due to holidays and strike	Do programs address and compensate for missed instructional hours due to holidays (and strikes)?	

VP External 2012/13 Strategic Objectives

Objective	Description	Current Status
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.	Completed.
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.
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.
Work with WTF group to further student funding concerns	Make progress as a collective group on student funding issues	Meeting with WTF group soon.
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 turn out.	Working to get ISEP students included in new U-Pass contract. Preparing for U-Pass referendum

Chair of the School of Business 2012/13 Strategic Objectives

Objective	Description	Current Status
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	Working on coffee cup recycling sign and getting more bins
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	Incomplete, postponed until further notice
Develop long lasting relationship between the Marketing and Engineering Co-Ops which would enable students to bring project to market	Investigate the possibility of offering more business specific job fair and information sessions	Sources have said it is impractical and conflicting with schedules; however, Marwan is looking into it with Joe Freeburn

Work with BCIT to improve vending options on campus	Speak with Vince Laxton and Caroline Gagnon to establish new vending options through Ryan Vending	Incomplete, Postponed until further notice
Opening Outside Patio Space with student petition	Create a petition and pass it along to students to try to persuade Glenn further about opening patio space	<i>Working on Petition, school of business students are supporting it</i>
Later store hours during exam period	Have The Stand South open later during exam periods to give students eating options during these busy studying times	<i>Speaking to Julia now that she is back</i>

Chair of the School of Health 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Install high quality water fountains/ refillable bottle stations on the Burnaby campus. Goal of 5 top quality fountains/filling stations by year end	<ul style="list-style-type: none"> • In progress • Fountain Committee continuing information gathering • Water testing conducted = levels are good
Student Involvement	BCIT Harassment & Discrimination information updates and feedback from students	<ul style="list-style-type: none"> • H&D committee difficulty to meet up with Monica Kay(BCIT councillor)
Provide more sustainable and/or environmental options on campus	Promote the use of tap water to students instead of disposable water bottles	<ul style="list-style-type: none"> • Talked to president of BCIT Net Impact club, to see what we can do together club and SA
Miscellaneous Events	Organize a blood donation truck on campus that would come on a regular basis	<ul style="list-style-type: none"> • Removing as an objective
Miscellaneous Events	Continue to build on the "Speak-Up, Speak Out Campaign" to improve mental health awareness	<ul style="list-style-type: none"> • Event complete • Debriefing: event successful, identified key areas where student need support, Pet de-stress days maybe happen more regularly
Miscellaneous Events	Investigate E-Learning options for students -Have options for students and instructors other than printing all notes	<ul style="list-style-type: none"> • Pushed to next semester

Work with BCIT to review BCIT policy, processes and programs	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"> • Done
Work with BCIT to review BCIT policy, processes and programs	Review BCIT policy about immunization requirements for clinical students	<ul style="list-style-type: none"> • Done
Student Involvement	Develop an electronic communication method for Health Sciences Students (website) to improve communication and connection between students	<ul style="list-style-type: none"> • Removed as objective for this year, recommendation for future chair
Miscellaneous Events	“Sharing life” Event: Blood donation and Organ transplant information Late March	<ul style="list-style-type: none"> • Planning phase • Contacted Oran Transplant and Blood Services about event

- **Previous Set rep meeting**
 - **Impark ticketing issue has not had much response from set reps after meeting, will continue to dig into this.**
- Next Set Rep meeting #6 scheduled for Mar 28
- **Assisting with Instructor Complaint issue brought up Feb 27**

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

Objective	Description	Current Status
<p>Student - run career advising/networking program</p>	<p>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.</p>	<p>Raised the issue of limited resources in computing co-op program to BCIT executives. 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. Met with Justin Kohlman to discuss about options to improve the co-op program. Currently planning to start student employment support group in January. Info session regarding the support group is scheduled to be on November 19, 2012. (Postponed to December 3, 2012 due to FSA Strike Action)</p> <p>The first info session was held by Joseph Hou on January 9, 2013 in Telus Theater. Total of 39 students showed up. The next session is scheduled to be held on February 6, 2013.</p>
<p>LAN PARTY - Gaming/Comic/Tech convention</p>	<p>Assist BCIT Games Development Club on organizing SA LAN party once a semester. Future Scope: Develop the event into larger conventions involving games, comics, technology, etc.</p>	<p>Date for this semester's party has been set to October 12, 2012. Currently coordinating with the Games Development Club and SA Marketing department to finalize the details. The event was held in SE12 on October 12, between 5:30 and 10:30. Started contacting the school and the Games Development Club to plan for the LAN Party in next semester. (Currently planned to hold it on one of the Fridays in March or April, 2013)</p>

		I have not received any response from the Games Development Club. Arrangement has been made with the school to relocate part time classes from SE6 building where the event is planned to be held. All I need is the confirmation from the Games Development club that they are organizing the event this term.
Review instruction evaluation process (Support)	Aims to develop effective instructor evaluation process.	Currently working with the set reps to record any issues regarding courses or instructors. Collected surveys Geoff prepared at the set rep meeting on November 15, 2012.
Interdisciplinary projects/co-op	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. Had a discussion with Bill Klug, the Computing Program Head. Received positive response. Mentioned the idea to the Dean of the School of Computing at the monthly meeting on January 17, 2013.
Investigate sustainability revolving fund (water fountains) (Support)	Working with Zac and Geoff to repair/purchase broken water fountains on campus. Hoping to utilize sustainability revolving fund for this purpose.	Recording the condition of water fountains on campus. BCIT Net Impact club involvement
Review the SA Election Process	Working with Marwan to review the annual SA election process. 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.)

<p>Improve communication between the Student Association (Chair of Computing position) and the School of computing</p>	<p>Aims to establish a regular information exchange and update sessions with the School of Computing in order to maintain open lines of communication with the Dean of the school.</p>	<p>The first monthly meeting with Steve Eccles was held on January 17, 2013. Minoru Nakano and Marwan Marwan attended. The follow-up meeting is scheduled to be held on January 23, 2013. After that, the meeting will be monthly.</p>
<p>Other Updates</p>	<p>Assigned Tasks. Other issues raised by the students.</p>	<p>Held Computing Set Rep Meeting on September 20, October 11, November 15, December 4 Currently assisting a group of students on issues with instructors. Provided a study space for a group of students to work on group assignments.</p> <p>Currently working to modify security policy regarding after-hours computer lab access in SE 12. (minimum-two-person policy and no-sleeping policy) The school is looking to modify the agreement in January. Meanwhile working with the security to prevent strict enforcement of the policy.</p> <p>Consulted students on issues regarding courses and instructors.</p> <p>Resolved the issue of the school departments claiming the ownership to one of the immigration documents from international students.</p>

Chair of the School of Energy 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Increase the number of outdoor spaces that students can use	Discussed opportunities with Glen in regards to this. Standing committee in process of being developed and this can be further looked into to keep in contact with Campus Master Planning.
Improve Student Space	Investigate the possibilities of upgrading urinals to waterless urinals	They will continue to monitor the efficiency of the waterless urinal in SW1- 3 rd floor and there are strategic plans being developed for washroom refits in either the '13/'15 or '15/'15 school year when funds are available. Through my Environmental Engineering course I will provide BCIT executives with the feasibility and environmental impact for the potential future washroom refit design with waterless urinals.
Miscellaneous Events	Facilitate the sales of used text book between students	This ideas and background are in motion currently and an implemented design for the new year (September) is the goal. Held meetings discussing the possibilities and will be looking to submit this as a student project to the School of Computing
Miscellaneous Events	Ensure that students are aware of the CtrlP online services	This item will be discussed later. There is a current email submission avenue right now. Better to wait until the new location before we focus on how to further advertise CtrlP
Develop new strategies to improve student employability outside of the classroom	Develop an engineering specific job fair (Jan/Feb)	I was advised that this would not be a suitable job for students to take on owing to the volume of work it takes. The issue around this topic focussed on co-op positions and he will be looking into this issue to make this a better process for students to alleviate the need for students to host job fairs to better the process. The BCIT job fair is great representation from engineering and meets the needs of the graduating students. Therefore, with

		<p>both of these, my intended end goal will be met for engineering students.</p> <p>There is now the possibility that this has reopened owing to the support of the BCIT Alumni Association. One of my councillor's has brought this forward to me and I will find out more information after his scheduled meeting.</p>
Work with BCIT to review BCIT policy, processes and programs	Investigate the reasons behind Part-time student parking rates and lobby BCIT to bring fairness compared to full-time status	I have gathered the necessary information regarding the parking at BCIT Burnaby Campus and I will be focusing my efforts on how to present a changed model for the better to BCIT. Will meet with the BCIT executives when school is less intense to discuss new strategies.
Work with BCIT to review BCIT policy, processes and programs	Work with BCIT to organize tours showing students "underneath" BCIT	Have discussed this with MESS to look into providing this owing to their close connection with members and can be integrated into their club events.
Improve Club Processes	Improving clubs' financially sustainability	I have met with Vince and some ideas I brought forward are not feasible with the contracts that BCIT has with the franchises. BCIT is currently working on offering student clubs discounted catering menus to help with reducing event costs. Further details will be looked into this along with other methods of helping clubs.
Daily Business		<p>Further work on my objectives. Meetings with BCIT and SA executives. Responding to emails. Was sick and away from the office for approx. 1 week.</p> <p>Meetings for objectives, set rep meetings, coordinating funding for the ESS, dealing with daily emails. Started working on recruitment for my position next year.</p>

Chair of the ATC Campus 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Provide better entertainment for ATC students. Repair or replace foosball table located in cafeteria	
Improve Student Space	Provide privacy for the ATC weight room by partially frosting windows	Done
Miscellaneous Events	Increase SA sponsored ATC events by 100%	Done
Miscellaneous Events	Review the tutoring program for ATC students	Done
Miscellaneous Events	Increase SA employee attendance at ATC by 100%	
Provide more sustainable and/or environmental options on campus	Investigate the possibility of increasing recycling options for ATC. Offer recycling boxes, paper& drink containers and compost boxes in classrooms	
Develop new strategies to improve student employability outside of the classroom	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.
Work with BCIT to review BCIT policy, processes and programs	Work with BCIT to increase entrance standards for AME(M) program	
Get BCIT departments to offer hands-on services to ATC students (financial aid, international studies,etc)		

Review the possibilities of bringing new food options at ATC (by the SA or not)		Students are organising scheduled food deliveries.
Work with BCIT to have ATC required books available at ATC		
Improve Club Processes	Increase sanctioned clubs by 100% at ATC	Continue to promote SA sanctioned clubs and improve education of students surrounding the approval process.
Student Involvement	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
Continue & Expand participation of BMC & GNW.	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.	<ul style="list-style-type: none"> • March Class Rep Meeting held last week. <ul style="list-style-type: none"> ○ Promoted elections ○ Inquired regarding student activity fees ○ Need to further inquire regarding Co-Op placement
Communicate better with Transportation trades at Burnaby campus.	Work with School of Transportation to participate in discussions and communications with the School of Transportation.	<ul style="list-style-type: none"> • Dropped for remainder of school year
Lounge Committee: Perpetuation.	Continue the development of student spaces around the BCIT campuses.	<ul style="list-style-type: none"> • Complete!
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"> • Dropped for remainder of school year
Pool Tournament	Provide a school spirit event for all BCIT students.	<ul style="list-style-type: none"> • Dropped due to lack of student interest.

Construction Committee	Participate in discussion about critical decisions regarding the CBITSA renovations	<ul style="list-style-type: none"> • Need for another meeting to be scheduled within the next couple weeks.
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"> • Complete!
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"> • Complete: High school with partnership with BCIT. Does not require the inclusion of SA services aside from the UPASS distribution.

Club Proposal Form

Please complete the following forms and submit to the Clubs Coordinator.

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

Club Name: Muslim Students Association (MSA)

Please choose the type of the club you wish to start:

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: _____

Club Mandate/Objective:

The Muslim Student's association exists to cater to the social, spiritual, and academic needs of Muslim students at all BCIT campuses. The Muslim Students Association also serves the purpose of educating the larger BCIT community about Islam and refuting the various misconceptions of the religion portrayed by the media.

Outline what you intend to accomplish upon sanctioning:

The MSA will advocate for the specific needs of Muslim students and bring forth any of their concerns to the SA (i.e prayer space or religious holiday accommodation). The MSA will also be used to host social/sports events and educational programs open to all.

Briefly explain how your club will benefit student life: (give a few examples)

The Muslim Students Association will promote diversity and help foster an environment in which students from multi-ethnic backgrounds can celebrate their faith.

This will be done by a weekly Friday prayer service being held open for any student, staff, faculty member, or individual who works near the vicinity of the campus that wishes to participate. There is no other club on campus that currently provides such a service.

The MSA will also further students' knowledge by providing education about Islam to Muslims and non-Muslims alike via pamphlets detailing basic information and a weekly circle to promote the in-depth study of Islamic scholarship over the past 1400 years.

This will facilitate learning and benefit student life by allowing students to broaden their horizons and promote a diverse education.

Promotional Paragraph to be used on the BCITSA website (mandatory):

The Muslim Students Association is a multifaceted club dedicated to be a resource on Islam for Muslims and non-Muslims alike. We are there for anybody interested in learning about Islam from the source! Our club activities also include hosting Friday prayer services, discussions, social events, and sporting events and in doing so we seek to unify Muslim students from all different cultural backgrounds.

Website Contact Email: mohsinchaudhry93@gmail.com

General Information

The following information will be released in the BCITSA council meeting and meeting minutes. Please ensure that it is suitable for publication. Only club contact information will be published on our website.

Club/Organization Name: Muslim Students Association

Acronym (if applicable): MSA

Contact E-Mail: mchaudhry12@my.bcit.ca **Phone Number:** 604-341-2476

EXECUTIVE MEMBERS

President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Vice President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Treasurer

Name: _____

Phone: _____

E-Mail: _____

Other Executive: Khateeb

Name: _____

Phone: _____

E-Mail: _____

Signature: _____ Signature: _____

FACULTY ADVISOR (not mandatory, but recommended)

Name: _____ Department: _____ Ext: _____

E-Mail: _____ Signature: _____ Date: _____

FOR OFFICE USE

Date Application Received: _____ Received by: _____

Membership List

Club Name: _____

- ✓ In order to prove there is sufficient interest in starting your new club, this document must be filled out in full.
- ✓ Treat this list as an initial membership of the club. If you have additional members, please add an additional page.
- ✓ Please ensure full names are printed clearly. Otherwise it could delay your application and influence your funding. (This application will not be processed if names are missing or illegible)
- ✓ This Membership List will be kept confidential by the BCITSA upon sanctioning, and will not be included in the meeting minutes.

	Full Name	Signature	Email	BCIT Program	Year of Schooling
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- ✓ Additional membership sheet attached? Yes ____ No ____
- ✓ Total number of members: _____

Budget Request – For New Clubs

More detailed budget/funding section to be covered in your Club Constitution document. This section should directly align with the constitution document.

Every year, the BCITSA helps our clubs operate by setting aside an amount of money to be distributed amongst our sanctioned clubs. This money is broken up into three accounts for existing/returning clubs, newly sanctioned clubs, and clubs that compete. Every club is eligible to apply for funding, but it is at the discretion of the VP Campus Life and necessary committees to distribute these funds.

Amount Requested: \$ _____

Reasoning: _____

To Be Used For: _____

Refer to BCITSA club funding document for additional funding/budget requirements and general information.

Club Sustainability

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

Hosting Friday prayer services open to all at BCIT will be a constant means of getting more people acquainted with the club as attending Jummah (the Friday Prayer) is a necessity for those belonging to the Muslim faith.

A common way of collecting funds for club operations is to charge a membership fee for new club members. If you plan to charge a membership fee, please state the amount and what this will entitle the clubs members to:

Membership Fee (If Any): N/A

Entitles Member To:

Receive email and Facebook updates regarding Jummah (Friday) Prayer times and also any other initiative of or pertaining to the MSA.

Club Agreement

The _____ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to de-sanctioning.

This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Coordinator.

Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the _____ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

Signatures:

Club President _____

Club Treasurer _____

VP Campus Life _____