



**BCIT Student Association
Council Meeting Minutes
Monday, May 6, 2013**

Executives: Dan Huh, President
Geoffrey Smith, VP Finance & Administration
Sophia Coulter, VP Campus Life
Mike Hanson, VP External
Zac Der, Chair Health Sciences
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
David Clarke, ATC Chair

Councilors: Kathleen Bird Ben Plasche
Yasamin Alami Yulin Sung (Cassie)
Jon Weir Taddeo Ahumuza
Sean Garrity Ruoxi Wang (Alfred)
Maya Korbynn Kerissa Snyder
Andrew Hou Aaron Kool
Mikah Fox

Staff: Caroline Gagnon
Roland Gagel

Absentee: Jonathan Ng Stephanie Hancock
Chris Chapman Aaron Kool
Fraser Young Morgana Lawlor-White
Rodrigo Mendez Brad Johnson
Adrian Paul Cole Plaskett
Alisa Dalhuisen Ken Ketola
Emily Pawluk

Guest: Daniel Sumano Jae Jung
Eirene Cloma Daron Kodl
Hung Le Steve Finn, FSA
Alicia Parayno

17.1. Meeting Called to Order

The Chairperson, Daniel Huh, called the meeting to order at 5:50pm. (23 voting)

17.2. Acceptance of the Agenda

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

Moved by: Ben Plasche

Seconded by: Taddeo Ahumuza

22/0/0 Carried

17.3. Acceptance of Minutes: April 22nd, 2013

Be it resolved that the Council Meeting Minutes from April 8th, 2013 be accepted as distributed.

Moved by: Yasamin Alami

Seconded by: Ben Plasche

18/0/4 Carried

17.4 Guest Speakers

17.4.1 Steve Finn – BCIT Faculty Staff Association

Steve Finn from the BCIT Faculty Staff Association introduces the PDS Coordinator role at BCIT. What is the PDS system? The Performance Development System is used only for members of the FSA. The BCGEU has another process they use to assist their instructors. The FSA PDS is non-disciplinary process for instructors to improve their skills. It includes 4 components: student evaluation, peer review, feedback on non-instructional duty, and lastly once every 4 years, they are to meet with their manager.

Instructors are evaluated by all classes. Students should have the ability to evaluate their instructors after the completion of each term. Then the student evaluations are processed by IPO and a summary goes to the instructor and a stripped down version goes to their management. Instructors must keep their forms for 48 months to match the meeting with their manager. Comments provided by students are only to be seen by instructors. The system should not be used to deal with bad instructors. If students have any complaints, they should go to their program head, then their associate dean, and then the dean. They should also include the SA advocate in the process. If students have issues with the system, they can go see Steve directly.

BCIT is committed to this program as it is part of their strategic plan to have excellence in teaching. BCIT is planning to update their website, identify programs which have a low evaluation and to work with instructors to develop their skills. For the long term, they are planning a mentorship program, pilot an system where students could evaluate their instructors on line.

Comments/Questions:

- Steve asks students how BCIT is doing. Students state that it is inconsistent. Some students have not seen any forms this year while other state that specific instructors never hand out forms.
- How does peer evaluation work? The form is very self-explanatory form that is consistent between instructors. Is it required for Faculty to have a peer evaluation? It is mandatory for instructors to be evaluated for one course per semester.

- When was this system implemented? 10 years ago.
- Is the description of the program available to students? Looking at suggestion. If it is important for BCIT than it should include all stakeholders.
- Who decide what information goes to the manager? The surveys are analysed by BCIT IPO department.
- It is recommended that they work with the Student Association to promote and to communicate the program to students.

17.4.2 BCIT Outdoor Club

The club is to provide opportunities for BCIT students with outdoor adventures. Their goal is to get students active and outside. It is a great place for students of all schools to meet, gain outdoor skills, create a sense of accomplishment and improve their lifestyle.

They are planning to hold monthly meeting and have speakers and set up outdoor trips. In the past it was offered through BCIT recreation. Each member/leader would be responsible for one trip a term. They would like to encourage community sponsorship. They will create opportunities for members to get involved in community projects & outdoor volunteer projects. They will also have a gear rental program.

Comments/Questions:

- Are these events will be held on weekends? Yes and also during the school breaks.
- What type of funding are you looking for? It is not an issue since recreation services would support this club. Students would have to pay to participate in these trips.
- How about insurance for the trips? Any trips that recreation services holds are covered by BCIT. We will look into it.
- Will there be training available (i.e. scuba)? As long as the club can afford it. Some fees will need to be bared by participants.

17.5 Progress Reports: Executives

Dave:

- New foosball table, most objectives have been met.

Geoff:

- Worked on the budget

Marwan:

- Working with election committee, deal with students concern mainly with part-time students who can't access services after 6pm

Minoru:

- Working on student issues and election committee

Denis:

- Wrapping up all objectives

Dan:

- Working on transition

Mike:

- Working on transition

Sophia:

- Developing the new club funding policy

17.6 Question Period

No questions

17.7 Councilors' Forum

- It is recommended that the SA be part of the committee to help with the issue of instructor evaluations.

17.8 Old Business

17.8.1 Election Ratification – ATC Chair

Motion:

Be it resolved that the 2013 election results for the ATC campus be ratified.

Moved by: Marwan Marwan Seconded by: Zac Der

20/1/1 Carried Marwan on behalf of the election committee mentioned that further investigation and discussion after the last meeting. They looked and review the process and they confirmed that the process was conducted fairly. The committee is responsible to review all issues and questions brought forward by members. All candidates were reviewed. Several applications were questioned and reviewed. Candidates were contacted and information was gathered to be able to make decision. All decisions were reached by consensus. They strongly suggest that the resolution be approved.

If the ATC process is not accepted then Council should look at the entire process. If Council does not accepts the committee's recommendations then everything should be reviewed. The committee also reviewed other bylaws, and recommends that some of them should be updated. According to the election bylaw, the election committee has final say.

Comments/Questions:

- With regards to the election committee's decision, if something is done wrong then it should be looked at. There is a long history at ATC with student being discontent with the Student Association. The committee should have learned the bylaws and the committee should have looked at it. There were some complaints at ATC during the elections and nothing was done. Some statements are read out loud. Staff misinformed students. An exemption was given to this student. If this motion stands, ATC students will file a complaint with the society act. The bylaws were broken and it is left to Council to make it right.
- Specific ATC bylaws were put in place to ensure that the incoming ATC Chair would be in schools during the term. The election committee has sole decision and are the ones determining eligibility of the candidates. The process was followed. If staff misinformed students, it is unfortunately. We will ensure that everyone provides the same knowledge.
- All complaints were brought forward and all complaints were looked at it by the election committee. The complaints that were brought forward tonight were never brought forward to the committee thus they were not addressed.
- The bylaws associated with the elections are read out loud.
- Fear may be used to influence the decision of Council.
- If all candidates were reviewed to get elected, then they should keep their position.
- Some of the bylaws may be contradictory, thus they should be looked at in the future.

Call the Question

Moved by: Zac Der

Seconded by: Aaron Kool

18/3/1

Carried

17.9 New Business

17.9.1 Strategic Plan 2013-2014

Motion:

Be it resolved that the BCIT Student Association adopt the proposed 2014 Strategic Plan.

Moved by: Geoff Smith

Seconded by: Yasamin Alami

21/0/1

Carried

Geoff introduces the process and purpose of the strategic plan.

17.9.2 Operating Budget 2013-2014

Motion:

Be it resolved that the BCIT Student Association adopt the proposed 2014 Budget.

Moved by: Geoff Smith

Seconded by: Yasamin Alami

20/0/2 **Carried**

Budget was created by the association management team. It details all spending for this upcoming year. The budget committee was also involved. Geoff gives a brief explanation of how to read the budget. Three revenue changes (1.1% activity fee increase, capital levy included as part of this budget, childcare income) and three additional expenses (more amortization, wage increase 1.1%, outreach coordinator and DTC chair).

17.9.4 New Club Funding**Motion:**

Be it resolved for fiscal year 2014-2015, newly sanctioned clubs are eligible to receive up-to \$300 of initial funding, in addition to being eligible to receive event-based funding as defined in the Clubs Funding Operations Policy.

Moved by: Sophia Coulter

Seconded by: Sean Garrity

21/0/1 **Carried**

This year, there was a lot of discussion with the Executives and Council about how money was distributed to the club. With this new motion, it should try to solve the difference between the clubs. \$300 is about what they are receiving at the present time.

Comments/Questions:

- Is \$300 enough? Once they receive their initial funding, new clubs will be eligible to receive funding based funding. So they are not limited with only \$300.
- If we have a record number of clubs be sanctioned, will we have enough funding? In the past, approximately 8 clubs are being sanctioned annually. If this number is higher then Council could review the policy.
- Will all clubs receive funding? It only states that they are eligible. It is not mandatory.

17.9.5 Club Event Funding

Motion:

Be it resolved for fiscal year 2014-2015, existing clubs will only be eligible to receive event-based funding as defined in the Clubs Funding Operations Policy.

Moved by: Sophia Coulter Seconded by: Andrew Hou

21/0/1 Carried

The amount given in the past was arbitrary. This new motion enables clubs to receive funding according to what they are doing and not their connections. Clubs would receive 40% of their event up front and then the rest once all receipts are received.

Comments/Questions:

- What about clubs that have many events? The clubs who do more will be eligible for more funding.
- Will there be a cap per year for each club? For example, Enactus could consume most of the funding at the beginning of the year leaving others with less money. There is no cap per club but a maximum per event of \$500.
- Do clubs have to apply for each of their events? Yes, they will have to submit an application for each of their events.
- Does it make it more difficult to manage? It looks very complicated. The purpose is to make the clubs more sustainable instead of giving them money.
- The club committee will be reviewed in the future to include Councilors and club members.
- There are some concerns that some clubs will receive all the funding. It is recommended that the clubs be asked for their projections.

17.9.6 Club Sanctioning: BCIT Outdoor Club

Motion:

Be it resolved that the BCIT Outdoor Club be sanctioned as a BCITSA club.

Moved by: Sophia Coulter Seconded by: Zac Der

20/0/2 Carried

17.9.7 Fountain Committee - Dissolution

Motion:

Be it resolved that the Fountain Committee be dissolved.

Moved by: Geoff Smith Seconded by: Ross Wamboldt

22/0/0 Carried

17.9.8 Harassment and Discrimination Committee - Dissolution

Motion:

Be it resolved that the Harassment and Discrimination Committee be dissolved.

Moved by: Geoff Smith

Seconded by: Sean Garrity

22/0/0 **Carried**

17.9.9 Construction Committee - Dissolution

Motion:

Be it resolved that the Construction Committee be dissolved.

Moved by: Geoff Smith

Seconded by: Andrew Hou

21/1/0 **Carried**

17.10 Next Meeting: TBA

Next meeting will be TBA in September.

17.11 Meeting Adjournment

It was moved that the meeting be adjourned at 7:40pm. **Carried**

Council Meeting
Agenda
Monday, May 6th, 2013
5:45pm - 7:30pm

- 17.1 Meeting called to order
- 17.2 Acceptance of the Agenda
- 17.3 Acceptance of the Minutes: April 22nd, 2013
- 17.4 Guest Speakers: Steve Finn – BCIT Faculty Staff Association
 - BCIT Outdoor Club
- 17.5 Progress Reports: Executives
- 17.6 Question Period
- 17.7 Councilors' Forum
- 17.8 Old Business
 - 17.8.1 Election Ratification – ATC Chair
- 17.9 New Business
 - 17.9.1 Strategic Plan 2013-2014
 - 17.9.2 Operating Budget 2013-2014
 - 17.9.3 Capital Budget 2013-2014
 - 17.9.4 New club funding
 - 17.9.5 Club event funding
 - 17.9.6 Club sanctioning: BCIT Outdoor Club
 - 17.9.7 Fountain Committee – Dissolution
 - 17.9.8 Harassment and Discrimination Committee – Dissolution

17.9.9 Construction Committee - Dissolution

17.10 Next Meeting: TBA

17.11 Meeting Adjournment

OUTDOOR CLUB

ARTICLE I

THE NAME OF THIS ORGANIZATION SHALL BE: OUTDOOR CLUB

The abbreviated name of this club is “OD Club”

PURPOSE/MISSION OF THE CLUB

The Purpose of the Club is to offer members of the BCIT community opportunities to experience outdoor adventures.

ARTICLE II

The purpose of the club is to create a form where BCIT students, staff and alumni can enhance their outdoor knowledge, skills and experiences. Meetings will be held for education seminars, skill development work shops and outdoor trips.

MEMBERSHIP

ARTICLE III

Please be advised that: clubs membership should be opened to all BCIT students with no discrimination to any of them

Open to all members of the BCIT Community and guests who are at the discretion of the Executive.

MEMBERSHIP FEE

ARTICLE IV

Membership is currently free of charge but can be reviewed in upcoming years.

MEMBERSHIP STRUCTURE

ARTICLE V

Member-at-Large: Open to all members of the BCIT Community and guests who are at the discretion of the Executive.

Executive: The four executives (President, Vice-President, Treasurer and Vice President of Stakeholder Relations) are open to all BCIT students who are BCIT Outdoor Club Members-at-Large.

All members of the Club are eligible to vote on club decision making measures.

MEMBERS/DUTIES OF MEMBERS

ARTICLE VI

All members of the clubs, including Executives and Members-at-Large, shall act according to the clubs goals and present Constitution. Members are expected to be respectful to other members of the club and follow the BCITSA policies as well as the BCIT Harassment and discrimination Policy #7507.

ELECTION OF EXECUTIVES

ARTICLE VII

Clubs executives must be part-time or full -time BCIT students in the year that they will be in the office. The executive positions are President, Vice President, Treasurer, and Vice President of Public Relations. Elections for the following year will take place in March and will be decided by secret ballot. Candidates are not eligible to vote. In the event that there is only one candidate for a particular position, that candidate will get this position by yes/no. All other Members are eligible to vote.

- Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.
- The term of office shall be for one year. And an executive can only hold office (any position) for a total of three years.
- Nominations for executives can be made by any club member. All executives must be BCIT students. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

DUTIES OF EXECUTIVES

ARTICLE VIII

President - A President does not hold power to make decisions for the whole group. Rather, he/she ensures that:

- The club operates according to the guidelines of its constitution.
- The club works towards its objectives as agreed upon by the membership.
- Oversee all committee activities
- The next President is trained

Vice President – ensures that:

- The duties of President are undertaken in his/her absence
- Records of what the group has done are maintained, distributed and are accessible to all the members.
- Minutes/notes are taken at all meeting
- All club correspondence is monitored, and brought to the attention of the appropriate person(s)
- the next Vice President is trained

Treasurer - is responsible for:

- The bank account with the BCIT Student Association and all financial transactions for the club.
- The next Treasurer is trained
- Keep financial records and collect dues
- Pay bills and release fund as voted by the general Membership-at-Large.
- The President and the Treasure will be signing authorities for the club.
- Collection of fees
- Decide yearly budget and event fees

Vice President of Stakeholder Relations

- Promote the club through posters, pamphlets, Facebook and Club's website.
- Promote upcoming events through the above mediums and newsletter.
- Maintaining membership lists & registration of new members
- Introduce new members to the Club

REPLACEMENT OF EXECUTIVES/ IMPEACHMENT/DISCIPLINARY PROCESS

ARTICLE X

- A movement to impeach an executive officer may be made by any executive officer or by petition of at least five Members-at-Large voting members. When the motion is made the Clubs President will be informed.

- A general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.
- At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.
- There will be a question period after which a vote will be taken by the clubs` members who is neither initiator nor subject of the impeachment.
- The vote will be by yes/no secret ballot. If at least two thirds of the votes are necessary for impeachment. If the result is for impeachment the officer will be immediately removed from his or her position.
- The remaining executive may choose to call an immediate by-election to replace that

FUNDS

ARTICLE XI

- The Outdoor 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 membership fees, funds from selling tickets, sponsorship and donations, fundraising, bake sales and etc. must be deposited in the BCITSA Outdoor 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 be though the VP of Campus Life or the Controller. Clubs signing authorities falls on the President or the Treasurer.
- Any deferral of signing authority to another member of the executive must come with the clubs meeting minutes, stating the change and reasoning behind the switch.
- The BCITSA Constitution & By laws, Policies and Procedures supersede all other documents related to the club and its accounting procedures.

MEETINGS

ARTICLE XII

- There shall be nine monthly meetings of Member-at-Large; no quorum is necessary.

- The will be two Executive meetings September and April and further ones as required. Quorum will be three out of the four Executives
- At the April Executive meeting the Executive will schedule General Meeting dates, times and locations for the following year. Meeting times and dates will be forwarded to members via email.
- An emergency meeting can be called by any executive via email and must sent at least 48 hours prior to the meeting time.

RESPONSIBILITIES

ARTICLE XIII

The Outdoor club accepts full financial responsibility for all on campus and off campus activities, events 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.

RIGHT TO ACT

ARTICLE XIV

Any club executives and 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

- Constitutional amendments may be proposed by any officer. The amendment will then be voted on by AGM/SGM.
 - ✓ A movement to constitutional amendments may be made by any executive officer or by petition of at least five voting members. When the motion is made the Clubs President will be informed.
 - ✓ A general meeting will be called as soon as is reasonably possible.
 - ✓ At the constitutional amendment meeting, the person or persons that initiated the process will state their argument.
 - ✓ There will be a question period after which a vote will be taken by the clubs` members
 - ✓ The vote will be by yes/no secret ballot. If at least two thirds of the votes are for constitutional amendment, it will be immediately approved.

- If it is approved the constitution will be amended and a note describing the amendment and the date it was made will be inserted in the constitution.

AFFILIATIONS

ARICLE XVI

- At this time we are not currently affiliated with any organizations.

Attempts will be undertake to affiliate the BCITSA Outdoor Club with various similar organizations and companies. Sponsorships will be solicited in order to rai