

Council Meeting Agenda
Monday, September 19th, 2016
5:30pm - 8:30pm

1. Call to Order
2. Acceptance of the Agenda
3. Approval of the Summer Executive Meeting Minutes
4. Verbal Reports from Executive Director and Student Executives
5. Introduction of Executive Objectives
6. Councillor Appointments to Standing Committees
 - a. Clubs Committee
 - b. Student Spaces Development Committee
 - c. Bylaw Committee
7. Councillor Appointments to Ad-Hoc Committees
 - a. Finance Committee
 - b. External Affairs Committee
8. Question Period
9. Reminders
 - a. Councillor Training – Monday September 26th @ 5:30pm
 - b. Next Council Meeting – Monday October 3rd @ 5:30pm
 - c. Entrepreneurship Launch Event – Wednesday September 28th
10. Meeting Adjournment

Council Meeting
Monday, September 19th, 2016
Minutes

Executives: Matthew May - President
Saf Dewji - VP External Affairs
Jae Lee - VP Campus Life
Dominic Terrado - VP Student Affairs
Nav Bhatti – Chair, School of Computing & Academic Studies
Kayla Di Bauda – Chair, School of Health Sciences
Inder Gill – Chair, School of Business
Justin Prasad – Chair, Schools of Transportation, Construction & the Environment
Tyson Sangha – Chair, Aerospace Technology Campus
Dean Tamboline – Chair, School of Energy

Satellite Councillors: Emilio Da Silva – Downtown Campus
Justin Hamilton – Annacis Island Campus

Staff: Justin Bargiacchi, Assistant to the Executive Director

Councillors:	Maryam Baghalha	Jonathan Martel-Trombley
	Vasiliy Baryshnikov	Moshtagh Mohammadi
	Winnie Chow	Stephanie Mulder
	David-Alexander Dabic	Sean Peterson
	Ankit Dhama	Artti Prasad
	Megan Euverman	Sophia Romero
	Jamal Hezit	Adbiel Tabaco
	Mary Hillis	Blake Tamboline
	Alice Ho	Alex Tian
	Boris Jovic	Matt Vickars
	Angela Kim	Henry Vo
	Silvia Lee	

Absent: .
Jessica Graham,
VP Finance and Administration

4.1 Meeting Called to Order

The Chairperson, Matthew, calls the meeting to order at 17:30 (33 voting members, including Chair)

4.2 Acceptance of the Agenda

It was moved that the agenda be accepted **with the following change:**

Add "One Match Recruitment" and change number format to 4.0.

Vote to amend

Moved by: Kayla Di Bauda

Seconded by: Justin Prasad

30/0/2 Carried

Moved by: Saf Dewji

Seconded by: Tyson Sangha

31/0/1 Carried

4.3 Acceptance of Executive summer meeting Minutes: 2016-06-29, 2016-07-27, and 2016-08-29

Be it resolved that the Executive Meeting Minutes from 2016-06-29, 2016-07-27, and 2016-08-29 be accepted as distributed.

Moved by: Justin Prasad

Seconded by: Saf Dewji

29/0/3 Carried

4.4 Progress Reports

Emilio Da Silva (Downtown Campus Satellite Councillor)

- Led the BCIT china field school over the summer. Have the first 5 students from our partner school studying here now. Last month went to the ceremony to greet them.
- 2016-09-23/24 Have two events. Confucius institute partnered with Sun Yat-Sen Garden. As well as another cultural event.
- 2016-10-22 and 29, have an event down at the DTC, which is a Chinese bridge competition.

Matthew May (President)

- Working with Executives to finalize objectives.
- Meeting with BCIT leadership to identify opportunities for student involvement in decision-making boards.
- Volunteered with orientations where possible.

Nav Bhatti (Chair - School of Computing and Academic Studies)

- Doing standard start of the year activities. Need to meet with the Dean of the School.
- Meeting with Set Reps and will choose Councillors from them.
- LAN is one of the big events that I do, and I will mention it often.

Inder Gill (Chair - School of Business)

- Just working on appointing Councillors and getting Set Reps.

Jessica Graham (VP - Finance & Administration)

- Absent.

Dominic Terrado (VP - Student Affairs)

- Nothing to report.

Kayla Di Bauda (Chair - School of Health)

- Met up with Connie Evans (inter-professional coordinator) and went over the website and a calendar for related events.

Saf Dewji (VP External Affairs)

- Over the summer was the Events Assistant where I recruited and trained volunteers. Orientation was successful.

Caroline Gagnon (Executive Director)

- Orientation: went really well. Partnered with BCIT and it was a good event.
- Entrepreneurial Services is being launched. 2 years in the making. Referendum was passed to start them in 2016 and they have started as projected.
- Launch - Wednesday, 2016-09-28.
- Will see past grads of BCIT who are now business owners. Please pass it along to your set and to your friends.
- The Pub is open for business. Missing some equipment, but working out the processes now that we are open.
- Services and operations will be reported on throughout the year.
- Sales are up for the stores
- Peak leadership is already at half capacity.
- Students are already engaged with our services.
- We have a 5 year plan and staff are busy working to make sure we are moving forward.

Tyson Sangha (Chair - Aerospace Technology Campus)

- Matthew was able to send a nice package on the smoking issue with the school.
- The smoke is getting inside the doors. Working on the enforcement and designating where people can and cannot smoke.

Jae Lee (VP Campus Life)

- Have been asked about what campus life entails. So I describe it as things that are not academically related.

Justin Prasad (Chair - School of Transportation, Construction and the Environment)

- No updates right now.

Dean Tamboline (Chair - School of Energy)

- Have been working with one of the Career specialist, Craig Woods, to implement strategies to improve Career Services in order to get greater outreach which will be discussed in the first Set Rep meeting.

Justin Hamilton (AIC Satellite Councillor)

- Nothing to report.

4.5 Introduction of Executive Objectives

- As attached.

4.6 Councillor Appointments to Standing Committees

- Standing committees are in the bylaws and required.
- There are terms of reference for each one in the bylaws.
- Encourage you to join one as you will gain more experience and have a better understanding of how the SA and BCIT operate.
- You can join more than one, but they are an extra commitment.

4.6.1 Clubs Committee

- Chaired by Jae Lee with Dominic as the stand in if required.
- Need 3 councillors to join.

Questions:

- Is there a conflict of interest if you are a Vice-President of the club? Yes. If you are an executive on a club, we ask that you refrain due to conflict of interest.
- Are we able to hear about the other committees before volunteering for one. Yes.
- Does the committee go until the end of spring? Yes. If you really cannot follow through until the end, we will re-recruit.

Motion:

Be it resolved that the following Councillors be appointed to the Clubs Committee: Jamal Hezit, Henry Vo, and Artti Prasad.

Moved: Justin Prasad

Second: Dean Tamboline

30/1/1 Carried

Discussion:

- None.

4.6.2 Student Spaces Development Committee

- Was started years ago. Council voted to have a segregated fund (\$~130,000) to improve student space at BCIT.
- Last year BMC got a brand new lounge.
- In the past have done SW9, NE8, NE1 and many other spaces. Includes buying equipment, for example chairs and tables.
- Will be chaired by Justin Prasad.

Motion:

Be it resolved that the following council members be appointed to the Student Spaces Development Committee: Sophia Romero, Mary Hillis, Moshtagh Mohammadi, Stephanie Mulder, Sean Peterson

Moved: Justin Prasad

Second: Matthew Vickars

30/0/2 Carried

Discussion:

- None.

4.6.3 Bylaw Committee

- Conducts yearly review of the bylaws.
- Chair by VP Finance and Administration. Includes one more executive. Includes 2 councillors.
- Will review bylaws and bring recommendations to the AGM.
- This year are doing a major review of bylaws due to a change in the Society Act of BC, so have some legislative requirement.
- Matthew will sit on committee as an ex-officio member.

Motion:

Be it resolved that the following Councillors be appointed to the Bylaw Committee: Blake Tamboline and Jonathan Martel.

Moved: Jamal Hezit

Second: Adbiel Tabaco

31/0/1 Carried

Discussion:

- None.

4.7 Councillor Appointments to Ad-Hoc Committees

4.7.1 Finance Committee

- Chaired by the VP Finance and Administration.
- Will include another Executive and 2 Councillors.
- Aim is to make the budget more transparent and accessible to the students.

Motion:

Be it resolved that the following Councillors be appointed to the Finance Committee:
Alex Tian, Vasiliy Baryshnikov, and Ankit Dhami.

Moved: Sean Peterson

Second: Jamal Hezit

28/0/4 Carried

Discussion:

- None.

4.7.2 External Affairs Committee

- New committee so still in process of finalizing it.
- Sameer Ismail, Government Relations Strategist, has created a terms of reference.
- Want student input and voice working with our government relations.
- VP External will be chair.
- Will include 4 other Councillors, who will take on their own initiatives to help move them forward.
- Will be meeting every two weeks.

Motion:

Be it resolved that the following Councillors be appointed to the External Affairs Committee: Maryam Baghalha, Adbiel Tabaco, Alice Ho, and Jamal Hezit.

Moved: Stephanie Mulder

Second: Ankit Dhami

30/1/1 Carried

Discussion:

- None.

4.8 Question Period

- If we have issues that we would like to have it improved, should we bring it up in council? Yes. Better to have it here.
- Concern about security on campus. Was studying until about 23:00. Called Campus Security and it took them 45 minutes to come and let us in. They went to the wrong place twice. We want them to develop software to ping your location so they can find us.
- There is an app that BCIT developed which can ping your location. Next meeting they will be coming in to talk about it. There is also an emergency call button and Saferwalk button that you can click.
- As a first year, they did talk about the app
- If it is a pressing issue, you can bring it up right away.

- Some of the bathrooms here are always open. There was an issue of voyeurism last year and there are doors always open which gives you full view into the men's bathroom. I think they should be closed.
- Will talk to Facilities to see what can be done.
- With intellectual property, if a club creates IP does it belong to the people who create it? Or does it belong to BCIT?
- If you want to patent something, you will want to ask someone about that. You can talk to our Entrepreneurial Services to find out more about IP and how you can protect your ideas in the meantime.

4.9 Reminders

- Councillor Training – Monday, 2016-09-26 at 17:30 in Council Chambers
- Entrepreneurship – Wednesday, 2016-09-28 at 10:30 to 14:00 - Great Hall
- Next Council Meeting – Monday, 2016-10-03 at 17:30 in Council Chambers
- Canadian Blood Services will be hosting a one match event this Wednesday from 11:00 to 13:00 where people can match with their HLH markers for a bone marrow transplant. Need volunteers for 12:00 to 15:00 for 30 minutes at a time. Will get a brief 15 minute presentation.

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Discussion:

- So Wednesday is just the process of getting people registered? Yes. It's just people putting down their names and getting their mouths swabbed for HLH markers.
- Does that include the stem cells? No. Just swab upper and lower cheeks to send off to the lab.
- Is it just at Burnaby? No. Also at ATC from 11:00 to 15:00 as well. Want to branch it out to other campuses at a later date though.

4.10 Meeting Adjournment

It was moved by Sean Peterson and seconded by Saf Dewji that the meeting be adjourned.

25/3/4

19:09 **Carried**

Council Meeting
Monday, June 29th, 2016
Minutes

Executives: Matthew May, President
Saf Dewji, VP External Affairs
Jae Lee, VP Campus Life
Dominic Terrado, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Kayla Di Bauda, Health Sciences Chair
Inder Gill, Business Chair
Justin Prasad, Transportation, Construction & the Environment Chair
Tyson Sangha, ATC Chair
Dean Tamboline, Energy Chair

Staff: Caroline Gagnon, Executive Director

Absent: Jessica Graham, VP Finance and Administration

1.1 Meeting Called to Order

The Chairperson, Matthew May, calls the meeting to order at 17:42. (10 voting members, including Chair)

1.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed

Moved by: Dean Tamboline

Seconded by: Tyson Sangha

9/0/0 Carried

1.3 New Business

1.3.1 Orientation & Volunteer Update

- Working with staff to rebrand the orientation to improve future processes.
- Recruitment of volunteer processes have started for both international and main orientation events. Looking for 100 volunteers.
- Once the documents are ready, please ask other executive networks to push the information out to students. The incentives are swag, discounts and prizes.
- Working on getting performers during orientation, and making it fun. They want to make an orientation week known.
- There will be numerous events, one of which is "meet your executives" day.

Questions

- How will everything go out to students? E-blast, poster, social media.
- What will be the main duties of the volunteers? Campus tours.
- Could you send the executives a list of incentives for these student leader positions so that they can send off to students who may be interested.
- Is Froshfest cancelled? The event will be held in the pub instead of outside. Will be renamed.

Action

- Have an outline of the events for the next meeting.

1.3.2 Council Appointments

- As per the presentation, please start to look for Councillors. The recruitment can start immediately but the first meeting will be in September.
- Reporting Structure - would the executives be interested in extending the report structure not only to the executives and the satellite councillors, but to include aboriginal, residence and international, EdCo and BOG rep?

- Would these updates be mandatory? No, but recommended. Even if it is through the VP Student Affairs. Good way to hear from these councillors as they have leadership roles.
- Are we asking for them to have objectives? It is hard to mandate it, but it would give them an opportunity to explain what is happening with their specific groups. It is now including the people from the Councillors.
- If we ask them to work on objectives, then we would not discuss it further as it would change their job descriptions.
- Reporting? Do we want to continue with this system? Nav explains the process of previous year. System seems to work very well. It is not only to update the objectives but other things. It is easy for Councillors to read and see everyone's progress efficiently.

Action

- The group agrees that Matt will start talking to these councillors to investigate their interest.

1.3.3 Student Union Development Summit

- Student Union Development Summit will be hosted by UBC AMS – 2016-08-11 to 2016-08-14, in their student union building
- We could send two participants. Dates, August 11 to 14 hosted at UBC Student Building. If you agree, you will need to attend the 3 days. Who would be interested in attending?
- Dean, Tyson, Kayla, Hinder and Jae are all interested, by the end of day June 30, everyone will confirm with Matt. Matt will randomly select the names.

1.3.4 Kitchen Upgrade

- Executives agrees to overspend for the renovation to include a new pizza oven, smoker and fume hood.

1.3.5 Entrepreneurship Upgrade

- The program is starting up.
- Explanation of what the current plans are.

1.4 Question Period

- Business card? Once we have all the information
 - **Action** - Matt will follow up with Bev

- Business hours? Until you receive your schedule, then the business hours can be set.
 - **Action** - Please send all bios to the James as soon as possible to ensure that the website is populated. It is a good way for students to know more about you. End of day tomorrow is the deadline.
- Whistler Retreat? Will be occurring Friday, 2016-08-26 to Wednesday, 2016-08-31.
- Can we include the CARI building in our campus tour after the retreat? Yes.

1.5 Next Council Meeting – 2016-07-27 at 17:30

Next Council Meeting will be 2016-07-27 at 17:30 in the Council Chambers.

18.9 Meeting Adjournment

It was moved by Nav Bhatti that the meeting be adjourned.

9/0/0 **Carried at 20:01**

Council Meeting
Monday, July 27th, 2016
Minutes

Executives: Matthew May, President
Saf Dewji, VP External Affairs
Jae Lee, VP Campus Life
Dominic Terrado, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Kayla Di Bauda, Health Sciences Chair
Inder Gill, Business Chair
Justin Prasad, Transportation, Construction & the Environment Chair
Tyson Sangha, ATC Chair
Dean Tamboline, Energy Chair

Staff: Justin Bargiacchi, Assistant to the Executive Director

Absent: Jessica Graham, VP Finance and Administration

2.1 Meeting Called to Order

The Chairperson, Matthew, calls the meeting to order at 17:46. (10 voting members, including Chair)

2.2 Acceptance of the Agenda

It was moved that the agenda be accepted **as distributed / with the following change:**

Add "Next council Meeting to before adjournment"

Moved by: Dean

Seconded by: Justin

9/0/0 Carried

2.3 Acceptance of Minutes: June 29th, 2016

Be it resolved that the Council Meeting Minutes from June 29th, 2016 be accepted as **(amended):**

Moved by: Nav

Seconded by: Dean

9/0/0 Carried

2.4 Entrepreneurship Presentation

Presenters: Sara Kandathil, Entrepreneurial Services Manager and Darshana Dave, Entrepreneurial Services Coordinator

- Giving a report on how things have progressed and where things are going.
- Sara has been in position since May. Assisted in starting career services 2 years ago. Have worked in employment services as well as co-op at SFU. Entrepreneurship is another branch of Career
- Darshana was in Fort MacMurray volunteering for start-ups. YMCA wanted to do an incubator. Before that worked for 5 years in India, part of which was working at an incubator at the top university there.
- Promoting an entrepreneurial voice in student and alumni
- Engage students/alumni with existing services being provided at BCIT to connect them.
- Provide an entrepreneurial environment for students and alumni to develop into that.
- Last year, SA commissioned one of the BCIT Instructors to do a report on Entrepreneurial services across North America to see what was out there and make recommendations. A lot of what we are doing is following those recommendations.
- ONE of the key findings was the concept of "Entrepreneurship for All". It's not just for those who want to start businesses, but the entrepreneurial thinking and skills are applicable to everyone, including those who are working.
- Name is Entrepreneurial Services.
- Tag line is "Explore. Inspire. Engage". The fun tag-line is "Be a boss".
- Each of the programs fall into one of these pillars (explore, inspire and engage).
- The journey of being an entrepreneur is very rocky.
- Under Explore have 2 workshops: for trades and more generally (Entrepreneurship 101). This will run every month starting 2016-10-11.
- There is demand for trades entrepreneurship, but there are no resources currently.

- Ask An Expert series is about experts coming in and speaking on specific topics.
- 2nd pillar is Inspire
- One of the core aspects of being an entrepreneur is passion.
- Are bringing in experienced entrepreneurs to speak to their experience through panels. 3 types: professional services, innovation (product development) and trades.
- Panel members will be from a diverse background.
- The Inspire Series is about ideation - creating and refining the business ideas. Have a guest speaker coming in to speak about this.
- This series will continue to develop as high calibre speakers are found.
- The panel series will be talk in the council chambers, then networking in the pub.
- Engage
- Mentorship is really important. Have a great mentorship design. It will follow the same model as the one for career mentorship. Will follow the same timeframe. It will be a 6 month program. Students will be able to choose between either career or entrepreneurship.
- Kickstart Coaching is a tier 2 program for those who have already been involved in the mentorship program or have attended 2 or more career events. Gives you the opportunity to meet with a contracted adviser for an hour. For example, go over a business plan with the advisor. Or if you already have a company and want to talk about issues that come up later down the road. There will be an extensive application program for this.
- MatchBoard is the final program and is still in the ideation phase. It is about bringing together students from different disciplines to bring together skill sets. Will be starting off with a bulletin board with classified ads where students are asking others for help. Want to keep this student to student.
- Marketing Campaigns - working with Ean Goquinco
- From orient (09-06) to launch (09-28) the marketing campaign is "The Wait is Over". People have paid in their student fees for this, and now the services are here.

- Launch Event is 2016-28
- From Launch event onwards, the campaign will be "Be a Boss".
- Promo week will be from 10-03 to 10-07 especially for mentorship, because applications are due 10-11.
- Would like help help from Executives to promote through the Popcorn Popup Shop.
- Will be partnering with JDC West to help them out getting ready for their conference and marketing on their t-shirts.
- Launch is called "Launch"
- Will be from 10:00 to 14:00 in the great hall.
- Main component will be a showcase where students and entrepreneurs set show off their businesses.
- The companies are engaging and interactive to some extent, as well as across industries.
- Will be inviting MPs, MLAs and the mayor of Burnaby. It will include a program events. Hope to have 2 BCIT Alumni who have been successful come speak and talk about their continued connection.
- The Hall of Fame will be 4 screens across the great hall with pictures of the entrepreneurs and their bios.
- Will have the Entrepreneurial Services table there as well
- **Questions:**
- For the workshops will they be career and entrepreneurship based? No. They will be just entrepreneurship. It's just mentorship where students can pick one or other.
- Workshops are going to be every month? Yes. The main ones will be trades focused and the general entrepreneurship 101. Those will start out as once a month. If it becomes popular, can add more.

- What trades will be covered? Everything we can. If there are certain things people are more interested in though, we can focus on that.
- How will you be picking students for the mentorship program? There will be an application process, which includes an interview stage. Aim is to have 10 matches in the first 6 months and 10 in the next 6 months. But may expand that if needed.

- **2.5 Orientation Update & Volunteers**

- A couple updates. It will be changed to "Kickstart" in agreement with BCIT.
- 30 people have signed up so far for volunteering.
- 09-01 is international orientation. International will be doing their orientation. We will run a BBQ and an Amazing race
- 09-06 will be the orientation expo with Virgin Radio attending.
- 09-07 will be the campus kickoff event for the renovated Pub - Habitat. This will be an all-ages event. Will include trivia. Would like volunteers to MC for that. That will be happening twice that day. Peak Radio will be joining as well.
- 09-08 will be SA Spotlight Day where we highlight the SA. Evolution Radio will be joining.
- 09-09 Habitat launch party including Kiss FM. This will be 19+
- 09-12 is health & wellness day
- 09-13 is clubs day
- Last day will be Meet your Execs day, Vegas style
- Want to make sure that orientation is a huge success. Really want students to know who their execs and representatives are. So the more execs are involved, the better. Sets the tone for the year.
- Are working with BCIT for that Wednesday. Rec will do their event in the morning then sending the students to our event.
- The Vegas event we have a company coming in bringing professional tables to up the quality.

- **Questions:**
- What is your target for volunteers? 100. We have 30. The main thing we need is campus tour guides. Are going to be giving back to those who volunteer. Trina is working on a volunteer program, so this is going to be part of that. Harnessing student leaders. Will be calling them "Student Leaders" rather than volunteer. Will also be giving them letters of recommendation.
- Are you just sending volunteers to their respective areas and then they will be doing tours from there? The tours will be a lot more planned out this year with more details. As well as including a more accessible tour touching on the meditation room and aboriginal services. As well, will be in the orientation classrooms and being introduced by instructors.
- Will the specific groups be going to their areas according to program? No. It will be more general, but want to have people from the programs attend so they can answer questions.
- Can we get a Google form for people to sign up with the different events with their times/days, and then execs can sign up once they know their schedules? Yes. That's a great idea.

- **2.6 SA Update & Reports**

- Caroline has included a report.

- **2.7 Nap Room Discussion**

- Saf
- Had a meeting with Tom Moore and Tara and the nap room came up.
- Have tried sleeping there and the noise and light isn't great.
- Booking system needs to be worked on.
- There is also an issue with security.
- The SA doesn't have the space to house it.
- There have been 2 sleeping pods introduced in the library.

- Suggested that a capstone project is done to manufacture more sleeping modules. This will hopefully reduce the cost and make it more feasible to add more.
- If there are any suggestions or ideas for enhancing sleeping pod situation, contact Saf, Jae, Tara or Tom.
- **Discussion:**
- 2016-08-02 - will be a meeting with Tom Moore to talk more about this nap room issue. Saf will be discusses what the SA feels should happen. Will include several execs as well as Tara Mollett our Student and Career Services Manager.
- Nap pods are currently from Britain.
- At the Airport, they have big chairs where people can sleep. Could those be used maybe?
- Could do something that attaches to a wall that folds down?
- With security issue, could a panic button be added? That is pretty cost effective.
- What about hygiene? We think that is just a custodial thing.
- How much are the pods? We're not sure. Will find out on Tuesday. Kwantlen Student Association was also asking about cost.
- ATC Students have asked about a nap room. They tend to commute long distance. They are sleeping all over. Did an informal survey of classmates and the majority would like a safe space to sleep. Have spoken to Hannah to get an idea of guidelines for getting a nap room. There is a room next to the contemplation room that might be useful.
- Has there been a discussion at BMC about napping? Have had discussions there, but the response was not positive. Most people live close. Also the library closes at 2, so most people will just leave then.
- Tom Moore would also like us to brainstorm things that we would like to see come out of Rec. Any activities that you feel would be useful to students. They are looking to bring in more students.

- Need two coaches for JDC West, do you think that rec could put us in touch with people. We need to play specific sports.
 - Jae will look into it.

- **2.8 Executive Meeting Rescheduling & Discussion**

- One of the Execs cannot make the Monday Exec meetings due to a class.
- Want to discuss what we can get out of the executive meetings. Has been suggested that they can be more effective. Not always productive, because not much to discuss.
- Suggested to meet only once a month mandatory, but then the other week is open if needed.
- It is an ad-hoc meeting, which is not mentioned in the minutes. It has no voting power currently, because it must be voted on properly.
- Would like to put something in the bylaws about the Exec meeting. Clearly define what the committee can and cannot do.
- Discussion: What do you want to get out of the executive meetings?
 - There is an opportunity to bring in different staff to provide development teaching for execs.
 - I think that is a really good idea, especially if we only doing them once a month. It's a great value add to add a speaker.
 - It is important to have an opportunity to speak candidly about goings-on in the SA privately. So the PD cannot be the whole meeting.
 - There is also an opportunity for BCIT staff to do PD with us.
 - Are we thinking that we have one meeting per month, but leave the other open if needed? Yes. Also technically, the Council as to meet at the behest of the President with 48 hours' notice.
 - It looks as though Tuesdays will work the best right now.
 - If we move the meetings to Tuesdays, does that open up Mondays for set rep meetings? Will be having a discussion about set rep meetings.

- Can we also add video conferencing in case people can make it.
- If someone wants to book the tentative meeting how would we do that? Will be discussed later. May go into the bylaws. Put in provisions where a quorum of execs can force the president to hold a meeting should that be required.
- Temperature check: How are you feeling about moving it to once a month? All thumbs up.
- Tentative time is Tuesdays at 17:30 once a month.
- **2.9 Terry Fox Fundraiser Request**
- Got a request from Hannah. Would the BCITSA be willing to support a Terry Fox Fundraiser in conjunction with BCIT.
- BCIT doesn't have the power to support another fundraiser other than their foundation. We have more power should we want to.
- Feel it is a good initiative for us to get into to build community. Also looking for a \$200 donation to supply hotdogs etc. Or to do something through the pub.
- The ask is the \$200 for food and to formally support the fundraiser. This means our staff puts in time and resources to helping it.
- Deadline for the decision to support is this meeting, and then can discuss the \$200 donation.
- Discussion:
- Could do it in collaboration with Rec to be about health and cancer awareness.
- Is anyone else on board with this? Will BCIT be involved? We think if the SA sponsors this, that BCIT will get involved. They just can't get formally involved.
- Is this something that students are interested in? Hannah mentioned something about the Sun Run. Is this something we need to add if we already have that one?
- I think we need to find out if the various SA departments we would get involved, that they have the time and resources to give it.

- We should also go back to Hannah to find out exactly how this is going to positively impact students.
- General consensus is to find out more. Will go back to Hannah to find out what the deliverables are and what commitment from the SA staff is needed.
- **2.10 Canadian Blood Services**
- Kayla
- Quite involved with Canadian Blood Services. Started out last August with them doing community events.
- Took it to BCIT and from September to now, have had 4 blood drive events where 300 units of blood have been collected.
- At this point the clinics have been quite successful and are known through the posters.
- One Match is less known. It's about stem cells. Canadians join a national registry and if you are matched with someone (it has to be very specific) you donate some of your stem cells.
- My current idea is to connect with the different schools to figure out where the student hubs are to better promote the program.
- Would like insight into what are the student hubs are per school. Also, when is the best time to do the events. Want to have it on a monthly basis by January. But want to partner with schools to do the events in collaboration with them.
- One: If Chairs could send an email about where the best place is to have the event. Two: willing to disseminate information.
- **Discussion:**
- How big are the events? Just a booth for promoting events.
- For Computing, SE12 is the best building.
- We can't really disseminate until September? Yes. Our first event should be end of September.

- Best locations are near food outlets.
- At ATC, the Hub is the best place to do events. It is where Doggie De-stress and other events occur.
- **2.11 Set-Rep Meeting Schedule**
- Nav has spent the last month trying to book council chambers.
- Nav gave chairs their dates.
- Kayla will look into moving Set Reps meeting to Mondays.
- **2.12 BMC Campus Bike Rack Funding Request**
- Caroline received an email from Craig Sidyack (Director of Facilities). The 3 recommended projects have all been rejected. So have money that we can use elsewhere for student space.
- Craig has asked for \$5,000 to put in more bike lockers at BMC with Facilities and Safety & Security also putting in \$5,000.
- Want to make sure we aren't just subsidizing BCIT's budget.
- **Discussion:**
- Don't want to just give BCIT money to subsidize their money.
- Can give money, but then want it SA branded so there is some exposure connected to it.
- From BMC's perspective, there are 2 bike racks, that aren't that well utilized. There are some security concerns for one that is close to a crosswalk. Will talk to fellow students and see what students say. Want to see how much it is needed before making a decision.
- There are other higher priorities for BMC such as asbestos in the building, and including more water fountains.
- Will readdress in the August meeting.

- **2.13 Cleaning Update**

- Came from VP CFO at BCIT. Will be undergoing a company change for the campus cleaning services come November.
- Can we inform Set Reps? Yes.

- **2.14 Question Period**

- For BMC. Have a store and next to it there are the bathrooms. There is only one faucet to use in the bathroom and there is always a lineup to wash hands. So want to request funding for that
- Also have a need for new water fountains. There are only 2 across the campus, which is not enough, and they current ones are from the '80's.
- That is something that should be brought up at the Joint-Executive Meeting in September.
- At SW9 have a wash pit in SW9 where up to 6 people can use it at the same time. So that might be a good alternative.
- There is one of those on campus, but it is mostly dismantled and is not connected to water.
- Going back to the point of subsidizing BCIT budget, this is something that they should perhaps take care of. There is a strong case for this because it is a health and safety issue.
- Students at ATC have put forth a petition in regards to smoking on campus.
- Are Satellite Councillors invited to the Joint Executive Meeting? Will need to discuss that.
- Will find out when Tom Roemer is touring at the BMC campus so hopefully you can connect with him.
- If there is a petition, include both the issue as well as supporting BCIT Policy. Also, get help from the Set Reps.
- Sameer Ismail is the Government Relations Strategist, so he will be a good resource for looking at the policy.

- For the smoking petition at ATC, it has been formally sent to Glen Magel and he has responded to thank them for it and it will be worked on.
- The Burnaby Campus also has an issue with smoking. When there is inclement weather, smokers tend to smoke under cover, so they need a place away from the doors to smoke.
- At ATC, have only one proper wash station with abrasive soap. Normal soap doesn't help with oil and things like hydraulic fluid. So need more soap dispensers with abrasive soap in the bathrooms.
- Also, the eye wash stations have brown water through them. Spoke with the associate Dean and they said they would address it by increasing the maintenance schedule.
- Are talking about adding the CARI (Centre for Applied Research and Innovation) lab to the tour. There is building across Willingdon which has 3D labs. Would they be interested in that? General consensus is a unanimous yes.
- Are students allowed to use that space? There are clubs that are sanctioned to use it.
- Nav will contact James McCartney about how students can utilize that space.

- **2.15 Reminders**

- Whistler Executive Retreat - 2016-08-26 to 2016-08-29.
- On Campus Executive Training & Meeting - 2016-08-30 to 2016-08-31

2.16 Next Council Meeting:

Next Council Meeting will tentatively be August 30th, 2016 at 17:30 in Council Chambers.

2.17 Meeting Adjournment

It was moved by Nav that the meeting be adjourned.

Adjourned at 20:15.

**Executive Meeting
August 29th, 2016
Minutes**

Executives: Matthew May, President
Jae Lee, VP Campus Life
Jessica Graham, VP Finance & Administration
Saf Dewji, VP External Affairs
Dominic Terrado, VP Student Affairs
Justin Prasad, Transportation, Construction & the Environment Chair
Inder Gill, Business Chair
Dean Tamboline, Energy Chair
Tyson Sangha, ATC Chair
Nav Bhatti, Computing and Academic Studies Chair
Kayla Di Bauda, Chair of School of Health

Staff: Caroline Gagnon, Executive Director

1. Meeting Called to Order 10:01 am

The Chairperson, Matthew May, calls the meeting to order at 10:01am (11 voting executive members).

2. Acceptance of the Agenda

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

Moved by: Saf Dewji

Seconded by: Jae Lee

10/0/0 Carried

Amended the time for set rep discussion 15min

Moved by: Nav Bhatti

Seconded by: Dean Tamboline

10/0/0 Carried

Amendment to reduce time for Saf from 15 minutes to 2 minutes

Moved by: Saf Dewji

Seconded By: Nav Bhatti

10/0/0 Carried

Amendment to include a discussion about CASA after item 6.

Moved By: Kayla Di Bauda

Seconded By: Jae Lee

10/0/0 Carried

Amendment to remove item 6 -Kickstart BCIT

Moved by: Saf Dewji

Seconded by Jae Lee

10/0/0 Carried

3. Acceptance of the Minutes

Minutes will be accepted during the first Council Meeting.

4. Report of the Executive Director

- Construction of the SE2 offices may be delayed. If anyone wants access to SE41, please let main office know by Friday.
- Entrepreneurship programming is going well. A launch event is scheduled for September. All are invited.

5. Report President

- Governance of Satellite Campus
- Bike storage – BCIT has purchased the bike lockers at BMC.
- Have brought concerns about the showers, bathrooms, etc.. BCIT has hired a consultant to review the process, Matthew with Jashan to include Focus Group for students

6. CASA – Canadian Alliance Student Alliance

- Chair of CASA has approached the Board to see if they would be interested in joining efforts. They are trying to expand CASA to other universities, presently they have 20 schools. CASA is very similar to ABCS with their lobbying efforts. Their focus on smoking, mental health & funding.
- After discussing the topic, and the ABCS experience, the Board is not looking for joining such structure. BCIT is different than universities therefore staying by ourselves is a better fit. It will be challenging to convince students to pay an extra \$3 for joining such organization.
- It is still important that we keep the lines of communication open with this group. Same as CFS or ABCS, however we will continue to work with them when our objectives align.

7. Set Representatives

Nav goes over different point to host the meetings:

- Election and working with the Dean's assistance
- Be present to lectures, show up, who are you and explains better what the set reps roles are
- Get them to laugh.
- Keep all your email concise, and clear if long
- Don't send unnecessary email. Easy to forward to their sets
- During the meeting, talk about at the

- Find a style during the set rep meetings that works for the group
- Use food to attract but give them useful information
- Have an agenda, but allow the discussion and shut it down.
- When issues with instructors listen take notes
- Invite faculty to these meetings which gives them a good idea about the set reps and system. It strengthen the relationship
- Attend the faculty meetings if possible
- It should be a safe space for the set reps
- Some meetings will include the training, it should be at the beginning but it is up to you
- Invite your career specialist to speak during a meeting.
- You will have someone take the minutes, they will be sent to Marketing for posting on website, and if there are problems you can amend them and resend them.

Advocacy:

- Know what you can and cannot do.
- Instructors, program heads, AD, Dean, Barry Hogan. Most issues will be resolved at the AD. If passed the AD, then include the Advocate. Explain this process to the set reps.
- If Facilities issues, limited response
- If mental issues, then refer them to Advocacy or Counselling.

Encourage all VPs to attend the set rep meeting when possible.

8. File Sharing

- All reports and documents will be placed on Google doc. If you don't understand, talk to Justin, Nav and/or Saf. Everyone at the SA has a google drive and Justin has the password.

9. Reporting Structure

- Progress reports including Executives objectives will be located on the google drive. This document is submitted to Council every two weeks. Only verbal report should be given when changes have occurred between the submissions and meeting
- Further, we will have a BOG report every 2 months, while EdCo reps will report verbally on EdCo business, same for international, residence and aboriginal reps. If there are other students leaders that would benefit from presentation, the Chair will entertain more reporting. This is to improve student engagement from students at large.

- Report needs to be in **11:59pm at Wednesday** before the meeting.

10. Outlook Calendars

- Please include your school calendar and your office hours in your Outlook calendar.

11. Joint Executive Meetings

- In the past these meetings, may not have been used as best as possible. BCIT President has given the authority to SA President to invite whoever is needed for further discussion. Objectives could be presented to executives as one of the topic of the meetings. If you have an objective that could be beneficial to bring to these JEM, let Chair know as he will be setting up the agenda.
- All meetings have been assigned. The first meeting will be in September. Calendar has been populates.

12. Question Period

- Some club funding requests were denied this past January due to funds not being available. Problem was noticed, and increased funding has been made available.
- It was proposed that we prepare before for the JEMs so they are better presented. It is a very good idea so that arguments can be better presented.

13. Next Council Meeting: Monday, January 11th, 2016

Next Executive Meeting is scheduled for Tuesday September 13, 2016, at 5:30pm.
First Council Meeting is scheduled for Monday, September 19, 2015 at 5:30.

14. Meeting Adjournment

It was moved by Saf Dewji and seconded by Nav Batthi that the meeting be adjourned.

11:14am **Carried**

BCITSA 2016/2017 Executive Objectives

Name	Position	#	Objectives
Matthew May	President	1	Increase Student Representation in all facets of BCIT/BCITSA decision making bodies
		2	Improve communication and services to satellite campuses
		3	Increase PTS involvement in all BCITSA boards + Decisions
Jessica Graham	VP of Finance & Administration	1	Increase exposure for BCIT's School of Business
		2	Improve transparency of BCITSA's financial documentation
		3	Create and increase conference funding options for students and clubs
Dominic Terrado	VP Student Affairs	1	Establish a formal set-up and training for the Education Council and Board of Governors student representatives.
		2	Increase awareness for student rights and advocacy
		3	Collaborate with the Vancouver/Burnaby Board of Trade to create on-campus events
Jae Lee	VP Campus Life	1	Change the current Rec. Service offerings for satellite campuses to better accommodate students.
		2	Provide a 2-way communication platform for BCIT students via social media.
		3	Revise the Policies and Guidelines governing student clubs at BCITSA
Saf Dewji	VP External	1	Design and create Sleep Pods for BCIT Campuses
		2	Look into hosting the Western Engineering Competition (WEC) at BCIT
		3	Further advocate for improved water fountains on all BCIT Campuses
Inder Gill	Chair of Business	1	Advocate for a final exam review policy at BCIT
		2	Research the possibility of a commerce society at BCIT and what it would look like
		3	Review the set rep program with student feedback and add more value
Dean Tamboline	Chair of Energy	1	Continue to push for the change from the School of Energy to the School of Engineering.
		2	Create opportunities for interaction between students of different programs through courses such as Libs.
		3	Get students involved with improving Career Services by providing feedback and suggestions.

BCITSA 2016/2017 Executive Objectives

Name	Position	#	Objectives
Nav Bhatti	Chair of Computing & Academic Studies	1	Negotiate with BCIT for an SA-funded student space
		2	Streamline Chair transitions and the Chair SoCAS role. Encourage higher set-rep participation
		3	A "community" objective as chosen by my set-reps.
Kayla Di Bauda	Chair of Health Science	1	Continue to strengthen Inter-Professional collaboration in BCIT Health Science
		2	Organize and hold an Inter-Professionalism conference at BCIT
		3	Create a strong community of health & wellness
Justin Prasad	Chair of Transportation, Construction & Environment	1	Collaborative approach in strategically implementing new water bottle refill stations located across the Burnaby BCIT Campus
		2	Introduce Set Representatives from the trades programs. - Discuss with Chief Instructors and Deans about getting students involved from the more concentrated programs
		3	Improve overall marketing outreach and student engagement from students within School of Transportation, Construction & The Environment at BCITSA sponsored/hosted events.
		4	Introduce a design competition to design students in collaboration with the Dean for School of Construction & The Environment, Wayne Hands. Possibility of design competition where winning project actually gets built on campus
Tyson Sangha	Chair of Aerospace Technology Campus	1	Improve health and wellness at ATC by resolving the current smoking issue.
		2	Improve the communication and presence of BCITSA at ATC.
		3	Improve student experience by hosting more events at ATC.

Council Meeting Schedule 2016/2017

Below is the schedule for the BCIT Student Association council meetings for the 2016 and 2017 school year. This pertains to all appointed councillors and BCITSA Student Executives.

Meetings occur every other Monday, with a few exceptions for statutory holidays and the last proposed budget meeting.

Dinner is provided at 5:30pm and compensation is based on attendance.

Date	Time	Location
Monday, September 19, 2016	5:30pm	SA Council Chambers
Monday, October 3, 2016	5:30pm	SA Council Chambers
Monday, October 17, 2016	5:30pm	SA Council Chambers
Monday, October 31, 2016	5:30pm	SA Council Chambers
Monday, November 14, 2016	5:30pm	SA Council Chambers
Monday, November 28, 2016	5:30pm	SA Council Chambers
Monday, January 9, 2016	5:30pm	SA Council Chambers
Monday, January 23, 2017	5:30pm	SA Council Chambers
Monday, February 6, 2017	5:30pm	SA Council Chambers
Monday, February 20, 2017	5:30pm	SA Council Chambers
Monday, March 6, 2017	5:30pm	SA Council Chambers
Monday, March 20, 2017	5:30pm	SA Council Chambers
Monday, April 3, 2017	5:30pm	SA Council Chambers
Monday, April 24, 2017	5:30pm	SA Council Chambers
Monday, May 8, 2017	5:30pm	SA Council Chambers

**Please note that a council meeting may be scheduled on December 5th or as needed.