



*enhancing student life*

Council Meeting Agenda  
Monday January 9<sup>th</sup>, 2017  
5:30pm - 7:30pm

- 10.1 Call to Order
- 10.2 Acceptance of the Agenda
- 10.3 Campus Building Focus Group - *Dean T.*
- 10.4 Acceptance of Meeting Minutes: November 28<sup>th</sup>, 2016
- 10.5 Progress Reports
- 10.6 By Election Schedule - *Matthew M.*  
*Refer to Briefing Notes.*
- 10.7 Temporary VP External Appointment
- 10.8 Temporary VP Finance and Administration Appointment
- 10.9 Councillor Committee Appointments
  - 10.9.1 Clubs Committee (2)
  - 10.9.2 External Affairs Committee
- 10.10 Question Period
- 10.11 Reminders
  - 10.11.1 Next Council Meeting – Monday January 23<sup>rd</sup> @ 5:30pm
- 10.12 Meeting Adjournment
- 10.13 Optional – SA Office Tour

**Council Meeting**  
**Monday, January 9<sup>th</sup>, 2017**  
**Minutes**

- Executives:** Matthew May - President  
Jae Lee - VP Campus Life  
Dominic Terrado – VP Student Affairs  
Kayla Di Bauda – Chair, School of Health Sciences  
Inder Gill – Chair, School of Business  
Nav Bhatti – Chair, School of Computing & Academic Studies  
Justin Prasad – Chair, Schools of Transportation, Construction & the Environment  
Tyson Sangha – Chair, Aerospace Technology Campus  
Dean Tamboline – Chair, School of Energy
- Staff:** Caroline Gagnon, Executive Director  
Darla Williscroft, Administrative Coordinator
- Councillors:**
- |                       |                    |
|-----------------------|--------------------|
| Maryam Baghalha       | Silvia Lee         |
| Daniel Baranowski     | Moshtagh Mohammadi |
| Vasiliy Baryshnikov   | Stephanie Mulder   |
| Luiza Cabadas         | Sean Peterson      |
| David-Alexander Dabic | Artti Prasad       |
| Ankit Dhami           | Adbiel Tabaco      |
| Megan Euverman        | Blake Tamboline    |
| Mary Hillis           | Meghan Tius        |
| Alice Ho              | Matt Vickars       |
| Angela Kim            | Logan Wicks        |
- Regrets:** Justin Hamilton – Annacis Island Campus  
Philip Romanov – Marine Campus  
Emilio Da Silva – Downtown Campus
- Absent:**
- |                  |                          |
|------------------|--------------------------|
| Dimitri Dimitrov | Jonathan Martel-Trombley |
| Michael Hui      | Sophia Romero            |
| Boris Jovic      | Alex Tian                |
- Guests:** Mark Mehrer – Resource Planning Group Inc.  
Andrew Brown – Resource Planning Group Inc.

### 10.1 Meeting Called to Order

The Chairperson, Matthew, calls the meeting to order at 17:42 (29 voting members, including Chair).

### 10.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

*Moved by: Abbiel Tabaco*

*Seconded by: Matthew Vickers*

**29/0/0 Carried**

### 10.3 Campus Building Focus Group

- Mark and Andrew from Resource Planning Group Inc. give presentation going over proposed building planning process.
- See attached presentation.

#### Discussion:

- How long would the process take? Aggressive but doable schedule, looking to be in the Final Functional Program stage at the third week of March with referendum in April.
- Would we want to do a referendum before we go through the process of planning the facility? This allows us to be informed of what we are voting on before making any decisions. With a referendum, the dollar amount needs to be exact.

One hour focus group discussion with Resource Planning Group Inc. staff.

19:00 Meeting called back to order by Chair.

### 10.4 Acceptance of the Minutes

#### Motion:

Be it resolved that the Council Minutes from 2016-11-28 be accepted as distributed.

*Moved by: Justin Prasad*

*Seconded by: Maryam Baghalha*

**28/0/0 Carried**

### 10.5 Progress Reports

#### Emilio Da Silva (Downtown Campus Satellite Councillor)

- Absent.

**Matthew May (President)**

- As submitted.
- Had Strategic Planning visioning retreat over the weekend with Executive Board. Staff will be consolidating vision and will provide report to Council.

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

- As submitted.
- Community objective has now turned into the 'odd job' objective.

**Inder Gill (Chair - School of Business)**

- As submitted.

**Dominic Terrado (VP - Student Affairs)**

- In regards to Board of Trade objective: will be meeting with Paul McCullough shortly.
- Will be working with Dean to increase the presence of Advocacy within the School of Energy.

**Kayla Di Bauda (Chair - School of Health)**

- As submitted.

**Caroline Gagnon (Executive Director)**

- As submitted.

**Tyson Sangha (Chair - Aerospace Technology Campus)**

- As submitted.

**Jae Lee (VP Campus Life)**

- As submitted.

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

- Student space design competition is back on. Currently building committee for design contest.
- Waiting to hear back from BCIT to see where water fountain objective sits.

**Dean Tamboline (Chair - School of Energy)**

- As submitted.

**Justin Hamilton (AIC Satellite Councillor)**

- Absent.

**Philip Romanov (BMC Satellite Councillor)**

- Absent.

## 10.6 By Election Schedule

- Refer to attached briefing notes.
- Subject to revisions.

### Discussion:

- Do not be scared by one day nomination period. Will be accepting nominations before the "official" period.

## 10.7 Interim VP External Affairs Appointment

- Justin Prasad nominates Dean Tamboline. Dean accepts the nomination.

### Motion:

Be it resolved that Dean Tamboline be appointed interim VP External Affairs until the conclusion of the By Election.

*Moved by: Justin Prasad*

*Seconded by: Adbiel Tabaco*

**27/0/1 Carried**

## 10.8 Interim VP Finance and Administration Appointment

- Inder Gill self-nominates. Inder accepts the nomination.

### Motion:

Be it resolved that Inder Gill be appointed interim VP Finance and Administration until the conclusion of the By Election.

*Moved by: Luiza Cabadas*

*Seconded by: Ankit Dhani*

**27/0/1 Carried**

## 10.9 Councillor Committee Appointments

### 10.9.1 Clubs Committee

- Two positions are open.
- Meet once a month; generally less than two hours in length.
- Logan Wicks nominates Dean Tamboline. Dean cannot be nominated as an Executive.
- Dean Tamboline nominates Logan Wicks. Logan declines.
- Meghan Tius self nominates. Meghan accepts the nomination.

**Motion:**

Be it resolved that the following Council member be appointed to the Clubs Committee: Meghan Tius.

*Moved by: Nav Bhatti*

*Seconded by: Justin Prasad*

**27/0/1 Carried**

**10.9.2 External Affairs Committee**

- Brand new Committee to have working group on external issues.
- Each person on committee has project they get to work on related to external issues. It is a perfect committee to work on personal objectives if there is one you would like to complete. For example, Luiza was working towards transit referendum to help part time students. Another avenue would be working on the upcoming Provincial election.
- Vasily Baryshnikov self-nominates. Vasily accepts the nomination.

**Motion:**

Be it resolved that the following Council member be appointed to the External Affairs Committee: Vasily Baryshnikov.

*Moved by: Moshtagh Mohammadi*

*Seconded by: Luiza Cabadas*

**27/0/1 Carried**

**10.10 Question Period**

- Scanners in Library - is there any way to use student cards or use coins? Does it have to be credit cards? This issue was brought up in working group. We have \$10 cash cards which you can buy at The Stand. They can be used wherever you want. That way you are not stuck with money on your student card once you graduate.
  - Can you return your student card for money once you graduate? Yes, likely, talk to the Library staff for reimbursement.
  - Can we use the student card to pay overdue fees at the Library? We will have to connect with the Library to find out. You should be able to do so online.
  - Can books be renewed online or does it have to be in person? We will look into this.
- How do we find new Councillors? The Chairs will appoint. Work with Chair if you are interested in assisting.

**10.11 Reminders**

**10.11.1** Next Council Meeting – Monday 2017-01-23 at 17:30.

### **10.12 Meeting Adjournment**

It was moved by Moshtagh Mohammadi and seconded by Daniel Baranowski that the meeting be adjourned.

**28/0/0        Carried**

The meeting was adjourned at 19:35.

# BCITSA 2016/2017 Executive Objectives Update - January 9th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Matthew May	President	Enjoyed a good break.	1	Increase Student Representation in all facets of BCIT/BCITSA decision making bodies	Working with BCIT Leadership to identify avenues where Students can meet directly with BCIT Leadership members. I have been given an open invitation to have myself and other students attend Deans' Council meetings to discuss any topics relevant to students.	Will be working with Dominic (VPSA) to increase student initiated pieces to Education Council and Board of Governors.	
			2	Improve communication and services to satellite campuses	No new progress	Setting up a meeting with Chris Rogerson to discuss Telecommunication between campuses.	
			3	Increase PTS involvement in all BCITSA boards + decisions	No new progress	Will be discussing new ways to involved PTS with the SA executive and staff.	
	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	Verbal update.	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 (Jisoo) Lee	VP Campus Life	<ul style="list-style-type: none"> <li>- Discussing changes to the structure of Club Leaders' meetings with Amy in order to increase value to participants.</li> <li>- Event Funding Committee has a vacancy due to a member opting out of their BCIT program.</li> <li>- Participated in Clubs Day.</li> </ul>	1	Change the current Rec. Service offerings for satellite campuses to better accommodate students.	No progress.	Increase awareness of the campus life surveys to be brought out to remaining satellite campuses to measure student satisfaction and preferences.	<ul style="list-style-type: none"> <li>- Fentanyl Awareness Campaign: created social media content and put through 1 post over December.</li> <li>- Assessed feasibility of providing naloxone training to students on campus.</li> <li>- Contacted by Chris Rogerson to discuss BCIT's future marketing campaign regarding this topic to ensure messages brought out to students are aligned.</li> </ul>
			2	Provide a 2-way communication platform for BCIT students via social media.	<ul style="list-style-type: none"> <li>- Took over the BCITSA Instagram account over winter break.</li> <li>- Promoted 10 separate BCIT/BCITSA/student club event or activities via the campus life Instagram account (bcitsocial).</li> <li>- Researching apps that act as a communication platform specifically for universities.</li> </ul>	<ul style="list-style-type: none"> <li>- Phone meeting with an employee of Know School, an app in use at SFU. App aims to "manage campus life" and allows 2-way communication between users.</li> <li>- Analyze performance of Know School per findings through Google Analytics.</li> </ul>	
			3	Revise the Policies and Guidelines governing student clubs at BCIT	<ul style="list-style-type: none"> <li>- Researching other universities' policies and guidelines regarding student clubs.</li> <li>- Focus of research was to analyze different structures of allocating funding to student clubs and their events.</li> </ul>	<ul style="list-style-type: none"> <li>- Use research finding to suggest improvements to the current BCITSA policies and guidelines surrounding student clubs.</li> </ul>	
	VP External	In Transition.	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	Welcome back to School and Happy New Year! Just picking things up from before the break - my next set rep meeting is coming up and will be further discussing the upcoming election to try and create some excitement	1	Advocate for a final exam review policy at BCIT	Noticed a need for a reminder and better implementation of this policy over the break - will create a plan on how to have this policy implemented better	Review Policy in detail and create a review plan	
			2	Research the possibility of a commerce society at BCIT and what it would look like	Research is underway		
			3	Review the Set Rep program with student feedback and add more value	No Progress	Will be picking back up after next Set Rep meeting	
Dean Tamboline	Chair of Energy	Currently preparing for the next Set Rep meeting and collecting contact information for new Set Reps. I am also looking into the possibility of doing First Aid training during one of the upcoming Set Rep meetings.	1	Continue to the push to rename the School of Energy to the School of Engineering.	Met with the SoE Dean, Forrest, to discuss name change and discussed timeline for the next steps of this process.	Forrest will be attending the next few Set Rep meetings to have an open discussion about the name change and gather information.	
			2	Create opportunities for interaction between students of different programs through courses such as Liberal Studies	Mechanical engineering and Electrical engineering students in third year are now sharing a course! The course being shared is "Environment, Energy, and Engineering" and will provide opportunities for the students in both programs to network with each other.	Continue to look into courses that have potential of being shared.	
			3	Get students involved with improving Career Services by providing feedback and suggestions.	No progress.	Speak with Set Reps at the next meeting about moving forward with this objective.	
Nav Bhatti	Chair of Computing & Academic Studies	Had a great winter break!	1	Negotiate with BCIT for an SA-funded student space	Consulting company has been brought on to do a feasibility study		
			2	Streamline Chair transitions and the Chair SoCAS role. Encourage higher Set-Rep participation	No progress		
			3	A "community" objective as chosen by my Set-Reps.	No progress		
			1	Continue to strengthen Inter-Disciplinary collaboration in BCIT Health Science	Bugs R Us Power Hour (Jan. 23rd) registration is closed. 250 students have been confirmed for the event! Registration is still open for the Feb. 23rd power hour on Physician-Assisted Dying. 20 students signed up for the event. Meet with Gen to discuss marketing for Feb. 21st event, including poster + Facebook event.	Meeting with Connie Evans next week to discuss final details for Jan. 23rd power hour. Meeting with Trina to discuss final event details. Connie will send information about the Feb. 21st power hour to staff & put into the loop. Posters up by Jan. 14th.	
			2	Organize Inter-disciplinary case rounds for students in SOHS	Sent follow-up email with SRs for new members on inter-disciplinary student committee. Will re-evaluate next week.	Research Inter-disciplinary case round scenarios at other post-secondary institutions.	



## BCITSA 2016/2017 Executive Objectives Update - January 9th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Kayla Di Bauda	Chair of Health Science	Prepping for Jan. 16th SR meeting. Leading training session with SWAT-Jack.org student group. Finalizing details for Jan. 23rd Power Hour.	3	Create a strong community of health & wellness at BCIT	Jack.org has accepted BCIT as a new Chapter! Had a phone meeting with Hannah & Tabi (Jack.org chapter coordinator) to discuss next steps for the chapter in mid-Dec. I will be leading the training session with the SWAT-jack.org group in the next couple of week (2 hours X 3 sessions). Topics to be covered at the training sessions include: leadership & advocacy, mental health 101, health equity, understanding your community, goal setting, and creating an action plan for the 2017 year. I have been accepted as a delegate for the Jack.org national student conference in Toronto, to share my work in mental health at BCIT and build new skills for mental health advocacy in the community.	Confirm training dates for SWAT-jack.org group (2 hours X 3 sessions).	
Justin Prasad	Chair of Transportation, Construction & Environment	Verbal update.	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	Chairing Set Rep Meeting next week on January 11th.	1	Improve health and wellness at ATC by resolving the current smoking issue.	Had the President of the SA represent ATC Students as I was not able to attend the JEM.	Will be discussing further options with SA President and Executive Director.	
			2	Improve the communication and presence of BCITSA at ATC.	Spoke with James to design a poster with on campus staff for ATC and their hours.	Working with Andrea S. to come up with ideas for more exposure.	
			3	Improve student experience by hosting more events at ATC.	Working with Andrea S. and Trina to brainstorm event ideas.	To approve event ideas, too attract student population within budgets.	

## BCITSA 2016/2017 Reports From Other Student Leaders & Staff

Name	Role / Title	Report	Optional - Other Notes
Caroline Gagnon	BCITSA Executive Director	Focused on move to 3rd floor.	
		Selected Resource Planning Group Inc. (RPG) as consulting firm for new student space.	
Emilio Da Silva	DTC Satellite Councillor		
Philip Romanov	BMC Satellite Councillor	Prepping for Set Rep Training at BMC scheduled for Jan 10th.	
Justin Hamilton	AIC Satellite Councillor	No updates	
Tallon O'Neill	Aboriginal Student Councillor	No updates	
Vasily Baryshnikov	International Student Councillor	No updates	
Megan Euverman	Residence Student Councillor	New students moving in this week, Two upcoming events - movie night on Jan 11 at residence and a hypnotist event on Jan 22 at Habitat.	

## Megan Euverman

Committee	Report by	Report	Optional - Other Notes
Finance	Jessica Graham		
Student Spaces	Justin Prasad		
Bylaw	Jessica Graham		
External Advocacy	VP External		
Clubs	Jae (Jisoo) Lee	Next meeting tentatively scheduled for last week of January.	

## BCITSA 2016/2017 Executive Objectives Update - January 9th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Event Funding	Jae (Jisoo) Lee	December intakes to be addressed in January due to low number of submissions (2). One committee member has dropped out of BCIT until September; interim arrangements have been made until a new councillor is able to commit to the newly vacant role.					
Board of Governors	Matthew May	Attended a Board Luncheon in December with SA VP Finance and VP External. Next BoG meeting is scheduled for February 14th.					
Education Council	Dominic Terrado						
Alumni Board	VP External						
Fair Trade (Ad Hoc)	Justin Prasad						



Council Meeting Agenda  
Monday January 9<sup>th</sup>, 2017  
5:30pm - 7:30pm

## **Briefing Notes**

### **Item 10.6:** *Tentative By Election Schedule*

*\*Subject to revision*

January 10<sup>th</sup> – Notice of Nominations

January 17<sup>th</sup> – Nomination Packages available on website and at SA Reception

January 24<sup>th</sup> – Nominations “officially” open

January 25<sup>th</sup> – 2:00 PM – Nominations close

January 30<sup>th</sup> – 6:00 PM – All-Candidates Meeting

6:30 PM – Campaigning opens

February 6<sup>th</sup> – 9:00 AM – Voting opens

February 8<sup>th</sup> – 2:00 PM – Voting closes

5:00 PM – Final budgets and checklists to be submitted by all candidates

5:30 PM – Results announced



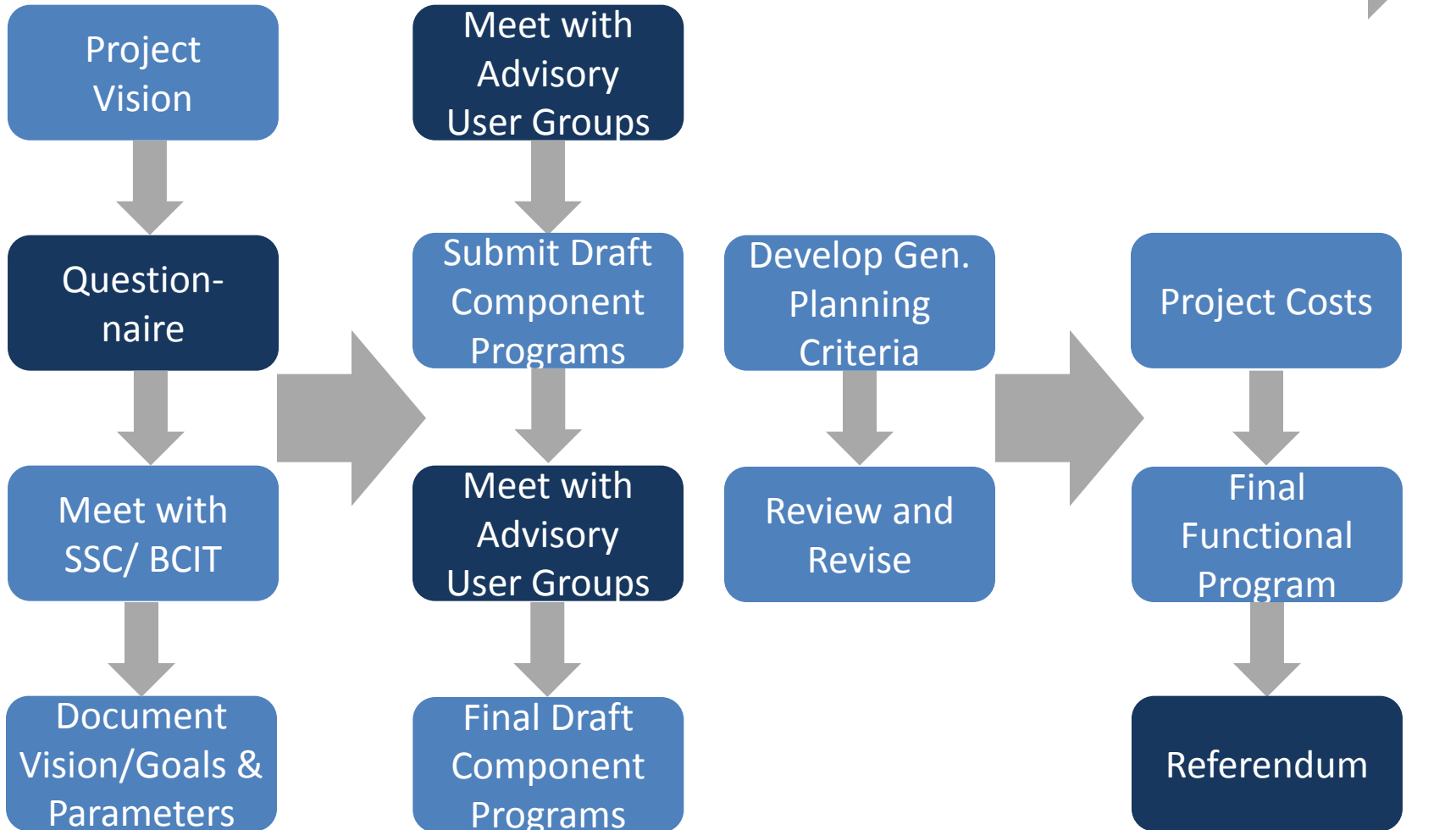
# Functional Program for Proposed Student Centre

# Agenda

- Introductions
- Project **Process**
- Creating a Project **Vision**
- **Outcomes/Next Steps**

# Project **Process**

## Communications Plan



# Creating a Project **Vision**

- 1 . How is the profile of BCIT students **unique**? How is it **changing**?
2. What **experiences and features** will create a sense student **ownership, enjoyment, and community**?
3. What would make the new building **truly innovative**? Why?
4. How could a new building best **capitalize on existing spaces and resources**?
5. Which **words** best capture **your vision** of the future facility?

# Outcomes/Next Steps

- Project Vision and Goals
- Service Descriptions
- Operational Descriptions
- Design Criteria/Concepts
- Space Requirements
- Spatial Arrangements
- Project Costs

Cost	Referendum	Design	BCIT
✓	✓	✓	✓
✓	✓	✓	
✓	✓	✓	✓
✓	✓	✓	✓
✓	✓	✓	
✓	✓	✓	
	✓	✓	