



*enhancing student life*

Council Meeting Agenda  
Monday March 20<sup>th</sup>, 2017  
5:30pm – 7:30pm

- 15.1 Call to Order
- 15.2 Acceptance of the Agenda
- 15.3 Acceptance of Meeting Minutes: March 6<sup>th</sup>, 2017
- 15.4 Progress Reports (5 min.)
- 15.5 Capital Levy Referendum (1 hr.) - Nav B.  
*See attached briefing. Suggested motion indicated in briefing.*
- 15.6 Fair Trade Report (20 min.) - Justin P.  
*See attached briefing.*  
*Suggested Motion: Be it resolved that BCITSA conduct further research into the feasibility of becoming Fair Trade Certified by providing a Fair Trade coffee in The Stand (Central) store to quantify demand for Fair Trade Certified coffees.*
- 15.7 Election Regulations Update (15 min.) - Matthew M.  
*See attached briefing.*  
*Suggested Motion: Be it resolved that Elections Regulations 5, 9, 10, and 13 be approved as amended.*
- 15.8 SA Elections Timeline (5 min.) - Matthew M.  
*See attached schedule.*
- 15.9 Question Period
- 15.10 Reminders
  - 15.10.1 Next Council Meeting – Monday April 3<sup>rd</sup> @ 5:30pm
  - 15.10.2 SA Elections Nomination Period – Monday, March 27<sup>th</sup> to Wednesday, April 5<sup>th</sup>
- 15.11 Meeting Adjournment

**Council Meeting**  
**Monday, March 20<sup>th</sup>, 2017**  
**Minutes**

- Executives:** Matthew May – President  
 Alex (Yushen) Tian – VP Finance & Administration  
 Jae Lee - VP Campus Life  
 Dominic Terrado – VP Student Affairs  
 Timothy David – VP External  
 Kayla Di Bauda – Chair, School of Health Sciences  
 Nav Bhatti – Chair, School of Computing & Academic Studies  
 Justin Prasad – Chair, Schools of Transportation, Construction & the Environment  
 Dean Tamboline – Chair, School of Energy  
 Philip Romanov – Marine Campus
- Staff:** Darla Williscroft, Administrative Coordinator
- Councillors:**
- |                       |                          |
|-----------------------|--------------------------|
| Maryam Baghalha       | Jonathan Martel-Trombley |
| Massoud Baghalha      | Stephanie Mulder         |
| Daniel Baranowski     | Justin Perry             |
| Vasiliy Baryshnikov   | Artti Prasad             |
| Luiza Cabadas         | Blake Tamboline          |
| Ken Cen               | Meghan Tius              |
| Christian Colquhoun   | Candy Tran               |
| David-Alexander Dabic | Matthew Vickars          |
| Silvia Lee            | Logan Wicks              |
- Regrets:** Caroline Gagnon, Executive Director  
 Tyson Sangha – Chair, Aerospace Technology Campus  
 Inder Gill – Chair, School of Business  
 Emilio Da Silva – Downtown Campus
- Absent:**
- |                |                    |
|----------------|--------------------|
| Ankit Dhami    | Rahul Kumar        |
| Megan Euverman | Moshtagh Mohammadi |
| Mary Hillis    | Sophia Romero      |
| Alice Ho       | Adbiel Tabaco      |
| Michael Hui    |                    |
- Guests:** James Foran – Marketing & Communications Manager, BCITSA  
 Sameer Ismail – Government Relations Strategist, BCITSA  
 Mark Mehrer - RPG

### 15.1 Meeting Called to Order

The Chairperson, Matthew, calls the meeting to order at 17:47 (25 voting members, including Chair).

### 15.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

*Moved by: Stephanie Mulder*

*Seconded by: Maryam Baghalha*

**24/0/0 Carried**

### 15.3 Acceptance of the Minutes

#### **Motion:**

Be it resolved that the Council Minutes from 2017-03-06 be accepted as distributed.

*Moved by: Justin Prasad*

*Seconded by: Meghan Tius*

**23/1/1 Carried**

### 15.4 Progress Reports

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

- Absent.

#### **Matthew May (President)**

- As submitted.
- Board of Governors passed annual budget with \$50,000 line item for student competitions. This is a direct result of JDC West and Western Engineering Competitions; nice to see that BCIT will add in financially to support these students.

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

- As submitted.
- LAN party on Friday night 2017-03-24; tell everyone. 70 signups already.

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

- Absent.

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

- As submitted.

#### **Timothy David (VP External)**

- As submitted.

- At most recent Alumni Association meeting heard that all alumni will have a travel discount with Merit Travel Group; in negotiations to apply to all students.

**Alex Tian (VP Finance & Administration)**

- As submitted.
- Next Finance Committee meeting will be regarding fee schedule for referendum.
- Will be working with Residence Advisor to promote more SA activities.

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

- As submitted.
- Power Hour cancelled today 2017-03-20 due to speaker emergency
- Attended Jack.org summit over the weekend; spoke about mental health and action plan for BCIT. Will have meeting next week with Jack.org team; inviting everyone who is interested. This will be regarding promoting self-care and mental health on 2017-03-28 from 17:30-19:30.

**Caroline Gagnon (Executive Director)**

- Absent.

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

- Absent.

**Jae Lee (VP Campus Life)**

- As submitted.

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

- As submitted.
- Potluck & karaoke night for Anime Club on 2017-04-01, everyone is invited.

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

- As submitted.

**Philip Romanov (BMC Satellite Councillor)**

- As submitted.

*17:55 Councillor joins. Count is 26.*

**15.5 Capital Levy Referendum**

- See attached briefing note.
- Met with Lorcan and Bill this afternoon: BCIT wishes for the SA to wait on the referendum for a year.
- Feel that our campaign will adequately educate students for the referendum. They thought we did not have costing from our consultant. Want to approach this

collaboratively. They were concerned about promises of the building but we are presenting a concept, not specifics.

- During the meeting, we raised our concern that we may burn some bridges by moving forwards now. The conversation we had indicated that this will not happen. Students are adults and can make educated decisions.
- Received costing from consultant on Wednesday last week to the amount of \$54 million. Called emergency Executive meeting to go through costing to see how we could reduce it to make the building possible.
- Discussed what a reasonable amount would be. Came to \$38 million. This would mean a \$40 fee increase initially for students, with increases of \$20 per year until 2022. Not a small amount of money, but buildings do cost money. If this is a need for students, then we need to move forward; need the building to match the needs of the students.

**Discussion:**

- Once motion passes does this mean we go to referendum?
  - The referendum will officially go out to the students. During that time there will be campaigning to promote it. Everything you see in your briefing will be presented to students.
- How much of the building will be owned by BCIT? If they are collaborating with us, is it purely going to be owned by us?
  - The building will be constructed and built by students on their dollar and gifted to BCIT. It will be leased back out to us afterwards as it is on crown land, for something along the lines of \$1 a year in perpetuity. What is in the building is 100% SA. If another stakeholder wants to buy in, they have the opportunity to pay for whatever space that would be.
- Could we have BCIT on board first to make a bigger building? The size we may want to build might not be suitable if admissions rise. If BCIT can join in to pay it would enhance the building.
  - We have been in talks with BCIT since it was an idea. We have to have their buy in to make it happen. This is being done in collaboration with the Campus Master Plan. They do not have the capital, other than from provincial grants, to purchase a piece of the building as the building would be outside of academia. Down the road if they do present some money to enhance the space we are open to collaborating. The proposed fees will provide an adequate space. BCIT did talk about having a larger student complex but they do not know where the money is coming from. When it comes to finding a site, they may keep space next to it open for an additional building or add-on.
- In the letter they ask we wait until 2018; could the next motion change it to 2018?
  - The motion is to have the referendum this year. We have not suggested a motion for next year because that means we defer our fee collection by 18 months, which will delay shovels in the ground by the same amount of time. The students who were a part of the input process will likely have left by that time; we would need to re-educate students to be on board with what is going on.

- If we pass this referendum, full-time students next year will pay a total of \$80. In the first year, this would generate the SA \$800,000. In subsequent years, the SA will collect the following amounts: \$1 million, \$1.2 million, \$1.4 million, \$1.7 million, and \$1.9 million gross per year. The total fees collected will stabilize at \$1.9 million per year, adjusted to inflation. Council should make a wise and educated decision to put through the referendum. I think students should have the right to decide on their own. This referendum is not approving the fee structure; we are approving the opportunity for students to have a decision.
- Do not have information about the building itself; before I vote, I want to see if it fits the students' needs. Did not participate in this process of deciding that and want more information on the purpose of the building to see what future students are paying for. We only have ideas at this point.
  - We do only have high level information for a purpose. We do not have a design built; just a functional space planning report of what we expect to see in the building, with one notable change since then. In the presentation last Council meeting, it was an assumption that Aboriginal Services was going to be included. Our material will not reflect that assumption. Specifics can change with needs of students changing and with how much money that we actually have to build this. The Student Space committee will have oversight on what goes in to the building once the referendum is passed.
  - We had over 880 responses from students on what they want to see. The plan shows options that were collected in the survey; solid details will come after the referendum, if passed, as the Student Space committee shapes what it includes. It is very conceptual right now, but we cannot move forward until we know what we can work with money-wise. Need to know what we can afford year-to-year. Students' want 24/7 access and food services in this building; that is something we will address.
  - Chicken and egg issue. The planning side of things would cost hundreds of thousands of dollars to pull together. Until we know if students want this, it is a lot of money to pile into something which may not happen. It is like buying a house, once you know what you can afford then you can find something that fits your needs.
  - When we went through this process we knew the budget would be an issue. Thought that \$38 million would be doable. For a cost consultant, the less certain information they have, the more issues the contingency will have. The costs may come down depending on the site we end up with. There are some items that are high cost, like the kitchen for example, which we may want to look at taking out. Most projects go through a cycle of finding needs, determining budget, and adjusting needs to fit budget. The buying a house analogy is accurate.
- If we do pass this, is Marketing ready?
  - Have been operating on the assumption that this would be a yes vote tonight. Campaign is almost ready to go, just need to add in costing. Will go through BCIT first to ensure that they are comfortable with our materials. The first part of the campaign will be awareness. You should see posters up already about our track

record of referendum successes. By the end of the week this will be ready. I do have the full plan if you want the details. Marketing is ready to go and we have all the tools. This is student run, and will need everyone to go out there and get students to vote. We have street teams planned and paid staff ready. Social media and marketing team are going to be dedicated. Need more of a push to get this off the ground as it is conceptual rather than concrete.

- Would satellite students be paying for this?
  - No, only those who have a class on the Burnaby campus will be charged according to the fee schedule.
- Student Space committee will be going through packages diligently. If Councillors want more information, or to join in, please connect with them.
- Reassure that concept will have at least the minimum requirements of the students. The over 800 responses saw reoccurring themes.
- If we do pass this referendum, regardless of this result, would we see the fee?
  - If passed here, and students vote yes, it will be implemented. If it is not passed, the fee will not be assessed.
  - According to the College and Institute Act, the fee increase has to go through approval of members in a binding referendum. Without this motion passing, we cannot go to referendum and have no way to collect the fee.
- Received the 190 page document which was thoroughly examined by the Student Space committee before going to cost consultant. Second version is back to us soon. The requirements have been vetted by students already so we are not going in blind.
- How does Marketing plan to have students who will not be here to pay for this?
  - Different approaches. The people voting now would pay the least amount at \$40 each term. The people who would be using the building would carry the highest fee. We want to bring awareness to our referendum history. The services that we use today were put in place by students who voted yes to referenda in the past even though they would not necessarily get to use them. You know the struggles you have here right now. This is what you are telling us, the campaign is to have students put their money where their mouth is. At the end of the day, it is still up to us to push it out, communicate the message, and encourage everyone to vote.
- Regarding the letter: BCIT wants to work with us and integrate it into their vision. If we pass the vote for the referendum, do we have a plan to work with them now even though they do not want it approved at this moment?
  - We want to start collecting fees. There will be about two years of consultation and design work, going back and forth to BCIT to ensure that both parties are comfortable with the plan moving forward. A lot will be fast tracked after June once the Campus Plan goes forward to the Board of Governors. Will need to start communications and discussions as soon as possible.
- What support are they insinuating by requesting us to wait a year? Simply to wait for the Campus Plan. It was discussed today with authors; we do not think this would negatively impact anything. This will only allow us to get our fees and break ground a year earlier. They will collaborate with us regardless as they want this building to happen as well. We broke this process into two phases, assuming this goes to

referendum; during that period the SA's full focus will be on passing it. After this is when we start making commitments as it would be now backed by students and their money. BCIT will have faith it is in place.

- Just want to make sure it is clear that BCIT is on board. Do you think we should collaborate with BCIT to grow campus and the institution? Research is growing at BCIT and in my lab we cannot accept students as we have no space.
  - We already have conditional approval as they are already working with us. BCIT is already seeking money for a Health Sciences building, as well as a trades and technology complex. If it were a matter of having money to spend, the cranes would be already up. The money BCIT receives largely comes from the Ministry and it is a very slow process to obtain. What you are proposing would be a separate motion and it would hold another body accountable which we cannot account for through our meeting. This would be a larger strategic direction.

18:32 Councillor leaves. Count is 25.

Calling the question to vote on Motion.

Moved by: Logan Wicks

Seconded by: Philip Romanov

**15/10/0 Failed**

18:39 Councillor joins. Count is 26.

18:45 Councillor joins. Count is 27.

- It is not an easy process to convince students to move ahead. If we did not do this, our pub and offices would be old and dingy. We are presenting a cleaner referendum than previously. Nothing will happen unless students pay it forward. Yes you will not see it now, but 5 years from now a student will have a place to work because of you now.
- If we tie it in with BCIT when they are ready, this will not be able to happen in a reasonable amount of time.
- If we wait a year for BCIT, and they put out a budget including this, would the fee be lower? Further, if this carries, does the SA have the expertise to carry this out?
  - As currently staffed, no. We would hire a Project Manager to ensure the project moves forward appropriately. For our office renovations it was Caroline and Roland acting as Project Managers. With a full building, we would have to hire an additional person, which is included in the cost analysis provided by the consultant. Assuming it passes, and BCIT puts up money later, it would just add to the building. If we go to referendum and it fails, it is harder to come back to the referendum in the future. If we defer to a later date and they give money, it would be a choice for us to lower the cost per student or increase building itself. A lot of what if scenarios.



- BCIT Capital Plan had money for revitalization of Eh Pod, and it was later dropped as it was a low priority. They had to scrimp to fund the \$3-4 million for electrical updates. Reasonably confident they will not be able to contribute this year or the next. They will support us, but not financially.
- Buildings get more expensive as years go by. If you wait, students will end up paying more.
- Once this motion and referendum passes, when would we start breaking ground?
  - No set date because we cannot predict that at this stage. It implicates BCIT and makes it harder to negotiate with them. We could possibly start breaking ground in 3-4 years, with the building would take another 2 years to be completed.

**Motion:**

Be it resolved that BCITSA proposes to collect a new capital fee, and sends the following question to referendum during the voting period of 2017-04-06 to 2017-04-13:

**Background:**

BCIT is currently engaged in a multi- year Campus Development Planning exercise. The BCIT Student Association (SA) has engaged with BCIT students extensively over the past few months to hear directly from students what it is that will make the BCIT student experience better. Additionally, the SA has been involved in conversations with BCIT regarding the construction of a new student building.

Currently BCIT considers that our proposal may be a catalyst in rejuvenating campus, and they are open to continuing these conversations to ensure that our new building will integrate with the Campus Development Plan. As a result of our research, the SA is proposing the construction of a new building for students on the Burnaby Campus ('Student Centre'). This space could include:

- designated study space, including meeting rooms and group project work areas
- clubs space
- more food service offerings
- 24/7 access to accommodate the busy student life at BCIT.

Additionally, the proposed building will incorporate sustainable design with a clean and modern aesthetic. The focus of the building will be to provide a welcome environment for our students which will promote and enhance the well-being of students.

Though we are in the initial planning phases for our building, we need to start collecting funds to pay for the design and construction of the building. The SA proposes the implementation of a new capital fee, in addition to existing student fees, according to the table set out below. The fee would take effect at the start of the Fall 2017 term and would increase annually according to the table below at the start of the each following Fall Term thereafter until 2022, at which point it will be capped and adjusted annually for inflation, indexed to the Canadian Consumer Price Index (CPI).

The following table sets out the maximum additional student fee payable by each type of student starting in the Fall Term 2017, and also sets out the maximum annual increase until 2022.

<u>Additional Student Fees</u>	Fall 2017			Annual Increase Fall 2018 - 2022		
All full time day - Technology	Up to	\$40.00	per term	Up to	\$10.00	per term
All full time day - Trades & Apprentices	Up to	\$ 2.29	per week	Up to	\$ 0.57	per week
All part time day - Technology	Up to	\$ 3.33	per credit	Up to	\$ 0.83	per credit
All part time evening (CE courses)	Up to	\$ 5.71	per course	Up to	\$ 1.43	per course
All Industry Services student	Up to	\$ 2.29	per week	Up to	\$ 0.57	per week
All Coop Technology Students	Up to	\$20.00	per term	Up to	\$ 5.00	per term
Trades Coop	Up to	\$ 1.14	per week	Up to	\$ 0.29	per week

BCIT students who do not attend at least one course requiring physical attendance at the Burnaby campus in a given period of time will not have to pay any of the additional student fees applicable for that period of time.

**Question:**

Are you in favour of the proposal, as described above, to fund the new Student Centre building?

- YES
- NO

*Moved by: Nav Bhatti*  
**19/5/3 Carried**

*Seconded by: Jonathan Martel-Trombley*

19:02 Chair calls 5 minute recess. 19:07 meeting called to order.

19:07 2 Councillors left. Count is 25.

**15.6 Fair Trade Report**

- See attached briefing note.

**Discussion:**

- All coffees need to be Fair Trade for us to be certified. Do the students actually care that much?
  - We are motioning to put one Fair Trade coffee option in The Stand to see how it works without switching everything.
- How will this affect coffee prices?
  - Same price.
- What is the downside to changing to all Fair Trade coffees?
  - May need to change coffee suppliers.
- Since the price for the coffee will not change, do we project to lose any money by adding in Fair Trade?
  - We have not done an analysis on making the switch. Part of adding in a coffee is to see how it will do first.
- Fair Trade is a standard to show that we want to promote ethical products and consumption.
- What are we gaining as a campus other than a shiny label?
  - It was decided that the main gain from this would be the social aspect. The question is do the students really care? If this is something students care about, it will show through how they commit their money.
- How would you choose which supplier to go to if this were to move forward?
  - If it turns out to be something students want, we would work with the Engineers Without Borders club and with JJ Bean.

**Proposed Motion:**

Be it resolved that BCITSA shall work with JJ Bean or another coffee supplier to provide at least one Fair Trade Certified coffee option in The Stand (Central);

Be it further resolved that BCITSA explore options for other Fair Trade items and produce to be sold in The Stand stores and Geared Up;

Be it further resolved that BCITSA assist the Engineers Without Borders club in their Fair Trade initiative, and support events such as Fair Trade Week;

Be it further resolved that BCITSA re-open discussions on Fair Trade options following the renewal of BCIT's food service contract.

**Discussion on Motion:**

- We will need to be tracking demand for Fair Trade coffee in The Stand. Is there a timeline for the results of this, and do we know who will make the decision?
  - We have weekly and monthly sales tabulated by the Retail Manager. If it sells, it would make business sense to make the switch.

- If it is a purely business matter, then why are we discussing?
  - We are discussing this because we formed an ad hoc committee to deal with this issue; the commitment of the committee was to bring back the results to Council.
- Even if sales and revenue remain relatively constant, would it not still make sense to be certified? Would this not be advantageous for the SA?
  - Decisions we make have to reflect the needs and wants of students. If it sells as well as the other coffees, it would make sense to make the switch.
- The intent is to determine quality?
  - No, it is to determine the demand. What do students want to drink and what do they want to buy? The loss of services if they do not want it is not worth it.

Calling the question to vote on Motion.

*Moved by: Alex Tian*

*Seconded by: Christian Colquhoun*

**22/3/0 Carried**

**Motion:**

Be it resolved that BCITSA shall work with JJ Bean or another coffee supplier to provide at least one Fair Trade Certified coffee option in The Stand (Central);

Be it further resolved that BCITSA explore options for other Fair Trade items and produce to be sold in The Stand stores and Geared Up;

Be it further resolved that BCITSA assist the Engineers Without Borders club in their Fair Trade initiative, and support events such as Fair Trade Week;

Be it further resolved that BCITSA re-open discussions on Fair Trade options following the renewal of BCIT's food service contract.

*Moved by: Justin Prasad*

*Seconded by: Jonathan Martel-Trombley*

**20/3/2 Carried**

*Stephanie Mulder noted abstention.*

### 15.7 Election Regulations Update

- See attached briefing note.

#### **Motion:**

Be it resolved that Elections Regulations 5, 9, 10 and 13 be approved as amended.

*Moved by: Jonathan Martel-Trombley*

*Seconded by: Luiza Cabadas*

**24/0/1 Carried**

### 15.8 SA Elections Timeline

- See attached schedule.
- Regulations which just carried will not be in effect for the upcoming elections.

### 15.9 Question Period

- Thank you to everyone for supporting the building referendum moving forwards. Do your job and make the best decision for students. Very aware vote was not unanimous, it is now upon us to back it and make it happen. If you speak on behalf of Council you need to speak for the body; you can have your own personal opinions but we need to maintain a unanimous voice.
- Regarding BMO on campus; tired of being chased down the halls. How much are they paying to be here?
  - Not sure; will connect with Andrea Carl to find out.
- Not unanimous vote [referendum]; just want you to believe in it. I am one of the cheapest students here. Talk to Nav and have a discussion about your feelings, sure there are other students who have the same ones. The real campaign happens after today.

### 15.10 Reminders

**15.10.1** Next Council Meeting – Monday 2017-04-03 at 17:30.

**15.10.2** SA Elections Nomination Period – Monday, 2017-03-27 to Wednesday, 2017-04-5.

### 15.11 Meeting Adjournment

It was moved by Justin Prasad and seconded by Matthew Vickars that the meeting be adjourned.

**25/0/0 Carried**

The meeting was adjourned at 19:41.

## Objective Updates for March 20th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Matthew May	President		1	Increase Student Representation in all facets of BCIT/BCITSA decision making bodies	Advocated for more student consultation at the Board of Governors	Pending a referendum question being passed, will be working to include all students in the referendum process	
			2	Improve communication and services to satellite campuses	Emilio will update on ISEP students	Follow up with Tyson re: teleconference room at ATC	
			3	Increase PTS involvement in all BCITSA boards + decisions	No report	Will incorporate part time involvement as it relates to policy work	
Alex Tian	VP of Finance & Administration	-Provide financial data analysis support regarding the BCITSA -Provide options and opinions on new student fee schedule for the possible referendum.	1	Present BCITSA financial operation in a understandable way	Discussed with President of SA, controller, marketing manager, Government Relations Strategist regarding the new student centre building plan, and possible total cost.	Provide additional information regarding the finance information for the building plan during the council meeting.	I will back to my operational financial analysis after March 20th.
			2	On going Bylaw and Regulation review	Wait for update on the last Bylaw committee meeting	Plan to have another Bylaw meeting next week to discuss the draft of the Privacy policy for the upcoming data sharing agreement with BCIT	
			3	Increase Awareness of SA service for BCIT Residence	On hold due to the increase workload of student centre project	Will participate the upcoming BCIT Residence Activities to network with the residence advisors.	
Dominic Terrado	VP Student Affairs	No update	1	Establish a formal set-up and training for the Education Council and Board of Governors student representatives.	No change	Follow up with Jen Figner on the implementation of training for upcoming EdCo student reps.	
			2	Increase awareness for student rights and advocacy	SA Instagram giveaway received 40 comments from students. Prize was awarded on April 13.	Follow up with Robyn/Danielle	
			3	Collaborate with the Vancouver/Burnaby Board of Trade to create on-campus events	Confirmed 3 speakers from the Board of Trade and the date of the event, which will be on April 27th.	Submit marketing form to James. Will be promoting at Inder's Set Rep meeting and will talk to Amy regarding promoting the event through the Business clubs.	
Jae (Jisoo) Lee	VP Campus Life	- Received approval per BCIT to install BCITSA TV screens/charging docks at satellite campuses - Attended Student Success Visioning Session - advocated on behalf of satellite students and their needs for student/recreation services - Speaking to Sales with Vancouver Whitecaps for the feasibility of student rates/discounts - Meeting with Kimberley Carter (Student Services, BCIT) to assess collaboration channels between SA and Student Services	1	Change the current Rec. Service offerings for satellite campuses to better accommodate students.	- Received approval to redo the underground floor (mezzanine) at the DTC to be made into hotel-style gym per Jimmy Kim (Operations & Revenue Manager, BCIT) - Editing two final campus life surveys for DTC and ATC - Met with Tom Moore to discuss potential alternative recreation offerings for both campuses		
			2	Provide a 2-way communication platform for BCIT students via social media.	- Promotion of BIG Business Career Fair by featuring in @bcitsa's Instagram stories - 9 new posts through Campus Life Instagram account @bcitsocial		
			3	Revise the Policies and Guidelines governing student clubs at BCIT	Club's funding application newly implements Google Forms per Amy. Edited and reviewed form		
Timothy David	VP External		1	To create a code of conduct for the External Advocacy Committee to serve as a guideline for future use	Template has been created. Currently the terms of reference oversee 6 sections: Mission Statement, Governance, Jurisdiction, Objectives, Resources & Budget, Additional Notes.	Prior to review by council, the EAC will review the document and create/remove any data within the terms of reference. It will then proceed to the Executive Board for review.	
			2	Increase the involvement of the student body with the next upcoming provincial election	Pending date for on-campus debate, we are missing confirmation from 2 of the representatives. Once confirmation is given, we can proceed to setting a date for the members to share their platform on campus.	Pushing for a confirmation from remaining 2 candidates to secure an on-campus debate for the upcoming provincial election. A schedule to be created to speak at high-volume student lectures to promote and explain the importance of the upcoming provincial elections. This will be brought up to the EAC Committee for assistance in the matter.	
			3	Build relationships with external parties including and not limited to; employers and commercial organizations to further enhance the student experience.	In the most recent Alumni Association meeting on March 16, 2016, we have discussed the implementation of a new affinity partnership with Merit Leisure Group Inc. This will be a 5% discount on all services provided for all alumni students of BCIT. This covers travel plans/products that may be in the interest of the students  Francis Paqueo, the Senior Manager of AutoFinance at Scotiabank, also a former BCIT Alumni of 2006 has agreed to take on the role of a mentor in the SA's Mentorship Program.	Merit Leisure Group Inc. discount is effective immediately and can be used by current alumni students effective immediately. Negotiation is underway for these services to extend to current students and is being handled by Heather Morrison of the Executive Committee.  Francis will be provided with documentation and proper direction on the steps of the mentorship program via email.	
Inder Gill	Chair of Business	March set rep meeting next week!	1	Partner with a 3rd part provider to provide BCIT students more help and resources in to finding suitable off campus housing	Met with BCIT's housing department to review their current service provider compared to the proposed new provider for the service and looked into ways we can have BCIT and the Student Association promote the same provider to provide students with consistent messaging throughout and to gain larger usership of the service.	Wait for an update from BCIT housing in regards to next steps and time line and touchbase with SA's marketing team to go over options.	
			2	Research the possibility of a commerce society at BCIT and what it would look like	No Update		
			3	Review the Set Rep program with student feedback and add more value	Implementing the set rep reqard system has already seen an increase in the relaying of information to sets in order to create a better line of communication. Preparing for next meeting.	Look into ways to increase attendance to set rep meetings to ensure best value for both students and the sa	

## Objective Updates for March 20th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Dean Tamboline	Chair of Energy	Currently preparing for the March Set Rep meeting. Held First Aid training for interested Set Reps over Spring Break.	1	Continue to the push to rename the School of Energy to the School of Engineering.	Meeting date with the VP Academic, Tom Roemer, has been finalized for early April. This meeting will allow me to talk with Tom about the feedback received at my last Set Rep meeting while also providing my own input about the current structure of the schools. I have also set up a meeting with Forrest, the Dean of the SoE, to discuss these same points.	Wait for these meetings to take place.	
			2	Create opportunities for interaction between students of different programs through courses such as Liberal Studies	No progress.	Look into the possibility of having the First Aid training occur every year and be open to Set Reps from all the schools.	
			3	Get students involved with improving Career Services by providing feedback and suggestions.	No progress.	Invite Craig Woods, the Career Service Specialist for SoE, to upcoming Set Rep meeting.	
Nav Bhatti	Chair of Computing & Academic Studies	Met with Dean and AD to discuss issues brought forth during set-rep meetings	1	Negotiate with BCIT for an SA-funded student space	Cost consultation has come back after RPG report - initial estimate was roughly \$54 million. This amount was determined to be too high and an emergency meeting held by the board settled on a more reasonable fee structure to be presented to council.	Referendum question to be presented to council	
			2	Streamline Chair transitions and the Chair SoCAS role. Encourage higher Set-Rep participation	No progress	Refine transition document, and work with BCIT stakeholders on improving set-rep process.	
			3	The "odd-job" objective	Requested ability to sign out power bars from ehPod - am looking into the possibility of added Slack access for students	Discuss with programs heads as to the platform's usefulness	
Kayla Di Bauda	Chair of Health Science	Preparing for next SR meeting. Arranged meeting with New Dean of HS.	1	Continue to strengthen Inter-Disciplinary collaboration in BCIT Health Science	All details confirmed for next power hour on March 20th. Will be smaller scale in Council Chambers from 1130-1220. Will give verbal report about power hour at the meeting. Message posted onto Nursing D2L page, email sent to all program heads/SRs to spread the word about the power hour. Send marketing request form to Gen and event form to Trina for April 10th power hour, all students welcome, will be in the great hall.	Follow up with April 10th speaker. Work with BCITSA/BCIT SOHS marketing to promote April 10th power hour.	
			2	Organize Inter-disciplinary case rounds for students in SOHS	NA	NA	
			3	Create a strong community of health & wellness at BCIT	Preparing for March 28th meeting-- team will be creating action plan. Inviting all students to be involved in this visioning session. Sent all documents to Jack.org chapter coordinator. Will be attending jack.org conference on Friday. Will give verbal update on conference. Followed up with Chris Rogerson about sponsoring SWAT/jack.org members to attend Healthy Minds, Healthy Campus conference in April.	Invite SRs to attend Jack.org/SWAT visioning session on March 28th. Start creating jack.org year plan.	
Justin Prasad	Chair of Transportation, Construction & Environment	Confirmed meeting with Dean & Business Development Manager for BCIT SoCE.	1	Improve overall marketing outreach and student engagement from students within School of Transportation, Construction & The Environment at BCITSA sponsored/hosted events.	No follow up from Douglas Woodley. Going to try another approach	Discuss with Business Development Manager on different approaches	
			2	Introduce a design competition to design students Possibility of design competition where winning project actually gets built on campus	Design Contest Underway	Awaiting results. Interim Crit coming up soon	
			3	Look to improving existing student spaces across campus	Need to reserve time to do campus wide tour to find locations for microwaves. No updates from Electrical Engineer for BCIT regarding SW1 Lighting Begin canvassing set reps to find out different problem areas around campus and figure out how to deal with them	Next set rep meeting March 30th. will discuss progress with them and go from there	
Tyson Sangha	Chair of Aerospace Technology Campus		1	Improve health and wellness at ATC by resolving the current smoking issue.	As previously submitted.	Waiting to attend JEM meeting.	
			2	Improve the communication and presence of BCITSA at ATC.	As previously submitted.	As previously submitted.	
			3	Improve student experience by hosting more events at ATC.	As previously submitted.	As previously submitted.	

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

Name	Role / Title	Report	Optional - Other Notes
Caroline Gagnon	BCITSA Executive Director	On holidays.	
Emilio Da Silva	DTC Satellite Councillor	ISEP wireless issue has been fixed by BCIT international. In addition set rep meeting with English corner went well. Volunteer opportunities have continued, hosting events March 11th internally and the 15th and 17th externally.	
Philip Romanov	BMC Satellite Councillor		
VACANT	AIC Satellite Councillor		
Justin Perry	Aboriginal Student Councillor		
Vasily Baryshnikov	International Student Councillor		

## Objective Updates for March 20th

Name	Position	Position Update	#	Objectives	Objectives Update	Objectives Next Steps	Optional - Other Notes
Megan Euverman	Residence Student Councillor						

## BCITSA 2016/2017 Reports From Committees

Committee	Report by		Optional - Other Notes
Finance	Alex Tian	Finance Committee (Skype meeting On March 15th). The purpose of this session is to give the finance committee members an update on the new student center. We also discussed the mandate draft for the finance committee.	Discussion points: 1. the possible student center fee charge options and the impact on students life and BCITSA financial plans for the next 25 years. 2. the Finance Committee draft mandate and objectvies.
Student Spaces	Justin Prasad	RPG Report for Spaces In, and revised by Space Committee. Revision 2 also provided. Awaiting Revision 3. Draft 1 Costing provided and now being reviewed by Student Space Committee. Referendum discussion brought to Executive Board and Marketing. Nav will be presenting the motion for the referendum to Council.  Design Competition Underway, Interim Crit coming up soon	
Bylaw	Alex Tian		
External Advocacy	Timothy David	Terms of reference for EAC has been created. In our next team meeting on March 21, 2017, we will take a look at this document in more depth to ensure that it properly represents the EAC and its requirements for future EAC members.	Once review is completed by the EAC, this terms of reference will be submitted to the Executive Board for review.
Clubs	Jae (Jisoo) Lee	Next Club President's meeting on March 30th.	
Board of Governors	Matthew May	Meeting on March 14th, where we approved an over \$300 million budget. \$50,000 was reallocated for dedicated student competition funding.	
Education Council	Dominic Terrado	Next meeting on May 10th	
Alumni Board	Timothy David	Currently the Alumni Association has added a new Affinity Partner, Merit Leisure Group Inc. This is a travel company, and it entitles all alumni to a 5% discount of their products and services. The board has agreed to reduce their sponsorship budget rom \$60,000 to \$45,000 for more strategic sponsorship and allocation of funds towards alumni events.  At the moment, interviews are underway for a new Vice President of the Alumni Association Executive Committee. Details soon to follow.	Negotiation is underway to extend these services to current students of BCIT in addition to the alumni population.
Fair Trade (Ad Hoc)	Justin Prasad	Will report at Council.	Summary provided within Council Briefing Notes



## Briefing Notes

### **Item 15.5: Capital Levy Referendum**

#### **Referendum Dates:**

Start - Thursday, April 6, 2017 at 9:00am

End - Thursday, April 13, 2017 at 12:00pm (noon)

#### **Students eligible to vote:**

- All students (full-time / part-time) registered between January 1 and April 30, 2017 in programs including at least one course at the Burnaby campus.
- For greater clarity, distance learners and students not attending the Burnaby campus will be excluded from the voting process.

*Suggested Motion:* **BE IT RESOLVED THAT the BCITSA proposes to collect a new capital fee, and sends the following question to referendum during the voting period of April 6, 2017 to April 13, 2017:**

#### **Background:**

BCIT is currently engaged in a multi- year Campus Development Planning exercise. The BCIT Student Association (SA) has engaged with BCIT students extensively over the past few months to hear directly from students what it is that will make the BCIT student experience better. Additionally, the SA has been involved in conversations with BCIT regarding the construction of a new student building.

Currently BCIT considers that our proposal may be a catalyst in rejuvenating campus, and they are open to continuing these conversations to ensure that our new building will integrate with the Campus Development Plan. As a result of our research, the SA is proposing the construction of a new building for students on the Burnaby Campus ('Student Centre'). This space could include:

- designated study space, including meeting rooms and group project work areas
- clubs space
- more food service offerings
- 24/7 access to accommodate the busy student life at BCIT.

Additionally, the proposed building will incorporate sustainable design with a clean and modern aesthetic. The focus of the building will be to provide a welcome environment for our students which will promote and enhance the well-being of students.

Though we are in the initial planning phases for our building, we need to start collecting funds to pay for the design and construction of the building. The SA proposes the implementation of a new capital fee, in addition to existing student fees, according to the table set out below. The fee would take effect at the

start of the Fall 2017 term and would increase annually according to the table below at the start of the each following Fall Term thereafter until 2022, at which point it will be capped and adjusted annually for inflation, indexed to the Canadian Consumer Price Index (CPI).

The following table sets out the maximum additional student fee payable by each type of student starting in the Fall Term 2017, and also sets out the maximum annual increase until 2022.

<u>Additional Student Fees</u>	Fall 2017		Annual Increase Fall 2018 - 2022	
All full time day - Technology	Up to	\$40.00 per term	Up to	\$10.00 per term
All full time day - Trades & Apprentices	Up to	\$ 2.29 per week	Up to	\$ 0.57 per week
All part time day - Technology	Up to	\$ 3.33 per credit	Up to	\$ 0.83 per credit
All part time evening (CE courses)	Up to	\$ 5.71 per course	Up to	\$ 1.43 per course
All Industry Services student	Up to	\$ 2.29 per week	Up to	\$ 0.57 per week
All Coop Technology Students	Up to	\$20.00 per term	Up to	\$ 5.00 per term
Trades Coop	Up to	\$ 1.14 per week	Up to	\$ 0.29 per week

BCIT students who do not attend at least one course requiring physical attendance at the Burnaby campus in a given period of time will not have to pay any of the additional student fees applicable for that period of time.

**Question:**

Are you in favour of the proposal, as described above, to fund the new Student Centre building?

YES

NO

### **Item 15.6: Fair Trade Report**

The Fair-Trade Committee has conducted extensive research into the advantages and disadvantages in switching to Fair Trade products within the Stand Stores in efforts to obtain Fair Trade Certification on campus.

A campus-wide Fair Trade Certification has 3 main requirements:

1. Have, at minimum, 3 teas, 1 hot chocolate, and *all* coffee products Fair Trade Certified.
2. Maintain a Steering Committee to run events and engage students in learning about Fair Trade and the issues surrounding developing countries where these products are often imported from.
3. Host events and engage students throughout the year with Fair Trade events.

The Committee recommends that BCITSA continues to advocate for Fair Trade through events and education through the Engineers Without Borders (EWB) Student Club and continue providing Fair Trade product options in The Stand and Geared Up.

The Fair Trade Committee had a presentation from JJ Bean, who is our current coffee supplier for all The Stand stores at BCIT's Burnaby Campus. They provided us with excellent information regarding their structure and operation and we agreed that their practices exceed the minimum requirement set by the International Fair Trade Standard. Their company pays above the minimum price set by the International Fair Trade Standard (\$1.40/lb) and have also supported regional growth within the developing communities where they import their coffee.

The Fair Trade Committee also had a presentation from the Canadian Fair Trade Network in which we were provided an excellent presentation, giving us a general oversight on how the program works, the requirements for BCIT/BCITSA to join the program, and their standards and practices. The Fair Trade Network is a non-profit organization that sets minimum standards to ensure growth and development within communities across the world.

The Committee was plagued with unfortunate delays through the year due to technical errors, conflicting schedules and poor weather, which resulted in a 10-week delay for bringing the final report to Council.

The Committee has had a fair bit of discussion with regards to how to move forward with the information provided. We decided that it would be best to study whether Fair Trade Products would be a viable replacement to the current coffee provider within The Stand stores. We recommend that we provide one coffee within The Stand Central location with Fair Trade branding to see whether there is a demand by the students to purchase and see more Fair Trade options on Campus. Note that BCIT Gateway Deli, Ethical Bean, and the Ritz Café all serve Fair Trade Coffee. Tim Hortons is exempt from the Fair Trade requirement, but do have their own product certification and standards found on their corporate website

We also recommend that BCITSA continues to provide the current selection of Fair Trade products such as tea, shirts, and chocolates which are all currently being sold within The Stand and Geared Up.

**Suggested Motion:** *Be it resolved that BCITSA conduct further research into the feasibility of becoming Fair Trade Certified by providing a Fair Trade coffee in The Stand (Central) store to quantify demand for Fair Trade Certified coffees.*

## **Item 15.7: Elections Regulations Update**

### **Regulation 5**

5. For greater certainty, any poster, social media post, or other visual aid that contains photographs, drawings, artwork, or other graphics, combined with text, such text reasonably considered to be associated with BCITSA elections or a candidate for such an election, shall be considered to meet the definition of campaign materials for the purpose of the Bylaws and this Regulation if it is posted in any place or forum where any voter might reasonably be expected to be able to view it.

#### **Additional Notes**

- After Consultation with staff and the executive, the Bylaw Committee recommends that this regulation remains unchanged, with further recommendation to emphasize the fact that any and all campaign materials are not required to be pre-approved, but it is recommended.
- The only further amendment would be to expand on the mediums that would be considered to be “campaign materials”.

### **Regulation 9**

9. A candidate wishing to withdraw must do so no later than forty-eight (48) hours before the opening of the polls by tendering their withdrawal, in writing, personally to the CRO, or to the SA reception on the third floor of SE2. Any such withdrawal must be submitted with proof of identity. No campaign manager shall be authorized to submit such a withdrawal on behalf of a candidate.

#### **Additional Notes**

- Recommendation to keep as originally worded.

### **Regulation 10**

10. Campaign speeches of a spontaneous nature may be made at any location either by the candidate or the Campaign Manager on their candidate’s behalf. No candidate or Campaign manager may campaign within any office, operation, or event of BCITSA.

10a. For further clarity, BCITSA Club events are not to be considered BCITSA events for the purpose of this regulation.

#### **Additional Notes**

- Recommendation to allow for campaign speeches to be allowed as originally presented. Further recommendation to expand on no-campaign zones to also include BCITSA events, regardless of location. Further recommend to include a clause to clarify the role BCITSA club events plays during the campaign period.
- \*While not addressed in this regulation, the Bylaw committee raised the discrepancy between candidates endorsing other candidates. The bylaw is clear as to how campaign materials cannot cross-endorse, but as it relates to spontaneous speeches, the Bylaw Committee recommends that endorsements should not be strictly prohibited, for the reason of supporting communications between candidates and encouraging effective discourse.\*

### **Regulation 13**

13. The Elections Committee may, at their sole discretion, extend any deadline for action

contained in this Regulation, if the enforcement of such deadline would be unpractical or unsafe.

**Additional Notes**

- Recommendation to pass as originally proposed.

***Suggested Motion from the Bylaw Committee:***

Be it resolved that the Bylaw Committee recommends to the Council that Elections Regulations 5, 9, 10, and 13 be approved as amended.

**Item 15.7: SA Elections Timeline**

**BCITSA ELECTIONS 2017 - IMPORTANT DATES**

---

**Friday, March 24, 2017 – 9:00am**

- Notice of By-Elections and Nominations on [www.bcitsa.ca](http://www.bcitsa.ca)
- Notice of By-Elections and Nominations BCITSA E-blast
- Nomination forms available online or at BCITSA SE2 2<sup>nd</sup> and 3<sup>rd</sup> Floor
- Notice of Elections & Nominations BCIT e-mail

**Monday, March 27, 2017 – 8:00am**

- Nominations open

**Wednesday, April 5, 2017 – 2:00pm**

- Nominations close
- Deadline for Nomination Form  
– please submit to CRO via email ([elections@bcitsa.ca](mailto:elections@bcitsa.ca)) or drop off at BCITSA SE2 3rd Floor.  
**Late submissions will not be accepted.**
- Submit printed campaign materials for approval

**Tuesday, April 18, 2017 – 6:00pm**

- Confirmation of Candidates at All Candidates Meeting, SE2 Council Chambers
- Deadline to submit write-up for the *Link* Magazine website (.doc file format)
- Candidates photo for the *Link* Magazine blog are taken

**Tuesday, April 18, 2017 – 6:00 pm to Monday, May 1, 2017 – 2:00pm**

- Campaign period

**Tuesday, April 25, 2017 – 9:00am to Monday, May 1, 2017 – 2:00pm**

- Voting period - online voting available via [my.bcit.ca](http://my.bcit.ca)

**Monday, May 1, 2017– 4:00pm**

- Confirmation of successful candidates by the Office of the Registrar

**Monday, May 1, 2017 – 5:00pm**

- Submit campaign budget and checklist to CRO

**Monday, May 1, 2017 – 5:30pm**

- Official declaration of BCITSA annual election results, SE2 Council Chambers

**Tuesday, May 2, 2017 – 5:30pm**

- Deadline to remove all campaign materials