

Council Meeting Agenda  
Monday, September 18<sup>th</sup>, 2017  
5:30pm – 7:30pm

- 5.1 Call to Order
- 5.2 Acceptance of the Agenda
- 5.3 Executive Introductions
- 5.4 Acceptance of Meeting Minutes: August 28<sup>th</sup>, 2017
- 5.5 Committees Discussion
- 5.6 Open Forum
- 5.7 Reminders
  - 5.7.1 Training for New Councillors – 2017-09-25 @ 17:30 in SE2 – 270/271
  - 5.7.2 Next Council Meeting – 2017-10-02 @ 17:30 in Council Chambers
  - 5.7.3 Council Mingler – Following next Council meeting in Habitat (19+)
- 5.8 Meeting Adjournment

*- Timothy Cheng*

*See attached list.*

**Council Meeting**  
**Monday, September 18<sup>th</sup>, 2017**  
**Minutes**

**Executives:** Sergey Bukharov – President  
Timothy Cheng – VP Finance & Administration  
Christian Colquhoun – Chair, School of Business  
Timothy David – VP External  
Mark Malczewski – Chair, Aerospace Technology Campus  
Moshtagh Mohammadi – Chair, Schools of Transportation, Construction & the Environment  
Spencer Pollock – Chair, School of Computing & Academic Studies  
Sophia Romero - VP Campus Life  
Adbiel Tabaco– Chair, School of Health Sciences  
Dean Tamboline – Chair, School of Energy

**Satellite Councillors:** Emilio Da Silva – Downtown Campus

**Staff:** Caroline Gagnon, Executive Director  
Darla Williscroft, Administrative Coordinator

**Councillors:**

|                  |                   |
|------------------|-------------------|
| Massoud Baghalha | Max Omelianiec    |
| Vivian Chen      | John Perry        |
| Riley Druskin    | Justin Perry      |
| Megan Euverman   | Shubhi Singh      |
| Michael Hui      | Meghan Tius       |
| Japneet Johal    | Candy Tran        |
| Rahul Kumar      | Konstantin Vassev |
| Luiza Leal       | Mariana Veras     |
| Julie Lee        | Kajol Verma       |
| Phillip Lee      | Matthew Vickars   |
| Jonathan Martel  | Katrina Wong      |
| Alysha Mayenburg | Winston Yuen      |
| Stephanie Mulder | Ronny Yuet        |

**Regrets:**

**Absent:**

**Guests:**

### 5.1 Meeting Called to Order

The Chairperson, Sergey, calls the meeting to order at 17:45 (37 voting members, including Chair).

### 5.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

**34/0/2 Carried**

### 5.3 Executive Introductions

- *Board members and Councillors introduce themselves.*

### 5.4 Acceptance of the Minutes

**Motion:**

Be it resolved that the Council Minutes from 2017-08-28 be accepted as distributed.

*Moved by: Adbiel Tabaco*

*Seconded by: Moshtagh Mohammadi*

**32/0/4 Carried**

### 5.5 Committees Discussion

- *See attached.*
- Committee Chairs speak on what duties their respective committees are assigned.

**Discussion:**

- Can you be an executive in a club and still be in the Clubs Committee?
  - Conflict of interest in the allocation of funding.
- Committee Chairs ask if Bylaw, Finance, and Clubs Committees can be formed today.
  - To be done in Open Forum.

### 5.6 Open Forum

- School of Business event call Connect, at the Downtown Campus on 2017-09-20. Anyone is invited to show up. Come network with people in your school. Ticket sales are donated to the BC Wildfire Relief fund.
- LAN party will be happening again at BCIT, likely mid-November. Join the Discord server to keep connected.

**Motion:**

Be it resolved that the following Councillors be a part of the Clubs Committee: Vivian Chen, Rahul Kumar, John Perry.

*Moved by: Meghan Tius*

*Seconded by: Stephanie Mulder*

**31/1/4 Carried**

**Motion:**

Be it resolved that the following Councillors be a part of the Bylaw Committee: Shubhi Singh, Jonathan Martel, Katrina Wong, Michael Hui.

*Moved by: Emilio Da Silva*

*Seconded by: Christian Colquhoun*

**32/1/3 Carried**

**Motion:**

Be it resolved that the following Councillors be a part of the Finance Committee: Rahul Kumar, Winston Yuen.

*Moved by: Shubhi Singh*

*Seconded by: Adbiel Tabaco*

**35/0/1 Carried**

**Motion:**

Be it resolved that the following Executive be the Vice-Chair of the Finance Committee: Sergey Bukharov.

*Moved by: Stephanie Mulder*

*Seconded by: Meghan Tius*

**26/9/1 Carried**

- If you have questions about roles or responsibilities, come to the training next week. Mandatory for new Councillors to attend.

**5.7 Reminders**

- 5.7.1** Training for New Councillors – 2017-09-25 @ 17:30 in SE2 – 270/271
- 5.7.2** Next Council Meeting – 2017-10-02 @ 17:30 in Council Chambers
- 5.7.3** Council Mingler – Following next Council meeting in Habitat (19+)

**5.8 Meeting Adjournment**

The meeting was adjourned at 19:39.

**Item 5.5: Committees Discussion**

The following table highlights the structure and responsibilities of each committee, as outlined in the Bylaws. At the next meeting, Council will vote to fill available spaces. Please refer to the Bylaws for the full description of each Committee. The meeting frequency presented is the minimum but is up to the Chair's discretion.

| <b>Clubs Committee</b>  |       |                |                    |                   |
|---|-------|----------------|--------------------|-------------------|
| <ul style="list-style-type: none"> <li>Discuss club funding, and any issues related to Club activities and events affecting Student life</li> </ul> | Chair | Vice-Chair     | # of Positions     | Meeting Frequency |
|   |       | VP Campus Life | VP Student Affairs | 3                 |

| <b>Student Spaces Development Committee</b>  |       |            |  |                               |
|--|-------|------------|--|-------------------------------|
| <ul style="list-style-type: none"> <li>Facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA, grant or deny, in its sole discretion, any requests for funds to be drawn from the Student Space Fund</li> </ul> | Chair | Vice-Chair | # of Positions                               | Meeting Frequency             |
|  |       | SoTCE      | An appointed Executive from within Committee | 2 Executives<br>4 Councillors |

| <b>Bylaw Committee</b>  |       |                             |                   |
|---|-------|-----------------------------|-------------------|
| <ul style="list-style-type: none"> <li>Conduct an annual review of BCITSA's bylaws</li> </ul> | Chair | # of Positions              | Meeting Frequency |
|   |       | VP Finance & Administration | Minimum 2         |

| <b>Finance Committee</b>   |       |                             |                                |                   |
|--|-------|-----------------------------|--------------------------------|-------------------|
| <ul style="list-style-type: none"> <li>Review monthly financial statements</li> <li>Ensure transparency and access to financial documents</li> <li>Review annual budget</li> </ul> | Chair | Vice-Chair                  | # of Positions                 | Meeting Frequency |
|  |       | VP Finance & Administration | Appointed Executive by Council | 2                 |

## Objective Updates for September 18th

| Name                    | Position                              | Position Update | # | Objectives   | Objectives Update  | Objectives Next Steps   | Optional - Other Notes   |
|-------------------------|---------------------------------------|-----------------|---|--|--|---|--|
| Sergey Bukharov         | President                             |                 | 1 | Work to improve access for students to the SA's services and remove barriers to student access to those services.  | No updates.  | Review club regulations and bylaws to ensure no students are left out from participating through our legislature.   |  |
|                         |                                       |                 | 2 | Work with the institute to provide the student body for a greater variety of food options on campus.   | Have met with food services on the institute's side to chart a path for cooperation going forward.   | Continue working with food services to find concrete options for food services that would work for the students.  |  |
|                         |                                       |                 | 3 | Act as a true representative of the student body by collecting and bringing student feedback directly to the executive team.   | Will provide executive team with inquiries recently received regarding parking.  | Collect additional feedback from students on campus about other issues they may have  |  |
| Timothy Cheng           | VP of Finance & Administration        |                 | 1 | Create a system for analysis budget easier for everyone (include information on line items)  | Looked at previous analysis on budget, gathered knowledge on Financial Structure and Budgeting Process   | Create a fresh detailed tables  |  |
|                         |                                       |                 | 2 | Oversee the policy creation & implementation this year with the bylaws committee, and complete all changes required  | No Updates   | Bring drafts of New Policies to Bylaw committee to review   |  |
|                         |                                       |                 | 3 | Promote SA & Peer tutor services, in hopes to increase student involvement.  | Shared my experience during kick start and hosted peer tutor booth. Hosting a booth in School of Business Networking Event on behalf of SA   | Attend sessions scheduled for Peer Tutor & SA presentation, for first year FMGT students.   |  |
| Timothy David (Interim) | VP Student Affairs                    |                 | 1 | Voice student concerns and feedback in an urgent and professional manner to BCIT's senior management.  | A formal complaint was received by a student in regards to on-campus parking. Specific parking stalls near NE1 have been converted into Staff Parking, however, are not used and left empty the entire business day.   | Set the next Joint-Executive Meeting to ensure this concern is voiced properly. With the efforts of the Student and the Vice President Campus Life, we will influence change with the current student parking strategy. |  |
|                         |                                       |                 | 2 | Serve as a member of the Elections Committee to ensure the upcoming Fall by-election is conducted in a fair and just manner.   | None at this time.   | Nomination period ends September 15, 2017. Sameer Ismail will provide a specified date for the All-Candidate's Meeting.   |  |
|                         |                                       |                 | 3 | Educate and transition the next Vice President Student Affairs chair member in role obligations and team expectations.   | None at this time.   | Nomination period ends September 15, 2017. Awaiting the selection process to be completed.  |  |
| Sophia Romero           | VP Campus Life                        |                 | 1 | Promote and bring more services from the Wellness Department to satellite campuses   | Participated in Kim's online survey to decide on which new activities could be successful in the near future at the different BCIT campuses.   | Set a meeting with Kim and possibly Abby Tabaco to further discuss a plan to achieve my objective in conjunction with Abby's (if relevant)  |  |
|                         |                                       |                 | 2 | Involve myself with the International Student Centre to inform international students of all activities happening on campus and encourage them to join such, as well as SA services available to them as full time students. | No updates.  | Meet with Bryce Weibley and attend events held by his department to meet more international students and understand their needs in the educational and social aspects.  |  |
|                         |                                       |                 | 3 | Organize social events that bring students from different programs together  | No updates.  | Study the opinion of students from different programs and understand who is interested and what kind of social events they'd be interested in taking part of.   |  |
| Timothy David           | VP External                           |                 | 1 | Ensure the U-Pass Program continues with a reasonable price for students for this year and the next year moving forward.   | Met with the Student Association Caucus and the U-Pass Advisory Committee in July. A proposal document is currently being created. Expected time for release is Late-October or Early-November.  | Next U-Pass Advisory Committee meeting will be on October 27, 2017. In this meeting we will review the final document and its contents.   |  |
|                         |                                       |                 | 2 | Revive, prepare and plan TedxBCIT. Create a long-term, sustainable plan to ensure continuity of the Tedx platform on Campus.   | None at this time.   | Discuss with Dylan Smith, the 2015 BCIT Student Association President, the previous framework of TedxBCIT. Meeting has been set for September 23, 2017.   |  |
|                         |                                       |                 | 3 | Reach out to prospect companies to increase employment opportunities for BCIT's student body. Collaboration with Career Services in employment events such as Big Business and Industry Days.                                | Organized a meeting with Travelers Finance's Manager of Sales, David Bawden. Traveler's Finance is a subsidiary of Coast Capital and are interested in building a relationship between BCIT Students for future employment opportunities.                                  | None at this time.  |  |
| Christian Colquhoun     | Chair of Business                     |                 | 1 | Work with the Chair of Energy and the Chair of ATC to improve the Set Rep program so students see more tangible value in participating.  | Currently talking to former set reps and asking for opinions and ideas   | Contact elected set-reps and see where their knowledge about the program stands, and what they would like to see out of it this year.   |  |
|                         |                                       |                 | 2 | Increase the use of Open Educational Resources in the School of Business - working in collaboration with Chair of Health Sciences and SOCAS  | A meeting is being set up with the person heading the "OER" movement at BCIT   | None at this time   |  |
|                         |                                       |                 | 3 | Increase the sense of community within the School of Business by having the different programs meet eachother, network, and attend Club events   | Helping administer the Connect event happening next Wednesday at the DTC   | The event will take place on Wednesday, we will see the outcome and plan from there.  |  |
| Dean Tamboline          | Chair of Energy                       |                 | 1 | Promote advocacy within the School of Energy.  | Met with Robyn Loughheed, one of the SA's advocates, to discuss this objective and she's all for it.   | Connect Robyn with some of the communication instructors within the School of Energy so Robyn can do some class presentations around midterm time, which is when students most often require advocacy.                  |  |
|                         |                                       |                 | 2 | Work with the Chair of Business and the Chair of ATC to improve the Set Rep program so students see more tangible value in participating.  | Currently looking into the possibility of having new types of training sessions offered to Set Reps. The first of these is Standard First Aid, and Miranda Cross, the Student Development Manager, is looking into a partnership with the Red Cross to make this possible. | Brainstorm other types of training that could benefit the Set Rep program.  |  |
|                         |                                       |                 | 3 | Work with the Chair of TCE to create a stronger connection between trades students and the SA in order to increase engagement.   | No update.   | Going to be meeting Associate Deans and Program Heads/Chief Instructors for the various trades in the School of Energy to talk about this objective.  |  |
| Spencer Pollock         | Chair of Computing & Academic Studies |                 | 1 | Continue to help keep the LAN party at BCIT a great social outlet for student's school wide.   | Discord server launched ( <a href="https://discord.gg/UCsg6xu">https://discord.gg/UCsg6xu</a> ), continuing to build hype for the LAN party.   | Looking at sponsors for the event, sending emails to them, as well as coming up with minor event ideas to help promote more hype for LAN.   | Lorem ipsum, ad iungere discordiae servo scrubs. Dolor sit amet, consectetur adipiscing elit. Nulla risus lorem, sollicitudin sit amet dui at, luctus euismod urna. Aliquam diam enim, dictum eu rhoncus sit amet, porttitor nec massa. Nunc id convallis magna. Aliquam erat volutpat. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec tempus elementum massa ac rhoncus. Maecenas scelerisque nisi vitae rutrum efficitur. <i>What happens if I translate this?</i> |
|                         |                                       |                 | 2 | Improve student knowledge of services at BCIT as well as improve the knowledge in students about the BCIT executives and student elected positions.  | No update at this time.  | Will have more information after the first set rep meeting.   |  |
|                         |                                       |                 | 3 | Work with students to better improve the programs at BCIT and students experience through feedback, updates and interactions with students to keep the computing culture thriving.   | No update at this time.  | Will have more information after the first set rep meeting, but going to continue to meet with the dean and associate dean every month for continued updates from both sides  |  |

## Objective Updates for September 18th

| Name               | Position  | Position Update   | # | Objectives  | Objectives Update  | Objectives Next Steps   | Optional - Other Notes |
|--------------------|---|---|---|---|--|---|------------------------|
| Abby Tabaco        | Chair of Health Science                             | I hope that everyone had enjoyed their summer and hopefully have slowly started to settle in now that a couple weeks have passed. | 1 | Increase interdisciplinary relations within the SOHS  | Met with Trina Prince, the Events Manager to discuss potential events in the upcoming year -- i.e. Amazing Race Style SOHS specific  | Will brainstorm and gauge interest in the upcoming Set Rep meeting  |                        |
|                    |   |   | 2 | Promote BCIT/BCITSA health and wellness services to increase physical/mental health and wellness of the student body  | Attended the Speak Up Speak Out Committee meeting on Sept. 12th  | Will promote event at upcoming Set Rep Meeting and encourage the other Chairs to do the same  |                        |
|                    |   |   | 3 | Increase the use of Open Educational Resources in SOHS - working in collaboration with Chair of Business and SOCAS  | no update  | no update   |                        |
| Moshtagh Mohammadi | Chair of Transportation, Construction & Environment |   | 1 | Have 2 big competitions for the Schools of TCE that requires participation from varieties of programs (this is to have more interactions between all programs in these schools). Also have smaller competitions that is a continuation of last year's design competition. | As Abby has mentioned to everyone, School vs School competition. Spoke to a civil instructor about some ideas of design competitions that requires different disciplines.  | Start exploring ideas of some competitions for the School vs School idea with the other Execs. Speak to Trina for the second competition (spring break time) for a heads up.                      |                        |
|                    |   |   | 2 | Work with the Chair of Energy to create a stronger connection between trades students and the SA in order to increase engagement.   | Spoke to the Associate Dean of the School of Transportation. He is going to forward me contacts within the school to visit classes. Also will be having coffee with him sometime next week to meet face to face and also see how he can help. I have also visited one class (automotive) and met an instructor (Naleen in automotives) to visit his class next week. | Identify classes where the students are here for long term. Have coffee with the Associate Dean of SoT  |                        |
|                    |   |   | 3 | Work with BCIT to create a competitions fund for all students.  | No Update  | Talk to Caroline to brainstorm some ideas on how and where to start.  |                        |
| Mark Malczewski    | Chair of Aerospace Technology Campus                |   | 1 | Create a more social environment for students at the ATC Campus.  | There's a lot of interest in the club Maximum Altitude which has the potential to be a great tool.   | I need to create a meeting for Maximum Altitude next week after the Set Rep meeting to vote for new leadership for the club and talk about the future. I'd like to start a monthly pub night too. |                        |
|                    |   |   | 2 | Create work experience opportunities for students to volunteer for local employers in their chosen industry and make valuable contacts to help them get a job when they're done school.   | I've talked to instructors and staff about possible companies willing to support such a program.   | More discussion needs to happen to make a list of potential companies.  |                        |
|                    |   |   | 3 | Work with Impark and YVR Airport to find a solution to overly expensive parking rates for students of the ATC Campus.   |  | I should talk to SA staff to see if they can get into contact with Impark/YVR to organize a meeting.  |                        |
|                    |   |   | 4 | Improve set rep attendance for all the ATC classes so that our meetings are more complete.  | Andrea has got a few more reps from the new classes that just started in September.  | I need to talk to teachers of other classes to get them to assign a Set Rep and get me their contact info.  |                        |
|                    |   |   | 5 | Make ATC books available at the ATC Campus.   |  | I need to have a meeting with the bookstore manager and Carolyn.  |                        |

## BCITSA 2017/2018 Reports From Other Student Leaders & Staff

| Name            | Role / Title                     | Report   | Optional - Other Notes   |
|-----------------|----------------------------------|--|--|
| Caroline Gagnon | BCITSA Executive Director        | Increase program offerings within the Health and Wellness department   | This summer, we were busy hiring a new Health & Wellness Manager. Sincer her hiring, Kim has been busy at reviewing existing programming and making amendments as needed. For example, the Speak Up, Speak Out campaign has been moved up to ensure that students are informed about mental health and programs if they need to access them. A new Glow Week was created to bring awareness about Recreation Services and their programs. Kim will be conducting a needs assessment in the fall. |
|                 |                                  | Provide students with increased access to jobs   | For the past few months, Career Services positions were restructured to prepare for this focus. The last Career Specialist was hired, allowing for one Career Specialist per School. Each Career Specialist now has a School plus interest: either Employer and Industry Relations, Instructional design and learning, or International.   |
|                 |                                  | Set up 3 functioning childcare centres that work cohesively together   | A second childcare was built and has opened for September. Construction has started for the third childcare with an anticipated opening date of November 1. Staff have been hired and were trained on centre's philosophy, values and processes. The second centre will be full as of October 1, while the third centre will be full on its opening day.   |
| Emilio Da Silva | DTC Satellite Councillor         | Have Sept 30th event in partnership with Confucius Institute @ DTC. Planning external events later this quarter with Cisco and iTech coming. Met with relevant people in School of Computing and Academic Studies to discuss DTC changes. Have English corner @ DTC starting next week. Planning meetings with School of Business and International for information gathering relating to policy recommendation. |  |
|                 | BMC Satellite Councillor         |  |  |
|                 | AIC Satellite Councillor         |  |  |
| Justin Perry    | Aboriginal Student Councillor    |  |  |
| TBD             | International Student Councillor |  |  |
| Megan Euverman  | Residence Student Councillor     |  |  |

## BCITSA 2017/2018 Reports From Committees

| Committee      | Report by          | Report   | Optional - Other Notes |
|----------------|--------------------|--|------------------------|
| Finance        | Timothy Cheng      | None at this time. Committee will recruit members in upcoming Council Meetings |                        |
| Student Spaces | Moshtagh Mohammadi |  |                        |
| Bylaw          | Timothy Cheng      | None at this time. Committee will recruit members in upcoming Council Meetings |                        |

## Objective Updates for September 18th

| Name               | Position        | Position Update  | # | Objectives | Objectives Update | Objectives Next Steps | Optional - Other Notes |
|--------------------|-----------------|--|---|------------|-------------------|-----------------------|------------------------|
| External Advocacy  | Timothy David   | None at this time. Committee will be recruiting members in the next upcoming Council Meetings.   |   |            |                   |                       |                        |
| Clubs              | Sophia Romero   | First Club Funding meeting took place at the end of August. Moshtagh and Tim Cheng helped to evaluate all applications. I will be recruiting official members for the committee in the October 2nd Council Meeting.  |   |            |                   |                       |                        |
| Board of Governors | Sergey Bukharov |  |   |            |                   |                       |                        |
| Education Council  | VPSA            |  |   |            |                   |                       |                        |
| Alumni Board       | Timothy David   | <p><b>Alumni Engagement Committee</b><br/>Currently, we are looking for methods to reach out to previous Alumni. Email attempts have proven an open-rate of approximately 32%. An objective this year for this board is to increase engagement through other events and giveaways.</p> <p><b>Alumni Board of Directors</b><br/>Next meeting is set for September 21, 2017 at 5:30 PM at the Downtown Campus. Discussion will focus on the selection process for new directors this upcoming year and the reviewal of the budget.</p> |   |            |                   |                       |                        |