

Council Meeting Agenda
Monday, September 17th, 2018
5:30pm – 7:30pm
SE2 324 Council Chambers

- 4.1 Call to Order
- 4.2 Welcome & Introductions
- 4.3 Acceptance of the Agenda
- 4.4 Old Business
 - 4.4.1 Executive Director's Report - *Caroline G.*
 - 4.4.2 Clubs Committee Report - *Jordan H.*
- 4.5 New Business
 - 4.5.1 Summer Executive Committee Meeting Minutes - *Tim D.*
 - 4.5.2 Committees
 - 4.5.2.1 Clubs Committee - *Jordan H.*
 - 4.5.2.2 Bylaw Committee - *Henry V.*
 - 4.5.2.3 Finance Committee - *Henry V.*
- 4.6 Open Forum
- 4.7 Reminders
 - 4.7.1 Mingler following this Council meeting in Habitat (19+ bring ID)
 - 4.7.2 New Councillor Training: 2018-09-24 @ 17:30 in Council Chambers
 - 4.7.3 Set Rep Meetings: 2018-09-25 for Business, Health Science, Computing
2018-09-27 for Energy, Construction & Environment, Transportation
 - 4.7.4 Next Council Meeting: 2018-10-01 @ 17:30 in Council Chambers; Councillor headshots before
- 4.8 Meeting Adjournment

Council Meeting
Monday, September 17th, 2018
Minutes

Executives: Justin Cervantes – Chair, School of Computing & Academic Studies
Christian Colquhoun – VP External
Timothy David – President
Matt Hardwick – Chair, School of Business
Jordan Holden – VP Campus Life
Cory Pope – Chair, School of Energy
Chris Samra – Chair, Schools of Transportation, Construction & the Environment
Eiryll Sanchez – VP Student Affairs
Henry Vo – VP Finance & Administration

Satellite Councillors: Spencer Glodek – Downtown Campus

Staff: Caroline Gagnon, Executive Director
Darla Willisroft, Administrative Coordinator

Councillors:

Tyler Alfreds	Nic Johnson
Annabelle Angle	Jean Marc Lafleur
Ophelia Bar-Lev-Wise	Luna Liang
Dan Boisvert	Michael Martins
Russ Case	Alysha Mayenburg
Cindy Chang	Max Melling
Danilo Dal Cengio	Stephanie Mulder
Kayla Di Bauda	Rose Salm
Sani Dzafic	Eli Shields
Michael Girard	Quinton Silzer
Hala Hassan	Donald Starck

4.1 Meeting Called to Order

The Chairperson, Tim, calls the meeting to order at 17:45 (32 voting members, including Chair).

4.2 Welcome & Introductions

- Tim welcomes everyone to first Council meeting. Everyone introduces themselves. Meeting structure and Robert's Rules are briefly discussed.

4.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Stephanie Mulder

Seconded by: Kayla Di Bauda

31/0/0 Carried

4.4 Old Business

4.4.1 Executive Director's Report

- See attached.

4.4.2 Clubs Committee Report

- Had meeting in the last week of August with Executive members. Funding requests totalled \$6,000; committee approved \$3,000. Budget for the year is \$28,500.

4.5 New Business

4.5.1 Summer Executive Committee Meeting Minutes

- Will receive package of minutes from summer meetings. Council needs to review the package. At next meeting the motions will be brought up and items can be revoked or reversed. Please bring your questions forward before or during the next Council meeting.

4.5.2 Committees

4.5.2.1 Clubs Committee

- The committee is introduced; see attached. Seeking 3 Council members to join.

Discussion:

- Can people involved in clubs be a part of the Clubs committee
 - Yes, but you cannot vote on funding decisions for your club.
- Clubs Committee meets once a month, usually the last week of the month.

4.5.2.2 Bylaw Committee

- The committee is introduced; see attached. Seeking at least 2 Council members to join.

4.5.2.3 Finance Committee

- The committee is introduced; see attached. Seeking 2 Council members to join.

4.6 Open Forum

- This short meeting is not typical for Council meetings. Usually these meets go for 2 hours.
- What role does the SA play in Rec Services?
 - We have connections; depends on what questions you have.
- The climbing wall is falling apart and needs work.
 - There is a new Rec Service staff member who is a climber and will help maintain it.
- During open forum we can help you connect with appropriate community members and aid in advocating for what students would like to see.
- NE1 printer card reader ate the card; has been resolved. Librarian has been pushing for years for the print card reader to be replaced.
- Is Student Spaces Committee happening this year?
 - Yes, it will be discussed soon.

4.7 Reminders

- 4.7.1** Mingler following this Council meeting in Habitat (19+ bring ID)
- 4.7.2** New Councillor Training: 2018-09-24 @ 17:30 in Council Chambers
- 4.7.3** Set Rep Meetings: 2018-09-25 for Business, Health Science, Computing
2018-09-27 for Energy, Construction & Environment,
Transportation
- 4.7.4** Next Council Meeting: 2018-10-01 @ 17:30 in Council Chambers;
Councillor headshots before

4.8 Meeting Adjournment

It was moved by Ophelia Bar-Lev-Wise and seconded by Alysha Mayenburg that the meeting be adjourned.

30/0/0 Carried

The meeting was adjourned at 18:16.

Item 4.4.1: Executive Director's Report

- **Entrepreneurship Centre:** Construction of the new Entrepreneurship Centre was completed this Summer. BCITSA Entrepreneurial Services staff are now located at the centre. Furniture is scheduled to be delivered second week of October. Our team is working with BCIT to finalise the naming and the grand opening event, tentatively scheduled for the end of November.
- **Orientation:** All hands were on deck during Orientation Week. Over 80 volunteers helped orient first year students around the Burnaby campus. On September 5, a successful Clubs Day event marketed the different clubs to students. This event was very well received, and many cross-club events are already in the works. For a second year, BCITSA partnered with BCIT Recreation Services for Glow Week. This event is a good way for students to connect, have fun while learning about the different services available on campus. I would encourage all students to look at the events calendar on the BCITSA website to see how students can get involved.
<https://www.bcitsa.ca/campus-life/events/>
- **Pub & SE40 Kitchens Renovation:** Both kitchens are now operational after some unplanned delays. The tardiness of opening the pub kitchen delayed the opening of the pub in August, thus the hiring and training of new staff. The Habitat Pub is finally fully staffed and new servers are being trained. With the opening of the SE40 kitchen, BCITSA is now able to cater all over campuses. Though the service has not been officially launched, BCIT community has responded well by ordering catering from us. Student clubs can now use our services for their events on the Burnaby campus,
- **Childcare Announcement:** Premier John Horgan, Minister of Children and Family Development, Katrine Conroy, and Minister of State for Child Care, Katrina Chen, utilized the BCITSA Childcare Centre to announce their newest Affordable Childcare Program. This was a great opportunity for BCITSA to show case our centres which were partially funded by provincial grants.

Upcoming: Events:

- Career Transition and Planning for International Students – September 18
- Clubs Training – September 19
- How to Write Impressive Cover Letters – September 20 (DTC)
- Zen Lounges (Free Massage for students) & Fresh Fruit Fridays – September 21 & 28
- Are you LinkedIn Workshop – September 24
- Prepare for Tech Industry Day – September 25 (DTC)
- Effective Job Search – September 27 (DTC)
Industry Connections – Coffee Chat with OHS Professionals September 27

Item 4.5.2: Committees

The following tables highlight the structure and responsibilities of each committee, as outlined in the Bylaws – please refer to them for the full description of each committee. The meeting frequency presented is the minimum and is up to the Chair’s discretion if they would like to have more.

4.5.2.1: Clubs Committee				
Discuss club funding, sanctioning, and any issues related to Club activities and events affecting student life.	Chair	Vice-Chair	# of Positions	Meeting Frequency
	VP Campus Life	VP Student Affairs	3	Monthly

4.5.2.2: Bylaw Committee			
Conduct an annual review of BCITSA’s Bylaws.	Chair	# of Positions	Meeting Frequency
	VP Finance & Administration	Minimum 2	Bi-monthly

4.5.2.3: Finance Committee				
Review monthly financial statements. Ensure transparency and access to financial documents. Review annual budget.	Chair	Vice-Chair	# of Positions	Meeting Frequency
	VP Finance & Administration	Appointed Executive by Council	2	Monthly

2018-2019 Executive Objectives

Name	Position	Objectives
Timothy David	President	Create new student introduction video
		Work with different interest groups on campus to develop operational plan for equal and inclusive opportunities for all students
		Provide information sessions and networking opportunities between all student representatives sitting on the different boards at BCIT
Henry Vo	VP Finance & Administration	Help and educate students to get funding from major institutions
		Bring existing policies and procedures into line with newly adopted "Policy on Policies"
		Update the Investment Policy and start investment process with Controller
Eiryll Sanchez	VP Student Affairs	Advocate to BCIT the need to include equity and inclusivity position at BCIT to make it a priority
		Work with Indigenous Services to create an awareness campaign of their services, and their background to educate the BCIT student community.
		Update all BCITSA information regarding Indigenous Services from "Aboriginal" to "Indigenous" to make it more inclusive of the Indigenous community.
Jordan Holden	VP Campus Life	Support SA Wellness department
		Work with Executives to generate more School-specific content, general student content, and more live-posting from events
Christian Colquhoun	VP External	Work with the Alumni Association to improve current student and alumni engagement
		While working with various stakeholder groups, develop short and long-term strategies that the BCITSA can take to advance the Open Educational Resources issue forward
		Educate students on the BCIT campus about the upcoming Provincial Proportional Representation referendum and promote student involvement in the voting process
Matt Hardwick	Chair of Business	Insure that inclusive community oriented events are held within the School of Business
		Work with student clubs to promote cross program collaboration
		Advocate to BCIT the need for increased compost and recycling bins
		Promote career services and entrepreneurship workshops
Cory Pope	Chair of Energy	Connect students in Engineering, Trades & Architecture programs together through networking and inclusive opportunities
		Work with BCIT to promote existing programs to international students for their success and achievement
		Link with Learner Services to investigate possible gap in services
Justin Cervantes	Chair of Computing & Academic Studies	Create Slack account for direct communication with Set Reps
		Promote health and wellness (social and physical) for students by advocating for a SoCAS-sponsored Sun Run team
		Submit a proposal to the CIO for 5 summer jobs for SoCAS students where students are competing for positions by hackathon
Chris Samra	Chair of Transportation, Construction & Environment	Connect students in Engineering, Trades & Architecture programs together through networking and inclusive opportunities
		Work with Architectural Connections club to improve the experience for all Architecture and Building Science students
		Advocate for the creation of a program for students that integrates passive design with architecture and civil engineering

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