

Council Meeting Agenda  
Monday, October 1<sup>st</sup>, 2018  
5:30pm – 7:30pm  
SE2 324 Council Chambers

- 5.1 Call to Order
- 5.2 Acceptance of the Agenda
- 5.3 Acceptance of the Minutes: 2018-09-17
- 5.4 Old Business
  - 5.4.1 Executive Updates
  - 5.4.2 Clubs Committee Report - *Jordan H.*
  - 5.4.3 Acceptance of Summer Executive Committee Meeting Minutes - *Tim D.*
  - 5.4.4 Committees (*See attached*)
    - 5.4.4.1 Clubs Committee - *Jordan H.*
    - 5.4.4.2 Bylaw Committee - *Henry V.*
    - 5.4.4.3 Finance Committee - *Henry V.*
    - 5.4.4.4 Student Spaces Development Committee - *Chris S.*
- 5.5 New Business
  - 5.5.1 SoCAS 2019 Vancouver Sun Run Team Sponsorship (*See attached*) - *Justin C.*
- 5.6 Open Forum
- 5.7 Reminders
  - 5.7.1 By-Election Voting Period: 2018-10-01 to 2018-10-05 @ 14:00
  - 5.7.2 Next Council Meeting: 2018-10-15 @ 17:30 in Council Chambers
- 5.8 Meeting Adjournment

**Council Meeting**  
**Monday, October 1<sup>st</sup>, 2018**  
**Minutes**

- Executives:** Justin Cervantes – Chair, School of Computing & Academic Studies  
 Christian Colquhoun – VP External  
 Timothy David – President  
 Matt Hardwick – Chair, School of Business  
 Cory Pope – Chair, School of Energy  
 Chris Samra – Chair, Schools of Transportation, Construction & the Environment  
 Eirylle Sanchez – VP Student Affairs  
 Henry Vo – VP Finance & Administration
- Satellite Councillors:** Spencer Glodek – Downtown Campus
- Staff:** Darla Williscroft - Administrative Coordinator
- Regrets:** Caroline Gagnon - Executive Director  
 Jordan Holden – VP Campus Life
- Councillors:**
- |                      |                  |
|----------------------|------------------|
| Tyler Alfreds        | Jordon Linsangan |
| Annabelle Angle      | Michael Martins  |
| Ophelia Bar-Lev-Wise | Alysha Mayenburg |
| Dan Boisvert         | Max Melling      |
| Cindy Chang          | Evan Morrow      |
| Danilo Dal Cengio    | Stephanie Mulder |
| Kayla Di Bauda       | Nikita Nayak     |
| Sani Dzafic          | Rose Salm        |
| Michael Girard       | Eli Shields      |
| Hala Hassan          | Quinton Silzer   |
| Nic Johnson          | Donald Starck    |
| Jean Marc Lafleur    | Philip Struthers |
|                      | Lauren Venhola   |
- Absent:** Luna Liang
- Guests:** Stewart McGillivray – Government Relations Strategist  
 Conner Herrmann - Student

## 5.1 Meeting Called to Order

The Chairperson, Tim, calls the meeting to order at 17:42 (34 voting members, including Chair).

## 5.2 Acceptance of the Agenda

### **Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Christian Colquhoun*

*Seconded by: Stephanie Mulder*

**32/0/1 Carried**

## 5.3 Acceptance of the Minutes: 2018-09-17

### **Motion:**

Be it resolved that the Council minutes from 2018-09-17 be accepted as distributed.

*Moved by: Kayla Di Bauda*

*Seconded by: Nic Johnson*

**32/1/0 Carried**

## 5.4 Old Business

### 5.4.1 Executive Updates

- See attached.

### **Discussion:**

- When will the building committee meet?
  - Nothing set yet, depends on schedules.
- Are we holding a municipal elections site here?
  - No, closest is at Moscrop school.
- Is it viable to have a student on the BCIT Governance committee?
  - The BCIT Board of Governors had a different Chair who was unwilling to have students on that committee. We are hopeful that this year the new Chair will feel differently.
- Who is responsible for the investment policy?
  - Henry and the Controller, with oversight from the Finance Committee.
  - A financial advisor is involved as well.
- Why is the SA investing?
  - We have a capital levy which goes towards the down payment for the new building. If it stays in a bank account there would not be a lot of interest; by

- investing responsibly we can shorten the time to pay off the building and therefore the amount that students will pay in the end.
- What type of investment would prevent us from potentially going into debt?
  - The investment we will look at are with blue chip companies which are safer and less volatile. We will not invest in start ups or anything high risk.
- What is the difference between the Student Space Development and the Student Centre committees?
  - The Development committee has a pool of funds to furnish non-learning areas of campus, like lounges. The Student Centre committee will be negotiating with BCIT this year on items related to the new building.

**5.4.2 Clubs Committee Report**

- Met last week with ad hoc committee. \$2,250 in funding was requested, and \$1,700 was approved. Three clubs came forward for sanctioning; one needs to provide us more information and the other two are being recommended by the committee for sanctioning.

**Motion:**

Be it resolved that Student Nursing Association be a sanctioned BCITSA club.

*Moved by: Eirylye Sanchez*

*Seconded by: Quinton Silzer*

**Discussion:**

- Is the Nursing Association a chapter of a larger association?
  - It is like the Institute of Electrical and Electronics Engineers professional association but for nurses. The club is open to everyone and they are planning to have events for all.

**Motion:**

Be it resolved that Student Nursing Association be a sanctioned BCITSA club.

*Moved by: Eirylye Sanchez*

*Seconded by: Quinton Silzer*

**32/0/1 Carried**

**Motion:**

Be it resolved that Bridge Building Competition be a sanctioned BCITSA club.

*Moved by: Eirylye Sanchez*

*Seconded by: Michael Girard*

**Discussion:**

- Is the competition a single event?

- Yes, there is a team that goes to Montreal once a year. They have been running this on their own funding for the past 5 or so years.
- Do they have an executive team and a building team?
  - They do. They can also send more than one team to compete, but it is a matter of finances. They previously received sponsorships, paid out of pocket, and were funded through the School of Construction & the Environment.
- What School is this competition primarily based in? How do you apply to be a separate club?
  - The School of Construction & the Environment. You apply through the SA Club Program Coordinator.
- Why are they asking for sanctioning? They cannot get funding as a club unless they do things on campus.
  - They want to have students from other Schools involved.
  - There are other competition clubs as well like JDC West and Enactus.
  - They want to branch out from the larger Civil club.
- Clubs funds cannot be used for competitions. If they apply for funding for their competition, they will not be approved.
  - They host pub nights and want to grow the team by reaching a larger audience as a club.

**Motion:**

Be it resolved that Bridge Building Competition be a sanctioned BCITSA club.

*Moved by: Eirylye Sanchez*

*Seconded by: Michael Girard*

**32/1/0 Carried**

**5.4.3 Acceptance of Summer Executive Committee Meeting Minutes**

- Package of previous minutes were provided.

**Motion:**

Be it resolved that the Executive Committee meeting minutes from the Summer Months be accepted as distributed.

*Moved by: Cory Pope*

*Seconded by: Alysha Mayenburg*

**Discussion:**

- Is there a maximum paid out per visit for paramedical coverages?
  - There is no per visit maximum.

- Why did the SA buy a used rather than new paper cutter?
  - Went with the used one because of the price point and wanted to be conservative; we found a good deal on a used one. Print shop is running a profit.
- Who requested the paper cutter?
  - The Director of Marketing saw the need to increase our capacity.
- Will we be discussing improving the Set Rep meetings this year?
  - It is a logistical challenge. Each year it depends on the people who are running it.
- Did we ever think about not doing Set Reps anymore? A lot of Reps do not see value in participating.
  - Set Reps are extremely valuable. The program is meant to provide representation for every program and set on campus. It is the first line of contact for the Chairs with the students in their School. They hear issues, what people would like to see changed in their campus community, and provide support to students; and it is up to council and the Chairs to make it valuable.
  - Set Rep was invaluable to our class. If others have not seen the same representation in their set, that is unfortunate.
  - Several previous Set Reps in set said they would be more willing to participate if there were more valuable things to take back to the students. Previous meetings were lacking facilitation and discussion.
- There are monthly meetings where the Chairs go over their agendas together to ensure they are consistent. If you hear the same things each year, it is a part of the standard training we have to do, like Advocacy and QPR. There is a larger issue with some Program Heads or faculty not adopting this program, and the students in their classes are also therefore less likely to see value.
- Is the student investment fund new? How is financial need determined and how do students have access to that fund?
  - We have been donating this money to the BCIT Foundation for many years; the Financial Aid disperses it to students in need.
  - The motion was to increase the amount of funding we provide.
- Can we increase this amount?
  - This can be brought forward to council to consider.

**Motion:**

Be it resolved that the Executive Committee meeting minutes from the Summer Months be accepted as distributed.

*Moved by: Cory Pope*

*Seconded by: Alysha Mayenburg*

**31/1/1      Carried**

*18:31 Councillor leaves. Count is 33.*

## 5.4.4 Committees

### 5.4.4.1 Clubs Committee

- Looking for 3 councillors to join this committee. See attached.

**Motion:**

Be it resolved that the following council members be a part of the Clubs Committee: Jean Marc Lafleur, Hala Hassan, Philip Struthers.

*Moved by: Christian Colquhoun*

*Seconded by: Danilo Dal Cengio*

**25/3/4 Carried**

### 5.4.4.2 Bylaw Committee

- Looking for at least 2 council members to join. See attached.

**Discussion:**

- How often does the committee meet?
  - Bi monthly but will be bi weekly leading up to the Annual General Meeting on 2018-11-26.

**Motion:**

Be it resolved that the following council members be a part of the Bylaw Committee: Nic Johnson, Michael Martins.

*Moved by: Quinton Silzer*

*Seconded by: Alysha Mayenburg*

**30/0/2 Carried**

### 5.4.4.3 Finance Committee

- Looking for at least 2 council members to join. See attached.

**Motion:**

Be it resolved that the following councillors be a part of the Finance Committee: Quinton Silzer, Rose Salm.

*Moved by: Michael Martins*

*Seconded by: Hala Hassan*

**28/1/3 Carried**

**Motion:**

Be it resolved that Matt Hardwick be Vice-Chair of the Finance Committee.

*Moved by: Henry Vo*

*Seconded by: Max Melling*

**28/1/3 Carried**

#### 5.4.4.4 Student Spaces Development Committee

- The committee is looking for 4 councillors and 2 executives to join. See attached.

##### **Motion:**

Be it resolved that the following Executives be a part of the Student Spaces Development Committee: Henry Vo, Jordan Holden.

*Moved by: Chris Samra*

*Seconded by: Stephanie Mulder*

**29/1/2 Carried**

19:13 Councillor leaves. Count is 32.

##### **Discussion:**

- What is the process for things to be implemented on campus?
  - Depends on what is being requested since BCIT has to approve everything.
- Can non-committee members pitch ideas?
  - Yes, just bring it forward to a committee member.

##### **Motion:**

Be it resolved that the following council members be a part of the Student Spaces Development Committee: Alysha Mayenburg, Stephanie Mulder, Michael Girard, Max Melling.

*Moved by: Chris Samra*

*Seconded by: Tyler Alfreds*

**27/0/4 Carried**

19:17 Councillor joins. Count is 33.

## 5.5 New Business

### 5.5.1 SoCAS 2019 Vancouver Sun Run Team Sponsorship

- Want to promote student wellness, both physically and socially. The School of Computing and Academic Studies will provide a faculty member to coach the team and provide \$500 to this initiative. This is a great gateway for full sponsorship from BCIT Marketing & Communications eventually. Would like to request \$3,100 to sponsor the whole School of Computing and Academic Studies.

##### **Discussion:**

- Is there a BCIT running club?
  - No. As an executive he cannot also start a club but someone else can.
- How is this different from a club and why would we fund this dissimilarly from clubs?



- There is a funding cap for clubs at \$2,500 for the year, plus a per event cap. It is a computing-specific initiative, so the club would not be sanctioned.
- Issue with it being only for computing students. There are other clubs that are tied to schools, but they are open to other students. If this is a goal to be continued that is great, but worried that it should be open to all students since everyone is paying for it. What is the purpose of only having computing students? The Dean's contribution of \$500 is only 1/7<sup>th</sup> of the requested budget.
  - With the long-term picture in mind, would like to start this off small and in the future hopefully open it to everyone else.
  - It took a lot of work to get Computing to participate in the Sun Run last year as it is something a lot of them would not normally do. Not looking to fund the people who would run in it regardless.
- Have other Dean's been asked for funding? Where in the budget would this come from?
  - Have not asked other Deans. Not sure where the money would come from yet.
- When is the Sun Run?
  - April, the weekend following finals.
- Is there a stipulation that the Dean's be used only for Computing? If you did not get the funding from the Dean, could this be opened to others? The funding requested says it is up to \$3,100.
  - The Dean's funding is not exclusive to computing students, however the personal role objective is stipulating that it is for the computing students.
- Is it possible to subsidize students instead of paying the full cost?
  - Possible, but logistically a lot harder to do.
- If we approve this, how will it be different moving forward when it is open to everyone?
  - Ideally would like to have every Set Rep go as an incentive to them.

## **5.6 Open Forum**

- Looking for 2-3 students to volunteer to put up posters around campus.
- Robyn came by the Writing Centre and let us know that instructors cannot put a requirement to pass every assessment in their course syllabus. Who do I talk to if this is an issue for a class?
  - Talk to an Advocate.

- Can a councillor who is not voted onto a committee still join in on the meetings?
  - Yes, but they cannot vote.

## **5.7 Reminders**

**4.7.1** By-Election Voting Period: 2018-10-01 to 2018-10-05 @ 14:00

**4.7.2** Next Council Meeting: 2018-10-15 @ 17:30 in Council Chambers

## **5.8 Meeting Adjournment**

It was moved by Justin Cervantes and seconded by Michael Martins that the meeting be adjourned.

**31/1/0 Carried**

The meeting was adjourned at 19:42.

#### Item 5.4.4: 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.

<b>5.4.4.1: Clubs Committee</b>				
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

<b>5.4.4.2: Bylaw Committee</b>			
Conduct an annual review of BCITSA’s Bylaws.	Chair	# of Positions	Meeting Frequency
	VP Finance & Administration	Minimum 2	Bi-monthly

<b>5.4.4.3: Finance Committee</b>				
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

<b>5.4.4.4: Student Spaces Development Committee</b>				
Facilitates design development decisions as they pertain to spaces owned or acquired by BCITSA, and shall grant or deny, in its sole discretion, any requests for funds to be drawn from the Student Space Fund.	Chair	Vice-Chair	# of Positions	Meeting Frequency
	SoTCE	Executive appointed by SoTCE	4 Councillors & 2 Executives (1 of which to be V-C)	Monthly

**If you would like to join a committee, please be prepared to give a pitch as to why you’re interested and/or would be a suitable fit.**

**Item 5.5.1: SoCAS 2019 Vancouver Sun Run Team Sponsorship**

Brought forward by Justin Cervantes, Chair SoCAS

Submitted on: September 20, 2018

**Objective:** To get commitment for \$3,600 towards sponsoring a CAS Sun Run team. I am seeking \$3,100 from the Student Association to reach my goal.

**Request:** The approval from the SA to spend up to \$3,100 dollars for the School of Computing's Vancouver Sun Run team (Run is in April 2019). I am aiming for a larger contribution from the school to offset the \$3,100. The funds will be used to pay for student registration fees to participate in the run.

**Precedent:** Last term, I was able to get the Dean of CAS to sponsor my Sun Run team initiative for \$500 dollars. This year, they offered the same amount, and were willing to contribute more plus give every participant a custom BCIT CAS t-shirt if the SA would step up as well\*. Last term, I had running clinics for the team in Deer Lake Park, the Sea Wall, and Trout Lake. I wrote about the process in a LinkedIn article (which MARCOM loved).  
<https://www.linkedin.com/pulse/bcits-competitive-advantage-justin-cervantes/>

\* Talks via email with Cynthia Van Ginkel, BDM for SoCAS indicate that she would like the SA to try and contribute or raise funds towards this initiative as well. Email correspondence to be sent with this Agenda Item.

**Estimated Cost:** I marketed this to only 125 students last term. With 10 students participating after heavy marketing I would estimate a participation rate of 8% from SoCAS students (900 students). Having a ballpark figure of \$3,600 total costs for this event.