

Council Meeting Agenda
Tuesday, November 13th, 2018
5:30pm – 7:30pm
SE2 324 Council Chambers

- 8.1 Call to Order
- 8.2 Acceptance of the Agenda
- 8.3 Acceptance of the Minutes: 2018-10-29
- 8.4 Old Business
 - 8.4.1 Executive Updates *(See attached)*
 - 8.4.2 Student Space Committee Report - *Chris S.*
 - 8.4.3 Executive Director's Report *(See attached)* - *Caroline G.*
- 8.5 New Business
 - 8.5.1 Bev Dosen Student Success Fund - *Christian C.*
 - 8.5.2 Annual General Meeting Agenda Items - *Henry V.*
- 8.6 Open Forum
- 8.7 Reminders
 - 8.7.1 Annual General Meeting: 2018-11-26 @ 17:30 in Council Chambers
 - 8.7.2 Next Council Meeting: 2018-11-26 immediately following Annual General Meeting
- 8.8 Meeting Adjournment

Council Meeting
Tuesday, November 13th, 2018
Minutes

- Executives:** Justin Cervantes – Chair, School of Computing & Academic Studies
 Christian Colquhoun – VP External
 Timothy David – President
 Carina Dung – Chair, Aerospace Campus
 Matt Hardwick – Chair, School of Business
 Cory Pope – Chair, School of Energy
 Chris Samra – Chair, Schools of Transportation, Construction & the Environment
 Henry Vo – VP Finance & Administration
 Sasha Voznyuk – Chair, School of Health Sciences
- Satellite Councillors:** Spencer Glodek – Downtown Campus
 Justin Lamarche – Marine Campus
- Regrets:** Jordan Holden – VP Campus Life
 Eiryll Sanchez – VP Student Affairs
- Staff:** Caroline Gagnon - Executive Director
 Darla Williscroft - Administrative Coordinator
- Councillors:**
- | | |
|----------------------|---------------------|
| Annabelle Angle | Marizelle Magpantay |
| Ophelia Bar-Lev-Wise | Michael Martins |
| Dan Boisvert | Alysha Mayenburg |
| Cindy Chang | Max Melling |
| Danilo Dal Cengio | Evan Morrow |
| Sani Dzafic | Stephanie Mulder |
| Michael Girard | Rose Salm |
| Hala Hassan | Eli Shields |
| Raynen Jamieson | Don Starck |
| Nic Johnson | Philip Struthers |
| Adam Langenstein | |
- Absent:** Tyler Alfreds
 Jean Marc Lafleur
 Luna Liang
- | |
|----------------|
| Nikita Nayak |
| Quinton Silzer |
| Lauren Venhola |

8.1 Meeting Called to Order

The Chairperson, Tim, calls the meeting to order at 17:50 (33 voting members, including Chair).

8.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Cory Pope

Seconded by: Ophelia Bar-Lev-Wise

Amendment to the Motion:

Be it resolved that item 8.4.4 be removed from the agenda.

Moved by: Justin Cervantes

Seconded by: Michael Martins

28/2/2 Carried

Motion:

Be it resolved that the agenda be accepted as distributed and amended.

Moved by: Cory Pope

Seconded by: Ophelia Bar-Lev-Wise

32/0/0 Carried

8.3 Acceptance of the Minutes: 2018-10-29

Motion:

Be it resolved that the Council minutes from 2018-10-29 be accepted as distributed.

Moved by: Matt Hardwick

Seconded by: Don Starck

31/0/1 Carried

8.4 Old Business

8.4.1 Executive Updates

- Held proportional representation referendum debate with 60 people in attendance and over 1,600 unique views to the video on Facebook.
- CIO received proposal from Admissions in addition to proposal of creating an AI chat bot for 5 summer positions; he will investigate hiring students as co-op positions. Would like to see summer jobs rather than co-op be made available.
- LAN Party on 2018-11-09 was oversold and had 140 participants from BCIT and other schools. Revenue was over \$2,000 with cost being about \$800.

8.4.2 Student Space Committee Report

- First Student Space Committee meeting last week, discussed the committee's history and found some potential roadblocks for the year. Will look into Health Sciences building & SA building to see if there are spaces which can be enhanced. Also have option to renovate existing spaces which were previously done by the committee. Would like to see some greenery in courtyard.

8.4.3 Executive Director's Report

- See attached.

8.5 New Business

8.5.1 Bev Dosen Student Success Fund

- Bev was our receptionist for 10 years and retired at the end of the previous school year. Shortly after retirement she found out that she has stage 4 cancer. Would like to rename BCIT Student Association Endowment Fund in her honour.

Motion:

Be it resolved that the BCIT Student Association Endowment Fund be renamed the Bev Dosen Student Success Fund.

Moved by: Christian Colquhoun

Seconded by: Stephanie Mulder

32/0/0 Carried

- To increase the endowment and funds for future students, propose that \$10,000 be added to the fund. As the SA has not had a full-time receptionist since the summer, the wage savings will cover the one-time contribution.

Motion:

Be it resolved that \$10,000 be added to the Bev Dosen Student Success Fund as a one-time contribution.

Moved by: Christian Colquhoun

Seconded by: Hala Hassan

Discussion:

- How is this money distributed?
 - Through the Financial Aid office to students in need.
- Who is this money available for?
 - All students.

Motion:

Be it resolved that \$10,000 be added to the Bev Dosen Student Success Fund as a one-time contribution.

Moved by: Christian Colquhoun

Seconded by: Hala Hassan

30/1/1 Carried

8.5.2 Annual General Meeting Agenda Items

- 2018-11-26 is the AGM, need to confirm the items to be included on the agenda for the meeting.

Motion:

Be it resolved that the following items be included on the agenda for the Annual General Meeting held on 2018-11-26:

- Report on Audited Financial Statements
- Auditor Appointment for 2018/2019
- President's Report
- Proposed Bylaw Changes

Moved by: Henry Vo

Seconded by: Nic Johnson

Discussion:

- Is the audited report for this year?
 - It will be posted tomorrow morning, it is the previous years' audited document.
- Will everyone have access to this information?
 - Yes, it is publicly posted on the SA website.
- Are the auditors changing?
 - No, but it is a requirement to formally appoint them; we still have a few years on their contract.

Motion:

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- Report on Audited Financial Statements
- Auditor Appointment for 2018/2019
- President's Report
- Proposed Bylaw Changes

Moved by: Henry Vo

Seconded by: Nic Johnson

30/0/2 Carried

Motion:

Be it resolved that the following amendment be added to the proposed Bylaw changes presented at the BCIT Student Association Annual General Meeting:

"New subsection (i) in Bylaw 4.6, added after 4.6(h)

- (i) Each be responsible, except during the Summer Months, for holding during the regular term a minimum of four scheduled office hours on a weekly basis;"

This motion will be added with an exception as to not take effect until 2019-01-02, the start of the Winter Semester.

Moved by: Christian Colquhoun

Seconded by: Justin Lamarche

Discussion:

- Bylaw Committee has already discussed this and had previously approved it, rather than passing it in January at a Special General Meeting would like to include it now. The Bylaw committee created the wording, not Christian.
- How are we going to know that everyone is doing their 4 hours?
 - It is scheduled and posted on the website and internal calendar. The oversight is on the President.
 - In practise it will be on the honour system and will be added to the Executive job descriptions so that everyone knows what is expected of them.
- How is the time spent in the office?
 - It is to increase the amount of time that they are available for students, but it is more realistically to be available to the community and each other.
- Is this a location issue or the hours issue?
 - Last year the office hours were not mandated and it hurt the team because of a lack of cohesiveness. For a successful year, there needs to be cohesion and members interacting with each other, students, and with staff. 4 hours is not a lot of time as everyone regularly puts in more than that.
 - Expected to do 10-12 hours a week, so the 4 scheduled hours a week is not an unrealistic ask. Not passing this here, will need to be approved at the Annual General Meeting.
- We say effective in January, but technically it is when the Ministry accepts the Bylaws.
- The 4 hours can be used towards Set Rep meetings?
 - Outside of scheduled meeting times.
- Are these consecutive hours?
 - Not necessarily; they can be throughout the week, but they have to be scheduled.

- Office hours are usually scheduled at times when students are in class. Is this going to be the same?
 - Office hours are scheduled during class breaks for the Executives. If a student cannot make the scheduled time, just send the Executive an email to arrange an alternate time to meet.

18:20 Councillor leaves. Count is 32.

Motion:

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This motion will be added with an exception as to not take effect until 2019-01-02, the start of the Winter Semester.

Moved by: Christian Colquhoun

Seconded by: Justin Lamarche

28/2/1 Carried

8.6 Open Forum

- Electrical outlets not working in a room again.
 - BCIT maintenance team has a Twitter page where you can make service requests.

8.7 Reminders

8.7.1 Annual General Meeting: 2018-11-26 @ 17:30 in Council Chambers

8.7.2 Next Council Meeting: 2018-11-26 immediately following Annual General Meeting

8.8 Meeting Adjournment

It was moved by Michael Girard and seconded by Carina Dung that the meeting be adjourned.

29/1/1 Carried

The meeting was adjourned at 18:23.

Objective Updates for November 13th

Name	Position	Objectives	Objectives Update	Objectives Next Steps
Timothy David	President	Create new student introduction video	With our two positions, Chair of Health and ATC filled, we have set a date for filming for the new year in January 2019. The video is envisioned to showcase the entire Student Executive board and provide insight on our mandate.	Next steps will be the collaboration between the BCITSA Marketing and Executive team to establish the script. This is set to be introduced in our next Executive Meeting, November 19 at 5:30 PM.
		Work with different interest groups on campus to develop operational plan for equal and inclusive opportunities for all students	There are two updates with this objective: Re-connecting with ATC: Meeting has been requested with the Association Dean, Sonja Boskovic and new Chair of ATC, Carina Dung. This meeting is to address the disconnect between the ATC satellite campus and how to better improve the engagement of the students in her campus. Partnering with Indigenous Services: A meeting has been requested with Kory Wilson, the Executive Director of Indigenous Services, to seek out ways to enhance the relationship between the BCIT Student Association and the Indigenous community.	Re-connecting with ATC: Propose a change with the current plan (one barbeque a year) and seek out gaps with the ATC Student Services. Afterwards, the a financial discussion will take place involving Roland Gagel and ultimately, the Student Council. Partnering with Indigenous Services: With plans to expand the ATC Campus services and student engagement, this provides an opportunity for the Indigenous Services to partner with the Student Association. This will be introduced for discussion in our preliminary meeting.
		Provide information sessions and networking opportunities between all student representatives sitting on the different boards at BCIT	Increasing Student Representation: As a voting-member on BCIT's Board of Governors, a proposal to increase student engagement with senior committees has been recognized. The target committee for additional representation is the Governance Committee. In summary, this committee oversees the leadership team of BCIT which comprises of Kathy Kinloch (President) and 21 other members.	Committee placement and discussion will take place on the first Board of Governor's meeting on February 2, 2018 at the Downtown BCIT Campus.
Henry Vo	VP Finance & Administration	Planning and executing the year end party	Researching around the idea of having a sponsored year-end party and seeing what the major of students would like to do for the year-end party.	Plan on talking to the set reps and also executive from club committees to see on the activity of the year end party. Meeting with Trina and see the best plan for attack. After getting this information, planning on seeing any partnering opportunity / support.
		Bring existing policies and procedures into line with newly adopted "Policy on Policies"	Plan to Speak with Caroline about this.	Get started to update the policies after the AGM.
		Update the Investment Policy and start investment process with Controller	The policy passed by executives and we have chosen our Investment Advisor. The Investment Advisor will meet with our finance committee before the end of Novemeber.	TBD.
Eiryll Sanchez	VP Student Affairs	Continue the "Gender Equity Awareness" campaign from the previous year to educate students on the challenges women experience in the workplace.		
		Work with Career Services, International Student Services, and relevant clubs to promote and develop workshops and presentations targeted to International Students to improve soft skills that are not developed through their program curriculum.		
		Work with Indigenous Services to create an awareness campaign of their services, and their background to educate the BCIT student community.	Met with Trina Prince (Events Manager), and discussed ideas and potential timeline: February 5,6,7, 2019. Waiting for Joanne Stone-Campbell (Indigenous Services Coordinator) to return from leave to discuss further. Possible collaboration with Career Services to align with Indigenous Career Fair.	
		Update all BCITSA language regarding Indigenous Services from "Aboriginal" to "Indigenous" to make it more inclusive of the Indigenous community.	Through the Indigenous Councilor, Nic Johnson, who is a member of the bylaw committee, the committee will be updating the language change as they come across it.	The language change will be officially updated when the bylaw updates are approved by Council.
Jordan Holden	VP Campus Life	Support Wellness department with various campaigns to enhance student health and wellness. Specificly Speak Up Speak Out and other mental health initiatives.	SUSO was overall a success. Full report given to council on October 29.	Meet with Lauren week of November 12 to discuss future initiatives.

Objective Updates for November 13th

Name	Position	Objectives	Objectives Update	Objectives Next Steps
		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	Held a meeting with key stakeholders to discuss different ways in which we can collaborate	Next meeting in mid January
		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	Successfully organized the OER committee	OER committee meeting upcoming
		Educate students on the BCIT campus about the upcoming Provincial Proportional Representation referendum and promote student involvement in the voting process	Proportional representation debate on November 9th between Sam Sullivan and Janet Routledge	none at this time
Matt Hardwick	Chair of Business	Insure that inclusive community oriented events are held within the School of Business	Planning is underway for a schoolwide clothing swap happening early spring next year. I have two councillors assisting me with this project and I will be meeting with Ean and Trina of the SA in the coming weeks to discuss next steps and funding options.	Completion of event application forms. Meet with planning team as well as Ean and Trina.
		Work with student clubs to promote cross program collaboration		
		Advocate to BCIT the need for increased compost and recycling bins	In discussions with Joanne from BCIT Facilities regarding the current recycling and compost bin program. Will be meeting next Tuesday to talk about the Carbon Neutral Action Plan and the capital account budget for the Recycling Bin program.	Meet with Joanne next Tuesday.
		Revamp Set Rep program	Spoke with James and Darla of the SA in regards to the creation of a series of Set Rep promotional/informational vidoes to raise awareness of the program and entice students to get involved. We will be creating a survey to distribute to all set reps in Jan/Feb to gain valuable insight into the current state of the program.	Develop survey. Work on key bullet points and theme of videos.
		Promote career services and entrepreneurship workshops	Met with Laura Barreca from Eship services to talk about the grand opening of the new Eship Centre. She has a few events coming down the pipes that I will be working with Set Reps to promote to the different programs within the school of business.	Waiting for additional information from Laura regarding upcoming events and the official grand opening date.
Cory Pope	Chair of Energy	Connect students in Engineering, Trades & Architecture programs together through networking and inclusive opportunities	Spoke with the dean of the school of energy to get approval to combine the capstone projects of electrical and mechanical students.	Talk to the respective capstone class instructors and determine feasibility as both programs end at different times. Also have to simultaneously speak to school of construction to talk about including civil engineers into this
		Work with BCIT to promote existing programs to international students for their success and achievement	Speak with Caroline to determine plan of attack	TBD
		Link with Learner Services to investigate possible gap in services	Meeting has been set up with BCIT learning commons for Thursday November , 15th	Determine next steps after meeting
Justin Cervantes	Chair of Computing & Academic Studies	Create Slack account for direct communication with Set Reps	Completed, this was unused as no one was interested in using this platform.	
		Promote health and wellness (social and physical) for students by advocating for a SoCAS-sponsored Sun Run team	Mutual funding approved between the the school and the student association. Appointment with SoCAS' BDM and student success coordinator (Cynthia Van Ginkel and Shebia Leung) has been arranged for November 28 to discuss next steps, and an agenda item has been added to the November 18 chair meeting to discuss potentially standardizing allocation of funds (clinics, sun run registration costs, demographics targets, etc). Deadline for early bird registration is January 31, so I want to finalize logistics before we all go for Christmas break.	

Objective Updates for November 13th

Name	Position	Objectives	Objectives Update	Objectives Next Steps
		Submit a proposal to the CIO for 5 summer jobs for SoCAS students where students are competing for positions by hackathon	2nd meeting with the CIO was October 9. The CIO was excited to receive another proposal from a staff member in Advising who wrote a 75 page report on the business case for using Machine Learning tools to supplement their tasks. The CIO said now that there was a real customer, things were looking much more optimistic. The CIO is still uncertain about the use of students as a summer intern, but is thinking of joining the BCIT SoCAS co-op program to hire 8-month co-op students to work on the project if it goes through.	
Sasha Voznyuk	Chair of Health Science	Facilitate interdisciplinary cohesion and partnerships through meaningful exposure to other students' fields of study within health sciences, workshops and seminars with other health professionals, and collaboration with faculty on how to improve interprofessional education.	Invited SoHS set reps to join interprofessional education (IPE) committee. Committe terms of reference and upcoming meeting dates were emailed. Coordinated for one student to attend IPE meeting on November 7. Met with Connie Evans (IPE and Simulation Lead) to discuss proposed ideas for how to improve collaboration between programs. Specifically, shadowing a peer from a different program for a day and obtaining information about which hospitals are holding simulations so students who are doing their clinical placements can attend.	Next IPE committee meeting December 4. Invite set reps and ask SoHS faculty to disseminate invitation to other students.
		Enhance student input regarding the design and execution of the new Health Sciences Centre.	Attended SoHS Learning Technologies Committee meeting to provide a student perspective on the design aspect of the Health Sciences Centre. Met committee and made connections with faculty to contact for next steps. Emailed Health Sciences Centre architect team and sent invite to Eleonore Leclerc from Stantec to attend SoHS + SoCE joint set rep meeting on November 29.	Get in touch with Lisa Bouton (Industrial Design Research Associate from MAKE+) to share student perspectives on user-centered design regarding HS building, with input from other SoHS students. HS building architect focus group at next set rep meeting, November 29.
		Promote student wellness by advocating for improved accessibility to mental and physical health workshops and programs.	Met with Alayna Kruger (Counsellor Liason for SoHS) to discuss feasibility of a peer support program for students struggling with their mental health.	Meeting scheduled with Lauren and Andrea from Health + Wellness on November 13 where I plan to bring up peer support initiative.
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		
		Passive Design		
Carina Dung	Chair of Aerospace Technology Campus	Promote a more engaging environment on the aerospace campus thro		

Executive Director's Report

Council Meeting, November 13, 2018

- **New Internship Program:** A new pilot internship program will be launched shortly by our Career Services. This service will connect students with employability barriers with employers. More information soon.
- **Set Reps Program:** We have presently 335 set reps registered with the SA. All received QPR training and are scheduled to receive more training opportunities. We are ironing out the program's processes to make it easier to connect with them.
- **Student Initiative Fund:** Please be aware that the Student Initiative Fund Application deadline is Thursday, November 15 at 4pm. This past year, we have seen a reduction of applications from students. This fund subsidizes costs associated with additional student professional development. Let everyone know.

Upcoming: Events: <https://www.bcitsa.ca/campus-life/events/>

- Brush it Off: Paint night – Pub, November 13 at 6pm
- **Student Initiative Fund Application Deadline – November 15**
- How to write impressive cover letter workshop – DTC, November 15 at 4:15pm
- Fresh Fruit Friday: – Burnaby, November 16 at 8am
- Free Massages at the Zen Lounge – November 16 at 10am
- Trans Day of Remembrance – November 20
- Effective Job Search Strategies Workshop – DTC, November 20 at 4:15pm
- Employer Information: Glotman-Simpson – Burnaby, November 20 at 4:30pm
- Doggy De-Stress- Burnaby, November 21 at 11am.
- Search Strategies for International Students – Burnaby, November 21 at 3pm
- Are you Linked In – November 22 – 12pm
- Employer Information: Glotman-Simpson – Burnaby, November 22 at 4:30pm
- Free Massages at the Zen Lounge – November 23 at 10am

Annual General Meeting Agenda
Monday, November 26th, 2018
5:30pm – 7:30pm
SE2 – 324, Council Chambers

1. Call to Order
2. Acceptance of the Agenda
3. Report on Audited Financial Statements
4. Auditor Appointment for 2018/2019
5. President's Report: Timothy David
6. Proposed Bylaw Changes
7. Meeting Adjournment

Supporting documents can be found on the SA website on 2018-11-13: <https://www.bcitsa.ca/agm/>