

Council Meeting Agenda
Monday, November 26th, 2018
7:30pm – 8:30pm
SE2 324 Council Chambers

- 9.1 Call to Order
- 9.2 Acceptance of the Agenda
- 9.3 Acceptance of the Minutes: 2018-11-13
- 9.4 Old Business
 - 9.4.1 Executive Updates (*See attached*)
 - 9.4.2 Finance Committee Report - *Henry V.*
 - 9.4.3 Education Council Report - *Eiryllle S.*
 - Draft BCIT policies 5102 & 5104: <https://www.bcit.ca/about/administration/policies-review.shtml>*
 - 9.4.4 Executive Director's Report (*See attached*) - *Caroline G.*
- 9.5 Open Forum
- 9.6 Reminders
 - 9.6.1 Schools of Business & Energy Set Rep Meeting: 2018-11-27 @ 17:30 in SE6 – Telus Theatre
 - 9.6.2 Schools of Health Sciences, Construction & the Environment, & Transportation Set Rep Meeting:
2018-11-29 @17:30 in SE6 – Telus Theatre
 - 9.6.3 Next Council Meeting: 2018-12-03 @ 17:30 in Council Chambers
 - 9.6.4 Education Council Policy Committee – Student Consultation Forum: 2018-12-05 @ 14:30-16:00 in
SW1 - 1025
- 9.7 Meeting Adjournment

Council Meeting
Monday, November 26th, 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
 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
 Sasha Voznyuk – Chair, School of Health Sciences
- Satellite Councillors:** Spencer Glodek – Downtown Campus
 Ravi Herath – Annacis Island
 Justin Lamarche – Marine Campus
- Staff:** Caroline Gagnon - Executive Director
 Darla Williscroft - Administrative Coordinator
- Councillors:**
- | | |
|---------------------|------------------|
| Tyler Alfreds | Michael Martins |
| Annabelle Angle | Max Melling |
| Cindy Chang | Evan Morrow |
| Michael Girard | Stephanie Mulder |
| Hala Hassan | Nikita Nayak |
| Raynen Jamieson | Paige Purcha |
| Nic Johnson | Rose Salm |
| Jean Marc Lafleur | Quinton Silzer |
| Adam Langenstein | Don Starck |
| Luna Liang | Philip Struthers |
| Marizelle Magpantay | Lauren Venhola |
- Absent:** Ophelia Bar-Lev-Wise
 Dan Boisvert
 Sani Dzafic
- Alysha Mayenburg
 Eli Shields

9.1 Meeting Called to Order

The Chairperson, Tim, calls the meeting to order at 19:35 (35 voting members, including Chair).

9.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Hala Hassan

Seconded by: Nikita Nayak

34/0/0 Carried

9.3 Acceptance of the Minutes: 2018-11-13

Motion:

Be it resolved that the Council minutes from 2018-11-13 be accepted as distributed.

Moved by: Carina Dung

Seconded by: Matt Hardwick

33/0/1 Carried

9.4 Old Business

9.4.1 Executive Updates

- Passive design certified classes will be included in the curriculum. Program Head took prepared documents to Education Council; it should be offered in 4 years.
- Student Centre Building Committee has elected Cory Pope as co-chair.

19:38 Councillor joins. Count is 36.

9.4.2 Finance Committee Report

- Met Financial Advisor from Vancity, Rakesh Mehta ; he comes with 11 years of experience.

Motion:

Be it resolved that Vancity Investment Management be selected by BCITSA to manage investment funds per Policy INT-32.

Moved by: Henry Vo

Seconded by: Hala Hassan

Discussion:

- How much money is he going to be responsible for?
 - About \$5 million within 5 years.
- How many other banks did you look at?

- Based on tiered structure, Vancity gave us the best option in terms of fees.

Motion:

Be it resolved that Vancity Investment Management be selected by BCITSA to manage investment funds per Policy INT-32.

Moved by: Henry Vo

Seconded by: Hala Hassan

34/0/1 Carried

9.4.3 Education Council Report

- Jennifer Figner will be taking on the role as Associate VP of Implementation and Integration in January. Her position as Chair of Education Council will be discussed in January at the next meeting.
- 2018-12-05 at 14:30 there will be a public consultation forum going over drafted policies on the student code of conduct (non-academic), and student code of academic integrity, include the procedures that fall under them. From a student, instructor, or administrator point of view, these policies are some of the most important, if not the most important "go-to" policies. This is a chance for you to have a say and speak directly to the people making the policies that govern how our conduct is addressed.

Discussion:

- Is there another route for students who cannot attend that session?
 - There will be a committee meeting which is going to be live-streamed. If you cannot attend, send questions or concerns to your friends or Eiryll to bring forward for you.

9.4.3 Executive Director's Report

- See attached.
- NE1 project is back on track. The contractors have shaved off 2 weeks from the proposed schedule; currently scheduled to be completed 2019-03-01 but are hoping for mid-February.

9.5 Open Forum

- Have not found procedures on how councillors are appointed. Would like a committee to be created to draft them.
 - Would need a policy in place, but we would like to include it in the Bylaws. It is a concern also voiced by other councillors, and therefore likely a concern from other students. In a non-prescriptive way, we need to figure out wording for Bylaw amendment. Without proof of concept, it is hard to include it in Bylaws.
 - We had a Chair covering another position temporarily and they were able to find people outside of their own School for councillors; we should ask how they accomplished that.

- When will we have a new Publications Manager in place? The core team is made up of 4 members, with each having a maximum of 20 hours. Can we add more hours to expand the team of students?
 - Interviewing is taking place this week. We are wanting that individual in place before the holidays. The format of how we hire students is constantly changing; it will be left with staff to determine how to separate workflow. Please bring recommendations to the new Manager.
- Student Spaces Development Committee was invited to Interior Design class presentation to see student space design concepts across campus. They brought up the fact that there is only 1 printer in NE1. Could we look into adding another printer?
 - Is it the printer or photocopier? Printer is through BCIT IT Services, so we can ask.
 - There are 3 printers there, but half the time they eat money from print cards so people do not use them.
- Engineers Without Borders are selling 50/50 tickets. A license has been obtained.
- JDC West is having a food drive with various drop off locations around campus.
- Thank you for showing up tonight, it means a lot.
- Annacis Island campus has no printers or working coffee machine. Working on making this happen.

9.6 Reminders

- 9.6.1** Schools of Business & Energy Set Rep Meeting: 2018-11-27 @ 17:30 in SE6 – Telus Theatre
- 9.6.2** Schools of Health Sciences, Construction & the Environment, & Transportation Set Rep Meeting: 2018-11-29 @17:30 in SE6 – Telus Theatre
- 9.6.3** Next Council Meeting: 2018-12-03 immediately following Annual General Meeting
- 9.6.4** Education Council Policy Committee – Student Consultation Forum: 2018-12-05 @ 14:30-16:00 in SW1 - 1025

9.7 Meeting Adjournment

It was moved by Stephanie Mulder and seconded by Raynen Jamieson that the meeting be adjourned.

33/2/0 Carried

The meeting was adjourned at 19:58.

Objective Updates for November 26th

| Name | Position | Objectives | Objectives Update | Objectives Next Steps |
|----------------|-----------------------------|---|--|--|
| Timothy David | President | Create new student introduction video | Executive Introduction & Welcome Back Video: Meeting is scheduled for January 12, 2018 at 3:30 PM to discuss script with BCITSA's Marketing Team and Executive Team. | We will outline the overall script for the intended video while also coordinating the video for Set Representatives |
| | | Work with different interest groups on campus to develop operational plan for equal and inclusive opportunities for all students | Transgender Day of Remembrance: On November 20, 2018, in the Great Hall, we held a remembrance event to memorialize the 396 individuals that were killed in 2017. The table had significant engagement with our students at large and we were able to create awareness for the murders that took place. Indigenous Services Engagement: Meeting with Kory Wilson, Executive Director for Indigenous Services has been pushed to November 30 as she is away on vacation. | Indigenous Services Engagement: Upon the date of the meeting, Kory and I will be establishing goals and Key-performance Indicators for student engagement with the Indigenous across the 5 campuses. In addition, the main focus for this partnership is to create awareness for Indigenous Services across the various campuses. |
| | | Provide information sessions and networking opportunities between all student representatives sitting on the different boards at BCIT | Student Wellbeing Steering Committee: On Friday, November 23, 2018, the Student Association established representation on the Student Wellbeing Steering Committee. This committee is focused on improving the wellness of the students at large by decreasing student hours per credit, ensuring BCIT's student policies are fairly constructed and promoting new methods of wellness. | Student Wellbeing Steering Committee: Next meeting is scheduled for February with a focus on sub committee formation. Attendance to these meetings will be championed by Sasha Voznyuk. However, I will be in attendance in a support capacity and together we will be looking to obtain students at large that are interested in serving in the various subcommittees that will be recruiting in the near future. |
| Henry Vo | VP Finance & Administration | Planning and executing the year end party | Met with Trina to see the possibilities and the logistic side of the party. Talked about previous years and what they've done. Researched what other educational institutions have done. | Talking to Set Reps and Club Executives. Possibly reaching out to other educational institutions to see if they would like to have a joined party. This would make the year-end party bigger and allow us to have a bigger turnout. |
| | | Bring existing policies and procedures into line with newly adopted "Policy on Policies" | Schedule with Caroline to speak about this. | |
| | | Update the Investment Policy and start investment process with Controller | Met with Finance Committee and the Investment Advisor. Bringing motion to Council to pass. | Start to have discussion on the investment to align with policy INT-32 investment. |
| 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. | Met with Trina Prince and discussed how the Gender Equity Awareness campaign has transformed into a year-round campaign. Will be coming up with proposal for a month-long women and career focus. | Meeting with Wafaa Barakat on Monday, Nov 26 to discuss proposal. Draft event proposal including timeline, event details, workshops, collaborations, etc. |
| | | 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. | TBA | TBA |
| | | 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. | Draft detailed proposal of event logistics. |
| | | Update all BCITSA language regarding Indigenous Services from "Aboriginal" to "Indigenous" to make it more inclusive of the Indigenous community. | The language update is included in the proposed changes to the bylaws. | Will come into effect on November 26, 2018 following the AGM. |
| Jordan Holden | VP Campus Life | Support Wellness department with various campaigns to enhance student health and wellness. Specifically Speak Up Speak Out and other mental health initiatives. | | |
| | | Work with Executives to generate more School-specific content, general student content, and more live-posting from events | | |

Objective Updates for November 26th

| Name | Position | Objectives | Objectives Update | Objectives Next Steps |
|---------------------|---------------------------------------|---|--|--|
| Christian Colquhoun | VP External | Work with the Alumni Association to improve current student and alumni engagement | Held a meeting between key stakeholders to discuss possible strategic partnerships | Alumni Association board meeting November 22 |
| | | 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 | no movement | 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 | Spoke with Jagmeet Singh's campaign manager, he has shown interest in holding a debate at BCIT while running in the upcoming Bi-election in Burnaby South | Find out which other MLAs will be running in the Burnaby South riding, and continue to work on the Jagmeet Singh campaign to get him on campus |
| Matt Hardwick | Chair of Business | Insure that inclusive community oriented events are held within the School of Business | Still working on event application forms and concept. | Finish forms |
| | | Work with student clubs to promote cross program collaboration | Assisting hard working Set Reps in the planning stages of a school wide mingler event. | Review business case and proposed budget from Hunter. |
| | | Advocate to BCIT the need for increased compost and recycling bins | Met with Joanne to get an update on where we are at with the Carbon Neutral Plan. BCIT is doing some amazing things. I am working with Ean to come up with a campaign to motivate students to recycle and place refundables in the right bins. Proceeds from all refundables collected on campus are funnelled back into bursaries for students. | Continue to work with Ean on campaign materials. Work with BCIT facilities to get recycling bins in lecture halls. |
| | | Revamp Set Rep program | Brainstorm session is being planned with executive team to look at how to refocus the Set Rep program. Video concepts are being developed by James and survey questions will be created from the outcomes of the brainstorm sesh. | Nail down a date for brainstorm session and continue to work with Darla and James on survey and video focus concepts. |
| | | Promote career services and entrepreneurship workshops | Awaiting to hear from Laura on opening date of Eship Centre | Be patient... |
| 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 | Completed early in the term | |
| | | Promote health and wellness (social and physical) for students by advocating for a SoCAS-sponsored Sun Run team | Completed. We are in the planning phases of determining how many seats go where and whether the chairs are included. Registration slated to open in the New Year. | |
| | | Submit a proposal to the CIO for 5 summer jobs for SoCAS students where students are competing for positions by hackathon | Waiting on feedback from the CIO. | |
| 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. | Met with Connie Evans (IPE and simulation lead) to discuss future events for Health Sciences students for 2019. Query mass CPR competition with simulation mannequins. | Next IPE committee meeting on Tues Dec 4. |
| | | Enhance student input regarding the design and execution of the new Health Sciences Centre. | Lisa Boulton unavailable for persona walkthrough at present. Stantec architect will be at upcoming set rep meeting to answer student questions about Health Sciences Centre and opportunities for student involvement. | Waiting on reply from Ian Kerr from facilities. Will ask Stantec architects for opportunities for Health Sciences students to join their working group at BCIT to provide input. |
| | | Promote student wellness by advocating for improved accessibility to mental and physical health workshops and programs. | Met with Andrea and Lauren (Health and Wellness) to discuss peer support program. Had meeting with Tara and Caroline regarding feasibility and liability concerns. | Teleconference scheduled with KPU and UBC on Dec 3 to ask them how they implemented peer support programs. |

Objective Updates for November 26th

| Name | Position | Objectives | Objectives Update | Objectives Next Steps |
|-------------|---|---|---|--|
| Chris Samra | Chair of Transportation, Construction & Environment | Connect students in Engineering, Trades & Architecture programs together through networking and inclusive opportunities | Passive design certifications to come across civil and design. Working with Chair Energy for possible crossover competition. more tp come. | Continue to work with Cory Pope. |
| | | Work with Architectural Connections club to improve the experience for all Architecture and Building Science students | No Movement | Hopefully integrate Archconnect into the above listed competition. |
| | | Passive Design | Report written and delivered. Possible accreditation has been found. All information has been forwarded to the relevant Program Heads and will be taken to the board for review. Passive Design should be integrated in the upcoming years! | Receive meeting updates. |
| | | | | |
| Carina Dung | Chair of Aerospace Technology Campus | Promote the Clubs program on campus to encourage students to connect and gain out of classroom experiences | | |
| | | Enhance student wellness on campus through programs and services (ie. doggie de-stress, paint nights, etc.) | | |
| | | Encourage networking and build sense of community through inclusive opportunities and events on campus | | |

Executive Director's Report

Council Meeting, November 26, 2018

- **New Internal Policy:** Starting January 2019, seasonal full-time and regular employees working a minimum of 25 hours weekly will now be entitled to receive our **Extended Health Plan, MSP** (BC medical services plan) and the **EAP** (Employee Assistance Program), after the completion of 1 year of service with us. The purpose of this change is to improve our ability to retain employees. This policy change was approved by our Executive Board on November 19.

Further, all staff are in the process of reading the newly approved SA policies (Gov, SL, INT). This will ensure that everyone is up-to date.

- **Strategic Plan:** The collection of information has started, and three departments have already participated. It is anticipated that all staff comments will be collected by the end of next week. Students' feedback will be collected during our next Council meeting and through a simple survey in January for students at large.
- **NE1 – food services project:** The project is well underway. We are looking at an early March opening. However, we are working with contractor to reduce the construction timeline.

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

- Tech Start-ups: Just Sayin'- entrepreneur Panel Series, November 27 at 5:30pm
- Professional Headshot Day: Burnaby, November 28 at 1pm
- Industry Connection - ASQ BC: Burnaby, November 28 at 5:30pm
- Industry Connection – Hays Recruiting: Burnaby, November 29 at 3:30pm
- Employer Information: BTY Group – Burnaby, November 29 at 4:30pm
- Workshop: The post-graduate work permit explained: Burnaby, November 29, 5:30pm
- Free Massages at the Zen Lounge: Burnaby, November 30 at 10am
- Breakfast Club: Burnaby, December 4 at 8am
- Workshop: Are you LinkedIn?: Burnaby, December 4 at 5:30pm
- Workshop: How to ace your job interview: DTC, December 6 at 3pm
- Sales Power: Ask an Expert Workshop: Burnaby, December 6 at 5:30pm
- Employer Information: City of Vancouver (Engineering Services): Burnaby, December 6 at 6pm
- Free Massages at the Zen Lounge: Burnaby, December 7 at 10am