

- 5.1 Call to Order
- 5.2 Acceptance of the Agenda
- 5.3 Acceptance of the Minutes: 2019-09-23
- 5.4 Old Business
 - 5.4.1 Executive Director's Report - *Caroline G.*
 - 5.4.2 Executive Updates - *Executive team*
 - 5.4.3 Acceptance of Executive Committee Meeting Minutes - *Justin C.*
 - 5.4.4 Committees
 - 5.4.4.1 Student Spaces Development Committee - *Brin F.*
 - 5.4.4.2 Finance Committee - *Rose S.*
 - 5.4.4.3 Bylaw Committee - *Rose S.*
 - 5.4.4.4 Advocacy & Policy Committee - *Steven P.*
 - 5.4.4.5 Clubs Committee - *Miranda C.*
- 5.5 New Business
 - 5.5.1 Councillor Appointment Report - *Chairs/VPs*
 - 5.5.2 SL-7 Postering Policy Procedure Discussion - *Rose S.*
 - 5.5.3 Sustainability Committee Discussion - *Adam N.*
- 5.6 Open Forum
- 5.7 Reminders
 - 5.7.1 Next Council Meeting: 2019-10-21 @ 17:30 in SE2 Council Chambers
- 5.8 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, October 7th, 2019
Minutes

- Executives:** Miranda Campbell – VP Student Experience
Justin Cervantes – President
Brin Farrell – Chair, Schools of Transportation, Construction & the Environment
Raynen Jamieson – Chair, School of Energy
L.T. Le – Chair, School of Health Sciences
Adam Nguyen – VP Equity & Sustainability
Steven Palfrey – VP External
Louis-Philippe Rivest Giguere – Chair, School of Computing & Academic Studies
Rose Salm – VP Finance & Administration
Hunter Sones – Chair, School of Business
Dawson Verboven – Chair, Downtown Campus
- Satellite Councillors:** Myka Gowler – Annacis Island Campus
Ashley Obeck – Marine Campus
- Staff:** Caroline Gagnon - Executive Director
Darla Willisroft - Administrative Coordinator
- Councillors:**
- | | |
|--------------------------|-----------------|
| Mina Arab Khedri | Brianne Lee |
| Kayla Arbez | Gary Moon |
| Ophelia Bar-Lev-Wise | Macus Ong |
| Lloyd Carleton | Paige Purcha |
| Evelyn Chan | Emma Raine |
| Adriana de Oliveira Lima | Jordan Robinson |
| Parm Dhaliwal | Felix Ruttan |
| Robin Fityk | Grant Smith |
| Andrey Goryelov | Andrea So |
| Ruby Hsu | Monique Tan |
| Delaney Hunt | Kay Yeh |
| Cailo Kapronczai | Kai Zhang |
| Takeshi Keber | |
- Regrets:** Muhammad Abdullah
Craig Goodison
- Anika Tabaschum
Kaitlyn Thompson
Hunter Van Dyke

5.1 Meeting Called to Order

The Chairperson, Justin, calls the meeting to order at 17:45 (38 voting members, including Chair).

5.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Miranda Campbell

Seconded by: Cailo Kapronczai

Unanimous

Carried

5.3 Acceptance of the Minutes: 2019-09-23

Motion:

Be it resolved that the Council minutes from 2019-09-23 be accepted as distributed.

Moved by: Rose Salm

Seconded by: Ophelia Bar-Lev-Wise

Unanimous

Carried

5.4 Old Business

5.4.1 Executive Director's Report

- As submitted, see attached.
- Advocacy and Childcare updates are highlighted.

5.4.2 Executive Updates

- As submitted, see attached.

5.4.3 Acceptance of Executive Committee Meeting Minutes

- See attached.

Motion:

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

Moved by: Ophelia Bar-Lev-Wise

Seconded by: Ashley Obeck

36/0/1

Carried

5.4.4 Committees

- See attached.
- Council members were asked at the previous meeting to indicate their interest in joining committees through an online application form. Council members wanting to

join Committees where there are more applicants than available seats are verbally asked a question to aid Council in their committee selection. Council is then asked to vote on members through secret ballot.

5.4.4.1 Student Spaces Development Committee

- There was a total of 4 applicants to fill 4 seats on the Committee.

Motion:

Be it resolved that the following council members be a part of the Student Spaces Development Committee: Cailo Kapronczai, Katie McLellan, Macus Ong, Andrey Goryelov

Moved by: Brin Farrell

Seconded by: Paige Purcha

37/0/0 Carried

18:02 A Councillor leaves. Count is 37.

5.4.4.2 Finance Committee

- Committee requires Council to appoint an Executive to serve as Vice-Chair.
- Hunter Sones volunteers for consideration.

Motion:

Be it resolved that Hunter Sones be Vice-Chair of the Finance Committee.

Moved by: Rose Salm

Seconded by: L.T. Le

18:09 A Councillor leaves. Count is 36.

Discussion:

- Does every committee have a vice-chair?
 - Yes. Most of the committees have their vice-chair assigned in the Bylaws.

Motion:

Be it resolved that Hunter Sones be Vice-Chair of the Finance Committee.

Moved by: Rose Salm

Seconded by: L.T. Le

33/1/1 Carried

18:11 2 Councillors join. Count is 38.

- There was a total of 6 applicants to fill 2 seats on the Committee.
- Each applicant responds to the question: Regarding the SA's financial activities, what is your greatest area of concern or interest?
- Council is asked to cast up to two votes through secret ballot.

Motion:

Be it resolved that the following council members be a part of the Finance Committee:
Kay Yeh, Brianne Lee

Moved by: Rose Salm

Seconded by: Lloyd Carleton

34/1/2 Carried

5.4.4.3 Bylaw Committee

- There was a total of 3 applicants to fill 2 seats on the Committee.
- One applicant withdraws from consideration.

Motion:

Be it resolved that the following council members be a part of the Bylaw Committee:
Andrea So, Grant Smith

Moved by: Rose Salm

Seconded by: Raynen Jamieson

Discussion:

- Councillors up for consideration introduce themselves.

Motion:

Be it resolved that the following council members be a part of the Bylaw Committee:
Andrea So, Grant Smith

Moved by: Rose Salm

Seconded by: Raynen Jamieson

37/0/0 Carried

5.4.4.4 Advocacy & Policy Committee

- There was a total of 2 applicants to fill 2-4 seats on the Committee.
- One applicant withdraws from consideration.
- Council is asked for volunteers to join.

Motion:

Be it resolved that the following council members be a part of the Advocacy & Policy Committee: Gareth Moon, Lloyd Carleton, Kai Zhang

Moved by: Steven Palfrey

Seconded by: Ashley Obeck

Discussion:

- Councillors up for consideration state why they are interested in joining the committee.

Motion:

Be it resolved that the following council members be a part of the Advocacy & Policy Committee: Gareth Moon, Lloyd Carleton, Kai Zhang

Moved by: Steven Palfrey

Seconded by: Ashley Obeck

36/0/1 Carried

5.4.4.5 Clubs Committee

- There were 0 applicants to fill 3 seats on the Committee.
- Council is asked for volunteers.

Motion:

Be it resolved that the following council members be a part of the Clubs Committee: Parm Dhaliwal, Ruby Hsu, Delaney Hunt

Moved by: Miranda Campbell

Seconded by: Cailo Kapronczai

Discussion:

- It is confirmed that none of the volunteers are currently club executives.

Motion:

Be it resolved that the following council members be a part of the Clubs Committee: Parm Dhaliwal, Ruby Hsu, Delaney Hunt

Moved by: Miranda Campbell

Seconded by: Cailo Kapronczai

37/0/0 Carried

5.5 New Business**5.5.1 Councillor Appointment Report**

- As submitted, see attached.

5.5.2 SL-7 Postering Policy Procedure Discussion

- See attached.
- The policy was mistakenly removed from the website by a new staff member and replaced with procedures. The original policy document was immediately re-posted once the situation was brought to attention of the Executive Director.
- Marketing and Communications department wanted to propose an amendment to the policy procedures, as noted in the agenda materials. Following the proper process outlined in GOV-0 Policy Framework, the amended policy procedure is presented to Council.

Discussion:

- What is the consequence of not removing posters on time?
 - No consequences, we understand that students get busy. Election-related posters have their own set of regulations.

5.5.3 Sustainability Committee Discussion

- See attached.
- Will be brought to next Council meeting for further discussion and creation.

Discussion:

- What is the proposed time commitment?
 - One meeting per month.

5.6 Open Forum

- You can now vote in the federal election in SE2.
 - Advance voting is open until 2019-10-14.

5.7 Reminders

5.7.1 Next Council Meeting: 2019-10-21 @ 17:30 in SE2 Council Chambers

5.8 Meeting Adjournment

It was moved by Adam Nguyen and seconded by Rose Salm that the meeting be adjourned.

34/2/1 Carried

The meeting was adjourned at 18:37.

Item 5.4.1: Executive Director's Report

- **Advocacy:** This year, we have seen an increase in new cases in our advocacy department compared to previous years. If this increase is indicative of what lays ahead, the department may be very busy this year. I will keep Council informed by providing monthly stats.
 - Sept 2016 – 24 new cases
 - Sept 2017 – 24 new cases
 - Sept 2018 – 31 new cases
 - Sept 2019 – 47 new cases

- **Childcare centres:** Our three centres are full with 62 children from the ages of 18 months to 4 years old. We have 375 families on the waitlist.

- **Marketing and Communications:**

Here are some of the departmental highlights:

- Working with Career Services to polish up the Riipen press release, announcing our partnership with the company.
 - Publications Department beginning work on Annual Report.
 - Events Department in full swing.
 - Marketing department has returned from Unbounce conference with a new understanding of broader digital marketing tactics and website building/nesting ideas.
- **Entrepreneurship Services:** Entrepreneurship Services launched their 2019-2020 Event Series with an 'Ask an Expert' panel event focussing on early stage funding. There were 75 students in attendance marking a sharp increase in demand for services. This turn out is in response to a shift in promotional strategy and promoting events to academic programs and through faculty, rather than using a general campus marketing strategy.
 - **Clubs:** Our Clubs Coordinator is working to schedule in a club faculty advisor meeting to bring together advisors, SA staff and club leaders. This event is intended to support faculty advisors in their work with clubs and so they can share accomplishments and strategies. A tentative date has been set for Wed Oct 16.
 - **Student Development:** We have received 160 applications for Peak leadership and have 100 spots to fill. Offers will be extended to successful students by the end of the week.

Instructional Design: SA team members who work on instructional design projects held their first monthly Instructional Design Community of Practice meeting this past Thursday. These meetings are intended to serve as a forum for group learning and to share best practices in instructional design and e-learning, with the goal of improving practices and knowledge across the organization.

Objective Updates - Oct. 7

Name	Position	#	Objective	Objective Update	Next Steps
Justin Cervantes	President	1	Explore opportunities for enhancing experiential learning on campus	A hackathon is being organized with attention to supporting integrative and experiential learning. \$5,000 of the \$16,500 budget for this event has been fundraised, with an anticipated \$3,000 to come in from ticket sales. Sponsorship efforts continue with strong leads for a presenting sponsor which would offset a large amount of the remaining costs. Marketing setup for promoting to program heads at BCIT is well underway with many program heads having been spoken to already. Commitment from program heads to date has been very strong, with some instructors offering bonus marks for participation in the event. The hackathon website has been completed and marketing will begin in November. I have marketed this as the first presenter at BCIT's cyber awareness kickoff to faculty to let them know about what we're doing on this front.	
		2	Reduce dependencies on student fees	This objective will begin December 16th due to work being placed on my first objective.	
		3	Create benchmarks and KPIs for understanding how we successfully we engage with students	This objective will begin December 16th due to work being placed on my first objective. The SA senior leadership has been made aware of this objective and this in the last manager's meeting has been placed in the back of their minds.	
Rose Salm	VP Finance & Administration	1	Increase financial literacy of the Executive Board by conducting a basic info session in advance of the Annual General Meeting	Booked room for seminar, completed draft of PowerPoint presentation materials. Will submit these for review with the Director of Finance.	
		2	Conduct campaign in conjunction with Campus Print & Copy, faculty, and career-oriented associations to increase utilization of Print & Copy services around Industry Days and recruit seasons	Met with faculty from School of Business and the SA's marketing staff.	
		3	Review bylaws surrounding Councilor and Committee selection processes	Waiting for Bylaw Committee to be filled with current Councilors in order to work on this objective.	
Miranda Campbell	VP Student Experience	1	Create a platform such as an interactive website for clubs to communicate with each other as well as the SA to do joint club events and share resources/events	Spoken with Carly about the idea and she has been trying to make it happen for ages. Brought up the idea in clubs training as well, and also spoken student associations who have a proper platform for clubs in order to get an idea of how to make it successful.	Reach out to SA Marketing about the next steps for this project so I can get started.
		2	Create cross-campus connections that allows satellite campuses to feel just as connected to the BCIT culture just as Burnaby is. This includes events and competitions, or maybe even class projects that can be done with students from other campuses.	Throughout my time as Interim ATC Chair, I have been communicating closely with the Sonja, Lenalda, and the Chief instructors (Cherly, Ed, and Steve) and mentioning how I want to work to connect their campus more to Burnaby. Club ideas such as an aerospace version of the Drone club, and more, have been brought up by students. Also, while being on Education Council, I have mentioned to some faculty some ideas for this objective and received their input of ideas as well as contacts to try and make it happen. Overall, students and faculty seem to be supportive of the idea.	Will be focusing on the ATC elections first, then follow through with this objective once the new board member has been fully transitioned by me with the help from faculty
Adam Nguyen	VP Equity & Sustainability	1	Bring Multicultural Day Event at the Great Hall		
		2	Create a Sustainability and Equity Committee, and from there, working with a team to begin an initiative (an emphasis with future perpetuity)		
		3	To influence a change in at least in one BCIT policy (particularly concerning sustainability / equity)		
Steven Palfrey	VP External	1	Facilitate the UPass Referendum + Investigate UPass Contract	UPass referendum dates are set, and the tech entry program was added	Canvass and collect information on part time students desire for Upass, awaiting information from BCIT
		2	Lobby to Government on a Municipal, Provincial, and Federal level with at least two trips to Victoria	October 28th & 29th dates are set for Victoria trip.	Meetings are being confirmed with the various stakeholders, pending input from Advocacy & Policy Committee.
		3	Identify rezoning opportunities near BCIT Burnaby Campus	Consultation pending with City of Burnaby	Feasibility study to be performed.
		1	Creating a method for Executives' objective continuity	Created a rough-draft of objective index dashboard, found here	- Create framework for objective continuity. Determine what information execs need to record in order to successfully pass on an objective to a successor.

Objective Updates - Oct. 7

Name	Position	#	Objective	Objective Update	Next Steps
Hunter Sones	Chair, School of Business	2	Increase SA Services engagement among School of Business students	<ul style="list-style-type: none"> - Worked with various entrepreneurship focussed instructors to promote E-Ship services events to the student body - Met with Vicky Roy to plan for entrepreneurship 'Pitch' workshop in February - Liaising between the BCIT Marketing Association and SA E-ship services to increase awareness, interest, and utilization of matchboard - Worked with Kenton Duncan and Jennifer Dadswell of the BCIT Marketing Association to complete comprehensive website audit of Matchboard - Met with Dean, School of Business to determine aligning objectives and how we can work together to enhance SoB Student Life 	<ul style="list-style-type: none"> - Meeting with Brian Giffin and Laura Barreca to determine E-ship services Matchboard marketing strategy (late October) - Meeting with VP Corporate Relations the their CR first-year director of the BCIT Marketing Association to determine next steps for e-ship services Matchboard marketing strategy - Working with SoB Set reps to enhance awareness of BCITSA Advocacy services.
Raynen Jamieson	Chair, School of Energy	1	Develop a new framework for effective Set Rep meetings to be handed down to future chairs	Created a rough agenda draft for first set rep meeting. Sent one more round of reminders to program heads about set rep registration.	Finalize set rep groupings & meeting agenda, review set rep meeting schedule.
		2	Increase communication between students and faculty about capstone funding, increase capstone funding, and move EXPO to SW1		Discuss the current method of allocating capstone funding with department heads & AD
		3	*Reserved for objective(s) created by Set Rep meetings*	Possible walkway improvement, (supported by department), discussed a new way for set reps to communicate with each other.	Meet with facilities & campus development, seek support from SA (possibly student spaces fund?). Brainstorm new communication methods between set reps that don't become annoying
Louis-Philippe Rivest Giguere	Chair, School of Computing & Academic Studies	1	Create a network to empower female tech students	Discussed the feasibility of projects related to women in tech with Career Services, Women in Computing, and other stakeholders. Of these projects, two of these stood out. The first project involved creating a BCIT high school outreach program with focus on women. The second was offering extra prep workshops and training for women before career related events, such as industry days and local hackathons.	Will meet with Cynthia van Ginkel and the Dean of Computing to further discuss these projects.
		2	Continue and improve existing SoCAS engagement and wellness events, specifically the Sun Run and the LAN Party	Currently preparing the LAN party. The event will happen on Friday November 15th. We are operating with a budget of \$1,500 excluding sponsors and expect 120 attendees. The games that students will compete in will be League of Legends, DOTA 2, and Fortnite. Board games and other casual games will be available. Several clubs have expressed interest in volunteering and promoting the event. Marketing and communications have received the initial marketing package and rooms as well as equipment has been booked.	Promote the event, hire and train volunteers, contact sponsors, prepare bracketing structure, and essentially get the event ready to go.
		3	Facilitate student insight into industry through career-oriented connections	Met with Career Services and SA staff to discuss possible ideas. We will be offering more interview preparation workshops led by industry professionals. In addition, we are looking at planning a reverse career fair, where students will show off projects and ideas to the public and industry leaders.	Will be meeting with Dean Hilderbrand and the new Assistant Dean of Computing Mike Starkey to generate interest from the BCIT side of things. Also, will work with Career Services to identify industry professionals that would be willing to return to share their experiences with our students.
L.T. Le	Chair, School of Health Science	1	Working with BCITSA objective 5: "Expand Student Mental Health Literacy", I would like to champion the creation of a peer to peer program supporting mental health and resiliency		
		2	Raise awareness and provide naloxone kits year round to students	I have met up with Lisa Chu, the dean of SOHS and Carolyn about the topic and how to involve BCIT to make the kits accessible at Health Services to ensure confidentiality is kept for students.	I will be emailing Micheal from Health Services to set up a meeting once I can gather all the information from Insite (a safe injection site downtown east side), UBC, and the health authorities.
		3	Advocate for the creation of a BCIT Student Refugee Program	I have been doing research on determining how this can be best implemented at BCIT.	

Objective Updates - Oct. 7

Name	Position	#	Objective	Objective Update	Next Steps
Brin Farrell	Chair, Schools of Transportation, Construction & Environment	1	Develop a strategy to enhance support and services for Applied & Natural Science students	I've been working closely with Kim Kavanagh who is the Career Specialist within the School of TCE to implement a Natural Resources career fair. We have secured room 2055 in SW1 for Tuesday, January 30th (4pm-6pm), which seemed to be the preferred date after speaking with associated program heads. We have a tentative employer price of \$300, and are hoping one employer will sponsor catering for the event instead of paying the fee. Now, we are in process of communicating with Program Heads regarding contacting potential employers. Additionally, we are brainstorming 'out-of-the-box' door prizes (i.e. lunch with employer etc.) to help entice students to participate.	Next, we will be in touch with marketing to promote the event. As the event comes closer, I will be speaking to associated classes. I will also be looking into other ways the SA can enhance services and support for these students.
		2	Develop a comprehensive program for the new Student Centre that refines space allocation and incorporates student and staff stakeholders in the planning process	Have thoroughly read the 2017 functional program and been meeting with Caroline to discuss next steps.	As the Student Spaces Development Committee becomes established, we will focus on this objective further.
Dawson Verboven	Chair, Downtown Campus	1	Help support the students in the ISEP program at DTC by making sure they have resources to succeed		
		2	Generate more clubs that are DTC oriented. Create a culture of clubs that transition between program years		
		3	Push for exam scheduling at DTC to be on par with the Burnaby campus. Exam schedules should be seamless between campuses.		

Item 5.4.4.1: Student Spaces Development Committee

- # of Councillors required: 4
- # of applicants: 4

Cailo	Being a student I know the importance of having a productive and comfortable place to study/work/relax. I have always wanted to be part of a team that helps determine or manage smart spaces or student spaces.
Katie	I am passionate about finding out what facilities can help students achieve their goals while at BCIT. Whether it be to help relax and destress, socialize, or focus on academics. I want to help find out what new developments other technical schools have found beneficial to students and implement similar things here to better the student experience.
Macus	Giving comfortability to students is one of the aims of me joining the committee, as I am a student myself, thus wanting to see more spaces developed for other students so that they think, campus can be a second place to study too! Some might think that only coffee shops or cafes are their go-to places, but we have so many amenities in the campus that they could all utilize to the max for not just academic purposes.
Andrey	To help make the campus more comfy for students and make sure the allocated funds are used appropriately 😊

Item 5.4.4.2: Finance Committee

- # of Councillors required: 2
- # of applicants: 6

Delaney	As a first year in the financial planning program, I want the chance to apply the skills I learn in class to real-life situations and circumstances. I hope that this experience will allow me to better understand the concepts and excel in my program. I am interested in Finance as a career and would appreciate the opportunity to meet and network with others with a common interest. I have so much more to learn about finance and would love to get mentored to eventually become a committee chair. Thank you for your consideration.
Kay	I am interested in learning how to oversee the financial statement with the knowledge I acquired from school as well as gaining hand on experience.
Ophelia	Managers in any industry should have the confidence to analyze and understand finances, in order to make more informed decisions. I've learned some finance and accounting during my Diploma and currently learning more in BBA, although I would love the opportunity to take on larger financial projects in order to test my understanding. I lack confidence in my ability to accurately analyze any financials and want to learn more through hands on, real-life situations. In 7 months, I'll be out in industry and know that any extra time I spend learning and practicing finance now, will better prepare me then.
Ruby	As a student who comes straight out of high school with taking Accounting 11 and 12, and AP

	Microeconomics and Macroeconomics, I have a decent knowledge in simple business transactions. By having said that, I am in my first year in the Accounting Diploma program. I desire for this position because my strengths suit me well in this position. This position not only allows me to enhance my accounting skills but also exposes me to a workplace-like accounting environment at an early age. That said, I genuinely hope my position is relevant to my current program.
Anika	I do not understand much about finance, and I think this would be very beneficial to me in my career to understand a bit about it. I can hopefully learn a lot from this committee.
Brianne	Although I am not a business student, but a health science student, I would love to learn about the finances of BCIT. Being at BCIT means having packed schedules and not much opportunity to learn about subjects outside of your field. I was quick to learn that we did not have any electives which is one thing that I wish BCIT could offer. I hope that if I were to be a part of this committee I could learn about basic finances while also contributing to make BCIT student life enjoyable, despite our heavy coarse load, as well as creating a comfortable environment to learn.

Item 5.4.4.3: Bylaw Committee

- # of Councillors required: 2
- # of applicants: 3

Andrea	I used to do technical writing and loved reading and amending rules and policies. I also wrote standard operating procedures for the department. Based on my previous experience, I'm most interested in the Bylaw committee.
Grant	I'm interested in learning how governance is done though the SA and how Bylaws are created and amended.
Robin	I would like to get more involved and this committee seemed like it wouldn't take too much time. I have a good mind for detail and think I could be an asset. I think like a super villain, but choose to be law abiding. I detest the idea of personal gain at the expense of others and feel I could help keep an eye on the bylaws of BCIT to help prevent that from happening.

Item 5.4.4.4: Advocacy & Policy Committee

- # of Councillors required: 2-4
- # of applicants: 2

Adriana	I want to learn while I am involved in a role that deal with stakeholders. Be part of the solution. Consider their (stakeholders) different perspectives of the same matter and, as a member of the committee, be able to propose best solutions that may result in good perspectives for BCIT's students.
Gareth	Everybody wants something. Politicians want to be elected and look good, and I want to help convince them that making the lives of BCIT students better will give them what they want. I have a bit of a crusader in me; I want to fight for a cause I believe in. I would like to be on this committee because I have the burning desire to do good and interest in the politicking. I want to embody my inner Varys (from GoT, and no, I don't mean I want to be a bald Eunuch).

Item 5.4.4.5: Clubs Committee

- # of Councillors Required: 3
- # of applicants: 0

VP Student Experience - Miranda	
Total # of Councillors to appoint: 4	
Current # Vacancies: 0	Appointed?
<i>Student in Residence:</i>	Yes
<i>AIC Satellite Councillor:</i>	Yes
<i>BMC Satellite Councillor:</i>	Yes
<i>ATC Councillor:</i>	Yes
<p>Comments:</p> <p>I emailed Program heads, Associate Deans, Deans, and Chief Instructors in order to get the word out that I was looking for councillor positions to be filled. Each applicant had either texted or emailed me showing their interest in the positions. I responded back with some more detailed explanations of the role regarding responsibility, commitment, as well as growth opportunities. I had all candidates answer a variety of questions in a survey format, including topics such as their knowledge about SA council, previous experience, and things they are passionate about in life. I analyzed their responses and chose accordingly. Unfortunately, not many students applied (I either had 1 or 2 applicants for each position) but I was fortunate enough that the ones who did apply met my criteria and were enthusiastic on starting a new chapter with the SA!</p>	

VP Equity & Sustainability - Adam	
Total # of Councillors to appoint: 2	
Current # Vacancies: 0	Appointed?
<i>Indigenous student rep:</i>	Yes
<i>International student rep:</i>	Yes
<p>Comments:</p> <p>The BCIT International Student Services and Indigenous Services Office were contacted for potential candidate.</p> <p>A poster/flyer was handed out which included a request for candidate resumes.</p> <p>Interview/Email Questions were sent to shortlisted candidates.</p> <p>Candidates with the most qualified, relevant experience were selected.</p>	

School of Business -Hunter	
Total # of Councillors to appoint: 7	
Current # Vacancies: 0	# Appointed from...
<i>1st year:</i>	2
<i>2nd year:</i>	4
<i>3rd year:</i>	1
<p>Programs Represented: BBA, Accounting Diploma, Marketing Management, Business IT MGMT, Financial Planning</p>	
<p>Comments:</p>	

Generating Awareness

To generate awareness surrounding the 7 councillor positions, members of the SA promoted the role in the Great Hall during Kickstart. Interested students were encouraged to email me to confirm their desire to apply for the position. Aside from promoting the positions in the great hall, I also reached into my personal network and asked people to refer me to students whom they felt would be suitable representatives for the positions.

Determining Selection Criteria

When determining the selection criteria for the 7 councillor positions, I reflected on what would allow someone to succeed during their time in the role. I concluded that someone in the role should have

1. A detailed understanding of SoB student life
2. A track record of critical thinking ability
3. ,In the past, made contributions to the greater BCIT student experience (if applicable).

Selecting Qualified Students

The selected students have displayed that they meet these criteria and are in the best position to represent SoB students during the 2019/20 school term. This year's SoB councillors have demonstrated a determination to serve the students of BCIT and provide guidance to the BCIT Student Association.

School of Computing & Academic Studies - Louis

Total # of Councillors to appoint: **2**

Current # Vacancies: 0

Appointed from...

1st year: 1

2nd year: -

3rd year: 1

Programs Represented: **CST, BTech**

Comments:

Preparation:

I emailed program heads in CST (Donna Turner), BTech (Elsie Au and Michal Dziubek), as well as the Assistant Dean of Computing (Aaron Hunter) in early September. I also prepared a script to share on computing student Slack Channels.

For CST, Donna Turner shared my information through the Learning Hub, and I contacted each term individually through Slack.

For other schools, the program heads shared my information directly with their students over email or on the learning hub.

I also used a list I had made as a set rep the year before. This list outlined all students that were engaged and passionate during our meetings. I approached some of these students in person in June to pitch the councillor role.

Recruitment:

I adapted a version of Brin Farrel's questions for her incoming councillors. I asked these questions to

candidates over email and on LinkedIn. These were:

- 1) What have you heard about the SA Council?
- 2) Have you been in a leadership position in the past?
- 3) Are you comfortable speaking up when something isn't right?
- 4) Tell me about a time when you demonstrated leadership experience in the past.
- 5) What is something you are passionate about?
- 6) Why do you want to be a Councillor?
- 7) What student initiatives or projects have you been involved in?
- 8) What is the #1 change you would like to see on campus?
- 9) How would you handle a difference of opinion with a team member?
- 10) How do you manage your current workload?

If the candidate's answers met my expectations, I would then meet in person or over the phone for additional questions. This was to get a better understanding of their needs and their ability to work in a team.

Selection:

I selected my candidates based on:

- 1) Initiative (the speed and enthusiasm showed when reaching out to me in the first place)
- 2) Passion (whether the candidate had a goal that aligned with their position)
- 3) Ability to commit to a decision or a goal
- 4) Political awareness (how well they understood student issues in their programs, or how connected they were)
- 5) Ability to manage workload

Chair Downtown Campus - Dawson	
Total # of Councillors to appoint: 3	
Current # Vacancies: 0	# Appointed from...
<i>1st year:</i>	1
<i>2nd year:</i>	1
<i>3rd year:</i>	1
Programs Represented: CST, CIT	
Comments:	
Face to face meetings with potential councillors and vetting through set rep feedback and willingness to engage in supporting their fellow students.	

School of Energy - Raynen	
Total # of Councillors to appoint: 5	
Current # Vacancies: 0	# Appointed from...
<i>1st year:</i>	1
<i>2nd year:</i>	2

<i>3rd year:</i>	2
Programs Represented: Electrical Engineering, Mechanical Engineering, Mechatronics and Robotics (2)	
<p>Comments:</p> <p>I reached out to potential councillors who had previously spoken to me in person and expressed their interest. I then went in-person to different classes and spoke to students in order to generate interest. The councillors were chosen based on their interest in the role and their programs of study.</p>	

School of Health Sciences – L.T.	
Total # of Councillors to appoint: 4	
Current # Vacancies: 0	# Appointed from...
<i>1st year:</i>	2
<i>2nd year:</i>	2
Programs Represented: Environmental Health, Medical Laboratory Science, Medical Radiography, Electroneurophysiology	
<p>Comments:</p> <p>I reached out to Connie Evans who is the liaison between the SA and SOHS. I typed out an email for her to forward to all the program heads that I was looking for four councillors with links and general description of what is expected from the position.</p> <p>Those who were interested emailed me, and councillors were selected based on interest and preference went to applicants who were from different programs at the SOHS. I wanted to ensure there was a good range of reps to ensure equity.</p>	

Schools of Transportation, Construction & the Environment - Brin

Total # of Councillors to appoint: 6

Current # Vacancies: 0	# Appointed from...
1 st year:	2
2 nd year:	2
3 rd year:	0
4 th year:	0
Other:	2 Masters level

Programs Represented: **Master of Engineering in Building Science, GIS, Forest & Natural Areas Management, Civil Engineering, Architecture & Building Technology, Master Ecological Restoration**

Comments:

- 1) Emailed every Program Head and Program Assistant within the Schools of Construction & the Environment + School of Transportation – asked them to share the emailed (with attached role description to classes)
- 2) Reached out to associated clubs, sharing the same information (CSCE, Architectural Connections, Women in Engineering, AROVS, Sustainable Ecological Restoration, BCIT Racing)
- 3) Had all candidates answer the following questions via email:
 1. What program are you in & what year?
 2. What do you know about Student Association?
 3. Have you ever been in a leadership role?
 4. Do you feel comfortable speaking up when something is not right?
 5. Tell me about a time when you demonstrated leadership experience in the past?
 6. What is something you could talk about all day?
 7. Why do you want to be a Councillor?
- 4) I then met with each applicant personally or spoke over the phone to explain the role in further detail, express the importance for attendance and commitment and answer any further questions they had.
- 5) I then analyzed my responses from each applicant and chose Student Councillors from various programs and years that I felt would show commitment to Council and would adequately represent their department.
- 6) I had issues finding a Student Councillor from the School of Transportation so arranged to speak in front of the Motorcycle and Power Equipment Class on Friday, Sept/ 13th. Unfortunately, the night prior, the instructor had to cancel due to an exam rescheduling conflict. She passed the information to the class for me but did not have any students reach out to me.
- 7) I chose a student from the School of Construction & the Environment to take the place of the Transportation Councillor

Item 5.5.2: CSL-7 Postering Policy Procedure Discussion

Revisions to SL-7 Postering Policy Procedure Section

1. Non-Election Postering Procedure

The following items are justifications for adding a maximum number of 10 printed posters per club/entity per month in a clean and efficient manner on BCITSA Posting Boards to the “PROCEDURE” section of Policy No: SL-7.

Number of Clubs and Potential for Waste

Adding a designated number of posters to be approved to the postering policy will help to curb mess and waste. In any given month, up to 50 clubs could use the boards, submitting 10 posters each, resulting in 500 possible posters on 50 posting surfaces campus wide. This is discounting and posters advertising BCITSA Services, posters for BCIT promotions, and any third-party poster submissions.

Creation of Additional Waste – Paper and Toner; Printed Materials

In an effort to reduce waste on campus, BCITSA would like students to think and act green by reducing clutter on campus and reducing the potential garbage and waste paper and toner. A number of the BCITSA posting boards, such as the particularly popular SE12 breezeway posting area, are located outside and weather conditions create waste paper that can blow into the environment and student walkway areas.

Diligence and Enforcement of Policy

Clubs and third-party posters tend to be less diligent about removing expired posters from posting locations, leading the removal of expired posters to fall back on BCITSA staff and Executives.

Further to this, there is very little actual enforcement of poster policy, partially due to the required effort to police the boards and the unwillingness of staff to ask a club to cease promotion of their events as this takes away from student-led initiatives.

SUBJECT: Poster Policy	POLICY NO: SL-7	LAST REVIEWED: March 2018
APPROVED BY: Council	MANAGED BY: Director of Marketing and Communications	NEXT REVIEW: March 2020

SUMMARY

Policy Statement

BCITSA uses poster boards on all BCIT campuses to help inform students and the BCIT community of events, as well as to advertise certain promotions and services. These visual aids help to strengthen the communication between students and BCITSA.

Purpose of This Policy

The purpose of this policy is to:

- Specify appropriate and inappropriate materials for posting
- Identify a priority setting for the types and purposes of Posters
- Outline the procedure in which Posters are approved

Application of This Policy

This policy applies to all employees, students, and groups wishing to post Posters on a BCITSA Poster Board. This Policy does not apply to Posters on other surfaces at BCIT, and BCITSA shall defer to all requests not specifically related to Posters on BCITSA Poster Boards to BCIT Facilities Management.

Related Documents and Legislation

N/A

Forms Associated With This Policy

N/A

Amendment History

- Created [DATE]
- Amended [DATE]

DEFINITIONS

BCIT Facilities Management

BCIT Facilities Management is the department of BCIT that is responsible for the maintenance of BCIT Facilities.

BCITSA Poster Board

A BCITSA Poster Board is any poster board considered to be an Executive Use Board or a Community Use Board. When the reference does not specify a single classification, it shall be assumed to refer to all BCITSA Poster Boards.

Executive Use Board

An Executive Use Board is any board on a BCIT campus that is designated for use exclusively by the BCITSA. BCITSA has the authority to approve which Posters are permitted to be placed on the boards.

Community Use Board

A Community Use Board is any board on a BCIT campus that is designated for use by the BCITSA, clubs, and the BCIT community. BCITSA has the authority to approve which Posters are permitted to be placed on these boards.

Poster

A Poster is defined as any physical printed paper designed to be placed on a poster board or other similar surface.

DUTIES AND RESPONSIBILITIES

Director of Marketing and Communications

The Director of Marketing and Communications is responsible for the interpretation and enforcement of this policy.

Chief Returning Officer

The Chief Returning Officer is responsible for the interpretation and enforcement of this policy as it relates to Posters related to BCITSA elections.

POLICY

1. Postering

1.1. Poster Sizes

- a.** Individual Poster shall normally not be larger than 11"x17" sized paper.
- b.** Poster clusters, or a group of Posters serving to depict a single image or message together, shall normally be limited in size to 4-8.5"x11" papers.
- c.** Any Posters that are larger than the requirements specified in sections 1.1.a. and 1.1.b of this Policy shall require the written consent of the Director of Marketing and Communications prior to posting, and will only be permitted for Posters related to BCITSA internal operations, services, or campaigns.

1.2. Priority of Posters

- a.** Due to the volume of Poster requests, BCITSA may be required from time to time to prioritize which Posters shall be placed on BCITSA Poster Boards.
- b.** The following list shall denote the priority list for Posters on BCITSA Poster Boards, from highest to lowest:
 - i.** Posters related to BCITSA internal operations, services, or campaigns (elections or referendums)
 - ii.** Posters related to BCITSA Executive elections
 - iii.** Posters related to Club Events or promotion of Clubs
 - iv.** Posters related to BCIT Posters
 - v.** Posters related to sponsorship agreements of the BCITSA
 - vi.** Posters from external groups
 - vii.** Any other Posters
- c.** All decisions related to prioritizing Posters shall be at the discretion of the Marketing & Communications Manager and shall be considered final.

1.3. Posting Guidelines

- a. All Posters shall be approved as per this Policy prior to posting.
- b. Posters shall be approved for a maximum of up to four weeks after the effective date-stamp on the Poster.
- c. Groups or individuals shall be responsible for the removal of their respective Posters. Failure to remove postings may jeopardize future Poster privileges for that group or individual.
- d. Posted materials shall not compete or conflict with BCITSA activities, those of its tenants, or BCIT.
- e. All Posters shall be posted using tacks where provided, and masking tape only.

1.4. Posters on Surfaces Other Than BCITSA Poster Boards

- a. Posters for any purpose other than BCITSA Executive elections shall not be permitted on any surfaces other than BCITSA Poster Boards. For greater clarity, approval from BCITSA shall only be applicable to BCITSA Poster Boards for these materials.
- b. Posters for BCITSA Executive elections may be permitted on surfaces other than BCITSA Poster Boards due to agreement between BCIT and BCITSA to increase visibility of the election. In this case, any additional permissions and responsibilities shall be communicated to the candidates prior to the campaign period.
 - i. Posters for BCITSA Executive elections shall be subject to the guidelines and procedures of this Policy, regardless of the location they are posted.

1.5. Right to Remove Posters

- a. BCITSA, BCIT Facilities Management, or BCIT Safety, Security and Emergency Management reserve the right to remove any materials that cause unnecessary levels of clutter.
- b. BCITSA, BCIT Facilities Management, or BCIT Safety, Security and Emergency Management reserve the right to remove postings that do not comply with this policy without notice or reimbursement.

- c. Any posted materials found covering other posted materials shall be removed by BCITSA without notice or compensation.
- d. Groups or individuals affiliated with Posters that do not comply with this Policy may be assessed the cost associated with the removal of said Posters.

PROCEDURE

1. Non-Election Postering Procedures

1.1. Approval Process

- a. Individuals or groups wishing to have a Poster approved to be placed on BCITSA Poster Boards shall submit their Poster to the Marketing & Communications Manager or designate, either electronically or in person at the main reception of BCITSA.
- b. The Marketing & Communications Manager shall review all Poster requests to ensure they comply with this Policy.
 - i. If a Poster does not comply with this Policy, the Marketing & Communications Manager shall inform the student or club of what is in non-compliance, and encourage them to revise it.
 - ii. BCITSA shall not be responsible for revising or editing Posters on behalf of a student or club.
- c. Once a Poster is approved, the Marketing & Communications Manager, or a member of the SA Marketing team shall notify the individual or group that their submitted Poster has been approved, and for which classifications of BCITSA Poster Boards they are approved for.
- d. Once approved, the student or Club shall bring **up to a maximum of 10** Posters they wish to post to the main reception of BCITSA, where an employee shall date-stamp and add an approval stamp to each Poster to denote approval.
- e. Once the Posters are stamped, the student or Club shall be responsible for placing their Posters on the appropriate BCITSA Poster Boards in compliance with this Policy.
- f. **Posters shall be placed in an organized, clean manner inside the boards without obstructing pre-existing, date-compliant Posters**
- g.

Students and clubs shall be responsible to remove their materials when their event has passed. Failure to do so may result in a loss of postering privileges in the future.

2. Election Postering Procedures

2.1. Approval Process

- a.** Candidates of any BCITSA Election or Byelection wishing to have a Poster approved shall submit their Poster to the Chief Returning Officer or designate, either electronically or in person at the main reception of BCITSA.
- b.** The Chief Returning Officer shall review all Poster requests to ensure they comply with this Policy, as well any additional stipulations as per BCITSA Bylaws and Regulations.
 - i.** If a Poster does not comply with this Policy, BCITSA Bylaws, or BCITSA Regulations, the Chief Returning Officer or designate shall deny approval and inform the student of the specific grounds of non-compliance.
 - ii.** Neither the Chief Returning Officer nor BCITSA shall be responsible or permitted to revise or edit Posters on behalf of a candidate.
- c.** Once a Poster is approved, the Chief Returning Officer or designate shall notify the candidate that their submitted Poster has been approved. This approval shall be for all BCITSA Poster Boards and all additional spaces provided as per section 1.4.b of this Policy.
- d.** Once approved, the candidate shall be responsible for ensuring that their Posters are posted in compliance with this Policy and any additional stipulations as per BCITSA Bylaws, Regulations, or decisions of the Election Committee.
- e.** Candidates shall be responsible to remove their Posters in compliance with deadlines set out by the BCITSA Bylaws or decisions of the Election Committee. Failure to do so may result in additional action being taken by the Election Committee.

Item 5.5.3: Sustainability Committee Discussion

Goal: Create an ad-hoc council committee to address sustainability and equity-related opportunities at BCIT and within the SA, using the [UN Sustainable Development Goals](#) as guidelines. The intention is to make this a standing committee, to strengthen and support the SA's commitment to sustainability and equity in the BCIT community.

The UN Sustainable Development Goals are:

- 1) No poverty;
- 2) Zero hunger;
- 3) Good health and wellbeing;
- 4) Quality education;
- 5) Gender equality;
- 6) Clean water and sanitation;
- 7) Affordable and clean energy;
- 8) Decent work and economic growth;
- 9) Industry, innovation, and infrastructure;
- 10) Reduced inequalities;
- 11) Sustainable cities and communities;
- 12) Responsible consumption and production;
- 13) Climate action;
- 14) Life below water;
- 15) Life on land;
- 16) Peace, justice, and strong institutions;
- 17) Partnerships for the goals.

Proposed title: Sustainability Committee

Proposed composition:

Chair: VP Equity & Sustainability

Vice-Chair: 1 Executive, to be appointed by Executives

Councillors: x#, to be appointed by Council

Executive Director or designee, in non-voting capacity

Proposed meeting frequency:

Monthly

Background:

BCIT has a long-standing Green Team on campus composed of volunteers who are interested in pursuing sustainability and green initiatives off the side of their desk; their activity has been on and off throughout the years, depending on who is volunteering and what their interests are. The SA has a staff seat in the Green Team Executive committee which guides Green Team activities and promotion. This committee is geared towards BCIT staff and their activities.

With the EcoCity Summit hosted by BCIT this October, BCIT has been pushing to formalize sustainability on campus; they have recently added to the Institute Sustainability office a Manager and PT Admin role. The Institute Sustainability office has already reached out to the SA requesting student input and to work with students in the future– this is the area where students can have the strongest voice and impact with BCIT.

Regarding sustainability leadership in the BCIT community, the SA is lagging; we do not have formalized policies and work on an ad-hoc and reactionary basis to address sustainability within our operations. The lack of formalized policies does provide freedom but doesn't explicitly state our stance to the community. We have always strived to do the best we can, where we can. The creation of the VP Equity and Sustainability role was the first step in the process to enhance and formalize our commitment to students on these matters.

Rationale:

In spring 2019 Special General Meeting, Council created the role of VP Equity & Sustainability to strengthen and show the SA's commitment to equity & sustainability in the BCIT community. With this role, the SA is provided with leadership and guidance from students on how to internalize and promote the [UN Sustainable Development Goals](#).

The advantage of this committee would be direct engagement of students by including them at the table as proper stakeholders in discussions and empowering them to directly communicate their values with BCIT on what sustainability means and could look like. A committee of this nature would embrace a democracy of ideas and values between students, the SA, and the institute.

