

**Set Rep Meeting Minutes**  
**School of Energy**

October 31, 2019

5:45 p.m. in SE2 Rm 324 - Council Chambers

Minutes by: Robin Fityk

**Chairs:** Raynen Jamieson - Chair of Energy

**Staff:** Kim Kavanagh - Career Specialist | Construction & Engineering

1. Meeting Called to Order

Meeting called to order at 5:47PM

2. Introduction:

- Presented agenda & brief introduction to what set reps are.

3. Career Specialist, Kim Kavanagh

Office: 604-431-4978

Cell: 778-227-8374

[kkavanagh@bcitsa.ca](mailto:kkavanagh@bcitsa.ca)

Office hours: M-T 8am-7pm

Fri- 8am-4pm

Sat-9am-2pm

visit [www.bcitsa.ca/careerservices/](http://www.bcitsa.ca/careerservices/) for more info

- Career Specialist focused on school of energy and transportation.
- Offers career preparation workshops. Both online and in person.
- Reminder of job fair later in year, no date given.
- Spoke about SA's Career Track & BCIT's eJobs, job websites available to students.
- Save the date for networking event, EGBC (Engineers and Geoscientists of BC)
  - Talk about career paths and networking in the pub, talk to Kim if you are a minor but would like to meet the employers.
  - Tuesday Nov 26<sup>th</sup>, more info coming.
- Encourages students to use the Career Services, it is an underutilized service.

4. Danielle

- Advocate for the SA, will be present for future Set Rep meetings for questions.
- Working on a project to launch next year, what types of swag would students like?
  - [advocacy@bcitsa.ca](mailto:advocacy@bcitsa.ca) – contact for good swag ideas so money is better spent.

5. Icebreaker

- Personal Set Rep introductions.

6. What is the SA?

- Provides services such as retail, habitat, career services, advocacy, health and dental benefits, entrepreneurial services.

7. Paired Discussions

- Paired to discuss the following questions:
  - What do you want to gain out of the set rep program?
  - What support do you need as set reps?
  - If a guest were to be invited, who would we like to see?

8. Open Forum

- Ongoing issue with the lack of power outlets in certain SW9 rooms.
- Lack of communication between instructors and lab instructors, creating a lack of continuity towards expectations.
  - Contact associate dean about this.
- Better advertising about events happening on campus.
  - Check SA website, as it has calendar of events.
- Disorganized notice boards around the campus.
  - There are some policies in place for this, but it's a difficult thing to 'police'.
- Suggestion for Friday Movie nights.
  - Planetarium in SW3 has shows Thursday – Saturday
- Audio issues in SW5
  - AV services should be on this.
- SW3 add-on is confusing to find. Better signage suggested.
- Request for more variety of vegetarian food in the SA provided food options.
- Training course to help instructors use one note.
  - BCIT complaint form can help as a feedback form for something like this.
  - Use instructor evaluation forms at the end of term.

9. Reminders

- 9.1. POMERLEAU Information Session  
Tuesday, November 5, 5:00pm - 6:00pm  
SE2 Room 270/271

Taking resumes, looking for: mechanical engineers, technologists, and others.

- 9.2. Workshop: Got EQ  
Thursday, November 7, 4:30pm - 6:00pm  
SE2 Council Chambers (3<sup>rd</sup> floor)  
Working on “soft skills” to help employability.

- 9.3. LAN Party  
Friday, November 15, 5:00pm – 12:30am  
SE2

Raynen’s contact info:

778-939-1241

[chairenergy@bcitsa.ca](mailto:chairenergy@bcitsa.ca)

office hours: M: 3:30-5:30    Tues/Wed: 5:30-6:30    Thurs: 1:30-2:30

10. Meeting Adjournment

Meeting Adjourned at 6:30 PM