

**Responsive
by Design.**



**BCIT Student Association
annual report
2016/17**



peak leadership

entrepreneur

clubs

**health &
wellness**

events

publications

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Message from the President.

Matthew May

The 2016-2017 term for the BCIT Student Association was nothing short of transformative. As always, this year showed us what is possible when students from all corners of BCIT get together to collaborate. Our team of inspiring student leaders and experienced staff came into this year with many large objectives, and I'm happy to say that they delivered in spades.

This year began with a complete revitalization and overhaul of the BCITSA Bylaws, receiving consultation from numerous stakeholder groups over the fall months, to ensure that our governing documents accurately portrayed not only our current practices, but our vision for the future. The final document that was approved at our November AGM saw the creation of several new committees, a stronger election process, and a clearer commitment to our members.

BCIT students have also been highly engaged this year, as we have had hundreds of students involved in consultations for a variety of subjects such as: student space on campus, food services, branding, and a BCIT Master Campus Plan. BCITSA is proud of our work to ensure that students have these opportunities to engage, and we hope to provide many more in the following years.

As an example of increased student engagement, this year the BCITSA presented students with a vision of a new Student Centre on the Burnaby Campus. Throughout this whole process, students were highly interested in the prospect of a new space to call their own, and over 880 students provided us with their input through a student space survey. Many of these students even went on to become part of the volunteering efforts to promote this exciting new opportunity. In March of 2017, a Referendum was passed in favour of students financially supporting a new Student Centre on BCIT Burnaby Campus. Now supported with a mandate from students, the BCITSA will ensure that the next steps will involve many student engagement opportunities, to ensure that students get what they want and need out of this building.

I could probably fill a book with all of what we have accomplished in such a short amount of time, but the real takeaway from this year is the amount in which we have increased our capacity to serve our students, and provide them with the tools and resources they need to succeed at BCIT. It is clear to see that students are getting more involved in all aspects of their post-secondary experience, and as our students become more involved, the BCITSA must grow to support their endeavors. I am excited to see what future years will bring, and I wish the very best of luck to the 2017-2018 BCITSA team.

“The next steps will involve many student engagement opportunities.”

Message from the Executive Director.

Caroline Gagnon

To echo the sentiments of our former President, the 2016-17 year was filled with growth and transformation. The year began with an announcement that helped to set our course in terms of our Childcare services. On June 1st, after a collaborative effort from the SA working with our Provincial Government, an announcement was made for the investment of \$500,000 to further develop our Childcare service on campus. The direct result of this funding announcement will see the increase of 25 new spaces for children between 30-months and school-age, and an additional 12 spaces for infant and toddler care. This investment allowed us to make necessary renovations to offer more to our community and to further promote our “learning through play” philosophy.

Additional investment in our resources included the completion of the SA office renovation, situated on the 3rd floor of Building SE2. These improvements allow us to better utilize our space as we continue to grow, and to ensure that we have the capacity to continue to offer a range of programs and services for BCIT students. Capital improvements were also made to various student areas including the Student Lounge renovation at Marine Campus in North Vancouver, as well as updated branding in the Great Hall in SE2 Building to name only a couple examples.

Perhaps one of the most exciting events of the past year was the successfully passed Referendum in the late spring. The SA put all of its resources to support the student-lead initiative to build a dedicated student building on campus. Under the leadership of our Council, and with the assistance of our set-reps, staff, and student members, a resounding YES vote passed. The SA will begin the initial phases of this ambitious project, in collaboration with BCIT. Discussions with the Institute will commence in the near future in order to establish a possible location for the new building and formalize what this will look like. Additionally, the YES vote allows for the collection of fees, which will begin in the fall 2017 term. This new building will be a legacy to the Council and students of the 2016-17 academic year, who with their foresight and commitment to improving student life have initiated a project that will benefit future students for many years to come. While this project is still several years from breaking ground, the SA will continue to work behind the scenes to keep this moving forward.

In addition to the commitment to establish a dedicated student building, another commitment emerged out of the 2016-17 year. The SA has doubled down on its commitment to wellness within our community. The SA was able to renegotiate the Student Health Plan, offering a broader range of coverage at an affordable and student-friendly rate, in response to the feedback we've received from students.

We pride ourselves at the SA of being able to respond to students in a timely and effective manner. This report will highlight several of the other key initiatives that were undertaken and completed last year. While it's important to pause and reflect on our successes, the SA remains focused on the future and steadfast in our commitment to BCIT students.

“We pride ourselves at the SA on being able to respond to students in a timely and effective manner.”

Overview & Highlights.

The 2016-17 school year was one that we can look back on and certainly be proud of what was accomplished. Throughout various mediums, including polls, referendums, social media, plus Council and set-rep meetings, the students of BCIT asked for change, and the SA responded.

Following a successful Referendum in March of 2015, plans were made for the complete renovation and rebranding of the former Professor Mugs Pub. While some members of our community found it bittersweet to see the old pub relegated to the BCIT history books, there was a clear call for an updated pub on campus. Fall 2016 saw the launch of our newly branded and freshly renovated pub – Habitat. A chic new aesthetic, improved lighting, comfortable furniture, new events, and of course student-friendly food and drink, greeted students as they returned to campus in September.

The past year also saw the launch of our Entrepreneurial Services. This department had a very strong inaugural year. Starting with the *Launch* event and carrying on throughout the year, the team delivered many high-quality and well-attended events. The new service was launched with a standalone website to best showcase the various entrepreneurial workshops and programming available to BCIT students and Alumni. A very strong foundation was laid that will propel our Entrepreneurial Services into the future. If 2016-17 was any indication, we will continue to see strong growth in this department in years to come.

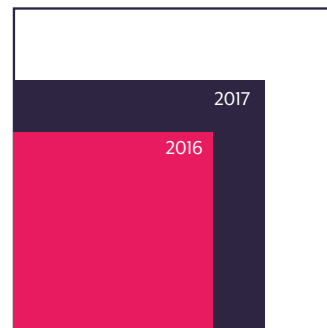
In addition to the new E-Ship website, the Career Services website was overhauled with the intention of making information easier to find for our students, and of course, putting our best foot forward as we reach out to industry. Adopting a more modern look and an easier-to-navigate layout, the new website is yet another example of our constantly responsive and evolving approach to engage with students and industry partners in the most relevant manner possible.

Student Services saw growth across the board through the 2016-17 year. Peak Leadership saw its completion rate rise to 78%, in comparison with 62% in the 2015-16 year, and continues to attract strong applicants each fall. Our Career Mentorship Program saw a strong applicant pool and was able to place 92 of these students with relevant industry professionals. The newly formed International Mentorship Program, in partnership with the School of Business saw all 24 of our student Mentors paired with international exchange student Mentee applicants.

Opposite page:

Aboriginal elder **Alf Dumont** performs a smudging ceremony at the opening of the newly renovated 3rd floor offices.

(photo: maddy adams)



Peak Leadership Completion Rates



“The BCIT Clubs community continues to be a vibrant and thriving community.”

The International Mentorship program is designed to assist with the transition to BCIT, and to enhance student life through cultural diversity and inclusivity. Additionally, the Career Workshop Series saw over 200 workshops offered, serving well over 1200 students, translating to a 54% increase at Burnaby Campus, and a 47.5% increase at our various satellite campuses. Our commitment to place students and alumni into jobs has not slowed, and Career Track continues to be a main portal to facilitate this. Registrants for this service surged to approximately 11,000+ students and alumni utilizing the service. On the industry side of Career Track, by the end of our fiscal year, the SA worked with over 1250+ individual organizations to promote jobs and openings. More specifically, Career Track saw 1857 individual job postings during the 2016-17 academic year.

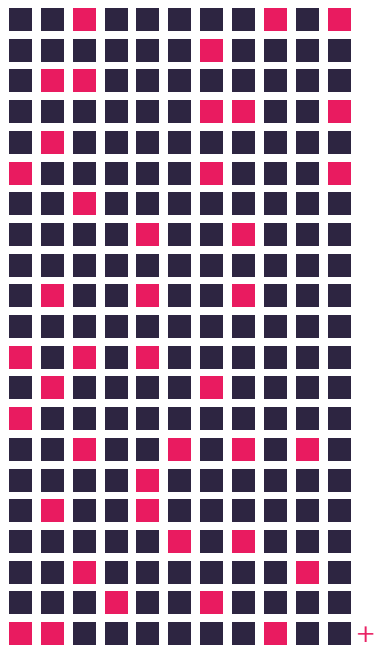
The BCIT Clubs community continues to be a vibrant and thriving community at BCIT. Over 1500 students were involved in the various clubs last year, resulting in six new clubs being sanctioned, with none being de-sanctioned.

Our commitment to wellness was evident last year, with over 4600 students benefitting from the series of wellness initiatives and events, including old favourites such as Zen Lounge and Doggie De-Stress Day, to new events such as Brush It Off – Paint Night at the Pub. We continue to work closely with BCIT, including many successful events with Rec Services under the banner of Wellness. This program has been well received by the BCIT community, as evidenced by the turnout at events. The enthusiasm for this type of programming will continue to drive the development of similar programming into the future.

With this thought in mind, the SA saw a significant investment in both our digital screen software, as well as our e-blast communications software. In an effort to improve efficiency and effectiveness, the Marketing team introduced new software to our retail and SA Centre digital screens, with a plan to roll these out to more locations in a sustainable manner into the future. This allows for a more responsive method of communication with students.

Campus Print and Copy continues to offer an excellent level of service to students, and continues to offer new services as well. The introduction of business cards and personalized calendars helped to achieve what was the best sales year for the print shop. The print shop also saw the introduction of 5 new colour copiers and printers on campus, equipped with easy-to-use payment terminals. This new hardware replaced the previous machines, and allows the SA to continue to offer increased services at our remote printing locations across campus, all with student-friendly pricing.

Our Publications department had a banner year as well. *LINK* Magazine soared to new heights in terms of its professionalism, creativity, and commitment to covering all ranges of topics varying from arts and culture to the harder-hitting and sometimes controversial topics within the BCIT



Individual Career Services Workshop Sessions (2016/17)

community and the world at large. This publication is made possible by the submissions of our student community who contribute to the *LINK* social media, photography, editing and writing aspects of the magazine. This reinforces our BCIT community-centered magazine with a student perspective. The Publications department was also responsible for the Student Agenda. With a new design and layout, this very useful tool was well-received across all five campuses. The various projects from the Publications department continue to raise the bar each year, while simultaneously attracting a growing cadre of student contributors from within the community.

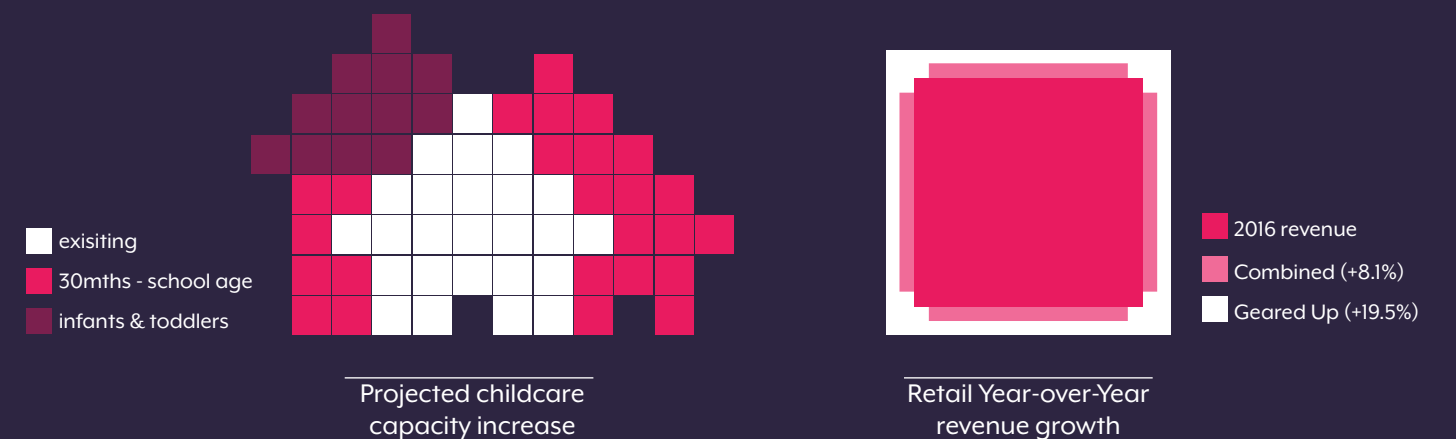
Growth in our retail sales — Geared Up and our three Stand Stores — was also positive for the 2016-17 fiscal year, and contributed a combined 8.1% year-over-year revenue growth. In particular, Geared Up was able to achieve approximately 19.5% Year-over-Year revenue growth, with the Stand Stores each contributing positive growth as well. In order to better suit the needs of our full- and part-time students, our retail locations introduced longer hours of operation. Our commitment to offer new products, including limited fair-trade certified products, custom and seasonal offerings, and our ability to offer longer hours of operation contributed to our strong year. Our retail team continues to further develop our business while keeping our students and the bottom line in mind.

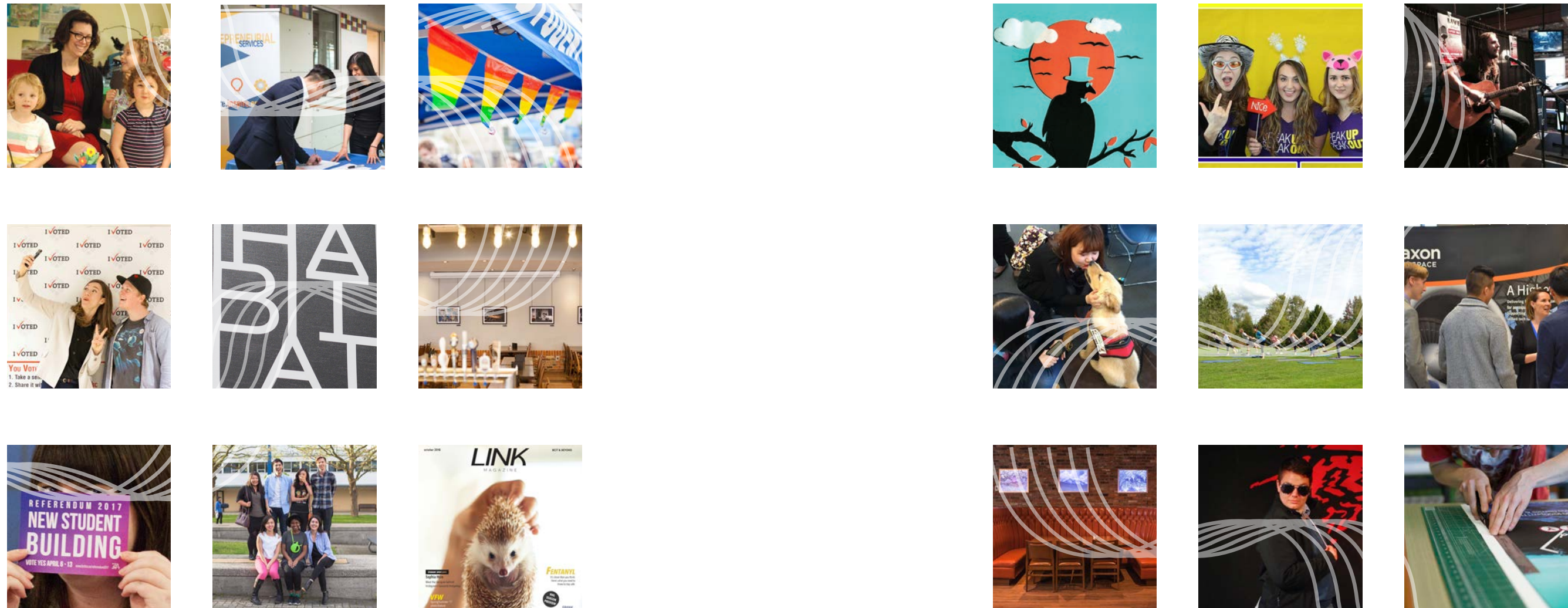
Finally, one project that cannot be overlooked in this annual report is the updated Strategic Plan, which was completed in the Spring of 2017. Based upon the speed and efficiency that the SA was able to move

through so many of the prior strategic plan objectives, we were faced with a decision. As an organization, we could continue along our current path, at a more relaxed pace, or we could revise our plan and add in additional objectives. In true SA fashion, and under the guidance of our Executive Board, it was decided to revisit this plan and build upon it. The Strategic Plan 2.0, appropriately named “Redefining our Future,” will guide the SA through the next several years and includes new goals and benchmarks for all departments within the SA. Broadly, the areas of concentration fall under five categories:

- Advocacy & Governance
- Connection to Members
- Retail Operations
- Student Services and Programming
- Our Employees & the Association

In the short-term, the SA will focus on more robust and well-defined policies, to create a better template for future decision-making and governance. We will continue to look outward to the students of BCIT to determine the wants and needs of our members, and we will look inward to our staff to execute our programs and services. The SA will continue its practice of open communication and transparency with our students as we undertake these new objectives. This document could not have been completed were it not for the foresight of our Board, and their commitment to the students of BCIT. We would like to thank them for their service and the positive contributions to the BCIT community.





(Left to right, from top) MLA Stephanie Cadieux (Minister of Family and Child Development) visits BCITSA Childcare to announce an investment of \$500,000 from the provincial government to expand capacity. | Getting ready to welcome students at an all-new Entrepreneurial Services Workshop Series event | BCITSA celebrates National Day Against Homophobia. | On-campus provincial election voting stations organized as part of the BCITSA Government Relations portfolio. | Updated logo signage outside Habitat. | A view of the back wall inside the newly renovated pub featuring BCIT student photography courtesy *LINK* magazine. | In the halls of BCIT campaigning for the new Student Building Referendum. | *LINK* magazine 2016/2017 student editorial team. | October 2016 cover of *LINK* magazine featuring Amelia the Hedgehog and her BCIT student caregiver Sophia Hsin.

(Left to right, from top) Cover design on the free student agenda — 3 separate designs representing BBY, AIC, and BMC were used as dividers throughout the book. | Horsin' around in the Speak Up Speak Out photo booth. | A student jams out during the inaugural Open Mic session inside Habitat. | A little kiss to get you through tough times courtesy Doggie Destress on the Burnaby Campus. | Free outdoor yoga as part of ongoing Helath and Wellness initiatives. | Students meet with top employers during a Career Services Industry Days event. | One of the cozy new group booths inside Habitat sits underneath a display of lightbox outdoors photography, giving a natural and welcoming feel to the new design. | Random secret agent looking deceptively cool on the BCIT Year-End Boat Cruise, (May 2016). | Campus Print & Copy staff gets hands-on creating posters for one of the many BCITSA events.

Financial Overview.

SUMMARY STATEMENT OF OPERATIONS

Year Ended May 31

Student Medical Insurance Fund

	2017	2016
Student medical fees collected	\$ 1,710,392	\$ 1,677,525
Medical insurance premiums paid	(1,568,953)	(1,550,625)
Expenses - Wages, Rent, G&A	(170,328)	(171,653)
Write-off of capital Assets	(994)	
Excess / (Deficiency) of Revenue over Expenses	\$ (29,883)	\$ (44,753)

Capital Levy Fund

Capital levy collected - Student Spaces	\$ 135,697	\$ 137,750
Expenditures - Student Spaces	(126,963)	(186,160)
Excess / (Deficiency) of Revenue over Expenses	\$ 8,734	\$ (48,410)

Operating Fund

Business Revenues - Retail and Pub	\$ 3,243,083	\$ 3,059,413
Cost of Sales	(1,647,243)	(1,547,583)
Wages, Rent, G&A, Amortization	(1,661,486)	(1,530,314)
Net Business Surplus / (Loss)	(65,646)	(18,484)

Other Revenues

Student Fees collected	3,277,009	3,140,774
Capital levy collected - SE2 Expansion	298,533	303,051
Childcare Revenues	278,704	278,536
Other Various Revenues - Net	530,233	510,034
Clubs - Membership Fees, Fundraising, Misc	182,161	182,922
	4,566,640	4,415,317

Total Net Revenues

	4,500,994	4,396,833
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Expenses

Program Delivery - Student Services	541,194	561,607
Program Delivery - Career Services	548,094	420,396
Program Delivery - Entrepreneurship Services	159,592	-
Program Delivery - Advocacy Services	198,456	164,305
Program Delivery - Childcare Services	329,931	311,317
Student Governance	273,058	286,092
Administration	2,258,626	1,873,738
Club expenses	175,395	208,137
	4,484,346	3,825,592

Operational subtotal

	16,648	571,241
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Write-off of capital Assets

	(54,584)	(60,417)
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Excess / (Deficiency) of Revenue over Expenses

	\$ (37,936)	\$ 510,824
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Total Organizational Excess / (Deficiency) of Revenue over Expenses

	\$ (59,085)	\$ 417,661
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SUMMARY STATEMENT OF FINANCIAL POSITION

As At May 31

	2017	2016
Assets		
Current Assets	\$ 2,549,489	\$ 1,608,872
Capital assets, net of depreciation	5,399,772	3,185,343
Assets under Construction	163,468	232,007
Deferred charges	94,375	107,751
Prepaid Rent	1,521,778	1,724,682
	\$ 9,728,882	\$ 6,858,655

Liabilities

Current liabilities	\$ 1,881,211	\$ 1,491,415
Long Term Debt	4,054,390	1,514,874
	5,935,601	3,006,289

Net Assets, by Fund Balances

Internally Restricted

Capital Levy Fund	138,940	130,206
Medical Insurance fund	525,033	554,916
	663,973	685,122
	3,129,308	3,167,244
	3,793,281	3,852,366

Unrestricted

	\$ 9,728,882	\$ 6,858,655
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SUMMARY STATEMENT OF CASH FLOWS

Year Ended May 31

Operating Activities

Total Organizational Excess / (Deficiency) of Revenue over Expenses	\$ (59,085)	\$ 417,661
Add: Items not involving Cash		
Depreciation and Amortization	634,877	383,157
Prepaid Rent	202,904	202,904
Write off of capital assets	55,578	60,677
	834,274	1,064,399
Cash: Provided by decrease of / (Used to increase) - Current Assets	38,843	(110,652)
Cash: Provided by increase of / (Used to decrease) - Current Liabilities	225,450	200,940
Operating Activities - Cash: Provided by	1,098,567	1,154,687

Investing Activities - Cash: (Used) to purchase Capital Assets

	(2,822,971)	(1,761,653)
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Financing Activities - Cash: Provided by / (Used to repay) Long term Debt

	2,688,651	(105,450)
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Cash: Increase / (Decrease)	964,247	(712,416)
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Cash End of year

	\$ 1,785,950	\$ 821,703
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Current Ratio (Working Capital) - min 1.10 to 1

	1.36	1.08
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Debt to Tangible Net Worth - max 3 to 1

	1.60	0.80
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Debt Service Coverage - min 1.10

	1.98	5.73
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The financial information above has been compiled by the management of the Student Association of BCIT (BCITSA) and summarizes financial information from the audited Financial Statements for the year ended May 31, 2017. The BCITSA-appointed auditors, Smythe LLP, CPA audited the Financial Statements which were approved by the members at large at the Annual General Meeting, November 20th, 2017. The reader is cautioned that the summary may not fully suit the needs of the reader and for more details the reader should review the full financial statements with explanatory notes at www.bcitsa.ca

Annual Sponsors.

The SA would not be where we are today without the various commitments and partnerships established within the greater Vancouver, Burnaby and Lower Mainland community. We would like to acknowledge and thank our Annual Sponsors for their continued support:



burial services

childcare

career services

advocacy

retail

BCIT Student Association

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www.bcitsa.ca