

bcit student association

2017/18 annual report

Collaborating to Succeed

LINK
MAGAZINE

ADVOCACY

THE
stand

GEARED UP

BCITSA
ENTREPRENEURIAL
SERVICES

CAMPUS
PRINT & COPY

PEAK
LEADERSHIP

HAT
AT

BCITSA CHILD CARE

WELLNESS

BCIT
SA | Career Services
meet learn connect



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**I am confident that
the SA's continued
devotion to quality
and customer service
will shine through.**

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A MESSAGE FROM THE PRESIDENT

Sergey Buhkarov



I am pleased to announce that the BCIT Student Association achieved a number of goals in the 2017-2018 year. Despite the complexity and grandeur of many objectives, our wide network of students and staff really came together to make these goals a reality.

The first achievement that I would like to highlight is near and dear to the hearts of many students who have passed through the halls of BCIT. It is, of course, the re-imagining of food services at BCIT. With the advent of the 2018-2019 year, no longer will food services be delivered by a single player on campus. In addition to the food options delivered by the institute's food service partners, the Student Association itself will be responsible for a portion of the operations, in collaboration with BCIT. I am confident that the SA's continued devotion to quality and customer service will shine through here, as it does in all other aspects of our operation.

Another achievement that I would like to highlight is the phenomenal success of many of the student life events ran by the Student Association this year. Starting with the Kick-Off event in September, which was supported with a high numbers of volunteers, other events were soon to follow that were equally successful. The School of Business Mingler saw over 600 people in attendance, and the Holla-Day party in December fundraised over \$6000 for charity.

Finally, the SA hosted its first ever IXL leadership conference, with over 250 attendees participating. The individuals that put on these events and made them a reality are prime examples of the sort of passion and community spirit that I've come to love at this school.

In addition to the above, a number of equally impressive accomplishments were reached. The Student Association this year underwent a complete policy overhaul involving an internal review of all SA policies. The student body came out in force for Speak Up Speak Out; a week of events promoting mental health awareness. The SA hosted its first ever Gender Equity and Awareness week, with many influential women coming to share their experiences with us. Our annual LAN party was a huge hit, with very impressive SA club presence and student attendance. All of these, and many more, are accomplishments that each and every student can be proud of, as each and every one of you helped make these a reality.

To every student: I really meant it at the start of the year when I stressed that this was your association. In supporting us through the many challenges and triumphs of this year, you have really shown your integrity in owning this statement. For that, and for blazing the trail for the students to come, I thank you.

A MESSAGE FROM THE EXECUTIVE DIRECTOR

Caroline Gagnon

The 2017-18 fiscal year was one of continued growth and development for the SA. Following the June 2017 announcement for \$500,000 in Provincial Government funding, the BCITSA Childcare Centre underwent a massive renovation and expansion of our facilities. This investment allowed for the SA to offer care for an additional 25 children between 30 months and school age, plus create 12 new spaces for infants and toddlers. Demand for the space continues to be high, and the Childcare Centre continues to operate at full capacity even with the newly added resources.

A spirit of collaboration between the SA and BCIT was a prominent theme this past year, with projects ranging from Food Services, Entrepreneurial Services, competition funding and Wellness programming. This has been hugely beneficial for students and allows the SA to strategically supplement the offerings of BCIT programs and services in a manner that maximizes return on investment and benefits our student community.

After working with BCIT via surveys and focus groups, to solicit feedback from the BCIT community related to food services, the SA was pleased to enter into a collaborative partnership with BCIT to build and manage a new food services outlet in NE1. While this will not be operational until the 2018-19 fiscal year, it

is a huge step forward towards offering more diverse food services on campus, and it's a great example of the synergy with our counterparts within the Institute. As well, it illustrates the great things that are possible to achieve as we work with our community partners.

The 2017-18 year also saw the SA collecting the first round of student fees that are allocated to the construction of the new student building. The collection of fees is right on schedule according to our forecasts, and we are very pleased to have paved the way for this project. Future generations of BCIT students are sure to benefit from this building, and it will be a legacy of the 2016-17 student community who voted for change and improvement on campus.

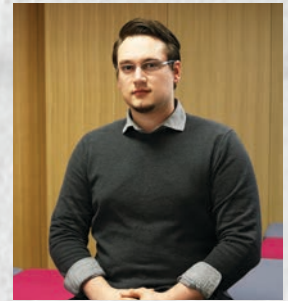
As illustrated by our new collaborative projects with the Institute, growth of our programming and services, and increase in our commitment to staff training and professional development, the SA continues to foster an environment that is able to respond to the changing needs of our community in an efficient and timely manner. While it is important to look back on our successes and lessons learned in the previous year, the SA remains focused on what's to come. Under the guidance of the updated Strategic Plan 2.0, the SA looks to the future with anticipation and confidence for our future undertakings.

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2017/2018 Executive Board



Top Row:

Sophia Romero (Vice President Campus Life), **Timothy David** (Vice President External), **Wafaa Barakat** (Vice President Student Affairs), **Timothy Cheng** (Vice President Finance & Administration), **Christian Colquhoun** (Chair, School of Business)

Bottom Row:

Abby Tobaco (Chair, School of Health Sciences), **Spencer Pollock** (Chair, School of Computing and Academic Studies), **Mark Malczewski** (Chair, Aerospace Technology Campus), **Moshtagh Mohammadi** (Chair, School of Transportation, Construction & the Environment), **Dean Tamboline** (Chair, School of Energy)

Overview & Highlights

Continuing with the momentum and direction of the prior fiscal year, the SA saw many of its plans and objectives come to life in 2017-18. The team at the SA continues to grow in a sustainable manner, while offering more programming and services to students.

The Entrepreneurial Services Department entered its second year of operations and continued to develop relevant programming for students. Highlights from the year include the development of the Intrapreneur Edge program as well as Matchboard – an interdisciplinary tool that connects entrepreneurs and students across disciplines. An exciting agreement was reached between the SA and the Institute which will see construction of a new Entrepreneurship Centre in the Library at Burnaby Campus, with an estimated completion date sometime in Fall 2018. This new home for our E-ship team will offer more convenience for students, plus cutting edge tools and a comfortable environment for our future titans of industry to learn the necessary skills to set out on their own.

After experiencing several years of growth, 2017-2018 was a year of consistency and opportunity for the Career Services team to improve existing programming. This past year saw a strong emphasis on evaluation, including implementing qualitative and quantitative measures to ensure ongoing assessment of programs and service levels. Services for satellite campuses and

our part-time student community remain a focus, and there have been continued efforts and planning undertaken to expand services in these areas in 2018-19.

We are pleased to see that overall engagement levels with our Career Services workshops have remained consistent, while attendance at online workshops increased by 98%. Much of this growth can be attributed to the addition of the online Industry Day Prep workshop and our ability to attract and retain learners. Satellite campuses saw an increase in the number of workshop series facilitated at each of the satellite campuses; largely due to the ability of the Satellite Program Coordinator to take on the facilitation of workshops. The number of workshops increased to 40 from 16 last year, across all of the satellite campuses.

Career Track is gaining momentum within both the employer and student communities. 2,682 jobs were posted in Career Track in 2017-18 compared to 1,857 in 2016-17. As of July 2018, there were 13,264 Student and Alumni contacts in Career Track and 1725 active employers; an increase of 2,000+ students and 475 employers using the service over previous year numbers.

Our Student Services and Professional Development programs continued to attract students and offer relevant training and opportunities. Peak Leadership accepted 86 students into the program,

continued...

At a glance.



while International Mentorship saw an 88% increase over 2016-17. Career Mentorship, now in its ninth year, saw some updates to the program structure and continues to place students with experienced industry mentors. A revision in the way we offer our Career Industry Days contributed to a record setting 3,400 students attending the event over three days; a big win for students and our team.

The BCITSA Clubs Community remains active on campus, with just shy of 1,500 students were engaging with the clubs. There were four new clubs sanctioned as well, increasing the diversity of the club offerings on campus. December 2017 saw the culmination of 12 clubs working together on a very well-attended social event, resulting in over \$6,000 fundraised and donated to the Chrysalis Society. This was a student-led initiative and showcased the passion and many of the skills that are developed via club participation.

In January 2018, BCIT granted \$50,000 to the BCITSA to be given to students, clubs and teams for competition expenses (excluding School of Business). The first application for funding occurred in April 2018, and a total of \$6,492 was given to students, clubs and non-club teams to help facilitate attendance and participation in inter-school competitions such as the Western Engineering Competition among others.

Our Wellness department grew in both the size of the team and the services offered, and now includes the Health and Wellness Manager, Health and Wellness

Coordinator and student-staff Wellness Program Assistant positions. The focus for the team was to assess the existing services and enhance all programs by using best practices in health promotion. Given the complex, interdependent needs of students, the Wellness Department has partnered both internally and externally to streamline services and maximize resources.

In partnership with the BCITSA Career Services Department and BCIT Indigenous Services, the Wellness Department was successfully awarded \$5,000 from the BCIT Open Education Grant to develop an online Indigenous Leadership in the Trades module. The module will include mixed media and is expected to be completed by the fall of 2018. In the summer of 2017, a partnership was formed with the Vancouver Career College Registered Massage Therapy (RMT) program to significantly increase the frequency of free Zen Lounge massages. The Brush It Off Paint Night program was expanded with the addition of 50% more seats; both programs continue to be well attended by our student community.

Free monthly breakfast snacks were provided to students once again at the Burnaby campus, and saw a 25% increase in the number of events offered. This year, Annacis Island Campus was also included in the program as interest was expressed in the service previously. The monthly Fresh Fruit Fridays program remained popular at Burnaby campus, and was increased to twice per year at each of the four main satellite campuses.

Our Advocacy team remains busy, seeing an approximate 13% increase in cases, but our continued investment in staffing and resources allowed us to keep assisting students through this channel. While an increase in the number of cases is on the surface a possible cause for concern, we attribute this increase in part to our ability to better communicate the availability of our services to students across all campuses. In conjunction with our counterparts in the BCIT Student Life Office, our Advocates were able to offer a high level of service for students in need.

The 2017-18 fiscal year was also a strong year for our retail, pub and print shop operations. Stand South has continued servicing students seven days a week, being the only location on campus that is open on Sundays. Geared Up continued offering of BCIT gear including many new items, custom orders, and service to our satellite campuses. All in, our retail business saw over 480,000 transactions across our four locations. Habitat Pub had a very strong year, seeing an 18.1% growth in food-sales, and realizing an 11.8% overall growth in revenues last year.

Campus Print and Copy had its strongest year in terms of revenue, realizing a 32.5% increase in sales, and its ability to serve students. Investment was made in new equipment, including a new plotter, which contributed to overall cost savings and faster production times for our students. Additionally, our outreach with faculty and instructors allowed for better planning and flexible hours to ensure students had the resources available to complete their projects on time.

Our Publications team had another strong year with 8 issues of *LINK* Magazine produced and printed in house with an 85.5% growth in ad revenue. The Student Agenda continued to evolve, as did the workshops and training opportunities made available to students; a collaborative effort between Publications and Career Services. These workshops were very well received and reflective of the creative approach of our team to implement relevant programming for our members. The Marketing and Events team kept busy as well, executing over 385 events offered throughout the year and realizing an 45.4% increase in revenues made up of sponsorships, vending and advertising sales. Additional resources were made available in terms of personnel and new tools, allowing the team to continue in its support capacity for all other SA departments, and to continue to raise the bar with the execution of events.

Finally, it's important to recognize the HR focus that has helped to ensure our staff have the necessary resources, training and support to continue to deliver quality programming and services for our student community. One area of focus was on developing strategies for improving employee engagement based on the Employee Engagement Survey which was conducted. This in part lead to the development of more concise career paths and succession plans for all positions, ensuring a more robust and comprehensive approach to our staffing. The payroll system was also updated, enabling more efficiency for administrators as well as our staff. The SA looks forward to continuing to offer new services and programming to our members into the future. ■

SUMMARY STATEMENT OF OPERATIONS BY FUND

Year Ended May 31

	2018	2017
Capital Levy Fund		
Capital levy collected - Student Spaces	\$ 136,725	\$ 135,697
Expenditures - Student Spaces	(32,734)	(126,963)
	103,991	8,734
Capital levy collected - New Building	816,672	-
Interest Income - New Building	529	
Excess / (Deficiency) of Revenue over Expenses	\$ 921,192	\$ 8,734
Student Medical Insurance Fund		
Student medical fees collected	\$ 1,765,803	\$ 1,710,392
Medical insurance premiums paid	(1,586,627)	(1,568,953)
Expenses - Wages, Rent, G&A	(208,748)	(170,328)
Write-off of capital Assets	(1,335)	(994)
Excess / (Deficiency) of Revenue over Expenses	\$ (30,907)	\$ (29,883)
Operating Fund		
<u>Business Revenues - Retail and Pub</u>	\$ 3,432,064	\$ 3,243,083
Cost of Sales	(1,722,185)	(1,647,243)
Wages, Rent, G&A, Amortization	(1,753,331)	(1,661,486)
Net Business Surplus / (Loss)	(43,452)	(65,646)
<u>Other Revenues</u>		
Student Fees collected	3,363,285	3,277,009
Capital levy collected - SE2 Expansion	300,795	298,533
	3,664,080	3,575,542
Childcare Revenues	644,024	278,704
Other Various Revenues - Net	641,960	530,233
Clubs - Membership Fees, Fundraising, Misc	264,477	182,161
	5,214,541	4,566,640
Total Net Revenues	5,171,089	4,500,994
<u>Expenditures</u>		
Program Delivery - Student Services	578,053	541,194
Program Delivery - Career Services	596,665	548,094
Program Delivery - Entrepreneurship Services	139,830	159,592
Program Delivery - Advocacy Services	244,497	198,456
Program Delivery - Childcare Services	681,524	329,931
Student Governance	238,952	273,058
Services & Governance	2,479,521	2,050,325
Administration	2,570,547	2,258,626
	5,050,068	4,308,951
Club expenses	279,046	175,395
	5,329,114	4,484,346
Operational subtotal	(158,025)	16,648
Write-off of capital Assets	(2,263)	(54,584)
Excess / (Deficiency) of Revenue over Expenses	\$ (160,288)	\$ (37,936)
Total Organizational Excess / (Deficiency) of Revenue over Expenses	\$ 729,997	\$ (59,085)

SUMMARY STATEMENT OF FINANCIAL POSITION**As At May 31**

	2018	2017
Assets		
Cash	\$ 3,059,099	\$ 1,785,950
Other Current Assets	833,361	763,539
Total Current Assets	3,892,460	2,549,489
Capital assets, net of depreciation	5,836,281	5,399,772
Assets under Construction	253,203	163,468
Deferred charges	80,999	94,375
Prepaid Rent	1,318,874	1,521,778
	\$ 11,381,817	\$ 9,728,882

Liabilities

Current liabilities	\$ 2,536,257	\$ 1,881,211
Long Term Debt	4,322,282	4,054,390
	6,858,539	5,935,601

Net Assets, by Fund Balances**Internally Restricted**

Capital Levy Fund - Student Spaces & New Building	1,060,132	138,940
Medical Insurance Fund	494,126	525,033
	1,554,258	663,973
Unrestricted	2,969,020	3,129,308
	4,523,278	3,793,281

\$ 11,381,817 \$ 9,728,882

SUMMARY STATEMENT OF CASH FLOWS**Year Ended May 31**

	2018	2017
Operating Activities		
Total Organizational Excess / (Deficiency) of Revenue over Expenses	\$ 729,997	\$ (59,085)
Add: Items not involving Cash		
Depreciation and Amortization	856,116	634,877
Prepaid Rent	202,904	202,904
Write off of capital assets	3,598	55,578
	1,792,615	834,274
Cash: Provided by decrease of / (Used to increase) - Current Assets	(65,200)	38,843
Cash: Provided by increase of / (Used to decrease) - Current Liabilities	589,273	225,450
Operating Activities - Cash: Provided by	2,316,688	1,098,567
Investing Activities - Cash: (Used) to purchase Capital Assets	(1,372,584)	(2,822,971)
Financing Activities - Cash: Provided by / (Used to repay) Long term Debt	329,045	2,688,651
Cash: Increase / (Decrease)	1,273,149	964,247
Cash: End of year	\$ 3,059,099	\$ 1,785,950

Current Ratio (Working Capital) - min 1.10 to 1	1.53	1.36
Debt to Tangible Net Worth - max 3 to 1	1.54	1.60
Debt Service Coverage - min 1.10	4.44	3.93

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, 2018. The BCITSA appointed auditors, Smythe LLP, CPA audited the Financial Statements which were approved by the members at large at the Annual General Meeting held on November 26, 2018. The reader is cautioned that the summary financial statements may not fully suit the needs of the reader and for more details the reader should review the complete Financial Statements with explanatory notes which can be found at www.bcitsa.ca



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