



Kwantlen Student Association

**Richmond Campus Council Meeting
MINUTES**

**Friday, September 23, 2005 @ 2:00 pm
Richmond Campus, Room 1360**

Present: Samantha Blik, Richmond Campus Officer
Cassandra Dieudonne, Richmond Campus Officer
Robert Kovacic, Mature Students Liaison, Richmond Campus KSA Volunteer
Steven Lee, Richmond Campus Director (Recorder)
Christine McLellan, Richmond Campus KSA Volunteer
Johnny Woo, Richmond Campus Representative (Chair)

Regrets: Kayce Hopwood, Richmond Campus Staff-Representative (Regrets given in-person)
Harvey Mann, Richmond Campus Representative (Regrets sent by e-mail)
Rumin Mann, Richmond Campus Officer (Regrets given in-person)

No Regrets: Kulvir Gill, Richmond Campus Staff-Representative

A. Introductory Procedures

1. Call to Order
The meeting was called to order at 2:10 pm.
2. Confirmation of Chair
Johnny Woo chaired the meeting.
3. Confirmation of Recorder
Steve Lee recorded the meeting.
4. Adoption of Agenda
The agenda was adopted as presented, with the following item being added to the agenda:
 - F. 4. Poker Tournaments & Supplies (Robert / Steve)
 - F. 5. Office TV (Steve)
 - F. 6. Agenda-Daytimers (Johnny)

B. Membership

1. Introductions
A round of introductions occurred, with Christine noting that she was an accounting student at Kwantlen University College, and her favorite color was red, her favorite movie was "The Joy Luck Club" and she also noted that she can't sing O-Canada in French.
2. New Members
No new members.
3. Declaration of Vacancies

No declaration of vacancies.

C. Approval of Minutes

September 23

MOTION: RCC-2005-079

**Moved by Steven Lee, seconded by Samantha Bliak,
THAT RCC approve the September 9, 2005 meeting minutes as distributed via e-mail.
(MOTION CARRIED UNANIMOUSLY)**

D. Presentations to Richmond Campus Council

No presentations to Richmond Campus Council.

E. Unfinished Business of the Previous Campus Council Meeting

1. Fulfillment of Procedure 4.10 – Communicating with Groups (No. 1)

It was noted that Harvey has still not been appointed to help communicate with any on-campus group(s). Further, the Chair encouraged people to start meeting with their respective groups if they haven't already done so and an update was given by each member present.

- Steve has been working to communicate with volunteers, as well as liaising with a number of clubs. He would like to get an update on whether or not there are any new clubs from Surrey and perhaps organize some kind of club awareness day, which Kayce and him could work on organizing. Finally, he was unable to attend the September CDIA meeting but will be able to attend the October meeting and he hopes Rumin will be able to attend with him;
- Johnny has been keeping in touch with the language buddies and international students and has attended some events as noted on in his written reports to Campus Council;
- Samantha has not done any outreach to programs yet but is planning to shortly with assistance from Steve. She has been working with Cassandra at recruiting volunteers.
- Cassandra has been recruiting volunteers.

2. Recommendation to Council: Committee Selection (No. 2)

Struck at the adoption of the agenda due to the absence of Harvey and Kulvir. Johnny noted that there were ads in Surrey to get students to start attending SIAC (Student Issues and Action Committee). Campus Council agreed that they would like to see more ads like this on all campuses, not just Surrey.

F. Other Business – Including Notice of Motions

1. Budget Update (No. 3)

September 23

MOTION: RCC-2005-080

**Moved by Steven Lee, seconded by Samantha Bliak,
THAT RCC recognize \$344.63 as revenue from donations collected at the Welcome Week BBQ, to be reflected as an increase in the Richmond Campus Council budget line item. BIFRT \$206.78 be released from the Richmond Campus Council budget payable to the International Red Cross or other equivalent organization in support of**

on-going Hurricane Relief efforts. BIFRT \$12.85 be reflected in the contingency line item of the expense portion of the Richmond Campus Council budget.

Johnny noted it would be nice to give all the money to Hurricane Relief efforts but understands the reasoning for this motion based upon our budget. It was agreed that it would be nice if Richmond Campus Council had a larger base budget to work with to perform its activities, without having to rely on other revenue sources.

(MOTION CARRIED UNANIMOUSLY)

2. Volunteer Selection for KSA Volunteer Award (In-Camera)

Steve gave an introduction to the topic before moving a motion to go in-camera. An information sheet was presented which contained the following information about the award as printed online at the Kwantlen Financial Awards website:

(f) Kwantlen Student Association Participation Awards

Through the efforts of former Student Association Vice President, Mike de Koning, and the Student Association, awards are offered to students who have demonstrated support for the Student Association. The main criteria for these awards will be demonstrated participation in Student Association activities, such as volunteering service or having service recognized by the Student Association. Applications for these awards will include a letter of recommendation from the Student Association documenting that the student has volunteered and is in good standing. Other criteria include: financial need; GPA of 3.0 or greater. There is one award for each Kwantlen University College campus. The campus on which the student takes the majority of courses will be considered to be the home campus.

Amount: 4 x \$500. **Application Deadline:** September 30

Award Code: 134

Richmond Campus Council also discussed creating criteria for this award and having it as a procedure in the RCC Procedure Manual, so that each year Richmond Campus would be able to formulate a recommendation for rewarding one of its most dedicated volunteers. The criteria considered include:

“We should look at establishing a procedure for this and include Criteria for selection. I’d recommend the following as criteria:

- Involvement with Student Association should be between October of the previous year until September of the current year (doesn’t have to be the straight year through – can be for a few months for example).
- There should be a significant level of volunteering involved that is consistent and regular and beneficial to the operations of the Student Association on the Richmond Campus. Examples would include:
 - Consistent effort given to assisting with events and KSA activities of interest to the Volunteer;
 - Minimum amount of hours per month given (at least 20-25 or more, or whoever gave the most that year so that if you get a year when hardly anyone volunteers any time, you are not limited in recognizing someone?);

- Consistent commitment shown by attending RCC meetings;
 - Being involved with KSA committees;
 - Demonstrating initiative on projects and work that they do.
- Other criteria?

Richmond Campus Council would also like to see other means of recognition setup in the procedure, such as recognition nights at the end of the semester for all volunteers, issuing letters and / or certificate awards that say how many hours they give and perhaps highlight exceptional achievements, etc.

September 23

MOTION: RCC-2005-081

**Moved by Steven Lee, seconded by Samantha Bliak,
That RCC move in-camera with all present being allowed to remain.
(MOTION CARRIED UNANIMOUSLY)**

The meeting went in-camera at 2:41 pm and moved out of camera at 2:47 pm.

September 23

MOTION: RCC-2005-082

**Moved by Steven Lee, seconded by Cassandra Dieudonne,
THAT RCC select volunteer Ivan Wangsaseputra to be recommended as the 2005 recipient of the Richmond Campus Kwantlen Student Association Participation Award. BIFRT the Richmond Campus Director be directed to write a letter of recommendation to the Financial Awards Office documenting Ivan's outstandingly dedicated and continuing participation in Richmond Campus KSA activities. BIFRT the Campus Director attach that letter as a submission to the next agenda of Richmond Campus Council.
(MOTION CARRIED UNANIMOUSLY)**

3. In-Camera Issues (Related to Submissions – Agenda Attachments No. 7 and 8)
It was noted that there were a number of issues resulting from the previous in-camera discussion at the September 9, 2005 meeting of Campus Council that required further discussion.

September 23

MOTION: RCC-2005-083

**Moved by Steven Lee, seconded by Samantha Bliak,
THAT RCC move in-camera with all present being allowed to remain.
(MOTION CARRIED UNANIMOUSLY)**

The meeting moved in camera at 2:52 pm and moved out of camera at 3:34 pm.

4. Poker Tournaments & Supplies (Robert / Steve)
Steve noted that Kulvir had asked him if RCC could keep one of the folding tables that he had made and donate one of the tabletop folding tables we had purchased to another campus council for them to use. Steve had noted to Kulvir that these tables were purchased by RCC using RCC funds and that such a request to transfer Campus Council assets to another campus council would have to be voted on by RCC. As such, he asked him to bring the idea to this meeting.

Given his absence, it was agreed that the issue should be discussed and the following motion was moved.

September 23

MOTION: RCC-2005-084

Moved by Samantha Bliak, seconded by Cassandra Dieudonne, THAT Richmond Campus Council keep the two tabletop folding tables as purchased by Richmond Campus Council from Bazaar & Novelty, for which Richmond Campus Council has itemized receipts. BIFRT the new table not be used by Richmond Campus Council and that if it was built for use by the Society, that other Campus Councils have the opportunity of taking it for their own use.

It was noted by Robert that no one was using the new table that Kulvir built, and that he would like to see us even get rid of the pool table which has proved to not work in the space that it is in. He'd like to see us acquire two round tables, that the tabletop folding poker tables could be used on and then when the KSA is not doing Poker tournaments that they be kept locked away in the storage room. Robert also noted that the KSA has to be careful with the Poker matches being played and distance itself from non-sanctioned games being played by students. He also noted that when tournaments are held that any money given into a game be used for prizes and he'd like to see this reflected in some kind of permanent procedure now that tournaments have become a regular part of Campus Council events on campus.

It was also noted that Kulvir receiving money from the KSA to build these tables represented a non-arms length transaction, from which he benefited from, which could represent a conflict of interest.

(MOTION CARRIED UNANIMOUSLY)

5. Office TV (Steve)

Steve noted that he had learned that Kulvir had taken the TV which Steve was going to donate to Richmond Campus for use from its spot on the bookshelf in the Richmond Campus Council office for use in the Surrey Campus Council office. Apparently, Kulvir did try contacting Steve before moving the TV but they had not gotten in touch with each other over the issue. Steve had asked him to return the TV and Kulvir said he would.

Richmond Campus Council was concerned about the break in protocol and specifically Campus Council Procedure 2.02.

September 23

MOTION: RCC-2005-085

Moved by Steve Lee, seconded by Cassandra Dieudonne, THAT RCC direct Richmond Campus Council Staff Representative to return from Surrey the television taken from the Richmond Campus Council Office by no later than 4pm on Friday, September 30, 2005.

(MOTION CARRIED UNANIMOUSLY)

6. Agenda-Daytimers (Johnny Woo)

Johnny noted that he was upset about the various lies told to students in regards to why the agenda-daytimers were late, which the KSA appeared to have in storage all along.

September 23

MOTION: RCC-2005-086

Moved by Johnny Woo, seconded by Cassandra Dieudonne, THAT RCC note, without prejudice, that the explanations given by Kulvir Gill to the Chronicle and to Kwantlen Students does not represent the official view of the Richmond Campus Council regarding the reasons for why the agendas were late.

Pros for this motion included the fact that the KSA must be careful and prudent about what fellow members say as it is a reflection of the entire KSA. Further, outright lying to students is simply

unacceptable, and in violation of the KSA Bylaws, Regulations as well as Richmond Campus Council Procedure 2.10 – Office Code of Conduct.

(MOTION CARRIED UNANIMOUSLY)

F. Previous and Upcoming KSA Council meeting Review

Nothing new to discuss at this time, with the main concern being the fact that the KSA Council has not met in more than a month.

G. Richmond Campus Council Director's Report (No. 4)

Attached with Steve noting that Johnny, Kulvir and Cassnadra had not yet finished the PERFORMANCE REVIEW SURVEYS or the VIEWPOINT SATISFCATION SURVEYS. Both Johnny and Cassandra again said they would have them done as soon as possible.

H. Campus Council Member Reports, Motions and Log Book Review

1. Richmond Campus Staff-Representative – Kaycee Hopwood
No report received for the 2nd meeting in a row, not present.
2. Richmond Campus Staff-Representative – Kulvir Gill
No report received for the 5th meeting in a row, not present.
3. Richmond Campus Representative – Harvey Mann
No report received for the 8th meeting in a row, not present.
4. Richmond Campus Representative – Johnny Woo (No. 5)
Attached.

Johnny personally thanked Christine for helping to cook, pack-up and clean at the Welcome-Week BBQ. Johnny would again like to re-emphasize the fact that there was no excuse for not having the agendas already at the first week of the semester and that the excuses given by Aaron Takhar and Kulvir Gill were pure fabrications. He would like to see a motion brought up at the next Council meeting to hold people accountable for this.

He'd like to see us acquire some new BBQs, and it was noted that Arka had found good quality 5 foot BBQs for reasonable prices and would be bringing campus councils information on that soon and perhaps a recommendation to Council can be made to acquire new units out of the capital expenditures line item of the main budget.

5. Richmond Campus Officer – Samantha Blik (No. 6)
Attached.

Sam handed out a draft of one of her environmental policies and would like Steve's help with fine tuning it. She's also looking at older government reports (From like 2002 and 2003) to see what work governments are doing in Canada for helping the environment.

She also plans on attending some local up-coming environmental events and fairs and hopes to have those organizations attend the Kwantlen fair in the spring – all of RCC is welcome to attend with her when she goes to these events and she'll provide more info on them shortly.

It was suggested that she start up a club as a means of attracting more students to her cause, or even check to see if there is a First Year Experience club already setup that could be willing to work with her on her issues.

Steve noted that we do have some money in the marketing budget of RCC that could go towards some kind of office clothing shirt. New nametags should also be developed as well as ID badges. Her issue with office moral and behaviour was agreed with by RCC, who had also discussed similar issues already, in-camera as per correspondence and concerns raised by submissions to RCC. It was agreed that as long as we believe in each other and are strong for each other that there is no end to what RCC can achieve no matter who is working in Surrey.

6. Richmond Campus Officer – Cassandra Dieudonne
No report received, present to give oral update.

Cassandra noted that with back to school she had been unable to get a written report out and apologized for that. She is working on various ideas presented by her at the last few meetings and helped out with Welcome Week videotaping everything, which she enjoyed doing.

7. Richmond Campus Officer – Rumin Mann
No report received, not present due to family commitments.

I. Submissions

1. Letter Received from Student Ivan Wangsaseputra (No. 7)
Attached.
2. Harassment, Discrimination and Treatment of Others Repost (No. 8)
(This was accidentally recorded as number 11 on the first page of the agenda)

Re-attached for information only.

It was noted that this issue was first brought up at the July 22, 2005 meeting of Council. Further, this was sent out by e-mail on Tuesday, July 26, 2005 by Steven. Copy of this e-mail has been saved.

This specific letter was also attached to the August 5, 2005 Council meeting agenda, as well as to the August 12, September 9 and 23, 2005 Richmond Campus Council agendas. It was also recorded in the minutes of the September 9, 2005 Richmond Campus Council meeting. *In short, everyone should have had the chance to read it by now.*

Also attached to today's agenda was a copy of Richmond Campus Council Procedure 2.10: Office Code of Conduct for Staff.

J. Next Meeting

The next regular meeting of RCC will be Friday, October 7, 2005 @ 2:00 pm (notice for date given on the September 23, 2005 agenda package).

The deadline for reports and submissions will be due to Steve by no later than noon on Tuesday, October 4, 2005 @ Noon.

K. Adjournment

Before the meeting adjourned, Cassandra noted that she had been troubled by the rumours she had heard that Steve, Johnny and Laura, as well as perhaps other non-Reduce All Fees members of Council could be booted at the Special General Meeting planned for September 29. Cassandra hoped that this rumour was not true because these members as well as most members of the KSA had put in a lot of hard work and dedication that students should be proud of.

Being no further business to discuss, the meeting was adjourned with the following motion.

September 23

MOTION: RCC-2005-087

**Moved by Steve Lee, seconded by Cassandra Dieudonne,
THAT RCC adjourn the September 23, 2005 meeting at 4:24 pm.
(MOTION CARRIED UNANIMOUSLY)**

SUMMARY OF MOTIONS AT the September 23, 2005 RCC MEETING...

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